

Henfield Community Partnership Ltd

Minutes of the Management Committee Meeting held on 13 September 2018
at Henfield Hall

Present: Mike Ainscough, Carol Eastwood (In the Chair), Paul Crowe, Ann Donoghue, Anthony Druce, Ann Ellson, Leo Jago, Sue Willis.

Apologies: Peter Bates, Matthew Chart, Elaine Goodyear, Richard Kendall, Kenneth McIntosh, Mike Morgan.

1.	Declaration of Interests. None.
2.	Minutes of the Previous Meeting. The minutes of the meeting on 9 August 2018 were approved and signed by the Chairman.
3	Matters Arising. 3.1. Item 13.1. The dates of the Garden and Arts weekend were confirmed as 8/9 June. 3.2 Item 13.2. The meeting was reminded of the mental health event to be held in the Hall on 16 October.
4.	Correspondence. None.
5.	Treasurer's report. Financial report had been circulated.
6.	Memorial Field Festival 16 September. Mike has agreed to do the sound and photographs, Sue was organising the 2 p.m. service. Sally Gunnell would be making an appearance at 3 p.m. Henfield Fencing has agreed to erect the signs made at the Shed free of charge. The organisation of the event has been good practice for organising the Year of Culture events. The new head teacher at St Peter's will be present as will the PCSO and Fire engine if not needed elsewhere.
7.	Leader Visitor Economy Bid: 7.1. The bid for £27,242 was put in on 2 September, but, although Carol is optimistic that a grant will be made (coming from the Rural Payments Agency), the expectation is that it may be less than applied for. The work has to be done and paid for before any grant is paid and VAT recovered, and there will therefore be a cash flow problem. The management committee unanimously agreed that HCP should ask the Parish Council whether it would be prepared to provide bridging finance until the grant was paid.
8.	Year of Culture: 8.1. The grant from HDC for £3000 has been received and placed in a designated account. HCP will be committing to booking events. 8.2. Any Questions is coming to the Hall on 11 January: Gardeners' Question Time will be coming in October and Kitchen cabinet are expressing an interest. Carol will bring the schedule of events to the next meeting. 8.3. It was still unclear how much the Hall charge for Any Questions but HCP is expecting the preferential rate. Admission will be free and tickets are obtained from the BBC. There will be a charge for Gardeners' Question Time.
9.	Action for Older People: 9.1. The report on accessibility problems has been circulated. The PC is already in touch with the highways authority about the options and costs of a pedestrian crossing at the north end of the village and looking at the places where footpaths run out, e.g. in Coopers Way. 9.2. A frame advertising signs on the pavements are causing problems. 9.3. The PC is looking to upgrade the toilet facilities. Asking shops to make their toilets available is impractical as they are not conveniently accessible. 9.4. Anthony would ask the shed whether they could undertake conversion of picnic tables to accommodate a wheelchair. 9.5. It would be useful to have a map of where benches are situated. 9.6. Refuse bins on the pavements awaiting collection can cause problems for

	disabled people.
10.	<p>Xmas Shopping Event. 10.1. The PC was concerned that nothing had been planned and so HCP have stepped in and a Super Saturday shopping event is being planned on 8 December to run to 6 p.m.</p> <p>10.2. Carol has asked HDC to suspend parking charges on that day and it has agreed. HPC will further facilitate the event with publicity but the traders must organise it.</p> <p>10.3 The youth club will raise funds by running Santa's Grotto.</p> <p>10.4. Tina has stepped down from Traders Association so Carol will work on an announcement and will try to organise a traders' meeting in October.</p>
11	<p>Parish Council: 11.1. 3 vacancies are being advertised on the PC website; a full time deputy clerk, an administration clerk, and a part time works officer which is a new post.</p> <p>11.2. The neighbourhood plan housing team are still looking at sites to reach the target of 272 new sites.</p> <p>11.3. The PC is looking at the best ways to use "Sec 106" money. WSCC is insisting on using Barratts' monies to alter access between the development and the High Street. It wants the road narrowed to provide room for the pavement. HPC is objecting because of traffic flow concerns and proximity of traffic to pedestrians.</p> <p>11.4. The Plans Advisory Committee has started discussions with all the owners of community buildings, e.g. the Hall, Scout Hut etc., about their future plans and how the PC may advise and support any building projects.</p> <p>11.5. Drainage problems have delayed the link road which should be finished by 10 October.</p>
12.	<p>AOB: 12.1. The issue of the growers' group money mentioned at the AGM raises the issue of how long HPC is expected to hold money for any project which fails to materialise. This need to be discussed at a meeting when the treasurer is present</p> <p>12.2. The Articles of Association need to be amended to provide that the officers of HCP need not necessarily be directors. Anthony will consider the detail of any amendments.</p> <p>12.3. Mike has set up 2 email addresses for general correspondence henfieldcp.info@gmail.com, and for applications to join henfieldcp.join@gmail.com He will circulate his proposals for the website. He has been asked to prepare a calendar for Christmas which will highlight the year of culture events.</p> <p>12.4. Barclays have come up with a proposal for a new ATM.</p> <p>12.5. HDCPF have made a lottery application and if successful some money should be available to promote walks. Leo will need to liaise with Malcolm and Vas on the PC which has devised a number of trails in connection with its own grant application.</p> <p>12.6. Leo is working on a list of HPC's achievements over the last 3 years. Carol will send him the relevant director's reports.</p> <p>12.7. There needs to be a policy and procedure on expenses to be discussed at the next meeting.</p>

Next Meeting

The next meeting will be at 7.00 p.m. on Thursday **11 October 2018** in The Committee Room Henfield Hall

Signed as a true and accurate record of the meeting:

Chairman:

Date signed: