



HENFIELD PARISH COUNCIL

Meeting of Village Centre Committee held on Tuesday 10th September 2019 at 3:30pm In the Parish Council Office at The Henfield Hall.

Present: Cllrs J Jones (Chairman), M Morgan, R Kendall, R Shaw and N Farrell.

In attendance: Mr K Wright (Clerk) and Mrs R Grantham (Administrator)

MINUTES

1. DECLARATION OF MEMBERS INTERESTS

None

2. APOLOGIES

Cllrs D Jemmett and C Simmonds.

3. APPROVAL OF MINUTES OF THE MEETING HELD ON 9th JULY 2019

The cost of the car park re-surfacing was amended to £35,000. Approved, signed and dated by the Chairman.

4. THE CLERK'S REPORT ON ANY MATTERS OUTSTANDING BUT NOT INCLUDED ON THIS AGENDA

1. Cemetery Lights

The new style lights were ordered on the 26th of July; Pharola Dark Sky 1m bollard, root mounted with 300k (warm light) LED's and painted in RAL9005 textured black with no back shield. The cost was £6,300.00 and delivery £70.04. Delivery is expected on the 23rd of September. The contractor has been contacted and put on standby regarding installation.

2. Traffic Issues

The Community Speedwatch figures were sent to all councillors on the 7th of August, as well as Nigel Yeo, so that he can produce a business case for a portable speed indicator device. Community Speedwatch will continue with random sessions and emails have been sent to two more prospective volunteers.

In conjunction with the Sussex Police Speed Awareness Campaign, the team conducted additional sessions during a two-week period in August. The Volunteer Co-ordinator has provided BN5 Magazine with a report, explaining what the group is trying to achieve, as well as advertising for more volunteers.

3. Cemetery Extension

The cemetery planning application was submitted on the 2nd of August with further information sent to the planning Officer on the 7th of August.

4. SEAT PAINTING

Due to a back log of work, seat painting has been postponed and will resume when possible. Cllr Morgan will mention in his street report.

5 BUS STOP SOUTHBOUND HARD STANDING PLATFORM

Chris Stark at West Sussex County Council (WSSC) responded to an email on the 2nd of September to say that they will carry out a site assessment and if happy with the site, will likely issue a licence to HPC to carry out the work.

Action -it was proposed by the Chairman, seconded by Cllr Kendall and agreed unanimously to purchase the materials needed at an approximate cost of £180, if approved by WSSC.

6. KINGS FIELD LINK ROAD

The contractor was instructed on the 2nd of September to stone pick the area, box mow the area, roll the area, over seed bare areas, supply and spread 20 tons of screened soil to the area, at a cost of £1,760.00 + VAT (Link Road Fund Account). The work was completed on the 4th of September at a lower cost of £1,460.00, as a lesser amount of washed sand was used, instead of screened soil.

Action - the Clerk to move this agenda item to the Open Spaces Committee

7. CHRISTMAS LIGHTS

Necessary applications have been made and receipt acknowledged.

The Chairman adjourned the meeting

5. OPEN FORUM

An opportunity for members of the public to request information or question the Council and its members on any matter in respect of the Parish.

None

The Chairman reconvened the meeting

6. INFRASTRUCTURE DELIVERY PLAN

To receive a progress report.

Cllr Eastwood provided a written update at the September Parish Council meeting.

The move of the High Street bus stop for buses going south has made some progress. An application to WSSC for a two-month trial has been submitted to WSSC from Compass bus company. We are still awaiting a response from WSSC and Stagecoach. Cllr Jones has also suggested that the Seagull buses stop there, so they will also need to be informed if it goes ahead.

7. CEMETERY

1. Cemetery Maintenance

The current tender period expires on the 31st March 2020.

The specification has been circulated to all members.

A cemetery inspection will take place on 8th October 2019.

2. Cemetery Extension

A working group is needed to consider all matters with regards to cemetery management. The Clerk and Deputy Clerk are attending a cemetery management course on the 3rd of October. The grave digger is also keen to participate with a working group. Works Officers also need to be involved.

Action - the Deputy Clerk to formulate a working party with Dick Nye, Jeremy Batchelor, the Chairman and Cllr Shaw.

3. Cycling in cemetery

Cllr Morgan reported he had received a complaint from a resident who claimed that she was almost knocked down by a cyclist in the cemetery. It was agreed by all to discourage cycling in the cemetery

Action - the Clerk to put up signs at the four entrances to the cemetery, asking cyclists to dismount.

8. LEISURE CENTRE

1. Bike Shelter

A revised quotation from Acorn has been received and circulated to all members. A site visit was carried out with the Administrator, Gary Pettifer and Acorn on the 9th of September and it was resolved at this visit that a full concrete hardstanding is not needed.

Some concern was expressed as to whether a cycle rack would be frequently used, whether the racks need to be covered and whether a covered shelter might encourage young people to congregate there. It was suggested that opinions are sought from staff, customers and the Management Committee at the Leisure Centre.

Action - Cllr Kendall to discuss with the Leisure Centre at the next meeting.

2. Any other matters

None

9. REMEMBRANCE DAY EVENT

To receive a progress report

The bugler, band and road closures have all been confirmed and an article sent to BN5 Magazine. There has been a price increase from the band from £300 to £350. Youth Organisations, Ex-Servicemen and the British Legion are all invited. The silent soldiers will also be put up.

Action - the Clerk to circulate the article with information to all Councillors and invite members to attend.

10. STREET SCENE

1. To receive Cllr. Morgan's Report.

Barclay's Forecourt

The agent for the landlord has confirmed that planning permission has been sought to carry out work to the tree. The landlord is not willing to agree to the Christmas Tree or any other community use. The BP Guild wrote to the landlord in connection with the Christmas Tree, but has also had a negative response. Cllr Morgan will consider an alternative approach.

2. Museum Signage in the village.

The Chairman reported that there is a feeling on the Museum Committee that the museum signage isn't sufficient. Members agreed not to put up any more signs currently, as there are new digital information boards planned for the village, as well as a new website and there are already a lot of signs in the High Street.

3. There is currently a Consultation by West Sussex County Council to produce an Electric Vehicle Strategy. The Committee decided not to respond at this time, although individual members may choose to do so.

4. Any other matters.

Cllr Morgan reported that a local resident has cleared the alleyway to the Common and has also offered to paint a seat and bollards at the SE Tyres site. He suggested making use of the street cleaning machine rather than using volunteers.

Action - the Clerk will investigate whether the machine still works and discuss with the Works Officer.

Cllr Morgan reported that there has been some discussion at HDC regarding car park improvements and will report back when he has further detail.

11. PUBLIC CONVENIENCES

1. To receive Cllr. Morgan's report.

HPC approved the signing of a lease at the meeting on the 3rd of September. The lease will be completed with HDC before entering into a contract with the contractor. The S106 money is confirmed. The work is likely to start early October. The contractor needs two parking bays for temporary toilets, two bays for a skip and three for

workmen. A temporary licence will be needed from HDC. Glass in the windows will be replaced and a new ventilation system installed with a timer along with the lighting. There is a new doorway planned for the disabled toilet to improve access although this will require planning permission. The phone box is going to be removed and the Henfield Hall noticeboard will need to be relocated. The colour scheme is still to be decided.

Action - Cllr Morgan and the Chairman to discuss décor with the contractor.

Action - the Clerk to contact BN5 Magazine to request that the renovation of the public conveniences is promoted.

1. UKPN has confirmed that engineers attended the public conveniences and advised that the earthing system is connected to a perfectly functioning service and should give no problems.

To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders s.1(d) to exclude the press and public on the grounds that the confidential matters to be discussed under item 11.2 below would be prejudicial in the public interest.

2. Staff Remuneration During Refurbishment.

12. CLERK'S REPORT

1. Financial update.

Up-front expenditure means that the Village Centre Committee is slightly over budget on expenditure. Income is slightly higher than usual for this time of year. The Football club will be invoiced in December. The Clerk invited any questions.

2. Any further updates.

None

13. MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

1. This Committee:

Cemetery Inspection prior to meeting 08.10.2019 and Governance Committee Structure Review will be discussed and decided at the Finance, Risk and Change Governance Committee meeting.

2. Full Council:

None

3. Other Committee:

None

14. DATE OF NEXT MEETING

Tuesday 8th October 2019 at 3pm at Henfield Cemetery and then 3:30pm in the Parish Council Office.

Please note time of cemetery inspection prior to meeting

Meeting Closed at 5.08pm.