



HENFIELD PARISH COUNCIL

**Meeting of Village Centre Committee
held on Tuesday 8 October 2019.
at 3:00pm at Henfield Cemetery and then 3:30pm
In the Parish Council Office at The Henfield Hall.**

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

In attendance: Ms C Fullman (Deputy Clerk), Mr K Wright (Clerk) and Mrs R Grantham (Administrator)

MINUTES

1. DECLARATION OF MEMBERS INTERESTS

Cllrs Farrell and Jemmett both declared a personal interest in item 8 as they are involved with Henfield Youth Club.

2. APOLOGIES

Cllr Simmonds.

3. APPROVAL OF MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2019

Approved, signed and dated by the Chairman.

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

Cemetery Lights

The contractor has now received the new lights from suppliers. They are scheduled to be installed either week commencing 28 October 2019 or 4 November 2019. Installation costs are expected to be a bit higher than the estimate as new posts are required; it was previously thought that the existing posts could be reused. Revised costs are awaited.

Community Speedwatch

Results received on the 21st September 2019.
During the last week – 44 vehicles reported.
During the last month – 307 vehicles reported.
During the last year – 823 vehicles reported.

Results received on the 5th of October 2019.
During last week – 83 vehicles recorded.
During last month – 217 vehicles recorded.
During last year – 960 vehicles recorded.

Cemetery Cycling Signs

This is outstanding, they are to be installed at the four entrances of the cemetery.

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. CHRISTMAS LIGHTING

The SSE Application has been approved on the basis that the mounting brackets and their stainless-steel band strap fixings are backed with neoprene rubber strips to protect the columns from any damage. To consider the quotations supplied by the contractor.

Two quotations have been received from Blachere, to replace all of the brackets at a cost of £754.00, or to just add the neoprene rubber strips at £195.00 plus labour. Replacement may be necessary if the existing brackets have deteriorated considerably and they could also become damaged further as they are removed. Money from reserves could be used. The Chairman requested some information regarding the guarantee that would be offered on new brackets.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Kendall, **VOTED ALL IN FAVOUR** to spend up to £1,000.00 on replacing the brackets if found to be necessary.

Action Point: The Deputy Clerk to investigate the following:

1. **Guarantee offered on the brackets**
2. **Whether a more robust bracket is available**

7. LEISURE CENTRE

To consider the correspondence and quotations received in connection with the proposed bike shelter

It was established by Cllr Kendall that the Leisure Centre definitely support a covered bike shelter.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to go ahead and instruct Acorn Contractors to install the bike rack in red at a cost of £3,750.00.

8. LIGHTING AT HENFIELD YOUTH CLUB

To consider the request for the provision of suitable lighting for the path from the car park to the youth club building.

Cllr Farrell confirmed that the path is very dark. There are no users of the Youth Club building after 9.30pm. There have also been reports of local residents falling as they have been unable to see properly. Members were informed that there had been a request from a member of the public that local residents are consulted, as the area is public open space.

The Chairman suggested a light on the front of building shining down onto the path. Lights could also be shielded so that light is directed towards the ground or the leisure centre. Cllr Kendall suggested a light triggered by a movement sensor, which could also be cheaper to run. A timer will also be necessary so that the light isn't triggered outside opening hours. The Chairman queried whether this could be funded from the Link Road project.

Action Point: Cllr Farrell to speak to Youth Club Leader and liaise with the Deputy Clerk with regards to obtaining quotes.

9. CEMETERY

1. Cemetery Inspection and Maintenance

The cemetery was inspected by the Committee prior to the meeting.

The current maintenance contract expires on 31st March 2020. The specification was circulated to all members prior to the meeting. The Clerk noted that there have been more complaints than usual this year. The Chairman suggested that the specification is reviewed to then be discussed and approved at the next meeting. Cllr Shaw volunteered to assist the Chairman. The contract will then be put out to tender.

2. Cemetery Extension

A working group has been formed as per the previous minutes.

The Planning Officer from Horsham District Council has recommended that the application description is revised to refer solely to the change of use of the land for

purposes as a cemetery and that layout of the site, including arboriculture impacts are addressed by conditions requiring plans of soft and hard landscaping.

It was **PROPOSED** by Cllr Kendall, **SECONDED** by Cllr Farrell and **VOTED ALL IN FAVOUR** to change the wording on the application as per the Planning Officer's recommendations.

Action Point: Cllr Kendall will speak to the Vicar of St Peter's Church with regards to whether it is preferable to consecrate the ground.

Action Point: Clerk to respond to the Planning Officer at Horsham District Council.

3. Cemetery Management Course

To receive a report on the Cemetery Management Course attended by Clerk and Deputy Clerk.

This was circulated to the Committee prior to the meeting. There are a number of aspects that need to be addressed, in particular with transfer of ownership of plots, erection of headstones and terms of leases. There may be a need to charge additional fees for administration. Cllr Kendall expressed concerns regarding the resources of the Parish Office Staff. The Clerk confirmed that he has spoken to Cllr Goodyear and will be discussing this further with the Deputy Clerk and Administrator at a meeting on Friday.

Action Point: The Deputy Clerk to investigate further and draw up procedures.

Action Point: Deputy Clerk to arrange Working Group meeting.

10. INFRASTRUCTURE DELIVERY PLAN

To receive a progress report.

This has been updated and sent to Horsham District Council.

11. REMEMBRANCE DAY EVENT

Cllr Morgan confirmed arrangements are in hand and letters have gone out. It was agreed to re-erect the silent soldiers and crosses as in previous years.

Action Point: The Deputy Clerk will re circulate details of the Remembrance Day events.

12. STREET SCENE

1. Cllr Morgan asked whether it would be possible to allow a member of the community to use the street cleaner to tidy up the High Street, potentially on a voluntary basis.

Action Point: The Clerk to remind the Works Officer to check whether the street cleaner is in working order.

Cllr Morgan asked whether daffodils were being planted on the Borrer Bank as in previous years the conservation group had requested that they were removed. He also mentioned that it may not be popular if grass becomes overgrown. There is also a possible safety issue if visibility is affected.

2. Barclay's Forecourt

Works are being carried out on the tree at the expense of the landlord, details of which have been sent to the tree officer at Horsham District Council (HDC) who has stated that this is acceptable and could be sufficient for the next seven years. The Council could be liable for further costs if they accept responsibility for it.

It was **PROPOSED** by Cllr Shaw, **SECONDED** by the Chairman and **VOTED ALL IN FAVOUR** for the Council to accept responsibility for the tree, as it was not expected that future costs would be unreasonable.

Cllr Morgan also asked for suggestions for other uses for the forecourt, possibly planters or a seat. He has been offered a seat by a local resident who would like to provide one in memory of his partner. Cllr Farrell suggested a seat with a sign suggesting it as a place for lonely people who might like to chat to others.

3. Any other matters.
There were no other matters raised.

13. PUBLIC CONVENIENCES

Work has now started and temporary toilets are in place. The bus shelter will be left open as much as possible. There will be a new entrance and door at the front for the disabled toilet with additional cost of approximately £4,000.00. The specification and costs are awaited.

The contractor has requested a decision on colour for the cubicles. Following due discussion it was resolved to select Gris Tourterelle. Cllr Morgan requested that Councillors also consider colours for the walls, floor and inside of the bus shelter. This will be discussed at a later date.

Action Point: Cllr Morgan to confirm cubicle colour decision to the contractor.
Action Point: All members to consider colours for the walls, floor and inside the bus shelter.

14. CLERK'S REPORT

1. Financial update
The budget reports were sent to the Committee prior to the meeting. The Committee have spent 55.4% of the budget at the half-way point in the year.
2. Any further updates.
None.

15. MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

1. This Committee: Budget and Governance Review.
2. Full Council:
3. Other Committee:

16. DATE OF NEXT MEETING

Tuesday 12 November 2019 at 3:30pm in the Parish Council Office.

Meeting Closed at 5.20pm.