



HENFIELD PARISH COUNCIL

Meeting of Village Centre Committee held on Tuesday 12 November 2019 at 3:30pm In the Parish Council Office at The Henfield Hall.

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

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

MINUTES

1. DECLARATION OF MEMBERS INTERESTS

Cllr Jemmett and Cllr Eastwood declared an interest in agenda item number 6 as they are on the Youth Club Committee. Cllr Farrell declared a personal interest in agenda item 6 as a Youth Club leader

2. APOLOGIES

None

3. APPROVAL OF MINUTES OF THE MEETING HELD ON 08 OCTOBER 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

This was dealt with at the Parish Council meeting on 5th November 2019
Signage will be needed to highlight that the path will be closed while work is carried out.

Action Point: The Clerk to arrange a footpath closed sign

COMMUNITY SPEEDWATCH

Results were received on 2 November 2019
During the last week 37 vehicles were recorded
During the last month 61 vehicles were recorded
During the last year 1021 vehicles were recorded.
These results were noted by the Committee.

CHRISTMAS LIGHTING

There is a two-year guarantee and those suggested are the only brackets available, they have been ordered. The current brackets have been in place for at least six years so have weathered well. The brackets, with neoprene, and Christmas lights are scheduled to be installed on 29 November 2019.

BIKE SHELTER

The order has been submitted for the shelter, with a lead time given of four weeks. The contractor has the work currently pencilled in for first week of December. Neither the groundwork or installation will have any tangible effect on the Leisure Centre operations and the manager of Leisure Centre is happy for a few days notification of installation.

BUS STOP

With reference to the hard standing for the bus stop situated on the A281, the specification has been received from West Sussex County Council (WSSC) and members felt it was excessive for the initial suggestion and requested that WSSC be contacted to discuss.

Action Point: The Clerk to telephone WSSC to discuss the requirements further

BUS STOP RELOCATION

The proposal for the temporary relocation of the High Street bus stop from outside the hairdressers to opposite the bus shelter has been declined by WSCC due to there being no safety concerns and moving the bus stop would not ease traffic congestion.

Cllr Morgan noted that the bus timetable is too high at the bus stop. Cllr Eastwood suggested that the WSCC refusal is publicised to the public (as it was seen as a high priority by local residents) and to suggest that they contact WSCC directly to express their concerns.

Action Point: The Clerk to arrange communication to the public in BN5 magazine. The article to include the relevant contact details at WSCC and request for members of the public to copy in Henfield Parish Council office and Cllr Barnard.

WSCC Officer to be informed.

CEMETERY TREE

The contractor has confirmed this will be removed as soon as possible

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. LIGHTING AT HENFIELD YOUTH CLUB

To consider further information with regards to lighting provision at the Youth Club and make a decision on the way forward.

Cllr Morgan informed the Committee that the land the lights will be situated on is not Parish Council Land. The Committee can make the decision to offer the lights to the Youth Club but the decision to install them will be down to Youth Club. Cllr Jemmett noted that the Youth Club accepts that this is their responsibility.

Cllr Eastwood confirmed that the lighting contractor has visited to assess the site and it was recommended to re-use the original lighting columns from the cemetery as the height of the building is not sufficient for a wall mounted light to illuminate the car park. As a trench is currently open for sewage work, Cllr Eastwood suggested for the cabling to be installed with six points that are blanked off for the time being while a decision is being made. This will not take place until the cemetery lights installation is complete. The cost of the cabling is £200.00 and can be taken from the Link Road budget.

Cllr Eastwood added that contractors had confirmed that planning permission will not be needed for the lighting bollards at the Youth Club and that it would be possible to include a timer and to potentially etch one side of the lights to reduce glare towards house, with the likely cost for installing the lighting being approximately £1500 to £2000.

The Clerk informed all members that quotations would be required from the contractors and the Deputy Clerk reminded members that a request for a public consultation had been made.

Information regarding the proposed plans would be circulated to BN5 magazine and Remus.

It was proposed by Cllr Morgan, seconded by Cllr Farrell and voted all in favour to approve spending up to £300 to lay the necessary cabling for safety lighting, to potentially be installed at a later date.

Action Point: Cllr Eastwood to write an article for BN5 magazine and to inform Remus of the proposals for installation of safety lighting at the Youth Club. He will also request an installation quotation from the contractors to be considered at the December meeting.

Action Point: Cllr Jemmett will speak to the Youth Club in order to establish their approval of the proposal.

7. CEMETERY

1. Cemetery Maintenance

The specification was previously circulated to all members. The Chairman informed the Committee that the current contract expires on the 31 March 2020 and that herself, Cllr Shaw and the Deputy Clerk met to discuss. Currently there is a contractor for the cemetery and a different contractor for the land for the cemetery extension. The cemetery extension land in its current state requires different equipment as it is more of an open space. It was suggested to committee members to consider continuing with the current contractors for each site for a further year to enable the cemetery extension to be built and to review for tender for financial year 2021/2022.

It was proposed by Cllr Kendall, seconded by Cllr Shaw and voted all in favour to continue with the current contractor for the existing cemetery and separate contractor for land designated as cemetery extension, to then be reviewed for tender for the financial year 2021/2022

Action Point: The Clerk to liaise with the current contractor of the existing cemetery about the proposal of continuing for a further year and to inform of potential changes to the specification in the near future.

2. Cemetery Extension

To receive the report from the Working Group

The Chairman noted that the Working Group have had their first meeting and have gained a lot of information from the council's approved grave digger. They will continue to work on the layout of the new cemetery. Planning permission has yet to be granted. A date in the next month will be made for a meeting to progress plans.

3. Cemetery Management Procedures

To receive a report on the progress of the Cemetery Management Procedures

The Deputy Clerk reported that operational procedures are near completion and will be reviewed with the Clerk prior to being circulated to Village Centre Committee members for review, ahead of the next committee meeting.

4. Cemetery Cycling Signs

To consider the quotation and specification for four 'No Cycling' signs for the cemetery at a cost of £12.54 each.

These are planned for installation at the four entrances to the cemetery, posts might be needed. It was resolved to purchase and then go ahead with the installation of the signs at these locations.

Action Point – Signs to be ordered and installed.

8. BUDGET

To consider budget requirements for the next financial year 2020/2021

The Clerk reported that a budget plan is needed for next month. There is a consideration for software for future cemetery management. An initial quote has been received for £1168.00 and £193.00 per year for the license for one user. There are two more quotes to follow.

There will also be costs for the Cemetery extension work such as paths. There is £14,000.00 in the current budget for this.

Cllr Kendall reported that there are areas of the Leisure Centre car park that are breaking up. The Works Officers may be able to carry out temporary repairs. There is approximately £23,000 in reserves for carparks.

The Clerk also mentioned that Christmas lighting may need to be replaced in the near future, there is approximately £2500.00 in reserves.

9. REMEMBRANCE DAY EVENTS

To receive a report of the events held.

Cllr Morgan thanked the Deputy Clerk for her work on these events and reported that they went very well. He also thanked the Henfield Club and the volunteers. There was a very good turnout of approximately 600 people and he would welcome suggestions for how events could be improved in future years.

10. STREET SCENE

1. To receive Cllr. Morgan's Report.
There are still volunteers prepared to do some cleaning and tidying in the high street.

Action Point: The Clerk to check if the sweeper is working

2. Barclay's Forecourt
Cllr Morgan has drafted a lease for the former Barclays forecourt and sent it to the agent Marcus Staples. With regards to the public liability, this usually only applies to buildings however the owner wants Henfield Parish Council (HPC) to take on liability and the insurance company will need to be notified. Cllr Morgan will update the lease to this effect, it will then be ready for signing at the December meeting. A notice will also be necessary on the site to advise the public who to contact should they wish to use the area.

The Deputy Clerk advised members that third parties wishing to use the area should be requested to supply the parish council with their PL Insurance and Risk Assessment in order to allow events and that a procedure should be in place for the office to be able to administer correctly.

Action Point: The Deputy Clerk to draft a procedure for use of the forecourt

Cllr Morgan has had another meeting with Barclays regarding an ATM. The security issue was discussed and there was a suggestion to use bollards or large concrete planters in front of a new ATM. Locating an ATM in the window of the former Full of Beans shop was also discussed as a possibility, with potential use of the inside of the premises as an advice centre. This site would also have space for bollards or planters outside.

3. Any other matters.
None

11. PUBLIC CONVENIENCES

To receive a progress report

Cllr Morgan confirmed the floor is being installed and electrics are also in. The colours for inside and outside have been decided. The new disabled entrance is also complete. It is likely to be completed ahead of schedule in around four weeks.

12. DOG FOULING

To consider areas for the siting of 12 dog fouling signs and to consider the complaints regarding the Wantley Hill Estate and Staples Barn areas.

The Deputy Clerk supplied a map indicating the location of all of the existing dog waste bins and highlighted where there have been complaints. She also explained the stipulations regarding the locations of dog waste bins in particular access for vehicles and proximity to houses. It was resolved to request a site visit with Horsham District Council's Street Scene Manager in order to consider possible placement of new dog waste bins and to then consider siting of the dog fouling signs at a later date.

Action Point: Deputy Clerk to arrange site meeting with HDC Street Scene Manager.

13. LINK ROAD PEDESTRIAN SIGNAGE

To consider signage to encourage pedestrians to use the footpath in the cemetery.

Notification has been received from families via the school with regards to the dangers of pedestrians using the Link Road. The school will be publishing this in their newsletter to parents. It was resolved to consider whether the existing signage could be made more visible, to be discussed at the next meeting.

14. CLERK'S REPORT

1. Financial update

The first payment has been made for the public conveniences, funds will be made available from S106 monies and there are further funds in reserve. Otherwise the Committee are currently at 60% of budget

2. Any further updates.
None

15. MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

1. This Committee: None
2. Full Council: None
3. Other Committee: None

16. DATE OF NEXT MEETING

Tuesday 10 December 2019 at 3:30pm in the Parish Council Office.

Meeting Closed at 5.12pm