



HENFIELD PARISH COUNCIL

Meeting of Village Centre Committee held on Tuesday 14 January 2020 at 3:30pm In the Parish Council Office at The Henfield Hall.

Present: Cllrs J Jones (Chairman), R Kendall, D Jemmett, N Farrell, Cllr Morgan and C Simmonds

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

MINUTES

1. DECLARATION OF MEMBERS INTERESTS

None

2. APOLOGIES

Cllr R Shaw

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

Approved, signed and dated by the Chairman

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

CHRISTMAS LIGHTING

These are being taken down 18th of January 2020. They were considered a success and should be suitable for use again next year.

COMMUNITY SPEEDWATCH

The team are endeavouring to pick up weekly sessions after the Christmas break, the group are completely dependent on the dedication of the volunteers and the Deputy Clerk suggested promoting the scheme to ask for more volunteers.

LIGHTING AT HENFIELD YOUTH CLUB

At the committee meeting held on 10 December 2019, it was resolved in principle to extend the Link Road Project budget to include the lighting of the Youth Club and car park. We are currently awaiting a quotation. The Clerk wrote to Remus but there has been no response.

ANNUAL PARISH MEETING

The Chairman suggested writing a short report and circulating to members for their approval. A presentation on Community Speedwatch was also suggested.

Action Point: The Deputy Clerk to ask the organiser of Community Speedwatch to prepare a short presentation for the Annual Parish Meeting to include a request for more volunteers.

Cllr Morgan asked for clarification on the planting planned for the library carpark, particularly in view of other potential plans for the area.

Action Point: The Chairman to discuss with Cllr Perry

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

6. TOURIST SIGN APPLICATION

To consider the cost of £311.15 non-refundable fee for West Sussex County Council Highways to assess the application for a tourist sign on the Wantley roundabout for the Leisure Centre, Youth Club and Cemetery.

It was **proposed by Cllr Simmonds, seconded by Cllr Morgan and voted all in favour** to pay the non-refundable fee of £311.15 to West Sussex County Council (WSCC) Highways to assess the application for a tourist sign on the Wantley roundabout for the Leisure Centre, Youth Club and Cemetery.

Action Point: The Administrator to request an invoice and forward to the Clerk for payment.

Cllr Morgan suggested reporting back to WSCC the remaining unspent S106 Link road funds, bearing in mind that the funds will still need to be spent on transport matters relating to Henfield.

7. PUBLIC CONVENIENCES

1. To receive a progress report on the refurbishment
The Works Officer has reported there is a significant pool of clean water on the floor near the furthest urinal in the gentleman's toilets on a daily basis. In addition, the floor drain is slow to drain water from the floor. Cllr Morgan confirmed that the drain has now been cleared of detritus. Condensation was found to be a problem due to the current weather conditions. There are no other obvious problems and the situation will be monitored. It was confirmed that the disabled toilet was now open. A final invoice from the contractor is due. The Clerk noted that a lock has been installed to prevent misuse of the electric socket.

2. To consider the recent vandalism to the public conveniences
The Works Officer reported that the door to the gentlemen's toilet had a cane positioned to prevent the door locking on the automatic system. The toilet roll holder had been forced open and the toilet rolls removed.

Both male and female external doors show signs of foot-prints as if the doors have been kicked. Cllr Morgan suggested putting up a notice stating that if the bus shelter continues to have litter and drug paraphernalia there, HPC will have to consider closing the shelter at night. The Chairman commented that all vandalism must be reported to the police and that HPC will continue to monitor the situation.

It was also noted that only community information notices can be put up in the bus shelter noticeboard and a notice to this effect will be put in place.

Action Point: Monitor and report all cases of vandalism.

Action Point: Monitor Litter and Drug Paraphernalia.

Action Point: Notice for bus shelter noticeboard to be arranged.

8. STREET SCENE

Cllr Morgan reported that quotations are being arranged for hanging baskets and tubs. The tubs outside of Springhills are being maintained by a local resident.

Action Point: Quotation request.

9. CEMETERY

1. To consider the footpath layout for the cemetery extension proposed by the Cemetery Working Group to enable specification to be prepared and quotations sourced.

The report and proposed layout was circulated to committee members ahead of the meeting. It was proposed that all paths be placed at least one metre from the base of hedges and that all paths be 1.8m wide in tarmac with timber edging to match the existing cemetery.

The proposed footpath layout would be dividing the new cemetery into four sections and will create options with regards to consecrated and non-consecrated areas in accordance with burial authority legislation. The Deputy Clerk suggested a working group meeting to discuss this separate issue to bring to a future committee meeting.

The proposed layout and footpath specification was agreed by all members present.

2. To approve the recommended landscape condition to the Cemetery Planning application DC/19/1581.

The Chairman stated her understanding that planning permission will be granted on the condition that a detailed hard landscaping and planting plan is provided before work commences. This work would need to take place over one planting season. Cllr Morgan agreed with this interpretation and suggested a minimal planting plan which could be added to in the future. Perimeter hedging could be left to grow higher. It was resolved to go ahead with the landscape condition to the cemetery planning application DC/19/1581

3. To consider the recommendation made by the Cemetery Working Group and the quotation for extending the cemetery maintenance contract for a further year from 1st April 2020 – 31st March 2021.

This was considered and agreed at the committee meeting held on 12 November 2020.

4. To consider the future maintenance of the cemetery and quotation.

Due to contractor resignation on 08 January 2020, a quotation was sought from the contractor maintaining other areas.

It was **proposed by the Chairman, seconded by Cllr Kendall and voted all in favour** to go ahead with the quotation of £6,960.00 as it was considered competitive, in line with Financial Regulations and an extension to the existing maintenance contract held by Grasstex.

10. CONTRACTOR WORK OFFER

To consider the offer made by the contractor who installed the bike shelter at the Leisure Centre and put forward suggestions of work that are reasonable in reflection to the error of the incorrect colour of shelter installed.

The Chairman suggested repairs to the paving slabs near the memorial wall. However, as it is difficult to assign a monetary value to the error, **it was resolved** to respond to the contractor thanking them for their offer and to bear this in mind next time they are asked to quote for future works in Henfield.

Action Point: The Administrator to respond to the contractor.

11. CLERK'S REPORT

1. Financial update
£64500 has been spent on the public conveniences, covered by general reserves and S106 funds. Taking that into account, 74.7% of the budget has been spent and we are 75% through the financial year. The cemetery budget may be slightly over due to the survey needed and the environmental cleansing grant from HDC has yet to be confirmed.
2. Any further updates
None

12. MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

1. This Committee:
Planting quotations
APM
Cemetery progress
ATM location
Cemetery Inspection in March
Leisure Centre car park.

Action Point: Works Officers to assess potential short term repairs at the Leisure Centre car park.

Action Point: The Clerk to locate previous Leisure Centre car park quotes for details of specifications required.

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

13. DATE OF NEXT MEETING

Tuesday 11 February 2020 at 3:30pm in the Parish Council Office.

Meeting Closed at 4.36pm