



## HENFIELD PARISH COUNCIL

### **Meeting of the Village Amenities Committee held on Wednesday 12<sup>th</sup> March 2025 at 10.30am at the Henfield Hall**

**Present:** Cllrs M Morgan (Chairman), J Jones, R Kendall, S Leader and R Shaw.

**In Attendance:** Mrs R Grantham (Operations Manager – OM) and Mrs B Samrah (Parish Administrator – PA).

#### MINUTES

1. **DECLARATION OF MEMBERS INTERESTS**

There were none.

2. **APOLOGIES**

Were received from Cllr A Willard.

3. **APPROVAL OF MINUTES OF THE MEETING 12<sup>th</sup> FEBRUARY 2025**

These were approved, they were signed and dated by the Chairman.

4. **MATTERS ARISING**

There were none.

*The Chairman adjourned the meeting.*

**OPEN FORUM**

There were no members of the Public present at the meeting.

*The Chairman reconvened the meeting.*

5. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman confirmed that for the 80<sup>th</sup> Anniversary of D Day on Thursday 8<sup>th</sup> May the BP Guild would prepare and light the Beacon at 9.30pm. They would also provide a bar at the Rothery Field earlier in the evening. It was hoped that those present would sing I Vow to Thee My Country.

The Chairman said that he was still awaiting information from the Active Travel group at WSCC.

The Chairman said that following comments at the Annual Parish Meeting about accessibility of the public toilets, the installation of grab rails each side of the doors would be investigated. It was also confirmed that Radar Keys for disabled toilets could be purchased online by anyone.

**ACTION POINT: The OM to liaise with the works team about whether this might help.**

The Chairman said that in the last few days correspondence had been received from a cycling group with a request for alternative wording on the road side sign at Barrow Hill which had been damaged. They had also been in contact with WSCC direct and the Chairman said that he would prefer any requests of this nature to come through the Parish Office.

6. **CONSIDER DRAFT TERMS OF REFERENCE**

After some discussion it was agreed that Cemetery should remain with Village Amenities and not with FRC Committee. It was further agreed that Cemetery fees could be considered periodically by a Working Group. The Chairman said that he hoped that agendas could be kept short with updates about ongoing matters possibly being given in a separate email. The Chairman said that ROS Committee had agreed to the changes last month at their meeting.

There were a few amendments suggested:-

Community Committee

(g) and (h) to be merged, covering Verge Management, Trees and Hedges including Community Road Verges (CRV) and to delete – in consultation with interested parties and relevant Village organisations.

(k), (l), (m), (n) and (o) need not be used as it described the process of how work is carried out.

Children and Young People Committee

(g) should read To research ways to reduce young people's isolation.

It was suggested that the Community Committee does not reflect the work carried out and that keeping Village Amenities Committee would be more appropriate and would avoid any confusion with the Henfield Community Partnership.

Cllr Shaw volunteered to rewrite the Terms of Reference with these suggestions and circulate to this Committee for agreement before going to FRC. The Chairman said that thing may change again after Devolution.

**ACTION POINT: Cllr Shaw to rewrite the Terms of Reference and circulate to Committee.**

7. **CONSIDER REQUEST TO SELL BACK FULL BURIAL PLOT**

The OM said that a couple had requested to sell back the plot they had purchased in the Cemetery in 2012 for £160. It was agreed that this was possible but that an administration fee of £50 would be charged and that they would receive £110 back. Cllr Jones said that the price of the Administration fee, should be reviewed with Cemetery fees periodically.

**ACTION POINT: The OM to liaise with the couple.**

8. **IMPROVEMENTS TO WANTLEY ROUNDABOUT**

The Chairman said that this roundabout had not looked very attractive for a long while, it was suggested that Stonepit Nurseries should be approached to recommend plants which might add colour, possibly trailing or flowering plants. This was agreed by all whilst bearing in mind that this roundabout may be changed with further building work likely to happen in the next couple of years. It was suggested that the planters may be painted to improve the look and the OM agreed to ask Works Team.

**ACTION POINT: The OM to liaise with Stonepit Nursery about planting and with Works Team about suitability of painting the planters.**

9. **CONSIDER POTENTIAL IMPACT OF DEVOLUTION**

The Chairman said that it would be important to consider what facilities currently owned or run by HDC and WSCC could be reasonably looked after by Henfield Parish Council after Devolution.

Cllr Kendall said he felt it was an opportunity for parish councils to try and create an feeling on inclusion with residents so that they did not feel remote from decisions making. He said that he felt Henfield Parish Council should be open to the idea of merging with other parish councils. He said that he had been struck at the recent Annual Parish Meeting how many issues, including parking and potholes had been left as being looked after by another council. Cllr Leader said that it would also be important to think about what may happen after Devolution to facilities further afield such as cinemas, theatres and parks which Henfield Residents may use regularly.

The Chairman said that assets in the village such as the car parks, Commons and Batts Pond would need maintaining after Devolution. It was stressed that it was still unclear what the future unitary authority might encompass. All were reminded of the Inter-Parish Meeting being held next month.

10. **CONSIDER FORMATION OF AN ACTIVE TRAVEL WORKING GROUP**

The Chairman stated that an Active Travel Plan from WSCC had still not been received and wondered whether it was time to set up an Active Travel Working Group? Cllr Leader said that she had been working with St Peter's School about their hopes from more walking to school. The OM said that the data sensors have not yet been put up even though they were promised for January. She said she thought that WSCC would want at least three months' worth of data. Cllr Kendall said that he felt it would be more appropriate to wait until the new Committees had been set up which would be in May.

It was agreed that the Chairman and the OM would work on a letter to be sent to Cllr Sarah Payne asking for requests from Henfield Residents to come via the Parish Office rather than direct when they relate to speeding, parking and signage in Henfield.

**ACTION POINT: The Chairman and OM to work on a letter to be sent to Cllr Sarah Payne.**

11. **CLERK'S REPORT**

1. Financial update - The OM stated that 91.7% of the year had elapsed by the end of February and that 100.3% of Village Amenities budget had been spent, part of this was including the Christmas lights and Cemetery lights.

She also confirmed that Cemetery income was £20,020, against a predicted budget of £18,000.

2. Any further updates – There were none.

12. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

There were none.

13. **DATE AND TIME OF NEXT MEETING**

10.30am 9<sup>th</sup> April 2025 in the Committee Room.

This Committee would prefer that meetings continued on Wednesday Mornings and it was confirmed that the Committee Room was free on the second Wednesday of the month throughout the rest of the year.

The Meeting closed at 11.50am.