



## HENFIELD PARISH COUNCIL

**Meeting of the Village Amenities Committee  
held on Wednesday 9<sup>th</sup> April 2025 at 10.30am at the Henfield Hall**

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

**In attendance:** Mr K Wright (Clerk) and Mrs R Grantham (Operations Manager – OM).

### MINUTES

1.	<b><u>DECLARATION OF MEMBERS INTERESTS</u></b> None.
2.	<b><u>APOLOGIES</u></b> None.
3.	<b><u>APPROVAL OF MINUTES OF THE MEETING 12<sup>th</sup> MARCH 2025</u></b> Approved. Signed and dated by the Chairman.
4.	<b><u>MATTERS ARISING</u></b> A report was circulated with the agenda. The Clerk added that it was reported by a resident that the cemetery lights have been on all night. The contractor will check the timer. It was noted that the Catholic Church and St Peter's Church have both expressed their thanks for resolving the issue.  <i>The Chairman adjourned the meeting.</i>
	<b><u>OPEN FORUM</u></b> There were no members of the public present at the meeting.  <i>The Chairman reconvened the meeting.</i>
5.	<b><u>CHAIRMANS ANNOUNCEMENTS</u></b> The Chairman reported that Horsham District Council (HDC) contractors were onsite inspecting the road surface in Bishops Lane, it is hoped that it will be completely resurfaced to include resolving the rainwater pooling and ongoing blocked drain issues. Plans continue for VE day celebrations and a local choir has been asked to lead the singing of the hymn.  <b>Action Point: The Parish Office to produce song sheets for members of the public in attendance.</b>
6.	<b><u>CONSIDER QUOTATIONS FOR REPLACEMENT LEISURE CENTRE CAR PARK LIGHTS</u></b> Three quotations were circulated prior to the meeting. It was noted that one particular contractor had conducted a very thorough site visit and produced a comprehensive report. They had also recommended and included an easily accessible central control system for the timer in their quotation. There was no particular preference for black or grey posts so the cheaper will be selected. It was noted that this project will be funded by the Leisure Centre Maintenance and Car Park Reserve which contains sufficient funds at £13,700. Consideration will need to be given to rebuilding this fund for future car park resurfacing, but this is not anticipated for several years.  It was <b>PROPOSED</b> by the Chairman, <b>SECONDED</b> by Cllr Jones and <b>VOTED ALL IN FAVOUR</b> to accept the quotation for £8,853 ex VAT from High Level Electrics for replacement Leisure Centre car park lights, subject to confirmation of a satisfactory guarantee for the work.

**Action Point: The OM to request details of the guarantee prior to the instructing the work.**

7. **CONSIDER QUOTATION FOR SUMMER PLANTING**

A quotation was circulated prior to the meeting. It was noted that there is a very minor increase on the cost from last year. It was all agreed that the planting is always very attractive and lasts well throughout the season. It was also noted that this company offers a watering service which others don't. This water is recycled from the roofs of their greenhouses.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Kendall and **VOTED ALL IN FAVOUR** to accept the quotation from Stonepit Nurseries for planting at a cost of £2,920 plus watering at £65 each visit.

With regards to the Wantley roundabout, following further investigation it is felt that the broken planter cannot be repaired or reused. Therefore it has been suggested that it is removed and the remaining two planters are repositioned and planted with colourful shrubs and summer bedding. A separate quotation for this is awaited.

Cllr Kendall requested that HDC remove brambles and tidy the planting beds alongside the fencing at the back of Craggitts Lane in the library car park.

**Action Point: The OM to contact HDC to request this work.**

8. **CLERK'S REPORT**

1. Financial update

The Clerk reported that the financial year had ended with a total spend from this Committee of 114% of budget, in the main caused by the cost of the new festive lighting which was taken from the allocated reserve. There was also a slight increase in cemetery spend, however the cemetery income was much higher than anticipated at £23,300 against a budget of £18,000.

2. Any further updates

This Committee has an additional 8.5% in budget for expenditure this financial year.

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

It was confirmed that the Dark Skies policy will be on the agenda for the first meeting of the new Committee. The OM will research policies from other areas as a starting point for discussion.

With regards to WSCC Active Travel, Cllr Leader reported that the headteacher will be chasing the team directly and has some further suggestions that may allow the project to move forward more quickly. She will ensure the Parish Office is copied into communications. It was noted that the suggestion to create a drop off area in Deer Park may encounter difficulties due to the stretch of road being maintained by a private management company rather than highways. It was also noted that there is no pavement at the mini roundabout in this area.

**Action Point: The Clerk will chase WSCC for an in-person meeting with highways.**

Finally, the Chairman thanked all the Committee members for their continued support as this is the final meeting of this Committee. He commented that he thinks the new format will work well, particularly with advance reporting of matters arising.

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

To be confirmed.

**Meeting Closed at 11.05am.**