



## HENFIELD PARISH COUNCIL

### Meeting of Open Spaces Committee held on Tuesday 14 January 2020 at 1:30 pm In the Parish Council Office at The Henfield Hall.

**Present:** Cllrs G Perry, R Kendall, N Stevens, A Rickard, D Jemmett, N Farrell, M Eastwood and A Sharp

**In attendance:** Mr K Wright (Clerk), Ms C Fullman (Deputy Clerk), Mrs R Grantham (Administrator) and John Willis (Tree Officer)

### **MINUTES**

**1. DECLARATION OF MEMBERS INTERESTS**

None

**2. APOLOGIES**

None

**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 NOT INCLUDED ON THIS AGENDA  
PLAY EQUIPMENT**

The wet pour repair kit has been received and work will be scheduled when the weather appears settled.

**MEMORIAL FIELD – RABBIT CONTROL**

This took place on 5th January 2020 and twenty rabbits were caught. They were mainly populating around the edge and the brush further into the wood will be considered for clearing next year.

**ROTHERY PAVILLION**

This is already named after George Rothery.

**Action Point: The Deputy Clerk to inform the football club that the name of the pavilion can't be changed.**

**MANOR WAY VERGE**

No progress to report.

Cllr Eastwood reported that the tennis club funding was supported at the Finance, Risk and Change Committee. Henfield Parish Council (HPC) will need to write to Horsham District Council (HDC) to ask for funds to be released as it has now expired. The tennis club will need to complete the usual application form. Cllr Eastwood has informed the tennis club of the process. He also noted that Persimmon have agreed to the change of use of the S106 funds in order to potentially benefit the Leisure Centre and Henfield Hall.

**Action Point: Cllr Eastwood to write to HDC Planning department to request that this money is released.**

*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. TRAILS**

To receive a progress report and consider the Henfield Trails Branding.

A report was circulated to committee members prior to the meeting, detailing the preferred branding. Cllr Eastwood highlighted that each trail will have a different colour and name. The wording has now been accepted by the designer at HDC. HDC are producing a paper leaflet and PMW are designing the internet version. He asked for questions and opinions from the committee. Positive comments were received. The third trail planned has been walked by Cllr Eastwood, John Willis and the Works Officer and it was found to be very long, Cllr Eastwood has mapped an alternative shorter route. He has now also received permission from the landowner near the Bull Pub to replace the stile with a kissing gate.

## **7. GROUND MAINTENANCE CONTRACT**

1. To consider the quotation of £6,065.00 received from contractors to continue with ground maintenance for Leisure Centre, Kings Field, Rothery Field, Memorial Field, Play Areas, Pinchnose Green, Wantley Field, Cemetery Extension for 2020/2021. This represents a 2% increase.

It was **proposed** by Cllr Kendall, **seconded** by Cllr Eastwood and **voted all in favour** to accept the quotation of £6,065.00 received from contractors to continue with ground maintenance for Leisure Centre, Kings Field, Rothery Field, Memorial Field, Play Areas, Pinchnose Green, Wantley Field, Cemetery Extension for 2020/2021.

2. To consider the contractor's offer of fixing the contract for 2 years at the above cost for years 2020/2021 and 2021/2022.

It was **proposed** by Cllr Sharp, **seconded** by Cllr Eastwood and **voted all in favour** to fix the contract for 2 years.

3. To consider approving additional verge cuts at a cost of £719.00 with the approval of the Chairman of the committee when a cut is required.

It was **proposed** by Cllr Kendall, **seconded** by Cllr Jemmett and **voted all in favour** to approve additional verge cuts at a cost of £719.00 when required with the approval of the Chairman of the committee.

## **8. PLAYING FIELDS**

To consider the following:

1. Memorial Field  
All trees that needed felling around the field have been felled. Work is ongoing as some limbs still need to be removed.
2. Rothery Field  
Nothing to report
3. Kings Field  
Damage has been caused by a motorcycle/ bike on the Kingsfield, the football club have been encouraged to report it to the police.

Cllr Kendall reported that the Leisure Centre is going to increase the CCTV coverage of the areas and he will find out when this is going to take place.

## **9. DRAINAGE SWALES**

1. To consider the correspondence received from a member of public  
Upon receipt of correspondence highlighting risk of potential accidents at the drainage swales located on the link road, it was agreed to undertake some preventative measures.

2. To consider the quotation of £250.88 for the purchase of materials to fence off the two most northern drainage swales.

It was **proposed** by Cllr Perry, **seconded** by Cllr Eastwood and **voted** five in favour, one against and one abstention, to accept the quotation of £250.88 for the purchase of materials to fence off the two most northern drainage swales.

3. To consider caution signage for the drainage swales.

It was **proposed** by Cllr Farrell, **seconded** by Cllr Sharp and **voted all in favour** to purchase and erect caution signage for the drainage swales.

**Action Point: Works Officer to order materials and arrange work.**

**Action Point: Deputy Clerk to order caution signage**

## **10. FUNDING FOR CYCLING EQUIPMENT AND FACILITIES**

To consider potential funding availability through a partnership of British Cycling, Sports England and the Department for Culture Media and Sport (DCMS).

It was noted that funding would be equal match funding. Cllr Eastwood commented that a resident is keen to have a cycle link from the Downslink to Small Dole and has been sent the details of the scheme. This would mean conversion of a short stretch of footpath to a bridleway.

Cllr Kendall also mentioned a potential need for a link from Deer Park to the Downslink.

Cllr Eastwood suggested asking the cycling community to investigate further and prepare a proposal for Henfield Parish Council (HPC) to consider.

**It was resolved** to form a sub-group to discuss this scheme with the interested cyclists with the Chairman of the committee and Cllr Eastwood leading.

**Action Point: The Chairman and Cllr Eastwood to discuss at a sub-group meeting**

## **11. DOG BINS**

1. To consider Horsham District Council's offers of potential solutions to regular overflowing dog bin at the Cat and Canary location.

The dog bin at this location is currently being paid for by the parish once a week at cost of £2.49 per emptying.

The options HDC have presented are:

- Twice weekly collection at no extra cost.
- HDC supply and install an additional dog bin and empty at no additional cost.

**It was resolved** to request the option of the second bin in the same location, however HPC would be happy with a second collection if an additional bin is not possible.

**Action Point: Deputy Clerk to contact HDC informing the preference would be for a second dog bin.**

2. Accessibility of the dog bin on the common due to condition of the ground.

A member of the public has been in contact stating the land is becoming extremely boggy and suggested relocation of the bin. The Chairman noted that the Works

Officer may be able to add some wood chip or mulch in order to improve the condition of the ground. Cllr Sharp confirmed that this would be fine.

**Action Point: Works Officer to mulch the area**

**12. YEAR OF GREEN ACTION**

1. Verges Management  
A date is being arranged for a working group to discuss.
2. Sandpit Field  
The pocket park bid has been submitted.
3. Tree planting  
It was **proposed by Cllr Sharp, seconded by Cllr Kendall and voted all in favour** for the Works Officer and Tree Warden to visit Oakhurst and decide on a suitable replacement tree up to a figure of £200.00.
4. Any further updates.  
The Clerk reported that it appears a vehicle has driven over the Borrer Bank causing some damage.

**Action: Works Officer and Tree Warden to progress replacement tree at Oakhurst.**

**13. CLERK'S REPORT**

1. Financial update. The Clerk reported that spending is at 74% of the current budget and we are 75% through the year. He has also submitted an invoice to the football club.
2. Any further updates  
None

**14. MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:**

1. This Committee:  
Tree Survey – 12 Month Work  
Manor Way Verges
2. Full Council:  
Content for the Annual Parish Meeting
3. Other Committee:  
None

**15. DATE OF NEXT MEETING**

Tuesday 11 February 2020 in the Parish Council Office

**Meeting Closed at 2.30pm**