



HENFIELD PARISH COUNCIL

Meeting of Village Centre Committee held on Tuesday 11 February 2020 at 3:30pm In the Parish Council Office at The Henfield Hall.

Present: Cllrs J Jones (Chairman), C Simmonds, R Kendall, D Jemmett, M Morgan and R Shaw

In attendance: Mr K Wright (Clerk), Ms C Fullman (Deputy Clerk), Mrs R Grantham (Administrator) and one member of the public.

MINUTES

1. DECLARATION OF MEMBERS INTERESTS

Cllr Jemmett declared a personal interest in agenda item 6 as he is Hon. Treasurer of Henfield Youth Club.

2. APOLOGIES

Cllr N Farrell.

3. APPROVAL OF MINUTES OF THE MEETING HELD ON 14 JANUARY 2020

Approved, signed and dated by the Chairman.

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

The report was circulated and published prior to the meeting.

The Deputy Clerk informed that cycling racks in the Village Centre were discussed in the Open Spaces Committee meeting. Cllr Morgan noted that new racks are planned for the Coopers Way car park and that there are still hoops on the previous Barclays forecourt that can be used.

The Chairman adjourned the meeting

5. OPEN FORUM

A resident of Woodmancote was in attendance in order to discuss the proposed speed limit reduction on the A281 on the stretch from Woodmancote heading west into Henfield Parish. Cllr Kendall asked for clarification on the situation with the footpath as there is vegetation overgrowing it. The resident explained that this in fact makes it more dangerous as pedestrians are even more inclined to walk along the road instead. The Chairman commented that there are 14 accesses and 10 frontages to properties on this particular stretch. Cllr Simmonds recommended improving the footpath in order to improve safety. Following a discussion the Chairman summarised the Committee's position, namely that they are fully supportive of the speed reduction proposal on the basis that the 40mph limit extends all the way along past Henfield Common to Mill Drive.

The Chairman reconvened the meeting

6. LIGHTING AT HENFIELD YOUTH CLUB

The Chairman noted that a quote has been received to install the existing lighting bollards; she has queried whether this includes a programmable timer. Cllr Morgan noted that the quote is considerably higher than expected. The Clerk informed the Committee that the office still has not received a final invoice from Mackley's for the Link Road, so it is currently unclear as to whether there will be enough funds remaining in the budget to cover the cost of additional lighting. The Chairman also stated that she feels a specification and plan would be necessary in order to obtain further quotations.

The member of the public left the meeting at 3.58pm

Action Point: The Chairman to ask Cllr Eastwood for a location plan of where the lighting bollards would be placed as well as a specification of installation.

7. A281 – BRIGHTON ROAD

This item was discussed and resolved during Open Forum.

8. TRAFFIC REGULATION ORDER – B2116 HENFIELD ROAD

Correspondence from the Chairman of Albourne Parish Council was circulated and published prior to the meeting.

Following discussion, **it was resolved** to respond saying that the Committee does not feel that the Traffic Regulation Order is necessary, but they have no objection to Albourne Parish Council contacting Henfield residents if they wish to do so.

Action Point: Deputy Clerk/Administrator to inform the Chairman of Albourne Parish Council.

9. PLANTING IN THE HIGH STREET

Cllr Morgan met with Stonepit Nurseries last week and confirmed that similar planting in the village will be required as for previous years. He also asked them to quote for the raised bed outside the launderette. Cllr Morgan commented that the well in the library carpark has been planted by a resident with plants that he feels are unsuitable so he has also asked Stonepit to quote for the well in addition. The Chairman has taken photographs of the well which she showed to the Committee. The concern among members was that as the plants are very small there could be a problem with weeds. The Deputy Clerk also commented that the Sheddars have been asked to construct a roof over the pump. **It was resolved** to wait for a year to see how the well bed develops and to confirm the situation with ongoing maintenance.

Action Point: Cllr Morgan to speak to the resident concerned to explain the situation and ask about ongoing maintenance.

1 PUBLIC CONVENIENCES

1. Cllr Morgan confirmed the final invoice will be sent next week and that the windows will be left open for the time being to allow further drying out. The Clerk reported that there has been further vandalism and littering. Cllr Kendall asked whether the toilets will close earlier and whether the shutters at the bus shelter will be closed. Cllr Morgan responded saying that he was unsure whether this would make any difference as youths gather there from approximately 5.30pm and that it could be problematic for an individual to have to deal with them in order to close the shutters. Cllr Simmonds noted that if there is an ongoing increased maintenance expense then this will need to be reviewed. **It was resolved** to continue to monitor the situation.
2. To receive other updates
None

1 STREET SCENE

- 1 The Clerk confirmed that the Works Officer has sprayed weeds in the High Street gutters. Cllr Morgan suggested encouraging residents to clear gutters outside their own properties. Cllr Simmonds suggested raising this at the Annual Parish Meeting. The Deputy Clerk informed all that the digital car park displays are going live on 24 February 2020.

1 CEMETERY

1. The report and quotations were circulated and published prior to the meeting. Cllr Shaw informed all that the fees had been drawn up with comparison from five other local burial authorities and that the Working Group had been guided by the amount of administration required.

It was **PROPOSED** by Cllr Kendall, **SECONDED** by Cllr Simmonds and **VOTED** all in favour to accept the proposed change of fees and make recommendation to the Finance, Risk and Change Committee.

It was resolved to use the formatting of the existing leaflet to enable the Deputy Clerk to publish and implement fees if the proposal is approved.

Consideration was also made to the reclaim of cost process from the Children's Funeral Fund and instances when the Ministry of Justice may not cover the full fees. In these cases it was resolved that the amount received from the Ministry of Justice would be deemed to be appropriate.

2. To consider the report and quotations for cemetery management software. Following discussion and comparison of quotations and specifications, it was **PROPOSED** by the Chairman, **SECONDED** by Cllr Kendall and **VOTED** all in favour to go ahead with the Edge IT quotation at a cost of £650.50 initially with a further ongoing annual fee of £280.50.

Action Point: Deputy Clerk to liaise with Edge IT.

3. To receive updates on any other matters. The Deputy Clerk informed all that the planning application for the cemetery extension and the pre-commencement conditions would now be looked at by the Working Group.

1 ANNUAL PARISH MEETING

3. The Chairman has completed a report for the meeting. Photographs will be needed for the displays. Cllr Morgan reported that a representative of Barclays will be having a stall on the evening in order to discuss with residents their banking requirements.

It was resolved to organise a meeting of all Committee Chairmen to discuss displays with Cllr Goodyear.

Action Point: Deputy Clerk/Administrator to inform Cllr Goodyear.

1 CLERK'S REPORT

4.
 1. Financial update
The Clerk reported that expenditure for the public conveniences are over budget but will be offset by the use of General Reserves. Otherwise expenditure is within budget.
 2. Any further updates
None

1 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

5.
 1. This Committee: Clock in the High Street, Leisure Centre CCTV, Terms of Reference
 2. Full Council:
 3. Other Committee: Cemetery Fees – Finance, Risk and Change Committee.

Action Point: The Deputy Clerk/Administrator to recirculate Cllr Kendall's Governance Report for consideration prior to discussion at the next meeting.

1 DATE OF NEXT MEETING

6. Tuesday 10 March 2020 at 3:30pm in the Parish Council Office.

Meeting Closed at 5.14pm