



HENFIELD PARISH COUNCIL

Meeting of Open Spaces Committee held on Tuesday 10th March 2020 at 1:30 pm In the Parish Council Office at The Henfield Hall.

Present: Cllrs G Perry (Chairman), N Stevens, A Rickard, M Eastwood, R Kendall, D Jemmett and A Sharp.

In attendance: Mr K Wright (Clerk), Mrs R Grantham (Administrator), Mr J Willis (Tree Warden) and one member of the public.

MINUTES

1. DECLARATION OF MEMBERS INTERESTS

None.

2. APOLOGIES

Cllr N Farrell.

3. APPROVAL OF MINUTES OF THE MEETING HELD ON 11th FEBRUARY 2020

Approved, signed and dated by the Chairman.

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

The report was circulated prior to the meeting.

The Clerk advised the Committee that the contractor has been instructed for the twelve-month tree work and will be updating the office on progress.

The Cricket Club have been asked to provide two further quotations for repairs to the carpark surface. Cllr Jemmett confirmed this was discussed at a recent Cricket Club meeting and he will feed back to them the committees suggestion to consider a longer lasting surface to allow drainage.

The Clerk reported that the works officer has suggested hire of a tractor sweeper collector to collect leaves on the Memorial field at a cost of approximately £300, but that it was too wet for this season. It was agreed to reconsider this again later in the year.

Action Point: The Administrator to include this item for the September agenda.

The Clerk reported that the license for a new bench at the top of Sandy lane had been received.

The Chairman adjourned the meeting

5. OPEN FORUM

A member of the public was in attendance to request improved access to the Downslink from the east side near to the guide hut. He explained that this access has been used since the 1960's but is difficult particularly for seniors, parents with young children, buggies and cyclists. He also felt it would create a safer route for dog walkers and as a walking route to school from the Barratts estate. Cllr Eastwood explained that this is not currently an official footpath and would require landowner permission. Cllr Eastwood has looked into this previously and confirmed that it has support from West Sussex County Council (WSCC) but would require significant funding.

Action Point: The Parish Office to investigate landownership in the area.

Action Point: The Administrator to include this item on the April agenda for this committee.

The Chairman reconvened the meeting.

6. TRAILS

Cllr Eastwood reported that the design for the Village Common trail is now complete and he showed the committee the mapped route and features. He explained this route will shortly go live on the Hidden Henfield website, however he is waiting for the trail markers for the QR codes which are being made by the Shedders and the heritage trails leaflets from Horsham District Council (HDC). He hopes this will all be in place by the end of April.

7. TREE WORK

1. To consider the need for an 18-month interim and/or post storm survey.
The Chairman invited the tree warden to give his opinion. Mr Willis explained that the weather should now be improving and that it would be an appropriate time to conduct a further survey. He and Cllr Sharp also commented that it can be difficult to see what is happening below ground as, particularly in wet conditions, anchorage of trees can be a problem. Cllr Kendall commented that he is in favour and it would be appropriate to focus on trees in high risk locations.

It was **proposed by** Cllr Kendall, **seconded** by Cllr Stevens and voted all in favour to request a quotation for an interim post storm survey.

Action Point: The Parish Office to contact Andrew Colebrook and to arrange a quotation.

Action Point: The Tree Warden and Works Officers to conduct an inspection of trees likely to be damaged or in high risk locations.

2. To consider the quotation to remove 2 x dead Elms.
The quotation was circulated prior to the meeting.
Following discussion, it was **proposed** by Cllr Eastwood, **seconded** by Cllr Sharp and voted all in favour to carry out the work to remove the two dead Elms at a cost of £165 ex VAT.

Action Point: The Parish Office to instruct the contractor

3. To consider whether further work is needed on the Hazel in the cemetery.
Following discussion, it was agreed for the tree warden and Works Officer to carry out the necessary work to remove the tree as it is very small.

Action Point: The Works Officer and Tree Warden to remove the Hazel in the cemetery.

4. To consider work on the Oak tree at Pinchnose Green.
Details of the request was circulated prior to the meeting.
The Chairman noted that work on this tree may require planning permission as it is in a conservation area, however it may be possible to cut back some of the ivy. Cllr Sharp and the Tree Warden both commented that ivy is valuable to insects and provides a source of late pollen for bees. The Clerk commented that it may also be necessary to consult UK Power networks if it is likely to cause damage to power cables.

Action Point: The Tree Warden to inspect the tree and report to the Parish Office.

Action Point: The Parish Office to respond to the resident that reported it.

8. PLAYING FIELDS

To consider the following:

1. Memorial Field
A quotation and report were circulated prior to the meeting.
The Clerk reported that the total cost for renovation work is quoted at £7550. He explained that there is a lot of lying water, particularly in the north west corner and by the memorial stone. Grasstex have already dug some shallow channels in order to divert

this water. It was noted by the Committee that the surface water table is currently at surface level and that a lot of local football matches have had to be postponed. It was also agreed by the Committee that there is no need to clear the ditch. Cllr Sharp queried the use of herbicide. Cllr Eastwood explained that there would be no lime used and that the grass seed would be an appropriate mix, and that this had been approved by the Sussex Wildlife Trust and agreed with Sport England.

It was **proposed** by Cllr Eastwood, **seconded** by Cllr Kendall and **voted four in favour with three abstentions** to go ahead with the renovation work as quoted for by Grasstex at a cost of £7550, provided the grass seed is an appropriate mix and no lime is used.

2. Rothery Field

The report was circulated prior to the meeting.

Following discussion, it was agreed that the Parish Council would take no action but that the Football club were welcome to paint the steps if they felt necessary.

3. Kings Field

Nothing to report.

9. LOCAL CLIMATE AND ENVIRONMENT PLAN

To receive an update and consider any proposals

1. Manor Way Verge and Verge between A281 and Wantley Estate Service Road leading to Chessbrook Green.

The Tree Warden commented that he felt it would be most appropriate to use native trees, shrubs and bulbs. Cllr Eastwood commented that Sussex Prairies may be able to assist. It was agreed to delay this project until the autumn due to staff shortage in the Parish Office.

Action Point: The Administrator to include this item on the agenda for this committee in September.

The Chairman then reported on an Adur Restoration Project which will be extending from Bramber Brooks to the Knepp Estate. She offered to circulate details to members. Cllr Eastwood reported that he had attended a presentation on creating wildlife corridors.

10. CYCLING EQUIPMENT AND FACILITIES

Following discussion, it was agreed to refer the matter of cycle hoops in the village square to Village Centre but to keep the general item on the agenda.

11. SEVEN STILES

The report including an application form, risk assessment and car park planning was circulated prior to the meeting. Committee members agreed that it is a well organised and run event that attracts people to the village. The Clerk commented that some cutting back work may need to take place by the works officers.

Following discussion, it was **proposed** by the Chairman, **seconded** by Cllr Rickard and **voted all in favour** to give permission for the event to go ahead.

Action Point: The Parish Office to contact organisers to give permission for the event to go ahead on the 26th of July 2020.

Action Point: Works Officers to consider any necessary cutting back work.

12. TERMS OF REFERENCE

A recent meeting has taken place attended by the Chairman, Cllrs Kendall, Jones and Morgan in order to discuss this matter. It was felt that previously the terms of reference had been determined by geography rather than function, which had resulted in some confusion. Cllr Morgan circulated the suggested changes prior to the meeting. These included changing the name of this committee to the Recreation and Open Spaces. Cllr Eastwood requested that the purpose included mention of the promotion of the countryside, footpaths and bridleways. There-fore to read *'The purpose of this committee is to manage, develop and promote play areas, playing fields, the*

countryside, footpaths and bridleways in and around the village and to manage relationships with local sports clubs: Cllr Rickard commented that he felt a sub-group to deal with trees may be appropriate in the future. Cllr Kendall commented that he believes that the cemetery should be transferred to this committee once work on the extension is complete. Following discussion, it was agreed to accept the proposed changes and to refer the item to the Finance, Risk and Change Governance committee (FRC) for approval.

Action Point: The Administrator to update the wording of the purpose and circulate to committee members and Cllr Morgan.

Action Point: The Clerk to include this item on the agenda for the Finance, Risk and Change Governance Committee.

13. CLERK'S REPORT

1. Financial update.
The Clerk reported that some income had been received from the Cricket Club in the sum of £350 for mole control.
2. Any further updates
None

14. MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

1. This Committee: Playing Fields sub committee
2. Full Council:
3. Other Committee: Cycle Hoops to Village Centre. Terms of Reference to FRC

DATE OF NEXT MEETING

Tuesday 14th of April 2020 in the Parish Council Office

Meeting Closed at 2.47pm