



## HENFIELD PARISH COUNCIL

### **Meeting of Village Centre Committee held on Tuesday 10 March 2020 at 3:30pm In the Parish Council Office at The Henfield Hall.**

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

**In attendance:** Mr K Wright (Clerk), Mrs R Grantham (Administrator), Cllr M Eastwood and two members of the public.

### **MINUTES**

**1. DECLARATION OF MEMBERS INTERESTS**

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

**2. APOLOGIES**

Cllrs N Farrell and R Shaw.

**3. APPROVAL OF MINUTES OF THE MEETING HELD ON 11<sup>th</sup> FEBRUARY 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 prior to the meeting.

The Clerk noted that the road sign application for the Wantley roundabout was successful and the office are currently awaiting quotations. The office has responded to Albourne Parish Council explaining that the Committee did not see the need for a speed reduction on the Albourne road but that they were welcome to contact Henfield residents if they wish. The office staff have also contacted Woodmancote Parish Council to confirm that the Committee do support their proposal for a speed reduction providing it extends to the current 30mph limit that begins at Mill Drive.

*The Chairman adjourned the meeting*

**5. OPEN FORUM**

Two members of the public attended on behalf of residents of Bishops Meadow to express concern regarding the proposed plans for lighting at the Youth Club given recent difficulties with the same lights on the cemetery path. The Chairman confirmed that these lights will be at an increased distance from houses compared with those in the cemetery and that the lights will be also etched so that the light shines southwards directly onto the path. Cllr Eastwood showed the members of the public and the Committee a plan of the proposed lights which included an indication of the light pool. Cllr Jones explained these lights will also be on a sensor timer and Cllr Eastwood clarified that they will operate in conjunction with those on the cemetery path and Leisure Centre lights, to come on at 7.30pm if it is dark enough and go off again at 10.15pm. The members of the public stated that they were reassured by these plans and comments and that they would report back to Remus.

The members of the public then mentioned the water levels in the swale; they acknowledged the recent installation of barriers and signage but commented that it could still be accessed by very young children. The Chairman confirmed that the Committee are monitoring the situation and Cllr Eastwood added that the Committee were keen to maintain the rural look, hence post and rail fencing, and that Works Officers need to maintain access to the swale. He also mentioned the recent exceptional weather and the fact that very young children ought to be supervised at all times.

*The Chairman reconvened the meeting.*

**6. LIGHTING AT HENFIELD YOUTH CLUB**

The Committee confirmed that they were in favour of the proposed lighting plan and quotation from Simpsons, as a continuation of the existing contract. It was also noted that Simpsons are currently storing the lights. Cllr Kendall commented that the safety of children at the Youth Club and nursery is a high priority. The Clerk noted that any shortfall in funds from the Link Road budget could be met from Youth Club reserves.

It was **proposed** by Cllr Simmonds, **seconded** by Cllr Kendall and **voted** four in favour with one abstention to go ahead with the proposed installation of lights at the Youth Club at a cost of £6553.00

**Action Point: The Parish Office to instruct the contractor.**

**7. CLOCK IN THE HIGH STREET**

A letter from a member of the public and quotation for an automatic clock control system were circulated prior to the meeting. The Chairman commented that currently her husband is resetting the clock when necessary and that although the Parish Council do not own the clock, they do have a duty to maintain it as it is in a public position. The Clerk stated that the quotation did not include installation but that there is £500 available in the Village Centre General Expenditure budget. Cllr Kendall mentioned that St Peters Church use an outside company to maintain their clocks.

**Action Point: Cllr Kendall to speak to the Church to ask about the company that maintain their clocks.**

**8. GRIT BIN AT BARROW HILL**

Following discussion, Committee members were all agreed that there were serious safety concerns with regards to a member of the public stepping out into this stretch of road in order to apply grit. Cllr Kendall suggested informing the Parish Council insurers. It was also noted that there are other grit bins in the village, but it was unclear whether these were intended for use by members of the public or employees of West Sussex County Council (WSSC). It was resolved to seek clarification regarding the legal responsibility and any permissions implied by providing a grit bin and grit.

**Action Point: The Parish Office to investigate the legal responsibility with WSSC.**

**9. LEISURE CENTRE CCTV**

A quotation was circulated prior to the meeting. Cllr Kendall commented that staff at the Leisure Centre are particularly concerned about the rear of the building due to a recent deliberate fire. It was noted that the Leisure Centre has already placed the order for the CCTV as per the supplied quotation. The Clerk noted that there is £300 remaining in the Leisure Centre Maintenance budget and that he had forwarded details of the Police Property Fund to the manager of the Leisure Centre, which may also result in them being awarded the maximum grant of £500.

It was **proposed** by Cllr Morgan, **seconded** by Cllr Simmonds and **voted** all in favour to contribute the remaining £300 in the budget towards the CCTV at the leisure centre.

**Action Point: The Parish Office to inform the Leisure Centre.**

**10. LEISURE CENTRE CAR PARK**

The previous quotations from 2016 were circulated prior to the meeting. The Clerk commented that there is £26,000 remaining in the budget. Cllr Kendall asked whether remedial work could take place in the meantime for the worst potholes and mentioned that it may be advantageous to try to time resurfacing work on the car park alongside replacement of the sports hall floor.

**Action Point: The Parish Office to request up to date quotations for resurfacing.**

**Action Point: Works Officers to inspect and advise whether they are able to carry out any temporary repairs to potholes.**

**11. PLANTING IN THE HIGH STREET**

The quotation was circulated prior to the meeting.

Cllr Morgan has spoken to the resident who has already planted the library car park bed and confirmed with her that no immediate action will be taken and that the Parish Council will monitor the bed over the next year.

It was **proposed** by Cllr Morgan, **seconded** by the Chairman and **voted** all in favour to go ahead with the quotation supplied by Stonepit Nurseries for planting in the high street as per previous years, to also include the raised bed outside the launderette but not the library car park bed, at a total cost of £4570.

**Action Point: The Parish Office to instruct Stonepit Nurseries.**

**12. PUBLIC CONVENIENCES**

1. To receive a progress report on the refurbishment.  
Cllr Morgan confirmed that snagging issues have now been resolved.
2. To receive other updates  
The final bill for the refurbishment has not yet been received.

**13. STREET SCENE**

It was noted that the telephone box has now been removed so noticeboards can now be replaced. Cllr Morgan suggested that the Village Hall noticeboard is placed on the right and the Parish Council board on the left.

**Action Point: The Parish Office to instruct Works Officers to replace the noticeboards.**

Cllr Jemmett commented that it had been raised at the Open Spaces Committee that local cyclists would appreciate more attractive cycle hoops in the Village Square. The Chairman explained that the Committee are waiting in order to monitor the new cycle racks and shelter due to be installed in the Coopers Way car park, as well as finalisation of a general plan for the Village Square area.

**14. CEMETERY**

The Chairman confirmed that the new cemetery software has not yet been purchased but that the cemetery extension working group have met along with an experienced former Councillor, to discuss layout and planting. It was agreed at this meeting to allow certain trees within the existing hedge to grow taller and that the section which will be used last for burials will be planted with relatively short-lived trees, bulbs and perhaps wildflowers. She commented that the administrator is looking further into the exact detail needed in order to draw up a plan suitable for submission to Horsham District Council (HDC), and that assistance may be required from a landscape architect.

**Action Point: The administrator to forward details of correspondence with Giles Holbrook at HDC to Cllr Morgan.**

**Action Point: Cllr Morgan to discuss with Giles Holbrook.**

**15. TERMS OF REFERENCE**

The report was circulated prior to the meeting.

A recent meeting took place with Cllrs Kendall, Perry, Morgan and Jones and it was proposed that this Committee changes its name to Village Amenities. Cllr Morgan explained that responsibilities now reflect the function rather than geography alone. He noted that the budgets for seats and litter picking had moved to Open Spaces but that these will now need to move back to Village Amenities. It was noted that this report had also been discussed and agreed by Open Spaces (now proposed as the Recreation and Open Spaces Committee) with a slight alteration to the description of the purpose to include mention of the countryside, footpaths and bridleways. It was agreed by this Committee to accept the proposed changes and to refer the matter to the Finance, Risk and Change Governance Committee (FRC) for approval.

**Action Point: The Clerk to include this on the agenda for the next FRC meeting.**

**16. CLERK'S REPORT**

1. Financial update  
The Clerk noted that the Committee are slightly over budget for expenditure on the cemetery, due to the cost of surveys, but some of this had been offset by higher income than expected.
2. Any further updates  
The Chairman asked whether any action had been taken regarding the new cemetery fees. The Clerk explained that these will be in force from April and that Cllr Goodyear is adding them to the new website.

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

1. This Committee:
2. Full Council:
3. Other Committee: Terms of Reference to FRC

**18. DATE OF NEXT MEETING**

Tuesday 14 April 2020 at 3:30pm in the Parish Council Office.

**Action Point: All Councillors to visit the cemetery to inspect the maintenance prior to the next meeting.**

**Meeting Closed 4.57pm**