



## **HENFIELD PARISH COUNCIL**

**Meeting of the Village Centre Committee  
held on Tuesday 9<sup>th</sup> June 2020 at 2:30pm via Zoom conferencing.**

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

**In attendance:** Mr K Wright (Clerk), Mrs R Grantham (Administrator), Cllr M Eastwood 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 10<sup>th</sup> MARCH 2020**

Approved, to be signed at a later date.

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

The report was circulated prior to the meeting.

Cllr Morgan confirmed that the Deed of Variation has not yet been signed for the Section 106 agreement with Persimmon homes. This is because the communal areas in the development were transferred to a management company, so their agreement is now also needed.

Cllr Kendall queried why this was necessary as the original agreement was with Persimmon. Cllr Morgan confirmed that the money is attached to the development itself and that it is a legal requirement.

**Action Point: The Clerk to contact Remus to request agreement for variation to the Persimmon S106 agreement to benefit the leisure centre and Henfield Hall.**

*The Chairman adjourned the meeting.*

### **OPEN FORUM**

The Chairman invited the member of the public to speak, however he remained muted on Zoom.

*The Chairman reconvened the meeting.*

**5. HIGH STREET RE-OPENING**

The Chairman reported that she has discussed plans to support local businesses and retailers re-opening with Paul Crowe, Emma Osman of BN5 magazine and Belinda Samrah at the Henfield Helpline. Horsham District Council (HDC) are planning to issue business support packs and will be stencilling pavements to promote social distancing as well as erecting posters with guidance in the high street. The Chairman suggested that stencilling on the pavement would be unnecessary as residents are already used to queuing outside shops, but

other members thought that such markings would be useful. The Chairman commented that she hoped some funds may also be available after businesses have opened in order to publicise them. A pinch point at One Stop has been identified by HDC as cars often park outside on the double yellow lines and the zigzag lines. Planters or cones were suggested but Cllr Morgan reminded members that West Sussex County Council (WSCC) approval would be needed. The Clerk commented that proposed permanent railings to prevent this had been rejected by WSCC in the past. Cllr Simmonds commented that the only way to prevent this from happening would be with increased enforcement by police. Cllr Eastwood suggested responding to HDC to say that the Parish Council is open to suggestions to address this issue.

**Action Point: The Chairman to respond to HDC with the members comments and to ask for suggestions in dealing with the issue at One Stop.**

**6. CLOCK IN THE HIGH STREET**

A quotation to supply and install a direct drive clock mechanism and master clock control system was circulated to members prior to the meeting. A second quotation has been requested but the business contacted has temporarily closed due to Covid 19 restrictions. The Chairman queried whether a suitable electricity supply was available within the necessary three metres, as well as who would have responsibility for paying the electricity bill. Cllr Morgan commented that he has received an email asking for the fluorescent tube to be replaced. Cllr Simmonds suggested that if there is currently lighting then a power supply must be nearby. The Chairman suggested that the lighting is addressed at the same time as any installation of the control system. Following further brief discussion, **it was resolved** to await a second quotation for the work, especially given the clock is currently working and that during the summer months lighting is not as important.

**Action Point: The Administrator to chase the second quotation and include the item on the agenda for the next meeting in September.**

**7. SALT BIN AT BARROW HILL**

A guidance document from WSCC on the use of salt bins was circulated to members prior to the meeting. This document made clear that residents must not attempt to clear ice or snow from roads, only pavements. Therefore, **it was resolved** that the Parish Council would not supply a salt bin to the resident who requested one at Barrow Hill. It was agreed by all that this stretch of road is particularly dangerous and is the main route through the village used by emergency vehicles and school buses. The committee also acknowledged that the resident concerned has had many accidents occur outside his property and had cars crashing into his own parked outside his house on many occasions. **It was resolved** to contact WSCC to establish whether this stretch of road is included on the gritting schedule, to press for it if not and to include Cllr Barnard in correspondence on the issue.

**Action Point: The Administrator to contact WSCC to establish whether Barrow Hill is included on the schedule for gritting, if not to press for it to be included as an urgent matter of safety.**

**Action Point: The Administrator to contact the resident concerned to inform them of the committee's decision.**

**8. CHRISTMAS LIGHTING**

The quotation from Blachere for one-year installation and storage of Christmas lighting was circulated to members prior to the meeting at a cost of £1,945. The Clerk reported that this quotation represented an 11% increase on the previous year and although slightly over the £1,850 budget, the additional cost could be met from within the Village Centre budget.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED** all in favour to accept the quotation for the one-year installation and storage of Christmas lighting at a cost of £1,945.00

**Action Point: The Clerk to instruct the contractor.**

## 9. **LEISURE CENTRE CARPARK**

### 1. Resurfacing.

A report and four quotations were circulated prior to the meeting. It was noted by councillors that there was a slight variation in thicknesses of tarmac quoted and length of the guarantees offered by contractors. Cllr Morgan confirmed that he had met with two of the contractors on site to discuss requirements and had also looked into reviews of the contractor's work. Cllr Morgan recommended use of a particular contractor whose quote was within budget but had quoted a thickness of tarmac which was slightly higher than the recommended industry minimum. He also confirmed that this contractor was prepared to carry out the work in the next 2-4 weeks while the leisure centre is still closed due to Covid 19 restrictions.

It was **PROPOSED** by Cllr Simmonds, **SECONDED** by Cllr Kendall and **VOTED** all in favour to accept the quotation for £24,500 ex VAT.

**Action Point: The Administrator to instruct the contractor and Cllr Morgan to follow up with a telephone call to arrange dates.**

**Action Point: The Administrator to contact the unsuccessful contractors.**

**Action Point: Cllr Kendall to inform the leisure centre.**

### 2. Surface water drainage.

A report was circulated prior to the meeting. Cllr Morgan confirmed that concerns regarding ponding at the entrance to the leisure centre had been discussed with the contractors quoting for the resurfacing work but that following an inspection of the gully under the grids, the Works Officer had cleared away a build-up of silt which appeared likely to be contributing to the problem. The Works Officer had also recommended using a hose to flush through the pipe into the sewerage pit to help clear any further silt. Cllr Morgan recommended quarterly flushing to keep the drain clear. Cllr Kendall asked whether this would solve the ponding problem and Cllr Morgan stated that he hoped it would.

**Action Point: The Administrator to request that the Works Officer adds quarterly flushing of the pipe into the sewerage pit to his schedule of work.**

## 10. **CYCLE WAYS-EMERGENCY ACTIVE TRAVEL**

A report was circulated prior to the meeting. Cllr Kendall commented that the scheme does not seem to be suitable for smaller towns and villages. Cllr Morgan commented that he feels the roads in and around Henfield are not wide enough to add cycle ways and that most cyclists in this area are cycling for a hobby rather than relying on it for travel to work.

**Action Point: The Administrator to feed the committee's comments back to Cllr Barnard at WSCC**

## 11. **PUBLIC CONVENIENCES**

### 1. To consider re-opening.

Information regarding legionella was circulated prior to the meeting. The Clerk confirmed that Cllr Goodyear, in considering her 'Return to Normal' plan, had suggested that in order to re-open the public conveniences now they would need to be cleaned after every use. He also stated that it would be impossible for the public to observe social distancing and that there would be significant risk to the Works Officer in undertaking the cleaning required. Cllr Kendall asked whether there was any official guidance. The Clerk responded that it appears not and that in other areas there was a mixture of some toilets being open and some closed. Cllr Morgan confirmed this to be the case in the Horsham area.

The Clerk then recommended that the committee have a risk assessment conducted, in particular with regards to legionella. The risk assessment has a likely cost of £60. The Chairman asked the committee to consider when might be the appropriate time to re-open. Following discussion, **it was agreed** to re-consider opening when social distancing rules have been relaxed. The Clerk commented that the disabled toilets are still open to anyone holding a radar key, which includes the bus drivers. Cllr Morgan queried whether the Works Officer was still being paid to clean the public conveniences. The Clerk confirmed that all staff are being paid 80% of their normal salaries if they are unable to carry out all of their normal duties due to Covid 19 restrictions.

2. To receive other updates.

The final bill for the refurbishment work was circulated to the committee prior to the meeting. This has now been paid. Concerns raised regarding a damp patch and door joints has been reported to the contractor, but no feedback has yet been received.

**Action Point: The Clerk to check whether the Works Officer has had any feedback from the contractor regarding the damp patch and door joints.**

## **12. WANTLEY ROAD SIGN**

A report was circulated to the committee prior to the meeting. It was noted by the committee that there are now limited funds available in the Link Road budget for this project, therefore **it was resolved** to defer this item and to re-consider at a later date. It will remain on the Infrastructure Delivery Plan.

## **13. CEMETERY**

1. Maintenance.

Councillors were reminded to inspect the cemetery individually prior to the meeting. It was agreed that the new contractors are doing a good job and that the state of the cemetery is much improved. The Chairman commented that there has been some concern regarding preservation of cowslips in the cemetery and that she and Cllr Perry will consider how best to attempt to preserve them next spring.

2. Cemetery Extension.

A report was circulated prior to the meeting. The Chairman commented that only one quotation for path laying has been received and that more are expected. The Clerk confirmed there is £25,000 available in the budget for the project. Once further quotes are received there may need to be an extraordinary meeting of the committee in order to proceed as the next meeting is not scheduled until September. She also confirmed that following this, a further meeting of the Cemetery Extension Working Group will also be needed in order to finalise the landscaping scheme and revised application for HDC.

**Action Point: The Administrator to chase the outstanding quotations and to also request quotations from two further contractors.**

## **14. PARISH COUNCIL WEBSITE**

A report was circulated prior to the meeting. The Chairman suggested focusing on current and future planned projects and to use the Annual Parish Meeting report as a basis for content. Cllr Morgan agreed and suggested particular focus on the Link Road, cemetery extension project and youth club lighting. The Clerk suggested some photographs that would be appropriate and to include some of the planting in the High Street.

**Action Point: The Administrator to work on adding content to the Parish Council website to include the suggestions made by Councillors.**

**15. STREET SCENE**

Cllr Morgan reported that the hanging baskets are now up and looking good and watering is taking place. He also stated that he would welcome ideas and suggestions for the former Barclays forecourt area. The Clerk commented that the contractor who provides the hanging baskets had stated that the flowerbed outside the launderette was currently difficult to replant as the ground is so hard, but that this could be considered again in the autumn. Cllr Morgan also reported that the flowerbed by the well is also looking good.

**16. REVIEW OF INFRASTRUCTURE DELIVERY PLAN (IDP)**

A report was circulated prior to the meeting. Cllr Eastwood stated that he has met with representatives of Woodmancote and Shermanbury Parish Councils and had spoken with some local businesses and other organisations. The most popular suggested additions to the IDP which Cllr Eastwood proposes to include in his report to HDC were as follows:

- Provision of a swimming and hydrotherapy pool.
- An all-weather 3G sports pitch.
- An extension to the skate park to increase complexity.
- Commission of a transport study to investigate the need for safe walking, cycling and vehicle access to all parts of the village to include routes to the Downslink, business parks and Sussex Prairie gardens.

He then commented that there were various other suggestions which included a ten-pin bowling alley, drive-in cinema at Sussex Prairies and a mountain bike trail. In conjunction with Woodmancote and Shermanbury, he would also like to include provision for speed indicator devices, a circular bridleway with trails, and an ongoing helpline for vulnerable and elderly residents to continue beyond the current pandemic. In addition to this, consideration to be given to road surface repairs, sewerage capacity, wildlife corridors and the possibility for the River Adur to be awarded the protection of special status.

Cllr Simmonds commented that there is an ongoing problem with holding service providers to account with issues such as sewerage. Cllr Morgan agreed that this is a regular problem discussed at planning meetings at HDC. He and Cllr Eastwood confirmed that there will be a need to provide evidence that problems exist. Cllr Morgan asked whether all current items on the IDP would be retained. Cllr Eastwood stated that they would and that the review will be taken to the Finance Risk and Change Governance Committee for approval. The Chairman enquired regarding the capacity at the medical centre. Cllr Eastwood confirmed that the medical centre had stated that in assuming an additional 350 to 500 homes, at least one additional consulting room and one additional doctor would be required, and that some clinic such as flu jabs may need to take place in alternative locations such as the Henfield Hall in order to maintain social distancing. Cllr Kendall expressed some reservations regarding the swimming pool and skate park extension, however **it was resolved** to support Cllr Eastwood's approach and recommendations.

**17. CLERK'S REPORT**

**1. Financial update**

The Clerk reported that the budget is 16.7% through the year and that 17.3% of the budget has been spent. He highlighted that the last invoice for the refurbishment of the public conveniences has been paid, as have the annual business rates.

There has been a slight increase in the cost of emptying the dog waste bins and the Christmas lights quotation is slightly over budget, however it is hoped that overall these increased costs may be offset by the lower cost of water and electricity for running the public conveniences, particularly as they have also been closed for a significant period of time. Cllr Simmonds asked whether there had been a reduction on the business rates and the Clerk confirmed that he had checked and there had not. The new rules due to come into force have been delayed by Brexit and the Covid 19 pandemic.

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

1. This Committee: Cemetery paths
2. Full Council: None
3. Other Committee: The re-naming and updated remit of the committee to FRC

Cllr Morgan informed members that car parking charges in the district are due to resume on the 15<sup>th</sup> of June.

**Action Point: Cllr Morgan to check on the situation with car parking notices.**

**19. DATE OF NEXT MEETING**

Tuesday 8<sup>th</sup> September 2020 via Zoom conferencing.