



HENFIELD PARISH COUNCIL

Meeting of Recreation and Open Spaces Committee held on Tuesday 14th July 2020 at 2:30 pm via Zoom conferencing.

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

In attendance: Mr K Wright (Clerk) and Mrs R Grantham (Administrator).

MINUTES

1. **DECLARATION OF MEMBERS INTERESTS**

Cllr Jemmett declared a personal interest in item 12 as he is a committee member of Henfield Cricket Club. He will attend the Parish Office to sign the Register of Members Interests.

2. **APOLOGIES**

Cllrs Kendall, Rickard and Farrell and Mr J Willis (Tree Warden).

3. **APPROVAL OF MINUTES OF THE MEETING HELD ON 10th MARCH 2020**

Approved, to be signed by the Chairman in the Parish Office at a later date.

4. **MATTERS ARISING**

The report was circulated prior to the meeting. The Administrator commented that the Seven Stiles event is cancelled, the Memorial Field renovation work is now complete, the new bench is in place at Dropping Holms, the hazel tree in the cemetery has been cut back and the two dead elms have been removed.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public present at the meeting.

The Chairman reconvened the meeting.

5. **CHAIRMANS ANNOUNCEMENTS**

The Chairman expressed her thanks to the office team and all committee members who were able to attend the Zoom discussion regarding re-opening of the playgrounds. The play areas were opened again on Monday 4th July and all agreed signage and mitigations were in place.

She also reported that residents concerned regarding peacocks in the village have been redirected to Horsham District Council (HDC) environmental health department. The Clerk commented that he had been contacted by the former PCSO for the village who has suggested that future issues can be directed to her, as she is now part of the newly established Rural Crimes Team.

The Chairman then commented that she will be conferring with Cllr Jones regarding the cowslips in the cemetery next spring and that two local residents have been doing a lot of watering of newly planted trees in the verge at Oakhurst and at the Borrer Bank while the weather has been dry. She also commented that the broken slab on the Memorial Field has been repaired by the Works Officer.

6. TRAILS

Cllr Eastwood reported that the River and Commons trails are complete and that the designer at Horsham is waiting for all 21 trails to be ready before sending to the printers. He has walked a new circular route from Kidders Lane heading north of the Adur circular route. This currently includes a small section of road near Sussex Prairies, but he has asked Cllr Potts to speak to a local landowner to request a possible permissive route over his land. Otherwise a shorter route may be necessary. Cllr Perry asked whether the route would be affected by the proposed route for Rampion 2 cabling. Cllr Eastwood replied that this was potentially possible but that would be a long time in the future.

7. TREE WORK

1. Progress on 12-month Tree Work.
A report was circulated prior to the meeting. The committee noted that considerable progress has been made.
2. Emergency Tree Work.
A report was circulated prior to the meeting. The Chairman explained that the work required could not wait until the next meeting of this committee as there was a safety issue, so herself and the Vice Chairman Cllr Kendall had approved the spend via email.
3. To consider the quotation for the 18-month interim survey
The quotation was circulated prior to the meeting.

It was **PROPOSED** by Cllr Stevens, **SECONDED** by Cllr Eastwood and **VOTED** all in favour to accept the quotation of £550 + VAT for the interim tree survey to be carried out in October.

Action Point: The Administrator to instruct the contractor.

4. To consider the request for work to tree at the rear of Parsonage Road.
A report was circulated prior to the meeting, including advice and photographs from the Tree Warden. The Chairman asked the committee for their views. Cllr Eastwood suggested asking Southern Beeches for their view. Cllr Stevens noted that the tree in question is clear of the fence to the west side, is in good order and only overhangs the resident's property by five to six feet. The Chairman commented that the tree is due to be inspected in October as part of the interim survey so suggested waiting until the outcome from the survey is provided. She also commented that cutting back the overhanging branches is not likely to make a substantial difference to the leaf drop or light issue, and that the tree would have been in position when the resident moved into the property. Cllr Stevens commented that the resident is entitled to cut back any branches that overhang her property boundary, and the Clerk commented that the resident is prepared to pay for the contractor and is just seeking permission.

Following further brief discussion it was **PROPOSED** by Cllr Eastwood, **SECONDED** by Cllr Stevens and **VOTED** all in favour to inform the resident that they may cut back the branches that overhang as far as the boundary of the property only, and to request that a detailed schedule of work from the appointed contractor is supplied prior to any work taking place.

Action Point: The Administrator to contact the resident to confirm the above.

8. PLAYING FIELDS

A report was circulated prior to the meeting.

1. Memorial Field
The Administrator confirmed that the completed event application form, risk assessment and insurance details had been requested from the resident requesting permission for a family party, but that no response had been received for several weeks. Cllr Eastwood suggested that in general there should be a limit for the number of people before paperwork is required and suggested over 20. There also needs to be consideration given to the level of noise and finishing time. It is also important to consider that the areas still need to be available for others to use, as permission does not constitute hire. The Chairman suggested a full clean up the following day should also be a requirement. Cllr Sharp expressed concern regarding damage to the Common and wildlife, in particular from barbeques. The Chairman suggested updating the

application process and uploading to the Parish Council website, but to gather opinion from the Joint Commons Committee first at their meeting next week.

Action Point: The Chairman to raise the issue of permission for events at the Joint Commons meeting on the 22nd July.

Action Point: The Administrator to update the application form and upload to the website once details are confirmed by the Chairman.

The Chairman reported that there had been a complaint received from the cricket club regarding the state of the grass around the astroturf, that it is worn and sunken. Cllr Eastwood commented that the grass never took very well after having been seeded following drainage work, and that this has been affected by recent drought conditions. He also confirmed that Gary Pettifer is looking into the situation. **It was agreed** that no action could be taken for the time being.

2. Rothery Field

The Administrator confirmed that the event application form, request for risk assessments and insurance details had been requested from the company asking to use the Rothery and Kings Fields for children's outdoor activities and summer holiday club, but these had not been returned by the agreed deadline of the 13th July. Cllr Stevens commented that current Government Covid 19 guidelines must be adhered to regarding limits on numbers of participants and tracking. Cllr Eastwood suggested that the area used on the Kings Field should be limited to the that directly adjacent to the Youth Club, and commented that consideration should be given to any activities that the Leisure Centre may also want to run. The Chairman commented that the Committee ought to support local businesses who are unable to use their usual premises due to the pandemic.

It was **PROPOSED** by Cllr Eastwood, **SECONDED** by Cllr Jemmett and **VOTED** all in favour to give permission to the company to use the Rothery Field and section of the Kings Field adjacent to the Youth Club for children's outdoor activities until September only, subject to the receipt of the requested paperwork.

Action Point: The Administrator to contact the company concerned to give permission as stated above.

3. Kings Field

See above regarding permission to use the Kings Field for children's activities.

The football club has requested a sturdier floodlight switch on the Kings Field as the plastic box surrounding the existing one has now been broken and replaced twice by people snapping off the padlock to access the switch. The works officer had suggested giving access to the main electric box to operate the breaker switch however the committee agreed that this would be too high a risk. **It was agreed** to request a quotation from the electrical contractor who carried out the Link Road lighting to install a lockable metal box around the floodlight switch.

Action Point: The Administrator to request a quotation for a lockable metal box to surround the floodlight switch.

Action Point: The Administrator to contact the football club to explain progress.

3. To discuss formation of a sub-committee

Cllr Jemmett explained that he had agreed to Chair the playing fields committee, and that former councillor Gary Pettifer had suggested that he would Chair the next meeting and hand over to Cllr Jemmett going forward. Cllr Eastwood confirmed that the next meeting is due in October and that usually the committee (which is a sub-committee of this committee) is formed of three councillors from this committee and invites representatives from the football club, cricket club, tennis club and leisure centre. It was agreed that the Parish Council representatives on this committee would be the Chairman, Cllr Eastwood and Cllr Jemmett.

Action Point: Cllr Jemmett to contact Gary Pettifer to arrange a date for a Playing Fields Sub- Committee meeting in October.

9. LOCAL CLIMATE AND ENVIRONMENT PLAN

The Chairman confirmed that this is a matter for consideration of Full Council, and that the Finance, Risk and Change Committee will be considering her latest review at their meeting next week, and then again in October in order to monitor progress. She also commented that she was pleased to see that the Parish Climate and Environment Action Plan was cited in the recent Local Plan response. She also reported that the draft West Sussex Climate Strategy is addressing the underlying flood risk in the area and that Bug Life has announced a national network of B-Lines for pollinators including a stretch going through Henfield parish including West End Lane following the River Adur. She also asked the committee to note that Rampion 2 will need consideration in the future.

Cllr Eastwood reported that he has been looking into the actions of the Campaign to Protect Rural Henfield (CPRH) who have formed a working group with Sussex Wildlife Trust. He suggested that the Parish Council support this project. Cllr Sharp volunteered as willing to join the working group alongside the Chairman.

Action Point: Cllr Eastwood to forward contact details for the working group to the Chairman.

10. CYCLING EQUIPMENT AND FACILITIES

A report was circulated prior to the meeting. The Clerk confirmed that a response is still awaited from the Land Registry regarding ownership of land in Small Dole where it is hoped access to the Downslink can be improved. The Chairman also confirmed that the cycling group are also keen to see improvements to a proposed route joining Furners Lane to Wheatsheaf Road and that local MP Andrew Griffiths is keen to support local cycling projects.

11. DOWNSLINK ACCESS FROM GUIDE HUT

A report was circulated prior to the meeting. Cllr Eastwood advised that the next step should be to contact the Guide Group to see whether they would be happy to support improvements, and to then approach contractors for quotations based on a crushed stone surface. He explained that consideration will then need to be given to whether to attempt to build a reserve from precept to pay for the project, or to await future potential CIL monies. Cllr Stevens commented that it would greatly improve access to the Guide hut from the Barratt estate and that the section in question is very steep and would likely require a zig zag path to allow access for wheelchairs, bicycles and pushchairs.

Action Point: The Administrator to contact the Guide Group to request their views.

Action Point: The Administrator to request quotations for the work.

12. CRICKET CLUB

A report was circulated prior to the meeting.

1. To consider the quotation received for replacement of wooden posts.

Cllr Sharp queried the need for new posts. The Clerk confirmed that the current posts are rotten at the base and the cricket club are concerned about recent traveller movements. Cllr Stevens suggested considering recycled plastic posts as an alternative and the Clerk mentioned that the Works Officer had also suggested a ditch as a permanent solution. Cllr Jemmett commented that replacing the posts would not be of particular benefit to the cricket club but would enhance the Common as a whole. The Chairman commented that the question of finance would also need to be considered. **It was agreed** for this matter to be discussed at the next Playing Fields Committee meeting in October.

2. To consider the request to vary the terms of the lease.

A report from Cllr Morgan was circulated prior to the meeting. Cllr Jemmett confirmed that the pavilion extension project was planned as part of the celebrations for the 250 year anniversary but that there had been a suspension of fundraising due to Covid 19, however the cricket club would still like to progress with the legal process. Cllr Sharp commented that the plans did not provide sufficient information regarding the amount and area of extra land needed for the extension to the

pitch. Cllr Stevens commented that providing the cricket club pay all of the fees there should be no objection to the proposal.

It was **PROPOSED** by Cllr Eastwood, **SECONDED** by Cllr Stevens and **VOTED** four in favour with one abstention to agree to the amendment of the lease to increase the building footprint only, subject to the cricket club paying all fees, and to request further details on the required area of land needed for the pitch extension.

Action Point: The Administrator to inform Cllr Morgan and the cricket club of the committees' decision.

3. To consider the quotation received to resurface the carpark.

The Administrator reminded the committee that the cricket club had been asked to provide three quotations in total for the resurfacing of the carpark, and that the committee had agreed in the February meeting to contribute half of the cost.

Cllr Stevens advised that it would be more appropriate to delay resurfacing the car park until work was complete on the pavilion project, to avoid potential damage caused by works vehicles. Cllr Jemmett commented that this may be acceptable as the cricket season for this year is shortly due to end, so there is no urgency. The Chairman confirmed that no further action could be taken regardless as three quotes in total are needed.

Action Point: Cllr Jemmett to check progress and report the committees's comments to the cricket club.

13. REVIEW OF INFRASTRUCTURE DELIVERY PLAN

Cllr Eastwood confirmed that the response to the Local Plan had been submitted and that the Parish Council are now awaiting the outcome of that process to see what funds may be available. He also commented that he will update the plan to include the latest figures for the cricket club pavilion project. The Chairman commented that it is a positive step to mention the links with our climate and environment plan in the covering email. Cllr Eastwood confirmed that there will need to be consideration given to prioritising projects and creation of budgets in the autumn.

Action Point: Cllr Eastwood to update the IDP with new figure for the cricket club pavilion projects.

Action Point: The Administrator to include this item on the agenda for the next meeting in October.

14. FOOTPATH FROM LOWER FAIRCOX TO UPPER STATION ROAD

A report was circulated prior to the meeting. The Clerk confirmed that ownership of the path is unclear and that it is not a public right of way. He also confirmed that it would not be possible for works officers to carry out the necessary work. Cllr Stevens also confirmed that it has not been accessible for many years. **It was agreed** to suggest that residents repair their own fences, the committee could then consider asking works officers to trim and cut back foliage.

Action Point: The Administrator to contact the resident concerned to feedback the committees' comments as above.

15. ADDITIONAL SIGNAGE

A report was circulated prior to the meeting. The Chairman summarised that West Sussex County Council (WSSCC) had supplied suggested specific Covid 19 signage for public rights of way. She commented that there was already additional signage installed on the Downslink which had been erected by the Rangers. She asked the committee whether there were any other areas requiring signage. Cllr Eastwood suggested near the ramp outside the cemetery and school as well as the railing alongside the Parsonage Track, as this area is very busy around school drop off and pick up times.

Action Point: The Administrator to ask the works officers to erect additional signage in

the above locations.

16. PLAY AREA INSPECTION REPORTS

The reports were circulated prior to the meeting. The Administrator explained that the Works Officer had provided a useful list of works needed and suggested that a small working group could be formed in order to prioritise actions needed. Cllr Eastwood also suggested considering potential long term replacement of worn items. The Chairman agreed to form a working group alongside the administrator, and to ask Cllr Farrell to join. **It was agreed** for the Works Officers to go ahead and complete the 'red' and 'amber' items on the list in the meantime.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Eastwood and **VOTED** all in favour to purchase x 2 replacement cradle seats and x 2 sets of swing chains at a cost of £178 exc VAT.

Action Point: The Administrator to inform works officers of the decision and order items above.

17. MANAGEMENT OF THE LANE BETWEEN SOBELL COURT AND DEER PARK

A report was circulated prior to the meeting. The Chairman summarised that a local resident has requested that there is less strimming and cutting back on this footpath, that it is restricted to an area no wider than the footpath in order to allow habitat for wildlife and pollinators with one full cut per year in October.

It was **PROPOSED** by Cllr Eastwood, **SECONDED** by Cllr Sharp and **VOTED** all in favour to agree to this proposal.

Action Point: The Administrator to inform the resident and the Works Officer of the Committee's decision.

18. SANDPIT FIELD

The administrator confirmed that Cllr Morgan had reported receiving a complaint regarding youths causing noise and damage, at the recent Full Council meeting, and that a separate email had been received by the Parish Office expressing concern about litter in the area. The Chairman confirmed she had inspected the area this morning and only found three items of litter and the Administrator confirmed that she was in contact with the youths who use the area for cycling and would request that they continue to regularly clear litter. The Committee will monitor the situation.

Action Point: The Administrator to respond to the resident confirming the decision.

19. CLERK'S REPORT

1. Financial update.
The Clerk reported that the committee has spent 12.5% of its budget at 25% through the current year, so is comfortably under budget.
2. Any further updates
Nothing further to report.

20. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

There were no other urgent matters.

21. DATE OF NEXT MEETING

Tuesday 13th October 2020 at 2.30pm via Zoom conferencing.

Meeting Closed at 4.27pm.

