



HENFIELD PARISH COUNCIL

Meeting of the Village Amenities Committee held on Tuesday 8th of September 2020 at 2:30pm via Zoom conferencing

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

In attendance: Mrs R Grantham (Operations Manager (OP)) and Mrs B Samrah (Administrator)

MINUTES

1. DECLARATION OF MEMBERS INTERESTS

There were none

2. APOLOGIES

Cllr C Simmonds

3. APPROVAL OF MINUTES OF THE MEETING HELD ON 9th JUNE 2020 AND EXTRAORDINARY MEETING HELD ON 17th JULY 2020

They were approved to be signed at a later date.

4. MATTERS ARISING

1. Clock in the High Street

The Operations Manager reported that two quotes had been received which differed hugely from each other and so she had approached another company based in Hampshire for a third quote which she agreed to circulate to the members when it was received. It was generally felt that the costs were very high. Cllr Morgan reminded everyone that the clock did not belong to the Parish Council.

The Chairman reported that the current volunteer was willing to continue changing the time manually when necessary because of power cuts and in the Spring and Autumn. **It was agreed** that the matter would be shelved for the time being.

2. Christmas Lighting

The OP explained that it had been approved to have the Christmas Lights on from 1st December 2020 until 6th January 2021, the installation dates would follow.

3. S106 agreement to benefit the Leisure Centre and Henfield Hall

Cllr Morgan said that all documents had been signed by Persimmon, Bishops Meadow and the Parish Council and that the only outstanding signature was Horsham District Council (HDC) which was expected soon.

4. Salt Bin at Barrow Hill

The OP reported that she had checked with West Sussex County Council and they could not allow salt to be put on road by residents; however, they had confirmed that Barrow Hill would be added to the schedule of roads to be gritted when necessary. The OP had informed the resident concerned

5. Hanging baskets

The OP confirmed that the watering had been extended to the end of September 2020. The Chairman commented that they are continuing to look attractive.

6. Parish Council website

The OP reported that there had not been significant progress on this but hoped it could be progressed in the near future.

7. Leisure Centre car park

Cllr Kendall confirmed that the Leisure Centre were very pleased with the work that had been carried out. Cllr Morgan said that there had not been the ponding that had occurred previously earlier even after the two day's torrential rain that we had in August.

8. Leisure centre CCTV
The OP said that the work had been completed and that the Parish Council had made a £300 contribution to its cost.
9. Noticeboards at Bus shelter
The OP said that the noticeboards had been put back. The Museum Curator had observed that the Perspex appeared to be bowed. Cllr Morgan felt that the boards needed cleaning and perhaps re-varnishing. The OP said she would ask the Works Officer to check them over.

Action Point: The OP to ask the Works Officer to remove and re-varnish the noticeboards.

10. Re-opening of High Street businesses
The Chairman said there was nothing new to report; she was not aware that shop and businesses had requested more support from HDC. Councillors were not aware if any other businesses had closed other than the Bookmakers.

The Chairman adjourned the meeting,

OPEN FORUM

There were no members of the public present

The Chairman reconvened the meeting

5. CHAIRMANS ANNOUNCEMENTS

There were none.

6. RE-OPENING OF BUS SHELTER

The Chairman was aware that some residents had asked when the bus shelter would be re-opening. Cllr Morgan felt that it should be opened. Cllr Kendall asked how we could ensure that users were social distanced. The OP suggested it might be necessary to put up notices. The Chairman said that she would prefer a single notice to be fixed on the back wall, probably laminated. Cllr Kendall asked how often the shelter was cleaned, and by whom. Cllr Morgan said that the Works Officer cleared litter each day and that it was cleaned every week. The Chairman thought it would be a good idea for the notice to also remind users about washing their hands their hands as frequently as possible. Cllr Shaw asked if the shelter was normally closed overnight and Cllr Morgan explained that over the last two or three years it was open all the time.

Action Point: The OP to ask the Works Officer to arrange to open the Bus Shelter and to put up a laminated notice.

7. VILLAGE PUMP ROOF

The Chairman stated that this now looked very smart and that thanks and a contribution had been sent to the Sheddars who had constructed and installed the roof. Cllr Morgan commented that the planting around the pump was looking very colourful.

8. SAFE ROUTES PROPOSAL

Cllr Kendall volunteered to represent the committee on the Working Group. Cllrs Shaw and Jemmett both volunteered to deputise for Cllr Kendall if he was unavailable.

9. REMEMBRANCE EVENTS

Cllr Morgan said that he hoped that a Remembrance Service would be able to take place in Henfield in some format. He further stated that the British Legion were not doing parades

and was not sure what would be happening at the Cenotaph. He also said that the Church would only be able to accommodate up to about 80 people whereas the normal turnout for the Remembrance Service was 400-500 people. Cllr Morgan said that all the organisations that regularly presented wreaths had requested to do the same this year. A number of options were discussed and Cllr Morgan said that he would raise the matter at the next full Council Meeting. Cllr Shaw questioned it might be an invited event to limit the numbers and Cllr Farrell wondered whether a service could be put online so as to include as many residents as possible. All agreed that the day must be marked in some way and that any suggestions should be passed to Cllr Morgan.

10. PUBLIC CONVENIENCES

1.To receive any updates

Cllr Morgan said that the problem of lights being left on had now been solved, as had the problems with the doors on the disabled toilets. The problem with the damp patches did not appear to be as a result of the recent works, but rather because there had been no damp course in the original building; it may be necessary to employ a contractor if the Works officer was not able to correct it. One of the toilets was not flushing properly and Cllr Morgan said that he would check whether this could be corrected under guarantee. The Chairman stated that a number of residents had contacted the Parish Office to say that they were impressed with the conveniences and especially the new handles which automatically dispense hand sanitiser when used.

11. CEMETERY

1.Cemetery Software

The OP confirmed that the Finance, Risk and Change Committee (FRC) had agreed funding and the software had been ordered, which it was hoped would arrive next week. She further explained that the two excel spreadsheets could be uploaded by the software company. Consideration needed to be given about whether the existing map would be digitised and whether the existing seven registers would be input by the software company at 32p per entry or by someone else. She also said that the system would be work in progress for some time and we would still need to refer to the registers in the immediate future. The Chairman and Cllr Shaw agreed that the Cemetery Working Group would meet shortly to discuss this in further detail and make recommendations to the committee .

2. Cemetery Extension

The Chairman stated that there had been lengthy correspondence between the OP and HDC, mainly about protecting existing trees. The Chairman and Cllr Morgan had recently visited the cemetery and had agreed it was necessary to move the southern-most east-west path further north, so as to avoid damage to tree roots. Cllr Morgan had prepared a revised plan, which he had circulated, and this would be submitted to HDC. It was also agreed to hold a meeting to discuss the changes with contractors before they started work. It was agreed to maintain the position that there would not be an entrance from the northern end; the existing hedge would be encouraged to fill the narrow gap there. The Chairman reported that she and the OP had been researching tree suppliers; it would cost approximately £1,250 to buy the most mature ones, which HDC favoured. Cllr Morgan expressed the hope that, as this was a major project, funds could be found for good quality trees.

3.Cemetery Fees

The Chairman reminded members that a structure for fees had been agreed but that its introduction had been postponed due to Covid-19 pandemic. She asked whether it was now the right time to introduce the new fees. The OP said that from the Parish office point of view it would be a good idea to implement when the new software has been installed suggesting 1st October. It was unanimously agreed to implement the new Structure of fees on 1st October 2020.

Cllr Kendall asked when the new cemetery might be opened. The Chairman replied that there were still some burial plots and plenty of space for cremated remains in the existing cemetery, but that once the paths had been laid the extension could be used. Following a discussion about consecrating the new cemetery, it was agreed that the Cemetery Working Group would explore this matter in detail and present their findings to the committee.

Action Point: The Chairman to arrange a cemetery working group meeting to discuss matters further.

12. STREET SCENE

Cllr Morgan stated that the High Street was looking good, the only problem being weeds at the edge of the road and pavements, Cllr Morgan thought that they might need removing with a hoe and then kept down by spraying. The OP said she would ask the Works Officer to remove the weeds.

Cllr Morgan stated that he would be attending a HDC meeting where refurbishment of the Library car park would be discussed. He would report back at the next meeting.

Action Point: The OP to ask the Works Officers to hand weed the high street and request that spray is used twice a year to keep them under control.

13. INFRASTRUCTURE DELIVERY PLAN

To consider priorities for 2021/22

The Chairman referred to the two IDP requirements schedules. The committee were in broad agreement with priorities, but considered that it would be more appropriate to list the Village Square as project number 3 (on Parish Council schedule) and allocate a budget of £5,000 - £8,000, as there were only 5 years remaining on the lease for the former Barclays Forecourt.

Cllr Morgan left the meeting at 4.00pm.

14. CLERK'S REPORT

1. Financial update

The OP reported that apart from the usual expenditure on the cemetery and public conveniences there was very little Village Amenity expenditure in August. The overall expenditure continues to be skewed by the £24,000 spent on the Leisure Centre car park resurfacing which will in any case be taken back from reserves at the end of the year. Normal underlying expenditure is otherwise pretty much on track

2. Any further updates

There were none

15. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

Cllr Kendall enquired whether there was any prospect of meetings in person happening in the near future. The OP confirmed that from the middle of October we could use the Garden Room, but would need to be responsible for the sanitising of chairs and tables before and after the meeting. There would also be a limit on the number of members of the public who could attend. Cllr Shaw stated that the Trustees of the Haven had met in person and Cllr Jemmett said that the cricket club had done the same.

Cllr Jemmett asked whether the meetings would remain as bi-monthly, the OP answered that, due to workload considerations in Parish Office, it would make sense to keep bi-monthly meetings until at least the end of the year

Action Point: The Chairman to raise both these matters at the FRC meeting on next week.

16. DATE OF NEXT MEETING

Tuesday the 10th of November 2020 at 2.30pm

Meeting ended at 4.10pm