



HENFIELD PARISH COUNCIL

Meeting of Recreation and Open Spaces Committee held on Tuesday 13th October 2020 at 2:30 pm via Zoom conferencing.

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

In attendance: Mr K Wright (Clerk), Mrs R Grantham (Operations Manager), Mrs B Samrah (Parish Administrator), Mr D Muirden (Tennis Club), Mr J Willis (Tree Warden)

MINUTES

1. DECLARATION OF MEMBERS INTERESTS

Cllr Jemmett declared an interest in item 15 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

Cllr A Rickard and Mr J Rodriguez (Henfield Football Club)

3. APPROVAL OF MINUTES OF THE MEETING HELD ON 14th JULY 2020

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

4. MATTERS ARISING

The Chairman confirmed that the Playing Field Committee had deferred their meeting until February 2021. Cllr Jemmett agreed.

The Chairman adjourned the meeting

OPEN FORUM

The Chairman welcomed Mr Muirden from Henfield Tennis Club (HTC) who thanked the committee for their time. He thanked Henfield Parish Council for their support for the work to upgrade the courts being undertaken at the moment and confirmed that tarmac is laid and 1st week in November to finish off.

Mr Muirden also asked that the lease to the Tennis Club be extended even though they are only half way through their 21 year lease. This is because a longer lease helps with getting funding, HTC needed £60,000 for the work and already had £40,000, the extra £20,000 was from Sport England. When HTC had approached the Lawn Tennis Association, they were told that loans were only available if there was at least 10 years remaining on a lease. Other factors in wanting a longer lease are that one of the signatories of the original lease is no longer a member of the club and so a new signatory is needed. Next year is the 100th anniversary of the club and as well as the new facilities HTC would like a longer lease. Cllr Eastwood stated that HTC is a closed club although members of the public are able to use the courts. Cllr Perry asked that the committee consider item 16 on the agenda; the extension of the lease to HTC. Cllrs asked whether HTC were aware of the likely costs to the club which had been explained by details from Cllr Morgan separately which also said that a Commercial Surveyor would be needed to give a value to the Club. It was agreed that OP would send Mr Muirden a copy of Cllr Morgan's report.

It was **PROPOSED** by Cllr Eastwood, **SECONDED** by Cllr Sharp and **VOTED** all in favour of agreeing to an extension of the lease to HTC with HTC bearing the legal costs of the extension.

Action Point: Operations Manager to send Mr Muirden copies of earlier correspondence from Cllr Morgan

Mr Muirden thanked the committee and did confirm that 75% of court time is available for public use. The Chairman thanked Mr Muirden for his time and he left the meeting.

The Chairman reconvened the meeting

5. CHAIRMANS ANNOUNCEMENTS

The Chairman thanked the works officers for their prompt response to removing a broken television on the Lydds as well as work on trees on Scout field. There had been a successful community litter pick on Henfield Common for Keep Britain Tidy's Great September Clean in September with thanks to HPC for lending equipment. A total of ten bags of rubbish and many items for recycling were cleared away.

She also said that she had been had been approached by two new residents to Henfield who wanted to volunteer their expertise in conservation and ecology and she would like to propose that they be invited to a future meeting.

Cllr Eastwood asked what their areas of expertise were and the Chairman confirmed that one of them works at Sussex Wildlife Trust and one works at Knepp Estate on the White Stork Project. Cllr Eastwood expressed the hope that they could they take a lead on the Protecting the Adur project.

6. TRAILS

Cllr Eastwood stated that there had been an article in BN5 publicising the Henfield Trails, but he was still waiting to hear from HDC about leaflets, although he was hopeful of a response soon. He also said that he would be seeing the Shedders on Friday to finalise details about trail markers that they were making. Cllr Eastwood also said that he hoped to get the trails advertised online with QR codes on points of interest.

Cllr Eastwood also said that he had hit a problem with the trail to the north of the village. The aim had been to avoid walkers having to walk along the Wheatsheaf Road but the landowner of a possible alternative route isn't giving permission to use his land. Cllr Eastwood said that he would look at redrawing and splitting the trail into two routes; one to cross the road and the other to go around the river. He confirmed that Mr Ainscough and Mr Gordon are working on research for the new trail now.

7. TREE WORK

1. 12 Month Tree Work

The Chairman confirmed that the work was now complete.

2. Interim Tree Survey

The Chairman confirmed that a report had been received from Andrew Colebrook, and that the Works Officer could carry out most of the recommended works but that permission needed to be sought on the Coronation Oak because it's under a TPO. Mr Willis said that he had been with Mr Colebrook when he carried out the survey and found him to be very professional and helpful. Mr Willis said that he had been told that ivy should almost never be cut down as it generally does not harm the tree but that a small area at the bottom of the Coronation Oak would need to have the ivy removed so that he could tap around the tree. Andrew Colebrook had agreed that some of the lower branches of the tree may need cutting back to allow for access to emergency vehicles if needed to the houses nearby. The Chairman thanked Mr Willis.

It was **PROPOSED** by Cllr Kendall, **SECONDED** by Cllr Eastwood and **VOTED** all in favour to accept the quotation of £420 for additional work to be carried out by James Cox.

Action Point: Operations Manager to instruct contractor

3. Ash Die Back
The Chairman said that HPC had received details from WSCC concerning Ash Die Back and she understands that by doing our surveys we are covering all recommended actions. There was a lot of Ash Die back in the area and Mr Willis agreed. It was thought to be a good idea if we informed residents of the guidance on what to do about Ash Die Back and had information on the HPC website.

Action Point: Operations Manager to add a link to the website for Ash Die Back guidance

4. Trees on Unadopted Land
Cllr Sharp said that he felt there were a few requests from residents to chop down trees which are on unadopted land but that HPC ought to look after the trees and make decisions based on whether the tree is sound, whether it is attractive and whether it adds value to its surrounding or has some community value. The Chairman noted that PAC did receive regular requests to chop down trees, some on unadopted land. Mr Willis said that it was very relevant at the moment. He indicated that in the twittens either side of the Scout ground, there are 2 or 3 large Ash Trees that the scouts want felled and that is likely to be necessary. Mr Willis added that in the Twitten to Cagefoot Lane there is a beautiful Turkey Oak and an English Oak both are extremely healthy. If they are taken down that would ruin the site. They have been big trees for decades and as the residents must have moved in afterwards, he would be very much against them being cut down. Cllr Kendall wanted clarity on whether we were discussing any tree on unadopted land? The Chairman said that she felt it was in general terms but that these were two specific examples. Cllr Kendall said that he would be against adopting land since it would have legal implications and Cllr Eastwood agreed. He also said that the way to protect trees was to apply TPO where necessary. The Clerk agreed that it would be difficult to budget for adopting trees on unadopted land.

The Chairman said that she hoped the Parish could consider making a statement in general support of protecting the trees without necessarily adopting the land. Cllr Sharp said he wanted to protect trees that don't belong to anybody that we know. Cllr Eastwood felt that a way forward would be to talk to the Tree Officer at HDC and get guidance, to use these trees as a test case and ask him to see how it can be managed and see if we want to go further.

Action Point: Parish Administrator to make contact with HDC Tree Officer for clarity.

5. Tree Charter
The Chairman noted that a number of Parish Councils have signed up to the Tree Charter and Hassocks for instance has set up a scheme called Trees for Hassocks to protect existing trees and plant new ones with donations from residents. She also said that recently some residents had been saddened that a large orchard behind Field House had been cut down and burnt. Henfield Birdwatch members had confirmed that this was primate habitat previously for many species of birds including nesting Nightingales. Whilst recognising landowners rights over trees on their own land, it was hoped that we could encourage a more tree-friendly approach in our village. The Chairman would like HPC to consider signing up to the Tree Charter at some stage in the future and having TPO trees and ancient trees marked on a map on the HPC website.
6. Tree Warden Role
Mr Willis said that there should be some facility for planting new trees when older ones are cut down. The Chairman asked that a sub group could work together with the Tree Warden to look at how to take matters forward. This was agreed.

Action Point: Parish Administrator to ensure these two items are included on next agenda to discuss in greater detail.

7. Ash Trees in Cemetery Extension

The Chairman said that we had received another quote for the removal of these trees which have developed Ash Die Back. OPS Confirmed that the quote was from Southern Beeches. The trees can't recover and they need to be removed. The Clerk confirmed that we were already over budget on trees works but there was a need to remove them sooner rather than later

It was **PROPOSED** by Cllr Kendall, **SECONDED** by Cllr Eastwood and **VOTED** all in favour to accept the quotation of £1,195 +VAT for the removal of the two Ash Trees.

Action Point: Operations Manager to instruct contractor

8. PLAYING FIELDS

1. Memorial Field – The Clerk confirmed that it had been agreed to reseed around the all-weather cricket pitch, and that was completed a couple of weeks ago. Henfield Football Club (HFC) would not be using it for the next couple of weeks to allow it to establish. The Chairman confirmed that it was suggested that HFC would not be charged as they have had to pay £800 for using a substitute field at Mackley in Small Dole. It was unanimously agreed not to ask for a contribution from HFC.

The Clerk confirmed that the cost of this reseeding was £1,870 which had taken the committee £170 over budget on Playing Fields but said that there would be a donation from HFC of £2,336 for renovation work carried out in May.

The Chairman said HFC had asked for leaf collection to be carried out twice during the remainder of the season. The Clerk confirmed that the Grass Cutting budget could cover the leaf collection and that he would agree with the Works Officer when a good time would be to carry this out.

Action Point: The Clerk to inform the football club that no further contribution to works will be needed and of the decision regarding the leaf collection.

2. Rothery Field

The Chairman said that a large container had been requested by HFC for storage on the Rothery Field. The Clerk said that HFC were aware that if it needed planning permission they would drop the idea. Cllr Stevens felt that it he would be fairly sure they'd need planning permission.

Action Point: The Clerk to inform the football club that planning permission will be required.

The Chairman said that a request had been received from the family of the late Mr Greenfield who had died in January. Cllr Eastwood said that the family would be prepared to pay for the bench. The Chairman said that we should be encouraging towards his family as long as it can be sited in a good location. HFC had no objection.

Action Point: Operations Manager to notify the family of the late Mr Greenfield of the decision.

3. Kings Field

The Chairman said that two quotes had been received for the replacement of floodlight switch housing, Cllr Eastwood felt it would be better to go with the cheaper quote from Jeremy Crawley as long as it is a robust make up. The Clerk said he would check with the Works Officer about its strength. It was agreed unanimously to go ahead. If not the cheaper

option, the Chairman agreed to speak with the Clerk along with Cllr Kendall if it were necessary to go for the second and more expensive quote.

Action Point: Operations Manager to instruct Jeremy Crawley to carry out the works as per the quotation supplied of £195

9. EVENT APPLICATION AND GUIDANCE

The Chairman wanted to check that everyone was happy with the new document. Cllr Kendall wanted to understand the changes, the Operations Manager explained that the few changes included whether a charge would be made, whether there are any issues on parking or noise, she had also added some general regulations that would be useful, based on HDC website regulations, all rules are in common and together. It was agreed that a statement about Covid-19 Rules would be included. Cllr Jemmett confirmed that he had seen a paragraph about health and safety that covers Covid-19.

The Chairman thanked the Operations Manager for her work.

Action Point: Operations Manager to add the guidance document and application form to the website along with a Covid-19 statement.

10. CYCLING EQUIPMENT AND FACILITIES

Cllr Eastwood said that he had finally got maps from Land Registry and would go out with Clive Gill and walk the route and then put ideas to WSCC before we go to landowner. He said that the map indicated the crossing is from one landowner to another and back again. He would report back to committee.

Action Point: Cllr Eastwood to arrange to walk the route and establish what work will be needed on which sections of land

11. DOWNSLINK ACCESS FROM GUIDE HUT

The Chairman said that HDC had indicated that they would be cautiously in favour. Mrs Grantham had received confirmation after speaking to Jackie Loose at HDC. WSCC own the land and they are supportive of it as long as it maintains a rural feel. The Chairman said that she is aware that the Guides don't want extra use of car park and have child safety concerns. UK Power Networks own the land and lease it to the Guides. Cllr Eastwood said that Sara Williams had said the car park is in a bad state and if children are walking across it then we would need to think about its condition. Cllr Kendall said that the embankment is quite steep and Cllr Stevens confirmed he felt it had rise of 12 feet and an angle of 40 degrees; it would have to zig zagged a bit. The Chairman asked whether it would be feasible to progress and get some quotes for the work but not necessarily as an urgent requirement.

Action Point: Operations Manager to get some quotes for carrying out the work

12. REVIEW OF INFRASTRUCTURE DELIVERY PLAN

Cllr Eastwood said that a high priority for both HFC and HCC was their respective pavilions. HFC felt that the Kings Field drainage is not priority. He also said that the Safe Routes would be a medium priority. There is potentially a small fund in CIL/Section 106 for recreation. The Chairman said that she and Cllr Farrell had reviewed all play areas in August and a report on this had previously been circulated to this committee. Overall play equipment at the Kingsfield was very good but there were a few suggestions; a circular bench was not in right place and a few more picnic tables would be welcomed as well as more bins. She also felt that if money were available then a small summer water play area might be suitable; maybe a kiosk for drinks, water to drink and wash hands would be very well received. They both felt that the Rothery play park might benefit from some new and more varied equipment. The activity trail at Chessbrook could be replaced.. Cllr Eastwood wanted them to find out what £5,000 would buy. The Clerk confirmed that there was some money in reserves. The Chairman agreed that she, Cllr Farrell and the Operations Manager could have a look at what might be suitable.

Cllr Stevens wondered if a Speedwatch device (Like in Partridge Green) could be looked at and Cllr Eastwood confirmed that this was on the Village Amenities Agenda but that he would prefer a mobile unit rather than fixed.

13. PLAY AREAS

1. Progress on ROSPA identified works
The Chairman confirmed that a long list of jobs had already been carried out by the Works Officer. The Operations Manager said that jobs still to be carried out were the laying of slabs at the Rothery, a replacement bolt was needed on a seat in the Kingsfield and the Adventure Trail in Chessbrook was at the end of its life but not dangerous and still used enough to leave it in place.
2. Risk Assessments for Covid-19
The Chairman confirmed that these were checked after a month which had resulted in increased litter picking. The Operations Manager said that risk assessments had been updated and were checked weekly. She agreed to publicise on the website and that the next review would take place on 29th December unless Government rules forced earlier changes.

Action Point: Operations Manager to add the updated risk assessments to the website

3. Future developments
Cllr Farrell confirmed that this had already been covered.

14. PURCHASE OF CHIPPER/SHREDDER

The Clerk confirmed that this equipment had already been purchased following email approval on 24th July.

It was **PROPOSED** by Cllr Kendall, **SECONDED** by Cllr Eastwood and **VOTED** all in favour at a cost of £1,710 +VAT.

15. CRICKET CLUB LEASE

Cllr Jemmett explained that although it had been thought to leave the car park renovations until after other work was carried out on the Pavilion, it was felt that the car park could no longer be left. The Operations Manager confirmed that HPC had agreed to fund half the cost of the repairs. Cllr Jemmett said he would go back to HCC and that they would get quotes for repairs with a view to those repairs lasting for two or three years.

Cllr Jemmett said that HCC would probably still proceed with an extension to the lease. The Operations Manager confirmed that two solicitors would need to be hired.

Action Point: Cllr Jemmett to feedback the comments regarding the lease to the Cricket Club and to remind them to supply three quotes for works to the car park

16. TENNIS CLUB

This was considered in the Open Forum.

17. PURCHASE OF A CHAINSAW

The Chairman said that the old chainsaw was worn out and not able to deal with larger jobs.

It was **PROPOSED** by Cllr Sharp, **SECONDED** by Cllr Eastwood and **VOTED** all in favour to purchase a new Chainsaw from ATS Machinery for £889.20 + VAT

Action Point: Operations Manager to order the Chainsaw

18. VOLUNTEER PERMITS

The Chairman asked Mr Willis to speak and he said that it would be useful to have a card or something similar to show people if questioned. The Clerk agreed that it could be taken forward.

Action point: Parish Administrator to prepare a card for issuing to volunteers

19. SANDPIT FIELD

The Chairman said that a number of locals had been upset at rubbish left and damage to a tree. HPC had taken action on this by posting notices at the sandpit and on Facebook. Mr Willis had inspected the tree as the Tree Warden and confirmed that it was nothing serious and that using the bike track was not doing any damage to tree roots either. It was confirmed that three SO PCSO checks the area when on duty and that users would be encouraged to take their litter home.

20. LOCAL CLIMATE AND ENVIRONMENT PLAN

1. Planting at Manor Way and Wantley

The Chairman referred to details already sent out. Cllr Sharp felt that a rotavator would be a great help with the wild flowers and that volunteers could probably be asked to assist with the work. He also added that the wild flowers would be close to trees so as not to cause a problem with mowing. The Chairman asked for further opinions and it was agreed to consider this at the next meeting as the planting would be in spring.

2. To consider other proposals

This had been covered earlier.

21. SAFE ROUTES PROPOSAL

The Chairman said that Lynn Shepherd had volunteered and another local, Julie, had agreed to be join from the horse riding community. Cllr Jemmett volunteered to be a representative from this committee.

22. POT HOLES ON COMMON

The Chairman confirmed that the condition of the car parking area looked quite bad and that three quotes had been received. The Clerk had confirmed with Cllr Morgan that the land was HPC's responsibility; he also confirmed that the matter may have to be referred to the Finance Committee next week. After some discussion as to whether the alleyway between the Common and the High Street could be repaired at the same time, it was agreed to leave this item until the next meeting in December

23. CLERK'S REPORT

1. Financial update.

The Clerk confirmed that the tree budget of £4,500 had been exceeded already in this financial year with expenditure of £5,030 but that there was a reserve of £4,500 which was likely to be needed as a fall back at the end of the year. The Playing Field Maintenance expenditure was already £8,670, against a budget of £8,500, but that HFC had already agreed to pay £2,638 towards the cost of the Memorial Field renovation. The Ground Maintenance (Grass Cutting) expenditure stands at £4,961, against a budget of £7,000. There should be little further expenditure in the current financial year. Works Officer expenditure will be in the region of £3,000 after the purchase of the new chainsaw. The budget is £7,000.

2. Any further updates

There were none.

24. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

The Chairman said that she would invite the two volunteers, Sam and Lucy, to the next meeting.

25. DATE OF NEXT MEETING

Tuesday 8th December 2020 at 2.30pm via Zoom conferencing.

The meeting closed at 4.37pm

