



HENFIELD PARISH COUNCIL

Meeting of the Village Amenities Committee held on Tuesday 10th November 2020 at 2:30pm via Zoom conferencing

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

In Attendance: Mr K Wright (Clerk), Mrs R Grantham (Operations Manager), Mrs B Samrah (Parish Administrator)

MINUTES

1. DECLARATION OF MEMBERS INTERESTS

There were none.

2. APOLOGIES

There were none.

3. APPROVAL OF MINUTES OF THE MEETING HELD ON 8th SEPTEMBER 2020

They were approved to be signed by the Chairman at a later date.

4. MATTERS ARISING

1. Christmas Lighting

The Operations Manager confirmed that the Christmas lights would be installed on 21st November and turned on between 1st December to 6th January.

Cllr Simmonds confirmed that the BP Guild's Christmas tree will be erected on 29th November

2. Parish Council website

The Operations Manager confirmed she had added content under the headings of Link Road, Youth Club Lights, Leisure Centre car park, Village Square and Cemetery extension; she invited anyone with other ideas for content to let her know. She would be talking to Mike Ainscough about adding some photographs. The Chairman thanked her for her work.

3. Noticeboards at Bus shelter

The Operations Manager confirmed that the Works Officer had corrected the problem with the glazing but had not yet revarnished the case; this would not now happen until warmer weather.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public present

The Chairman reconvened the meeting.

5. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that HDC have confirmed that £18,000 of S106 funding was available for the provision of recycling services in the district of Horsham, and that HPC could apply for some or all of that. The Chairman invited anyone to make her aware of any potential recycling projects. She confirmed that Cllr Perry was also looking at this from the ROS point of view. Cllr Morgan said that he was not aware of anything locally but that he was aware that Sustainable Henfield might have a project.

6. **BUS SHELTER**

The Chairman confirmed that quotes had been received for the installation of CCTV and new shutters for the Bus Stop, as well as a quote for regular visits from a security guard with a view to improving security and prevent vandalism.

Cllr Simmonds felt that CCTV acts as a deterrent only if there was follow up. Cllr Jemmett agreed and said that since the cricket club had installed CCTV there had been no more incidents of vandalism or theft.

Cllr Simmonds also spoke of the importance of siting the camera in the correct place but well away from where it could be tampered with. Cllr Morgan said that he felt the right place would be across the road and focused on the bus shelter, assuming permission was granted and that the pictures would be good enough to see who was involved. The Operations Manager reported that Kestrel alarms had confirmed that the quality of pictures would be good enough from this location.

Cllr Morgan said that if there were shutters on the Bus Shelter which could be easily opened and closed, there may not be a need for CCTV, since most incidents occur late in the evening when the shutters could be closed. There did not seem to be a problem during the day.

The Clerk confirmed that after the latest incident of vandalism, a young man was apprehended, and he will be interviewed by the Police Youth Officer; his parents may well be asked to pay for the damage.

The Chairman suggested that wherever the camera was placed it would not record everything. Cllr Farrell felt that there might well be a need to have CCTV both in front of the Bus Shelter as well as possibly focused on the car park behind. The Chairman agreed that it would be difficult to predict where a camera might be needed.

Cllr Shaw asked about the frequency of the problem pre-lockdown and it was confirmed as being from time to time. He also reminded the meeting that there would need to be a notice advising people of the recordings.

The Chairman moved the discussion on to Shutters for the Bus Shelter. The Operations Manager confirmed that the quote was for substantial, solid shutters at a cost of £1,135 not including delivery or installation. The Works Officer had said that he could fit the Shutter but that an electrician would also be needed with a likely cost of £150. The Shutters could then be opened and closed electronically. Cllr Morgan suggested that the Works Officer could open the shutters each morning, but that someone would need to close them each evening, which would be an ongoing cost or reliant on a volunteer or team of volunteers.

Cllr Simmonds said that he was in favour of replacing the Shutters anyway since the present ones are so difficult to close; this would be upgrading an asset to the Village. The Clerk confirmed that at present there was no budget for this, but that funds could possibly be found in the general reserve. Cllr Kendall stated that he was not in favour of both CCTV and shutters; his preferred option would be for shutters.

The Chairman summarised the possible options:-

- New Shutters alone with someone to open and close them each day
- New Shutters as above plus the installation of CCTV across the road
- Installation of CCTV alone across the road from the Bus Shelter
- Installation of CCTV across the road as well as in the car park.

Cllr Morgan suggested that the Chairman could ask FRC at their next meeting, whether they would agree to a budget of approximately £2,500, which would cover both options. If it was not agreed by FRC then to request the money in next year's budget.

It was **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Simmonds and **VOTED** 5 in favour and 2 abstentions to ask FRC for £2,500 budget to go ahead with this project. Failing that to request in next Year's budget.

Action Point: The Operations Manager to check the quality of pictures from the camera and investigate permissions needed for siting of the camera.

7. PORTABLE SPEED INDICATORS

Former Councillor Nigel Yeo had sent information on several systems and had recommended the Evolis one. The Operations Manager had spoken with him and he had confirmed that the current device (positioned on London Road) will not be replaced if it breaks down. Two new devices would cost £3,400. The Operations Manager also confirmed that she is still awaiting a response from WSCC for permissions and risk assessments. She felt that it was likely that existing street furniture could be used to mount the Devices.

The Chairman said that having portable devices meant there was the element of surprise for motorists but that a number of locations would need to be risk-assessed in advance of being used. The Operations Manager confirmed that the installer does not need to attend to move the devices to different locations. She reminded the meeting that it had been hoped that the money could come from S106 money; failing that it would need to be in next year's budget.

A number of Councillors considered that the mobile devices were effective in reminding drivers to control their speed. The Operations Manager did confirm that the devices she had looked at did not have ANPR ability although there were some devices that did have. Cllr Simmonds confirmed that the Community Speedwatch Volunteers do make a note of car registrations which are passed to the police and that on the first occasion the driver receives a letter; he believed that if drivers were caught three times, they would be prosecuted.

The Chairman said that she felt most of the Committee seemed in favour of getting two new devices which can be moved around the village but that we would need to know whether there might be S106 money available.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Kendall and **VOTED** all in favour of budgeting for £3,000 in Next Year's Budget unless S106 money can be used in the meantime.

The Chairman thanked Nigel Yeo for his assistance.

8. VILLAGE SQUARE

The Chairman wished to consider any proposals for improving the area in front of the launderette and veterinary surgery. She recalled that Cllr Morgan had had a discussion during the summer with Neil Johnson (Stonepit Nurseries) regarding the raised bed; at the time the soil there had been too hard to make any changes. The Chairman also wanted to consider other ideas for furniture in the future. The Clerk confirmed that there was a budget of £500. Cllr Morgan suggested that the area be planted to brighten it up for the time being and when the lease is due for renewal, we might obtain a longer one which would make it more viable to consider options such as a bench. He also commented that, since the Christmas Tree goes there each year, the space is somewhat limited. Cllr Simmonds wondered whether a seat or bench could be put in along the crash barriers that Barclays Bank had put in. Cllr Morgan said that Shoreham have a number of very attractive three-tiered baskets which do not take up too much ground space. The Chairman proposed that the Operations Manager obtain a quote from Neil Johnson for the supply and planting of plants which would require minimal maintenance and offered to meet with him to talk through the possible planting. The Chairman reminded everyone that there was also £5,000 in the IDP for future plans.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Farrell and **VOTED** all in favour to get a quote from Neil Johnson for plants in the raised bed.

Action Point: The Operations Manager to obtain a quote.

9. BUDGET FOR 2021/22

The Clerk reported that the initial proposed budget is 20% lower than this current financial year (2020/21). This is largely due to not needing a budget of £11,000 for the Cemetery Extension next year.

There is potentially an increase in the Public Conveniences budget, due to paying an extra salary to clean the toilets, as this is now done twice a day. This may be offset if business rates (currently £1,871 p.a.) are scrapped. The Bill to do this has passed through the House of Commons and is now before the House of Lords. If it is finally passed, then the budget could reduce to £10,750. Otherwise, the Clerk suggested £12,600, so long as the Committee were happy to continue cleaning the toilets twice a day.

There is a slight increase to Street Lights, Hanging Baskets, Link Road Lights and Christmas Lights. The Clerk reminded all that we may need to consider when the current Christmas Lights might need replacing and the likely cost. The Operations Manager would get a quote for their replacement with LED so that a reserve could be built up.

The Clerk suggested a decrease in the Cemetery budget, as expenditure on mowing has been reduced under the most recent contract. He suggested leaving Cemetery Income at £11,500. He also suggested a small reduction in the Dog Bin budget; HDC have advised that there is currently no capacity to service any further dog bins.

Cllr Jemmett felt that although it was commendable to have a reduction in expenditure, he asked whether we should be putting aside provision for spending in the future, especially as Councillors had identified potential spending for which there was currently no budget. Cllr Morgan stated that there was a miscellaneous or general reserve which can be used. Cllr Kendall reiterated that the 20% reduction was only because there would not need to be such a large expense as the Cemetery next year.

The Clerk clarified that the committee wanted an increase for Community Speedwatch from £500 to £4,000, to pay for new portable speed indicators. If HPC were able to get S106 money to pay for this so much the better.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED** all in favour to accept the Budgets for the next financial year.

10. HENFIELD MARKET

The Operations Manager confirmed that the market which was to have happened on the Village Square on 25th October had been postponed; a new provisional date of 28th March 2021 had been agreed with the market organiser. She further asked whether the market could also be held on six further dates in the year. The Chairman suggested that, in view of the meeting's long agenda, this discussion could be deferred to the January meeting.

Action Point: The Operations Manager to ensure that this is raised at the next meeting.

11. CHRISTMAS EVENTS

The Operations Manager confirmed that Stokes had said they were planning a craft event in their garden on 5th December but that any other events would be very unlikely to happen.

12. PAVEMENT PARKING

The Chairman said that she had received details of a national consultation by the Department for Transport and had summarised the options. She considered that this was likely to be more of an issue in urban areas rather than in Henfield and suggested that HPC should not respond as a Council. Individuals could respond if they so wished.

13. REMEMBRANCE EVENTS

Cllr Morgan said that a very limited Wreath-laying service held on Sunday 8th November had been well received. Cllr Simmonds said that on the notice board outside the Henfield Club

there was a map of the world which illustrated where people from Henfield had lost their lives during the wars.

14. PUBLIC CONVENIENCES

The Operations Manager said that there was nothing to report from the Works Officer.

15. CEMETERY

1. Cemetery Software

The Operations Manager confirmed that the new software was up and running. She also said that Ian Vance from Epitaph had been extremely helpful with his training and advice.

i. Scanning of registers

The Operations Manager said that the seven smaller registers needed to be scanned and the cost for their input would be £840.

ii. Data entry

The Operations Manager also said that the larger register as well as three record books needed to be input at a cost of £1,080.

The Clerk stated that having everything digitised would help with the generation of letters, ease of working and reliability of information; he also confirmed that FRC had agreed with these costs.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Simmonds and **VOTED** all in favour to instruct Edge for the input and scanning at a cost of £1,920 + VAT.

Action Point: The Operations Manager to instruct Edge.

2. Cemetery Extension

i. To consider the quotations received for tree planting

The Chairman confirmed that the paths needed to be laid before the trees could be planted. She noted that the Majestic Trees quote included larger trees which partly accounted for the higher cost; there was also a higher cost for delivery. English Woodlands were quoting for trees which were only slightly smaller, including double staking, and Garden Sage were quoting for smaller trees with ground anchors. The Operations Manager confirmed that the Works Officer recommends English Woodlands.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED** all in favour to instruct English Woodlands as the supplier of trees for the cemetery at a cost of cost of £1,531.93 + VAT.

Action Point: The Operations Manager to instruct English Woodlands.

Cllr Morgan confirmed that he had chased Giles Holbrook for confirmation of permission to start work on the cemetery extension.

ii. Consecration

The Chairman had circulated discussion points from the Working Group meeting. Cllr Morgan said that in all the time he had been on the Council he had never had any queries on whether the ground was consecrated or not. He considered that the central section should be consecrated, and the remainder should be un-consecrated. Cllr Kendall agreed, as did Cllr Shaw, who suggested that Cemetery literature should state that burials would be in consecrated ground, unless it was specifically requested otherwise. Cllr Simmonds also agreed. The Clerk said that in his six years in the Parish Office no-one had ever asked him if the Cemetery was consecrated.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Kendall and **VOTED** all in favour to arrange for consecration of the central section of the cemetery extension.

Action Point: The Chairman to put before full Council at the next meeting to ensure full agreement.

Action Point: The Operations Manager to liaise with Revd Paul Doick.

16. STREET SCENE

Cllr Morgan had nothing to report.

17. CLERK'S REPORT

1. Financial update
The Clerk confirmed that there was little of note to report in October; the usual monthly/quarterly expenditure for public conveniences, dog bins, cemetery and link road lights.
2. Any further updates
There were no further updates.

18. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

There were none.

DATE OF NEXT MEETING

Tuesday 12th January at 2.30pm

The Meeting closed at 4.23pm