



HENFIELD PARISH COUNCIL

**Meeting of the Village Amenities Committee
held on Tuesday 12th January 2021 at 2:30pm
via Zoom conferencing**

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

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

MINUTES

1. DECLARATION OF MEMBERS INTERESTS

None.

2. APOLOGIES

Cllr C Simmonds.

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

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

4. MATTERS ARISING

1. High Street Planting

The Chairman confirmed that the planting bed outside the launderette has been cleared. Cllr Morgan confirmed that the baskets still look alright. The Clerk commented that the contractor and his family are currently unwell.

2. Noticeboard at bus shelter

The Operations Manager (OP) confirmed that the noticeboard has not yet been revarnished as the Works Officer is waiting for better weather and needs assistance to remove it.

3. Cost of replacement Christmas lights

An example quotation was circulated prior to the meeting. This was noted by the committee. It was agreed that as the current lights still work there is no need to replace them; this will be reviewed next year.

The Chairman adjourned the meeting.

OPEN FORUM

None

The Chairman reconvened the meeting.

5. CHAIRMANS ANNOUNCEMENTS

The Chairman confirmed that she will be writing a report for the Annual Parish Meeting and that she will circulate to the committee for any additional comments. She also asked the committee to note the Public Sector Order and Rampion 2 consultations, details of which were circulated prior to the meeting. She also confirmed that the Youth Shelter project is being considered by the Recreation and Open Spaces committee. It was resolved that public consultation from the wider community would be necessary.

6. BUS SHELTER

1. To consider the quotations and location for CCTV
Quotations and example images were circulated to the committee prior to the meeting. The OP confirmed that the cameras are the type usually installed in prisons and other secure facilities so are relatively vandal and tamper proof. She also confirmed that permission has been granted by the landlord for a camera to be sited on the opposite side of the road. The Chairman commented that this may be more useful as it would also capture images of people going in and out of the public conveniences, where there has also been an issue with occasional vandalism. Cllr Farrell commented that CCTV could act as a deterrent and perhaps further cameras behind the bus shelter could be considered at a later stage. Cllr Morgan commented that a camera sited within the bus shelter could be covered with, for example, tape or spray paint. He also asked whether the CCTV equipment could be located inside the barber shop rather than the flat above to allow easier access. It was also noted by the committee that the bus shelter is currently closed due to Covid restrictions so there is time to allow further enquiries.

It was **PROPOSED** by Cllr Shaw, **SECONDED** by Cllr Kendall and voted **ALL IN FAVOUR** to install a single CCTV camera on the property opposite the bus shelter.

Action Point: The OP to enquire further regarding the placing of equipment inside the barber shop.

2. To consider the quotation for replacement shutters
The quotation was circulated prior to the meeting. Cllr Kendall enquired whether there was anyone willing or able to close the shutters in the afternoons. Cllr Morgan commented that the owner of the Post House café may be willing to operate the shutters. Cllrs Kendall and Shaw both commented that the current shutters are worn out and are an asset that needs replacing. Cllr Morgan asked whether the Works Officer will be able to remove and dispose of the old shutters.

It was **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Jones and **VOTED ALL IN FAVOUR** to go ahead and replace the bus shelter shutters at a cost of £1,135.00 ex VAT plus £150 for installation by an electrician.

Action Point: The OP to ask the Works Officer to order the shutters and arrange installation with the electrician. The OP to also ensure that Works Officers are able to remove and dispose of the existing shutters.

7. PORTABLE SPEED INDICATORS

1. Report from Nigel Yeo
The report was circulated prior to the meeting. Following brief discussion, it was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to follow the recommendation of the report and use Evolis to supply the devices, subject to the outcome of the risk assessment by West Sussex County Council (WSSC)
2. To consider possible locations for devices
A report with suggested locations was circulated prior to the meeting. It was agreed to put forward the following locations for consideration and risk assessment.
 - Henfield Common Road A281 West
 - Upper Station Road West
 - Upper Station Road East
 - Broomfield Road
 - Nep Town Road
 - West End Lane
 - Barrow Hill North

Action Point: The OP to submit these locations to WSSC for consideration.

8. HENFIELD MARKET

The Chairman commented that commercial events are limited to six per year in the Village Square area outside the launderette. **It was agreed** to allow one or two markets to take place on a trial basis, but to suggest an alternative location if the markets continue.

9. BIODIVERSITY GROUP

The Chairman volunteered to be a representative for this working group.

10. PUBLIC CONVENIENCES

1. To receive any updates

Cllr Morgan confirmed that the grab rails were rusting in the disabled toilet and that it is still not flushing properly. Both have been reported to the contractor.

11. CEMETERY

1. To receive an update on the cemetery extension.

The Chairman confirmed that the paths have now been laid and the trees will be planted at the end of the month. She also intends to order some snowdrops which she will donate. She hopes that a small working party will help to plant them. Cllr Morgan commented that the paths do not quite follow the plan. Cllr Shaw commented that the path does not completely cover the culvert, but at least indicates where it is.

2. To receive an update on cemetery software.

The OP confirmed that the software provider has been instructed to commence data entry and that so far they have input all the data from the present back to 2013. It will be a couple more weeks until it is complete.

3. To consider the request to sell back a grave plot to the Parish Council.

The OP explained that there will need to be a formal transfer of ownership process and transfer fee charged. The fee refunded will be what was originally paid rather than the current cost.

Following brief discussion, **it was agreed** to permit the selling back of a grave plot to the Parish Council.

Action Point: The OP to contact the former Henfield resident and arrange the transfer.

4. To consider the request for a wooden memorial.

The Chairman and Cllr Morgan both expressed concern that permitting a wooden memorial may set a precedent. Cllr Morgan also suggested contacting Cllr Simmonds who may remember why the rule to exclude wooden memorials was introduced. The committee agreed that wooden memorials deteriorate quickly and that it is important to stress that memorials remain the responsibility of the owner of the plot and that they must be securely anchored. Cllr Kendall recommended that, if permission is given, the Parish Council should reserve the right to remove it if it is not maintained or becomes unsafe. The Clerk suggested rewording the memorial regulations to reflect this; the Cemetery Working Group will discuss this further.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Kendall and **VOTED ALL IN FAVOUR** to permit the wooden memorial on the basis that it is properly anchored and maintained, and that the Parish Council will remove it if it becomes unsightly or unsafe.

Action Point: The OP to contact the plot owner to confirm the above.

5. To consider any changes to memorial regulations.

It was resolved to delegate this to the Cemetery Working Group.

12. STREET SCENE

Cllr Morgan reported that it will shortly be time to consider summer planting for the High Street. The Clerk confirmed that the Works Officer has telephoned the contractor to ask him to remove the baskets, but as mentioned previously the contractor is unwell.

13. CLERK'S REPORT

1. Financial update

The Clerk reported that the committee has spent 185% of its budget so far, but taking out the allocated reserves for the Leisure Centre car park and the Cemetery extension, this reduces to 79.8% at 75% through the year. The Link Road lights are costing more than expected so the budget for this has been increased from £700 to £1,200 for next year. The public conveniences are also slightly over budget, but now that business rates have been scrapped this will reduce next year. Cemetery income is slightly under budget.

2. Any further updates

The Clerk confirmed that there has been another request from a resident to repair the footpath from Golden Square to the Common. The OP has reported this to WSCC.

14. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

None.

15. DATE AND TIME OF NEXT MEETING

9th March 2021 at the new time of 12.30pm.

Meeting Closed 3.58pm.