



## **HENFIELD PARISH COUNCIL**

### **Notes of a Meeting of the Village Amenities Committee held on Tuesday 9<sup>th</sup> March 2021 at 12:30pm via Zoom conferencing**

#### **AGENDA**

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

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

**1. DECLARATION OF MEMBERS INTERESTS**

There were none.

**2. APOLOGIES**

Cllr N Farrell

**3. APPROVAL OF MINUTES OF THE MEETING HELD ON 12<sup>th</sup> JANUARY 2021**

These were approved be signed by the Chairman at a later date in the Office.

**4. MATTERS ARISING**

1. CCTV in the High Street – The Chairman confirmed that we are awaiting a response from the landlord and that a grant for £1,035 had been received from Sussex Police towards the cost of CCTV.
2. Speed Indicator Devices - The Chairman confirmed that permission from SSE is being sought to use their lighting columns and then there would be a 28-day consultation with WSCC. The Operations Manager said that she expected to hear within a week or so. If the devices were too heavy for the lighting columns, we may have to consider different devices or install new columns which would add to the cost. It was agreed that if permission was received to use the existing lighting columns before the next meeting, the devices should be purchased and the installation commenced.
3. High Street planting – The Chairman reported that Neil Johnson had planted the raised beds outside the laundrette and that she thought he had done a good job. Cllr Morgan said he had wondered whether there was enough in the beds but had realised that as the season went on the plants would fill the space.
4. Cemetery Plot re-purchase – The Operations manager confirmed that the re-purchasing did not happen as the fees would have cancelled out the potential refund.
5. Wooden Memorial - The Chairman confirmed that the wooden memorial was installed soon after permission was granted and that the family had written with thanks to the Council.

*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 said that Lynda Spain of HDC had asked for feedback regarding the refurbishment of the Library Car Park; she would be summarising councillors' comments, so that the Clerk could respond. She felt that the car park now gave a good impression of the village. Cllr Morgan said that he hadn't heard any adverse comments about excess noise. The Clerk said that they had not removed the car park closed sign when they left and Cllr Morgan said that he would contact Nigel Weston at HDC after his holidays.

The Clerk also confirmed that he had received receipts from Ms Taylor for the planting and that HDC would send her a refund.

**6. TO CONSIDER THE REQUEST FOR A MOBILE BOUTIQUE**

The Chairman outlined that Boutique 35, a retailer of ladies' clothes, hoped to place a trailer as near to the Henfield Hall as possible, hopefully coinciding with the Monday market. It was confirmed that it would need HDC approval if it was parked in the car park, whilst the layby belongs to the Hall and would be free of charge. However, the layby was normally used by the traders at the Monday market.

Clr Kendall said that he did not have a problem with the idea of a stall but felt that HPC did not want to set a precedent. He felt it may attract more people to Monday market. Cllr Simmonds felt that if other traders see this, they might want to set up a stall of their own. Cllr Shaw thought it might be a good idea to give permission for a trial period of, say, three months. He also suggested that criteria for allowing this sort of business would be a good idea and to include that its trade must not be in competition with any other businesses in Henfield. Cllr Shaw's proposals were agreed by all.

Clr Kendall wondered about the two pizza vans that he had noticed; one parks by the car wash and has been visiting the village for quite a while, and a more recent one parks by the Youth Club. Cllr Morgan said he would speak with HDC Licencing.

**Action Point: The Operations Manager to contact Henfield Community Partnership to confirm the three-month trial period on the basis that the mobile boutique is not in direct competition with any high street businesses.**

**7. TO CONSIDER REFURBISHMENT OR REPLACEMENT OF BUS SHELTER NOTICEBOARD**

Quotations for replacement boards had been circulated. Cllr Morgan confirmed that HDC would prefer that any replacement was made of wood, rather than other material. Cllr Simmonds offered to mend all three notice boards; he could supply the wood and would only charge for the cost of the perspex. The Committee gratefully accepted his offer.

**Action Point: The Operations Manager to contact the Shedders to confirm that their quotation is no longer needed.**

**8. TO CONSIDER THE UPDATED QUOTATION FOR REPLACEMENT BUS SHELTER SHUTTERS**

The Chairman asked about the increase in the quote for the shutters and the Operations Manager confirmed that the Works Officer would speak with the company again. Cllr Morgan wondered whether planning permission for shutters might be needed and agreed to ask HDC. Cllr Kendall asked whether there was someone in mind who might be able to open and close the shutters. The Operations Manager said that the Post Office Café owner had intimated he would be happy to do so.

**Action Point: Cllr Morgan to investigate whether planning permission may be necessary for the replacement shutters.**

The Chairman suggested that the bus shelter should be opened once government rules allowed for meeting outside; this was likely to be on or after 29<sup>th</sup> March. Cllr Kendall felt that it should be opened as soon as possible. Cllr Morgan suggested that a notice should be displayed in the shelter, saying that it would be closed again if there was vandalism. It was agreed by all that the Bus Shelter be opened in line with government rules.

**9. TO CONSIDER THE QUOTATION FOR SUMMER PLANTING**

The Chairman said that the quote of £4,272 indicated an increase of 6.1% in the cost of summer planting and watering. The Clerk confirmed that this allowed for watering to be continued until the end of September, as in recent years. Cllr Morgan said that he felt that

Neil Johnson did a good job of the planting and maintaining tubs. The Clerk said that there was a budget of £6,000 and that Mrs Sanders is paid about £1,500 for other planted areas.

It was **PROPOSED** by Cllr Morgan, **SECONDED** by the Chairman and agreed by all to pay £4,272 to Stonepit Nurseries for the summer planting.

**Action Point: The Operations Manager to inform Stonepit nursery that their quotation is accepted.**

**10. TO CONSIDER THE QUOTATIONS FOR STORAGE, INSTALLATION AND REMOVAL OF CHRISTMAS LIGHTS 2021**

The Chairman thanked the Operations Manager for obtaining a number of quotes. After much discussion it was decided to remain with Blachere Illuminations this year and look for a new company next year as well as consider replacing the lights next year if there was sufficient in the reserves. Cllr Simmonds asked whether it might be worth enquiring what Steyning or Storrington did with regards to Christmas lighting. The Clerk confirmed that there was £2,500 in reserves for replacements and that with the £1,500 from this year it would still only be £4,000 whereas new lights were likely to cost about £6,000.

**Action Point: The Operations Manager to inform Blachere that their quotation is accepted.**

**11. TO CONSIDER THE REQUEST FOR TWO HERITAGE DISPLAY BOARDS**

Councillors had been consulted about these boards, which relate to the Heritage Trail running through Sandy Lane. All had agreed and the boards have been placed by the seat in Dropping Holms on the garden wall of Old Mill House.

**12. PUBLIC CONVENIENCES**

To receive any updates – Cllr Morgan reported that the flushing mechanism had now been mended, but the two rusty rails had not yet been replaced as matching ones were being sought by the installer. The Chairman remarked that it was disappointing that the rusting should have occurred so soon after installation.

**13. CEMETERY**

1. To receive an update on the cemetery extension - The Chairman confirmed that Eric Holder had provided plans and did not expect payment. The Committee wished to record their thanks to him. The Operations Manager said that a digital map could be created with the CAD file that Eric had prepared and the likely cost was about £1,000. This would mean that the cemetery software could be linked up to make the system more accurate and easier to keep track. It was agreed to go ahead with the digital map up to a cost of £1,500 without needing to wait for the next Committee Meeting.

It was **PROPOSED** by Cllr Simmonds, **SECONDED** by Cllr Kendall and agreed by all to go ahead with digitisation of the Cemetery plan with a cost up to £1,500.

The Chairman also said that the application for consecration could be commenced for the middle area of the new Extension.

**Action Point: The Operations Manager to request the quotation for a digital map and commence work on the consecration application.**

2. To consider Works Officers to cut the grass in the cemetery extension - The Chairman explained that the Works Officers had proposed that they mow the grass in the central area of the extension and manage the surrounding areas in a way which would encourage wildflowers, as they are more aware of what was growing there. They were satisfied that they had the correct equipment for this. The Clerk said that he would check when the current contract would be due for renewal.

**Action Point: The Clerk to check when the current contract for grass cutting in the cemetery extension will expire.**

3. To consider any changes to memorial regulations - The Chairman reported that the working group recommended that the regulations should require that flower receptacles should be placed next to the memorial and not dotted about the grave. They also recommended that HPC should reserve the right to remove anything that was against the rules or unsightly or if they are not maintained. She commented that

although the recent wooden memorial was attractive, the Committee had been placed in a difficult position because it had already been made before the family sought permission to install it. Cllr Kendall said that he thought he had seen wooden crosses in the past and the Clerk said that graves were sometimes marked with a wooden cross whilst waiting for a memorial stone to be created. Cllr Morgan felt that other Parishes may allow different styles of memorial. It was agreed to remain with existing rules but make sure they are applied fully.

**Action Point: The Operations Manager to update the cemetery regulations on the website to reflect that permission is needed for any alternatives to the permitted memorials, flower receptacles need to be placed adjacent to memorials and to include that the Parish Council reserve the right to remove any unauthorised or poorly maintained items.**

4. To consider quotation for tree watering equipment – The Works Officers need to water the trees in the new extension and proposed the purchase of a new hose and hose trolley. The hose would be long enough to be used for watering other planting nearby.

It was **PROPOSED** by Cllr Kendall, **SECONDED** by Cllr Shawl and agreed by all to go ahead with purchase of hose (£79.19) and trolley (£120.00) at a cost of £199.19 including VAT.

**Action Point: The Operations Manager to instruct the works officer to order the watering equipment.**

**14. STREET SCENE**

To receive Cllr. Morgan's report – Cllr Morgan confirmed that the footpath between High Street to the Common was now due for repair by WSCC.

The Chairman said that she had been approached by a Henfield resident about signage outside the village which would indicate what the village was offering, perhaps like the brown ones on the way into Horsham; this might encourage visitors. Cllr Morgan offered to speak with Lynda Spain at HDC to ask whether there might be funds available.

Cllr Jemmett asked about the Setyres signs and whether these were now the permanent ones. Cllr Morgan confirmed that the total area they covered were within the HDC guidelines.

The Clerk mentioned about the amount of litter that appears to have been thrown from cars in and around the roads. He regularly completed litter picks with a Works Officer (in pre-COVID days) and there is always a lot of rubbish at Kidders Lane.

**15. REVIEW OF CONTRIBUTIONS TO CLIMATE AND ENVIRONMENT ACTION PLAN**

The Chairman suggested that this matter be looked at in detail at the next meeting and it was agreed by all.

**16. CLERK'S REPORT**

1. Financial update –The Clerk confirmed that when the cost of the Leisure Centre car park resurfacing and new Cemetery paths were taken out, the Village Amenities expenditure is 11.1% over budget. This is due to the additional expenditure on the lighting by the Youth Club, which was agreed by Council. Underlying expenditure for the 2020/21 financial year is otherwise slightly under Budget.
2. Any further updates – There were none.

**17. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

There were none.

**18. DATE AND TIME OF NEXT MEETING**

11<sup>th</sup> May 2021 at 12.30pm

The meeting ended at 1.45pm.

