



HENFIELD PARISH COUNCIL

**Meeting of the Village Amenities Committee held on
Tuesday 18th May at 12:30pm at the Henfield Hall**

MINUTES

Present: Cllrs J Jones, D Jemmett, R Kendall, M Morgan, R Shaw, C Simmonds and N Farrell

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

1. **ELECTION OF CHAIRMAN FOR THE FORTHCOMING YEAR**
The Clerk opened the meeting to ask for nominations for the Chairman of the Committee. Cllr Kendall **PROPOSED** Cllr Jones, this was **SECONDED** by Cllr Simmonds and **AGREED** unanimously by all. The Chairman thanked everyone for their continued support.
2. **DECLARATION OF MEMBERS INTERESTS**
There were none.
3. **APOLOGIES**
Cllr N Stevens.
4. **ELECTION OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR**
The Chairman **PROPOSED** Cllr Morgan as the Vice Chairman, this was **SECONDED** by Cllr Shaw and **AGREED** by all.
5. **APPROVAL OF MINUTES OF THE MEETING HELD ON 9TH MARCH 2021**
These were approved and the Chairman agreed to sign them in the office after the meeting.
6. **MATTERS ARISING**
 1. Speed Indicator Devices – The Chairman confirmed that the period of consultation would be ending on 29th May, after which an application for S106 monies could be made. The Operations Manager confirmed that no feedback had been received.
 2. High Street Planting – Cllr Morgan confirmed that planting in the High Street would be the same as last year, except that Stevens Estate Agents had asked that there be no troughs on the railings outside their premises, so there would just be troughs outside Age UK. Cllr Morgan also said that he hoped that a couple of large new planters could be purchased for the Village Square at a cost of £175 each; the Clerk agreed that there was £350 in the budget. The planters are made of resin and are very heavy. It was hoped that they would brighten up the area outside the Veterinary Practice and the Laundrette. They could be used throughout the year if desired and could be fastened to the ground to prevent theft if necessary. The Chairman said that she would like them to be planted throughout the year.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Farrell and **AGREED** by all to purchase the two planters at £175 each (total of £350) and to be planted throughout the year.

ACTION POINT: Cllr Morgan agreed to speak with the Works Team about the purchase.

3. Bus shelter noticeboard – Cllr Simmonds confirmed that the last notice board was now complete and ready for collection and installation by the Works Team. The Chairman said that the Committee were most grateful to Cllr Simmonds for the work he had carried out.

ACTION POINT: Operations Manager to inform Works Officer that the notice board can be collected from Cllr Simmonds.

4. Bus shelter shutters- The Clerk confirmed that these were now installed and awaiting the electrician to wire them up so that they can be opened and closed remotely. He also confirmed that the hoist would have to be hired for an additional day as the shutters needed to be repositioned. Cllr Morgan asked whether anyone had been appointed to close the shutters at night. After some discussion it was agreed by all that they would be left open for the time being.

The Chairman adjourned the meeting.

OPEN FORUM

The member of the public was welcomed by the Chairman and invited to speak about item 11 - Low Noise Road Surface for the High Street. The gentleman thanked the Committee for inviting him to speak. He said that he had written to West Sussex County Council (WSSC) about the level of noise on the High Street generated by tyres on the road surface. He explained that car design does not affect road noise, but that the type of road surface does have an impact. He was proposing that, when the road is next resurfaced, a low-noise surface be laid along the length from Furners Lane to Golden Square (approximately 400 metres). This surface is more expensive than the standard. WSSC had suggested that he ask the Parish Council to make an application under the Community Highway Scheme; this would also require the backing of the County Councillor. He understood that an application would need to be received by WSSC by 31st July 2021 to be considered for 2023.

Cllr Jemmett asked what level of reduction could be gained, and the member of the public thought that it would be considerable; a reduction by a half of the noise would be a reduction of 3 Db and he said that a reduction of 6-7 Db could potentially be achieved with the new surfacing. Cllr Farrell wondered whether accidents might happen if the traffic became "silent" but the member of the public confirmed that traffic would still be heard, but be much quieter. Cllr Morgan said that he was unsure which budget might be applied for - S106 or Communities Highway Scheme.

The Chairman said that she had looked at the key scoring considerations in the Community Highway Scheme Guidance and it appeared that those relating to economic growth and environmental impact were the most relevant. Cllr Morgan said that he felt there was no harm in applying and hoped that the new County Councillor would support this; all agreed that it would be worth applying. The Clerk agreed to check how much information would be needed in order to make the application. Cllr Morgan asked whether the Highways Officer was known and the Clerk said that he thought it was Conrad Caffey. Cllr Kendall suggested that this matter could be raised with County Cllr Sarah Payne at the next Parish Council meeting in June.

The member of the public reminded the Committee of the 31st July 2021 deadline and the Clerk agreed to make contact if he needed more information. The gentleman left the meeting.

The Chairman reconvened the meeting.

7.

CHAIRMAN'S ANNOUNCEMENTS

The Chairman said that there would be a Running Race on Saturday 5th June along the Downs Link from Christ's Hospital to Hove and that there would be a number of A4 signs marking the way. The Operations Manager confirmed that the race would only last a couple of hours.

The Chairman said that the Tennis Club had had a skip in the Leisure Centre car park to remove the property damaged by the leak in the pavilion. The Operations Manager confirmed that the skip had been removed, but that a storage container remained, which was being used for rescued items.

The Chairman asked that members let the office know of any historic street furniture which they considered should be added to the Sussex Heritage Trust register.

8. **TO CONSIDER THE QUOTATIONS RECEIVED FOR BICYCLE SHELTER REPAIR**
The Chairman reported that the bicycle shelter at the Leisure Centre had been vandalised; unfortunately, this was not covered by insurance. Cllr Kendall asked who might have insured it and the Clerk said that he was unsure whether it was the Leisure Centre or HPC. Cllr Simmonds said that it was made of acrylic and very expensive and very hard wearing and would have needed a considerable amount of force to cause the damage. Cllr Morgan said that if further damage occurred, he would not want the Council to have to pay for further repairs.
- It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Kendall and **AGREED** by all to repair the bicycle shelter at a cost of £1,397.00 + VAT with Acorn Contractors Ltd.
- ACTION POINT:** Operations Manager to instruct Acorn Contractors to repair the bicycle shelter.
9. **TO CONSIDER PERMISSION FOR SH2030 TO HAVE A STALL IN THE VILLAGE SQUARE ON 29TH MAY 2021**
The Chairman asked that this and the next item be considered together. Cllr Morgan said that he thought it should be given a trial and see how it goes and confirmed that it would take place on the Village Square. He also said that he thought that the Scouts were considering having a stall outside the betting shop. The Clerk advised that any enquiries of this nature needed to be processed through the proper channels.
- It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **AGREED** by all to allow SH2030 to have a stall on the Village Square on Saturday 29th May 2021.
- ACTION POINT:** Operations Manager to confirm to SH2030 that they can have a stall on the Village Square.
10. **TO CONSIDER THE REQUEST TO HOST THE SUSSEX GREEN LIVING MILK FLOAT ON 27TH JUNE 2021**
It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **AGREED** by all to allow Sussex Green Living Milk Float to stand on the Village Square on Sunday 27th June 2021.
- ACTION POINT:** Operations Manager to confirm to Sussex Green Living that they can have the Milk Float on the Village Square.
- Cllr Farrell asked if the event on 27th June was the party which she had seen mentioned on the Love Henfield Facebook page. The Clerk said that it appeared that the relatively low-key event planned by the Community Partnership might have been taken over by other individuals.
- It was agreed that Cllr Farrell would ask the organisers of the party whether they had Public Liability Insurance and risk assessments in place for their event on the same day.
11. **TO CONSIDER THE REQUEST TO APPROACH WSCC FOR A LOW NOISE ROAD SURFACE FOR THE HIGH STREET**
This was dealt with under Open Forum.
12. **TO CONSIDER THE REQUEST TO OPEN PUBLIC CONVENIENCES ON 13TH JUNE FOR THE GARDEN AND ARTS EVENT**
The Chairman explained that this event would involve front gardens only this year. The Clerk explained that since the public toilets are currently open all the time, he had already asked the cleaner to clean them over this weekend. All were happy that they would be open and cleaned.
13. **TO CONSIDER THE NEED FOR REPAIRS TO CEMETERY PATHS**
The Chairman asked for any comments and Cllr Kendall said it had been brought to his attention by a resident that there were a number of very deep or wide potholes on the paths in the cemetery and that they may cause an accident. The Clerk said that the Works Officer

would take a look at the paths with Cllr Kendall and work out which could be repaired by the Works Team and which might need would a contractor to make repairs.

Councillor Kendall suggested that it would be wise to set money aside each year to provide for major resurfacing of the paths: the Chairman agreed that this should be considered for next year's budget.

ACTION POINT: Cllr Kendall would make contact with the Works Officer and arrange to view all the paths and consider what work was needed and by whom.

14. **TO CONSIDER THE QUOTATION FOR WALLGATE SERVICE CONTRACT**

The Chairman said that this was before the Committee because of the 20% increase in price for the service of the two washer driers in the public toilets at £665.00 per year, giving a three-year cost of £1,995. The Clerk confirmed that they had been unable to find an alternative service provider.

It was **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Simmonds and **AGREED** by all to renew the contract for the Washer Driers with Wallgate Care for the next three years at a cost of £1,995.00.

ACTION POINT: Operations Manager to confirm to Wallgate Care to continue with service contract for the Washer Driers in the Public Conveniences.

15. **TO CONSIDER THE QUOTATION RECEIVED FOR CCTV IN THE HIGH STREET**

The Chairman confirmed that a grant had been received from Community Safety and that permission had been received from the landlord of the barbers' shop. The Operations Manager had checked that the camera would be able to cover both the bus shelter and the entrances to the toilets. Cllr Jemmett asked whether HPC would want to cover more of the High Street. The Operations Manager suggested that a different, more expensive, camera might be able to scan a wider area. Cllr Morgan said that as there had not been a lot of problems in village it might not be necessary. Cllr Shaw said that, although he accepted there might be some debate, he would be very against the idea of lining the High Street with CCTV. After some discussion it was agreed to look just at this site as there was a known problem in the past. The Chairman confirmed that signs would be needed to alert the public to the CCTV.

It was **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Jemmett and **AGREED** by all to accept the quotation from Kestrel Alarms to install CCTV at a cost of £978.00 + VAT, including the first year's maintenance, with an annual Remote Viewing Charge of £312.00 + VAT and second annual maintenance at £70.00 + VAT.

ACTION POINT: Operations Manager to instruct Kestrel Alarms to install CCTV across the road from the Bus Shelter.

16. **TO CONSIDER THE PURCHASE OF TWO NEW PLANTING TUBS FOR THE HIGH STREET**

This was dealt with earlier in the meeting.

17. **PUBLIC CONVENIENCES**

1. To receive any updates – Cllr Morgan stated that the locking devices for both public conveniences are not working and that the electrician has looked at the problem and a quote for repair is awaited. He confirmed that the toilets are open 24 hours a day at the moment. The Clerk confirmed that the lock mechanism had been installed in around 2010 and was therefore not covered under a guarantee.

18. **CEMETERY**

1. To receive an update on the cemetery extension – The Operations Manager reported on progress with the consecration of the central area. She explained that as a burial had already occurred in the area, the Diocese required a letter from the family to confirm that they were happy for consecration to go ahead; as the family live in Australia this was taking some time. She confirmed that the rest of paperwork was

ready to be sent off when the letter was received. The Chairman asked how long afterwards would the consecration take place and the Operations Manager confirmed that it would depend on the Bishop's availability. The Chairman agreed to consult with the Revd Paul Doick once the letter had been received.

The Chairman informed the Committee that a junior employee of our contractors had mistakenly mown the grass in the Cemetery extension, thereby cutting the cowslips and the snowdrops that had been planted. The contractors had been very apologetic and have offered some recompense. The Chairman felt that a contribution of at least £100 to buy cowslip plugs would be appropriate. The Clerk confirmed that some cowslips are continuing to grow and the Chairman said that there were some red clover, buttercups and other wildflowers growing and that, if the area was managed well, it would be a very attractive area. She also said that there was some bindweed which the Works Officer was attempting to eradicate. She reported that some wildflower seeds had been received from the Commonwealth War Graves Commission, which she hoped would be a welcome addition.

2. To consider making extension map available on the website -
The Operations Manager showed the plan of the Cemetery and said that plots would be allocated in order, which would enable the use of a mechanical digger. However, an area next to a path was being set aside for reserved plots. She asked whether the whole plan should be available on the website. Cllr Simmonds felt it was unnecessary to have the map on the website and Cllr Morgan felt it was unnecessary for now, as long as it could be added at a later stage if desired. All agreed that it was unnecessary to put the map on the website.
3. To consider the type of memorial permitted on Cremated Remains plots.
The Operations Manager explained that some families were requesting more than a flat tablet for a memorial. Cllr Simmonds said that he felt that a simple tablet should be all that is allowed and keeping it level with the surrounding grass meant that mowing was relatively straightforward. The Operations Manager reported that the Works Officers felt that keeping the tablets uniform made the whole area look more attractive as well as helping with ground maintenance. The Chairman suggested that the size of tablet allowed for a reasonable inscription and that the cost of maintaining these plots needed to remain economical. It was agreed that the Operations Manager would circulate the current rules to the committee, with her suggestion for appropriate additional wording, specifying that memorial tablets should lie flat and level with the surrounding grass.

ACTION POINT: Operations Manager to circulate suggested amendment to the regulations.

19.

STREET SCENE

To receive Cllr Morgan's report – Cllr Morgan confirmed that floral displays would be put up in the next few weeks, when the weather permits. He also said that the weeds in the High Street did look untidy in places. The Clerk confirmed that WSCC had agreed to give HPC £500 for this year. Cllr Simmonds suggested that glass pebbles or beads could be put in concrete around the tree on the Village Square to improve its appearance. The Chairman asked that committee members had a look when they were next in the High Street to see what might improve the appearance of this area.

20.

REVIEW OF CONTRIBUTIONS TO CLIMATE AND ENVIRONMENT ACTION PLAN

The Chairman referred to the suggested review which Cllr Perry had kindly prepared and circulated. Committee members had no further items to add. The Chairman re-iterated that the Plan would need to be borne in mind when making future decisions.

21.

CLERK'S REPORT

1. Financial update

The Clerk confirmed that 13.3% of the budget had been spent but that only 8.3% of the year had passed; this was largely due to the annual business rates of £1,871.25 for the Public Conveniences and of £546.74 for the cemetery. He

confirmed that the Public Conveniences Rates has been scrapped and that a refund of £3,742.50 for the past two years was now due. He also confirmed that cemetery income is showing signs of picking up after a quiet few months. The Chairman asked whether the full Public Convenience refund would come to Village Amenities Committee. The Clerk confirmed that it was considered a windfall income although there was no reason why some could not be used by this committee.

2. Any further updates
There were none.

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

There were none.

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

Wednesday 14th July 2021 at 9.30am

After discussion it was agreed to move forthcoming Village Amenities Committee Meetings to a Wednesday morning at 9.30am.

ACTION POINT: Parish Administrator to update the website with the new dates and times of forthcoming Village Amenities Committee Meetings and to liaise with the Henfield Hall Steward over room bookings.

The Meeting closed at 2.15pm.