



HENFIELD PARISH COUNCIL

**Meeting of the Village Amenities Committee held on
Wednesday 14th July 2021 at 9.30am at the Henfield Hall**

MINUTES

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

In attendance: Mrs R Grantham (Operations Manager) and Mrs B Samrah (Parish Administrator)

The Chairman welcomed Cllr Stevens back to the Committee.

1. **DECLARATION OF MEMBERS' INTERESTS**

There were none.

2. **APOLOGIES**

Were received from Cllr C Simmonds.

3. **APPROVAL OF MINUTES OF THE MEETING 18th MAY 2021**

These were approved and signed by the Chairman.

4. **MATTERS ARISING**

1. Speed indicator devices – The Chairman confirmed that WSCC licences have been granted and that the S106 Application has been made.
2. Noticeboards – The Chairman confirmed that these are now in place and she thanked Cllr Simmonds for refurbishing them.
3. High Street Planting - The Chairman thanked Cllr Morgan for arranging the purchase of the new planters which are now in place in the Village Square. Cllr Morgan said that there was room for more planters but that the Christmas Tree meant it was difficult to have more planters year-round. He did add that the planters could be moved if necessary.
4. Bus Shelter shutters – The Chairman confirmed that these have now been installed, although some electrical work remains. At present they are being left open. The Operations Manager stated that there had been no major problems with the Bus Shelter aside from some rubbish being left.
5. Bike shelter repair - The Chairman confirmed that the repairs were due to be carried out in the week commencing 19th July 2021.
6. Cemetery path repair – Cllr Kendall confirmed that he had met with the Works Officer to agree the repairs needed, and that the Works Officer could carry out these repairs.
7. CCTV – The Chairman confirmed that this had been installed but that software is still needed. The Operations Manager confirmed that there was an issue with connectivity and accessing footage from her work computer but that it was working and streamed to her phone at the moment.

5. **OPEN FORUM**

There were no members of the public present.

6. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman asked Cllr Farrell to report on her recent meeting with John Lewry from Sussex Clubs for Young People, who provide the Purple Bus. Cllr Farrell explained that the Bus parks in a village or town centre, enabling youth workers to engage with young people. That project had finished as funding had ceased, but Mr Lewry was hoping to get more funding. Cllr Farrell also confirmed that she and Debbie Slaughter hoped to visit Henfield students at Steyning Grammar School in the Autumn term, to find out what provision they would like to have in Henfield.

The Chairman stated that there will be a Youth Club Fund Raiser on Saturday 21st August; Matthew Chard of Get Fit is doing a "mile of burpees" in the High Street.

The Chairman referred to the details of a NALC event about the Future of High Streets and Town Centres, which had been circulated; she asked that anyone who was interested in participating should let her know.

The Chairman reported that the Library would be closed for the first two weeks of August for repairs and maintenance, and that a mobile library would visit during that time. It was thought that contractors would also be using parking spaces whilst the work was being carried out.

The Chairman confirmed that the Artisan Market will be taking place on 25th July, 29th August, 3rd October, 7th November and 5th December 2021 and that the public toilets would be opened on those dates.

ACTION POINT – Operations Manager to advise the Works Officer of the dates to make sure that the Public Toilets are clean and available for each market day.

7. **TO CONSIDER SETTING UP A COMMUNITY HIGHWAYS SCHEME (CHS) WORKING GROUP**

The Chairman said that this suggestion had arisen due to various traffic-related issues, in particular the appeal for a reduced speed limit on the A281 south of Henfield after the recent fatalities there. The Clerk was already submitting a CHS request for a quieter road surface on the High Street. She stated that the Scheme offered a limited budget, so did not allow for major works. She also said that the Transport and Traffic focus group for the Neighbourhood Plan had done a substantial amount of work, including consultation with residents. She was willing to take a lead on the project and hoped to have a volunteer from both the Village Amenities Committee and the Recreation and Open Spaces Committee.

After some discussion about what may be involved and the types of projects that may be covered, Cllr Farrell volunteered to be a member of the group. The first meeting would probably take place after the next ROS Committee meeting in September.

ACTION POINT – The Chairman to liaise with Cllr Perry of ROS Committee and Cllr Farrell and organise a meeting in the Autumn.

8. **TO CONSIDER WORKS TO CATALPA TREE IN THE VILLAGE SQUARE**

The Operations Manager confirmed that the last interim tree survey had been in 2019 and the next full survey would be in 2022. Cllr Stevens questioned whether looking at a tree in April when it was not in leaf was worthwhile. The Operations Manager agreed to ask the Tree Warden to take a look and photograph any branches which appeared dead. The Chairman asked that these pictures be shared with HDC's Tree Officer, to ensure that there is no danger to the public.

ACTION POINT – Operations Manager to ask the Tree Warden to check the tree and report back.

The Operations Manager reported that the Works Officer had suggested underplanting the tree with ground cover ivy and periwinkle. All agreed that this would enhance the area.

ACTION POINT – Operations Manager to ask Works Officer to purchase the plants and put them at the base of the tree.

9. **TO CONSIDER CHRISTMAS LIGHTS SWITCH ON DATES**

The Chairman confirmed that last year the Christmas Lights were illuminated from 1st December 2020 to 5th January 2021. The Operations Manager said that similar dates were available this year and it was agreed that the lights be on from Wednesday 1st December 2021 to Wednesday 5th January 2022.

ACTION POINT – Operations manager to liaise with Blanchere to confirm the dates for the Christmas lights.

10. **TO CONSIDER THE REQUEST FROM SH2030 TO HOLD AN INFORMATION STALL IN THE VILLAGE SQUARE ON THE 28th AUGUST 2021 AND 18th SEPTEMBER 2021**

The Chairman referred to the risk assessments carried out by SH2030, which had been circulated. They now wanted the stall on 18th September only. They are likely to have a gazebo and one or two small electric cars on display. All agreed to support this.

ACTION POINT – Operations Manager to inform SH2030 of the decision.

11. **TO CONSIDER THE NEED FOR AN ADDITIONAL DEFIBRILLATOR IN THE HIGH STREET**

Cllr Morgan said that he had spoken with Eric Williams at HART and that they felt there were sufficient defibrillators in the village but that their location was not known by all. HART would like better signage to say where they are located and would like the two that are presently inside the White Hart and the Library to be stationed outside those buildings, so that they are available 24 hours a day. He suggested that a sign be placed in the Bus Shelter, giving details of the locations.

After some discussion about whether the charity London Hearts could help with funding the outside cases to hold the defibrillators, which Cllr Morgan believed would cost approximately £500 each, it was agreed that the matter would be taken to FRC for approval to spend approximately £1,000 for the two cases and that Cllr Morgan would liaise with HART about re-siting the two defibrillators.

ACTION POINT – Operations Manager to look at getting a sign for the Bus Shelter with the full list of locations.

Cllr Morgan to liaise with HART about moving the two defibrillators at The White Hart and the Library and make sure any planning issues were covered.

The Chairman agreed to raise the matter of the cost of the outside cases at the next FRC meeting.

12. **PUBLIC CONVENIENCES**

To receive any updates – Cllr Morgan said that there were still problems with the magnetic catch on the Ladies toilet, but no other problems. The Operations Manager said that the toilet roll dispenser in the Gents had had to be replaced twice in the last couple of weeks because of vandalism. Cllr Kendall enquired whether a more robust version could be purchased and the Operations Manager agreed to speak with the Works Officer.

ACTION POINT – Operations Manager to ask Works Officer to investigate availability of more robust versions.

13. **CEMETERY**

1. Cemetery working group summary – The Chairman confirmed that the working group had been given some wildflower seeds from the Commonwealth War Graves Commission, which had been planted in the new Cemetery. She also said that the Works Officer had asked that wildflowers are kept one metre from the paths, so that they do not overhang them. The Chairman confirmed that she would purchase some replacement cowslip plugs in the Autumn with the money received from the grass-cutting contractors and that Cllr Perry had said that a group of volunteers would be willing to plant these when they arrived.

ACTION POINT – The Chairman would arrange the purchase of cowslip plugs and liaise with Cllr Perry about planting them when they arrived.

2. To consider the Consecration quotation estimate from Chichester Diocese of £1425 ex VAT plus possible Registrar travel expenses – The Operations Manager confirmed that the Diocese are happy with all the paperwork sent through but that the high

cost is in relation to Land Registry documents and that they need to establish what pipes or other structures might be underground to ensure there would be no need to dig up any areas, except for interments.

Cllr Kendall said that he thought it was important that 50% of the cemetery extension be consecrated especially as that had already been agreed at an earlier VAC Committee meeting. He did not feel that this one-off cost was too high. Cllr Shaw felt that £1,400 for 30 or 40 years use was worthwhile.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **AGREED** by six with 1 abstention to proceed with the consecration of the central area of the Cemetery Extension at a cost of £1,400 for legal fees, £25 for disbursements plus expenses. (All costs will be subject to VAT.)

ACTION POINT – The Operations Manager to liaise with Chichester Diocese over the consecration of the central area of the Cemetery Extension.

Cllr Shaw said that he had been approached by a number of residents about the length of the grass in the cemetery. The Operations Manager confirmed that it is scheduled to be cut every fortnight but there had been a slight delay and with the recent rainfall and sunshine the grass had grown a great deal. She confirmed that the Works Officer was meeting with the contractors the following Monday to confirm the schedule.

14. **STREET SCENE**

Cllr Morgan confirmed that the High Street is looking attractive and that the baskets are flowering well. He pointed out that with a number of dips in the pavement weeds and detritus had built up. He hoped that the Works Officer might be able to spray weedkiller in the near future.

ACTION POINT – The Operations Manager to liaise Works Officer about the use of weedkiller in the High Street.

15. **CLERK'S REPORT**

1. Financial update – The Operations Manager confirmed that 29.6% of the budget had been spent for 25% of the year. She added that a significant portion, £778, had been to EDF as it appeared that the charging points near the Leisure Centre had not been charging the car drivers and the Parish Council had now received the bill. She confirmed that the problem had now been rectified but that both Pod Point, who provided the charging points, and Mackleys, who installed them, denied any fault on their part.

She also said that HPC could set the tariff for future users and that the charge would now be 30p per kilowatt hour, at the high end of the average range. HPC would pay EDF 22p per kilowatt hour. Pod Point will also charge 1p per KW hour for administering the system, giving 7p per kilowatt hour to recoup the previous loss, and pay for the maintenance contract. By way of background the Operations Manager explained that a full car charge would cost approximately £9.00. She confirmed that charges could be changed if necessary.

2. There were no further updates.

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

There were none.

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

Wednesday 13th October 2021 at 9.30am

Meeting closed 10.41am.