



HENFIELD PARISH COUNCIL

A Meeting of Recreation and Open Spaces Committee held on Wednesday 15th September 2021 at 9:30 am in the Committee Room at the Henfield Hall

Present: Cllrs Perry (Chairman), M Eastwood, N Farrell, D Jemmett, M Morgan and A Sharp.

In Attendance: Mrs R Grantham (Operations Manager), Mrs B Samrah (Parish Administrator) and Mr D Muirden (Henfield Tennis Club – HTC)

MINUTES

1. DECLARATION OF MEMBERS INTERESTS

Cllr Jemmett declared an interest in Item 7 as he is the Chairman of Henfield Cricket Club.

2. APOLOGIES

Were received from Cllr Kendall and Mr K Wright (Clerk).

3. APPROVAL OF MINUTES OF THE MEETING HELD 8TH JUNE 2021

These were approved and signed by the Chairman.

4. MATTERS ARISING

The Chairman stated that she had previously talked about the Donate a Tree Scheme 2021 and that this was now closed but WSCC were looking to 2022.

OPEN FORUM

The Chairman welcomed Mr Muirden who thanked the Committee for their time. He said that the Chairman of HTC is working with the Insurance Company to resolve the issues over work on the Pavilion, which was still out of use. HTC has now put signs on the container to dissuade children from climbing on it. He also confirmed that the survey had been carried out and the report included:

- Annual rent increasing from £1,025 to £1,125.
- The mini court is now included.
- Booking the courts now online through HTC, not the Leisure Centre.
- Alcohol not allowed to be sold but can be consumed on premises.
- 25 year lease will commence when finalised and future rent reviews would be in line with CPI.

Cllr Morgan confirmed that the paperwork will be returned to PS&B to finalise with the amended wording on the consumption of alcohol and then sent to Solicitors to draft the lease. He explained that HTC would have to surrender the old lease and register the new lease, but he felt sure that HPC's Solicitors might be able to assist with this for a fee. Mr Muirden said that the courts were getting more use and that HTC was 101 years old this year. The Chairman said that advertising that the courts could be used by all comers not just HTC members, might be helpful.

Cllr Morgan said that it would make sense for the Trustees to be referred to by position rather than name so that any changes did not require further work.

Mr Muirden left the meeting at 9.44am.

Cllr Morgan confirmed that Henfield Cricket Club (HCC) were unable to go ahead with the rebuilding/extending of the Pavilion for a number of years. Cllr Jemmett said that HCC wanted to get the legal formalities sorted at the same time as extending the pitch size in order to be ready to go ahead with building work as soon as they have funding. Cllr Morgan confirmed that HPC could reply to the solicitor that they were happy to go ahead on that basis.

Cllr Morgan confirmed that Henfield Football Club's (HFC) Licence had been due for renewal in March 2021 and at that time there were hopes to build/extend the Pavilion at the Kings Field, the Licence renewal had been held over until March 2022. Cllr Morgan said that he felt that the Licence should now be held over until March 2023 pending what might happen with regards their planning application. Cllr Morgan explained that if they took on the Lease for the Pavilion, they would be sole users whereas a Licence does not allow exclusive use.

All agreed that the Licence should be extended until March 2023.

Cllr Morgan left the meeting at 9.50am.

5. CHAIRMANS ANNOUNCEMENTS

- 1 Great Big Green Week – 18 to 26 September. HDC is promoting Henfield's initiatives. The Chairman said that SH2030 had been working with HCP and HPC:
 - Sat 18th September - stalls on the Village Square
 - Sun 19th September - Give Your Stuff Away; simply leave anything outside your house that you no longer need by 10am for others to collect.
<https://sustainablehenfield2030.org/event/give-your-stuff-away-day-includes-sunday-walk-round-henfield/>
 - Tue 21st September 7.45pm – online showing of Film 2040.
<https://www.eventbrite.co.uk/e/sustainable-henfield-2040-screening-event-tickets-169169902733>
 - Wed 22nd September – Conservation Volunteers Morning including planting Crocus bulbs.
(henfieldconservation@gmail.com)
 - Fri 24th September - meeting at 7.30pm on The Decade of Biodiversity at the Henfield Hall presented by Dr Tony Whitbread, President of Sussex Wildlife Trust. (SH2030 Website)
 - Sun 26th September – 10am – 12 noon – Group Litter pick, meet on Henfield Common.
- 2 Crocus Ribbon - The Chairman confirmed that 10,000 crocus bulbs had been purchased, some with donations to 'Go Fund Me' from Haven Garden Club, Ladybirds and Bank House Gates amongst others. Planting on 22.9.21 and 23.9.21. Volunteers were asked to meet at 10am by Furners Mead electric bus stop. September in Hall.
- 3 Commons Car Park Repair – completed on 21.8.21. The Chairman confirmed that there had been a query over the height barrier and that a sign had been added to the barrier.
- 4 Meadow Field – access to garden for resident – all complete. This was noted.
- 5 Verge maintenance in Furners Mead – granted by WSCC and sign erected. This was noted.
- 6 Swales fencing broken again on 19.8.21 continuing to monitor and medical centre fencing also damaged. Cllr Eastwood said that it had been decided not to repair straight away but to leave for the time being.
- 7 Southern Water Draft Drought Plan – Cllrs Perry and Goodyear attended Webinar on 8.7.21 and responded on behalf of HPC.
- 8 The Chairman added that at the HCP AGM a mother with teenage children had asked about the possibility of an outdoor Gym in Henfield. The resident agreed to get more details. Cllr Farrell advised caution as young teens are not always recommended to use gym equipment without supervision. It was agreed that Parish Administrator would look into types, cost etc.

6. THE SANDPIT

An ecological survey has been carried out on Sandpit Field but the report is still awaited. Following consultations it is proposed that no further consideration of biking in the Sandpit should take place at present, but the Parish will continue to seek alternative locations for youth recreation. The Chairman confirmed that the Donkey Field mentioned in the last meeting was part of a garden and Cllr Eastwood confirmed that the Blue Route referred to in the last minutes was put in so that Works Officers could gain access to the field to mow it. He confirmed that it was never intended for other vehicles and would be too narrow for emergency vehicles. He confirmed that children and adults can still walk there and play. He also said that it was possible that some land may be gifted to HPC from the Parsonage Farm development from the Neighbourhood Plan (NHP), which could be used as a Bike Track. He expected to consult with young people if this came to fruition.

Cllr Eastwood said that the footpath from Camalias to the Sandpit is overgrown with brambles and that it would be a good idea for the Works Team to clear those away in the winter. The Chairman said that The Sandpit Field was a potential site for the planting of some trees for the Queen's Green Canopy but only once the ecological report had been submitted.

ACTION POINT Works Team would be asked to cut back on the footpath.

7. CRICKET CLUB

- 1 Lease extension - This was discussed under Open Forum.
- 2 Car Park repairs to receive – HPC - 75%, HCC – 25. Cllr Eastwood confirmed that HPC are committed to paying for 75% of any work carried out but that it would need approval when the next year's

budgets were set. A number of councillors had previously expressed concerns about getting a brand new car park before the extension works were carried out in the pavilion. Cllr Jemmett said that the pavilion extension was a number of years away and he doubted that the car park could wait that long. Cllr Sharp also said that he thought it would be a good idea to look at getting drainage bricks placed on the area that has recently begun to be used for parking beside the road. It was agreed that quotes were needed for the likely cost. It was suggested that a further area of works should be considered and it was agreed that we should get quotes for the small area of land on the edge of the Common which is now being used informally as a car park but is very muddy. It was also agreed that this should consist of paving or a surface which lets water through and grass to grow through it too.

ACTION POINT Parish Administrator would seek quotes for these areas for parking. The Clerk would ensure that car park repairs were included in next year's budget discussions.

3. Proposal to site a memorial bench outside the boundary of the cricket pitch. The Chairman confirmed that this had been agreed. It was agreed that the family should be told to go ahead.

ACTION POINT Parish Administrator would liaise with the resident about the siting of the bench.

8. FOOTBALL CLUB

- 1 Fun Day – 4th September 2021 - The Chairman confirmed that it had been very successful but that in future they would be asked to keep the volume lower in view of the feedback to the Council.
- 2 New Joint Chairs – Joe Penfold and Sam Witherden. This was noted.
- 3 Renewal of Licence – This was covered in the Open Forum.

9. TENNIS CLUB

- 1 To receive an update on the Lease - This was covered under Open Forum.

It was **PROPOSED** by Cllr Eastwood and **SECONDED** by Cllr Farrell to accept the changes to the Lease to allow the consumption of alcohol on the premises and **AGREED BY ALL**.

- 2 Pavilion works – This was covered under Open Forum.

10. PLAYING FIELDS

- 1 Memorial Field – Moles on the field - ACT Pest Control alerted – this was noted. Cllr Eastwood confirmed that the football pitch is used each weekend during the football season and that a crater had appeared on edge of field. He also wondered whether HPC might have to consider the use of ferrets to remove the rabbits.
- 2 Rothery Field –
 - Grass condition and rabbit holes – The Chairman confirmed that the condition of the field was not good at the moment but maybe it needed rolling when the ground is wet but that the rabbit problem was more immediate. It was also noted that the rabbits would be living on surrounding land and HPC would have to make sure that the land owners concerned were happy with this.

It was **PROPOSED** by Cllr Sharp and **SECONDED** by Cllr Eastwood and **AGREED BY 4 IN FAVOUR AND 1 AGAINST** to get rid of the rabbits at the Memorial Field and Rothery Field at the right time of year and that the Works Officer would be asked to arrange.

- Mounded area on top of brickwork outside the Rothery needs a trim. The Chairman confirmed that the Works Team would be asked if they could deal with the long grass on top of the bricked area.

ACTION POINT Works Team would be asked to cut back the long grass on mound if they could.

- Proposal to plant the semi-circular area on mound – The Chairman asked that the semi-circle walls be planted up and it was thought that Liz Taylor might be willing to carry out this work. She would be approached and asked if he was able to help and an idea of cost.

ACTION POINT Parish Administrator would liaise with Liz Taylor about planting up the semi-circle beds.

- 3 Kings Field – request to cut back trees – work carried out by Works Team 8.9.21 although the Co-Chair of HFC said he thought more needed to be removed.

ACTION POINT Works Officer would see if he could remove more branches, if not then a specialist might be needed.

Cllr Jemmett asked about the Terms of reference for the Playing Field Committee and whether it was still relevant. Cllr Eastwood confirmed it was born out of the problems with regards work on the Memorial field. He added that he thought it was fine for matters to come individually through to ROS Committee from clubs but that there is no overview of the fields and if more green spaces were to be allocated with the NHP, how might discussions be carried out on their use. The Chairman suggested that someone from this Committee could talk to the clubs or the chairs of each club and they could be asked to join ROS Committee meeting say once a year. Cllr Eastwood said that he did not feel there was much communication between the clubs. The Operations Manager suggested that Communities Facilities Meeting to be held in October might include Playing Field.

ACTION POINT Grasstex would be asked to look at all three Fields and make suggestions about how to improve the finish of them.

11. TRAILS AND FOOTPATHS

- 1 To request an additional £1,000 for Three Parishes paperwork and additional work by PWM – Cllr Eastwood confirmed that there was an overspend of £1,250 because it had not been anticipated that a leaflet could be produced so quickly. He also confirmed that HCP had said that the sharing of the leaflet had encouraged people to the village.

It was **PROPOSED** by Cllr Eastwood and **SECONDED** by Cllr Farrell to pay £1,250 to PWM this financial year and **AGREED BY ALL**.

Cllr Eastwood confirmed that HCP have agreed to act as agent for the distribution of leaflets to local businesses and now local accommodation sites too.

- 2 Need to remind public of where they can walk and where they cannot as well as preventing walkers from cutting back on footpaths. Cllr Eastwood said that many walkers are not using the correct footpaths. He said that he would prepare a short article.

ACTION POINT Cllr Eastwood would prepare a short article for both BN5 and Parish Magazines as well as the website to remind all.

- 3 Parish Reports from PROW at WSCC – circulated 17.6.21 - This was noted. Cllr Eastwood reminded everyone that any problems such as broken bridges, fences etc should be reported to PROW at WSCC.

Mr Willis (Tree Warden) joined the meeting at 10.50am.

12. TREE WORK

- 1 To receive an update – The Tree Warden confirmed that Ash Die Back was still a problem, and that he had supported a resident on this issue recently. The Chairman confirmed the advice that had already been posted on HPC website.
- 2 Requests to plant memorial trees - the Chairman said that she had had a meeting with Cllr Sharp and the Tree Warden with regards where to plant trees and that proposal had been made. Once the Great Big Green Week was over, a practical approach would be needed to get opinions from residents as to locations including in hedges. The Tree Warden confirmed that there were 345 trees which would need planting and that volunteers would be needed with the aftercare of these trees at least for the first year. The Chairman said that a post on the website would suggest a consultation to ask members of the public where they want the trees. The Tree Warden also said that Dunstalls had lost a lot of trees and that if HPC had some left then they could be donated. The Chairman said that trees were available to be planted anywhere and not just on parish land.
- 3 Application to Woodland Trust for Queen's Green Canopy was successful - 345 saplings will arrive in November – volunteers to help with planting and after care would be requested nearer the time.

The Tree Warden left at 11am.

13. DOWNSLINK ACCESS FROM GUIDE HUT

WSCC have refused permission because the slope is too great for work to be carried out without infrastructure and not in keeping with Downslink. The Chairman said how disappointing it was to find this out at this late stage rather than when the project was first considered. It was agreed that Parish Administrator would write to the resident who raised this issue.

ACTION POINT Parish Administrator would write to resident who first raised this issue.

14. PLAY AREAS

- 1 Pre-Schoolers – The Chairman said that HCP had received a request to consider shaded areas and improved facilities for Under 5s and other children when they had carried out research on what people need and want in the Village. It was agreed that this matter would be raised at the next FRC meeting with a view to putting details on IDP for approximately £1,000 for sail shades and poles for over the seating area at Kings Field. The Chairman confirmed that RoSPA had always felt shading for children was important.
- 2 Skate Park – Repairs carried out 24.6.21, graffiti noticed on 3.8.21 removed by HDC, more graffiti spotted 6.9.21. This was noted.
- 3 Chessbrook Green – S106 money granted by HDC, provisional start date 6.10.21. This was noted.
- 4 Kings Field Play area.
 - a. Request to replace two swing seats and two roundabout seats @ £78 each – total of £312 (plus VAT) The Chairman said that following the RoSPA report and our walk around play areas, new seats were needed.

It was **PROPOSED** by Cllr Farrell and **SECONDED** by Cllr Sharp to purchase 4 seats at £78.00 each and **AGREED BY ALL.**

- b. Mound play equipment is currently out of action (Approximately £6,000 replacement costs). It was agreed to get quotes from a local company to refurbish the equipment instead. Cllr Eastwood suggested contacting Henfield Fencing for a quote on replacing the wooden posts and make good. Cllr Sharp did suggest that for a longer life, resin infill into the wood might work.

ACTION POINT Parish Administrator would contact Henfield fencing to see if they could help.

Cllr Sharp left the meeting at 11.10am.

15. LOCAL CLIMATE AND ENVIRONMENT PLAN

- 1 Biodiversity Working Group – To receive an update from Meeting on 28.7.21 – the Chairman said that the FRC Committee would consider a draft Climate and Environmental Action Plan from this group, which included suggestions relevant to this Committee such as HPC reducing its use of pesticides and herbicides.
- 2 Community Verge Management Scheme Signs – 3 purchased at a total of £49.98 – The Chairman said that she thought these signs were good value.
- 3 Natural Flood Management - River Adur – The Chairman said that HPC had been approached about flooding in the Village and it was agreed that photographs would be sent to show where flooding has occurred in the past.

ACTION POINT Parish Administrator would reply with any photos or video clips. Cllr Eastwood said he would make contact with LAMBS for drone shots of affected areas.

16. SAFE ROUTES

- 1 To receive an update from meeting on 26th July 2021. Cllr Eastwood confirmed that all the routes had been researched and that it had proved very difficult to get hold of the land owners concerned but that he would persevere. He said that he thought he would need help with the footpaths near Swains. The Parish Administrator agreed to find someone who could help him with this.

17. CLERKS REPORT

- 1 Financial Update – The Operations Manager reported that expenditure was at 39.1% of budget with 41.7% of the financial year completed. The only expenditure items of note to report are the £1,690 we

- paid Batten Engineering for resurfacing the entrance to the Common (General Expenditure) and £397.50 to the Boston Bulb Co Ltd for 6,000 crocus bulbs (Wildlife Planting).
- 2 Request for purchase of Mulching Kit at £98.15 plus VAT The Chairman thought this would be a useful tool for the Works team.

It was **PROPOSED** by The Chairman and **SECONDED** by Cllr Farrell to purchase the mulching kit at £98.15 plus VAT and **AGREED BY ALL**.

18. CORRESPONDENCE

The Chairman confirmed that WSCC had published its Transport Plan, which she had looked at along with Cllr Jones and that more details might be discussed at the Village Amenities Committee Meeting next month. The Chairman confirmed that Robert Clark, a newly appointed director of Byssshops Meadow Management Committee had said that he would like to keep in touch with ROS Committee. One of his first concerns were bins for dog waste (referred to VA Committee).

19. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

Cllr Eastwood confirmed that he had a meeting with HALC on 30th November and one of the main issues was Wildlife corridors and that he hoped that the Wilder Horsham Team would also be involved.

The Chairman asked if attendees were happy with the Committee Room for these meetings. All were content whilst the numbers attending were this size. It was agreed that Parish Administrator would ask Hall Steward if there were other mornings when the Garden Room was free and feedback.

20. DATE OF NEXT MEETING

Wednesday 10th November 2021 at 9.30am in the Henfield Hall. (TBC in view of room bookings).

Meeting closed at 11.25am