



## **HENFIELD PARISH COUNCIL**

### **Meeting of the Village Amenities Committee held on Wednesday 13<sup>th</sup> October 2021 at 12.30pm at the Henfield Hall**

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

**In attendance:** Mr K Wright (Clerk) and Mrs B Samrah (Parish Administrator)

### **MINUTES**

1. **DECLARATION OF MEMBERS' INTERESTS**

There were none.

2. **APOLOGIES**

Were received from Cllr Farrell.

3. **APPROVAL OF MINUTES OF THE MEETING ON 14<sup>th</sup> JULY 2021**

These were approved and were signed by the Chairman.

4. **MATTERS ARISING**

1. Portable Speed Indicators – It was confirmed that the posts have been installed at Upper Station Road, Fabians Way and Mill Drive and the two indicators and three solar panels will arrive in 7–10 days. The Clerk confirmed that after 3-4 years of work it was a good result. He also confirmed that they will work alongside the Speedwatch team.
2. Defibrillators – The Chairman confirmed that this matter would be raised at the next full Council meeting in November. It was hoped that Council would agree to the donation of £1,000 to HART to assist with re-siting the defibrillators at the White Hart and the Library to the outside of those buildings. Cllr Morgan confirmed that HART would always need money because defibrillators will need replacing. It was confirmed that there is a sign in the bus shelter giving locations of defibrillators.
3. CCTV in the High Street – It was confirmed that this is operational and can be viewed on the Operations Manager's PC.
4. Low noise road surface for High Street – It was confirmed that an application had been made and a decision was pending. It was also confirmed that any future highways schemes will be for next year; the Chairman confirmed that she is looking at this and will update. She also confirmed that Cllr Payne's support for any project would always be needed.
5. Works to Indian Bean Tree – It was confirmed that the Works Officer has removed some dead branches.
6. Toilet roll dispensers – It was confirmed these have been installed.
7. Repairs to bike shelter – It was confirmed that this has been completed.

*The Chairman Adjourned the meeting.*

5. **OPEN FORUM**  
There were no members of the public present.

*The Chairman reconvened the meeting*

6. **CHAIRMAN'S ANNOUNCEMENTS**  
Bus Back Better – The Chairman confirmed that a response had been sent requesting the return of the 17 bus's half hourly service as well as a Sunday service for the 100 bus.  
Crocus Ribbon – It was confirmed that 10,000 had already been planted, with 1,050 still to be planted. Cllr Kendall requested that those mowing be made aware of the crocuses' location to prevent inadvertent cutting.

**ACTION POINT – Parish Administrator would liaise with Cllr Perry about notifying the Grass Cutting Contractor and/or Works Team**

Cemetery – the Works Officer had rotavated and sown grass seed alongside the new paths.  
Draft West Sussex Transport Plan 2022-36 – out for consultation. The Chairman said that she did not think there was a need to respond, but that it could be referred to if a Community Highway Scheme is drawn up.

Cllr Stevens arrived at 2.45pm.

Pod Point Electric Car Charging - It was confirmed that this is now working correctly and that users are being charged. The Clerk confirmed that HPC is now paying for the link road lights only.

7. **TO CONSIDER THE QUOTATIONS RECEIVED FOR WORKS TO THE VILLAGE SQUARE**

It was confirmed that the raised edging was needed to contain the additional soil that would be required in order to plant around the tree. Neil Johnson had suggested Ajuga "Braunherz" as a ground cover plant. Cllr Stevens suggested that some bulbs, possibly crocus or narcissus, could be planted, to extend the flowering period. The Clerk confirmed that Neil Johnson would also relaying some pavers which are uneven.

It was **PROPOSED BY** Cllr Kendall, **SECONDED BY** Cllr Morgan and **AGREED BY ALL** to accept the quote from Stonepit Nurseries for £570.00 to carry out this work.

**ACTION POINT – Operations Manager to instruct Stonepit Nurseries to carry out the work with the addition of the bulbs.**

8. **TO CONSIDER THE QUOTATION FOR WINTER PLANTING TO HIGH STREET**  
It was **PROPOSED BY** Cllr Shaw, **SECONDED BY** Cllr Stevens and **AGREED BY ALL** to accept the quote from Stonepit Nurseries for £275 to carry out this work.

**ACTION POINT – Operations Manager to instruct Stonepit Nurseries to carry out the work.**

9. **TO CONSIDER THE REQUEST FROM REMUS MANAGEMENT TO CONTRIBUTE TO THE COST OF DOG BIN COLLECTION AT BYSHOPPS MEADOW**

Cllr Morgan explained that it was now quite normal that new housing developments are maintained by a management company set up by the developers and those home owners get a reduction in council tax because they pay towards the maintenance costs. He confirmed that HPC pay £80 towards the emptying of seven council dog bins. The Clerk suggested that Council funds should not be used to pay for services that should be paid by the management company; this was agreed by all.

**ACTION POINT – The Clerk would write to Remus Management informing them of this Committee's decision.**

10. **TO CONSIDER THE REQUEST TO UPGRADE VARIOUS FOOTPATHS TO BRIDLEWAY**

The Chairman said that this email had come from a member of the Safe Routes Working Group and also that bridleways must be 4 metres wide.

It was agreed that cycling would not be allowed in the Cemetery or on the path that runs through the Kings Field from St Peter's School to the Leisure Centre.

It was also agreed that further information would be sought from WSCC about the designation of footpaths or cycleways around the rest of the village and what signage was necessary.

**ACTION POINT –Parish Administrator would write to Mr Sample to let him know about the Cemetery and Kings Field. She would also contact WSCC about signage and designation of paths.**

11. **TO CONSIDER THE REQUEST TO SUPPORT THE APPLICATION FOR A GRANT TO PROVIDE POWER IN THE COOPERS WAY CAR PARK.**

The Chairman explained that Lynda Spain, Economic Development Officer at HDC, had been speaking with Henfield Community Partnership about the Artisan Market and it was suggested that having power in the car park would remove the need for a noisy generator. It was possible that a grant might be available but that either HPC or HCP would need to apply rather than HDC. All agreed about the need to support the market. Cllr Morgan also said that car charging points were being organised on a county-wide basis and that the projects may cross over.

He said that he would write to Jane Eaton at HDC, copying in Lynda Spain and Stuart Slater, and ask about car charging points and likely time scales for installation, whether two things are compatible, likely costs etc.

**ACTION POINT – Cllr Morgan would make enquiries about electricity and charging points so that this Committee understood what would be entailed.**

12. **TO CONSIDER THE REQUEST FROM SPRINGHILLS TO REMOVE PLANTERS**

The Clerk explained that a warden at Spring Hills had phoned the office to ask if the planters, which they had originally requested to stop drivers mounting the pavement, could be removed. It was agreed that these would not be removed as they prevented accidents occurring.

**ACTION POINT – Parish Administrator would let the warden know that the planters would be left in situ.**

13. **TO CONSIDER BUDGET REQUIREMENTS FOR 2022/23**

The Chairman referred back to the last Parish Council meeting when Committees were reminded about budget-setting for next year; she proposed that this be discussed at a separate meeting, perhaps before the next ROS Committee meeting on 10<sup>th</sup> November. The details could then be finalised in the December meeting. The Clerk agreed to prepare the budget schedule and circulate to committees to commence preparation of budgets.

**ACTION POINT – Parish Administrator would liaise with Cllr Perry about delaying the start of the ROS Meeting, and report back to the Chairman.**

14. **PUBLIC CONVENIENCES**

To receive any updates – Cllr Morgan confirmed that the problems with the electric lock on the Ladies had now been fixed. During the time that the door was left unlocked, the Works Officers had had to deal with very unpleasant problems there.

The Clerk reported that the hand washer/dryers had been serviced by Wallgate last Friday, but on Monday water had been flooding out and an engineer was due to visit again the next day.

The Clerk suggested that, in light of damage and the accumulation of rubbish, the toilets be locked earlier in the day.

It was **PROPOSED BY** Cllr Morgan, **SECONDED BY** Cllr Kendall and **AGREED BY ALL** that the toilets would be locked at 5.30pm each day (instead of 7pm as now) and that new

temporary signs would be put up explaining the reason. It was also suggested that HPC's phone number be added so that problems could be reported by those using the facilities.

**ACTION POINT – Parish Administrator would liaise with Works Team to make the necessary changes to the magnetic lock and signs.**

15. **CEMETERY**

1. Consecration update – Cllr Kendall asked for the name of the contact at Chichester who is dealing with this matter in the hope that he could ask Revd. Paul Doick to chase.
2. The Clerk confirmed that the Works Officer was keeping an eye on grass cutting, as it had not been up to standard earlier in the year. Cllr Shaw said that he hoped that the snowdrops would be visible if the grass was cut now.

**ACTION POINT – Operations Manager to provide Cllr Kendall with the details.**

16. **STREET SCENE**

To receive Cllr Morgan's report – Cllr Morgan said that he had seen in HCP minutes about rewilding the High Street and he wondered what this referred to. He thought that the wildflower area on the Borrer Bank were not a particularly attractive sight when entering the Village and also felt that the Rothery Bank looked untidy. The Chairman said that her understanding was that Street Scene meant the High Street. The Clerk said that he was aware of a meeting being held on Monday and organised by Lynda Spain. The Chairman said that she thought that small changes or improvements can make a difference to the overall impact of the village. Cllr Kendall said that he thought HCP should be asked what they intended with the rewilding.

**ACTION POINT – Operations Manager would contact HCP to find out what was intended by the rewilding.**

17. **CLERK'S REPORT**

1. Financial update – The Clerk ran through the expenditure budgets and detailed where actual expenditure was in excess of budgets. All additional expenditure has either been agreed in advance or will be offset by grants or S106 funding
2. Any further updates – there were no further queries.

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

There were none.

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

Wednesday 10<sup>th</sup> November at 9.30am to look at budgets in the Back Section of the Garden Room at Henfield Hall.

Wednesday 15<sup>th</sup> December at 9.30am in the Back Section of the Garden Room at Henfield Hall.

The Meeting closed at 2.04pm