



## **HENFIELD PARISH COUNCIL**

### **Meeting of Recreation and Open Spaces Committee held on Wednesday 10th November 2021 at 10.45am in the Garden Room at the Henfield Hall**

**Present:** Cllrs Kendall (Chairman), M Eastwood, N Farrell, D Grossmith, D Jemmett and A Sharp.

**In Attendance:** Mr K Wright (Clerk), Mrs R Grantham (Operations Manager), Mrs B Samrah (Parish Administrator), Mr D Muirden (Henfield Tennis Club – HTC), Mr J Willis (Tree Warden), two members of the public.

### **MINUTES**

#### **1. DECLARATION OF MEMBERS INTERESTS**

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

#### **2. APOLOGIES**

Were received from Cllr Perry.

#### **3. APPROVAL OF MINUTES OF THE MEETING HELD 15<sup>TH</sup> SEPTEMBER 2021**

Cllr Eastwood asked that the name be removed from the Action point on item 15, this was done, the minutes were approved and signed by the Chairman.

#### **4. MATTERS ARISING**

There were none.

*The Chairman adjourned the meeting.*

#### **OPEN FORUM**

Mr Muirden confirmed that work will start on repairs to the Tennis Club Pavilion in the New Year. He also said that Building Regulations have changed since the original was built and a drain may be necessary all around building. He thanked Council for continuing to allow the container to be parked in the Leisure Centre Car Park. He was pleased to say that membership has increased from 114 to 139 and that they have taken £700 for this financial year. The mini court is being used a great deal. They hope to have a Christmas event for members.

He confirmed that the Surveyor's report was now complete and that the Solicitors are now dealing with the Lease and registering with the Land Registry. He said it was likely that all four original Trustees would be needed to sign to surrender the old lease even though two were no longer trustees. He said that the new Lease would only be a short document indicating the changes to the original lease and he hoped it would be completed fairly soon.

Mr Muirden left the meeting at 10.55am.

One of the members of the public said that she had prepared the document about the Outdoor Gym which had been circulated to Committee Members. She said that she had already approached Henfield Community Partnership (HCP) who were supportive and had directed her to the Parish Council. She explained that ideally the gym would be for all ages and abilities and that there were similar gyms in Steyning, Horsham and Worthing. The other member of the public also said that all councils were encouraging healthy activity for all and this would help achieve that goal at no cost to the individual. The Chairman said that this matter had been raised a number of years earlier and asked where it might be sited. Both members of the public said they would be happy wherever space could be found. Cllr Eastwood said that there was not a budget for this type of project but that the Parish Council would need to have an idea of likely cost and they agreed to look at costs. Cllr Eastwood said that money could be set aside for this sort of project. Cllr Farrell said that she was in favour but she was concerned about young people using it without proper supervision and injuring themselves. The member of public said that the equipment could have QR codes on each piece which when scanned would give instructions as well as recommended age ranges. Cllr Eastwood wondered if it might be a project that the Youth Club would be interested in assisting with and Cllr Farrell agreed to talk to Debbie Slaughter at the Youth Club. Both members of Public agreed to look at costs and come back to the Committee with ideas on location and

costs.

**ACTION POINT** Cllr Farrell agreed to talk with Debbie Slaughter at the Youth Club and the members of Public agreed to investigate costs and prepare a schedule for this Committee.

The two members of public left the meeting at 11.05am.

*The Chairman reconvened the meeting.*

The Chairman brought forward items 6 and 12 to be discussed early to allow Mr Willis to leave afterwards.

## **5. CHAIRMAN'S ANNOUNCEMENTS**

- 1 Crocus Ribbon through Village – It was confirmed that almost 12,000 had already been planted, and that the Garden Club have said they would like to donate and therefore another 1,000 were likely to be planted when the donation arrived.
- 2 Works Team – The Clerk confirmed that one of the Works Officers was reducing his days and no longer working on Mondays and that another had increased his hours to include Mondays from the beginning of November. He also said that another Works Officer had given notice and was due to leave at the end of January 2022. Cllr Eastwood said that over the years the workload had increased even during the winter months and that it would be necessary to work out exactly how many additional hours would be needed particularly if the Council were to gain an additional area of open space to the north of the village in the future. The Chairman confirmed this committee's support for that.
- 3 SDNPA Parish Webinar 13.10.21 – It was confirmed that Cllr Perry had attended this seminar and had been advised that a new Manual for Parish Councils in managing recreation and open spaces areas would be created.

## **6. THE SANDPIT**

- 1 Ecological Report on Sandpit Field – Cllr Sharp confirmed that the Ecological Survey confirmed that there was nothing in the Sandpit Field that was rare and had recommended that it should be an orchard. Mr Willis said that this would help with increasing the biodiversity of the area by providing food for wildlife.
- 2 Proposal to plant 8 -10 fruit trees in Sandpit Field as recommended by the Tree Wardens including substantial deer proof protection - £1,000. After much discussion it was decided that this matter could not be considered further until a suitable way to water the trees was agreed upon.
- 3 Hedgerow would be restored using whips from Queen's Green Canopy trees. Cllr Sharp confirmed that a group of volunteers from the Conservation Group would be clearing away brambles at the Sandpit Field in preparation for some of the smaller saplings from the Woodland Trust (345 trees or whips) that would be arriving during the next three or four weeks. He said that he would speak with the two householders nearby and explain what was being planned.
- 4 Budget for woodland thinning - one or two trees each season.

## **7. CRICKET CLUB**

- 1 Lease extension – The Chairman confirmed that this matter was being dealt with by the solicitors for an increase in the Pitch and that the building work for a new or improved pavilion was still some way off.
- 2 Car Park repairs – The Clerk confirmed that he had the quotes received earlier in the year for the costs of repairing the Cricket Club Car park and that for budgeting purposes for next year the Parish Council were looking at setting aside £1000 a year. Cllr Jemmett said that this was not a Cricket Club led request since the car park was quite adequate in the Summer months.
- 3 Parking Area on edge of grass – It was confirmed that three Companies have been asked to quote for "GrassCrete" (open bricks, hopefully recycled, in ground allowing grass to grow through); one company had delivered a quote only that morning and the other two were anticipated soon.

## **8. FOOTBALL CLUB**

- 1 Renewal of Licence – It was confirmed that this had been completed and signed.
- 2 Flood light on Link Road – It was confirmed that this was now working.

## **9. TENNIS CLUB**

- 1 Lease – This was discussed in Open Forum.
- 2 Pavilion works – This was discussed in Open Forum.

## 10. PLAYING FIELDS

- 1 Memorial Field –
  - Moles– The Clerk confirmed that ACT Pest Control visit each week to keep control.
  - Rabbits – The Clerk confirmed that the Works Team had caught a rabbit with Myxomatosis, which if it spread to the rest of the colony, would wipe out many. The situation would be kept under review.
- 2 Rothery Field –
  - Grass condition and rabbit holes – Quote from Grasstex and proposal to contribute 50% of cost of £4,750. The Chairman confirmed that everyone had seen the details of the quote. The Clerk confirmed that none of the Playing Field Maintenance Budget of £8,500 had been used.

It was **PROPOSED** by the Chairman and **SECONDED** by Cllr Eastwood and **AGREED BY ALL** to contribute 50% of the cost of the Grasstex Quote of £4,750.

**ACTION POINT:** The Clerk would notify the Chairman of the Football Club of this decision.

The Clerk also said that he felt that the Memorial Field needed looking at and that under the rules of Sport England it needed to be kept in a good quality condition.

It was **PROPOSED** by the Chairman and **SECONDED** by Cllr Eastwood and **AGREED BY ALL** that Grasstex would be asked for a meeting about the Memorial Field about what would be needed to bring it back to the original condition.

**ACTION POINT:** The Clerk would liaise with Grasstex and the Chairman of the Football Club and other interested parties to arrange a meeting to discuss what was needed, when would be the best time to carry it out and the likely cost of any work.

- Proposal to plant the semi-circular area on mound – It was confirmed that Stonepit Nurseries have been asked to quote for small metal fences to go inside the brick wall to allow more soil to be added so that bulbs could be planted in these two areas.
  - Using Tap in cupboard in Pavilion for watering - It was confirmed that the tap in the Pavilion could be accessed via a cupboard when needed for either watering the grass or the new Trees when they had been planted. A hose could be supplied by Works Team if there was not one there already.
- 3 Kings Field
    - Request for a bench for Ben Bray – It was confirmed that this would be placed on the edge of the field, near the car park bollards and next to the existing bench to commemorate Ben Bray who was a keen player for HFC and had died 10 years ago. HFC are in full agreement and the resident had agreed to fund it. This was agreed by all.

**ACTION POINT:** The Parish Administrator would liaise with the resident and let her know of the Committee's decision and liaise with Works Team about preparation of a base.

## 11. TRAILS AND FOOTPATHS

- 1 Should there be a survey of condition of benches along the Henfield Trails? - Cllr Eastwood confirmed that he thought that a 3 or 6 monthly inspection of all Trails should be carried out with a view to replacing any missing or broken signposts, benches, stiles etc. All agreed that this was a good idea and that they would be happy to assist with walking the routes. The Clerk confirmed that there were 70 benches in parish. Cllr Grossmith said he would be happy to plot their locations.

Cllr Eastwood said that all the Trails need to dry out and that the Shedders have got two more Way posts to mark the History Trail and that an additional post would be needed near Brookside Farm.

## 12. TREE WORK

- 1 Tree Wardens' update and recommendations - The Tree Warden confirmed that he and the other Wardens had been looking at sites for the 345 trees. He also said that any spare trees could be given to the Field of Dreams and Dunstalls. He said that there was a dead tree at the Corner of Fabians Way which could be replaced and another one behind the Library. He said that he would be collecting a couple of walnut trees from Shermanbury. He was aware that some residents had

- asked for trees to be planted in High Street but that he did not feel it was suitable.
- 2 Tree Survey due 2022 - (likely cost £2,000) The Clerk confirmed that the next three yearly tree survey was due in the Spring and that it was hoped this could be carried out in March and that payment would fall within this financial year. He said that the Parish Council would then have a list of urgent and non-urgent work in connection with all the trees in the Parish.
  - 3 Social Media Research from residents on tree planting - The Chairman said that this had not produced any useful responses.
  - 4 Queen's Platinum Jubilee Trees – Proposal to set aside £500 for this project.
    - One or more at Tanyard (JCC) as a pair for the Coronation Oak (1902).
    - Other/s on edge of a playing field.

It was **PROPOSED** by Cllr Grossmith and **SECONDED** by Cllr Eastwood and **AGREED BY ALL** to set aside £500 for this project.

- 5 Requests received to donate memorial trees or trees for Jubilee from residents and groups:
  - Planted at the edge of the Rothery Field, Kings Field or Sandpit Field.
  - Alternatively refer to WSCC Donate a Tree Scheme
  - Possible planting of a memorial tree behind Library (WSCC have been contacted)  
Replacement Magnolia or small leaved lime or a few small fruit trees.
- 6 Resident's request for trees along High Street and London Road – This had been referred to VA Committee and group working on the HDC's 'Rewilding the High Street' Project.
- 7 Resident's request for a specimen tree to replace ones lost over the years - Cedar of Lebanon, Copper Beech or Mulberry. Awaiting resident's suggestions for where we could have a large and long lasting tree. Cllr Eastwood said that the roses in the beds by the Old Griffith Smith Offices were looking very old and they might be replaced by small trees. Andrew Colebrook's advice could be sought on this issue.

Mr Willis left the meeting at 11.40am.

### 13. PLAY AREAS

- 1 Pre-Schoolers – Proposal to install shade in and around play areas on Infrastructure Delivery Plan (IDP). The Chairman confirmed that this was a requirement of RoSPA and he was keen that this could go ahead next Spring. This had been agreed at an earlier meeting.
- 2 Chessbrook Green – Activity Trail. It was confirmed that Sovereign had installed and made good the soil and put down grass seed and that payment was pending.
- 3 Kings Field Play area
  - a. Two swing seats had been replaced with universal seats but these were not suitable for the Roundabout, it was likely that the original make of seats would cost up to £190. The Clerk confirmed that this was a RoSPA requirement to be carried out before next July.

It was **PROPOSED** by the Chairman and **SECONDED** by Cllr Farrell and **AGREED BY ALL** to purchase two seats for the Roundabout at a total of up to £380 in April 2022.

- b. Mound and Tunnel – It was confirmed that the Works Team had looked at this with the Shedders and that the Works Officer was meeting PHB contractors at the site to see if they could help with the repairs.

### 14. BIODIVERSITY WORKING GROUP

- 1 To receive an update from Meeting on 12.10.21 - Consider Community Road Verge on the A281 at junction of Wheatsheaf Road and verge in Upper Station Road opposite Fabians Way. The Chairman explained the two locations were being nominated for Community Verges and it was agreed by all to go ahead.

**ACTION POINT:** The Parish Administrator would liaise with Cllr Perry and WSCC about these verges.

### 15. SAFE ROUTES

- 1 To receive an update from meeting on 5.10.21 – Cllr Eastwood said that the route from Small Dole opposite Woods Mill to the Downs Link was looking more positive and he had had meetings with both the landowner and tenant farmer who were sympathetic to an access route. He also said that he was meeting the WSCC Ranger there on Friday to walk route and see what was needed in order to keep the stock safe from escaping and from those using the route. He also said that

another route being looked at was the footpath from Henfield Common to Daisycroft and getting that altered to a permissive route for horses and cyclists. The landowner again was positive about this and the Parish Administrator was making enquiries with WSCC about liability for users. It was also confirmed that Cllr Payne was looking at the Guide Hut Access Route to the Downslink with WSCC Ranger to see if the original decision could be revisited.

## **16. BUDGET – 2022-2023**

- 1 Tree Survey likely to cost £2,000 due Spring 2022. It was confirmed that it was hoped that this could be carried out in March 2022 so that the cost falls within this financial year. The Clerk confirmed that the budget was £100 less than this current year at £45,180 due to a reduction in the Ground Maintenance budget from £7,000 to £6,500 and increase in Recreational Equipment Budget from £600 to £1,000.
- 2 Projects for the Committee to consider prioritising.
  - Rothery Field Children's play area replacement. The Chairman wondered how much should be put aside for this project as it had been raised at this committee before.
  - Outdoor Gym for young people – this had been discussed under Open Forum.
  - Improved Shade for Children and over seating areas in playground. Cllr Eastwood said that he thought this project required £1,750 to be put aside instead of £1,000.
  - Sensory Play areas – inclusive play for all children where located. Cllr Eastwood said that when the building of the new houses from the Neighbourhood Plan started there would be much more money available for projects like this. The Parish Administrator is looking at likely costs.
  - Other priorities – Cllr Eastwood had produced a schedule; Henfield Parish Council IDP Funding Plans and he ran through likely timescales and which other organisations might be expected to contribute for specific projects.

## **17. CLERKS REPORT**

- 1 Financial Update Clerk – financial update – The Clerk confirmed that very little extra had happened, there was a recent invoice from Grasstex for Grass Cutting at £1,920 and that he was not sure whether another cut would be required this year, but the Committee would still be within budget. The spend so far was 52% of budget and that 58% of the year had elapsed. He confirmed that the £350 from the Cricket Club was a contribution towards the cost of control of the moles on the Memorial Field.
- 2 Any Other matters – There were none.

## **18. CORRESPONDENCE**

Natural Flood Management - River Adur from OART – this was noted.

## **19. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

There were none.

## **20. DATE OF NEXT MEETING**

Wednesday 12th January 2022 at 9.30am in the Garden Room (back section) in the Henfield Hall

The Meeting finished at 12.27pm.