



## **HENFIELD PARISH COUNCIL**

**Meeting of the Village Amenities Committee held on  
Wednesday 15<sup>th</sup> December 2021 at 9.30am at the Henfield Hall**

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

**In attendance:** Mr K Wright (Clerk), Mrs R Grantham (Operations Manager) and Mrs B Samrah (Parish Administrator)

### **MINUTES**

1. **DECLARATION OF MEMBERS' INTERESTS**

There were none.

2. **APOLOGIES**

Were received from Cllrs Shaw and Stevens.

3. **APPROVAL OF MINUTES OF THE MEETING ON 13<sup>th</sup> OCTOBER 2021**

These were approved and signed by the Chairman.

4. **MATTERS ARISING**

1. Portable Speed Indicators – It was confirmed that one of the Speed Indicator Devices is up and working in Upper Station Road opposite Fabians Way. There were some technical difficulties with the second one, which the Operations Manager hoped would be resolved shortly; this would be put up at the end of Mill Drive on the A281.
2. Pod Point electric car charging – It was confirmed that the payment from September of approximately £190 had still not been received, even though the Clerk had chased several times. The Chairman said that she had read that HDC have now signed an agreement for charging points.
3. Upgrading footpaths to Bridleway – It was confirmed that this matter had been reverted to Recreation and Open Spaces Committee.
4. Works to Indian Bean Tree – The Chairman confirmed that the work had been carried out. All agreed that it had made a great improvement. Cllr Morgan said that he thought a couple of pavers had lifted slightly nearby and wondered whether the Works team could look at the problem. Cllr Simmonds reported that a number of people had commented to him about how attractive the area looked.
5. Winter planting to High Street – It was confirmed that this had been completed and that it looked very attractive.
6. Power supply in Coopers Way Car Park – It was confirmed that a site visit had taken place and that a revised quote was expected; this was likely to be lower than the original quote. The Operations Manager confirmed that the grant money had already been received.

*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**

There were none.

7. **BUDGET REQUIREMENTS FOR 2022/23**

The Chairman checked that everyone had seen the revised budgets, which now indicated a reduction for Christmas Lighting from £3,200 to £2,200 and a reduction in Village Amenities General Reserves from £2,500 to £500. The Clerk confirmed that there was money in reserves

that could be used if necessary. He also said that the point of the reduction was to ensure that the target precept of 5% was met.

It was **PROPOSED BY** the Chairman, **SECONDED BY** Cllr Kendall and **AGREED BY ALL** to accept the Budget.

8. **ROADSIDE ADVERTISING BOARDS**

The Chairman said that this item had been prompted by the placing of boards at the end of Parsonage Road, which advertised Christmas trees. The Clerk confirmed the rules for roadside boards as updated in March 2018:

- Signs should be simple and clear and not distract drivers.
- They should contain no metal elements and be placed at least 1m from the road edge.
- They should be put up and removed promptly on the dates agreed with the Parish Council.
- If a commercial firm wished to promote a charitable event, details of the event should occupy at least 60% of the sign.
- Henfield Parish Council retains the right to refuse permission for boards to be placed at these sites, if it deems that the boards are unsuitable.
- If any signs contravene these simple rules, the Parish Council retains the right to remove them and hold them for collection at the Parish Council Office.

The Clerk confirmed that he had spoken with the family of the Christmas tree sellers and explained that the verges came under the control of HDC and that they should apply there in future. It was also noted that St Peter's School Firework Display boards had been erected on the Common and that they had been removed because the event portion had been smaller than 60%.

It was agreed that the rules remained appropriate and that a reminder was needed on the HPC website and perhaps a message put in BN5 Magazine. The Clerk confirmed that HPC was only responsible for three sites on the main entry points to the village. It was agreed that the Operations Manager would update the website with the information and prepare a short article for BN5 and the Parish Magazine. The Parish Administrator agreed to contact the school with the details.

**ACTION POINT:** Operations Manager to update website, contact BN5 and Parish Magazine; Parish Administrator to contact the school and PTA with the details.

9. **TO CONSIDER WORKS OFFICER PROPOSAL TO BUILD STORAGE IN BUS SHELTER.**

The Clerk explained that the proposal was to provide some additional storage, remove a section of the bus shelter which was hidden from the CCTV and provide a cover for the workings of the shutters. It was likely to cost about £325.00. All agreed to the proposal, with the wall to be painted the green of the seats or the cream of the other wall. Cllr Morgan agreed to speak with HDC as the shelter is within the Conservation Area.

**ACTION POINT:** Cllr Morgan to speak with the Conservation Officer at HDC to confirm their agreement with the proposed work.

10. **ADDITIONAL DOG BINS**

After much discussion about where new bins could be sited it was agreed to monitor the state of the bins over the next three months. Cllr Morgan agreed to make contact with HDC asking that they keep an eye on how full the bins are, how frequently they need emptying and whether additional bins are necessary.

The Chairman confirmed that the matter could be reviewed after March 2022.

**ACTION POINT:** Cllr Morgan would make contact with HDC and the matter would be raised again at meeting in April 2022.

11. **ASSEMBLY ROOM CLOCK**

The Chairman confirmed that various quotes had been received for repair/replacement of the clock and ranged from £6,000 for a full refurbishment, £2,000 to install an electrical control system and £2,300 to install a replica clock. At present a volunteer adjusts the clock each

time the clocks change to/from BST and when there is a power cut.

After much discussion it was felt that unless a grant could be found, expenditure on this project could not be justified. However, the matter could be raised at next year's Annual Parish Meeting to obtain residents' views.

**ACTION POINT:** Operations Manager to try to identify any grants for this type of work. The Clerk to place the matter on the agenda for next March's Annual Parish Meeting, to gauge the level of support from the village.

12. **PUBLIC CONVENIENCES**

To receive any updates – It was confirmed that the police had not identified the young people who were seen on CCTV loitering in the bus shelter and public conveniences on the evening of the damage. It was also noted that no further damage had occurred.

It was agreed by all to replace the baby changing unit as soon as possible, provided that it costs £200 or less.

There had been no adverse comments on the closing of the public conveniences at 5.30pm.

**ACTION POINT:** The Clerk to obtain quotes for the replacement of the baby changing unit and organise installation if the cost is less than £200.

13. **CEMETERY**

1. Consecration update – The Operations Manager confirmed that this was ongoing but that she was hoping it could be finalised in the spring. Cllr Kendall had asked Rev. Paul Doick to make contact with the Diocesan Registry and he had received a favourable response, indicating that consecration was not too far away.

2. Maintenance – It was confirmed that the contract for ground maintenance will be renewed in April 2022. The Operations Manager confirmed that the current contractors had caught up with all outstanding work and were generally doing a good job. She agreed to ask for a tender before the next meeting. Cllr Kendall asked how frequently the Parish Council went out for tender and when the current contract had started.

**ACTION POINT:** The Operations Manager to obtain a quote from the current contractor before the next meeting. The Clerk to confirm when this contractor took over the maintenance and when a new tender would be needed.

3. Specifications for Cremated Remains Containers – The Operations Manager confirmed that the size of the plot for cremated remains is 420mm x 280mm x 200mm high but recently larger containers had been brought to the cemetery. It was agreed by all that the appropriate dimensions should be published on the website and given to funeral directors, along with a request that containers should be biodegradable where possible.

**ACTION POINT:** Operations Manager to contact funeral directors to ensure that they know the size of plot and to ask about the containers being used. She would also make contact with local crematoria about the containers they provide for cremated remains.

4. Cemetery paths – The Chairman confirmed that several councillors had recently inspected the paths and that there were a lot of cracks appearing, especially near the Lychgate. Cllr Kendal suggested that a rolling program of repairs would help with managing the costs of repairs; this was agreed by all. Cllr Morgan agreed to draw a plan of the paths and arrange to meet a local contractor on site to identify an order of priority for this work, and to obtain some idea of costs.

**ACTION POINT:** Cllr Morgan to draw up a plan of the paths and arrange to meet a contractor.

5. The Operations Manager reported that she had responded to a DEFRA survey about plot sizes and water levels.

14.

**STREET SCENE**

To receive Cllr Morgan's report – Cllr Morgan considered that the roundabout at Wantley Hill Estate could be much improved with some planting, but that this would be expensive and could wait until CIL funding became available. The Chairman suggested that developers working on the Neighbourhood Plan developments might also be able to assist with this type of project. It was noted that prior approval would be needed from WSCC.

The Chairman said that she had been in talks with Henfield Community Partnership and others concerning grants of up to £5,000 as a "Welcome Back" to the High Street and that part of this was for "greening" the area. Current proposals were:

- Setyres – metal obelisks, which would support evergreen climbing plants; sedums amongst the cobbles.
- Croft House – replacement of some of the roses with a variety of other plants.
- Coronation Bench – planters either side of the bench.
- Coopers Way – refurbish the seat donated by HPC in 1992 .
- Library – a small tree in the grass at the rear, possibly an ornamental cherry or rowan.

Cllr Morgan confirmed that he had information about the utilities in Bishops Lane and that any work nearby would require permission from UKPN.

The Operations Manager reported that the Pageant Officer at HDC is suggesting that parishes plant a tree on 11th March 2022 (70 days into the year); she said that Cllrs Eastwood and Goodyear were aware.

The Clerk asked that Mrs Sanders is consulted about any replanting to the outside of Croft House, as she maintains the area.

It was agreed by all that these proposals should be supported.

Cllr Simmonds asked about planting at the Borrer Bank and the Chairman explained that the wildflower planting needed an additional year to establish and that any changes should be held off for a year to see how the area develops.

15.

**CLERK'S REPORT**

1. Financial update – The Clerk confirmed that a recent invoice for £2,048 from Stonepit Nurseries had been paid; this included summer watering and winter planting. He also said that £620 had been spent on a new door lock timer for the public conveniences. He said that the Cemetery was doing quite well against budget.
2. Any further updates – The Clerk said that Richard Bradley of West Sussex Fire and Rescue Service, who had made a presentation to the Parish Council meeting on 7<sup>th</sup> December, had sent through copies of the Service's consultation document. He reminded councillors about the collection box for Crisis at Christmas, if they wished to make donations rather than send cards to each other. It was confirmed that WSCC main council meeting had taken place virtually and that they have a Standing Order that allows the Chairman to make decisions.

16.

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

There were none.

17.

**DATE AND TIME OF NEXT MEETING**

Wednesday 9<sup>th</sup> February at 9.30am.

The meeting finished at 10.47am.

Subsequent meetings

Wednesday 13th April at 9.30am

Wednesday 8th June at 9.30am

Wednesday 14th September at 9.30am

Wednesday 9th November at 9.30am