



HENFIELD PARISH COUNCIL

Meeting of the Village Amenities Committee held on Wednesday 9th February 2022 at 9.30am at the Henfield Hall.

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

In Attendance: Mrs R Grantham (Operations Manager), Mrs B Samrah (Parish Administrator) and one member of the public.

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

There were none.

2. **APOLOGIES**

Were received from Cllrs C Simmonds and N Stevens.

3. **APPROVAL OF MINUTES OF THE MEETING 15th DECEMBER 2021**

These were approved and signed by the Chairman.

4. **MATTERS ARISING**

1. Portable Speed Indicators. It was confirmed that the first reports have been generated and have been shared with those at Community Speedwatch. It is hoped that trends can be seen with speeding at certain times of the day and that further details can be sent to Sussex Police for a follow up.
2. Pod Point electric car charging. It was confirmed that payment is still outstanding from October; the Operations manager will consider taking the matter to OffGen if not resolved shortly.
3. Power supply in Coopers Way car park – No further update.
4. Cremated remains containers – It was confirmed that the Website has been updated with details of dimensions.
5. Assembly Room Clock – The Chairman confirmed that quotes had been sought for replacing the light behind the clock; it was also confirmed that, as access had been relatively easily gained, new quotes would be sought for the replacement of the clock at the same time.
6. Baby changing unit – It was confirmed that this has now been installed.

The Chairman adjourned the meeting.

5. **OPEN FORUM**

The member of the public had written to the Parish Council about wishing to install a bench in the Cemetery near her father-in-law's grave. Her preference would be for a wooden bench, if possible, relatively near the grave and the family were happy to pay for all costs related to the installation and the maintenance.

It was agreed that a bench would be a welcome addition to the cemetery, but that positioning needed to be agreed. The Chairman suggested organising a meeting of the Cemetery Committee to look at possible locations for a bench and then to come back to the member of the public with suggestions.

ACTION POINT: Operations Manager to organise a Cemetery Committee Meeting to look at possible locations for a bench and types of benches and then liaise with the member of the public over siting.

As the member of the public lives in Blackgate Lane she was asked to remain in the meeting to discuss Item 7. It was confirmed that this is a Private Road and a Public Right of Way and the responsibility of WSCC; residents were advised to contact them directly.

The Member of the public left at 10am.

The Chairman reconvened the meeting.

6. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman thanked members for their help with the Committee's report to the Annual Parish Meeting.

7. **CONSIDER RESIDENTS REQUEST REGARDING BLACKGATE LANE**

This was covered in the Open Forum.

8. **CORRESPONDENCE FROM LOCAL RESIDENT**

It was confirmed that the measurements the Operations Manager had mentioned were those of the casket size rather than the plot size.

It was confirmed that the "yellow" slabs mark the position of individual plots. The cost of their replacement would be £9 per slab and there were 24 of them. It was agreed that this would be an unnecessary expense and would not be considered.

It was agreed that the self-seeded trees in the cemetery should be removed.

ACTION POINT: Operation Manager to ask Works Team to remove the self-seeded trees.

The Millennium sign does face the village rather than acting as a welcome to the village and could be turned around. It was suggested that the Works Officer would be asked to investigate whether the sign could be directed the other way.

ACTION POINT: Operation Manager to ask Works Team to look at the possibility of turning the sign around.

The pavement by the petrol station is quite dark even though there is a lamp post, but this is very close to a tree in a neighbour's garden (it was confirmed that the homeowner is hoping to fell the tree in the near future). The Chairman asked that members walk along the path concerned to look at the problem before the next meeting.

The electronic display in the bus shelter seems to give little or no useful information; this was agreed by members but since it was a HDC display the Parish Council had little influence over the content.

Potholes on High Street – members agreed that these are hazardous; it is understood that the road is due to be repaired/resurfaced in the next financial year.

9. **ELECTRIC VEHICLE CHARGING POINTS**

The Operations Manager had attended a webinar about Electric Car Charging points. She suggested that the ideal places for the charging points would be Henfield Business Park, the Business Park in Nep Town Road, and possibly areas where there are homes that do not have access to off-street parking. There was much discussion about speeds of charging and grants that might be available. The Operations Manager confirmed that she had requested that the Coopers Way Car Park and the Leisure Centre Car Park be included. Cllr Morgan confirmed that the ducting for charging points was in the Library Car Park. The Operations Manager agreed to keep an eye on developments.

10. **PUBLIC CONVENIENCES**

To receive any updates – The members of the Committee had been sent details of the mess that was in the toilets after the weekend and it was clear that access was being gained when it had been believed that the toilets were locked. It was suggested that the person who normally cleaned the toilets at lunchtime be asked to leave that duty and go to the toilets at 5.30pm, check that they were empty and lock them up, using the grille gates. It was agreed that he would not be expected to ask anyone to leave and would walk away if he suspected any trouble.

ACTION POINT: The Operations Manager to arrange for the cleaner to attend the toilets at 5.30pm to check their condition and lock them manually including the grille gates. This may require new padlocks for

each toilet. This would be trialled for a period of four weeks.

It was confirmed that a volunteer had said he would be willing to close the bus shelter shutters remotely each evening between 5.30 and 7.00pm, as long as no one was in the shelter.

ACTION POINT: The Operations Manager to chase the electrician about checking the shutter system and make sure that it was working effectively and then ask the Works Officer to liaise with the volunteer about closing the shutter, as agreed above.

11. CEMETERY

1. Consecration update. It was confirmed that there was no further news.
2. To consider the quotation for cemetery maintenance. The contractor's quote was an increase from approximately £7,000 to £8,795. It was agreed that this was a reasonable increase.

It was **Proposed** by Cllr Kendall **Seconded** by Cllr Morgan and **agreed by all** to accept the contractor's quote for the forthcoming year.

ACTION POINT: The Operations Manager to liaise with the contractor and confirm acceptance of the quote.

3. Rose garden maintenance. It was confirmed that the Garden Club had stepped down from looking after the rose arch in the Cemetery after more than ten years. The Chairman said that she had another volunteer who seemed willing to take on this responsibility and that she would confirm details with the volunteer. The Operations Manager thought that one of the Works Team might be able to carry out some pruning in the short term.

ACTION POINT: The Chairman to speak with the volunteer about ongoing maintenance of the rose arch and the Operations Manager to liaise with the Works Officer about pruning.

4. To consider the quotation for repair to cemetery paths. Cllr Morgan said that a quotation had been received from a prospective contractor for the repairs of five areas of paths in the cemetery. The contractor had suggested that areas 5 and 4 were more pressing than the other three. The Chairman agreed to take this to the next FRC meeting and ask for consideration as to whether the full work could be carried out or just path 5 and 4. This was agreed by all.

ACTION POINT: The Operations Manager to liaise with the Clerk to ensure that this matter was included in the FRC agenda for next week's meeting.

5. To consider request for a bench in cemetery extension – already discussed in Open Forum.

12. STREET SCENE

1. Rewilding the High Street. The Chairman explained that this was a project that Henfield Community Partnership had been leading on. The project's name had been decided by HDC and was about welcoming people back to the High Street by making it greener and more attractive, and also about increasing biodiversity. The costs would be met by an HDC grant, and invoices needed to be sent to them by mid-March. She circulated photos of a suggested look for the area at the front of Setyres; the existing four half barrels would remain in situ, but securely fixed, and three obelisks would be placed between them. Plants would then be added to give year-round colour and flowers in the spring and summer. Stonepit Nurseries would plant the obelisks and barrels. The costs would be met by an HDC grant. It was expected that responsibility for watering would be included in the contract for the remainder of the High Street.

The Chairman said that Setyres' management had agreed to the project but that she would go and speak with the gentlemen in the local branch before the work was carried out.

It was also confirmed that the beds in Bishop Lane would be enlarged and the old roses removed to make way for new shrubs, and the beds in Coopers Way would also be replanted. The Chairman said that she would speak with the gardener who maintains these two areas and make sure she was happy to continue. It was agreed that written permission would be required from Setyres; the Chairman would check with Cllr Goodyear that this had been received.

2. Lifted Slab on Village Square. Cllr Morgan said he had noticed that a paver had lifted and wondered whether the Works team could look at it to see if they could rectify.

ACTION POINT: Operations Manager to ask Works Team to look at the paver and either repair/level if possible.

Cllr Morgan also asked that, when quotes were being sought for the baskets in the High Street, the roundabout at Wantley Hill also be considered for replanting to add more colour. The Chairman agreed that a more colourful display there would be very welcome.

ACTION POINT: Operations Manager to include the roundabout with details for the Summer Planting quote.

13. **CLERK'S REPORT**

1. Financial update – It was confirmed that there was little to report; at the end of January VA Committee expenditure stands at £43,792, against a budget for the whole financial year of £36,650.

This is compensated for by £5,404 received in S106 funding from HDC, to pay for the speed indicators and poles. £12,610 has been received in cemetery income, against a budget of 11,500 for the whole financial year.

2. Any further updates. There were none.

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

There were none.

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

Wednesday 13th April at 9.30am in the Garden Room of Henfield Hall.

The Meeting closed at 11.28am.