



HENFIELD PARISH COUNCIL

Meeting of the Village Amenities Committee held on Wednesday 13th April 2022 at 9.30am at the Henfield Hall

Present: Cllrs M Morgan (Chairman), D Jemmett, R Kendall, R Shaw, C Simmonds and N Stevens.

In Attendance: Mr K Wright (Clerk) Mrs R Grantham (Operations Manager- OP), Mr D Muirden (Henfield Tennis Club) and two members of the public.

MINUTES

1. **DECLARATION OF MEMBERS INTERESTS**

There were none.

2. **APOLOGIES**

Were received from Cllrs Jones and Farrell.

3. **APPROVAL OF MINUTES OF THE MEETING 9th FEBRUARY 2022**

These were approved and signed.

4. **MATTERS ARISING**

1. Millennium sign
The OP confirmed that the sign is double sided so does not need turning.
2. Pod Point electric car charging
The first payment from Pod Point has now been received and second is awaited.
3. Power supply in Coopers Way car park
Work is currently ongoing to install the cabinet. The OP is coordinating UKPN and EDF.
4. Self-seeded trees in cemetery
This work is due to be carried out when the lead works officer (the only works officer to hold a chainsaw licence) returns to work.

The Chairman adjourned the meeting.

5. **OPEN FORUM**

A member of the public requested that the Parish Council considered holding a Holocaust Memorial Day on 27th January each year. Her email was circulated to the committee prior to the meeting. She suggested planting of a 'Tree of Life' on the Kings Field which could serve as the location for a short memorial service and hoped that it could include local school children.

The Chairman reconvened the meeting.

6. **CHAIRMANS ANNOUNCEMENTS**

There were none.

7. **TO CONSIDER RESIDENTS REQUEST FOR HOLOCAUST MEMORIAL DAY**

Further to the discussion that took place in Open Forum, it was agreed to refer the matter to Full Council.

Action Point- The Clerk to include Holocaust Memorial Day on the agenda for the next Full Council Meeting in May.

8. **TO CONSIDER COUNCILLOR SUCCESSION**

The Chairman asked if there were any particular views, and asked members to consider and let the Clerk know whether they would like to change to different committees, or to volunteer to be Vice Chair or Chair. Cllr Jemmett reminded the committee that all Councillors are up for election next May and the Clerk confirmed that Councillors will need to apply if they wish to continue. Cllr Stevens commented that canvassing is not permitted and that proper training will need to be provided for any new Chairmen.

9. **TO CONSIDER THE REQUEST TO MOVE TENNIS CLUB CONTAINER IN LEISURE CENTRE CAR PARK**

Mr Muirden explained that the Football Club have requested that the tennis club storage container is moved as they would like to use that space to hold food stalls for their two-day tournament. Mr Muirden has spoken to the football club in order to try and reach a compromise; he also offered to ask Tennis Club members not to use the car park over that weekend and to make a small donation to the event. Work is ongoing at the tennis club however and will not be completed until late summer. There would be a cost of £190 to move the container but it would need to be emptied first. The Chairman commented that the football club do not have specific use or automatic right to use the car park and would need to ask permission from the Parish Council to have stalls. He circulated a marked plan to the committee suggesting that five alternative parking spaces are allocated for use for the event. **It was all agreed** to take this approach and offer these alternative parking spaces to the Football Club for use at their event.

Action Point- The Chairman to send an amended plan to the OP.

Action Point- The OP to communicate the decision to the Football Club.

10. **STREET LIGHTING NEAR WAPHAMS**

Councillors visited the area concerned after dark, and **it was all agreed** that no further action is needed as the lighting is sufficient.

11. **ASSEMBLY ROOM CLOCK**

The OP confirmed that no grants were available and suggested that the committee could consider crowd funding in order to pay for renovation at a likely cost of approximately £6,500. Following brief discussion, it was felt that the public are unlikely to be supportive therefore the issue is to be held in abeyance.

12. **PUBLIC CONVENIENCES**

The Chairman commented that the building has recently been repainted, paid for by a grant from Horsham District Council. Grills are being locked across the toilet door every evening and the bus shelter shutters are being closed by a volunteer who lives opposite. This appears to have solved the anti-social behaviour and vandalism issue for the time being.

13. **CEMETERY**

1. Consecration update
There is no further information.
2. Update from recent cemetery working group meeting
The OP confirmed that the works officers will be laying a short pathway between plots in the new cremated remains area. Eight paving slabs will need to be purchased at a cost of around £70. Consideration was also given to thickening up the tree line around the spoil heap area, perhaps with beech whips in the autumn.
3. To consider potential location, order of install, type and colour of benches
A map of suggested locations as well as design of bench was circulated prior to the meeting. The Chairman explained that three applications for benches in the cemetery extension have been received from members of the public. Cllr Stevens commented that he did not like the location numbered 2, at the northern end, however the OP

explained that it had been suggested as the plots in use are concentrated in this area and most family prefer a bench close to their loved ones' grave.

It was agreed to offer location 1. to the works officer, 2. to the member of the public who requested a bench at the February meeting and for the third member of the public to choose from the remaining locations. Location 4. may need to be adjusted slightly. **It was also agreed** that all benches must be metal and of the same type and style as circulated to members.

4. To consider the quotations for repair to cemetery paths
The Chairman explained that quotations were requested from five companies; two declined, two provided quotes and one failed to reply. The two quotations were circulated prior to the meeting.

It was agreed to recommend the quotation from Battens for £9,408.00 ex VAT for priority areas number four and five to the Finance, Risk and Change Governance Committee (FRC) for approval, as the cost will need to be covered by General Reserves.

Action Point: The Clerk to include the quotation for cemetery paths on the agenda for the next FRC meeting.

14. **STREET SCENE**

1. To consider the quotation for summer planting
The quotation was circulated prior to the meeting. The committee confirmed that they are happy to continue with the same provider, especially given the difficulty in finding a company prepared to carry out watering. The Clerk explained that the cost for this year has increased by 5.6%.

It was **PROPOSED** by Cllr Kendall, **SECONDED** by Cllr Jemmett and **VOTED ALL IN FAVOUR** to instruct Stonepit Nurseries Ltd for summer planting at a cost of £4,155 to include watering until the end of August, and at an additional £50 per watering if extended to the end of September.

Action Point- The OP to instruct Stonepit Nurseries Ltd.

2. To consider the quotation for installation, removal and storage of festive lighting.
The quotation was circulated prior to the meeting. It has not increased since last year. **It was all agreed** to continue with the same provider, Blachere Illuminations.
3. To consider the quotation for replacement of festive lighting.
The OP confirmed that the current lights are in full working order. The Clerk explained that £1,200 is being set aside each year towards replacing the lighting and that there may be sufficient funds to consider replacement in the next one to two years. **It was all agreed** to continue using the existing lighting.
4. To consider the request for £50 towards planting in the Library Car Park.
The Chairman reported that Ms Taylor has asked for some funding in order to purchase new plants for the flower beds in the library car park. **This was agreed by all.**

15. **CLERK'S REPORT**

1. Financial update
The Clerk confirmed that total expenditure was £63,236 against £36,650 budgeted (172.5%). Public conveniences expenditure was above expected, due to the purchase of new roller shutters in the bus shelter (£1,477) and paying up front Wallgate's three-year maintenance offer (£1,995). The Parish Council received a rebate of £3,742 for two years of business rates for the public conveniences. The Village Amenities General Expenditure budget was also exceeded considerably due to the new speed indicators (£4,113) and the cost of the power installation in the Coopers Way car park (nearly £11,000). To offset this £10,000 was received

from HDC for the power installation and Henfield Community Partnership will also be making a contribution. S106 funding was received to cover the cost of the speed indicators.

2. Any Further Updates
There were none.

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

Clr Simmonds gave a brief update on progress on the Platinum Jubilee Beacon event on 2nd June and confirmed that the event would not be publicised outside of Henfield in order to keep numbers of attendees down.

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

Wednesday 8th June at 9.30am.

Meeting Closed at 10.26am.