



## **HENFIELD PARISH COUNCIL**

### **Meeting of the Village Amenities Committee held on Wednesday 7<sup>th</sup> September 2022 at 10.30am at the Henfield Hall**

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

**In Attendance:** Cllr Simmonds, Mr K Wright (Clerk), Mrs R Grantham (Operations Manager - OM) and Mrs B Samrah (Parish Administrator – PA)

#### **MINUTES**

1. **DECLARATION OF MEMBERS INTERESTS**

There were none.

2. **APOLOGIES**

Were received from Cllrs Donoghue and Stevens

3. **APPROVAL OF MINUTES OF THE MEETING 13<sup>th</sup> JULY 2022**

These were approved, signed and dated by the Chairman.

4. **MATTERS ARISING**

1. Young People's Noticeboard – It was confirmed that Henfield Hall have agreed to half of their notice board being used for the Children and Young People's Committee (CYP).
2. Waste bins on Library path – Cllr Morgan confirmed that both the Chinese Takeaway and Kebab Takeaway have removed their bins from the passageway but there had been no news on the other bins. It was confirmed that Horsham District Council had said that the unfinished-looking wall would not be subject to any enforcement action.
3. Tennis Club Container – The Clerk confirmed that an invoice for £150 had been sent to the Tennis Club's insurance company, as the container remains in the Leisure Centre car park. The Chairman understood that work to the pavilion was on-going but as yet the completion date was unknown.
4. Borrer Bank – It was confirmed that this had been cut back, which improved visibility for motorists.
5. Library car park beds – Cllr Morgan is awaiting a response from HDC.

*The Chairman adjourned the meeting*

5. **OPEN FORUM**

There were no members of the Public Present.

*The Chairman adjourned the meeting*

6. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman confirmed that the information from the Speed Indicator Devices (SIDs), which had been circulated, was providing useful information, as well as being sent to the Police. It was hoped that when the speed limit on the A281 across the Common was lowered to 40mph, average speeds would reduce.

7. **BUSINESS CASES FOR RESERVES**

The Chairman observed that the current reserve cap for the cemetery (£15,000) was unlikely to be sufficient because of the cost maintenance of the paths.  
It was agreed that the ability to send traffic data to the Police Service could be added as a benefit of having Speed Indicator Devices.

8. **TO CONSIDER THE REQUEST FOR MORE TROUGHS IN HIGH STREET.**

The Chairman referred to an email from residents on the High Street who wished to place

two new flower troughs outside their home. It was agreed by all that there was no objection to this idea and that the homeowners needed to apply to WSCC for a licence. Cllr Morgan suggested that WSCC could grant a licence for the planters to this householder only and not subsequent owners of the same home. It was pointed out that the style and size of planter would need to be specified.

**ACTION POINT** – OM would reply to the High Street Resident and ask them to contact WSCC.

#### **REVIEW OF STREET LIGHTING**

9. The Clerk referred to the document on the current High Street lighting and costs of converting to LEDs, which had been drawn up by a resident. He also confirmed that there were still 15 years to run on the current contract and that when it expired the contractor was likely to replace with LED lights. Cllr Morgan advised that WSCC were responsible for lights on the highway, while HPC pay the maintenance and energy costs of those off the highway. The Chairman confirmed that the Christmas lights were scheduled to be turned off at 11pm, which was earlier than last year, in order to save energy, but it was agreed that next year the Parish Council may consider an earlier turn-off time. Cllr Shaw suggested that the Parish Council posts on social media when the Christmas lights are turned on and explains that they are LED lights and therefore more economical than standard lights. This was agreed by all.

**ACTION POINT** – OM would post on the Council's social media when the Christmas lights will be turned on and advising that they are in fact LED lights.

#### **PUBLIC CONVENIENCES**

10. 1. To consider the quotation for roof repairs. The Clerk confirmed that the costs could come from Public Conveniences Reserves. It was **PROPOSED** by Cllr Kendall, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to accept the quote from BM Roofing in the sum of £1,360.00.

**ACTION POINT** – OM would contact BM Roofing to confirm acceptance of their quote.

#### **CEMETERY**

11. 1. Consecration update – The OM confirmed that a letter had been received from the Solicitor for the Diocese, with an apology for the delay and asking for details about the underground pipe. It was hoped that the Consecration would be able to take place soon.
2. Cemetery Inspection – The Chairman said that at the Cemetery Inspection meeting on 10<sup>th</sup> August it had been agreed that the diseased hornbeam trees should be removed. However, Cllr Morgan had ascertained that the trees were the responsibility of the managing agents of Deer Park, and he agreed to send the paperwork that related to this query at an earlier stage. The Chairman relayed the Works Officer's recommendation that the section of wildflower area nearest the path at the southern end of the Cemetery extension should be kept shorter, to maintain a tidy vista. This was agreed, together with the suggestion that it would be helpful to erect appropriate signage to advise visitors that the area is being left to grow as wildlife habitat.

**ACTION POINT** – OM would look at suitable signs.

The works officer had previously mentioned that topsoil would be needed to infill recently dug graves when they settle, but that he anticipated that the contractor would be happy to provide the topsoil. This could then be seeded with grass.

It was agreed that the first phase of repair work to the paths appeared successful. It had been suggested that the section of pathway leading from the entrance opposite the Youth Club towards the rose arch would need repair; it was agreed that this would be monitored.

Raised beds – The OM confirmed that she had had a meeting with the Community Payback team to see whether they might be able to assist with maintenance of this area as well as repairs to the wall. She also confirmed that they would be looking at

other areas where they could help with maintenance such as the High Street and play areas.

The OM confirmed that the Works Team had carried out the regular safety check on monuments in the Cemetery.

12.

### **STREET SCENE**

1. Village Square – The Clerk confirmed that it was acceptable to vote on the work necessary for the Village Square but that a vote would also be needed at FRC as it would be going over budget. The Contractors have been made aware that the tree roots should not be damaged. It was **PROPOSED** BY Cllr Morgan **SECONDED** by Cllr Kendall and **VOTED ALL IN FAVOUR** to recommend to FRC that the quote from Battens for £690.00 plus VAT should be accepted.

**ACTION POINT** – Clerk and OM would make sure that this matter was on the next agenda for FRC meeting.

After much discussion about the importance of the Village Square area, it was agreed that a smaller group would look in detail at what was needed. Cllrs Morgan, Farrell and Simmonds agreed to make up the working group to come back with recommendations. It was hoped that a local blacksmith might be able to create bench or benches and that planters could also be used. It was also agreed that the existing street furniture in the Village Square could be moved or removed to make sure that the whole area looked attractive and created a space for socialising, the only fixed items being the tree and lighting column. Cllr Morgan agreed to organise a suitable time for the working group to meet. It was agreed that the OP would write to the member of public who had requested a memorial bench on the Village Square.

**ACTION POINT** – OM would write to the member of the public and offer alternative sites for a memorial bench for her parents. Cllr Morgan would organise a meeting of the Village Square Working group as soon as possible.

2. Community Payback The Clerk confirmed that the agent for the Community Payback team would be carrying out a visit the following day to assess which work would be suitable for this group. It was not thought that Broadmere Common would be a suitable project for them to undertake.

13.

### **CLERK'S REPORT**

1. Financial update – The Clerk confirmed that overall VA expenditure stands at 35.2% of budget, being 41.7% of the way through the financial year. The VA General Expenditure budget stands at 78.9%, due to the cost of the maintenance of the CCTV opposite the High Street bus shelter. This budget will need to be increased next year. The committee will need to consider having a separate Village Square budget in the future, to cover general maintenance costs and the Clerk asked the committee to forward any suggestions concerning any other matters relating to the 2023/24 budget to him, prior to the meeting on 19<sup>th</sup> October. He also said that Cemetery income was slightly ahead of budget.
2. Any further updates – there were no questions.

14.

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

There were none.

15.

### **DATE AND TIME OF NEXT MEETING**

Wednesday 19<sup>th</sup> October at 10.30am

The Meeting closed at 11.37am