



HENFIELD PARISH COUNCIL
**Meeting of Recreation and Open Spaces Committee held on
Wednesday 2nd November 2022 at 9.30am in the Henfield Hall**

Present: Cllr G Perry (Chairman), R Kendall, M Eastwood, D Grossmith, D Jemmett, A Sharp and C Simmonds.

In Attendance: Mr J Willis (Tree Warden), Mr K Wright (Clerk) and Mrs B Samrah (Parish Administrator (PA))

MINUTES

1. DECLARATION OF MEMBERS INTERESTS

There were none.

2. APOLOGIES

There were none.

3. APPROVAL OF MINUTES OF THE MEETING HELD 27thJULY 2022

These were approved and signed and dated by the Chairman.

4. MATTERS ARISING

- 1 Footpaths – Cllr Eastwood confirmed that zones had been allocated to those Parish Councillors who regularly walked and he had received one report back from Cllr Perry who covered Zone C. It was agreed that it would be helpful if this report was circulated to the Committee. Cllr Eastwood also said that WSCC require the use of “what three words” as well as footpath numbers when investigating problems on Public Rights of Way. Cllr Eastwood confirmed that some of the remedial work would need to be carried out by WSCC and some by Works Officers. Cllr Eastwood confirmed that each route needs to be walked every six months.

ACTION POINT: PA will circulate the first report for guidance to other Councillors.

- 2 Cllr Eastwood confirmed that he and Cllr Morgan had spoken with a landowner near the Sandpit Field about the previously agreed access route for maintenance which had been mentioned at a previous meeting. This access route was now overgrown and no longer a possibility for vehicles to get to the Sandpit. It was thought that there were potentially two other possibilities, including the original agreed Parish maintenance access from Furners Lane. There was some discussion about whether an alternative formal agreement on access for the Parish Council should be sought. It was agreed that the Clerk would seek further advice from the Lead Works Officer before a decision is made.

ACTION POINT: Clerk to speak with Lead Works Officer about what level of access was needed and what was the best route then refer to Cllr Eastwood to lead a discussion with relevant landowner.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public present.

The Chairman reconvened the meeting.

5. CHAIRMAN’S ANNOUNCEMENTS

- 1 Business Case for Reserves – The Chairman confirmed that it had already been circulated and the Clerk confirmed that it had been updated after discussions with each Committee.
- 2 Water Trough – It was confirmed that the float made by the Shedders and the Trough were now at the Community Orchard and already being used by birds.
- 3 Memorial Tree by Library – It was confirmed that the new plaque, with greater security, had been installed.
- 4 To Receive update on RoSPA Safety Inspection – It was reported that the urgent tasks requiring attention following this report had already been carried out by the Works Team and others had been added to their schedule of work. Some work had also been carried out very well by the Community Payback team at both Chess Brook Green, the Rothery and behind the Youth Club. The Clerk confirmed

that some spare parts had been installed in the aerial runway and that further bearings totalling £418.64 were also needed. Cllrs Grossmith and Simmonds both felt that the bearings can be bought from other suppliers at a fraction of the cost. It was agreed that if these bearings could not be purchased elsewhere that the agreement to purchase at £418.64 would be agreed by email.

ACTION POINT: Clerk would speak with Works Officer about where to purchase these bearings and that Cllr Grossmith is very happy to assist with locating the bearings if necessary.

- 5 Climate Change meeting 28.10.22 – The Chairman, Cllrs Eastwood and Goodyear had attended the meeting. It appeared that both Henfield and Steyning Parishes had been very proactive in their achievements.
- 6 Frequency of meetings in 2023 – It was agreed that meetings continue to be held six weekly and on Wednesday mornings.
- 7 Audioactive – It was agreed that this type of activity for young people with the use of rap music had taken place already and there had been no problems. Everyone was happy for this sort of activity to continue but that it should be monitored to ensure there weren't complaints from residents nearby.
- 8 Skate Park – The Chairman confirmed that permission had been given to hold an Open Day. The organiser of these open days had said he would be very happy to help with the maintenance of the skate park as well as being involved with planning for an upgrade.
- 9 Volunteer Litter Pickers – The Chairman confirmed that a number of volunteers would go out in pairs to collect rubbish and litter in areas not covered (typically the Commons) by our Litter Pickers. One had prepared a risk assessment and a sharps' policy.

6. HENFIELD FOOTBALL CLUB

It was confirmed that Henfield Football Club (HFC) are happy to contribute to maintenance costs of Memorial Field but as the field is in quite good condition at the moment that no action would be taken now. This would be reviewed in the Spring. Cllr Eastwood said that he thought a box cut would be advisable when most of the leaves had fallen and the ground was firm. He also said that he had met with the Chair of HFC and Operations Manager to talk about plans for an integrated building at the Kings Field to house Youth Club, Football Club and Shedders. Cllr Grossmith said that he hoped that access for all would be considered with lifts being installed for the first floor.

7. PLAYING FIELDS

- 1 Kings Field – Request from 4-corner.comfdp to run pre-school football training on the Kings Field. After some discussion it was agreed that small businesses should be encouraged and that this operation would be allowed without charge, but that HPC would reserve the right to make a charge in the future.

ACTION POINT: PA would write to confirm the details.

- 2 Signage at Playing Fields and Play Areas – It was confirmed that signs had been ordered and would be put up as soon as possible.
- 3 Fields in Trust – The Chairman confirmed that following a discussion with Cllr Morgan it had been felt that there was no benefit in having Fields in Trust.
- 4 Green Flag – It was confirmed that the details of the first three sections of Green Flag Requirements had been circulated. The Chairman said that she would draft a document and circulate to the committee for discussion at the next meeting.

ACTION POINT: Chairman to draft a document for circulation to Committee.

8. PLAY AREAS

- 1 Kings Field Playing Area
 - a. Mound and Tunnel – It was confirmed that this work is almost finished and hoped it would be completed soon.
 - b. Roundabout seats have been replaced – This was noted.
 - c. Consider replacement of Back boards for Basket Ball court – Cllrs Simmonds and Grossmith both suggested that this might be the sort of job that the Shedders could be asked to carry out.

ACTION POINT: PA to approach Shedders for a quote.

- 2 From Children & Young Peoples Committee –
 - a. Consideration of budget for Recreational Equipment and Annual Playground Inspection being transferred to CYP. After some discussion it was agreed that this Committee would be happy to give responsibility to CYP Committee, if agreed at FRC.
 - b. Shade at Kings Field Play area – Likely cost £7,000 – 8,000. The Chairman confirmed that this had been added to the Infrastructure Delivery Plan (IDP) and that future discussions on this

may well be covered by CYP Committee in future.

- c. Additional Picnic Bench at Kings Field Play area – Likely cost £1,000 – This would be discussed by CYP Committee in future.

9. TRAILS

Cllr Eastwood confirmed that there had been 3,581 hits on Hidden Henfield website between 1st November 2021 and 31st July 2022, made up of 1,620 for Circular Walk, 811 for River History, 636 for Three Parishes and 514 for Village and Common. This is compared to the year from 1st August 2021 to 31st July 2022 when there were 3,765.

10. BIODIVERSITY WORKING GROUP

To consider commissioning a Management Plan for the Sandpit Field – Cllr Eastwood queried whether this could be produced using the Ecological Report with one of the Tree Wardens. Cllrs Eastwood and Sharp referred to four pages within the report which could be used for the basis for a Management Plan.

ACTION POINT: Chairman to enquire from ecologist and tree warden to see if both were willing to work on this and get an idea of cost.

11. TREE WORK

- 1 To receive an update on WSCC Donate a Tree Scheme – There was nothing further to report and the Chairman expressed her gratitude to the BP Guild for the use of the water bowser.
- 2 Tree Warden Public meeting at front of Henfield Hall – Saturday 1st October 2022 – The Chairman said that this had been a successful meeting with seven people attending. The group had also walked to the Community Orchard. It had been suggested that owl boxes might be a good idea.
- 3 Mr Willis confirmed that there was a large tree on the south-west corner of Batts Pond is in poor health and showing signs of fungus on the trunk, he had already spoken with HDC who have put it on their schedule for removal.
- 4 Mr Willis said that there was a large Cherry Tree in the playing fields by tennis courts which is dying and split into 2 and may cause a hazard. It was agreed that this should be removed. The PA agreed to get a quote for its removal.

ACTION POINT: PA to get quote for the removal of Cherry Tree.

- 5 HDC Memorial Tree for St Peter's School – It was confirmed that this would be delivered on 10 or 11 November and Mr Willis has agreed to plant it.
- 6 Mr Willis said that the Conservation group have been given two Giant Redwood Tree saplings and that one is likely to be planted at the back of the Sandpit field and the other in a private house in the village.

12. WORKS TEAM

- 1 Consider purchasing Works Officer's personal Sit on Mower for £2,000, (£10,000 when new) – The Clerk explained that the new works officer had a sit-on mower from his previous work and that using this instead of the traditional push mower would reduce mowing time by to a quarter for use in some of the areas currently cut by HPC.

It was **PROPOSED** by Cllr Kendall, **SECONDED** by Cllr Simmonds and **VOTED** all in favour to purchase the sit-on mower for £2,000.

- 2 Consider the hire of Sit-on Mower for one day (£195 +VAT) to cut the longer grass in some areas.

It was **AGREED** by all to hire this mower for just one day for £195.00 plus VAT.

13. TO CONSIDER BUDGET REQUIREMENTS FOR 2023/24

The budgets had already been circulated to the Committee and these were accepted. There were two changes to reserves cap:

Recreation Equipment and Skate Park was increased to £15,000 (from £10,000)

Tree Management was increased to £7,500 (from £5,000)

14. CLERKS REPORT

- 1 Financial Update – The Clerk confirmed that spending of £25,658.00 at 61.6% of budget was slightly above expectation, as 58.3% of the year has elapsed.
- 2 Any other matters - Update on Rothery Access – The Clerk confirmed that the solicitor is still chasing the landowner.

15. CORRESPONDENCE

- 1 A resident on Martyn Close has approached WSCC to maintain a small area of grass – This was noted.

- 2 A resident has asked about removing Pendulous Sedge along Tanyard Path – Cllr Sharp said that it had been cut probably by the Catholic Church but not cut out. It was agreed that the Chairman would prepare a letter to be sent to the resident in response.

ACTION POINT: Chairman to prepare a letter to be emailed from the Parish Office.

16. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

Cllr Eastwood said that he wanted to revisit Safe Routes now that a new landowner has been in situ for about six months.

ACTION POINT: Cllr Eastwood agreed to approach the Landowner direct and report back to Safe Routes Group.

17. DATE OF NEXT MEETING

Wednesday 14th December 2022 at 9.30am in Henfield Hall.

The Meeting closed at 11.24am.

Meetings for 2023 are scheduled as follows:

1st February, 15th March, 26th April, 7th May, 19th June, 20th September, 8th November, 13th December, all starting at 9.30am.