



## **HENFIELD PARISH COUNCIL**

### **Meeting of the Village Amenities Committee held on Wednesday 7<sup>th</sup> December 2022 at 11.30am at the Henfield Hall**

**Present:** Cllrs J Jones (Chairman), A Donoghue, M Morgan, R Kendall and N Stevens.

**In Attendance:** 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 N Farrell and R Shaw.

3. **APPROVAL OF MINUTES OF THE MEETING 19<sup>th</sup> OCTOBER 2022**

These were approved and signed and dated by the Chairman.

4.

**MATTERS ARISING**

1. Waste bins on library path – After some discussion it was agreed that the situation had improved but there were still a couple of large bins owned by High Street takeaway outlets being left there; Cllr Morgan said that they had been written to by West Sussex County Council (WSSC).
2. Tennis Club container – The Clerk confirmed that the Tennis Club have taken over responsibility for paying for the space in the car park. It was agreed by all that a letter should be sent requesting confirmation that the container would be removed by the end of March 2023.

**ACTION POINT:** The Clerk would write to the Tennis Club and ask for assurance that the container would be removed by the end of March 2023.

3. Bus shelter roof repairs – The Clerk confirmed that the repairs had been carried out satisfactorily.
4. Library planting beds – Cllr Morgan agreed to contact Horsham District Council (HDC) to chase on progress to repairs on one raised bed and a decision on covering the other area of shallow soil.

**ACTION POINT:** Cllr Morgan agreed to liaise with HDC.

5. Hornbeams – Cllr Morgan considered that the Parish Council probably needed to take responsibility for the trees and it was agreed to get a quote for their removal. When asking for quotes, the OM would check that the trees could be left until next spring.

**ACTION POINT:** OM would liaise with Tree Surgeon about the necessity of immediate removal of the trees and arrange for a quote.

*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**

The Chairman advised that she and the OM had had a meeting with Pene Mather and Ian Myhill from WSCC's Local Transport Improvement Team, with a focus on Active Travel across the village; she is circulating their report to VAC members. It was agreed that committee members should meet on Friday 6<sup>th</sup> January 2023 at 2.45pm at St Peters School to walk the route to Wantley Hill.

7. **ELECTRIC VEHICLE CAR CLUB**

It was confirmed that everyone was aware of what was being proposed and were awaiting further updates.

8.

**CONSIDER 20MPH SPEED LIMIT FOR HIGH STREET**

The Chairman suggested that more information was needed regarding a slower speed on the High Street and its impact on pollution as well as safety. Cllr Donoghue reminded members that a young man had been knocked down in the High Street the previous week.

After some discussion it was agreed that information would be sought from Sustainable Henfield 2030 (SH2030) and their contacts, and also from the Community Speedwatch Team. It was considered that the Annual Parish Meeting in March would be a good time to present this research and consult residents. It was also agreed that Cllr Sarah Payne would be asked why WSCC had proposed this idea.

Amongst the queries raised were:

Where would the speed limit start and end? How would it be enforced? Have other Parish Councils found it beneficial to have a reduced speed limit?

**ACTION POINT:** OM would approach SH2030 and the Speedwatch Team to help with research, and talk to Steyning, Beeding and Hurstpierpoint Parish Councils about their experiences. She would also add this to the agenda for the Annual Parish Meeting.

9. **PUBLIC CONVENIENCES**

There was nothing to report.

10. **CEMETERY**

1. Consecration update – It was confirmed that this would take place on 31<sup>st</sup> January 2023, and all were welcome to attend. Cllr Kendall agreed to check with Revd Paul Doick whether the Roman Catholic and Evangelical Free Churches had been asked to attend.

**ACTION POINT:** Cllr Kendall would liaise with Revd. Paul Doick.

2. Signage for the Cemetery extension – OM showed a sample sign and it was agreed that signs should be purchased about areas being managed for wildlife and about the areas for cremated remains, as well as a reminder to keep dogs on leads and prevent dog fouling. OM agreed to liaise with the Works Officer about how to fix signs at the entrance to and in specific parts of the Cemetery.

**ACTION POINT:** OM would purchase suitable signs and liaise with Works Officer about locations and fixings for signs.

3. Review of Cemetery Fees – OM confirmed that the last review of charges had been two years ago. Cllrs Kendall, Donoghue and OM agreed to form a working group to look at the costs and propose charges to take effect from the next financial year.

**ACTION POINT:** OM would organise a meeting of the working group and prepare a schedule of charges for the Committee to review.

4. Changes to Cemetery map – It was agreed by all to accept the changes to the Cemetery layout as shown on the map that had been sent with the agenda.

Cllr Donoghue left the meeting at 12.30pm

5. War Graves signage – It was agreed that it would be a very good idea to have Commonwealth War Graves Commission (CWGC) signs at the two entry points to the Cemetery. It was also agreed that QR codes on the signs could be very helpful in giving details of where the graves could be found.

**ACTION POINT:** OM would confirm with CWGC that two standard sized signs should be positioned at the entries to the Cemetery and if it was possible to add QR codes that would be very helpful.

11. **STREET SCENE**

1. Village Square – The Chairman suggested, and it was agreed by all, that if possible there should be a bench on the Village Square to commemorate the reign of HM Queen Elizabeth II. Cllr Morgan agreed to contact the freeholder of the Village Square to confirm that they would agree to this.

**ACTION POINT:** Cllr Morgan would contact the freeholder of the Village Square for permission to place a commemorative bench there.

It was agreed that consideration of the style of the bench and planters, as well as the maker, would take place once permission had been received.

2. Museum posters – The Chairman reported that the Museum Committee had requested permission to fix two A1-sized pictorial boards promoting the Museum to the rear of the bus shelter/conveniences. Cllr Morgan agreed to contact the Conservation Officer at HDC to check that this was acceptable. All agreed that advertising of the Museum should be supported.

**ACTION POINT:** Cllr Morgan would contact Conservation Officer at HDC to check and report back.

12. **CLERK'S REPORT**

1. Financial update – The Clerk confirmed that expenditure for November was £4,847 and that this was made up of Cemetery Maintenance (£733), Cemetery Mapping Software (£360), Hanging Baskets and planting (£2,788), Public Conveniences (£886). He also said that expenditure for the year was £37,743 and, although this was 98% of the budget, once the sums agreed to be taken from reserves (£10,430: £9,740 for Cemetery paths and £690 for paving in the Village Square) were taken into account, a figure of £27,313 was left, which equated to 71.3% of the expenditure budget and more in line with the expected figure of 66.7%. Income was confirmed as 92.7% of budget.
2. Any further updates – There were none.

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

There were none.

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

11<sup>th</sup> January 2023 at 10.30am

Meeting closed at 12.53pm.

Dates of meetings in 2023: -

11<sup>th</sup> January

1<sup>st</sup> March

19<sup>th</sup> April

24<sup>th</sup> May

5<sup>th</sup> July

6<sup>th</sup> September

18<sup>th</sup> October

6<sup>th</sup> December