



HENFIELD PARISH COUNCIL

Meeting of the Village Amenities Committee held on Wednesday 1st March 2023 at 10.30am at the Henfield Hall

Present: Cllrs J Jones (Chairman), A Donoghue, R Kendall, and R Shaw.

In Attendance: Revd. P Doick, Mr K Wright (Clerk), Mrs R Grantham (Operations Manager -OM), and Mrs B Samrah (Parish Administrator – PA).

MINUTES

1. **DECLARATION OF MEMBERS INTERESTS**

Cllr Kendall declared a prejudicial interest in item 7.

2. **APOLOGIES**

Were received from Cllrs N Farrell, M Morgan and N Stevens.

3. **APPROVAL OF MINUTES OF THE MEETING 11th JANUARY 2022**

These were approved and signed and dated by the Chairman.

4. **MATTERS ARISING**

1. Library planting beds – It was confirmed that a response is still outstanding from HDC, including about the shallow beds that run parallel to the Library.
2. Tennis Club Container – It was confirmed that this has been removed.
3. Cllr Kendall said that he had raised the matter of water running down Barrow Hill, which could cause a hazard in freezing weather, and it was agreed that Cllr Payne would be asked if she had any information.

ACTION POINT: Clerk would raise the issue with Cllr S Payne.

The Chairman adjourned the meeting

OPEN FORUM

There were no members of the public present at the meeting.

The Chairman reconvened the meeting

5. **CHAIRMAN'S ANNOUNCEMENTS**

The Clerk confirmed that Sainsbury's would be attending the Annual Parish Meeting but he had no further details. It was also confirmed that work has begun in the building.

6. **CONSIDER ADDITION OF CHURCH HOUSE PROJECT ON INFRASTRUCTURE DELIVERY PLAN**

Revd. Paul thanked the Committee for their time and said that Church House had needed work even when he first arrived nine years ago and now the work was more pressing. He confirmed that the outside had been redecorated and that the flooring (original floor from 1964) had been replaced. The roof needed replacing; it was also hoped that a false ceiling could be installed, to improve insulation. The cost of replacing the roofing felt was estimated at £9,000 and the false ceiling £2,500. He said that all the wood seems to be very sound. Cllr Donoghue suggested applying for a Rampion grant. Revd Paul said that it was hoped the kitchen could also be replaced next. The Clerk said that adding this project to the IDP meant that the Parish Council would usually consider giving 10% of costs. It was confirmed that Church of England grants were generally only available for urgent work on churches, not ancillary buildings. It was confirmed that the Warren Playgroup is the main organisation using Church House but that

there were also a number of other groups who use it in the evenings, at weekends and during school holidays. Revd Paul agreed that he would look at the criteria for Rampion grants. He also agreed to let the Clerk have any quotes for the work.

IT WAS PROPOSED BY the Chairman, **SECONDED BY** Cllr Shaw and **AGREED BY ALL** to support this project and to forward to FRC for their next meeting.

ACTION POINT: Clerk would ensure the this was raised at the next FRC Meeting

Revd. Paul left the meeting at 10.52am.

8. **CONSIDER 20 MPH FOR HIGH STREET**

The Chairman had circulated her thoughts on the pros and cons of limiting speed on the High Street. The Committee felt that it was seldom possible to drive at more than 20mph on the High Street and therefore it was not necessary to consider at this stage. It was thought that parking in the High Street and speeding on other roads was more of a problem. It was agreed to ask Cllr Eastwood to remove reference to this from his statement at the Annual Parish Meeting.

9. **CONSIDER QUOTATION FOR SUMMER PLANTING**

The Clerk confirmed that last year's quote was £4,148.00, therefore this was an increase of 8% for this year at £4,378.00. It was also confirmed that the beds in Bishops Close and Coopers Way had not been included and were estimated at £1,200.00.

IT WAS PROPOSED BY the Chairman, **SECONDED BY** Cllr Kendal and **AGREED BY ALL** to pay up to £5,300.00 for the Summer planting (including Coopers Way and Bishops Close)

ACTION POINT: OM would confirm this with Stonepit Nursery.

10. **CONSIDER QUOTATION FOR CEMETERY MAINTENANCE**

It was confirmed that Grasstex had quoted £8,795.00 for the coming year (same as now) and that the cost for a further year would be £9,410.00.

IT WAS PROPOSED BY the Chairman, **SECONDED BY** Cllr Kendall and **AGREED BY ALL** to accept the Grasstex Quotation for the next two years at £8,795.00 and £9,410.00.

ACTION POINT: OM would confirm with Grasstex.

It was also agreed to consider whether more quotes might be sought in two years' time.

ACTION POINT: OM would make a note to consider whether two quotes were needed in 2024/25.

11. **WSCC ACTIVE TRAVEL PLAN**

It was confirmed that the Active Travel plan had been circulated to the Committee and that the aim was to encourage more walking and cycling and to reduce the hazard of parking especially at schools. OM confirmed that the Works Team had removed grass from the path between the School and the Leisure Centre.

From the schedule it was agreed that the toucan crossing at the Wantley Hill roundabout and the introduction of Parking Buddies at St Peter's School were likely to improve matters. It was agreed that OM would go back to WSCC with feedback and ask for them to prepare the maps for the village. It was also agreed that the access route between the Downs Link and Guide Hut would be re-opened.

ACTION POINT: OM would contact Active Travel at WSCC with feedback and ask for the maps to help with routes.

12. **PARKING FOR COMMUNITY BUS**

After some discussion it was agreed that there were no suitable parking spaces for the Community Transport Minibus within land that is owned by HPC. It was suggested that they contact the school, Sobell Court, Stagecoach or the Medical Centre about the possibility of

overnight parking.

ACTION POINT: OM would let Community Transport know about these suggestions.

13. **REVIEW OF BUSINESS PLAN ACTION PLAN**

The Chairman confirmed that the Village Square is being considered, and it was agreed that the Village Clock should be removed from the schedule, unless grant monies could be found.

14. **REQUEST FOR GRIT BIN, MILL DRIVE**

OM confirmed that the 11 bins currently around the village are for salt, rather than grit. Cllr Donoghue agreed to circulate the criteria from WSCC for the provision of salt bins. It was confirmed that the likely cost of a bin would be £200 and that volunteers would be needed to agree to apply the salt where needed. WSCC guidance is that salt is only to be applied by volunteers on pavements and not roads. It was agreed that OM would contact the resident and say that she would need to get agreement from the other residents in the road with an idea of where the bin could be sited. Volunteers would also have to sign up to agreeing to apply the salt.

ACTION POINT: OM would confirm back to resident that she would need to show that a number of residents agreed to having the bin and that some agreed to apply the salt where needed.

15. **PUBLIC CONVENIENCES.**

The Chairman said that there were currently no reported problems.

16. **CEMETERY**

1. Consider Quotation for Cemetery Signage – It was agreed that A4 signs should be produced for the wildflower area and cremated remains areas; also signs forbidding cycling and dog fouling, to be placed at the entrance to the Cemetery extension.

IT WAS PROPOSED BY the Chairman, **SECONDED BY** Cllr Donoghue and **AGREED BY ALL** to purchase the signs up to £100.

ACTION POINT: OM to arrange with the manufacturer.

2. Review of Cemetery Fees – details of the working group's proposals had been circulated prior to the meeting.

IT WAS PROPOSED BY the Chairman, **SECONDED BY** Cllr Shaw and **AGREED BY ALL** to adopt the review with effect from April 2023. It was agreed to pass to FRC to confirm.

ACTION POINT: Clerk would ensure the this was raised at the next FRC Meeting.

3. Hornbeams – The Chairman said that she had observed apparently healthy buds breaking and would rather wait for a few months before making a final decision to remove the trees. However, she thought that one of the trees had branches which were clearly brittle and in need of removal.

ACTION POINT: OM to confirm this with the Tree Surgeon.

17. **STREET SCENE**

1. Village Square – Cllr Morgan had confirmed that the freeholder and tenants had no objection to a bench and planters being placed on this area. The bench would be commemorating the life of the late Queen Elizabeth II. The existing cycle racks would need to be replaced or relocated to a less prominent position. It was agreed that, as Cllr Simmonds had knowledge of this area of work, he would be asked to liaise with the blacksmith and get a quote for a traditional style of bench.

ACTION POINT: The Chairman would speak with Cllr Simmonds and ask him to obtain suggested designs and quotes from a local blacksmith.

18.

CLERK'S REPORT

1. Financial update – The Clerk advised that monthly expenditure was £1,835.00, representing the usual monthly cost for maintenance of the cemetery and public conveniences. He said that year to date expenditure was 126% of budget; this included £10,000 for repairs to the cemetery paths, which were to be funded through reserves, and repairs to the surface of the Village Square. It also included the radar gun, for which Section 106 money had already been received. He confirmed that income from the cemetery was £14,000 against the budget of £12,000.
2. Any further updates – there were none.

19.

ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

There were none.

20.

DATE AND TIME OF NEXT MEETING

19th April 2023 at 10.30am.

Meeting closed at 12.30pm.