



HENFIELD PARISH COUNCIL

Meeting of the Village Amenities Committee held on Wednesday 6th September 2023 at 10.30am at the Henfield Hall

Present: Cllrs Morgan (Chairman), D Jemmett, J Jones, R Kendall and S Leader.

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**

Cllr Kendal – declared an interest in Church House which may be raised under Item 6 on the Infrastructure Delivery Plan (IDP).

2. **APOLOGIES**

Were received from Cllr Shaw.

3. **APPROVAL OF MINUTES OF THE MEETING 5th JULY 2023**

These were approved and signed and dated by the Chairman.

4. **MATTERS ARISING**

1. Library planting beds – The Chairman said that he did not think that Horsham District Council (HDC) were likely to carry out any further work and asked that this item be removed from the agenda for future meetings. He did ask that the Works Team trim the bed adjacent to the Library to keep the grass and weeds in check.

ACTION POINT: OP to liaise with Works Team about the maintenance of this bed.

2. Active Travel Plan – Parking Buddies – The OP said that the Headteacher had said that the parking buddies had had a positive effect outside the school but not necessarily on Northcroft, the Headteacher had sent their findings back to West Sussex County Council (WSCC) but heard nothing further.

Cllr Leader asked if Parking Buddies could be purchased for the school and the Chairman said that it may be that WSCC will roll them out County wide and provide them for each school that wants them or the School could apply to purchase them themselves. Cllr Jones enquired when WSCC were likely to make any decisions and OP agreed to find out. OP also confirmed that nothing more had been received from the Active Travel Project.

ACTION POINT: OP to enquire with WSCC about when results might be known and agreed to copy in Cllr Sarah Payne.

3. Trip Hazards on Church Street – The Clerk confirmed that the footpath is breaking up again and that WSCC have agreed to come and look at the path again and see what can be done. The Chairman said that the footpath from Chestnut Way to High Street is uneven and asked whether WSCC could look at that as well.

ACTION POINT: Clerk would liaise with WSCC about this footpath.

4. Waste bins on library path - The Chairman confirmed that nothing more had been heard from WSCC but that he would give them a call the following week.

ACTION POINT: Chairman agreed to call WSCC the following week to see if any progress could be made to rectify the situation.

5. New waste bin behind library – OP confirmed that one bin had been provided by HDC and that it was being used and that it would remain in place.

6. Cemetery Path Repairs – The Chairman confirmed that the repairs would be starting on 14th September.

7. Clerk's budget training session – The Clerk confirmed that the training sessions had gone well and that six Parish Councillors and OP and PA had attended.
8. High Street inspection - The Chairman confirmed that this would take place at 10.30am on Friday 8th September with everyone meeting at the Office. Cllr Jemmett said he would not be there. It was agreed that street furniture condition would be noted along with any other areas of concern.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public present.

The Chairman adjourned the meeting.

5. **CHAIRMAN'S ANNOUNCEMENTS**

1. Lease for public conveniences – The Clerk confirmed that he had sent the documentation for Registration to Land Registry in September 2021, that Land Registry had confirmed details in December 2022 but had not sent anything through to HPC but had recently agreed to send the register and title.

6. **FEEDBACK FROM ITEMS ALLOCATED TO THIS COMMITTEE ON THE IDP**

Cllr Kendal confirmed that the Church had received grants from HDC and Rampion to enable them to replace the kitchen in the Church Hall. He also said that he thought the suspended ceiling and replacement windows were being funded by another grant. He thought that the heating may need updating in the future. It was agreed to leave the Refurbishment of the Church Hall on IDP at £1,000 p.a. but remove Replacement of Church Hall Building from IDP. It was agreed to leave the Leisure Centre Older Component Replacement on the IDP at £1,500 p.a.

It was agreed to remove Henfield Hall Transformation Programme from the IDP but that if the rood refurbishment did go ahead that it could be reviewed in January 2024 if necessary.

7. **CONSIDER WHETHER A SEPARATE TRANSPORT ITEM IS NEEDED ON IDP**

It was agreed that there would be no need for a separate item on Transport from VA Committee at the moment but that if in the future areas such as reducing speed limit to 20mph on some roads, this could be reviewed at that time. OP confirmed that the IDP is reviewed quarterly.

8. **FLY TIPPING**

The Clerk said that there was still fly tipping occurring across the Village at Kidders Lane, on playing fields and that HDC are very helpful in collecting once notified.

9. **APPROVE SERVICE LEVEL AGREEMENT WITH WSCC**

The Clerk confirmed that WSCC pay HPC for some of the work carried out around the village on their behalf, maintenance of the Wantley Hill Roundabout, currently £250p.a. and small highways work such as keeping paths tidy and trimming around trees, currently £500p.a. and that WSCC had agreed to increase this to £1,000p.a. for three years.

Cllr Jones said that she felt that the Wantley Hill Roundabout would be a good project to consider in the future as this was the first impression that many visitors would have when coming into Henfield. The Chairman agreed that this would be a good project but felt it might cost as much as £30,000, it was agreed that this should be added to IDP.

ACTION POINT: OP to add Wantley Hill Roundabout to IDP.

10. **CONSIDER POTENTIAL ON STREET CHARGING POINTS**

It was confirmed that there had been no further contact about choice of location for on-street charging. It was agreed to wait to hear suggested sites, Cllr Kendal felt that maybe more charging points would be more useful in the two car parks rather than on streets. The committee would await news of sites.

11. **REPORT FROM CLLR KENDALL ON THE HENFIELD ELECTRIC COMMUNITY CLUB (HECC)**

Cllr Kendall said that along with four people from Community Transport Sussex (CTS), Mr Siantonas from Sustainable Henfield 2030 (SH2030), Ms Donoghue and he had been present. CTS had yet to prepare Terms of Reference for this Steering Group but hoped to in the near future. It was confirmed that CYS have appointed a Co-Ordinator and the Clerk confirmed that she would be working from the front office for some of her time. It was anticipated that the steering group would meet quarterly once established but, in the meantime, have monthly meetings although a second meeting had not yet been arranged. He also confirmed that the scheme was financed by Motability at the present time. The first car is stored by the Haven and \ second one would probably be stored by the Leisure Centre, and anyone wishing to hire a car would have to become a member of the scheme first. It was agreed that someone from Henfield should be a Trustee with CTS and the Clerk agreed to write to CTS.

ACTION POINT: Clerk would contact CTS and see whether they would be prepared to have a Henfield Resident as a Trustee and then find out who might be prepared to stand.

12. **CONSIDER RESIDENT REQUEST TO PURCHASE LAND AT SOUTH OF LEISURE CENTRE CAR PARK, REAR OF 8 & 9 KINGS FIELD.**

The Chairman explained the area in question and all were in agreement to take the matter to FRC on the understanding that all of the Parish Council's costs would be met by the home owners. The Chairman confirmed that the land was part of the Sports Centre field and not part of the Kings Field Charity land and that it was likely that a surveyor would value the land and solicitors would need to draw up relevant documentation.

ACTION POINT: Clerk would ensure this was added to the FRC agenda for the next meeting.

13. **CONSIDER RECOMMENDATION FROM CHILDREN AND YOUNG PEOPLES COMMITTEE FOR A WATER BOTTLE REFILL STATION**

The OP said that this matter had been raised at a meeting with young people at Steyning Grammar School but it was considered to be useful for all rather than just young people. It was suggested that a water filling point could be put at the front left-hand side of the Bus Shelter where there was already a water supply. It was agreed that it should be wall mounted and vandal proof, without filter or chiller. OP agreed to look for additional quotes and that both VA and Children and Young Peoples (CYP) Committee should be in agreement about the project.

ACTION POINT: OP agreed to get additional quotes to present to this Committee and CYP committee.

14. **CONSIDER BUDGETS FOR NEXT FINANCIAL YEAR**

The Clerk confirmed that he would be circulating details in time to be considered for the next Meeting and if anyone had any special areas they would like included they should let him know.

15. **PUBLIC CONVENIENCES**

The Clerk confirmed that it was hoped that the Community Payback Team would be able to redecorate the public conveniences in the Autumn.

16. **CEMETERY**

1. Consider regulations relating to Memorials – The OP asked whether there should be additional regulations in relation to headstones and footstones and the Chairman agreed to look at details before next meeting.

2. Consider Replacement Lighting – photos attached – The Chairman confirmed that he and the Clerk had visited Simpsons to see the damaged lights and hear what differences would be needed for future lights. Simpsons had sent a quote for reusing the bollard from existing lights and new seals but with no guarantee that these would last any longer. It was suggested that the units had not been fit for purpose since they had only been in situ for three years and that FRC Committee would be asked to support writing to Windsors, the manufacturers, asking for a replacement without cost to HPC and minded to instruct lawyers if not.

ACTION POINT: Clerk to ensure this is included on FRC Agenda for the next meeting.

17.

STREET SCENE

1. Memorial Bench in the Village Square – The Chairman showed the suggested design and style and it was agreed to look at the Village Square at High Street Walkabout later in the week and finalise requirements for the bench and to submit details to Blacksmith to manufacture. It was thought that the Cycle rack and may have to be moved.
2. Drop down bollard for Village Square – The OP confirmed that the Works Officer had selected a bollard at £69 but thought that two might be necessary and that the cycle rack would need moving. It was agreed to look at this on the Friday High Street Walkabout.
3. Flower Beds in Coopers Way and Bishops Close – The Chairman confirmed that he had requested quotes from Stonepit Nursery, Cllr Jones asked whether organic matter could also be added to improve quality of beds.
4. Ongoing verge maintenance – The Chairman said that he had been in discussion with Cllr Perry about verges, there was much discussion about wildflowers in verges as against neatly mown verges especially on the entry points to the village. He had said that he was planning to meet with Cllr Perry after the next Recreation & Open Spaces (ROS) committee meeting. Cllr Jones said she thought that this was the type of subject that should be discussed at Biodiversity Working Group and the Chair said he would speak with both Cllr Perry and Goodyear about this, it was agreed that a strategy from the Parish Council as a whole was needed on the way forward for verges.

ACTION POINT: The Chairman agreed to liaise with Cllr Perry and Goodyear about the next Biodiversity meeting and suggesting that he attended.

18.

CLERK'S REPORT

1. Financial update – The Clerk said that 41.7% of the year had elapsed and that VA Committee had spent 36.1% of Budget. He said that Cemetery income was at 70% of the annual budget although things had been quiet recently.
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

18th October 2023 at 10.30am

The meeting closed at 12pm