



HENFIELD PARISH COUNCIL

Meeting of the Village Amenities Committee held on Wednesday 18th October 2023 at 10.30am at the Henfield Hall

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

In Attendance: Mrs R Grantham (Operations Manager - OM), Mrs B Samrah (Parish Administrator – PA) and Ms G Campsey (Youth Coordinator - YC)

MINUTES

1. **DECLARATION OF MEMBERS INTERESTS**

There were none.

2. **APOLOGIES**

Were received from Cllrs Jemmett and Shaw.

3. **APPROVAL OF MINUTES OF THE MEETING 6th SEPTEMBER 2023**

These were amended to reflect that Cllr Kendall had said under Item 6 that the grant from Rampion was for the suspended ceiling not for the kitchen, and were approved and signed and dated by the Chairman.

4. **MATTERS ARISING**

1. Active Travel Plan – Parking Buddies – The Chairman said that he was very disappointed that the scheme had still not been completed after a considerable time. He was reluctant to purchase these Parking Buddies which the School had found useful if he later found that WSCC would be purchasing them or if it was later found that WSCC would have a problem with them being placed on the road. YC said that when she speaks with school she will ask whether they were happy with the parking buddies. OP confirmed that the School have submitted their data to WSCC, the Chairman said that he would raise this with Cllr Sarah Payne. Cllr Leader wondered whether this might be the sort of subject to be raised with Andrew Griffith MP when he had a Q and A session in Henfield which she had intended to attend. The Chairman said he would be happy for her to raise this issue once she had checked with Cllr Goodyear. OP confirmed that there is nearly £70,000 in CIL for sustainable transport which will expire in 2027.
2. Trip Hazards on Church Street - The Chairman confirmed that tarmac has been applied to some parts of the pavement but also said that WSCC had agreed to look again at the slabs and if they could be relaid for a flatter more level surface.
3. Waste bins on library path – The Chairman confirmed that he had not heard anything further but that on recent visits the area look neater. He asked that this item be removed from the agenda for future meetings.
4. Lease for Public Conveniences – OM confirmed that the paperwork had finally arrived after two years.
5. Community Transport Sussex – Trustee from Henfield – Cllr Kendall explained that Mr Osgood had stepped down from this group who had agreed that a representative from Henfield would be beneficial and it was confirmed that Henfield Community Partnership (HCP) had agreed to take on this roll.
6. Request to Purchase Land rear of 8 & 9 Kings Field – The Chairman confirmed that the person who originally requested this was not the owner of the house and that therefore this matter could not be taken forward.
7. Service Level Agreement with WSCC – OM confirmed that £1,000 had been received and that this was an increase in £750 received in previous years. Chairman confirmed that this was for specific tasks carried out by Henfield Parish Council on behalf of WSCC

including some grass cutting, cleaning road signs and gutting low branches from trees etc. He felt that it had been worth asking for an increase each time. He also said that it did not include repairs to potholes as it once had.

8. Ongoing Verge Maintenance – The Chairman said that he had discussed this with the Chairman of Recreation & Open Spaces Committee (ROS) and it had been decided to bring back to Finance, Risk and Change Committee (FRC) and see if a restructure of committee's responsibilities would iron out problems and prevent overlap.

ACTION POINT: OM to ensure that this is on the next FRC Agenda.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public present.

The Chairman reconvened the meeting.

5. **CHAIRMAN'S ANNOUNCEMENTS**

There were none.

6. **CONSIDER QUOTATIONS FOR A WATER BOTTLE REFILL STATION** – The Chairman said that a number of quotes had been received and all were in the region of £3,000, he said that there may be problems with water supply and therefore additional cost may be incurred. OM said that if the station was the left hand side of the Bus Shelter water pipes would have to go over the top and if the station was on the right hand side there would be a nearby water supply but that the notice boards would either need moving or reducing. The Chairman said that a fuller quote was needed to include ensuring water supply, he also worried that some of the stations did not look very sturdy and might be open to vandalism. OM said that MIW had confirmed they would carry out a site visit before installing. OM confirmed that this had originally been raised from discussion with young people at Steyning Grammar School. Cllr Leader said that she had seen one outside youth hostel on Truleigh Way and it was sponsored by a supermarket and that maybe a sponsor could be found for one on the High Street. After much discussion it was agreed that those people using the Kings Field were likely to be able to get water from the Leisure Centre, Eric Holder pavilion or the Youth Club. OM agreed to ask the Village Supermarket if they might agree to sponsor this initiative and to look at grants or funding.

ACTION POINT: OM to investigate funding or grants for project and sponsorship from shop in the High Street.

The Chairman also said that it would need to be established whether the cost of this project would come from general reserves.

7. **CONSIDER RESPONSE TO WSCC ACTIVE TRAVEL PROPOSAL**

OM confirmed that the WSCC report was for the region as a whole and not specifically Henfield. They were also asking for comments and many on the committee felt that they were reluctant to give more time to this project when the responses received had been non-existent from WSCC. The Chairman said he thought this might be a topic for the whole Parish Council and asked that it be added to the next agenda.

ACTION POINT: OM to ensure this is on the next Parish Council Agenda.

8. **CONSIDER WHETHER TO MOVE LITTER PICKING BUDGET TO THIS COMMITTEE -**

It was agreed by all that this budget should be transferred to this Committee.

ACTION POINT: Clerk to ensure this was transferred.

9. **CONSIDER BUDGETS FOR NEXT FINANCIAL YEAR –**

The Chairman queried where staff costs for cleaning the Public Conveniences were recorded. Cllr Jones wondered when the final path in the cemetery might be repaired and would additional funds be required in the budget for that purpose. The Chairman confirmed that all other paths had now been repaired and that the final one ought to be repaired in next year or two and this would be likely to be over £10,000 and an increase in budget of £3,000 to £5,000 would cover this.

10. **CONSIDER REQUEST FROM YOUTH CLUB TO PARK TRAILER ON VILLAGE SQUARE TO USE AS SANTA'S GROTTTO ON 1st DECEMBER.**

It was confirmed that the Youth Club have withdrawn this request and asked to use the Bus Shelter.

11. **PUBLIC CONVENIENCES**

The Chairman confirmed that there is nothing to report.

12. **CEMETERY**

1. Recent damage to Memorials – OM said that it had been confirmed that this damage had been caused by foxes on some of the plots. She also said that some damage had been caused by Contractors using strimmers near to grave stones and memorials and that they had said that would not use the strimmers close by in future. The Works Team have agreed to monitor the situation.
2. Consider regulations relating to Memorials – The Chairman said that a number of graves have plant pots, ornaments etc which are not allowed under HPC rules and that it would be wise to tighten these regulations and make sure that Funeral Directors were telling their clients what was allowed. OM confirmed that she allows up to two weeks after an interment if relatives leave flowers from the funeral on the grave but other items are not allowed. It was agreed by all that the rules needed to be re-iterated to Funeral Directors and ensure that they inform the families when making arrangements for a funeral.

ACTION POINT: OM to contact Funeral Directors.

3. Replacement Lighting – The Chairman confirmed that the Parish Council had approached WSALC for advise and a response has not yet been received.

13. **STREET SCENE**

1. Memorial Bench in the Village Square – The Chairman said that he and Cllr Simmonds were planning to see the Blacksmith shortly to confirm details of design. Cllr Jones re-iterated that she hoped the QEII motif could be worked into the back of the bench and not be added as a plaque.
2. Drop down bollards for Village Square – The Chairman confirmed that it was likely that three bollards would be needed with the cycle rack being removed, Cllr Jones asked whether plain black rather than black and yellow square bollards could be used. It was confirmed that they would be purchased from VA general expenses.
3. Consider quotation for improvements to flower Beds in Coopers Way and Bishops Close - The Chairman said that he did not see any need to get additional quotes as Stonepit were the only contractors willing to water the pots, he also said that as these areas were in the centre of the village he felt it was important that they look attractive and well cared for.

It was **Proposed by** the Chairman, **seconded by** Cllr Kendall and **agreed by all** to accept the quote for £2,500.00 for the two beds next to the former Lloyds Bank.

It was **Proposed by** the Chairman, **seconded by** Cllr Jones and **agreed by all** to accept the quote £300.00 for Winter planting and £400.00 for turfing under the tree in Coopers Way.

ACTION POINT: OM to liaise with Stonepit Nurseries to confirm.

4. Library Planting Beds – The Chairman confirmed that HDC would not agree to the area being laid with gravel and that their suggestion had been tarmac. Cllr Leader felt it could be made more attractive with inlaid pebbles or crosshatch brick work. The Chairman said that he was meeting with the Parks and Countryside Manager at HDC on site in the next week or so and would ask what could be done. It was also suggested that planters could be sited there for a more attractive look but that watering might be a problem without a water source nearby. OM agreed to ask Works Team about nearest water supply.

ACTION POINT: OM to liaise with Works Team.

14.

CLERK'S REPORT

1. Financial update – OM confirmed that this committee had spent 54.2% of budget and received 69.9% of income and that half the year had elapsed.
2. Any further updates – there were none.

15.

ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

There were none

16.

DATE AND TIME OF NEXT MEETING

6th December 2023 at 10.30am

The meeting Closed at 11.35am.