



HENFIELD PARISH COUNCIL
Meeting of Recreation & Open Spaces Committee held on Thursday
13th June 2024 at 10.00am in the Henfield Hall

Present: Cllr G Perry (Chairman), R Kendall, D Grossmith, D Jemmett and A May.

In Attendance: Mr J Bowes (Henfield Football Club (HFC)), Mr J Willis (Tree Warden), 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 Cllr Ayres.

3. APPROVAL OF MINUTES OF THE MEETING HELD 9th MAY 2024

These were approved. They were signed and dated by the Chairman.

4. MATTERS ARISING

- 1 Tree for Parsonage Road green – The Chairman confirmed that the letter is now in the Office and that it would be sent next week on the Clerk's return to the office.
- 2 Signage project – The Chairman said that this had been raised at Parish Meeting. Cllr Kendall confirmed that it had also been discussed at the previous day's Village Amenities Committee Meeting and said that the three entry signs to Henfield had been removed for repair and re-instatement, possibly with a different design.
The Chairman said that she felt it was important that the signs all had a uniform or house style. She suggested that there should be signs at each of the Playing Fields telling visitors the name of the field and that HPC look after them and maybe a contact. Cllr Grossmith wondered what these signs were hoping to convey – ownership, instructions, information, locations? He felt that they should be simple with a QR code for details that may change from time to time. Cllr May who had already begun investigating said that many companies would be prepared to make a site visit and advise on what would be appropriate. Mr Bowes said that HFC had expressed a desire to have signs on the Pavilions they used and possibly a notice board. The Chairman said that she would raise this at the next FRC meeting and see if a short-term working group could be set up to establish a House style of sign.

ACTION POINT: The Chairman would raise at the next FRC meeting.

The Chairman adjourned the meeting.

OPEN FORUM

Mr Bowes said that the Henfield Football tournament had been a great success with 152 teams competing and 444 games of football being played. It had raised £12,000. Teams from across the County as well as East Sussex had come along. He also said that the Eric Holder Pavilion had been open for the Saturday of Garden and Arts weekend and that they would also be open the following Saturday for the Summer Fare with a football/darts game.

Mr Bowes said that HFC were rethinking how to store goals and leaving them out on the Kings Field to be used by local children. He said that the fixed goals had been taken down and would be replaced with heavy duty rolling goals, he said that it was hoped that the fixed goals could be located somewhere for everyone to use and the Chairman asked to be kept updated. Mr Bowes said that the Rothery field was levelled and turfbed but may need further work before the season. He said that the Kings Field has been aerated. Cllr Grossmith said that when the paddle tennis courts were discussed and it appeared that one of the football pitches may have to change orientation that it had been agreed to look at the need for netting to prevent balls going over to the Link Road. Mr Bowes said that HFC would monitor the situation when the season started again to see if a net was necessary and he agreed to investigate the cost of netting.

Cllr Kendall asked about the state of the Memorial Pitch and Mr Thomas said that the problems had been resolved, and again HFC would monitor the situation as the season got underway.

The Chairman reconvened the meeting.

5. CHAIRMAN'S ANNOUNCEMENTS

There were none.

6. HENFIELD FOOTBALL CLUB

- 1 Storage and Licence Review – It was confirmed that all the documents have been signed, the only outstanding item was the question over a cleaner.

7. PLAYING FIELDS

- 1 Wantley Field Licence – It was confirmed that HPC are awaiting the Licence from WSCC for approval and signature.
- 2 The Chairman said that she would follow up on a meeting in Henfield about a year ago with an officer from HDC to look at what facilities would be appropriate for a village of Henfield's size. She asked that this was on the agenda for the next meeting of this committee.

ACTION POINT: PA would make sure this was on the next agenda.

- 3 Mowing by edge of cricket pitch near A281 – The Chairman said that she was aware that the grass around the cricket pitch was very long and that she would raise it at the next Joint Commons Committee Meeting.

ACTION POINT: The Chairman or PA would ensure that this was on the next HJC Committee Agenda.

8. TREE WORK.

- 1 Tree Surgery – It was confirmed that the tree surgeon has been instructed to carry out the surgery on the five trees noted in the 18-month review but this was not yet completed and that the two Ash trees were being watched to see if Ash Die Back is present when in leaf.
- 2 Arboriculturists for future Tree Survey – It was confirmed that PA had contacted another Tree Consultancy who were working on a quote for the Three-Year Tree Survey which will need to be carried out in March/April 2025.
- 3 Dead trees at the back of the Rothery – The Chairman asked if the Tree Warden would take a look at the Elm trees at the back of the Rothery Field to see if they were dead and if so, suggest how to remove them. She also wondered whether a viewing platform in place of the trees might be a good addition. It was generally thought a good idea and the Chairman agreed to take this to FRC once she was sure what needed to happen to the trees.

ACTION POINT: The Chairman would liaise with Tree Warden about the state of the trees and then raise the matter of a viewing platform at FRC.

9. COMMUNITY ORCHARD

- 1 Works carried out on 9.6.24 by SH2030 and Scouts – The Chairman said that the Big Help Out had taken place on Sunday morning. A number of Bird Boxes had been put up as well as an Hibernaculum for reptiles and amphibians. She said that it had been a successful day.
- 2 Request from two residents for benches to be placed there at their expense – The Chairman said she would speak with the resident and let him know that he could organise his own bench.
- 3 To consider request from a resident for a tree to be planted at their expense – Then Chairman asked that the Tree Warden liaises with the person concerned about which tree would be suitable. She said that the Orchard all looked fine but that there were a few brambles that needed to be cleared away.

10. YEAR OF BIODIVERSITY

- 1 To approve expenditure for future Biodiversity Events - The Chairman said that the Gardens and Arts Weekend had been successful. She said that an event would be held on 9th December with a display of photos and she wanted assistance with the related costs of that as well as incidental costs for the Year of Biodiversity. OM suggested the money could come from the Nature Recover & Support budget.

It was PROPOSED BY the Chairman, SECONDED BY Cllr May and AGREED BY ALL to use up to £1,000 to support Biodiversity events for the rest of the year.

- 2 Forward Planning and Response to email from resident with a view to developing an agreed ROS philosophy on land managed by HPC – The Chairman said that this item was in response to the email received in the office from a member of public who had attended the recent Parish Council Meeting, she wondered whether a response was required but it was felt that an answer had been given in the meeting. Cllr May said that the Terms of Reference (ToR) had all the salient points included and the Chairman said she would like to have a copy of Terms of Reference for ROS at future Committee Meetings.

ACTION POINT: PA would ensure a copy of the Terms of Reference was at any future meetings of this committee.

Cllr Kendall said that the Works Team had to be free to carry out their work without constant instructions, they are aware of what is required and that sometimes the weather dictates when things should take place. The Chairman said that she hoped that once the Verge Management Working Group had plotted a map of all the areas looked after by the Works Teams as well as other organisations this would make it easier to plan the strategy for those works. Cllr May said that it might be helpful if a Work's Officer could attend some ROS Committee meetings. Cllr Grossmith said it would be very useful to have schedule of works for the year and the approximate timings. Cllr Kendall said that the Parish Council had a duty of care to those people using footpaths, play equipment and playing fields and it was essential that the Clerk and Works Team are able to discuss the order in which jobs are carried out and amended if necessary because of weather or other events.

Cllr Grossmith left the meeting at 11.10am.

11. VERGES

- 1 To receive an update from Verge Management Working Group – OM said that this had also been raised at the Village Amenities Committee Meeting the day before and that Committee had said that it felt that there should not be any more changes until a Strategy has been agreed by Verges Management Working Group and then passed to Parish Council for approval. The Chairman said that not all the areas being discussed were new verges (as all have been discussed over many months and most were already listed in the WSCC Partnership Agreement).
The Chairman said that the minutes from the most recent meeting had not yet been finalised. She also said that getting a strategy was taking longer than she had anticipated but she hoped once the map was plotted it would make proposals easier to agree.
She hoped that a new Community Road Verge (CRV) on Saxon Weald land at Wantley Hill could be agreed at the next Full Council Meeting. Cllr May said that the wild meadow area at Deer Park had been received positively. Cllr Kendall said that the village is surrounded by large areas of countryside and the Commons and did not feel there was a need to have smaller areas left wild along the verges.

12. TRAILS AND SAFE ROUTES

- 1 Walk for Malcolm – The Chairman said that there would be a double page spread in BN5 and Parish Magazine next month to publicise the Walk for Malcolm. She said that the route was almost finalised but she was concerned that by using QR codes people would need to have the App on their phones. She said she was talking to Mr Crowe who is also involved. She hoped that those taking part would wear mauve as Malcolm had done for his election.
- 2 Henfield Trails – The Chairman said that the Hidden Henfield Website was hosted by Henfield Community Partnership (HCP) She had collected a number of QR code markers from the Mrs Eastwood. She said that may be those who had assisted Malcolm on the Trails Group might be able to move things forward. She was also aware that there had been hopes of creating a Smugglers Walk. The Chairman said she would raise the matter at the next FRC Meeting.

ACTION POINT: The Chairman would raise this at the next FRC Meeting.

13. FOOTPATH APPLICATION OVER SPRINGLANDS LANE

- 1 To consider site visit to Springlands Lane – OM said that she felt that given the the Parish Council are likely to be contacted by WSCC she felt that the residents should be asked to come along to an ROS Committee Meeting. Mr Willis said that this particular path is very well used and is a connection between three other paths. It was agreed that the Clerk would respond and ask the residents to come along to the next ROS Committee Meeting.

ACTION POINT: PA would prepare a letter or email for the Clerk to send to residents.

14. WORKS TEAM

- 1 To consider the purchase of a new Mower at a cost of £700.00 (approx.) – OM said that the budget for Equipment was £3,000 and only £413 had so far been spent so there was sufficient for the lawnmower. The Chairman wondered whether a Cut and Collect mower could be purchased which would carry out the same level of work.

It was PROPOSED BY the Chairman, SECONDED BY Cllr Kendall and AGREED BY ALL to purchase this lawnmower at the cost of £700.00 but before it is purchased to ask the Works Team to see if there is another similar machine which can cut and collect as well as leave the cuttings. If not then to purchase this machine and consider another lawnmower which can cut and collect.

- 2 To consider how best to assist works team with better communication – The Chairman said that she thought it might be helpful to have a meeting with the Works Team and someone from VA and ROS Committees as well as PA talking notes. The Chairman agreed to liaise with the Clerk on his return.

ACTION POINT: The Chairman would liaise with the Clerk.

15. CLERKS REPORT

OM confirmed that 16.7% of the financial year had elapsed as at the end of May expenditure was 10.6% of budget. The Chairman said that she would like a reminder before each ROS Committee Meeting of what remained in the ROS Budgets.

ACTION POINT: PA would remind the Chairman before each ROS Meeting to liaise with the Clerk.

16. CORRESPONDENCE

There was none.

17. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

Cllr May said that the bank near to the Coach House behind the Rothery looks like it has been cleared of all vegetation, the Chairman agreed to take a look in the next few days.

The Chairman said that there was a rotten post in Blackgate Lane and whether it should be replaced. OM said that no one knows for sure who owns the land but it was agreed that PA would raise with WSCC Public Rights of Way (PROW) team.

ACTION POINT: PA would log details on WSCC Website.

18. DATE OF NEXT MEETING

It was agreed to move meetings to the fourth Wednesday of the month, so that next meeting was agreed to be 10am on 24th July 2024.

The Meeting Closed at 11.51 am.