



HENFIELD PARISH COUNCIL

Meeting of the Village Amenities Committee held on Wednesday 8th January 2025 at 10.30am at the Henfield Hall

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

In Attendance: 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 Cllr M Morgan.

3. **APPROVAL OF MINUTES OF THE MEETING 13th NOVEMBER 2024**

These were approved subject to the correction at item 10 that should have read Access Henfield, not Sustainable Henfield. They were signed and dated by the Chairman.

4. **MATTERS ARISING**

1. Cemetery Lights – The Clerk confirmed that Cllr Grossmith has now seen the files relating to this matter and is attempting to contact DW Windsor direct to ascertain where the problem lay and to get a resolution.
2. Flower beds in Bishops Close and Coopers Way – The OM confirmed that the building in the Old Bank Building is ongoing and so the beds are not yet ready to be planted. She also said that she has reported to HDC the two drains that are now full of the builder's detritus and the damage to the kerb and the road.
3. Verge Maintenance – The Chairman said that he had thought this matter should have been finalised at the January Full Council meeting but it was confirmed there were still a couple of queries in relation to the verges near Wantley Hill and Manor Way. The OM confirmed that the matter would be discussed at FRC Committee meeting next week and then at the next Full Council Meeting. It was noted that there are polarised views on the style of verges and it was also stated that this part of the main road may be altered with a potential new development at Parsonage Farm and the possibility of a new pedestrian crossing, currently being considered by Active Travel at WSCC.
4. Village Entrance Signs – The OM confirmed that the images are ready but that the posts are awaiting galvanising at the blacksmiths. Once completed, the posts can be installed. The OM said that at the recent signage meeting there was still some work needed to agree the font for future signs and that the Annual Parish Meeting might be a forum to gauge the public's opinion.
5. Additional disabled parking bays for Coopers Way car park – The Chairman confirmed that the final decision on disabled parking bays, likely to be two additional spaces, would be up to HDC who maintain the car park.
6. Cycle rack – The OM confirmed that a small sign has now been placed on the cycle rack on the Village Square and that the laundrette has removed their sign.
7. Indian Bean Tree – The Chairman said that the area at the base of the Indian Bean Tree looks much improved now that the new surround has been installed and slate added.
8. Infant memorial – The OM said that the Works Team had created a surround for the sign in this area of the cemetery as well as adding a flower receptacle in the ground.

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. **VE DAY CELEBRATION**

After some discussion it was agreed that the BP Guild would be asked to prepare and light the Beacon on 8th May 2025, likely to be at 9.30pm. They would also be asked to hold a commemorative event at the Rothery as was held for last year's 80 anniversary of D Day.

It was also agreed that the details from the Pageant Master would be sent to St Peter's Church and that they be asked to ring the bells at 6.30pm.

It was agreed that the details from the Pageant Master would be circulated if that had not already happened. There was further discussion on music and songs with a suggestion of music from the time of the war or a rendition of I Vow to Thee my Country. Cllr Leader said that this might be an opportunity to re-enforce Parish Council's Year of Community Care and Wellbeing.

ACTION POINT: The OM to send the VE Day Celebration Details to St Peter's Church and BP Guild. She would ask BP Guild if they would prepare the Beacon for lighting and hold a celebratory event on the Rothery earlier in the evening of Thursday 8th May.

7. **CAR PARK SEASON TICKETS**

The Chairman confirmed that the Henfield Community Partnership (HCP) had circulated details to businesses, one of which had requested season tickets. It was agreed that the "spare" Season Tickets would be left and not offered to residents at this time

8. **ACTIVE TRAVEL PLAN FOR HENFIELD**

The Chairman confirmed that at an earlier meeting with WSCC, Cllrs Morgan, Goodyear and Willard, County Councillor Sarah Payne, St Peter's Head Teacher and the OM. St Peter's School had said that they could not provide staff to bring out and remove the Parking Buddies near to the school. It was confirmed that a rear entrance to the school for deliveries was being considered. There had been a suggestion of widening the footpath in front of the Eric Holder Pavilion and the Clerk said he would ask the Works Team to look at removing grass growing over the sides of the path. WSCC had also indicated that cameras would be installed outside the school and at the Wantley roundabout to monitor vehicle traffic and the number of children walking to/from school. Cllrs Leader and Willard confirmed that they would be meeting with Head Teacher the following day.

ACTION POINT: The Clerk to liaise with Works team over the grass encroaching the path.

9. **PLANTERS AT SPRING HILLS**

The OM confirmed that Cllr Morgan had wanted this matter raised in light of the recent traffic accident. Cllr Willard who walks and drives this route regularly said he did not believe that the planters were the cause of a "blind spot" although the car that is usually parked there did hinder a clear view. He also said that a light situated near the crossing would help drivers see pedestrians and it was agreed that WSCC would be approached about this matter.

ACTION POINT – The OM would liaise with WSCC about lighting this area.

10. **YEAR OF COMMUNITY CARE AND WELLBEING**

Cllr Leader said that it was hoped this would raise awareness of the problems faced by some members of the public especially those caring for a disabled or unwell relative. She also said that it would be useful to have a map of the benches in the village as these could be signposted as meeting places.

ACTION POINT – The OM would provide details of locations of benches.

Cllr Leader said that a meeting was being held on 22nd January to discuss what could be done during this year. Cllr Willard said that HCP is also taking a lead on this matter. Cllr Leader said that it would be helpful to have a list of vulnerable residents but this was thought to be something that the Medical Centre or Social Services would have access to. The Clerk confirmed that if needed money could be taken from reserves for specific projects.

11. **CEMETERY**

1. Consider quotation for purchase of snowdrops – Cllr Jones said that when the last Cemetery inspection had taken place it had been suggested that more bulbs would improve the look.

It was PROPOSED BY Cllr Jones, SECONDED BY The Chairman and AGREED BY ALL to purchase 1,000 Snowdrop bulbs at a cost of £78.00.

ACTION POINT – The OM would order the bulbs from Eurobulbs.

Cllr Leader said that the Scouts had indicated that they would be happy to help with planting the bulbs but would need notice.

ACTION POINT – Cllr Leader agreed to pass on details of Scouts to the OM who would liaise direct.

It was agreed that this would be added to the agenda in the July meeting for some autumn planting in the same area.

12. **STREET SCENE**

The Chairman said there was nothing to report.

13. **CLERK'S REPORT**

1. Financial update – The Clerk confirmed that 75% of the year had elapsed and 95% of budget had been spent. He added that this included Christmas Lights, the cost of which would be taken from Reserves, and without those 78% of the budget had been spent. He confirmed that the cemetery income was 81.5% of budget.
2. Any further updates – The Clerk said that Cllr Grossmith had noted that four of the five lampposts on the Leisure Centre front Car Park were not working and had suggested that they should be inspected. It was agreed to obtain quotes for repairs to lampposts or replacement of bulbs (with LED bulbs) or full replacement and bring back to this committee. If the lampposts were still functioning it was agreed that they needed painting and this could be carried out by the Community Payback Team. The Clerk indicated that there was £250 in the budget and £13,666 in reserves for Leisure Centre Car Park maintenance.

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

Cllr Leader asked about storage for Works Officers and the Clerk confirmed that there are currently two storage containers but there are sometimes problems with access and that Cllr Morgan would suggest a way forward once he had spoken with Works Team.

Cllr Jones said that she had received positive feedback on the new Christmas Lights.

The Clerk said that there had been a positive response to the Public Conveniences being opened on Sundays.

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

Wednesday 12th February 2025 at 10.30am.

The Meeting closed at 11.41 am.