



HENFIELD PARISH COUNCIL

**Meeting of the Village Amenities Committee held on
Wednesday 24th May 2023 at 10.30am at the Henfield Hall**

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

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

MINUTES

1. **ELECTION OF CHAIRMAN**

It was **PROPOSED** by Cllr Jones, **SECONDED** by Cllr Kendall and **VOTED ALL IN FAVOUR** to elect Cllr Morgan as Chairman for the forthcoming year.

Cllr Jones thanked the committee for their support during her time as Chairman. The Chairman thanked Cllr Jones for her work as Chairman previously.

2. **ELECTION OF VICE CHAIRMAN**

It was **PROPOSED** by Cllr Jones, **SECONDED** by the Chairman and **VOTED ALL IN FAVOUR** to elect Cllr Kendall as Vice-Chairman for the forthcoming year.

3. **DECLARATION OF MEMBERS INTERESTS**

There were none.

4. **APOLOGIES**

Were received from Cllr R Shaw.

5. **APPROVAL OF MINUTES OF THE MEETING 19th APRIL 2023**

These were approved and signed and dated by the Chairman.

6. **MATTERS ARISING**

1. Library planting beds – The Chairman agreed to follow up with Horsham District Council (HDC) he re-iterated that HDC had agreed to clear the bed and add soil so that it could be planted up by a Volunteer. He also confirmed that the other bed required the occasional mow by the Works Team.
2. Active Travel Plan – The OM confirmed that she is still awaiting a response from this group.
3. Salt bin for Mill Drive – The OM confirmed that she has still not had a response from the Mill Drive resident and that this matter will be removed from future agendas.
4. Bus shelter signage – The OM confirmed that the signs had already been put up inside the Bus Shelter informing those inside that the shutters will be lowered in the evening.
5. Trip Hazards on Church Street – The Chairman said that the flag stones had been repaired, but that there was still a trip hazard, he hoped that as WSCC had visited Henfield yesterday they had seen the problem and that it would be rectified. It was agreed to monitor this.

The Chairman adjourned the meeting.

7. **OPEN FORUM**

There were no members of the public present.

The Chairman reconvened the meeting.

8. **CHAIRMAN'S ANNOUNCEMENTS**

There were none.

9. **CONSIDER REQUEST FOR WASTE BIN IN LIBRARY CAR PARK**

The OM said that HDC had suggested a trial period when they would provide the bin free of charge and charge £2.92 per week for the emptying. If it was found that the bin needed more emptying then the Parish Council could purchase the bin at £285 and arrange for emptying by the Works Team. It was agreed by all to go ahead with the trial and monitor its usage.

ACTION POINT: The OM to liaise with HDC and check that bin can be removed if not used sufficiently.

10. **WASTE BINS ON LIBRARY PATH**

The Chairman said that this passage, which is owned by West Sussex County Council (WSSC) is being used by a number of the businesses in the High Street as a storage area for their bins instead of their own gardens. Cllr Kendal said that he had seen six bins at the weekend. WSSC had agreed a while ago to liaise with HDC about bin collection and monitoring the situation. It was agreed that the OM would email WSSC for them to send letters to the owners. It was also agreed that Cllr Sarah Payne would be asked for assistance in finding a resolution to this long running matter. It was hoped that the path would be clear by the weekend of Gardens and Arts on 10th and 11th June. The Chairman said that Cllr Perry had previously asked that a flower bed could be planted in that area and it was agreed that this would be left on hold until the passage is clearer.

ACTION POINT: The OM to write again to WSSC and include Cllr Payne in correspondence.

11. **CONSIDER REPLACEMENT OF FESTIVE LIGHTING**

The Chairman confirmed that the current lights were purchased five or six years ago and still worked. After some discussion it was agreed to use these ones again this year but to start looking at replacements, both new and reconditioned this Autumn ready for Christmas 2024.

ACTION POINT: The OM to investigate new and used Christmas lights from Blachere as well as other companies, to be added to the Agenda for September or October's meeting.

12. **CONSIDER REQUEST FOR TRAFFIC MIRROR ON LYCH GATE**

The Chairman said that this matter had been raised with WSSC at their recent meeting but they had been unwilling to place a mirror on their property. The OM reminded everyone that this matter had been raised by a resident at the Annual Parish Meeting but had not been mentioned by other road users. It was agreed to leave for the time being but that the Clerk would enquire from the Parish Council's insurers whether this would have any impact on the policy. Cllr Kendall said that it was important that the site line from the turning was kept free of trees and hedging. Cllr Jones said that WSSC had explained that these mirrors sometimes made judging distances and speed of other road users difficult.

ACTION POINT: The Clerk agreed to investigate liability with insurers for putting up a mirror.

13. **NOMINATE A MEMBER TO ATTEND EV CAR CLUB MEETINGS**

Cllr Kendall agreed to attend these meetings on behalf of the Committee. The Clerk said that it appeared that HDC were placing the electric car points directly in front of the Market Stall electricity case and that he had written to HDC to ask if it could be changed and why the Parish Council hadn't been asked where they should be sited.

ACTION POINT: The Clerk agreed to follow up with HDC.

REPORT FROM MEETING WITH SAINSBURY'S

14. The Chairman confirmed that he and Cllr Jones had attended a meeting with Sainsburys ahead of the store opening on Wednesday 31st May at 9am. He confirmed that all staff had been retained, the store would have a similar layout inside, stock choice would be greater than previously although there would not be locally sourced produce and that there would be automated checkouts with manned checkouts at the kiosk only. For the first three weeks there would be assistants to help with automated checkouts, the opening hours would be 7am-10pm Monday to Saturday and 10am-4pm on Sundays. Sainsburys were offering a tour round

between 7-9am on 31st May. Sainsburys had said that their emphasis is on better eating rather than local projects but that they they would support the Haven and the Community Fridge, they will provide plastic recycling facilities and a free to use ATM. There will be one Manager and four Assistant Managers. It was also confirmed that pricing would be convenience store rather than large store pricing. They have agreed to allow the hanging baskets outside which the Chairman said would be planted up by Stonepit Nurseries along with the planters hanging on the fencing outside the Stevens and that they would also refurbish the baskets outside Setyres.

15. **PUBLIC CONVENIENCES**

It was confirmed that all was okay. The OM said that the Community Payback team could redecorate these after they had finished the work in the High Street on the painting of rubbish bins and benches and weeding the pavements. It was agreed that the funding for this would be from Public Conveniences or VA general expenditure.

16. **CEMETERY**

1. Consider quotation for work to Hornbeams north of Cemetery - The Chairman said that these trees were doing reasonably well but needed some surgery.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Jones and **VOTED ALL IN FAVOUR** to accept the quote from Southern Beeches for £175.00 plus VAT for the work to these trees.

ACTION POINT: The OM to liaise with Southern Beeches to confirm the work required.

2. Cemetery lights - The Clerk confirmed that he is still waiting for feedback from the company that originally installed the lights with description of problem, to use with the supplier, he agreed to ask Cllr Eastwood to intervene.
It was agreed that the Community Payback team could be asked to tend to the central flower beds in the Cemetery.

17. **STREET SCENE**

1. Memorial Bench - The Chairman confirmed that an estimate of £1,000.00 had been received from the blacksmith for a commemorative bench for Her Late Majesty Queen Elizabeth II but that finer details were still awaited. He confirmed that the bench would face outwards towards the High Street and would be three sided. He also said that the cycle racks would probably need to be moved. The OM agreed to chase on a fully detailed quote for the work with description or drawing of the detail.

ACTION POINT: The Chairman to chase Cllr Simmonds to chase the blacksmith.

The Chairman said that he had noticed a couple of vans parked on the Village Square (the area in front of the Vets and Laundry) and suggested that a sign would prevent this happening in future. The OM agreed to produce a sign to be put up.

ACTION POINT: The OM to prepare a sign for the Chairman's approval to be displayed in a suitable place on the Village Square.

It was agreed that if Community Payback team had time they would be asked to clear paths of overhanging grass here and elsewhere in the village.

18. **CLERK'S REPORT**

1. Financial update - The Clerk confirmed that 8.3% of the year had elapsed and 5.5% of budget spent, although this included some costs which were for the whole year. He also added the Cemetery income is currently higher than budget.
2. Any further updates – The Clerk said that the Eucalyptus tree in car park must have self seeded and that HDC had suggested removing it all together, all agreed that this non-native tree should be removed and that HDC would be asked to replant the area with shrubs.

ACTION POINT: The Clerk agreed to email HDC to that effect.

19.

ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

Cllr Kendall said he had received the email from Cllr May, all other councillors confirmed that they had not been able to open the attachments. It was agreed that this Committee was happy for the Recreation & Open Spaces Committee to make decisions on planting of trees in Henfield. Cllr Leader asked whether there was an asset inventory of items owned or cared for by the Parish Council. It was agreed that the details of land owned by HPC should be sent to Cllr Leader and that it would be useful to walk around the areas covered by this committee in due course starting with the Cemetery.

ACTION POINT: It had been agreed that the Committee would meet at 10.30am on Thursday 21st June at the Lych Gate of the Cemetery.

20.

DATE AND TIME OF NEXT MEETING

5th July 2023 at 10.30am.

The meeting closed at 11.52am.