



HENFIELD PARISH COUNCIL

Meeting of the Village Amenities Committee held on Wednesday 5th July 2023 at 10.30am at the Henfield Hall

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

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**

There were none.

2. **APOLOGIES**

There were none.

3. **APPROVAL OF MINUTES OF THE MEETING 24th MAY 2023**

These were approved and signed and dated by the Chairman.

4. **MATTERS ARISING**

1. Library planting beds – The Chairman confirmed that HDC have cleared the beds but nothing more, he said he wasn't sure that the volunteer would be able to do very much without more soil.
2. Active Travel Plan – It was confirmed that a report or further feedback is still awaited. It was also confirmed that a number of Parking Buddies have been sited near St Peter's School.
3. Trip Hazards on Church Street – The Clerk confirmed that this problem had been reported many times and that he will report again. The pavers are uneven as well as crumbling. Cllr Jones wondered whether the whole path might have to be replaced.

ACTION POINT: Clerk would report again to WSCC.

4. Waste bin in library car park – It was reported that these are being well used.
5. Waste bins on library path – The Chairman said that the area looks a bit neater but there is still a problem. Cllr Shaw said that Cllr Grossmith had agreed to speak with the business owner and ask about him tidying the area.
6. Cemetery Hornbeams – The Chairman confirmed that the hornbeams had been trimmed.
7. Cemetery lights – The Clerk said that a report from the installer was still outstanding and that he would ask Cllr Eastwood to chase again.

ACTION POINT: Clerk would liaise with Cllr Eastwood about talking again to the installers.

8. Cllr Kendall said that he had not heard anything yet in connection with the Electric Car Club steering Group Meeting.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public present.

The Chairman reconvened the meeting.

5. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman said that following discussion about the street based electric car charging points around the village the planned positions do not seem to be well thought out. Cllr Kendall felt that it would better to have more in the car parks than on the streets. The Chairman said that he would respond to the Consultation on behalf of the Parish Council expressing concerns that these were totally unsuitable places and would add to parking problems.

6. **CONSIDER SWITCH ON DATES AND TIMES FOR FESTIVE LIGHTING**

It was agreed that the Christmas lights should be turned on from 30th November 2023 to 6th January 2024 and from 4pm to 11pm each day.

ACTION POINT: OM would liaise with Blachere about dates and times.

7. **CONSIDER ITEMS ALLOCATED TO THIS COMMITTEE FROM THE INFRASTRUCTURE DELIVERY PLAN (IDP)**

Transport - It was agreed that this would be moved to Recreation & Open Spaces Committee.

ACTION POINT: OM would re-issue schedule of IDP to Cllr Perry for ROS Committee.

Henfield Hall - Cllr Jones agreed to raise this at the next Hall Committee Meeting.

ACTION POINT: Cllr Jones would raise at the next Hall Committee Meeting and report back.

St Peter's Church - Cllr Kendall confirmed that the roof of the Church Hall had been replaced but he was unaware when other works may be carried out. It was agreed that the OM would liaise with Revd. Paul. Henfield Leisure Centre – the OM agreed to ask Cllr Grossmith to raise at the next Leisure Centre meeting.

ACTION POINT: OM would liaise with Revd. Paul in connection with St Peter's Church and with Cllr Grossmith about raising this at the next meeting of the Leisure Centre Committee.

Henfield Medical Centre – it was agreed that this would be removed

CONSIDER NEXT AREA FOR INSPECTION

8. It was agreed that the next area would be the High Street including the Village Square and would be on Friday 8th September, meeting at 10.30am in the Parish Office. Cllr Leader suggested that a list of assets would be helpful.

CONSIDER SUBMISSION OF CONTENT FOR THE RURAL DIGITAL SCREENS

9. Cllr Jones said that the Friends of Henfield Museum (FoHM) had ideas of useful content. The OM said that HCP had received details and were likely to submit content.

ACTION POINT: PA would liaise with chairman of FoHM to submit content direct with HDC.

10. **PUBLIC CONVENIENCES**

The Chairman confirmed that these were being closed at approximately 5 or 5.30pm and the Bus Shelter Shutter closing later in the evening by a volunteer. The Chairman said he would be happy to carrying this out when the volunteer was away on holiday. It was confirmed that the Community Pay Back Team would be repainting the Bus Shelter in a Sage Green colour.

11. **CEMETERY**

1. Cemetery inspection – The Chairman said it had gone well, and was a worthwhile exercise, some jobs had already been allocated for the Works Team and some for Community Payback Team.
2. Consider regulations relating to positioning of headstones in the cemetery extension – The Chairman said that he felt that all head stones should be in the same place either head or bottom to allow for grass cutting but that the writing could be on either side of the memorial. The Chairman requested a copy of the present regulations for the Cemetery, Cllr Shaw felt that the Council should be prescriptive on rules and regulations to make sure that problems do not arise in future.

ACTION POINT: OM would send the regulations to the Chairman for consideration.

3. Consider repairs to cemetery paths – There was some discussion.

It was **PROPOSED BY** the Chairman, **SECONDED BY** Cllr Kendall and **AGREED BY ALL** to repair Section 3 (in yellow on map) at £4,718.00 plus VAT.

ACTION POINT: OM would liaise with contractors to confirm repairs to the cemetery paths

12. **STREET SCENE**

1. Consider quotation for Memorial Bench in the Village Square – The Chairman said that the diagram did not accurately reflect the design discussed and that he would try to make contact with the blacksmith. The desired shape was with the two side benches coming off at 135 degrees rather than a right angle to the back bench which would have room for 3 people at the back and another couple on the sides. It was agreed that as well as **ERII** the plaque should include the years of the late Queen's reign **1952-2022**. It was noted that £1,000 seems very good value for a bespoke bench. It was agreed to look at the Village Square when inspecting the High Street in September and that it might be useful to have the lead Works Officer accompany them.

ACTION POINT: Chairman would liaise with Blacksmith with a more accurate design for the bench and plaque.

2. Consider purchase of a drop down bollard for Village Square – After some discussion it was agreed that this was a good idea to keep some control over who had access to the Village Square, noting that keys could be given to the Vets and Laundrette. It was decided that a black square bollard would be suitable so that a sign could be added.

It was **PROPOSED BY** the Chairman, **SECONDED BY** Cllr Kendall and **AGREED BY ALL** to purchase a bollard to be installed by the Works Team at a cost of up to £150.00.

3. Flower Beds in Coopers Way and Bishops Close – The Chair said that when he had spoken with Stonepit Nurseries they had recommended soil enrichment before being planted up next year. He agreed to find out what they suggested.

ACTION POINT: Chairman would liaise with Stonepit Nurseries.

13. **CLERK'S REPORT**

1. Financial update – The clerk said that expenditure was 21.9% of budget but that 25% of the year had elapsed. He said that 64.9% of expenditure was for the Community Payback Team for paint brushes and paint etc. The Cemetery income is higher with over 44% of budget already received. Electricity is difficult to gauge but likely to be under budget.
2. The Clerk offered to present a session on budget reporting and all said that would be useful. Cllr Jones asked for SIL and S106 to be included and Cllr Leader asked for further information on "In Trust".
3. Any further updates – There were none.

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

Cllr Leader said that one of the children commenting to the Children and Young Peoples Committee had asked if a tap could be installed in the High Street to refill water bottles. It was agreed that a good place for this would be near the Bus Stop.

ACTION POINT: OM would get quotes for this work.

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

6th September 2023 at 10.30am.

The Meeting closed at 11.45am.