



HENFIELD PARISH COUNCIL

Meeting of the Village Amenities Committee held on Wednesday 10th January 2024 at 10.30am at the Henfield Hall

Present: Cllrs Morgan (Chairman), D Jemmett and S Leader.

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**

Were received from Cllrs Jones, Kendall and Shaw.

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

These were approved and signed and dated by the Chairman.

4. **MATTERS ARISING**

1. Community Transport Sussex – Trustee from Henfield - The Clerk confirmed that they had heard nothing further and agreed to chase Community Transport. It was unlikely that a Parish Councillor would be able to assist although Cllr Jemmett suggested that this could be mentioned at the Annual Parish Meeting if no one had come forward before then.
2. Ongoing Verge Maintenance – The Chairman confirmed that he was meeting with Cllr Perry next week to discuss the Terms of Reference for a Working Group to consider verges. The Working Group would also include Cllrs Shaw and May and would consult with Works Team. It was anticipated that the Working Group would set parameters and that a map of Henfield's Verges could be created with details of how they are to be maintained ensuring a mix of neat cut verges with wilder flowering ones. The Chairman said that having verges looked after by WSCC, HDC, HPC and Saxon Weald added to the confusion.

The Chairman adjourned the meeting.

OPEN FORUM

The owner of a local fitness studio requested the use of the Village Square on Saturday 27th April to raise money for the Scout Hut. He anticipated having four types of exercise running under a gazebo on the Village Square as well as at his Studio. He agreed that he would provide a Risk Assessment and his insurance details well in advance and that there would be marshals to ensure the safety of those taking part as well as those walking by. He would set up a Just Giving page as well as collecting money on the day. The Chairman said that he would have to liaise with the Vets and Laudrette about access to their businesses. It was agreed by all to support this fund raising event.

The Chairman reconvened the meeting.

5. **CHAIRMAN'S ANNOUNCEMENTS**

There were none.

6. **FESTIVE LIGHTING FOR 2024**

The Chairman said that there were a number of styles and designs that would be suitable for Henfield's lamp posts. Three colours were chosen; 5 red @ £284.40, 4 gold @ 285.60 and 4 slightly different white @ £342.60, Blachere is currently offering a buy three for the price of two offer, expiring at the end of February 2024 and this would mean a total cost of approximately

£2,737.80. These motives are made of Bioprint (Sugar Cane) and therefore more environmentally friendly as well as using less electricity. The Clerk confirmed that the cost of installing is approximately £2,700. OM said that there were 4 of the current lights requiring repair. The Clerk confirmed that there was money in the budget to replace the lights.

It was **PROPOSED BY** the Chairman, **SECONDED BY** Cllr Jemmett and **AGREED BY ALL** to purchase these lights at a cost of approximately £2737.80. It was also agreed that the details would be circulated to the full Committee before ordering.

ACTION POINT: OM would check availability with Blachere and circulate details of the three motives chosen and costs to Committee before ordering with Blachere.

7. **CONSIDER REQUEST TO USE VILLAGE SQUARE 27th APRIL 2024**

This was discussed under Open Forum.

8. **YEAR OF BIODIVERSITY 2024**

The OM said that the new Christmas lights would help by being environmentally friendly and being long term biodegradable when they are no longer needed. She also suggested that for this year's hanging baskets and tubs whether more "drought friendly" plants could be used. The Chairman felt that the plants chosen by the Stonepit had been very good last year and long lasting but he was happy to consider other plants, he stressed that they used recycled water for the watering. The Chairman agreed to speak with Stonepit Nurseries about the choices of plants for the beds at Coopers Way and Bishops Lane and see if he could recommend plants for under the Indian Bean Tree on the Village Square.

ACTION POINT: The Chairman agreed to liaise with Stonepit about the choice of plants for this year's hanging baskets, tubs and flower beds.

9. **PUBLIC CONVENIENCES**

The Clerk confirmed that the public conveniences had recently been painted by the Community Payback team.

10.

CEMETERY

1. Cemetery Lighting – The Clerk confirmed that he had written to manufacturers on 27th December, requesting 12 new LED bollards to replace the broken ones. It was agreed that he should follow up in a week's time. He confirmed he was following NALC guidelines.

ACTION POINT: The Clerk would write again in a week's time if he had still not heard from the manufacturer.

2. Access from eastern side of cemetery – The Chairman confirmed that there were a number of unmarked graves of infants and stillborn children along this line of hedging which had been brought to the office's attention by the Museum Curator and the fencing had been installed to prevent people from using this route as a short cut. Cllr Leader suggested it would be a good idea to install two plaques marking the general location. It was confirmed that the graves dated from 1890 to 1903 and that there was a list of names at the Parish Office.

ACTION POINT: OM would look at the costs of two or three plaques (likely to be £110.00 each) with wording about infants and stillborn graves from 1890 to 1903 and indicating that a list of names could be viewed in the Parish Office.

11. **STREET SCENE**

1. Memorial Bench – The Chairman agreed to chase with the likely date for when this might be ready.

ACTION POINT: The Chairman agreed to liaise with the Blacksmith about likely date of completion of the bench.

2. Consider quotation for bollards on Village Square – The Chairman said that it was likely that two bollards at a cost of £712.32 would be needed and that they would be installed by the Works Team. The Clerk suggested that this money comes from the VA general expenditure budget.

It was **PROPOSED BY** the Chairman, **SECONDED BY** Cllr Leader and **AGREED BY ALL** to purchase the bollards at £712.32

3. Library Planting Beds – The Chairman confirmed that HDC will only replace with tarmac. Cllr Leader wondered whether a porous material could be used or something more attractive to look at. The Chairman said that he would speak with officers at HDC and enquire about other surfaces.

ACTION POINT: The Chairman agreed to liase with HDC about the surface to be used to cover the flowers beds.

12.

CLERK'S REPORT

1. Financial update – The Clerk confirmed that 75% of the financial year had elapsed and that expenditure stands at 78.1% of the budget. He also said that the invoice for £1,561 received in December (for three months) for the link road lights but that the majority of this would be offset by a payment expected from Pod Point Ltd of £1,272 for the electric charger. He also confirmed that Cemetery income stands at 94.3% of budget
2. Any further updates – There were none.

13.

ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

There were none.

14.

DATE AND TIME OF NEXT MEETING

Wednesday 14th February at 10.30am

The meeting closed at 11.25am.