



HENFIELD PARISH COUNCIL

**Meeting of the Village Amenities Committee held on
Wednesday 14th February 2024 at 10.30am at the Henfield Hall**

MINUTES

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

In Attendance: Mr K Wright (Clerk) and Mrs B Samrah (Parish Administrator – PA).

1. **DECLARATION OF MEMBERS INTERESTS**

There were none.

2. **APOLOGIES**

Were received from Cllr Jones.

3. **APPROVAL OF MINUTES OF THE MEETING 10th JANUARY 2024**

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

4. **MATTERS ARISING**

1. Community Transport Sussex – Trustee from Henfield – It was confirmed that there was nothing to report.
Cllr Kendall said he had attended an EV Car Club Committee meeting and had been made aware that the cars need to be moved around to either Leisure Centre Car Park or the Haven for charging. The Clerk said that there seems to be some movement at the Coopers Way Car Park but it was not clear when the charging points would be installed in either the Copers Way or the Library Car Parks.
2. Ongoing Verge Maintenance – The Chairman said that the first meeting of this Working Group had taken place to set out the Terms of Reference but that a subsequent meeting had not yet been organised.
3. Bollards for village square – The Clerk said that the Works Team are awaiting the memorial bench and will install the bollards at the same time.

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 the Police had asked to use the Village Square one day early in May and permission has been granted. The Clerk said that he had not heard from PCSO for a long time and would follow up.

ACTION POINT: The Clerk would try to make contact with PCSO or supervisor.

6. **FESTIVE LIGHTING FOR 2024**

The Chairman said that the new lights were made of recyclable plastic and likely to cost £10,000. The Clerk said that there was £3,000 in budget and a further £8,354 in reserves including the extra £1,000 being put in this from April this year. It was confirmed that not all the old lights were working and that they had been purchased at least nine years ago. 13 would be required to have one on each light column. The Chairman said he would rather wait until the next meeting to finalise.

ACTION POINT: The Operations Manager (OM) would be asked to carry this forward to next month's agenda.

7. **REVIEW OF THE BUSINESS PLAN ACTION PLAN**

Cllr Kendall wondered what was meant by "develop a community transport plan" and the Clerk agreed that it may be needed to be reworded. The Chairman said he would speak with Cllr Jones on her return as he believed she had been involved with this earlier.

ACTION POINT: The Chairman would liaise with Cllr Jones and the Clerk would liaise with OM on her return to find a more appropriate description.

The Chairman said that he had spoken with Cllr Sarah Payne about the Active Travel Plan but there still seemed to be no further progress on this. The Clerk said that he was aware of there being talk of a return to a half hourly bus service but had no timescale. After a suggestion that more Community Groups could use the Village Square the Chairman said he'd prefer to wait until after the Memorial Bench and bollards have been installed.

8. **80th ANNIVERSARY OF D-DAY**

The Chairman wanted to gauge the level of support there might be for a short service at the War Memorial to mark the 80th anniversary of D-Day on 6th June. All agreed that this should be supported and the Chairman said he would liaise with BP Guild and maybe the Churches. The Clerk said that the Parish Council had been advised by the Pageant Master that the lighting of the Beacon would be welcomed at 9.15pm on 6th June for this anniversary. He was also aware that the BP Guild were hoping to hold an event at the Rothery on Saturday 15th June and wanted to light the beacon that day as well. He agreed to chase with BP Guild to get more details.

ACTION POINT: The Chairman would liaise with the BP Guild and Churches about a short service to commemorate D-Day. The Operations Manager (OM) would be asked to carry this forward to next month's agenda.

9. **PUBLIC CONVENIENCES**

There was nothing to report.

CEMETERY

- 10.
1. Cemetery Lighting – The Chairman said that discussions were ongoing with Windsors who had supplied the lights, the Clerk said that he had written to them on 2nd February and would chase again.
 2. Memorial for infant graves – The Chairman said that he hoped to be able to purchase three plaques at £ 275.00 each and that the inscription would be an additional cost. All agreed that it would be appropriate to mark this area now that it had been brought to Council's attention. The Clerk said that there was money to fund this in the budget. The Chairman said he would liaise with OM on her return and look at appropriate wording. It was suggested that a notice board could be placed nearby with the names of the children buried there.

ACTION POINT: The Chairman would liaise with OM on her return on suitable wording and asked to carry this forward to next month's agenda.

The Chairman confirmed that there was a planning application for a Natural Burial ground in West End Lane and that may affect the Cemetery.

11. **STREET SCENE**

1. Memorial Bench - The Chairman said that he was still awaiting the completion of the memorial bench and hoped it would be completed within the next month.
2. Hanging baskets, tubs and flower beds – The Chairman said that at the last meeting it had been suggested that more drought tolerant flowers were used in the tubs and baskets and he had spoken with the contractor who had said that geraniums require

less water. Cllr Shaw said he felt it was important to get the right balance between the appearance and the impact on the environment. The Chairman confirmed that the contractor used rainwater from his water butts. All agreed to remain with the type of planting that has been used before.

The Chairman confirmed that the Parish Council is responsible for tubs and hanging baskets in the High Street, tubs at the front of Setyres, flower beds in Coopers Way and Bishops Close, flower beds at Wantley Hill, planters on the Wantley Hill Roundabout, a water trough used as a flower bed on the A281 going south opposite the Common and the small corner bed by the Coopers Way car park under licence from HDC, which historically the Garden Club have maintained. He said that the flower beds in the Library are looked after by a volunteer and funded by HDC. Cllr Leader asked whether plants produced locally could be used and the Chairman agreed to talk to the Contractor.

ACTION POINT: The Chairman would liaise with planting contractor about using plants produced locally for the Parish Councils beds, baskets and tubs.

3. Replacement bin for Cagefoot Lane – The Chairman said that the bin liner was broken but that a replacement of the whole bin would be necessary at an approximate cost of £285.00 from HDC. The Clerk confirmed that there was enough in the budget to fund this.

IT WAS PROPOSED BY Cllr Kendall **SECONDED BY** Cllr Shaw **AND AGREED BY ALL** to purchase a new bin for the Works Team to install at a cost of up £300.00

ACTION POINT: The OM would be asked to liaise with HDC about the purchase of a new bin.

4. Coat of Arms Signs – The Chairman said that the Coat of Arms signs on the entry to the Village are looking faded and it was agreed by all to consider whether they needed replacing or repainting with the help of the Works Team and to ask the OM to look at this on her return.

ACTION POINT: The OM would be asked to liaise with Works Team about what could be done or whether they needed replacing and the likely costs to bring to the next meeting.

12.

CLERK'S REPORT

1. Financial update – The Clerk stated that 83.3% of the financial year has elapsed by the end of January 84.9% of the budget had been spent. He thought that this committee would be on or around budget for the year, unless there are any major items of expenditure before 31st March.
He also said that Cemetery income stands at 97.4% of budget at the end of January, but that a further £2,350.00 had been received in the first half of February taking it to 112.1% of budget.

2. Any further updates – There was nothing else to report.

13.

ANY OTHER URGENT MATTER RAISED BY COUNCILLORS.

Cllr Kendall said that the road by Woods Mill was once again badly flooded. The Clerk said it had already been reported to WSCC. He agreed to mention to Cllr Sarah Payne.

ACTION POINT: The Clerk would contact Cllr Payne and see if any progress could be made with clearing the road and help with preventing it happening again.

14.

DATE AND TIME OF NEXT MEETING

Wednesday 13th March at 10.30am.

The Meeting closed at 11.40am.