



HENFIELD PARISH COUNCIL

**Meeting of the Village Amenities Committee held on
Wednesday 13th March 2024 at 10.30am at the Henfield Hall**

MINUTES

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

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

1. **DECLARATION OF MEMBERS INTERESTS**

Cllr Kendall confirmed that he had a personal interest in item 10.4 as he knows the individual concerned.

2. **APOLOGIES**

Were received from Cllr R Shaw.

3. **APPROVAL OF MINUTES OF THE MEETING 14th FEBRUARY 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 is nothing further to report.

The Clerk confirmed that Community Transport (CT) have agreed to carry forward any monies paid but not used to the next financial year.

Cllr Kendall asked about Community Highways Scheme and Cllr Jones confirmed that there were two separate matters; Active Travel Plan which included parking near the school, use of parking buddies and encouraging walking to school and parking in the High Street at One Stop which is an ongoing problem. There was much discussion about the High Street including possible introduction of 20mph zone, wardens patrolling the High Street but no conclusion was reached as enforcement would be a problem.

2. Ongoing Verge Maintenance – The Chairman confirmed that the first Verge Management Working Group meeting had taken place. He also said that he had been made aware that the Works officers are doing a lot more grass cutting than he had realised. He also said that more storage space was needed, equivalent to the size of the rear of the Garden Room to store equipment and signs as well as providing space for a work bench. The Clerk said that the storage at WC Hire costs £200 per month and is very secure. The Chairman agreed to raise this matter to FRC Committee.

ACTION POINT: The Clerk to make sure that the issue of storage is raised at the next FRC Committee Meeting

3. Bollards for village square – It was confirmed that these would be installed at the same time as the Memorial Bench. The Clerk confirmed that the installation of the bench and bollards would require all three Works Officers. The Chairman said that he would look at the length of the lease on the Village Square.

ACTION POINT: The Chairman would look at the Village Square Lease.

4. Replacement bin for Cagefoot Lane – it was confirmed that the replacement bin has been installed by the works team.

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. **CONSIDER THE QUOTATIONS RECEIVED FOR FESTIVE LIGHTING**

The Chairman thanked the OM for her work on this matter. He confirmed that there were two quotes for the two styles of motifs. It was confirmed that 13 were needed, 5 red, 5 white and 3 blue and that there was a two year guarantee.

It was **PROPOSED BY** the Chairman, **SECONDED BY** Cllr Kendall and **AGREED BY ALL** to purchase the motifs IPL191 in White, Red and Blue at a cost of £7,598.00, installation at a cost of £2,000.00, removal at a cost of £1,080.00 and storage at a cost of £325.00 (all costs are subject to VAT).

ACTION POINT: The OM to order the motifs and liaise with Blachere over this order and the disposal of the old lights.

7. **80th ANNIVERSARY OF D-DAY**

The Chairman confirmed that the BP Guild will be lighting the Beacon on 6th June 2024 at the Rothery at 9.15pm in line with national guidelines.

The Chairman said that the Henfield Club had hoped to mark the day at 11am with a brief service at the War Memorial. The Clerk said that the costs could be taken from Events Reserves. It was agreed that PA would establish whether the Buglers would be available and the Chairman said that he would approach Pastor Andrew to assist with the service. The OM confirmed that the Parish Council have purchased a commemorative flag and suggested the Henfield Club do the same.

It was **PROPOSED BY** Cllr Kendall, **SECONDED BY** Cllr Leader and **AGREED BY ALL** to support this initiative up to a cost of £150.00.

ACTION POINT: PA to contact Mr and Mrs Buss and check availability and the Chairman to contact Pastor Andrew.

8. **VILLAGE ENTRANCE SIGNS**

The Chairman confirmed that "Henfield" entrance signs have been taken down and a local company has indicated that they cannot be refurbished but could be replaced at a cost of £725.00. He said that the posts holding the signs would also need replacing because of rusting. It was agreed by all that all three signs should be replaced and Cllr Willard indicated that it might be better to look at standard posts and then get signs that fit these rather than getting the signs made up beforehand. It was agreed that WSCC would be approached to see if they could help with either the posts or the signs, although it was assumed that the Parish Council would pay.

ACTION POINT: OM to investigate the costs of signs and posts for next meeting.

9. **PUBLIC CONVENIENCES**

The Chairman confirmed that the electrics on shutters are broken and that an electrician would be needed to rectify the situation.

ACTION POINT: OM to contact local electrician for a quote for the repair.

10. **CEMETERY**

1. Cemetery Lighting – The Clerk confirmed that he has been in correspondence with Windsors who provided the bollards. They have indicated that the £3,000.00 quote that has been submitted by the contractors who installed the bollards originally was excessive and had agreed to provide a quote for the work. Windsors have indicated that they would come and look at the cemetery so that they would be better placed to see what was required. The Chairman said that it was important that any work carried out had a full guarantee.

ACTION POINT: The Clerk would liaise with Windsors and arrange a site visit as soon as possible.

2. Memorial for infant graves – The Chairman confirmed that it had recently been discovered that 42 unmarked graves of young children and stillborn babies were sited at the edge of the cemetery and that it was hoped that this area could be marked by a plaque. OM had suggested the wording for the plaque "In memory of the 42 infants laid to rest here between 1882-1903" It was also agreed that the names of those buried would be posted on the notice board just outside the cemetery.

It was **PROPOSED BY** The Chairman, **SECONDED BY** Cllr Jones and **AGREED BY ALL** to purchase the polished black granite plaque for up to £500.00+VAT.

ACTION POINT: OM to liaise with stone mason over the supply of the plaque.

3. Cemetery Noticeboard - It was confirmed that the current notice board is in very bad condition and not suitable for repair. The Clerk confirmed that there was money in the Cemetery Budget to cover the cost.

It was **PROPOSED BY** The Chairman, **SECONDED BY** Cllr Jones and **AGREED BY ALL** to purchase a new noticeboard at a cost of £918.00 + VAT.

ACTION POINT: OM to liaise with supplier about this order.

4. Consider Request to buy back full burial plot. It was agreed by all that the Parish Council would buy back the plot at a cost of £160.00 which was the price paid.

11.

STREET SCENE

1. Memorial Bench – The Chairman confirmed that he would speak with the Blacksmith to get a date for delivery, the bollards would be installed at the same time.

ACTION POINT: The Chairman would liaise with Blacksmith to establish a delivery date.

2. Consider the quotation received for summer planting – The Chairman said that the contractor had been held back from working on the flower bed and verge at Bishops Lane because of the building work being carried out. The Chairman agreed to liaise with building company

ACTION POINT: The Chairman would liaise with builder about the verge in Bishops Lane and possible restitution.

It was **PROPOSED BY** The Chairman, **SECONDED BY** Cllr Jemmett and **AGREED BY ALL** to accept the quote from Stonepit Nurseries for Summer Planting at a cost of £1,945.00 for High Street tubs, baskets and millennium, £400.00 for baskets and tubs at the War Memorial, £430.00 for beds at Wantley Hill and tubs on roundabout, £50.00 for tub on common, £295.00 for summer planting at roundabout and £60.00 per watering of all displays twice a week.

ACTION POINT: OM to liaise with Stonepit Nurseries.

The Chairman said that the office had received a response from WSCC about parking outside One Stop and that they were not able to help but had indicated that if the Parish Council had S106 money available they might support the Parish Council putting in bollards. The Chairman said that he would investigate further.

ACTION POINT: The Chairman would liaise with WSCC about bollards or a barrier to deter parking.

12.

CLERK'S REPORT

1. Financial update – The Clerk confirmed that expenditure was £53,299 which was 90.3% of budget and that 90.7% of the financial year had elapsed. He also confirmed that income for the cemetery was £18,370 against a budget of £16,000.

2. Any further updates – There were none.

13.

ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

Cllr Leader asked where Business Rates are paid and the Clerk confirmed that central Government receive this money. He indicated that Henfield Community Partnership (HCP) may be able to assist with improving the High Street.

14.

DATE AND TIME OF NEXT MEETING

Wednesday 10th April at 10.30am

The meeting closed at 11.37am