



## **HENFIELD PARISH COUNCIL**

**Meeting of Amenities & Open Spaces Committee held on  
Wednesday 14<sup>th</sup> May 2025 at 10.00am at the Henfield Hall**

**Present:** Cllrs M Morgan (Chairman), D Jemmett, G Perry, R Shaw and A Willard.

**In attendance:** One member of the public, Mr K Wright (Clerk), Mrs R Grantham (Operations Manager – OM) and Mrs B Samrah (Parish Administrator - PA).

## **MINUTES**

1. **ELECTION OF A CHAIRMAN**

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

2. **ELECTION OF A VICE CHAIRMAN**

It was **PROPOSED** by The Chairman **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to elect Cllr Jemmett as **Vice-Chairman for the forthcoming year**.

3. **DECLARATION OF MEMBERS INTERESTS**

There were none.

4. **APOLOGIES**

Were received from Cllrs R Kendall and S Leader.

5. **APPROVAL OF THE MINUTES OF THE VILLAGE AMENITIES MEETING 9<sup>th</sup> APRIL 2025 AND RECREATION AND OPEN SPACES MEETING 23<sup>rd</sup> APRIL 2025**

Both sets of Minutes were approved, they were both signed and dated by the Chairman.

6. **MATTERS ARISING FROM VILLAGE AMENITIES AND RECREATION AND OPEN SPACES COMMITTEES**

To receive the report circulated with the agenda – The OM confirmed that these were still current. The Clerk said that he had chased HDC again about the pothole in Bishops Lane earlier in the day. It was agreed that if there was no reply from HDC that Cllr Perry would follow up.

The Chairman said that one of the blocked drains had been cleared but not the second one. He also said that the contractor of the building had been approached about getting the surrounding area back to a good standard including the grass area and this had held up the Council's plan to get the flower bed outside replanted.

*The Chairman adjourned the meeting.*

### **OPEN FORUM**

The member of the public said that if grass cutting was going ahead, she would have preferred that the cuttings were removed. She said that for the benefit of slow worms in particular she would prefer grass cutting at the beginning of Spring and again at the end of Summer and that the arisings should be collected. The Clerk said that the works team don't necessarily have time to collect the arisings nor somewhere to dispose of them. Cllr Perry said that the Community Road Verge (CRV) at the end of Mill Drive had been cut and she had collected the cuttings. She wondered whether the works team could collect grass cuttings or some CRVs. The member of public agreed to notify the office of the verges or areas which have high biodiversity importance, and the Office would see if the works team could collect the grass from those sites.

The Chairman wondered whether there were any groups which could assist with the collecting or arisings? Cllr Perry said that the Conservation Group had carried out work on Commons and Tanyard in the recent past. Cllr Perry said that the Council, in setting up a Verge Management Working Group had looked at grass cutting and supporting schemes such as No Mow May. She said that the principles had been established which had meant that the works team use their initiative on grass cutting CRVs and that they can be flexible dependent on weather, their machinery and working hours.

*The member of the public left the meeting at 10.15am.*

*The Chairman reconvened the meeting.*

7. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman said that the Parish Council was not always aware of matters before they occurred and referred to the newly painted yellow lines at the entrance to the Henfield Hall, Cllr Perry said that Access Henfield had organised this painting. She also said that Access Henfield have also requested covered mobility scooter parking. The Clerk said that he had asked Access Henfield for information on their current projects but had not received a response. Cllr Perry agreed to follow up with Access Henfield and she confirmed that there had been posting on social media.

8. **CONSIDER WAY FORWARD FOR THIS NEW COMMITTEE**

1. Name for new Committee – It was **PROPOSED** by Cllr Jemmett **SECONDED** by Cllr Willard and **VOTED ALL IN FAVOUR** to name the Committee the Amenities & Open Spaces Committee.
2. Terms of Reference – The Chairman said that Cllr Shaw had updated the Terms of Reference (ToR) for the old Village Amenities Committee but it was agreed that the original ToR which had been worked out earlier in the year would stand for this Committee. The Chairman said that there may be need to re-visit ToR in light of devolution. It was agreed to take ToR to the next Full Council Meeting.

**ACTION POINT:** The Clerk agreed to ensure that the Terms of Reference were included on the agenda for the next Full Council Meeting.

9. **ACTIVE TRAVEL**

The Chairman said that there was a meeting the following Monday with the Active Travel Team from WSCC. He said it was hoped that a number of issues would be raised including the proposed footpath by the school especially in light of the email received from Bysshops Meadow Management about the use of Deer Park for access to the school.

The Clerk confirmed that a Public Rights of Way (PROW) Ranger from WSCC had recently joined the Active Travel Team and he hoped that this might mean there was more information and help forthcoming.

10. **DARK SKIES POLICY**

The Chairman thanked the OM for getting information from other councils on Dark Skies, he suggested that as Cllr Grossmith had attended a meeting he should be asked to keep an eye on developments. Cllr Shaw said that he felt this matter should be considered by the Plans Advisory Committee and as Cllr Grossmith was also on that committee it would make sense. He also said that a Dark Skies policy could be added to Henfield's Design Statement when re-written. Cllr Willard said that part of the roll would be to educate and that it was relatively simple in terms of the choice of lights that people made; choosing downlighters rather than other styles of lights. The Chairman said that the new car park lights at the Leisure Centre had been chosen with this in mind.

**ACTION POINT:** Cllr Shaw agreed to ensure this was covered at the next Plans Advisory Committee Meeting.

11. **WORKS OFFICERS STORAGE CONTAINER**

The Chairman confirmed that HDC said that planning permission would not be needed for the placing of two storage containers on the edge of Kings Field, as long as they would be used for the storage of equipment and machinery for the village including the Kings Field. He said it was hoped that they could be supplied with electricity and would likely need a concrete base. The Chairman said that it would be important to consult with the neighbours; the houses directly behind, Henfield FC and the Leisure Centre. The Chairman pointed out that it was not permitted for residents to install gates on their properties to provide direct access onto the Parish land. The OM suggested that this might be a suitable place to charge the Council's van. The Clerk said that the other consideration for charging was next to the garage by the Henfield Hall.

The Clerk said that he had spoken with Coles with a former Parish Councillor who had said they would be willing to change the van for something more suitable. Mr Siantonas has agreed to investigate a more suitable van. It was agreed by all that this should be raised at the next FRC Committee Meeting.

**ACTION POINT:** The Clerk to ensure that this was added to FRC Agenda. He also agreed to ask works team to measure up for a concrete base.

12. **CONSIDER INCLUSION OF 'NO MOW MAY' IN VERGE MANAGEMENT DOCUMENT**

Cllr Perry said that this had come from a recent Recreation & Open Spaces Committee. It was agreed by all to include in the Principles of Verge Management. Cllr Perry confirmed that the verges to be included in No Mow May would have a border that is cut for road safety but that the central area would be uncut.

13. **CONSIDER REQUEST FOR PERMISSION FROM UKPN TO CARRY OUT WORKS TO THE CORONATION OAK ON PINCHNOSE GREEN**

The Chairman confirmed that UKPN would be able to carry out any tree surgery for safety reasons and that they would be directed to confirm the work with HDC as well.

**ACTION POINT:** The OM would write to UKPN confirming this.

14. **CLERK'S REPORT**

1. Financial update - The Clerk confirmed that he had merged the budgets for VA and ROS. He said that 8.3% of the financial year had elapsed and that 5.84% of the budget had been spent.
2. Any further updates – There were none.

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

Cllr Perry said that she was concerned about the condition of the barrel planters outside Setyres, she wondered whether the works team could water them until such time as they could be included in Stonepit's watering regime. The Clerk confirmed that he would ask the works team. The OM confirmed that a quote for the replanting of the roundabout planters is still awaited.

Cllr Perry said that a resident had asked about widening the path between the George and the Henfield Hall because she uses a mobility scooter, she said that she had spoken to the works officer about laying some tarmac and cutting back.

**ACTION POINT:** The Clerk to liaise with works team about widening and levelling this access.

Cllr Willard said he was concerned at the increasing number of shops which had covered their windows with paper and were being used for storage rather than as retail units. The Chairman suggested that the names of the shops concerned could be collected and details sent to HDC.

**ACTION POINT:** Cllr Willard to list the names of the shops affected for the Parish Office. The PA to write to HDC about details.

The OM reported that a cemetery inspection was due and it was agreed that the next one would be Wednesday 4<sup>th</sup> June at 10.30am. Meeting near the Memorial Wall in the cemetery.

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

Wednesday 10<sup>th</sup> June at 10am.

It was also agreed that future meetings would be on the second Wednesday of the month at 10am.

The Meeting closed at 11.15am