



## **HENFIELD PARISH COUNCIL**

**Meeting of Henfield Parish Council held on  
Tuesday 1<sup>st</sup> July 2025 at 7.00pm in The Henfield Hall.**

**Present:** Cllrs E Goodyear (Chairman), J Jones, F Ayres, D Grossmith, D Jemmett, R Kendall, S Leader, M Morgan, G Perry, C Simmonds and A Willard.

**In attendance:** Cllr S Payne (WSCC), Mr K Wright (Clerk), Ms G Campsey (Youth Co-ordinator) and Mrs B Samrah (Parish Administrator - PA)

### **MINUTES**

1. **DECLARATION OF MEMBERS' INTERESTS**  
Cllr Kendall declared an interest in item 10 as the person who has prepared the quote is known to him.
2. **APOLOGIES**  
Were received from Cllrs M Andrews, J Potts and R Shaw.
3. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 3<sup>rd</sup> JUNE 2025**  
These were approved, they were signed and dated by the Chairman.
4. **MATTERS ARISING**  
There were none.
5. **CHAIRMAN'S ANNOUNCEMENTS**  
There were none.  
  
*The Chairman adjourned the meeting.*  
  
**OPEN FORUM**  
There were no members of the public present at the meeting.  
  
*The Chairman reconvened the meeting.*
6. **MOTION: TO CONSIDER CO OPTING ONE COUNCILLOR FROM THE APPLICATIONS RECEIVED**  
Completed application forms for two candidates were circulated prior to the meeting. The Clerk explained that there must be an absolute majority, therefore a minimum of six votes for the successful candidate as there are eleven Councillors present. He added that Councillors can choose not to vote for either candidate. Voting slips were distributed, results were counted and checked by the Clerk assisted by the Parish Administrator. **Mr Mark Chandler was duly co-opted as Councillor for the Henfield Ward.**
7. **WEST SUSSEX COUNTY COUNCIL REPORT**  
Cllr Payne said that WSCC had had to revoke its decision to change Millais School to a Co-Educational School but was in consultation again to try to implement this plan. She said that WSCC had been asked to trial a Connect to Work Scheme to assist 500 people get into work or get back to work between 2025 – 2029.

She said that WSCC were conducting a survey into Government Re-Organisation and Devolution between 21<sup>st</sup> July and 10<sup>th</sup> Aug 2025 with a submission being prepared for the Government by 22<sup>nd</sup> October; she confirmed that it was open to councils and individuals.

She said that WSCC is refreshing its Children and Young People plan. Cllr Leader asked whether Cllr Payne would be able to attend a CYP Meeting in Henfield and feedback the findings. Cllr Perry asked about the Connect to Works Scheme and Cllr Payne agreed to send details when she knew more.

8. **HORSHAM DISTRICT COUNCIL REPORT**

Cllr Perry confirmed that the next Horsham District Council meeting would be held in Steyning on 16<sup>th</sup> July and welcomed questions. She said that the council meeting that had been planned to take place in Henfield had been cancelled due to a technical issue with HDC equipment.

Cllr Perry said that she was still trying to find out about disabled access at the Library car park and requests for previous disabled bays to be re-instated. She said she was aware of concerns from residents about planning applications in West End Lane.

Cllr Perry said she would be grateful to receive examples of developers providing other matters or facilities not just financial matters when developing new sites. The Chairman said that the Operations Manager may be able to help.

She said that a number of other Parishes had been successful in submitting Sealed Bids for projects concerned with active travel schemes, gardening etc.

She said that she was still awaiting details on Guide Hut Lease.

She said that many residents in the district had raised dissatisfaction with Southern Water and this has been raised by HDC.

Cllr Leader asked if members of the public can raise questions at the HDC Meeting in Steyning and Cllr Perry confirmed that they could.

9. **MOTION: TO APPROVE THE AMENDED TERMS OF REFERENCE**

The Chairman confirmed that this document had been worked on by the various committees over a number of months.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Grossmith and **VOTED ALL IN FAVOUR** to approve the amended Terms of Reference.

10. **MOTION: TO APPROVE A QUOTATION FOR THE GRAPHIC DESIGN FOR PARISH COUNCIL SIGNAGE**

The Chairman confirmed that this work had come about following discussions in the Signage working group. Cllr Willard said that he thought the fee was reasonable and that it was helpful that it had been prepared by a local resident with a lot of knowledge of Henfield. Cllr Morgan said he had concerns about whether it was value for money and the Chairman confirmed that this would be a one-off cost for the uniform artwork for any signs which would be required in the future. She said that individual signs would cost in the region of £800 each plus installation, but that there would not be additional costs for design for each sign. Cllr Willard said that it may take 10 years to install signs in all the areas recommended by the Signage Working Group.

It was **PROPOSED** by Cllr Perry, **SECONDED** by Cllr Jones and **VOTED NINE IN FAVOUR AND TWO ABSTENTIONS** to approve the quotation for Graphic Design for Parish Council Signs at a cost of £600.00

The Clerk confirmed that the budget for Signage was £6,000 for this financial year.

11. **MOTION: TO CONSIDER ADDITIONAL FUNDING TOWARDS THE LEISURE CENTRE MEZZANINE FLOOR PROJECT**

The Chairman said that in June 2023 the Parish Council approved to jointly support this project with Henfield Community Partnership (HCP) at the Leisure Centre, using part of the HDC Levelling Up grant. She added that the original estimate was £114,000 but costs had risen and the final grant from HDC had been for £155,000. She confirmed that phase 1 was completed but that 2 invoices were still outstanding; the snagging list will be funded by Leisure Centre Trustees, and the remaining invoice is for £5,404.90. The Chairman said that she felt that despite Parish Council concerns with the project,

as one of the joint signatories Henfield Parish Council should contribute 50% of this cost if HCP meet the other 50%. There was much discussion about the reason behind the increased costs and what might happen if the Parish Council was not able to assist with costs. The Chairman indicated that lessons would be learnt and stressed that just because grants are available, it does not mean the Parish has to automatically find a suitable project.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Ayres and **VOTED ALL IN FAVOUR** to approve the additional funding towards the Leisure Centre Mezzanine Floor Project at a cost of £2,702.45 on the understanding that this is the final contribution by the Parish Council to this project and Henfield Community Partnership would meet the other half.

12.

## **COMMITTEE REPORTS**

### **(A) Finance, Risk & Change Governance**

Cllr Jones to report. Cllr Jones confirmed that a new electric vehicle is being sought for the Works Team in exchange for current model. She also said that the Committee had been looking at specific details on grants for local organisations from the Parish Council

- (a) Summary of £37,111.00 Expenditure from 1<sup>st</sup> June – 30<sup>th</sup> June 2025.

This was noted.

- (b) Select Expenditure as the Monthly Random Audit Checks – June.  
Cllr Grossmith selected High Level Electrics.

### **(B) Plans Advisory**

Cllr Grossmith to report. Cllr Grossmith said that there had been two meetings since but that they had few applications. He said that he thought the next meeting may be of particular public interest. He also said that Cllr Jones had attended a Neighbourhood Planning (NHP) Workshop and further meeting will be arranged to discuss the next steps. In this context “Neighbourhood” was the designated title given to this plan (as opposed to HDC Local Plan ) in response to a question from Cllr Leader. Cllr Grossmith confirmed that any review of Henfield’s NHP would be likely to include reference to Dark Skies. The Chairman said that there were some developments within planning that have come up since completion of the NHP.

*Cllr Payne left the meeting at 7.45pm.*

### **(C) Amenities & Open Spaces**

Cllr Morgan to report. Cllr Morgan confirmed that the two main matters were Active Travel and storage containers for the Works Team.

### **(D) Children & Young People**

Cllr Leader to report. Cllr Leader confirmed that two quotes had been received for the skate park. She also said that RoSPA inspection report had been received and that the Works Team were able to carry out minor works as a result. She confirmed that the Committee was still working on quotes for the Rothery Field

### **(E) Museum**

Cllr Potts to report. There was nothing to report.

### **(F) Joint Commons**

Cllr Perry to report. Cllr Perry confirmed that the next meeting was 7<sup>th</sup> July when a Tree Specialist from HDC would attend. She said that HDC had received concerns about the maintenance of the commons from a local resident.

13. **REPORTS FROM MEMBERS REPRESENTING COUNCIL ON OUTSIDE BODIES**  
Cllr Leader said that Henfield Community Partnership had recently held the latest Coffee on the Kerb at Lower Station Road and Hacketts. She also said that the next one would be on 12<sup>th</sup> July outside Vicarage. All were welcome to come along and she thanked the Barista Project for supplying the coffee. She said that the Computer Club was going well as was the Bump to Baby project.
- Cllr Grossmith said that the Padel Courts at the Leisure Centre were proving very popular and that they were going to install nets towards the top of the courts to prevent balls from flying out. He said that the Mezzanine Floor Safe Space room is being used but not as fully as it could be.
- Cllr Jones said that the Scout Community Centre is being fitted out now, she also said that an agreement on storage had been reached with the Scouts. She confirmed that they had been very lucky with donations of equipment and labour. Cllr Jones said that the landscaping has begun and the building is looking very attractive. Cllr Jones said that funding was sufficient at the moment in response to a question from Cllr Kendall. Cllr Simmonds said that contractors who had made pledges of time, labour and equipment were proving as good as their word.
- Cllr Jemmett said that the Youth Club was holding an Open Day on 12<sup>th</sup> July.
14. **PCSO & POLICE ACTIVITIES**  
The Clerk said there was nothing to report.
15. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**  
There was none.
16. **DATE OF NEXT MEETING**  
Tuesday 2<sup>nd</sup> September 2025.  
The Chairman said that next year Councillors may consider having no meetings (apart from PAC and FRC) in July rather than August.
- The Meeting closed at 7.50pm.