



HENFIELD PARISH COUNCIL

**Meeting of Henfield Parish Council held on Tuesday 2nd September 2025 at 7.00pm
in The Henfield Hall.**

Present: Cllr E Goodyear (Chairman), J Jones, M Morgan, D Grossmith, S Leader, F Ayres, C Simmonds, J Potts, G Perry, M Chandler, M Andrews, A Willard and R Shaw.

In attendance: Mr K Wright (Clerk), Mrs R Grantham (Operations Manager) and Cllr S Payne- West Sussex County Council (WSCC).

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Cllrs Jemmett and Kendall.

3. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 1st JULY 2025**

Approved. Signed and dated by the Chairman.

4. **MATTERS ARISING**

None.

5. **CHAIRMAN'S ANNOUNCEMENTS**

a) **Local Government Reorganisation**

It is anticipated that more information on how the new unitary authority will be organised will be available by the end of the year. In the meantime, there has been a meeting with other local parish councils to discuss operating car parks. They will meet again at the end of September. The Devolution working group are meeting again tomorrow.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public present at the meeting.

The Chairman reconvened the meeting.

6. **PRESENTATION FROM TARA DAWSON REGARDING THE ADUR ADAPTATION PROJECT**

This has been postponed until October due to sickness.

7. **WEST SUSSEX COUNTY COUNCIL REPORT**

Cllr Payne reported that WSCC adult services were recently rated 'good' by the CQC and that the Fire and Rescue service management plan is currently under consultation. She also promoted the skills bootcamp and will forward details for circulation. It was noted that only 6000 responses were received out of 900,000 residents on the Local Government Reorganisation consultation. It was suggested that the Parish Council host a public engagement event in the Hall in order to establish what matters to Henfield residents.

8. **HORSHAM DISTRICT COUNCIL REPORT**

Cllr Perry reported Horsham District Council (HDC) have requested another hearing on the Local Plan from the Inspector. She also reported that several Tree Preservation Orders have been removed in other parts of the district in order to allow felling due to subsidence. She has requested that the Parish Council are informed if this is likely to occur in Henfield as it may be possible to appeal on amenity grounds, although likely to be trumped by surveyor reports. It was noted that several other local parishes have already submitted bids to take on HDC assets. There is currently an application

to discharge S106 conditions to provide alternative sites for businesses relocated from Vinalls Business Park. Pages Yard has recently been sold and it was noted that the whole site is unlikely to become residential in future. A resolution to the Guide Hut lease is expected soon.

Cllr Potts reported on the recent planning application for 3000 homes by Homes England west of Ifield, the first major strategic site. A judicial review has been requested on the application for 800 homes on the Horsham Golf and Fitness site on the basis that it did not adequately consider the Southwater Neighbourhood Plan. He also reported that rules on overturning appeals are being tightened with talk of special measures for Councils that are continually unsuccessful and considered to be resisting development. He added that HDC have committed to supporting applications for 20mph zones and improvements to walking and cycling infrastructure, there is a jobs and skills fair on the 27th September and HDC have recently purchased seven new electric refuse lorries.

9. **MOTION: TO APPROVE THE NOTICE OF CONCLUSION OF ANNUAL AUDIT 2024/25**

This indicates that the year end accounts have been approved by the external auditor and is available for the public to view.

It was **PROPOSED** by Cllr Potts, **SECONDED** by Cllr Jones and **VOTED ALL IN FAVOUR** to approve the notice of conclusion of annual audit 2024/25.

10. **MOTION: TO APPROVE THE EXTERNAL AUDITOR REPORT & CERTIFICATE 2024/25**

The report indicated no matters for concern. The Clerk was congratulated.

It was **PROPOSED** by Cllr Shaw, **SECONDED** by Cllr Grossmith and **VOTED ALL IN FAVOUR** to approve the external auditor report and certificate 2024/25.

11. **MOTION: TO APPROVE COUNCILLORS CHRIS SIMMONDS AND MARK ANDREWS AS MEMBERS OF THE JOINT COMMONS COMMITTEE**

There needed to be some discussion with HDC on the number of parish councillors to sit on this committee, it was resolved to be two with two district councillors.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Perry and **VOTED ALL IN FAVOUR** to approve Councillors Simmonds and Andrews as members of the Joint Commons Committee.

12. **MOTION: TO REVIEW AND APPROVE THE DRAFT INFRASTRUCTURE DELIVERY PLAN**

A draft was circulated prior to the meeting. All relevant organisations and community buildings were contacted to update their projects and there are also several Parish Council projects which can be pursued by the relevant committees once funding is available. The Clerk confirmed that currently only £10,000 of CIL is held by the Parish Council that remains unallocated to projects.

It was **PROPOSED** by Cllr Grossmith, **SECONDED** by Cllr Simmonds and **VOTED ALL IN FAVOUR** to approve the draft Infrastructure Delivery Plan.

13. **MOTION: TO CREATE A LOCAL GOVERNMENT REORGANISATION STANDING COMMITTEE IN PLACE OF THE CURRENT WORKING GROUP**

It was noted that converting the working group to a standing committee would recognise the significance of the issue and enable greater transparency for the public. It would also enable having a budget which may be needed for consultancy fees or similar.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Jones and **VOTED TWELVE IN FAVOUR AND ONE OBJECTION** to create a local government reorganisation standing committee in place of the current working group.

14. **DISCUSS THE NEW PARSONAGE FARM DEVELOPMENT AND THE POTENTIAL ADOPTION OF OPEN SPACES AND PLAYGROUNDS BY HENFIELD PARISH COUNCIL**

A request has been received from HDC to confirm which open spaces Henfield Parish Council (HPC) would be interested in managing and maintaining, subject to receiving a commuted sum, which is currently unknown. The Chairman asked each relevant committee to consider at their meetings in September in order to discuss more fully at the October meeting.

15. **COMMITTEE REPORTS**

(A) Finance, Risk & Change Governance

Cllr Jones reported that progress is being made on replacing the HPC van and installing a charge point.

- (a) Summary of £36,730.14 Expenditure from 1st July – 31st July 2025 and Summary of £33,153.99 Expenditure from 1st August to 31st August 2025.

Noted by Council.

- (b) Select Expenditure as the Monthly Random Audit Check – July & August.

Cllr Grossmith selected Acorn solutions for July and Eureka Wet Pour for August.

(B) Plans Advisory

Cllr Shaw reported that the committee met twice in August, one of which included over twenty members of the public concerned with the development planned south of New Hall Lane. He also reported on several appeals being rejected for developments on Southview Terrace, New Hall Lane and Lower Station Road despite HDC not being able to demonstrate a five-year land supply, stating it is encouraging to see HDC decisions being supported at a national level.

(C) Amenities & Open Spaces

Cllr Morgan reported that there is an urgent need to relocate the works officer's storage and it has been established that it will need to be on HPC land as all other options explored have been unsuccessful. The current favoured position is east of the Eric Holder pavilion on the Kings Field.

(D) Children & Young People

Cllr Leader reported on two successful recent events, the skate park consultation attend by many young people and opening of the new training rig on the Rothery Field. The training rig is now being well used.

(E) Museum

Cllr Potts reported that the digitisation project is going well, phases one and two are complete which included photos and framed works. Phase three will include maps, cartoons and some objects. Some additional funding may be needed. The Clerk confirmed that there is £4200 in museum reserves available. There was also a recent interview conducted as part of the oral history project with former dentist Dr Shaw who practised in the 1950's and 1960's. It is hoped that a contactless donation facility will be available for the museum soon.

(F) Joint Commons

Cllr Perry reported that the Common has recently been mown ready for the fair on the 13th September. The marsh area has also been cut and will be cleared by volunteers. There is a new wooden gate at the Tanyard and the metal gate is currently with the blacksmith for repair.

16. **REPORTS FROM MEMBERS REPRESENTING COUNCIL ON OUTSIDE BODIES**

Cllr Grossmith reported for Henfield Leisure Centre. The padel courts are at 75 to 80% capacity and that the income has enabled purchase of new heaters for the main hall. The manager has recently celebrated his 25-year anniversary. The project to move the door for Sharky's is still at design stage.

Action Point: The Clerk to write to congratulate the leisure centre manager.

Cllr Leader reported that the same executives were re-elected at the recent AGM of the Community Partnership. There will be a networking event at the leisure centre on 3rd November and coffee on the kerb continues to be well attended.

Cllr Ayres requested that the WSCC organised Jobs Fair is promoted and suggested transport for young people seeking work is provided if there is interest.

17. **PCSO & POLICE ACTIVITIES**

The Clerk reported that the PCSO has been very active in reporting cars parked on the zig zag lines outside One Stop, although he does need to rely on a constable processing these which does not always happen. He will speak to his inspector about this and the Clerk has also offered to do the same.

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

The Chairman encouraged all to attend the fair on the Common on 13th September.

To resolve, under the Public Bodies (Admission to Meetings) Act 1960, in accordance with Standing Orders s.3 (d) to exclude the press and public on the grounds that the confidential matters to be discussed under items 19 & 20 below would be prejudicial in the public interest.

19. **NEIGHBOURHOOD PLAN UPDATE**

A report was circulated prior to the meeting. A discussion took place on the appropriate way forward and an approach for the plans advisory committee was agreed.

20. **HENFIELD PARISH COUNCIL STAFFING**

The finance committee have agreed to pursue recruiting an additional member of administrative staff.

21. **DATE OF NEXT MEETING**

Tuesday 7th October 2025.

Meeting Closed at 8.40pm.