



## **HENFIELD PARISH COUNCIL**

### **Meeting of the Amenities & Open Spaces Committee held on Wednesday 10<sup>th</sup> September 2025 at 10.00am at the Henfield Hall**

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

**In attendance:** Mr R Nye (Works Officer – WO) Mr K Wright (Clerk), Mrs R Grantham (Operations Manager – OM) and Mrs B Samrah (Parish Administrator - PA).

### **MINUTES**

#### **1 DECLARATION OF MEMBERS INTERESTS**

There were none.

#### **2 APOLOGIES**

Were received from Cllr D Grossmith.

#### **3 APPROVAL OF THE MINUTES OF THE MEETING 9<sup>th</sup> JULY 2025**

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

#### **4 MATTERS ARISING**

1. To receive the report circulated with the agenda – The OM said that she had received no more details about the additional light column.

*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 QUOTATION FOR SIX MONTH TREE WORK**

It was **PROPOSED** by Cllr Perry, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to accept the quotation from Southern Beeches for £1730.00 plus VAT for the tree surgery required at six months.

**ACTION POINT:** The PA to confirm with Southern Beeches that this work can go ahead.

#### **7 ACTIVE TRAVEL**

1. Footpath across Kings Field – The Chairman said that he had attended a meeting with the management company who look after Deer Park Phase 3 who had requested it. He had explained that the section of Deer Park concerned was a Private Street which meant that the public are free to use it but that it is not maintained at public expense. It was confirmed that Cllr Leader would ask the head of the school about an entrance in Deer Park for the school.

During the discussion a number of councillors said that a footpath along the fence on the Kings Field next to the school would cost a lot of money when an entrance at the rear of St Peter's school might have the same benefit. It was also noted that the children could use the running track on their playing field to prevent getting mud on their shoes and in the school on wet days. Cllr Leader said that a footpath on the Kings Field would have a number of other benefits including for Henfield Football Club (HFC) spectators and walkers and that there is already an established footpath there but not one which is been paved. Cllr Leader also said Active Travel at WSCC had suggested a second entrance to the school from a safety point of view as well as helping children to walk to school.

It was suggested by Cllr Shaw that this sort of project might be one that could be picked up by the developers when they build the houses on Parsonage Farm.

It was agreed that Cllr Leader would ask the head teacher how many children would be likely to use a rear entrance to the school.

**ACTION POINT:** Cllr Leader would liaise with St Peter's School and establish how many children would find it easier to come to school if there was a rear entrance on Deer Park or entrance on the Kings Field.

2. Shared use path in Deer Park – Cllr Perry said that there was a hope to follow this up but she felt that the Local Government Reorganisation had meant Horsham District Council (HDC) had changed priorities.

The Chairman said that there was no money to fund this project and Cllr Perry said it should be a project for HDC. Cllr Shaw said that white lines painted on the pavement and the cutting back of some of the overhanging and surrounding scrubland would be needed as a minimum as the visibility of exiting the first four houses in Deer Park is sometimes difficult. It was thought that the new Parsonage Farm Developers could be asked about this path along with a cycle link to the Downs Link and the footpath across the Kings Field.

**ACTION POINT:** Cllr Shaw would keep a track of what areas HPC would like the new developer to consider when finalising details for the new development at Parsonage Farm.

It was also considered that this may be a project for the new authority who take over from HDC.

The Chairman said that there might be CIL or Section 106 money for projects like this, particularly as the path had not been built to the correct standard for a shared path.

## **8 CEMETERY LIGHTING**

The Clerk said that the lights had "tripped" again and been reset. He said that two of the lights had been left permanently off, but that the contractors would monitor the remainder. The Clerk confirmed that the original problem had been water and ants getting inside the lighting bollards.

## **9 CONSIDER QUOTATIONS FOR PLANTING IN HENFIELD CEMETERY**

It was agreed by all to go ahead with the planting suggested by Cllr Andrews.

**ACTION POINT:** The OM would liaise with Cllr Andrews about the purchase.

## **10 STORAGE CONTAINER FOR WORKS OFFICERS**

*The Chairman brought this forward to just after Matters Arising.*

The Chairman confirmed that he had had discussions with owners of the business unit in Nep Town Road and had considered placing the containers on the Swales but neither suggestion would be a suitable long-term plan.

The Chairman said that he favoured the containers be placed to the left-hand side of the Eric Holder Pavilion but to be pushed as far back as possible and this would include removing a dead ash tree and some brambles and scrub. He said he was aware that Henfield Football Club (HFC) were not in favour of this and we would need to discuss this with them. It was felt that this would still mean that they would be able to have the staging on the same side but in front of the containers.

He said that an electricity supply could be provided to the containers and possibly to charge the Council's van, that the containers could be clad to make them more attractive and that the Works team were well aware of the comings and goings at the school and avoiding accessing the containers at school drop off and collection time. The containers would be sufficiently far back so as not to block the advertising boards on the pavilion. The Chairman said that Cllr Grossmith had said that the ground screws could be used to hold the containers and so there would be no need for a concrete base. The Clerk said that the WO had a contact who would likely be able to supply the containers at a reasonable cost and he estimated that it would cost approximately £10,000 including electricity supply and installation. He added that the current annual cost of renting containers is £4,000. The Chairman said he would talk to HFC. It was hoped that the van could be left there at night too. The Clerk suggested that the funding could be from Community Buildings and Infrastructure and it was agreed to raise this matter at the next FRC Committee Meeting. The Clerk said that security would be very important and would consider lock boxes and he confirmed that the barrier from the car park would generally be locked. It was **PROPOSED** by the Chairman **SECONDED** by Cllr Kendall and **VOTED ALL IN FAVOUR** to take this project to the next FRC meeting and as long as agreed to go ahead.

*The WO left the meeting at 10.21am*

## **11 BISHOP LANE GRASSED AREA AND PLANTING BEDS**

The Chairman said that he was still waiting a quote from Stonepit Nurseries for restoration of the two beds at Bishops Lane, it is thought that some rubble and stones have been left under the grass. He also confirmed that the owners of the block of flats have offered £200 for this remedial work. It was agreed to carry this matter over to the next meeting.

**ACTION POINT:** The OM to ensure this remains on the agenda for October's meeting.

The Clerk confirmed that HDC have eventually cleared out the drain on Bishops Lane.

## **12 FOOTPATH FROM LINK ROAD CAR PARK TO LEISURE CENTRE CAR PARK**

The Chairman confirmed that a Tree Surgeon has been asked to cut the Frog tree stump so that it can be relocated and to prevent further rot damage. He also said that the path was very uneven and that it should be retarmacked. It was agreed to get quotes for this work.

**ACTION POINT:** The OM would seek quotes from local contractors.

**13     CONSIDER QUOTATIONS FOR CRICKET CLUB CAR PARK SURFACE**

The Chair wanted everyone to know that the work had been started with the cost coming withing the figure agreed at the last meeting.

**14     CONSIDER TAKING RESPONSIBILITY FOR OPEN SPACES AT PARSONAGE FARM DEVELOPMENT**

There was a great deal of discussion in connection with the land being considered at the Parsonage Farm Site namely; Public Open Space (inc suds landscaping), Nature Reserve, Allotments, Kick About Area, Picnic Areas, Formal Play Areas LEAPS and LLAPS, Orchard Planting Area and car park and Wet land Areas. It was agreed to respond with interest being dependent on the funding for the upkeep of the areas.

**ACTION POINT:** The Clerk would write to HDC to confirm the Council's interest and asking for further details of funding.

It was confirmed that the responsibility would fall to either the Unitary Authority or a Management Company if the council did not take on responsibility. Cllr Perry said that it was hoped that the Parks and Countryside team at HDC would remain together within the new authority and that their specialist knowledge and expertise could be bought by Parishes.

It was confirmed that planning permission already granted is only outline planning approval. Cllr Shaw said that the detailed design and layout would be a matter between HDC and the developers but that he felt that the developers would want to talk with the council when finalising details.

It was agreed that this would be referred to the next Full Council Meeting.

**15     REMEMBRANCE EVENTS**

The Chairman said that Cllr Grossmith would be leading commemorations this year this year, he added that Mr C Broadley had agreed to be Parade Marshall. The Chairman added that the RAF Air Cadets at Steyning had requested to join the parade and service.

**16     DRAINAGE ON THE KINGS FIELD**

The Chairman said that there was some S106 money and the majority of spending deadline had no time constraints attached and that could be used for this project which had been discussed for many years. He said that a discussion would be needed with HFC but that it would be best to wait until the effect of the Paddle Court drainage and water harvesting project was known. The OM confirmed that some of the S106 money was for pitch facilities and that this would include drainage. The Chairman said he doubted that there would be enough at the moment to complete the project. It was agreed that Cllr Leader would be sent the details of previous meetings when this was discussed.

**ACTION POINT:** The OM would send correspondence and notes from meetings that involved the future of the Kings Field.

**17     CONSIDER QUOTATIONS FOR PURCHASE OF WORKS OFFICER EQUIPMENT**

The Clerk said that since the details had been circulated that Cllr Grossmith had offered some equipment and that the WO would liaise direct.

It was **PROPOSED** by The Chairman **SECONDED** by Cllr Kendall and **VOTED ALL IN FAVOUR** to purchase the equipment listed by the Works Team to the sum of £844 including VAT.

**18     CLERK'S REPORT**

1. Financial update - The Clerk confirmed that 41.7% of the financial year had elapsed and that 45.4% of the budget had been spent. He said that this was mainly due to the £8,850.00 spent on the Leisure Centre car park lights. The Clerk confirmed that Cemetery income stands at 62.5% of budget.
2. Any further updates – There were no further queries.

**19     ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

The Chairman said that he was aware that a flag had been fixed to a lamp post in the High Street, it was agreed to report it to police and WSCC.

**ACTION POINT:** The Clerk would report the flag to Police and WSCC.

**20     DATE AND TIME OF NEXT MEETING**

Wednesday 8<sup>th</sup> October 2025

The Meeting closed at 11.32am.