



**HENFIELD PARISH COUNCIL**  
**LOCAL GOVERNMENT REORGANISATION**  
**COMMITTEE**

**Meeting of the Local Government Reorganisation  
Committee on 22nd October 2025 at 10am in the Henfield Hall.**

**Present:** Cllrs J Jones (Chairman), E Goodyear, D Grossmith, R Kendall, G Perry and R Shaw.

**In attendance:** Mr K Wright (Clerk) and Mrs B Samrah (Parish Administrator - PA).

**MINUTES**

**1. DECLARATION OF MEMBERS' INTERESTS**

There were none.

**2. APOLOGIES**

Were received from Cllrs M Morgan and A Willard.

**3. APPROVAL OF MINUTES OF MEETING HELD ON 25<sup>TH</sup> SEPTEMBER 2025**

These were approved. They were signed and dated by the Chairman.

**4. TERMS OF REFERENCE**

- 1 To agree Terms of Reference – Cllr Kendall suggested that the final line should read:  
"To make recommendations to Finance Risk and Change Committee (FRC) or to full Council, as appropriate, as to formal agreements and contracts with regard to HPC acquiring assets currently owned by HDC"  
This was agreed by all.

**5. MATTERS ARISING**

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. CHAIRMAN'S ANNOUNCEMENTS**

There were none.

**7. REPORT ON INFORMATION RECEIVED FROM HDC (ASSETS IN HENFIELD PARISH)**

- 1 Biodiversity Net Gain (BNG) from HDC – Cllr Perry said that there is an officer at HDC dealing with this at the moment, if there were queries. She also said that she had joined a Webinar on Nature across the whole County. The Chairman asked whether it was possible for a landowner to offset buildings etc against say the Commons within BNG framework, Cllr Perry said that it would be worthwhile pushing for information from HDC. She also said that matters relating to Nature were likely to be dealt with by the lower authority rather than the whole County.
- 2 To receive report on response to Clerk's email to HDC – The Clerk said that Cllr Goodyear had produced a report and that much more would be known by the Spring. Cllr Perry said that HDC were anticipating that it would take about a year for any transfers to be decided and happen.  
Cllr Goodyear explained that it was an expression of interest in assets with justifications as to why and how they would be managed. She added that HPC already carry out a lot of work on some assets and maintain them to a high standard. Each asset was discussed
  - Bus Shelter – Cllr Grossmith suggested that these are a point of communication and information as they have the noticeboards.
  - Toilets – Cllr Goodyear said that there is a lack of baby changing facilities elsewhere in the village and that HPC has been managing these for a number of years. The Chairman added that the disabled toilet was created when the public toilets were refurbished. Cllr Grossmith said that these were particularly useful as many shops owners had not been able to change their access because they are within the Conservation Area.

- Car parks – Cllr Grossmith suggested that recycling bins could also be placed within the car parks if desired. It was also stressed that the car park was used for community events such as the Artisan Market. Cllr Kendall said that he thought that the phrase “collectively or separately” should be included within the Aim, in case the other parishes did not decide to take on their car parks. Cllr Shaw wondered whether there should be criteria by which the Council judges whether it takes on an asset. He agreed to circulate an early draft of this for comment.

**ACTION PLAN:** Cllr Shaw agreed to circulate his preliminary draft of these criteria.

Cllr Shaw said that a wider question might be “What do we want the village to be?”

Cllr Perry said that having local control would generally be preferable and Cllr Shaw added that he felt the Parish Council was less political than either the District or County Council. It was agreed that there were many unknowns but that it would be better for them to be under HPC’s control rather than elsewhere. Cllr Goodyear said that it was important that the Council had shown due diligence.

- Roadside Verges & Green Spaces – It was agreed that this should include the Ponds (Danny’s Pond and Tanyard Pond). Cllr Shaw said that although subsidence was not a big problem in Henfield, there were some cases especially where willow trees had been planted by developers. He added that as well as the many positives of looking after Henfield’s green areas there may also be liabilities.
- Public playgrounds – Cllr Grossmith suggested that the newly installed training equipment at the Rothery should be included. Cllr Goodyear said that the same care that has been applied to existing playgrounds would be applied to the new areas.
- Nature Reserves - Commons – It was agreed that it would be helpful to establish when Henfield Joints Commons Committee began.

The Clerk confirmed that he had already written to HDC stating our expression of interest. He also said that he would find out whether HDC would cover all legal costs or whether HPC would have to pay. The Clerk said that he would contact Lancing Parish Council about how they decided to take on car parks and the processes they went through.

**ACTION PLAN:** The Clerk agree to approach Lancing Parish Council for their processes in taking responsibility for the car park.

The Chairman said that the document prepared by Cllr Morgan had been updated and would continue to be updated during the process of deciding on the transfer if any of assets.

## **8. REPORT ON MEETING WITH OTHER PARISHES ON CAR PARKS**

- 1 Second Meeting – 9<sup>th</sup> October The Chairman said that it had been a worthwhile meeting. Cllr Kendall queried the setting of fines for infringements. The Chairman said that it seemed that charges and fines could be set by HPC. She said that the industry norm for non-payment of parking was £100, reduced to £60 if paid within two weeks. She confirmed that the Parish Council would receive all revenue from the car park except fines. Cllr Goodyear said that she felt that the company seemed very amenable and could tailor-make any plans for the car park. It was confirmed that other car park companies would be considered if the transfer were to go ahead. The Clerk said that currently the enforcement officers who visit the Henfield car parks also look after the High Street parking. The Chairman confirmed that another meeting with the other parishes would take place in the new year.

## **9. NEWS FROM WIDER AREA**

It was confirmed that there had been no further news from Surrey and the position of Crawley was still unclear. Cllr Perry said that the Mayoral campaigns were beginning to emerge.

## **10. CORRESPONDENCE**

- 1 Henfield plans showing Wantley Hill Estate and Deer Park – This was noted and had been added to Cllr Morgan’s schedule.
- 2 Tree Management In Henfield – This email to the Clerk had only been received just before the meeting. The Clerk said that it was very comprehensive and would be helpful in deciding on the green spaces in the Village.

## **11. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

There were none.

## **12. DATE OF FUTURE MEETINGS**

Wednesday 26<sup>th</sup> November 2025

The Meeting closed at 11.10am.