



HENFIELD PARISH COUNCIL

Meeting of Henfield Parish Council held on Tuesday 4th November 2025 at 7.00pm in The Henfield Hall.

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

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

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Cllr Potts and Cllr Andrews.

3. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 7th OCTOBER 2025**

Approved. Signed and dated by the Chairman.

4. **MATTERS ARISING**

a) S106 Agreement for the Parsonage Farm Development.

At the last meeting it was agreed in principle to sign the agreement, however following more detailed discussion at the Finance Risk and Change Governance (FRC) committee meeting a discrepancy was identified in that the original draft s106 received from Horsham District Council (HDC) indicating that the construction cost and ongoing maintenance would be met by the developer, not the Parish Council. The Clerk has queried with the current landowner and HDC and awaits a response. A new draft s106 is expected shortly.

Cllr Payne joined the meeting at 7.06pm.

With regards to the padel court roof, the panel has been replaced. The contractors will be attending again to fit further modifications to the roof.

5. **CHAIRMAN'S ANNOUNCEMENTS**

a) Remembrance Events 2025.

The Chairman reminded councillors about the details for the three Remembrance events in Henfield:

- Friday 7th November, poppy cross event with school children at St Peter's Church at 11am and afterwards at the cemetery.
- Sunday 9th November, gather at the War Memorial at 9.10am to parade to St Peter's Church for service at 9.45am, followed by service at the war memorial.
- Tuesday 11th November, gather at the War Memorial at 10.50am for a short service.

The Chairman adjourned the meeting.

OPEN FORUM

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

The Chairman reconvened the meeting.

6. **WEST SUSSEX COUNTY COUNCIL REPORT**

Cllr Payne reported that Henfield Library will be closed from 18th November to 5th December. She also reported on a recent launch of a connect to work programme and a new psychological support hub for children. She asked Council to promote use of the number 17 bus as funding will run out next year and the service could be withdrawn if not used. There are no changes planned to the bus service for Partridge Green. She added that there will be a public consultation on Local Government Reorganisation from the end of November to the beginning of January 2026.

Cllr Leader joined the meeting at 7.14pm.

7. **HORSHAM DISTRICT COUNCIL REPORT**

Cllr Perry reported on the following:

- The Local Nature Recovery Strategy consultation closes 26th November.
- A recent HDC resident survey showing 83% satisfaction overall but there is an increased fear of going out at night.
- Approval for Henfield to be included in a pilot community toilet scheme.
- Successful bid for a parish energy plan for Henfield.
- Planning application for Sandgate nurseries expected shortly.
- There is currently no change to the position on the water neutrality statement.
- There is no news on the Local Plan.
- Food waste collections will begin in spring 2026.
- She intends to review the unspent s106 schedule with the OM.
- In addition she reported that Helen Peacock (Head of Sustainability and Green Spaces HDC) has sadly passed away and will be greatly missed. Her role will be covered by Catherine Howe for the time being.

8. **MOTION: TO APPROVE THE INTERIM INTERNAL AUDIT 2025/26**

The Clerk reported that the only potential issue identified was that the auditor recommended that, given his level of experience, his payment authority limit could be increased from £300. However, he does not find this limit to be a problem, so it was agreed not to change it for the time being. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Jones and **VOTED ALL IN FAVOUR** to approve the Interim Internal audit 2025/26. The Clerk and Operations Manager were thanked for all their good work in achieving a successful audit report.

9. **COMMITTEE REPORTS**

(A) Finance, Risk & Change Governance

Cllr Jones mentioned that the committee will be contacting human resources firms for quotations to review personnel policies and that there will be interviews for an additional administrator next week.

(a) Summary of £28,117.08 Expenditure from 1st October – 31st October 2025.
Noted by Council.

(b) Select Expenditure as the Monthly Random Audit Check – October.
Cllr Grossmith selected Public Conveniences – Business Stream.

(c) Budgets for 2026/27.
A draft with accompanying notes has been circulated to all Councillors. Each committee will discuss in more detail at their meetings in November with FRC to also discuss overall. A draft budget will be presented to Council in December. The final budget will need to be approved at the January meeting of Council.

(B) Plans Advisory

Cllr Shaw offered to answer any questions.

(a) Neighbourhood Plan Update.
Cllr Jones reported from the recent West Sussex Association of Local Councils conference that there appears to be an increasing weight on the National Planning Policy

Framework rather than Local and Neighbourhood Plans. There are also likely to be changes to Neighbourhood Plan structures and process; more information is awaited.

(C) **Amenities & Open Spaces**

Cllr Morgan reported that plans for the Works Officer storage containers are moving forward. Load tests for ground screws will take place next week.

(D) **Children & Young People**

Cllr Leader reported that an updated design for the skate park improvements has now been received. She also thanked Cllr Simmonds and the works team for repairing the grind rail.

(E) **Museum**

There has not been a Museum meeting since the last Council meeting. There is a meeting due to take place at the end of November.

(F) **Joint Commons**

Cllr Perry reported that the committee has not met recently. She thanked the family that removed litter from the Tanyard Pond using their boat and it was noted that the conservation team have been working at Broadmere Common.

(G) **Local Government Reorganisation**

a) **Car Park Meeting 9th October 2025.**

Cllr Jones reported on a useful meeting with neighbouring parishes and a representative from a parking services company. It was noted that the model is working well for Lancing Parish Council.

b) **Update on Register of Interest in Assets Currently Owned by Horsham District Council.**
The expression of interest has been submitted to HDC.

10. **MOTION: TO APPROVE THE LOCAL GOVERNMENT REORGANISATION COMMITTEE TERMS OF REFERENCE**

A draft was circulated prior to the meeting. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Simmonds and **VOTED ALL IN FAVOUR** to approve the Local Government Reorganisation Committee terms of reference.

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

Cllr Grossmith reported that with assistance from Henfield Community Partnership (HCP), the Leisure Centre has successfully removed the constraint on the newly constructed upstairs room to be used as a safe space for children. It will be used as a health and wellbeing room. There are also plans to expand the gym due to an increase in membership.

Cllr Leader reported that HCP have designed High Street surveys in order to establish how HCP and the Council may be able to assist with increasing footfall. This is also being supported by BN5 magazine.

Cllr Ayres reported that she will be attending the primary school governors' meeting in December and Cllr Leader (HPC rep for St Peter's School) reported that that pupil numbers are down this year which has affected available funding. The school are also attempting to deal with some infrastructure issues such as subsidence in the car park.

12. **PCSO & POLICE ACTIVITIES**

There has been some recent graffiti in the gentleman's public conveniences and at the skate park. The PCSO is also assisting with some recent issues in Staples Barn.

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

None.

14. **DATE OF NEXT MEETING**

Tuesday 2nd December 2025.

Meeting Closed at 8pm.