



HENFIELD PARISH COUNCIL

Meeting of the Amenities and Open Spaces Committee on Wednesday 12th November 2025 at 10.00am at the Henfield Hall

Present: Cllrs M Morgan (Chairman), D Jemmett, R Kendall, S Leader and G Perry.

In attendance: Two Members of Public, 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 Cllrs D Grossmith, R Shaw and A Willard.

3 APPROVAL OF THE MINUTES OF THE MEETING 8th OCTOBER 2025

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

4 MATTERS ARISING

1. To receive the report circulated with the agenda – This was noted.

The Chairman adjourned the meeting.

OPEN FORUM

The first member of public said that she would like to plant the bank at the end of Farm Close with native daffodils, primroses and seeds that are shade loving. She said that her neighbours are happy for this to go ahead as well as the works team. The Chairman said that he worried about continuity if she should decide to stop tending the bank. Cllr Perry said she felt it would be a worthwhile project and suggested a joint project between residents and the Parish Council. It was agreed by all to support this project and the member of public was asked to liaise with the office.

One member of the public left the meeting at 10.05am

The second member of public said that he was part of Access Henfield and had been involved with the "bike busses" that had been organised with St Peter's School. He said that about 30 children came from Bishops Park and he hoped that the access point between the Downs link and the Guide Hut could be improved so that it could be used as a safer route for the children to get to school and avoid using West End Lane and Upper Station Road. Cllr Perry said that this had been looked at previously with Safer Routes Working Group and she agreed to investigate whether WSCC would relook at allowing better access for bikes and pushchairs which may not necessarily meet Disability standards. It was agreed that Cllr Perry and PA would look at previous paperwork and investigate further and involve the Chairman. It was anticipated that UKPN would need to be contacted as they were believed to be the land owners of the car park. It was agreed that they would keep the member of public informed.

The member of public also said that since more children were cycling to school that St Peter's School needed more bicycle racks. Cllr Perry said that the head teacher could apply directly to WSCC for S106 money for the bicycle racks.

The Chairman reconvened the meeting.

5 CHAIRMAN'S ANNOUNCEMENTS

There were none.

6 CONSIDER THE LOCAL NATURE RECOVERY STRATEGY FOR WEST SUSSEX

Cllr Perry said that she had spoken at an earlier PAC meeting and confirmed that this was now at draft stage and that there were three weeks left for people to submit comments. She said that she would be happy to provide more information. She showed the habitat map and said that Henfield was considered an important wildlife area for many species, although she admitted that the document is quite difficult to access. She said the area behind Mill Drive with a lot of trees is home to many species and said that both the Tanyard and Community Orchard were mentioned. The Chairman said that it was not known who owned the area behind Mill Drive. Cllr Perry said that small areas of land 3m x 3m could be used by

developers to set against development under Biodiversity Net Gain (BNG). She said that this would create nature corridors, which were so important to sustain insects and other wildlife. It was agreed that Cllr Perry would complete the nine-page document and send to the Clerk for submission. This committee agreed to support this in principle if there was no binding the Council for the future. Cllr Perry confirmed that this would be for the foreseeable future and would come under the remit of the mayor when elected. She said there were 48 areas over the whole country.

Cllr Kendall requested a copy and questioned whether it would have an impact on Planning Applications. And Cllr Perry said it would be used rather like a Design Statement was used.

ACTION POINT: Cllr Perry would complete and send to the Clerk for submission; she would send a copy to Cllr Kendall.

7 ACTIVE TRAVEL

1. Update on improvements to front of school – The Chairman said that this had not moved on and it would not be until Spring next year before more was confirmed. Cllr Leader said that the Head Teacher had submitted details to WSCC. It was confirmed that it was hoped to remove some grass verges and installation of railings near school gates for safety. The OM confirmed that it was hoped that there would be S106 money available for this project if agreed.
2. Update on discussion with Bysshop Meadow Management Company – The Chairman confirmed that a meeting was planned for Friday 14th November and he would hope to have more information for this Committee at the next meeting.
3. Consider footpath across Kings Field – Cllr Leader said that there was already a footpath across the Kings Field and that the school had requested a change to the surface to prevent mud from being trodden into the school. There was some discussion about S106 money and whether it would be available for a project of this type in Henfield or whether it might be allocated by WSCC to another project in the County. There was some discussion on the type of surface that would be suitable if this project went ahead.

8 WORKS OFFICERS STORAGE CONTAINERS

1. Consider quotation for electricity supply to containers – The Chairman confirmed that the company supplying the ground screws for the storage container would be coming on Friday to load test. If this was positive the ground screws would be installed the following week. He said that it was anticipated that the cabling for electricity for the containers would be underground or under the container which would be raised slightly. He also said that the works team had indicated that they would prefer the car charging point there if possible. The estimate for an electricity supply from the Eric Holder Pavilion to the Containers was considered and which would include the installation of an EV charging point in the Leisure Centre Car Park

It was **PROPOSED** by Chairman, **SECONDED** by Cllr Kendall and **VOTED ALL IN FAVOUR** to accept the quotation of £4,038.00 including VAT.

ACTION POINT: The OM would confirm with the Electrical Pod for the work to go ahead.

2. Consider quotation for purchase of containers – It was agreed by all that new containers should be purchased rather than second-hand. The Chairman said that when the area was ready, he hoped that the containers could be brought in as soon as possible, he did add that it may be necessary to move the temporary Henfield Football Club (HFC) container to gain access.

9 CONSIDER QUOTATION FOR RENOVATION TO BISHOP LANE PLANTING BEDS

The Chairman said that he had been disappointed with the offer made by the owner of the adjacent building especially as restoring the verge and beds would cost considerably more. It was agreed that the Clerk would write to the owner and ask for payment of the full amount (£4,160.00). Once funding had been agreed the Chairman said that he hoped the work could go ahead in the Spring. Cllr Perry reminded all that this verge had been upgraded as recently as 2022.

ACTION POINT: The Clerk would liaise with the owner of the flats.

10 CONSIDER QUOTATION FOR REPLACEMENT DOG WASTE BIN AT CRICKET CLUB CAR PARK

It was **PROPOSED** by Cllr Perry, **SECONDED** by Cllr Leader and **VOTED ALL IN FAVOUR** to purchase a new Dog Waste Bin at a cost of £277.56 plus VAT.

ACTION POINT: The PA would order the bin and liaise with the Works Team about installation.

11 CONSIDER PROPOSAL FOR A PERMISSIVE CYCLE ROUTE FROM NEW HALL LANE TO DOWNSLINK

Cllr Perry confirmed that the Safe Routes Working Group had considered this a few years ago and had met the landowners. At that stage the landowners had refused the change. It was agreed to support this project.

The member of public left the meeting at 10.50am.

12 CONSIDER BUDGETS FOR FORTHCOMING YEAR

The Budgets were accepted by all. The Clerk confirmed it was a 3.7% increase budget with a slight increase in Cemetery income. He added that the reserves were fine and that there was a slight increase in provisions for Christmas lights.

13 CONSIDER PROPOSALS FROM CHILDREN AND YOUNG PEOPLE COMMITTEE TO IMPROVE THE BASKETBALL COURT, INSTALLATION OF FENCING AND LIGHTING AT THE SKATE PARK, AN ACCESS PATHWAY AND BENCHES

The Chairman said that it was important that there was some common ground with CYP and that projects which affected areas within both committees would need agreement from both Committees. Cllr Leader said that when CYP were looking at building of the skate park it was important to bear in mind whether other considerations such as lighting, fencing for safety or a longer pathway from the link road. Cllr Perry said that she felt it was important that any changes should be flagged at this committee too. Cllr Leader said that RoSPA had rules which would need to be followed for safety reasons, she also said that lighting would mean that the skate park could be used in the evenings. She confirmed that she would keep this committee informed.

14 CLERK'S REPORT

1. Financial update – The Clerk confirmed that 58.3% of the financial year had elapsed and 70.6% of budget had been spent including £11,289 for Henfield Cricket Club (HCC) car park, he confirmed that HCC paid 25%.
He added that Cemetery income is 85.3% of budget.
2. Any further updates – There were none.

15 ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

The Chairman said that a neighbour of the school had seen that lights were being left on all night for a number of months. Cllr Leader said that she would liaise with the school head.

Cllr Perry said that Access Henfield have requested help with moving or changing a bin on the High Street near the garage as the path was not wide enough for a wheelchair to get by.

Cllr Leader said that 2025 had been the Year of Wellbeing and that a number of Coffee on the Curb events had been very well received. She said that there were two or three still to run this year.

Cllr Leader said that the Henfield Community Partnership were talking to businesses on the High Street.

Cllr Perry said that HDC would be launching retail alliance which may be of help.

Cllr Kendall said that he was concerned about the persistent parking on the double yellow lines behind Sainsburys, the Chairman said that Coopers Way is owned by HDC but that double yellow lines on private land cannot be enforced. The Clerk said that WSCC could give authority to enforce the parking.

The PA agreed to send Cllr Perry details about earlier enquiries about this matter.

Cllr Leader asked about parking on the forecourt opposite the Village Square and the Chairman said it was privately owned and that cars could park there.

16 DATE AND TIME OF NEXT MEETING

10am on 14th January 2026

The Meeting closed at 11.13am.