



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

**Meeting of the Local Government Reorganisation
Committee on 17th December 2025 at 11.15am in the Henfield Hall.**

Present: Cllrs J Jones (Chairman), E Goodyear, R Kendall, G Perry, J Potts, R Shaw and A Willard.

In attendance: Ms C Price (former Clerk of Lancing Council), Mr K Wright (Clerk), Ms R Grantham and Mrs B Samrah (Parish Administrator - PA).

MINUTES

1. DECLARATION OF MEMBERS' INTERESTS

There were none.

2. APOLOGIES

Were received from Cllrs D Grossmith and M Morgan.

3. APPROVAL OF MINUTES OF MEETING HELD ON 22ND OCTOBER 2025

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

4. MATTERS ARISING

There were none.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public present.

The Chairman adjourned the meeting.

5. CHAIRMAN'S ANNOUNCEMENTS

There were none.

6. REPORT ON MEETING WITH OTHER PARISHES ON CAR PARKS

- 1 Attendance from former Clerk from Lancing Parish Council - The Chairman welcomed Ms Price and explained that the Council were considering the transfer of assets from HDC including car parks. Ms Price said that the car parks she had dealt with were owned by Lancing Parish Council rather than HDC. She advised that HDC would need to remove their powers of enforcement under the 1984 Road Traffic Regulation Act, in order that a parking control company could enforce fines and that the Parish Council could use funds which would otherwise be ring-fenced purely for car park maintenance. She added that it would be helpful to establish General Power of Competence.
 - Ms Price said that it had been useful to have a management company run the car parks especially if there were queries or complaints from those using the car park.
 - Lancing has three car parks with 300 spaces in total; two charge users to park and the one near the Parish Hall is free to use but is still managed by the management company in case of parking infringements.
 - Parking charges in Lancing are set at £1 for 2 Hours and £4 for the day; there were also 30 season tickets in one car park and 20 in the other.
 - 80% of parking income was paid to Lancing Parish Council, together with a percentage of the enforcement charges.
 - Administration was minimal for the Council once the tenders had been established. The car park management company provided a report every three months with details of charges and enforcements.
 - The management company had sometimes required chasing for payments.
 - The car park management company arranged signage in the car parks and all infrastructure needed.
 - The management company would work with the council to establish the criteria wanted in each car park with regards charges, Automatic Number Plate Recognition (ANPR) recording, season tickets, parking discs, providing voluntary additional work for council etc.
 - The Council could ask for fines to be withdrawn, if necessary, but had rarely done so.

Cllr Willard joined the meeting at 11.20am.

- Income was guaranteed at £110,000 p.a. and an additional £20,00 was committed to community projects
- Car park charges applied only during daytime.
- The contract was for three years with a six-month break clause.
- Tender details are in the public domain and can be seen on the Council's website.
- The car park management company agreed to assist with parking for events outside core hours if needed.
- There were no complaints about the company's staff.
- There was an appeals procedure for those users who queried enforcement notices.
- The phone number of management company was displayed on the car park and on the council office door and they would deal directly with queries.

Ms Price left the meeting at 11.45am.

The Chairman asked members to send any further observations or queries to the office for consideration at future Committee meetings.

Cllr Goodyear said that it would be necessary to prepare a business case to submit to HDC and that Cllr Grossmith had agreed to assist. It was agreed that there was no real advantage to applying with other parish councils but that it might be possible to agree to shared parking at the five parishes as now.

Cllr Goodyear said that it would be helpful to use Lancing's tender as a template and get all the details ready in advance of any offers from HDC to transfer and to that end it would be necessary to raise at the next full Parish Council Meeting.

ACTION POINT: The Clerk to ensure that this is added to Parish Council Agenda for January 2026 meeting.

The Clerk said that NALC assumed that WSCC would want to keep money generating areas within the unitary authority. It was agreed by all to pursue the transfer of car parks from HDC.

Cllr Potts agreed to ask at HDC about the 1984 Road Traffic Regulation Act.

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

- 1 Joint Commons Committee – likely to have been established more than 50 years ago – Cllr Perry said it had happened many years ago in the days of Chanctonbury District Council. She also said that HDC have asked for a survey on Oreham Common and have indicated that they would repair/maintain the small section of road that had been discussed earlier.
- 2 Asset Transfers and Expression of Interest – The Clerk confirmed that responses regarding the Bus Shelter and Public Conveniences had been received from HDC and that Cllr Morgan had indicated that he felt the Council were at stage 8 of the asset transfer process.
- 3 Funding for Mayoral Costs – Cllr Potts said that he felt that funds would be made available although details were unclear.
- 4 Criteria for taking on HDC assets – from Cllr Shaw, with comments from Cllrs Morgan and Goodyear – It was agreed that this needed to be updated as decisions are made. It was also noted that Cllr Morgan had suggested that verges should be itemised individually.
- 5 HDC - Funded pilot PEP Parish Energy Plan -To receive an update – Cllr Perry said that she had attended a workshop in relation to this and that the use of wind turbines had been considered along with details about Community Energy Pathways. She was aware that Hassocks were also involved within Mid-Sussex. Cllr Goodyear said that this project should be on Finance, Risk and Change (FRC) agenda.

ACTION POINT: The Clerk to ensure that this is added to FRC Agenda for January 2026 meeting.

It was confirmed that Henfield Parish Council was the only parish within Horsham District which had been selected for the pilot.

- 6 Updated Schedule of Assets at HDC prepared by Cllr M Morgan – Cllr Perry said that the small area in Fawn Rise needed to be added. Cllr Goodyear said that a single document needed to be maintained in the Parish Office and updated after every change.

8. NEWS FROM WIDER AREA

- 1 Steyning is to become Town Council in May 2026 – Cllr Perry said that Steyning Parish Councillors had felt that they might have more authority as a town rather than a parish. The Clerk said that towns could have a mayor if they wanted but that there were no other differences. The Chairman understood that Henfield was regarded as a small market town within the HDC settlement hierarchy. Cllr Willard said that he felt it was important to be aware Henfield's presence within the district.
- 2 Local Government Reorganisation Proposals – Consultation – It was agreed that this would be added to January's full Council agenda for further discussion regarding an HPC response.

ACTION POINT: The Clerk to ensure that this is added to Parish Council Agenda for January 2026 meeting.

Cllr Kendall said that for a decision of this nature it might be appropriate to require a 70% decision from councillors.

- 3 Postponement of Mayoral Elections - This was noted. It was confirmed that a decision on unitary authority boundaries would still be made next Spring.

9. CORRESPONDENCE

- 1 WSCC - Cabinet agrees to proceed with devolution – This was noted.
- 2 Danny's Pond Oak – likely age of tree and surgery – This was noted.
- 3 HDC - Statutory Consultation on Local Government Reorganisation – This was noted.

10. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

There were none.

11. DATE OF NEXT MEETING

10am on Wednesday 28th January 2026. It was agreed to keep meetings on fourth Wednesday of the month.

The meeting closed at 12.20pm.