



HENFIELD PARISH COUNCIL

Meeting of the Amenities and Open Spaces Committee held on Wednesday 14th January 2026 at 10.00am at the Henfield Hall

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

In attendance: Mr O Dennis – Henfield Football Club (HFC), Mrs R Grantham (Operations Manager – OM), Ms H Boosey (Parish Administrator) and Mrs B Samrah (Parish Administrator - PA).

MINUTES

1 DECLARATION OF MEMBERS' INTERESTS

There were none.

2 APOLOGIES

There were none.

3 APPROVAL OF THE MINUTES OF THE MEETING 12th NOVEMBER 2025

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

4 MATTERS ARISING

1. To receive the report circulated with the agenda – Cllr Perry said that she'd heard from the group looking after Farm Close, who had cleared a large quantity of leaves as well as rubble and they had sowed mustard and rye grass seed and planted spring bulbs.

Cllr Grossmith joined the meeting at 10.02am

The Chairman adjourned the meeting.

OPEN FORUM

Mr Dennis confirmed that it was hoped to run the annual junior football tournament on 16th and 17th May and that HFC would send their new Insurance details at the end of the month when it renews.

He confirmed that the HFC chair had sent details of the football club's wish for an all weather pitch in the village. It was confirmed that this would be discussed at next week's Finance, Risk and Change Committee (FRC) Meeting and Mr Dennis agreed to attend.

The Chairman asked that the bags at the edge of Kings Field be moved as a matter of urgency so that the new bollards could be installed as soon as possible. Mr Dennis agreed to look into the matter.

The Chairman reconvened the meeting.

5 CHAIRMAN'S ANNOUNCEMENTS

The Chairman said that WSCC had sent a request for the Parish Council to comment on a Definitive Map Modification Order (DMMO) for a footpath near Fumers Lane. Cllr Perry confirmed that the Council had previously supported the change of this footpath to a Restricted Byway suitable for horses but not for cycles or motorized vehicles and that the original DMMO had been requested by British Horse Society a number of years ago but an administrative error had meant it needed to be re-requested. It was agreed by all to support the project in the same way as the council had originally. It was confirmed that the deadline was the end of February.

ACTION POINT: The OM would send a response to WSCC to confirm agreement to change of designation to a Restricted Byway.

Cllrs Leader and Willard joined the meeting at 10.15am.

6 CONSIDER THE QUOTATIONS FOR A REPLACEMENT WIDER PATH AT THE LEISURE CENTRE

The Chairman said that the quotes were for a widening of the path only and not a replacement of path and widening to one metre wide so new quotes would be sought. Cllr Perry questioned whether a permeable membrane could be used and Cllr Grossmith agreed to ask Leisure Centre for the name of the contractor used for the surface of the Padel Courts which was permeable.

ACTION POINT: The OM would liaise with Cllr Grossmith to obtain the contact details for the contractor and get quote for the replacement and widening of the path.

7 ACTIVE TRAVEL

1. Update on discussion with Bysshop Meadow Management Company – The Chairman said that the council had been in discussion with the management company about the designation of the small stretch of road to the side of the Kings Field from the Medical Centre to the Link Road. He explained that this section had been an adopted road at one time but that WSCC now said it had been unadopted but there was no record of when the change had occurred. The Chairman said that Bishop Meadow Management Company had been in contact with WSCC and sought the support of the Parish Council to try to get the road re-adopted. He said that he hoped to have more information at the next meeting. Cllr Leader suggested that it might be useful to create a schedule of these anomalies in road designation. Cllr Perry stated that she and the OM had been working to try to access S106 money for bus vouchers and other projects to encourage better use of buses.

8 WORKS OFFICERS STORAGE CONTAINERS

The Chairman confirmed that the two storage containers had been installed and that the Works Team had installed shelving and were transferring equipment from previous storage. The OM said that the electrical contractor would begin work on installing electrics and car charging point in the near future. **ACTION POINT:** The OM would chase the contractor to establish a start date for the electric works to begin.

9 CONSIDER QUOTATION FOR RENOVATION TO BISHOP LANE PLANTING BEDS

The Chairman explained that the two grass verges with flower beds next to Croft House had been damaged whilst building work was being completed and now had very few flowers but contained rubble and bricks. He added that a quote for approximately £4,000 had been received to restore the verges including flower beds and it was hoped that the owner of Croft House would contribute to the cost of this work, he had originally offered just £200. It was agreed to write back to the owner to request a better offer as it was considered an important part of the village which should look attractive and well-cared for. **ACTION POINT:** The Chairman agreed to liaise with the Clerk and the OM to write again to the owner of the flats.

10 CONSIDER FUTURE LOCATION FOR TOAD SCULPTURE

The Chairman explained that the Toad would be restored but its new home needed to be decided. It was confirmed that the Toad would be transported to the Sheddars to be left in the rain for some time to expand and then it would be filled with wood filler and coated to extend its life. Areas suggested included in the grounds of St Peter's Church where it is hoped a contemplation area was being created, in the grounds of St Peter's School, in the Under-fives play area and the village square. The OM said that an article would be added to the Parish Magazine to find out where locals wanted the toad to reside.

11 CONSIDER REQUEST TO HOLD FOOTBALL TOURNAMENT IN MAY 2026

Mr Dennis said that HFC had acquired a stage and hoped to have music on Saturday 16th May from 6-8pm after the first day of the tournament. It was agreed by all to support this project. Cllr Willard said that business on the High Street said that the tournament brought additional business to the High Street. Cllr Shaw asked about DBS checks for adults with the children at the tournament and Mr Dennis confirmed that the Football Association (FA) only allow trainers and coaches who are DBS checked and that this tournament was approved by the FA. It was agreed by all to support this project and give permission for the Tournament to go ahead.

12 DISCUSS THE GENERAL PRINCIPLE OF USE BY COMMERCIAL OPERATORS OF COUNCIL LAND

The Chairman confirmed that the Council had general rules and regulations and wondered whether changes may be needed. Cllr Leader said that she would want the Council to encourage local business or individuals especially those involved with keeping fit in using Council land but that it was right to charge users. It was agreed to consider this at the next meeting with more details about the land involved and likely charges.

ACTION POINT: The OM would look at the current details and update where necessary with the Chairman and consider charge.

13 PARISH ENERGY PLAN UPDATE

Cllr Perry said that the second workshop was taking place at the end of January. She explained that the Parish Council had submitted a bid to be included in the discussion and that had meant that Henfield was the only parish in the HDC area along with Lewes and Hurstpierpoint. Cllr Willard said that it was a very positive project and could lead to Henfield being able to produce all its own electricity with solar panels and wind turbines. All were encouraged to attend the meeting in the Henfield Hall on 26th January.

14 PROPOSAL FOR ADDITIONAL BUS SHELTER UPDATE

Cllr Perry said that she had attended a meeting with Stagecoach and WSCC who have funding for additional bus shelters along the number 17 bus route. Suggestions within Henfield included outside Sainsburys at Golden Square, on A281 at the end of Mill Drive and near Terry's Cross House. She added that Henfield's response had been submitted last week and that there had been a lot of feedback including need for lighting and electronic information boards. Cllr Perry added that any new bus shelters would be installed without any cost to the Parish Council but that future maintenance would need to be carried out by the Parish Council.

She said that it was hoped that the information from the village could be kept and that Stagecoach had agreed to provide numbers of users from different bus stops.

15 CONSIDER FORWARD PLAN FOR PUBLIC CONVENIENCE CLEANING

The Chairman said that he was concerned about the ongoing cleaning of the public conveniences. The OM is looking at other parishes. Cllr Perry said that she thought it was important to have an emergency contact or company who might be available at short notice if needed.

Cllr Kendall asked whether the public Conveniences could be opened on Sundays.

The Chairman said that Access Henfield had some concerns about accessibility to the toilets and disabled toilets as well as the bus shelter. They had also suggested the rusted grab rails needed changing and that they could benefit from repainting. It was pointed out that the toilets are usually quite cold and damp as the windows do not easily close. Cllr Willard said that HDC have a scheme to encourage local businesses to offer their toilets to members of the public and that grants were offered to those businesses.

ACTION POINT: The OM would investigate cleaning companies as well as liaising with other parishes to see how they operate their public conveniences.

After the meeting the Clerk confirmed that the Public Conveniences are open on Sundays.

17 CLERK'S REPORT

1. Financial update – It was confirmed that 75% of the financial year had elapsed and that 89.9% of the AOS budget had been spent. This includes £4,790 for the Storage Containers and £8,853 for the Leisure Centre Lights (which will both be funded by reserves) this reduces expenditure budget to £73,436. This meant that 75.8% of reserves will have been spent.
It was also confirmed that Cemetery income is £17,450, against a budget of £18,000, which is 96.9% of budget.
2. Any further updates - There were none.

18 ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

Cllr Willard said that 300 responses had already been received for the High Street Survey which equates to over 10% of the houses. He encouraged everyone to complete the survey and confirmed that Freeholders, Leaseholders and all organisations and businesses in village had been approached to give their comments as well as residents and visitors. He said it was hoped that all the information could be collated by the middle of February.

Cllr Leader said that at an enterprise meeting with HDC recently they had confirmed that they carried out an audit of the High Street four times years. She said that she and Cllr Willard had requested to join the next Audit.

19 DATE AND TIME OF NEXT MEETING

11th February 2026

The Meeting closed at 11.10am.