



HENFIELD PARISH COUNCIL

Meeting of the Amenities and Open Spaces Committee held on Wednesday 11th February 2026 at 10.00am at the Henfield Hall

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

In attendance: Mr J Willis (Tree Warden), 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 and A Willard.

3 APPROVAL OF THE MINUTES OF THE MEETING 14th JANUARY 2026

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

4 MATTERS ARISING

1. To receive the report circulated with the agenda – The Chairman said that whilst the tree surgeon was carrying out tree surgery at the Kings Field and Bishops Meadows the Management Committee were unhappy that he had driven on their road and permission had not been sought in advance. He also said that they have already approached WSCC to re-adopt the road and especially now as there are repairs required to part of the road. The Chairman said that WSCC had passed this to their legal department. After much discussion it was agreed to wait until WSCC have responded but in the meantime the Chairman would have ongoing discussion with the Managing agents
Cllr Leader said that when the Skatepark repairs/improvements are carried out access along that road would be needed. The Chairman asked that she or the OM or PA send up to date map so that he could see the proposed size of the Skatepark.
The Chairman confirmed that the Storage Containers have been installed and that it was hoped that electricity would soon be available in the containers.

The Chairman adjourned the meeting.

OPEN FORUM

The Tree warden was happy to wait until item 11.

The Chairman reconvened the meeting.

5 CHAIRMAN'S ANNOUNCEMENTS

The Chairman confirmed that the Operations Manager had passed the Certificate in Local Council Administration (CILCA) examinations, she was congratulated by all.

The Chairman stated that HDC had sent through details of registering trees in and around Broomfield Road with Tree Preservation Orders (TPO). There is a six month consultation. The Tree Warden said that when he examined the TPO map on HDC's website it was sometimes out of date, he added that the Arboricultural Officer had been very active in looking at old or ancient trees in the Parish for the Woodland Trust.

Cllr Shaw asked that the details of the TPOs be added to the PAC agenda.

ACTION POINT: PA would ensure that the details were included on PAC agenda

The Chairman said that he had requested that the Works Team remove notices from lampposts in the High Street.

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

The OM confirmed that the Contractors had sent in new quotations for porous material on the footpath. It was confirmed that the drainage is by way of a soak-away.

It was PROPOSED BY the Chairman, SECONDED BY Cllr Kendall and agreed by all to accept the quotation for the repairs from PHB Contractors Ltd. This would be taken to the next FRC for consent to pay for this out of Reserves

ACTION POINT: The OM would liaise directly with the contractor about this work and ensure it was added to the next FRC agenda..

Cllr Leader enquired whether the same contractors could look at the puddle by the School on Fabians Way and the junction with Northcroft? After some discussion it was agreed that the Parish Council would support the school's request for repair by WSCC and write direct to WSCC and Cllr S Payne. Cllr Leader agreed to get a copy of the Head's original letter to WSCC and send to the OM. She added that parents of children at the school had also written to WSCC.

ACTION POINT: The OM would liaise with Cllr Leader over the letter and arrange for support from HPC to be sent to WSCC and Cllr Payne.

The Chairman said that he believed that this sort of problem would be dealt with by Active Travel at WSCC but that no further developments had been made.

7 PUBLIC CONVENIENCES

1. Consider request for improvements from Access Henfield.
2. Consider quotations for replacement handrails for disabled toilet – The Chairman said that the toilets required new handrails in the disabled toilets; dampness had always been a problem because the windows did not close properly and there was no heating. He added that the red rails are more dementia friendly and have a three year warranty.

It was PROPOSED BY the Chairman, SECONDED BY Cllr Shaw and agreed by all to purchase the handrails for £544.52 with the fitting being carried out by the Works Team.

ACTION POINT: The OM would purchase the handrails and liaise with Works Team over fitting.

3. Consider quotation for temporary cleaning – The OM said that she had approached the cleaning company presently used by the Haven who had proved to be reliable and efficient. It was agreed to keep details on file in case of emergency use. It was further agreed that if there was a long term requirement for the opening and closing of the toilets and cleaning that the situation could be reviewed at that time

8 CONSIDER THE QUOTATION FOR RENOVATION OF BISHOP LANE PLANTING BEDS

The Chairman confirmed that the owners of Croft House had offered £1,000 towards the cost of making good the damage to the grass and the beds in Bishops Lane.

It was PROPOSED BY Cllr Kendall, SECONDED BY Cllr Shaw and agreed by all to go ahead with the quote for the relaying of turf and replanting of the beds. This would be taken to the next FRC for consent to pay for this out of Reserves.

ACTION POINT: The OM would liaise with Contractor over this work and the Chairman would ensure that this was discussed at the next FRC Meeting.

9 CONSIDER FUTURE LOCATION FOR TOAD SCULPTURE

It was confirmed that the Toad was with the Sheddars drying out which may take a number of months. A number of suggestions had been received about possible location including St Peter's School, St Peters Church, Village Square, Batts Pond, Terrys Cross House and the Library. It was agreed that a decision would be made once the Toad was able to be moved.

ACTION POINT: The OM would liaise with Sheddars and ensure this matter was raised again when the Toad was ready to be rehomed.

10 CONSIDER THE UPDATED GUIDANCE FOR USE OF COUNCIL LAND

The Chairman said that there had been only slight amendments which had already been circulated. It was agreed by all to approve the changes.

ACTION POINT: The OM would ensure that the amended details were on the website.

11 CONSIDER FUNDING REQUEST FROM HENFIELD CONSERVATION VOLUNTEERS

Mr Willis said that Henfield Conservation Volunteers had been going for 29 years and showed photos of some of the projects undertaken in the Rothery, cemetery, community orchard, the commons and Borrer Bank. Mr Willis said that the group had relied on joining fees from members and various grants, but these were less forthcoming now. He added that HDC covered

their insurance but that they needed some more equipment such as waders, gloves, first aid kit and wheelbarrow.

Mr Willis confirmed that HDC Parks team regularly carried out work in Henfield and that the volunteers often assisted them. He also said that a grant would be forthcoming for repairs to the roof at the Tanyard Barn and its security where the equipment could be stored.

It was PROPOSED BY Cllr Shaw, SECONDED BY Cllr Leader and agreed by all to give the Henfield Conservation Volunteers £500.00

ACTION POINT: The OM would ensure that the bank transfer happened and that the money came from Nature Recovery and Support Reserves.

12 CONSIDER THE PROPOSAL TO RUN A BUS VOUCHER SCHEME

Cllr Perry said that there were S106 funds; £15,000 which should have been spent on minibus and £24,000 which should have been spent on bus travel from the Bishop's Park development. She confirmed that she had been working with the OM, WSCC and Stage Coach (Route 17 bus) to try to get more people using the bus service. It was suggested that the money could be used to offer vouchers for bus travel either several journeys for individuals or families living in Bishops Park first and then more widely to Henfield Residents. She said that it was hoped that office staff would not have too much extra work but if necessary, an application could be made for Bus Improvement Grant.

It was agreed by all to support this project and suggested that the Management Company for the Bishops Park Development might get involved.

ACTION POINT: Cllr Perry would investigate further and pursue this project with assistance from the OM.

13 CONSIDER THE MODEL BIODIVERSITY POLICY

Cllr Perry said that a small group would be needed to look at what is already happening in Henfield and what still needed to be carried out as well as monitoring future progress. It was agreed that the Chairman and the OM would assist Cllr Perry with this project.

ACTION POINT: The OM would circulate possible times and dates for the first meeting.

14 CLERK'S REPORT

1. Financial update – It was confirmed that at the end of December 75% of the financial year had elapsed and 89% of budget had been spent, this included costs associated with the storage containers.
2. Any further updates – There were none.

15 ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

Cllr Kendall asked about the traffic lights near Woods Mill because of the flooding there. The Chairman said that the drains were blocked, he also said that even if not blocked the pipes appear to be below the level of the river and therefore drainage is always a problem. He added that the drains needed to be cleared more often and not only when the flooding occurred and that the matter had been raised with WSCC and Cllr Paine.

Cllr Perry said that 188% of rain normally expected in month had fallen and that it was predicted that the rainfall at this level may continue in future years and that existing infrastructure cannot cope. The Chairman said that the project to get flood information at Mockbridge had still not produced anything.

Cllr Leader said that the High Street Survey was still ongoing ahead and that the results would be shared with this committee. She added that the HDC audit of the High Street was scheduled for early March and that she would be accompanying the audit team. She said that any conclusions could then be looked at.

The next Coffee on the Kerb was taking place on Saturday 14th February at 11am-1pm at Churchill House, Furners Mead.

Cllr Perry said she'd like to talk to Cllr Leader about the lights at St Peter's School.

DATE AND TIME OF NEXT MEETING

11th March 2026

The meeting closed at 11.30am.