



HENFIELD PARISH COUNCIL

Meeting of the Amenities and Open Spaces Committee on Wednesday 11th March 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 N Grant (Henfield Football Club - HFC) 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 and A Willard.

3 Approval of the Minutes of the meeting held 11th February 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 the electrics for the storage containers was still outstanding; HFC have discovered damage caused by squirrels in the roof of the pavilion which required work before electric work could start for the Containers. The contractor has indicated that there is not enough power to provide for a fast car charging point nearby but that the works team have said that a slow charger would be sufficient given that only weekly charging was likely to be needed on current consumption.

The Chairman said that Active Travel at WSCC have come back with details of likely time scales dependent on funding. It was not clear exactly what will be possible. The OM will monitor the deadline for S106 money.

Cllr Perry confirmed that she was attending a Bus Shelter site meeting later in the day and that the Chairman was welcome to attend.

The Chairman adjourned the meeting.

Open Forum

Mr Grant said that HFC have applied for a grant from the Football Association to repair the joists in the Pavilion and that they needed a letter from the Council to confirm that there was no problem with the work being carried out. It was agreed by all to support this request. He said that Mr Bowes or Mr Witherden would liaise with the Parish Council over the letter.

Mr Grant also said that the annual football tournament was hoping to have entertainment on the Saturday evening between 7 - 9pm with a band performing on the stage. He confirmed that it was open to everyone and was a free event, with the bar closing at 9.30pm and the area cleared by 10pm. He said that the locals will be informed in advance and added that HFC would return the next morning to clear the Kings Field. He confirmed that the Kings Field would be returned to normal by Monday 18th May. Mr Grant said that parking would be monitored and they were using the Medical Centre Car park. It was agreed by all to support this project.

Mr Grant left the meeting at 10.15am

The Chairman reconvened the meeting.

5 Chairmans Announcements

The Chairman asked if members of this committee were willing to assist with the High Street Working Group; the Chairman and Cllrs Perry and Jemmett said they were willing to join. Cllr Perry added that she'd be very happy to contribute details about the Bus Stops when she has more information even if she was not on working group. Cllr Leader said that she hoped that one person from each committee would join along with Henfield Community Partnership (HCP). She added that HCP had already had several suggestions as a result of the Survey which had recently been conducted. The Chairman said that it was important that the Terms of Reference (ToR) were agreed. Cllr Leader said that as 2026 was the Year of the Village Centre this working group seemed appropriate now, she added that she hoped that next year's "Year of" would be discussed earlier in September. The Chairman agreed to speak with Cllr Goodyear about members.

6 Event Application received from Henfield Football Club

This was discussed under Open Forum.

7 Consider the Quotation for purchase of a Replacement Brushcutter

The Clerk explained that the Works Team's current Brushcutter was 9 or 10 years old and needed replacing.

It was PROPOSED by the Chairman, SECONDED BY Cllr Kendall and AGREED by all to purchase Stihl FS461 at a cost of £867.15 plus VAT (a discount of £190.35) after the beginning of April.

ACTION POINT: The OM would liaise with Works Team on buying and collecting equipment next financial year.

8 Consider the Quotation for Storage, Installation and Removal of Festive Lighting

The Chairman confirmed that this cost had increased slightly on last year. The OM confirmed that they had replaced all the cabling in the columns and that she would ensure they did not install the lights until after Remembrance Day.

It was PROPOSED by the Chairman, SECONDED BY Cllr Kendall and AGREED by all to continue with the current company at a cost of £ 2,385.00 plus VAT.

ACTION POINT: The OM would instruct Contractor and confirm dates.

9 Consider Quotation received for Twelve Month Tree Work

The Chairman said that there had been queries from the Bishops Meadow Management Company over the Tree Surgeon using the nearby verge to park when carrying out work on the edge of the Kings Field and that the Tree Surgeon was aware of the need to avoid this road or give advance notice of the work.

It was PROPOSED by Cllr Kendall, SECONDED BY Cllr Shaw and AGREED by all to accept the quote for Tree Surgery at a cost of £1045.00 plus VAT.

ACTION POINT: The PA would instruct Tree Surgeon and request that the invoice be received before the end of March.

10 Consider the Quotation for Cemetery Maintenance for 2026

The Chairman said that he thought the Cemetery was looking very good now.

It was PROPOSED by Cllr Kendall, SECONDED BY Cllr Shaw and AGREED by all to accept the quote for Cemetery Maintenance at a cost of £9,058.77 plus VAT for the year.

ACTION POINT: The OM would instruct Contractor.

11 Update on Bysshop Meadow

The Chairman said that Bysshop Meadow Management Company had received confirmation from WSCC that they would not adopt the road and had never adopted the road in the past. He added that HPC had written to the Management Company about repairs to a small section of the road between the unadopted road and the Link Road. The Chairman said that he hoped to arrange a further meeting with the Management Company the Clerk and Cllr Kendall if it could be arranged to discuss the repair and other matters affecting the Management Company and the Parish Council.

ACTION POINT: The Clerk would organise a meeting with Bysshop Meadow Management Company, the Chairman and Cllr Kendall.

Cllr Leader said that it would be helpful if a schedule of the various management companies who own or look after roads within the village could be drawn up. The Chairman said that it was the duty of a purchaser's solicitor to check management of individual roads. The Clerk added that within the Parish Office it was already known or could be established who was responsible for which roads and/or developments.

12 Request from Horsham Matters to park monthly on the Village Square

The Chairman confirmed that this charity was part of Trussell Trust and as such not a commercial enterprise. It was agreed by all to support this project and allow Horsham Matters to use the Village Square once a month for an initial period of 3 months.

ACTION POINT: The OM would liaise with Horsham Matters and confirm the dates when they would use the Village Square

13 Renewal of Lease on Village Square

The Chairman confirmed that the lease expires in September, and the Clerk confirmed the current cost of £100 per annum. It was agreed by all that a new lease should be sought.

ACTION POINT: The Chairman and Clerk would enquire about a new lease.

14 Correspondence regarding replacement trees on Kings Field

The Chairman said that a resident in Deer Park had written about the gaps that have appeared in the line of trees on the edge of the Kings Field. Cllr Perry suggested that a dead hedge might be a good way of filling the gaps. It was agreed that the Chairman would raise with Bysshop Meadow Management Company at their meeting. If agreed it was hoped that the tree surgery would provide much of the branches for the hedging. Cllr Perry felt that Community Payback team, Scouts or Conservation Group might be able to assist with this project.

ACTION POINT: The Chairman would discuss at the meeting.

15 Correspondence received from Primary School Headteacher

The Chairman said that he believed that the area with the broken footpath belonged to Saxon Weald and that St Peter's School should be encouraged to write direct and ask for the matter to be improved. He added that the Council could also write if that was considered helpful.

16 Biodiversity Policy

The Chairman confirmed that he Cllr Perry and the OM have already discussed this but that a further meeting would be arranged. The OM confirmed that the PAC would discuss shortly and then Full Council. It was agreed by all.

17 Clerk's Report

1. Financial Update – The Clerk confirmed that 91.7% of the financial year had elapsed and that AOS expenditure was 92.1% of budget. He added that £11,289 for the cricket club car park will come from General Reserves. He said that Cemetery income stands at £19,200, which is 106.7% of budget.
2. Any Further Updates – There were none.

18 Any Other Urgent Matters to be raised by Councillors

The Chairman said that a letter had been received requesting the use of the Kings Field for The Great Tommy SleepOut. It was agreed that more information was needed and had been requested by the OM and it was hoped that this would arrive in time for this to be discussed at the FRC meeting the following week.

The Chairman asked whether the oak trees between the sweet chestnut trees in the Community Orchard could be removed and Cllr Perry agreed that the Conservation Group would deal with this.

Cllr Perry said that a new bench would be installed in the Orchard and explained this had been agreed to last year by ROS Committee. She also said that another memorial tree had been requested and this was agreed by all.

Cllr Perry said that a resident had planted flowers outside her back gate in the Parsonage track and asked that these were not removed by works team. The Clerk requested a copy of the photo and agreed to talk to the Works team.

Cllr Perry asked whether money could be made available to add to the Crocus Ribbon that was planted in 2022 along the London Road near Wantley Hill. The Clerk confirmed that there was sufficient in the budget so the line could be continued to the Bus Stop.

Cllr Perry said that she found the wording on the document produced by Campaign to Protect Rural Henfield (CPRH) was inappropriate in parts and the Clerk agreed that there would be recommendations for a few minor changes which would be fed back to CPRH.

Cllr Leader said that the High Street Survey had closed and that a draft report was ready and that HCP would share with the Council before it was shared more widely.

Cllr Leader said that she had joined HDC Officer on the High Street Audit and was expecting a report in the near future.

Cllr Leader said that the next Coffee on the Kerb was the following Saturday 14th March from 11am – 1pm in Broomfield Gardens.

The Chairman thanked Cllr Leader for assisting with the opening and cleaning of the public conveniences recently. It was confirmed that they were still being opened and cleaned by works team and cleaning company, it was not clear when regular operative might return.

Cllr Kendall asked about the broken railing on London Road and it was confirmed that WSCC were aware but that they did not view it as a priority.
The Chairman asked that everyone take a look at the posts on the roadside of the Cricket pitch before the next meeting and whether because of their condition should be repaired, replaced or removed.

19 Date and Time of Next Meeting

10am on 8th April 2026.

The meeting closed at 11.40am.