



HENFIELD PARISH COUNCIL

Meeting of the Amenities and Open Spaces Committee held on Wednesday 8th April 2026 at 10.00am at the Henfield Hall

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

In attendance: 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 S Leader.

3 **Approval of the minutes of the meeting held 11th March 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 flower beds and grass at Bishops Lane may require watering when laid. He added that the Works Officer had said there was a hose connection in Bus shelter which may be able to be used on beds and would investigate further. Cllr Perry asked whether Stonepit could be asked to water the pots and barrels in front of Setyres when they water the other High Street pots, the OM said she would find out.

The OM said that the "Finger" post street sign had now been straightened by the Works Team.

ACTION POINT: The OM agreed to ask Stonepit if they would be able to water the barrels and pots in front of Setyres and the Chairman said he would liaise with Works Officer over the logistics of watering the grass and beds at Bishops Lane.

The Chairman adjourned the meeting.

Open Forum

There were no members of the public present.

The Chairman reconvened the meeting.

5 **Chairmans Announcements**

There were none.

6 **Consider Proposal for a Compost Site**

Cllr Perry said that there was quite a bit of S106 money earmarked for recycling and that creating a compost site would be considered suitable. She said that leaf mold could be added and Cllr Grossmith said that grass cuttings would also be needed to create suitable compost. It was agreed that this project could be managed by the works team with residents bringing their leaf mold on set days and that locals could collect the resulting compost for their own gardens. It was agreed that the site could be within the north east corner of the cemetery which had already levelled and that three collections bins would be required to allow the compost to age.

The OM agreed to look further at the details of the S106 money which was believed to run out in February 2027. Cllr Grossmith agreed to look further at composting.

ACTION POINT: The OM agreed to investigate the criteria for using S106 money and timescales and Cllr Grossmith agreed to investigate ideal conditions and make up of composting.

7 **Biodiversity Action Plan**

The Chairman said that this had now been actioned. The OM suggested getting a local resident to undertake the biodiversity audit at the cemetery including whether appropriate bird boxes could be installed.

ACTION POINT: The OM agreed to liaise with resident of requirements for biodiversity audit and the costs for the project.

8 Consider report on Proposals for Bus Stops

The Chair thanked Cllr Perry for the work she had already carried out on this project. Cllr Perry said that she thought that although WSCC would pay for the installation of any new bus shelters/bus stops that they would expect the Council to decide the appropriate locations and to maintain them.

She said that she thought that planning permission may be needed and indicated the likely sites as outside Sainsburys, by Golden Square, at junction of Furners Lane and the High Street and on A281 at the junction with Mill Drive.

Cllr Perry added that the bus shelter proposed for Golden Square may be sited on the road by the hatched area, she said that WSCC would investigate conservation area and listed buildings nearby.

She said that officers from WSCC had walked around the village with her to get a better idea of what would be suitable but that she felt that they would leave final choice of styles to Council. Cllr Perry said that she was awaiting a response from WSCC engineer.

Cllr Kendall asked whether seating could be provided in the current bus shelters near Wantley Hil. Cllr Perry agreed to investigate further.

The Chairman said he would be happy to attend the next meeting of the group and would look at styles of shelters in the meantime. Cllr Shaw requested that they were vandal proof and if they contained colour that the same green as on signposts be used. The OM agreed to attend the next meeting and chase the officer at WSCC.

ACTION POINT: The OM agreed to chase WSCC and organise a further meeting to discuss the details.

9 Motion: To Approve Quotation received for Summer Planting

The Chairman said that he thought that the tubs along High Street were looking very attractive.

It was PROPOSED by the Chairman, SECONDED by Cllr Kendall and AGREED BY ALL to accept the quote from Stonepit Nurseries for Summer planting and maintenance of the tubs, baskets and pots on High Street, at War Memorial, on Wantley Hill Roundabout and horse trough near Common.

ACTION POINT: The OM agreed to liaise with Stonepit Nurseries.

The Chairman asked whether the Works Officers would cut the grass on the two areas by Bishops Lane and remove this from the quote and the Clerk agreed to this.

ACTION POINT: The Clerk agreed to liaise with Works Team over mowing the grassed area in Bishops Lane once established.

10 Consider Proposal from Horsham District Council regarding Allotments

After some discussion it was agreed that it would be necessary to discuss this matter with Upper Beeding Parish Council who are already looking after allotments in Small Dole and it was agreed that the OM would contact Upper Beeding Parish Council in the first instance.

ACTION POINT: The OM agreed to liaise with Upper Beeding Parish Council and ensure this was added to a Full Council Agenda.

11 Review of Cemetery Fees

It was confirmed that this had not been carried out for several years and it was agreed by all that the fees did not need changing.

There was some discussion over the preparation of plots and it was agreed that the Clerk would clarify with Works Officer.

ACTION POINT: The Clerk agreed to speak with Works Officer.

12 Renewal of Lease on Village Square

The Chairman said that he had written to agents and was waiting to hear back.

The Chairman said that Cancer Research Campaign had asked to sell raffle tickets on the Village Square. He said that this was asked by charities throughout the year and felt that it could be organised within the office rather than waiting for a Committee Meeting and this was agreed by all.

13 Consider replacement of posts alongside Cricket Pitch

It was confirmed that many of the posts are wobbly and could easily be knocked over by a determined driver. Cllr Perry said that a number had been replaced within the last four or so years with recycled plastic. It was agreed that the Chairman would look at the posts with the Works Officer to establish the number that needed replacing and the likely costs.

14 Consider request for siting of a Sauna on the Kings Field

The Chairman said that the Kings Field is for recreational purposes only and allowing a business would be against the covenants. This was agreed by all.

ACTION POINT: The OM agreed to liaise with Wild Experiences.

15 Consider request for a Memorial Tree at the Community Orchard

The Chairman said that had a request had been received for a memorial fruit tree for the Community Orchard. This was agreed by all. Cllr Perry agreed to liaise with the Tree Wardens over the choice of "old fruit tree" and its planting and the OM agreed to liaise with resident.

ACTION POINT: Cllr Perry agreed to liaise with tree wardens over the choice of fruit tree, its purchase and planting and the OM agreed to liaise with the resident.

16 Consider request to support planned Cycle Access to the Downslink from Small Dole

Cllr Perry confirmed that this cycle route has been requested for many years from those in Small Dole and Henfield and had been discussed at the Safe Routes Working Group meetings. She asked that it be supported and she would establish who should be written to. This project was agreed to be supported by all.

ACTION POINT: Cllr Perry agreed to liaise with HDC and Greening Steyning over this project and arrange a letter of support from the Clerk if that was appropriate.

17 Consider location for two new signs on the Kings Field

The Chairman said he felt that it might be helpful to have a meeting on the Kings Field to finalise the position of the two signs. The OM agreed to arrange a meeting with the Chairman, Cllr Grossmith and Cllr Perry for the next week or so.

ACTION POINT: The OM agreed to organise a meeting to finalise the siting of the signs.

Cllr Grossmith confirmed that a fence has been erected along with planting around paddle courts.

18 Clerk's Report

1. Financial Update – The Clerk confirmed that at the end of the financial year 114% of AOS budget had been spent but that this included the storage containers and car park expenses which would be taken out of reserves. He added that the cemetery income was £19,200 budget against a budget of £18,000. The Chairman said it was hoped that the storage containers would be connected to electricity supply shortly.
2. Any Further Updates - There were none.

19 Any Other Urgent Matters to be raised by Councillors

There were none.

20 Date and Time of Next Meeting

13th May 2026.

The meeting closed at 11.17am.