



HENFIELD PARISH COUNCIL

Meeting of the Amenities and Open Spaces Committee held on Wednesday 13th May 2026 at 10.00am at the Henfield Hall

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

In attendance: One member of the public, Mr R Nye (Works Officer), Mr K Wright (Clerk), Mrs R Grantham (Deputy Clerk – DC) and Mrs B Samrah (Parish Administrator - PA).

MINUTES

1 Election of Chairman for the Forthcoming Year

It was **PROPOSED** by Cllr Kendall **SECONDED** by Cllr Perry and **VOTED ALL IN FAVOUR** to elect Cllr Morgan as **Chairman for the forthcoming year.**

2 Declaration of Members Interests

There were none.

3 Apologies

Were received from Cllr Shaw.

4 Election of Vice Chairman for the Forthcoming Year

It was **PROPOSED** by the Chairman **SECONDED** by Cllr Grossmith and **VOTED ALL IN FAVOUR** to elect Cllr Jemmett as **Vice-Chairman for the forthcoming year.**

5 Approval of the Minutes of the Meeting held 8th April 2026

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

6 Matters Arising

To receive the report circulated with the agenda – The Chairman confirmed that it had been agreed with the Landlord to continue the license on the Village Square, the costs being £200 for the first five years and £300 thereafter.

Cllr Perry said that she had chased WSCC for a response about the Bus Voucher scheme and confirmed that the timescale for this S106 money was February 2027. She said that the Bus Shelter scheme was run by WSCC and was not under the same time constraint.

The Chairman adjourned the meeting.

Open Forum

The member of public said that she was interested in Year of the High Street and was wondering what projects were being planned and what the budgets might be. Cllr Willard said that he would send her the recently prepared document following the High Street survey, she was also encouraged to email the office with any suggestions.

The Chairman confirmed that the grass beds which had been laid in Bishops Lane were doing well and thanked the Works Team for their watering. He added that it was hoped that some new flower tubs would be purchased for the Village Square ready to be planted up shortly.

The Chairman reconvened the meeting.

7 Chairmans Announcements

The Chairman said that the Community Payback Team will be asked to re-paint the bus shelter and the benches and waste bins in High Street.

The Chairman said that the Works Team had cleared the triangular area next to Norton House. He added that the grass area opposite the newly laid grass in Bishops Lane as well as the grass on Coopers Way would also be looked at and possibly re-laid.

He said that the path widening near to the Leisure Centre was likely to start in the next few weeks. He added that an electricity supply had now been installed in the Storage Containers which have been fitted with LED lighting, Mr Nye said that the car charge point was used for the first time to charge the Works Van. The Clerk said that the electricity was metered via Henfield Football Club and that there would be a separate invoice.

8 Consider Proposal for a Compost Site

Cllr Grossmith said he was hoping to produce a proposal having received details from two companies. He was also investigating the possibility of having lockable lids. He said the overall size would be 4metres long and 1.5metres and a standard bin and the likely cost would be £1,000. He said that that he would hope to be able to use S106 money and so would be working with the school and other children's groups to look at recycling, the possibility of creating a wormery. He said that if residents were to bring their own garden waste it would only be at times to suit the Works Team.

9 Consider Purchase of Additional Planters

The Chairman said that he had hoped that two planters could be purchased for the Village Square, possibly sited around the Memorial bench. He said that more could be purchased for other positions on the High Street in the future. The likely cost of these planters would be £200 - £250 and they could be planted up by Stonepit Nurseries in place of the baskets that have previously hung on the railings in front of the Opticians. Cllr Perry confirmed that the works team would water the planters in front of Setyres.

The Chairman said that the small flower bed in the Coopers way car park had been planted and maintained by the Garden Club but that very little work had been carried out recently. It was agreed that the PA would ask the Garden Club if they were happy for the Parish Council to take on this project.

ACTION POINT: PA to contact Garden Club and ask about flower bed maintenance in car park.

It was also agreed that the committee would see where it might be possible for additional planters to be sited in the High Street.

ACTION POINT: Cllrs on this committee to look at suitable sites and report back.

Mr Nye confirmed that the grass at Bishops Lane would be cut in the next week or so as it had established well. It was hoped that cars could be prevented from driving over these new beds.

10 Consider Replacement of Posts alongside Cricket Pitch

The Chairman said that there had been some discussion with works team about the edge of the Cricket Pitch, and it was proposed that a ditch could be dug and that the spoil could be placed on the existing bund to deter vehicles from driving across from the road. The replacement of the posts would be likely to be £3,000 whereas hiring a digger to excavate the ditch would be about £140.00 per day.

The Chairman said that he would be happy to meet with HDC's Parks & Countryside Manager with Cllr Perry to discuss wildflower planting there. Cllr Perry said that the bus stop next to the cricket pitch needed to remain visible.

It was agreed that the area of grass outside the pitch up to the bund could be cut in the next couple of weeks.

It was also agreed that this would be discussed at the next meeting.

ACTION POINT: DC would ensure that this item was included on the agenda for the next meeting.

11 Review the Roadside Board Regulations

The amendments to this policy were agreed by all.

12 Consider Application to hold Seven Stiles event

The Committee agreed to this event and the Works Officer agreed to ensure that the route would be cut in the week before.

ACTION POINT: DC would liaise with the Joggers and confirm committee's decision.

13 Consider Application to hold Half Marathon event

The Committee agreed to this event.

ACTION POINT: DC would liaise with the Leisure Centre and confirm committee's decision.

14 Consider Request for a Fenced Refuse Storage Area in the Leisure Centre Car Park

The Chairman said that at present the Leisure Centre bins are placed on the car park and that the cost of this project would be borne by the Leisure Centre. It was agreed by all.

ACTION POINT: DC would liaise with the Leisure Centre and confirm committee's decision.

15 Year of the Village Centre

The Chairman confirmed that one meeting had already taken place and that another one was due. He asked if any anyone had suggestions to pass them to the office. Cllr Willard said that there is a growing list of projects which the committee would consider before passing to this Committee.

16 Clerk's Report

Financial Update – The Clerk confirmed that 8.3% of the financial year had elapsed and that 6.3% of budget had been spent. He said that cemetery income was good although there was still an outstanding interment fee which the DC was chasing.

Any Further Updates – The Clerk said that a number of tree stakes would be purchased for the Community Orchard at a cost of approximately £270.00.

17 Any Other Urgent Matters to be raised by Councillors

There were none.

18 Date and Time of Next Meeting

10th June 2026 at 10am.

The meeting closed at 10.50am.