



HENFIELD PARISH COUNCIL

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

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

In attendance: Mr K Wright (Clerk), Mrs R Grantham (Deputy Clerk – DC) and Mrs B Samrah (Parish Administrator - PA)

MINUTES

1 Declaration of Members Interests

There were none.

2 Apologies

Were received from Cllr G Perry.

3 Approval of the Minutes of the Meeting held 13th May 2026

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

4 Matters Arising

1. To receive the report circulated with the agenda. The Chairman said that he was still trying to organise a meeting with Bysshops Meadow.

Cllr Leader confirmed that the Active Travel Champion was an officer from WSCC. She also said that the Head from St Peter's School would be asking Active Travel for more details.

Cllr Willard asked whether the Village Square could be considered for a weekly market stall but the Chairman confirmed that the lease had been agreed with the Landlord and only made provision for twelve commercial events in a year.

Cllr Shaw said that he felt that the planters around the Memorial Bench had made a huge improvement in the look of the Village Square.

The Chairman adjourned the meeting.

Open Forum

There were no members of public present.

The Chairman reconvened the meeting.

5 Chairmans Announcements

The Chairman said that there had been damage to noticeboard at cemetery, which had been repaired and broken again. It was decided not to replace the glass again but to put waterproof backing in the frame as a temporary measure.

6 Consider location for Toad Sculpture

The Chairman said that there two possible sites - Youth Club on a tree stump and on the triangle by Norton House on the High Street. The DC showed some mockup photographs. She said that the Sheddars had advised having the Toad 3 feet off the ground. It was agreed that this project should not be rushed and that it should be looked at over the next couple of months.

7 Year of Village Centre

1. Triangle at Coopers House – this was covered under the Toad Sculpture

2. Tree planting on Bishop Lane – The Chairman said that it would be planted up in the Autumn possibly creating three beds with roses and other plants including two or three trees. It was agreed that the services underneath would need to be checked.

3. Coopers Way – This was considered with the item below.

4. Additional planting on High Street – The Chairman said that he felt there were very limited additional places suitable for more planters along the High Street because of the width of the pavements. He said that any additions to HPC property would need to be managed by HPC and to ensure that there is sufficient capacity to maintain by the Works Officers (WO). Cllr Willard said that more than 50 people had said they would be willing to assist with looking after the High Street.

Cllr Leader said that the Working Group (WG) would create a matrix of those willing to help. Cllr Shaw wondered whether County Cllr R Noel might be able to assist shop owners if they wanted to display planters outside their premises.

It was confirmed that the baskets outside Sainsburys and the Henfield Club are purchased and maintained by HPC.

The Clerk said that watering was a problem and that the contractor was at capacity watering the existing planters and baskets in the High Street. Cllr Willard said that he had the feeling that the businesses in the High Street are feeling a lot more positive and there was a willingness to help.

5. Time Restricted Parking on High Street – The Chairman said that the DC was already looking at this with WSCC and would report back when any there is further news. He said he believed that traffic wardens come to the two car parks twice a week. It was acknowledged that controlling parking on double yellow and zig zag marking was more difficult.

Dual Litter Bins – The Chairman said that it had been considered that the Community Payback Team (CPT) may have been asked to repaint the existing bins, but they had been found to be in a poor condition so it was suggested that a number be replaced with dual bins for recycling as well as general rubbish. The DC said that she is waiting for site survey results from HDC. She said it was likely that S106 money could be used to purchase the new bins and HPC would have to pay any increased cost in emptying them. She added that bins in other parts of the village may be replaced with dual bins.

8 High Street Bus Shelter/Public Conveniences

Review storage cupboard, colour for repainting and Noticeboard - The Chairman said that the cupboard was used storage by CPT, covers the workings of the shutter mechanism as well as preventing people from hiding from the CCTV over the road.

The Chairman said that it was hoped that the bus shelter would be redecorated so he wanted this committee to consider the colour and whether two noticeboards would be better than the existing one. Cllr Shaw wondered whether the Sheddars would be able to create the noticeboard?

It was agreed that there should be two noticeboards inside the shelter and that the walls would be cream and the woodwork green and that the cupboard should remain.

Cllr Willard said that it might be possible to for a volunteer from Friends of the High Street to monitor the noticeboards and remove out of date posters etc.

9 Cemetery

1. Review inspection – The Chairman stated that he thought that the area of wildflowers looked to be just long grass. He added that the cemetery was looking quite tidy and that the extension looks quite neat.

The DC suggested that once the Biodiversity Survey had been carried out it might be an opportunity to revisit a wildflower meadow.

2. Consider quotation for pathway repair – The Chairman confirmed that this was the path in the eastern section. All agreed that it would be better to replace the path rather than patching and that since the costs were likely to be over £3,000 that two additional quotes should be sought. The DC agreed to get these.

ACTION POINT: The DC would get two more quotes for the repair.

3. Consider the quotation for Biodiversity Survey – **It was PROPOSED by Cllr Grossmith, SECONDED by Cllr Kendall and AGREED BY ALL to accept the quote for £270.00.**

ACTION POINT: The DC would liaise with the Contractor to carry out this project.

10 Review Common Cutting

The Chairman explained that this was in relation to the land between the cricket pitch and the main road which he felt should be cut every month during the Summer using hired machinery at £140 per day. This was agreed by all.

ACTION POINT: The Clerk would liaise with Works Officers about this project.

The DC said that the machinery could also be used on other areas of the Village.

Cllr Grossmith agreed to forward details of a supplier he had used who might be able to provide more favourable costs if HPC decided to purchase this machinery outright.

The Clerk said that he thought it would be important to at budget for the WO equipment for next year as he said some equipment needed replacing and that if they were expected to carry out more work they would require more equipment and more regular maintenance.

11 Clerk's Report

1. Financial Update – The Clerk said that 25% of the financial year had elapsed and that 33% of budget had been spent but that this included the Leisure Centre path and that this payment would come from reserves.
He added that income is slightly reduced at 23% of budget and said that some payments from a funeral director were arriving later than normal.
2. Any Further Updates – There were none.

12 Any Other Urgent Matters to be raised by Councillors

The Chairman said that there had been request to use the Village Square later in July. It was agreed by all that any potential users should submit their request at least six weeks in advance of the event and produce public liability insurance details and a risk assessment. It was also agreed that the space should not be used for political events.

The DC agreed to look at developing a policy for the use of open spaces to include the Village Square.

ACTION POINT: The DC to prepare details of use of Open Spaces to include the Village Square.

13 Date and Time of Next Meeting

9th September 2026

The meeting closed at 11.10am.