

HENFIELD PARISH COUNCIL

Extraordinary Meeting of Henfield Parish Council
held on **Thursday 20th August 2026 at 6:30pm** in The Henfield Hall.

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

In attendance: Mr K Wright (Clerk), Mrs R Grantham (Deputy Clerk) and three members of the public.

MINUTES

1. DECLARATION OF MEMBERS' INTERESTS

None.

2. APOLOGIES

Cllrs E Goodyear and M Andrews.

The Chairman explained that the Extraordinary Meeting was necessary as there is a deadline of Monday 24th August for submission of comments regarding Horsham District Council's (HDC) proposed Local Plan to 2040. Cllr Shaw and the Plans Advisory Committee (PAC) have been working on this submission and as part of this process received reliable advice that the Parish Council should ensure that the Henfield Parish Council (HPC) Infrastructure Delivery Plan (IDP) is up to date and endorsed by the Parish. The proposal is that HPC approve the IDP so that it can accompany the HPC Local Plan submission. Following that there will be more time to consult the community and make any changes, which HPC are permitted to do at any time. Therefore, the IDP in its current format could be considered a 'place holder'.

3. OPEN FORUM

The members of the public declined to speak in the Open Forum.

A member of the public joined the meeting at 6.37pm.

4. MOTION: TO APPROVE THE INFRASTRUCTURE DELIVERY PLAN

In addition to her introduction, the Chairman further explained that due to the total of potential new homes that may be built, it is considered that Henfield will be akin to a strategic site and should be considered as such by the Local Plan Examiner. In the past the IDP has mainly consisted of HPC and community projects to be funded by the Neighbourhood portion of Community Infrastructure Levy held by HPC, but now that there is a likelihood of significant development, wider essential infrastructure issues also need to be considered by way of s106 agreement. It was noted that, in their submission to HDC, the Campaign to Protect Rural Henfield (CPRH) have stressed the need to consider these potential developments as a strategic site, but HPC remain unsure at this stage whether this approach will be accepted. It was also noted that HPC are not a party to the signing of s106 agreements. A member of the public asked how the projects listed had been prioritised. The Chairman explained the evaluation criteria (as approved by HPC in January 2026 and published on the HPC website) as follows;

1. Desired Timeline

Scores are 5=Urgent Short Term Need, 1=Long Term Need >5years

2. Number of Residents benefitting

Scores are 5=Parish, 4=Village, 3=Neighbourhood or Specific Interest Group, 2=Small Organisation or Single Road, 1=Very Small Group or individual

3. Availability of alternative funding through grants etc

Scores are 5=none available, 1=many alternatives

4. Value for Money

Scores are 5=high revenue return or cost saving, 1=no revenue or cost saving generated

5. Clear non-financial benefits for a new development or delivery of Village Strategic Plan

Scores are 5=significant benefits, 1=minimal benefits

6. Risk to Essential Services if not delivered

Scores are 5=high risk, 1=low risk

7. Impact on HPC Local Climate and Environment Action Plan

Scores are 5 = supports the principles outlined in the HPC Local Climate and Environment Action Plan. 1 = negative impact on biodiversity.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to approve the Infrastructure Delivery Plan.

To resolve under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders s.3 (d) to exclude the press and public on the grounds that the confidential matters to be discussed under item 5 below would be prejudicial in the public interest.

5. **MOTION: TO CONSIDER THE WORKING HOURS OF STAFF IN THE PARISH OFFICE**

It was PROPOSED by the Chairman, SECONDED by Cllr Kendall and VOTED ALL IN FAVOUR to approve an increase in working hours for one of the Parish Administrators by up to ten hours per week, starting with an increase of five hours per week.

6. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

None.

7. **DATE OF NEXT MEETING**

Tuesday 1st September 2026.

Meeting Closed at 7.04pm.