

HENFIELD PARISH COUNCIL

Meeting of Henfield Parish Council held on Tuesday 1st September 2026 at 7.00pm in The Henfield Hall.

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

In attendance: Mr K Wright (Clerk), Mrs R Grantham (Deputy Clerk), Cllr R Noel – West Sussex County Council (WSCC) and four members of the public.

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Cllrs Potts and Grossmith. Cllr Andrews did not attend.

3. **APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 7th JULY 2026 & THE EXTRAORDINARY MEETING HELD ON 20th AUGUST 2026**

Both approved, signed and dated by the Chairman.

4. **MATTERS ARISING**

Cllr Shaw confirmed that the Local Plan submission was sent to Horsham District Council (HDC) in time to meet the deadline of 24th August, it now appears on the HDC website.

5. **CHAIRMAN'S ANNOUNCEMENTS**

a) Update on Co-option of Two Councillors.

Two vacancies are advertised. Seven enquiries have been made so far and two applications received. The deadline for applications is mid-September so that co-option can be considered at the October meeting.

It was all agreed to bring item twelve forward for discussion during Open Forum.

6. **OPEN FORUM**

Two representatives from Henfield Community Partnership (HCP) gave further detail on the proposed Community Mosaic Project. The proposal is to construct a large, professional looking and robust mosaic on the wall of the Henfield Hall as a long-lasting legacy for the village. Various community groups will be asked to contribute both to the design and building and it will be possible to take the project to for example local nursing homes and the primary school. Designs might feature a prominent word such as 'Henfield' or 'Community' as well as images relevant to the village such as local nature, cricket and scouts. Several grant applications have already been made and HCP were also advised to apply for the HDC Community Grant. It is hoped that the full £5,000 will not be required. The total project cost is £8,500, two quotes were sought and were very similar. Ownership and responsibility going forward will be with the Henfield Hall. It was agreed that it would be helpful to see an image of potential proposed design.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Perry and **VOTED ALL IN FAVOUR** to approve **in principle** a contribution of up to £5k towards the community mosaic project, payable from the Community Events Reserve **subject to the outcome of grant funding applications**.

7. **WEST SUSSEX COUNTY COUNCIL REPORT**

Cllr Noel reported that WSCC has been in recess in terms of meetings throughout August. He has continued to pursue the potential adoption of the short stretch of road to the Link Road junction that is currently the responsibility of Bysshop Meadow. Despite being constructed to

highways standard, having highways assets such as street lighting and a bollard, and it only being approximately fifty metres, WSCC Highways are refusing to reconsider adoption at this time. Cllr Noel intends to raise this with the relevant Cabinet Member. He is also working with Access Henfield to secure a ramp rather than a dropped kerb near to the Shell Garage to enable easier access to the Haven. He is also in discussion with regards to ongoing funding for the Haven. He reminded Council that the Public Rights of Way inbox will close by 2nd October, the online reporting tool on the website must be used instead, or he can be contacted directly. It was noted that WSCC have objected to the Horsham Local Plan 2023 – 2040 on the basis of a number of factors including insufficient evidence, flood risk and the urgent need for safety upgrades particularly in relation to older people.

8. **HORSHAM DISTRICT COUNCIL REPORT**

Cllr Potts submitted a written report which will be circulated to Councillors and was summarised by Cllr Perry. It was noted that the consultation on the main modifications on the Local Plan closed on 24th August and that HDC is currently also preparing the new plan to 2045. The new National Planning Policy Framework took effect on 17th August. The station-growth policy supports housing near well connected stations, so as Henfield doesn't have a station this will not be a direct route to development but will not redirect Henfield's current allocation elsewhere. HDC is now partnering with Anglo Doorstep Collections for free collection of reusable items including textiles and small working electricals. Non-working electrical collections will continue with HDC. Coffee pod collections are being redirected to alternative recycling arrangements as the Podback service is no longer available. There was a noticeable increase in police presence over the Bank Holiday weekend due to reports of a potential Gypsy Traveller Religious event. This event did not take place. An enforcement notice is due to be issued in relation to Martha's Barn. Cllr Potts would appreciate being notified of any significant litter build up along roads in the Parish. There is an agreement in principle from HDC to reduce the fees for use of the Common for the funfair.

Cllr Perry reported on the approval of plans for the expansion of Steyning Grammar School and that she has met recently with an HDC Active Travel officer. The hope is to improve wheeling routes around the village. Swan Walk shopping centre is slowly reopening. It was found that bird strikes caused the broken glass issue and specialist netting is being installed to prevent this from reoccurring. It was noted that there will be significant changes to the planning system at HDC, there will be far less opportunity to request that an application is heard by committee and there must be significant reasoning to request this. Cllr Perry continues to work with the Medical Centre to access historical s106 funding.

9. **MOTION: TO SUPPORT THE PILOT COMMUNITY TOILET SCHEME AND TO MAKE A COMMITMENT TO CONSIDER FUNDING IT AFTER HORSHAM DISTRICT COUNCIL'S FINANCIAL CONTRIBUTION ENDS. ALSO TO ALLOW THE PARISH COUNCIL LOGO TO BE USED ON THE DOOR STICKER DESIGN**

Cllr Perry explained that HDC will fund this scheme at a cost of £500 for the first two years, but due to Local Government Reorganisation require confirmation that the Parish Council will support the project beyond that timescale. It was **PROPOSED** by Cllr Perry, **SECONDED** by the Chairman and **VOTED ALL IN FAVOUR** to support the pilot Community Toilet Scheme and to make a commitment to consider funding it after Horsham District Council's financial contribution ends. Also to allow the Parish Council logo to be used on the door sticker design.

10. **MOTION: TO APPROVE THE NOTICE OF CONCLUSION OF ANNUAL AUDIT 2025/26**

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Jones and **VOTED ALL IN FAVOUR** to approve the Notice of Annual Conclusion of Audit 2025/26.

11. **MOTION: TO APPROVE THE EXTERNAL AUDITOR REPORT & CERTIFICATE 2025/26**

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Kendall and **VOTED ALL IN FAVOUR** to approve the External Auditor report and Certificate 2025/26.

12. **MOTION: TO APPROVE A CONTRIBUTION OF UP TO £5K TOWARDS THE COMMUNITY MOSAIC PROJECT, PAYABLE FROM THE COMMUNITY EVENTS RESERVE**

This item was resolved under Open Forum.

13. **COMMITTEE REPORTS**

(A) Finance, Risk & Change Governance

Cllr Jones reiterated the agreed action for the Infrastructure Delivery Plan working group to facilitate a public consultation.

(a) Summary of £39,306.46 Expenditure from 1st July – 31st July 2026 and Expenditure of £23,538.62 from 1st August to 31st August 2026.
Noted by Council.

(b) Select Expenditure as the Monthly Random Audit Checks – July & August.
Cllr Perry selected Crown Decorating Centre for July. Cllr Ayres selected Shell Garage Petrol for August.

(B) Plans Advisory

Cllr Shaw had nothing further to report. It was noted that the next meeting is on the 17th September and there is already a long list of applications to consider.

(C) Amenities & Open Spaces

Cllr Morgan reported that there have been many compliments on the High Street summer planting. There will be a long agenda for the meeting next week.

(D) Children & Young People

Cllr Leader reported that the committee has visited Chessbrook play areas in order to consider potential improvements, and there are plans to excavate a ditch at the skate park to enable examination of its construction.

(E) Museum

The Chairman reported that the digitisation project is progressing well and that further funding may be required to enable inclusion of the Glasbury prints. An additional venue for the roving case would also be helpful. It is also necessary to update the valuation of some of the Museum assets owned by the Parish Council. The Clerk will send the current Asset Register to the Curator for consideration at the next meeting in November.

(F) Joint Commons

Cllr Perry reported that the next meeting is taking place on Friday. The Tanyard Barn roof refurbishment is underway and the works to restore the hedge line continues. There will also be marsh cutting on the Common supported by the Conservation Volunteers.

(G) Local Government Reorganisation

Cllr Jones reported that the meeting on the 22nd July was cancelled as no new information was available. The decision on the new Unitary Authority is expected in October, and the Community Governance Review is due to be completed by November.

14. **REPORTS FROM MEMBERS REPRESENTING COUNCIL ON OUTSIDE BODIES**

Cllr Ayres reported that the Henfield Club is struggling to obtain planning permission for replacement windows and Cllr Morgan is assisting. The Club continue to hold regular fundraising events such as a cinema night.

Cllr Leader reported that HCP have met with Enterprise Horsham and HDC leader Martin Boffey. The next High Street audit is next Thursday. There have been three recent Coffee on the Kerb events. HCP is also supporting an event at the Youth Club to promote science and technology and the High Street survey results will be available shortly.

Cllr Shaw reported that the 2025 accounts for the Haven have been finalised and despite Challenge Annie raising around £55,000 there was still a deficit of £16,000. The annual

expenditure for the Haven is around £300,000 with around two thirds being staff costs. They are exploring a number of potential alternative funding methods such as grants from private trusts.

15. **PCSO & POLICE ACTIVITIES**

The PCSO had informed the Parish Office regarding the dispersal order that was put in place for the potential Gypsy Traveller event expected to take place on the Bank Holiday weekend. It was agreed that there were definitely more visible resources and the threat was taken seriously. Appreciation was expressed for the hard work and diligence of the PCSO.

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

None.

17. **DATE OF NEXT MEETING**

Tuesday 6th October 2026.

Meeting Closed at 8:00pm.