



HENFIELD PARISH COUNCIL

Meeting of the Amenities and Open Spaces Committee held on Wednesday 9th September 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: Seven Members of the Public, Mrs R Grantham (Deputy Clerk – DC), Mrs N Humphreys (Parish Administrator – PA) and Mrs B Samrah (Parish Administrator - PA)

MINUTES

1 Declaration of Members Interests

There were none.

2 Apologies

Were received from Cllr D Grossmith.

3 Approval of the Minutes of the Meeting held 8th July 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 as he had only just received the second quote for painting the bus shelter the previous day and that the painting needed to be undertaken soon, that a decision would be made about which company to use shortly which might require an Extraordinary meeting to agree.

Cllr Shaw asked how the query on time limited parking on High Street had come about, the Chairman said that it had been at the request of the Village Centre Working Group.

The Chairman adjourned the meeting.

Open Forum

The Chairman invited the members of the public to speak. The first person said that he felt that DMMO was not a good idea as it would put horses at risk using Barrow Hill and that horses would make the bridleway impassable for other users, especially in wet weather. He added that the route had previously been challenged when an application for a footpath had been made in 2019. He also said that where the route goes under the bridge the ground is already prone to being churned up. He indicated that he thought the route had been part of Stretham Manor many years ago.

Another member of the public said that at the entry and exit points at Neptown Road and Windmill Lane the road quality would not be able to deal with the heavy weight of hooves. The Chairman stressed that residents write to WSCC with their comments and asked that their comments be copied to the Parish Office.

It was noted that dog walkers use this route very frequently and that the surface of the route would be damaged by horses.

Another member of the public indicated that she felt the route meant people crossing part of her driveway. Another member of the public said that he and his neighbours have maintained the section of the route from the Sandpit to Dunstalls and at some expense and the surface would not cope with horses using it. He said that horses have already damaged parts of the Downslink.

The Chairman then brought forward item 17.

Another member of the public said she wanted to talk about planting and said that she lived next to the small lawn behind the Library Car Park and had seen problems with drink and drugs many years ago when the police had had to intervene. She added that since WSCC had maintained the grass the problems had almost disappeared. She did not think that the Memorial Tree, which had died, should be replaced. She said that there were a number of invasive plants in the border near her fence which she wanted to be removed.

The Chairman said that HDC were aware of the overgrown border as well as the entry wall which required repair and repointing. He also requested that if the police were called in the future, it would be helpful if the Council were informed.

After a question from one of the attendees the Chairman confirmed that the Council had requested that the DMMO from Craggitts Lane to the High Street should be expedited but this had been turned down and therefore it would take some time before a decision was reached by WSCC. The Chairman agreed to look at the area again and asked if anyone had any old maps that they bring to the Parish office.

Six members of the public left the meeting at 10.33am.

The Chairman reconvened the meeting.

5 Chairmans Announcements

There were none.

6 Consider Planting Options for the South Side of Bishop Lane

The Chairman asked if committee members could look at the grass verge near the Vets in Bishops Lane so that it could be discussed at the next meeting with a view to improving its appearance. Cllr Perry said that she had previously planted there and that the soil was very poor. The Chairman confirmed that the verges belonged to HDC, but that HPC had license to maintain. He said that the verge on the other side of Bishops Lane would be planted up in October.

ACTION POINT: Deputy Clerk would ensure this was included on the next Agenda.

7 Consider the Quotation for Construction of a Plinth for the Toad and Planters at Coopers House

The Chairman confirmed that the landowner was agreeable to the Council planting the area as well as siting the Toad there. The Deputy Clerk said that the Works Officers had said they could secure the Toad to a metal plinth which could be placed over a manhole cover on the area but would be able to be moved if necessary. She added that there was a lot of concrete under the soil making planting in the ground difficult.

It was agreed by all to go ahead with the creating of a metal plinth at a cost of approximately £250.00 and bolting the toad to the plinth and positioning it in the triangular area. Once complete it was confirmed that ideas for planting around the area could be considered including creating a Moon gate in front of the toad so that it could be "Toad in the Hole" as its original name had suggested.

8 Consider Quotation for Purchase of two Replacement Litter Bins to be located at Stokes and One Stop

The Chairman said that the current bins in the High Street had been repainted in the past but that some needed replacing because of rust and proposed that the new bins looked similar to existing ones and would be acceptable to HDC.

It was **PROPOSED by the Chairman SECONDED by Cllr Kendall and AGREED by all to purchase two new bins at a cost of £499.48 plus VAT for both.**

The Chairman added that two new rectangular bins for recycling had been ordered, which would be paid for from S106 monies, adding that HDC would only empty two of this type of bin. He also said that the rest of the existing bins in the High Street would be replaced over time.

9 Review of High Street and Library Car Park Planting

The Chairman had already circulated a detailed list of the tubs, planters and baskets that the Council currently maintain adding that they are planted up and watered by Stonepit Nursery. He also said that the planters behind the Memorial Bench would be moved slightly further back from seat.

It was confirmed that a volunteer looks after the planting beds in the Library Car Park. Cllr Perry asked that the barrel planters in front of Setyres be considered and the Chairman wondered whether the two planters outside Spring Hills could be included.

There was much discussion about the planters, tubs and baskets in the High Street; their planting and watering, and it was agreed to discuss at the next Committee Meeting.

ACTION POINT: Deputy Clerk would ensure this was included on the next Agenda.

The Chairman said he would speak with the Supermarket manager in the meantime regarding the hanging baskets outside their premises. Cllr Willard said that a meeting was planned for 13th October by the Henfield Community Partnership (HCP) to discuss the High Street Survey which would be published later in the day. He added that everyone was invited to attend. He also said that they received 500 responses. Cllr Shaw said that it sometimes felt that the Council was left to look after projects started by other organisations.

Cllr Perry said that when considering planting it was essential to consider the recent and likely to continue weather conditions.

The Chairman said that Stonepit Nurseries have been approached for a quote for Winter planting.

The final member of the public left the meeting at 11.08am.

10 Review of RACI Matrix

Cllr Leader said that she had created the Matrix to help with getting volunteers involved with jobs within the Village such as watering of planters, tubs and baskets. She said that she would be happy to carry out further investigations into the work already being undertaken by works officers and Stonepit Nursery. She said that many business owners and residents had already indicated that they would be very willing to help. She said that it may also help with coordinating colour schemes for the planting as well as showing transparency to residents.

It was agreed that Cllrs Leader and Willard would discuss at the meeting on 13th October and possibly the next meeting of the Village Centre Working Group. Concerns were raised by Councillors over the need for a Matrix and that Officers did not have the time to help with this. Cllr Leader agreed to prepare a further draft without using Office time and would bring this back to a further meeting of this Committee. Any proposal would likely need to be agreed at Full Council or FRC

11 Cemetery

1. Review of the Biodiversity Report – The Chairman said that as the report had only just come out, he requested that it be carried forward to the next Committee Meeting.

ACTION POINT: Deputy Clerk would ensure this was included on the next Agenda.

12 Consider Installation of a Dead Hedge on the Kings Field

The Chair said that the Byshopps Meadow Management Company had no objections to this proposal, which was unlikely to be expensive.

It was **PROPOSED by the Chairman SECONDED by Cllr Perry and AGREED by all to commence a Dead Hedge on the Kings Field.**

13 Consider the Proposal for Watering at the Community Orchard

Cllr Perry said that the Conservation Group had relied upon neighbours of the Community Orchard to water the trees there. Cllr Perry said that under normal circumstances established trees did not require regular watering but that many trees had struggled during the prolonged dry spell this year.

It was **PROPOSED by the Chairman SECONDED by Cllr Perry and AGREED by all to purchase another water trough and/or water butt up to £250.00.**

14 Consider the Request for Positioning of a Memorial Bench on Henfield Common

The Chairman said that Henfield Cricket Club had asked to install another Memorial Bench, at their cost around the cricket pitch but they had not yet replied with the position. Cllr Perry asked whether it could be secured without the need for a large concrete block. The Chairman said that the ease of mowing also needed to be considered. The request was agreed but the seat would have to be the Council's standard metal seat

15 Review of Verge Management Policy

The Chairman said that he had requested that this be raised as he was concerned that the risk of fires in the very dry weather may be at odds with the Verge Management policy. Cllr Perry said that the policy indicated that Works Officers could use their experience and knowledge to decide on mowing. Cllr Shaw added that he thought the policy struck a good balance between care for wildlife and biodiversity alongside a neat a tidy looking village.

Cllr Perry thanked the works officers for mowing the triangle on the common and removing the broken bench on the Lydds.

16 Review Condition of Fencing on the Memorial Field

The Chairman said that the post and rail fencing around the Memorial field was covered in brambles and that it was difficult to see its condition. Cllr Perry said that at the last Joint Commons Committee Meeting it was agreed to cut back or mow the brambles. She added that HDC does not think the fence needs to be replaced.

The Chairman said that he would look at the fencing once the work had been carried out.

ACTION POINT: Deputy Clerk would ensure this was included on the next Agenda.

17 Consider the application for DMMO at Dagbrook Lane and Windmill Lane

The Chairman said that it was difficult to control where the horses rode but that the area suggested by the DMMO was traditionally very wet and that the route would be damaged by their hooves especially in wet weather and probably impassable. He thought that horses being ridden on Barrow Hill was very dangerous.

Cllr Perry suggested that Cllr Roger Noel might be able to advise on enforcement.

The Chairman stated that he did not support this DMMO, and this was agreed by all.

ACTION POINT: Deputy Clerk would ensure that a response was sent to WSCC to this effect.

Cllr Leader said that previously the Safe Routes Working Group had supported a cycle route to link Small Dole and Henfield

18 Clerk's Report

1. Financial Update – The Deputy Clerk said that it had been a fairly quiet month in terms of expenditure. She added that the overspend against the Leisure Centre is covered by the Trails and Footpaths Reserve (£4,000) and the rest under General Reserves as agreed at the March FRC meeting. She stated that Cemetery income was at 54.3% of budget.
2. Any Further Updates – There were none.

19 Any Other Urgent Matters to be raised by Councillors

The Chairman said that the fencing at the swale is not providing security and agreed to take a look, but it was felt that the hot weather had made the earth so dry that it was no longer able to hold the posts securely. Cllr Willard reminded all that High Street Survey Meeting was being held in the Henfield Hall on 13th October and that all are invited.

Cllr Perry said that Access Henfield had put in a bid with WSCC for three 3 dropped curbs, and that WSCC had asked that they get support, so they had devised a petition, and everyone was encouraged to sign. Cllr Leader asked for a copy to take to meeting on 13th October.

The Chairman confirmed that he had a meeting with WSCC about Service Agreement, and he said that WSCC were employing rangers to carry out work, and he hoped that they would visit the village.

The Chairman thanked the Parish Administrator Belinda Samrah as it was her last Meeting of this Committee that she would be attending, for the work she had done for this Committee and producing the Minutes so promptly.

20 Date and Time of Next Meeting

14th October 2026.

The Meeting Finished at 12.08pm.