HENFIELD PARISH COUNCIL

Meeting of the Amenities and Open Spaces Committee to be held on Wednesday 14th October 2026 at 10.00am at the Henfield Hall

Present: Cllrs. M Morgan (Chairman), D Jemmett, R. Kendall, G Perry and A Willard.
In attendance: One member of the public, 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 Cllrs. Grossmith, Leader and Shaw.

3 Approval of the Minutes of the Meetings held 9th and 23rd September 2026.
They were approved by all. They were signed and dated by the Chairman.

4 Matters Arising
To receive the report circulated with the agenda – The Chairman mentioned that the land south of the Cricket pitch has been dug out and the posts removed, there is now a bank that the Works Officers have suggested being seeded with grass or wildflowers. Cllr. Perry said she has lots of wildflower seeds that she was given by WSCC, which she will bring in for planting.
Cllr. Kendall asked about Bishops Meadow, the Chairman stated that WSCC have said that they will not change status of the road and Bishops Meadow Management Company are considering making an application to WSCC. He also asked what the update was on the Skate Park, it was discussed that the exploration work regarding existing foundations has been completed and Cllr. Grossmith is corresponding on next steps. All details , in the Children and Young Peoples committee meeting minutes from 12th October. The estimated time for completion is hopefully before April/May 2027.
Cllr Kendall then queried the brick-built bus shelters and what the future intention was, as there had been some discussion about them being used for storage when alternative structures were installed. Cllr. Perry suggested that it had been her idea to use it as storage, but that nothing had been decided. The Chairman confirmed that they are waiting for WSCC to update on the proposed new bus shelters that will provide better visibility.

The chairman adjourned the meeting.

Open Forum
A member of the public present at the meeting addressed the committee about the proposed '12 days of Christmas' calendar of events, to take place during the daytime on the High Street, between 12th and 23rd December. Including activities, Christmas story telling, a family film afternoon, and other events to be posted. Charitable buckets will be put out during these events. This was an initiative by a working group of High Street residents, established for over a year who are interested in obtaining funding from Visit England and other big national charities for a Heritage design to improve the High Street and encourage visitors.
There will also be a large Advent Calendar, with A4 pictures (mainly religious), to be opened each day by a child throughout the full advent period. The member of the public requested that this be displayed on the village square. The Chairman queried how large the advent calendar would be, as the Christmas tree as usual will be on the village square. It was confirmed that this would not encroach on the Christmas tree space, and everyone agreed that this was a good idea and were pleased with the positive impact on the High Street. **It was agreed that they could use the Village Square but were asked to advise the Parish Council before the events, as to what was intended.**

The Chairman requested that the member of the public checked with all High Street residents to communicate final details, to ensure that everyone is aware of their intentions, and this was agreed.
The High Street working group want to encourage events in the High Street due to struggles with Custom. They will be preparing a report in the new year and with this in mind, they requested that the plans relating to the installation of the Toad next to Coopers House be put on hold until after the working groups strategy had come together. According to them there were discussions online and within the village.
Cllr Kendall interjected to ask if this working group was part of the Henfield Community Partnership and it was confirmed that they were not and were a separate working group initiative of High Street retailers, trying to attract customers to the High Street.

The Chair explained that the installation of the Toad was too advanced and queried what the objections would be. He explained that the Parish Council can only deal with things that are under their remit and on land owned, or held by them under license and that the whole idea of the Henfield Community Partnership was to deal with areas the Parish Council could not. Cllr Kendall claimed that with too many separate groups all doing different tasks, that there was a danger of people tripping over each other.
Cllr. Willard stated that the Henfield Community Partnership aimed to work as an umbrella for committees and working groups and their strategy is to support and communicate and keep everyone in the picture. He did not think the Toad should be an issue.
The member of the public said they could see that the Parish Council were trying to improve the village and they wanted to work together. The Parish Council informed them that there had been various ideas and that the consensus was that no one wanted it to be lost as lots of people had contributed to its creation and that it had been a village initiative not the Parish Council.
The chairman informed that the Toad was ready to be installed and the plinth is already made and that we would be proceeding with this. It is moveable if necessary.

The member of the public left the meeting at 10.26am and Cllr. Perry thanked them for their efforts and ideas for the High Street.

The Chairman reconvened the meeting.

5 Chairmans Announcements

The Chairman updated the committee on the Freeholders request for surgery to the Indian Bean tree. The Parish Council have requested a quote for the works from the Tree Surgeon as the quote from the freeholder's tree surgeon seemed expensive.

The Chairman updated the committee on the DMMO relating to the footpath between Craggits Lane and the High Street. The Planning Inspector has instructed West Sussex County Council to decide within six months.

The Chairman asked the committee to consider action relating to the vandalism in the Skate Park. The Youth Club has a spare CCTV channel which they have offered to view the Skate Park. The cost is unknown and it was decided by all that this was a good idea, subject to cost.
ACTION POINT: Deputy Clerk (DC) to contact the Youth Club to determine how much it would cost to use their available CCTV Channel to view the Skate Park.

The Chairman notified the committee that, due to staff sickness, other cleaners are looking after the public toilets.

Henfield Community Partnership have approached the council to request a permanent noticeboard; they need somewhere that is clearly visible and accessible. The Bus shelter was suggested as a spot with available space, but this may not to be suitable as it is not clearly visible. A board around the back of the bus shelter in the Library Car Park was suggested as being a good place.
ACTION POINT: The Chairman will contact Henfield Community Partnership.

6 Consider Planting Options for the South Side of Bishop Lane.

The Chairman asked the committee for their thoughts on the planting options and how they felt about the idea of planting Lavendar. The committee raised concerns that the public may not like the planting option the Parish Council made, but the chairman stated the Parish Council have been elected to look after the village and though they can listen to the public opinions, it is not practical to consult with them on all decision making.
Action Point: It was agreed to pursue the quotes for the planting options.

7 To receive update on exterior painting of the bus shelter and public conveniences

The Chairman confirmed the colours had been chosen, these are Dulux; Buckingham Green and Natural Hessian, and the work is due to commence on Monday 19th October.

8 Consider the quotation for Winter Planting in the High Street.

The Chairman asked the committee for their opinion of the quotation provided for winter planting. **PROPOSED by the Chairman SECONDED by Cllr Kendall and AGREED by all to accept the quotation for Winter planting in the High Street.**

9 Review of High Street and Library Car Park Planting

The Chairman notified the committee that he had approached a High Street shop about a contribution to the upkeep of the hanging baskets outside their building. The request was declined. The committee needs to decide if they continue to keep and maintain these hanging baskets or if they should be removed.

Action Point: Committee to consider the hanging baskets with summer planting in 2027.

Other planting was discussed, including the baskets on the railings. Cllr Perry suggested the involvement of working groups and consultation with them to create community positivity and that if changes were made or planned, to notify them as a courtesy.

Cllr Kendall queried the planter in the Library Car Park which is an 'eye sore' and requested that this be removed. The Chairman informed the committee that this had been mentioned to Horsham District Council previously, along with the broken and cracked wall in the car park.

Action Point – DC to follow up with Horsham District Council for an update.

10 Review Condition of Fencing on the Memorial Field

The Chairman asked for an update from Cllr Perry on Horsham District Council's opinion on the fence, she confirmed that they had said that there was no need for the fence and that when the brambles were taken back, they were happy for the fence to be removed.

Action Point – Cllr Perry to check with Horsham District Council who will remove the brambles.

11 Cemetery

Review the Biodiversity Report – The Chairman said that it was a good idea to encourage the hedgehogs, and badgers, however if you encourage the badgers, you will not get hedgehogs. They were also happy to include bat boxes, but they may be an issue for tree work.
The Chairman mentioned that it would be good to see colour in the south of the Cemetery extension and keep the north more natural. It was agreed that flowers and colour would be good, but it was important to have insect friendly flowers to encourage bird species.
Action Point – DC to look at options for planting that are insect friendly and low maintenance.

12 Consider Budgets for Forthcoming Year

The Chairman drew the committee's attention to the items on the budget that had been increased. There is a need for machinery/mowers and equipment will need to be replaced and maintained.

Cllr. Jemmett questioned the overall total, and it was confirmed that this was the first draft, though it was around the same as last year, the exact amount will be confirmed at the next meeting.

Cllr Kendall queried the Cemetery path provisions. The Chairman confirmed that quotes had been obtained, but that they were not on a like for like basis and they wanted to obtain accurate quotes.

Cllr Perry queried the playing field maintenance, relating to the S106 drainage provisions. The Chairman confirmed that since the drains have been unblocked, the Football Club had not had any complaints with regards to drains. The Football Club have obtained two quotes but need a third and this would be followed up.

Cllr. Willard questioned if there was a contingency fund for the High Street, if any plans were decided and there was a need for funding. The Chairman confirmed that until there is a project put to the committee, they cannot provide funding and that if there were a need, they would consider using reserves.

13 Consider Quotation for Surgery to the Oak Tree at Henfield Tennis Club.

The Chairman explained that although the tree is on Parish Council land, the Tennis Club lease it and questioned if the committee thought that they should pay for the surgery or if the Tennis Club should.

Action Point - The Chairman agreed to speak with the Tennis Club to ask if they have the money to pay for the work.

14 Consider Request for a Memorial Bench on Footpath behind Rothery Field.

The Chairman asked the committee for their opinion on the bench, and everyone agreed that it was a good idea. Cllr. Perry requested that upon installation that all three benches on the site were looked after and maintained regularly. **ACTION POINT – DC would notify the family.**

15 Consider request from Henfield Community Partnership for use of Village Square

This was considered under Open Forum.

16 Correspondence

There were none.

17 Clerk's Report

Financial Update – It was confirmed that halfway through the financial year, 52.2% of the budget has been spent. Cemetery income stands at 54.8% of budget.

18 Any Other Urgent Matters to be raised by Councilors.

Cllr. Perry reminded everyone of the CIL provision of £22,801, in relation to the land east of Manor Close and the upcoming deadline of 20/02/2027. The Health Centre is unable to use the provision, due to the stipulations over spending and Cllr. Perry queried if there was a way that it could be used for an alternative reason. **Action Point - Cllr. Perry will speak with the Clerk and follow up with Horsham District Council for options if any.**

Cllr. Willard wanted to inform the committee that his involvement with Henfield Community Partnership has led to discussions with Horsham District Council who would like to encourage the establishment of a Farmer's Market. No decisions have been made regarding this and Cllr Willard wanted to inform the committee.

19 Date and Time of Next Meeting

12th November 2026 (please note this is a Thursday)