HENFIELD PARISH COUNCIL

Meeting of the Amenities and Open Spaces Committee to be held on Thursday 12th November 2026 at 10.00am at Henfield Hall

Present: Cllrs. M Morgan (Chairman), D Jemmett, R Kendall, G Perry and A Willard.
In attendance: Mr. K Wright (Clerk), Mrs. R Grantham (Deputy Clerk) and Mrs. N Humphreys (Parish Administrator)

MINUTES

1 Declaration of Members Interests
There were none.

2 Apologies
Were received from Cllrs. Leader and Shaw.

3 Approval of the Minutes of the Meeting held 14th October 2026
They were approved by all and signed and dated by the Chairman.

4 Matters Arising
The Chairman updated the committee on the Bus Shelters. It has been confirmed that West Sussex County Council (WSCC) are a bit further forward with plans and there can be a bus shelter outside of Sainsbury's, with dimensions of 3.2 x 1.8m, which needs to be 1.8m from the wall, for maintenance purposes. The actual location is considered to be south of the seat, under a window. The Chairman considered that the bus shelter would only accommodate eight to ten people and a style of bus shelter would need to be determined.
The Chairman advised that WSCC would like to know what style would be required, the committee would like to know the exact location and the final details before deciding. It was suggested that there could be a shortlist of styles, with a view of one type of shelter for the village centre and another for the more rurally located shelters.

Open Forum
No members of the public attended.

5 Chairmans Announcements
The Chairman updated the committee on the Indian Bean Tree. The freeholder has requested surgery to the tree and provided their independent tree survey, suggesting substantial tree reduction is necessary. Henfield Parish Council (HPC) has requested its own survey and report, to determine what work is required and will report back after the visit (scheduled for the 12th of November 2026). The tree is HPC's responsibility, but any works will need to be approved by Horsham District Council (HDC), due to the Tree Preservation Order.

6 Consider the Request for additional Village Entrance Signage
A resident suggested that additional village signs would be beneficial at the entry of the village, at Wantley and Borrer Bank. There were discussions over the possibilities available, to highlight to visitors that they have entered the village, including the white fencing displayed in other villages.
There was agreement that the current signs may not be adequate, but due to the cost of signage, together with the uncertainty regarding the location of signs, due to the new proposed development, it may be better to wait and consider the options further.
The Infrastructure Development Plan (IDP) includes refurbishment plans, and these can be developed further to consider and incorporate updated Village entry signage.
Action Point: Deputy Clerk to contact residents and update them on discussions and assure them that the committee is considering the recommendations in the future plans that will be proposed in the IDP.

7 Consider the quotation for installation of CCTV at the Skate Park
The Chairman explained that there have been further incidents of anti-social behaviour by youths at the Skate Park. The Youth Club has offered a spare channel and camera that can record the Skate Park and has provided a quote for the cost. It was considered a good idea, as CCTV has acted as a deterrent to youths opposite the bus shelter. A sign would be required to highlight that CCTV was in operation, but this should act as a deterrent to avoid future vandalism in the area.
A figure of £500 was suggested to cover the cost of the CCTV and necessary signage. **PROPOSED by the Chairman, SECONDED by Cllr. Kendall and AGREED by all.**

8 Review of the request for 20mph Speed Limit

Residents in both Nep Town Road and Chestnut Way have raised concerns relating to traffic and requested the Parish Council's attention to the issues. There was discussion over the options of double yellow lines, speed humps and reduced speed limits. It was suggested that enforcement of any action is an issue, though reduced speed limits are considered to create self-enforcement by drivers, who may not adhere to the actual speed limit, but at least do slow down. A 20-mph speed limit has proven successful in areas where it has been implemented, at reducing accident rates.

It was thought that if it were possible to move forward with a 20-mph speed limit on some roads within the village, there would likely be requests from residents in other areas within the village as well, so why not apply to the whole village. Other local villages, such as Upper Beeding have introduced 20-mph speed limits.

Action Point: Deputy Clerk to contact Upper Beeding and Steyning Parish Council to find out more about the actions they have taken to implement the reduced speed limit.

Cllr Willard notified the committee that the Henfield Community Partnership (HCP) will be meeting on the 7th of December, and parking and traffic will be discussed at this meeting.

Cllr Kendall queried progress of the High Street Working Group and asked if they have met yet and asked for the action list of projects.

Action Point: Deputy Clerk to circulate the action list of projects.

9 Review the proposed Active Travel design for St Peters School

The proposed designs have been circulated. Cllr. Perry attended an online meeting and confirmed that this was reassuring, improvements can be made which will make it easier for everyone. The proposed work will not take place until school holidays next year.

In terms of the pathway across the Kings Field, the school's input is required, and this will be determined at a later date.

The Wantley crossing will come under the next phase and there are no further details on this currently.

10 Review of the proposed update to Event Guidance

The Chairman confirmed that there has been only one change and that is the condition of use of land for religious and political events. Which are at the Parish Council's discretion.

11 Review of the proposed update to Guidance for Use of Council Land

It was noted that the only update for use of Council land, was that residents should not be feeding or encouraging wildlife.

12 Cemetery

1. Consider the options for new cemetery extension planting

The planting suggestions were agreed in principle by the committee, as long as conservation recommendations and long grass is maintained in some areas. It has become known that the area for proposed planting is not quite as shady as previously considered, and does get waterlogged, so the suggested planting will be reviewed and new suitable plants that will meet the requirements will follow.

2. Consider the quotations for cemetery path resurfacing

There has been a mixture of quotes with considerable variation in costs and remit of the works. The Deputy Clerk has requested additional clarification on the preferred quote, in terms of the specifications and is awaiting a response.

Although there is uncertainty about the longevity of the resurfacing, it was considered that if, in future, additional resurfacing was necessary the costs incurred would still be cheaper than the other contractors quotes.

The Clerk confirmed that there is £20,000 in reserve and that £6,000 a year is set aside for the cemetery, so there would be sufficient funds to enable continued maintenance of the path.

All agreed in principle on the preferred option, which would provide the required work at a reasonable cost. To ensure expedience, updates and final agreement will be conducted by the committee on email.

13 Review of Budgets for Forthcoming Year

Works Officer Equipment:

The Chairman suggested to the committee that the Work Officer Equipment budget may not be sufficient and suggested that it could be increased, it is currently £6,000 and a new figure of £8,000 was proposed.

The Clerk informed the committee that he was waiting for a response from the Works Officers regarding what equipment they might require. It was discussed that purchasing a 'Ride on' Brush Cutter could be considered, to avoid ongoing hire costs, as this piece of equipment could be used for areas currently maintained by the tractor mower, which needs replacement. The cost of hiring the brush cutter is around £200 and this takes place three times a year. The cost of purchasing a brush cutter is around £6,000.

The committee discussed whether hire or purchase presented the best value for money and determined it depends on the life span of the equipment, as well as servicing costs compared to hire costs, which allow choice over equipment needed/required and avoids maintenance costs.

Action Point: Clerk to discuss further with the Work's Officers and provide further information to the committee.

The committee agreed to discuss the matter further by email, with a final recommendation from the Finance, Risk and Change Committee in December.

Leisure Centre Link Road:

The Clerk informed the committee that there was a budget for the Leisure Centre Maintenance/Car Park of £500 for both 2026 and again in 2027. This was considered sufficient for the Parish Council's contribution.

Cllr Kendall queried the budget for the public Toilets. The Clerk explained that there have been staffing issues, due to ill health and there has been extra expenditure. In addition, there is proposed redecoration inside the toilets.

Cllr Kendall also requested that the reserves for Tree management be rounded from £12,448 to £12,500 in the next financial year.

14 Consider a contribution towards Tree Work at Henfield Tennis Club

An Oak Tree on the land leased by the Tennis Club requires surgery to reduce overhanging trees. The work will cost £300. The Chairman asked the committee to consider assisting the Tennis Club with funding the works, as a gesture of good will, as this financial obligation was not anticipated by the Tennis Club.

A figure of £100 was PROPOSED by the Chairman, SECONDED by Cllr. Kendall and AGREED by all.

15 Consider purchasing ramps for access to containers on Kings Field.

A recent incident with the current ramps led to a member of the work's team incurring an injury, resulting in a visit to Hospital. The current ramps are not fit for purposes as they are not long enough and the ground outside the container is uneven. A longer ramp is necessary as well as levelling off the ground.

Cllr. Grossmith will visit the site to determine the best route forward, but the committee all agreed that this was a health and safety issue and there was a duty of care to resolve the issue. The funding for ramps could be provided by the Playing Field Maintenance or the Works Officers Equipment budget.

The proposed ramp could cost up to £650, but it may be as much as £1,000 for all associated work. **A figure of £1,000 was PROPOSED by the Chairman, subject to confirmation of stability, it was SECONDED by Cllr. Grossmith and AGREED by all.**

16 Triangle at Coopers House

1. Consider the potential cost of planters and purchase of plants.

Planters for the site need to be bespoke, due to the uneven and awkward shape of the site. The Blacksmith has quoted £430 - £470 for the works, dependent on the cost of materials. The planters will have plants providing year-round interest and the proposed fee for planting is £400. The funding will be provided by the Hanging Baskets, Flower Beds & Verges budget. It is suggested that slate, around the planters would also be required and the Works Officers requested sufficient to replenish the area around the Indian Bean Tree and Cemetery beds.

In total a budget of £1,000 to complete the works was PROPOSED by the Chairman, SECONDED by Cllr. Grossmith, Two AGREED and Two ABSTAINED.

The Deputy Clerk confirmed that there was a poem explaining the history of the Toad that will be displayed and a plaque would be positioned on the front of the plinth.
Cllr Perry informed the committee that during discussions with Active Travel, she was informed of a Wayfinding project. The project is for children and incorporates a footpath plan and story for children to follow to encourage active travel. This would encourage a positive involvement for young people, to include the Toad sculpture as a focus, with a potential official opening of the Toad Structure. The plaque could include a QR code as part of the trail, which could also be tied in with the new Parish Website.
Action Point: Deputy Clerk to contact Katie Traylen at Horsham District Council to explore the Wayfinding project concept.

2. Consider wording for an information plaque
The committee agreed to proceed with the poem provide.

17 Correspondence

1. Parking on Pavement at One Stop
A resident has raised concerns regarding parking cars illegally and causing a danger to pedestrians. The issue has been highlighted to West Sussex County Council and originally there were bollards which were removed. New bollards would not be likely permitted due to delivery vehicles for One Stop. It was suggested that residents with issues should report these to Operation Crackdown with Sussex Police.
Operation Crackdown is an initiative run by Sussex Police, Road Safety Team, which gives the communities of Sussex an opportunity to report specific instances of anti-social driving, including anti-social driving. Residents can report incidents on the Operation Crackdown website. If all residents reported incidents, it would assist the police in determining areas where anti-social driving incidents in Sussex are taking place, in order to provide solutions.

The committee are sympathetic about the issue, but are limited, due to the need for West Sussex County Council engagement.

Action Point: Deputy Clerk to reply to the resident and explain the situation and options available.

18 Clerk's Report

1. Financial Update – It was confirmed that 58.3% through the year, 60% of the budget has been spent.
The Cemetery income stands at 70% of its budget.

2. Any Further Updates - The Clerk reminded the committee that from the end of November the Deputy Clerk will have reduced her hours to 10 hours a week, which will be a reduction of 27 hours a week and 108 per month. This would need to be taken into consideration in terms of the volume of work that can be carried out by the Parish Office.
The committee acknowledged this and thanked the DC for her help and work.

19 Any Other Urgent Matters to be raised by Councilors.

Cllr Perry confirmed that the Community Toilet Stickers are now ready. There are 7 places working with HDC, to provide Community Toilet facilities. These are:
Swains Farm Shop
The Leisure Centre
The Haven
Ability
Relish
The White Hart
And the Old Railway
Unofficially, the Shell Garage and Red Oaks are also noted to be happy to be part of the scheme.

Cllr Kendall raised concerns about the damaged barrier to the north of the village, which is currently held together by netting and presents serious risk to health and safety. This is considered low on WSCC list of priorities, and the committee discussed the potential of assuming responsibility with permission of WSCC.
Action Point: Deputy Clerk to speak with Roger Noel at WSCC to determine if something can be done to mend the broken barrier.

Cllr. Willard queried the previous request of Henfield Community Partnership (HCP) for a noticeboard. The committee agreed that they were happy for half of one of the noticeboards to be displayed in the Bus Shelter could be for the sole use of HCP.

Cllr Willard also informed the committee that HCP will be holding a meeting on the 7th of December at 7pm, to discuss increasing footfall in Henfield High Street. The meeting will be by invitation only, with traders, volunteers and key stakeholders in attendance. They would be brainstorming and would present their recommendations following the meeting.

Cllr. Willard also notified the committee that Sustainable Henfield is taking the lead on the initiative to attain an Asset of Community Value for the George. They are speaking with Horsham Enterprise and talking to the Landlords. Rob Leet at Horsham District Council is helping with the process.

The meeting closed at 11.36am

20 <u>Date and Time of Next Meeting</u>

13th January 2026 at 10am.