

# HEYSHOTT PARISH COUNCIL

**Chairman:** Christopher Weeks  
**Clerk:** Jane Crawford  
**email:** [clerk@heyshott.org.uk](mailto:clerk@heyshott.org.uk)  
**website:** <https://heyshott.org.uk/>

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**MINUTES:** Meeting of Heyshott Parish Council No 4/Year 3/23-27  
**Held on:** Tuesday 11 November 2025 beginning at 19.00  
**At:** The Cobden Hall

**Present:** Christopher Weeks  
Jane Constanduros  
Robert Harris  
Anthea Philip  
Fiona Mackay  
Simon Hook

**In attendance:** Chairperson of the Playground Committee (PGC)  
**Absent:** WSC Councillor Tom Richardson

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1. **APOLOGIES FOR ABSENCE:** Bridget Adler and CD Councillor Francis Hobbs
2. **DECLARATIONS OF INTERESTS:** None
3. **MINUTES OF MEETINGS: HPC Meeting No3/Year 3/23-27 of 16 September 2025.**  
**Error in the Financial Report:** The Clerk had entered the wrong balance figure for the Playground in September – it should have been £5,691.30 and consequently HPC’s September balance should have been £12,425.55. The Chairman adjusted the figures by hand and the Minutes were then agreed and signed.
4. **WSCC and DISTRICT COUNCILLORS:** No reports
5. **MEMBERS OF THE PUBLIC:** None
6. **CHAIRMAN'S REPORT AND MEETING REPORTS**
  - 6.1. **Bonfire Committee**

As HPC paid for insuring the event, councillors were disappointed not to have been consulted and that the event had been cancelled without discussion or attempts to find alternative options to keep it running. Moving forward there were suggestions from councillors for a more formal bonfire committee to be formed to plan, insure, oversee and have contingency measures in place should an extraordinary event occur in future.  
RH pointed out that the insurance was for the attendance of 1,000 people and in the past sometimes this number had been exceeded (see 7.3).  
The Chairman would suggest there should be some more help on the Committee.

**Action 310: Chairman**
  - 6.2. **Midhurst Community Hub:** Forum Wed 19 November (10.30 -2.00pm) at the Grange Centre would be attended by AP and JCD. **Action 311: AP/ JCD**

- 6.3. **Newsletter** content. The HPC members' recipes had gone down well – the Chairman was due to send in his which might change people's minds!; RH had sent in copy thanking JR for her time as Playground Chairman, but it had not been printed; AP would write about the Community Hub. **Action 312: Chairman and AP**  
 SP suggested that the Newsletter could do with more input for Heyshott youth. The Chairman suggested it should be a regular corner and under the Playground banner which she undertook to do. **PGC action**

## 7. FINANCE AND GENERAL PURPOSES

### 7.1. Financial report

Receipts	Detail	Ref	Amount
NatWest	Interest Sept £10.70, Oct £11.97	H	£22.67
<b>Payments since September</b>			
Cowdray Estate	Pavilion rent	C03	£10.00
The Tall Dog	Payroll September	A02	£20.00
J Crawford	Clerk's pay Sept + back pay	A01	£320.81
The Tall Dog	Payroll October	A02	£20.00
J Crawford	Clerk's pay October (new amt)	A01	£278.31
<b>Payments due November</b>			
DH	Grass cutting Hall and cricket pitch	C02	£840.00
The Tall Dog	Payroll November	A02	£20.00
J Crawford	Clerk's pay November	A01	£278.31
PCC of St James	Newsletter	A08	£280.00
M G	Ditching @ £250 a day est	C05	£1,250.00
Wildwood Antiques	Noticeboard	C07	£43.00
<b>Payments due December</b>			
The Tall Dog	Payroll December	A02	£20.00
J Crawford	Clerk's pay December	A01	£278.31
<b>Balances 11 November</b>			
<b>Current account</b>			<b>£3,401.86</b>
<b>Reserve account</b>			<b>£13,901.14</b>
<b>TOTAL</b>			<b>£17,303.00</b>
<b>Actual HPC Reserves</b>	<b>Less Playground see below</b>		<b>£11,409.70</b>
<b>PLAYGROUND</b>			
<b>Receipts</b>	Party in Park	P01	<b>£25.00</b>
<b>Payments</b>	Playsafe annual inspection	G04	<b>£212.40</b>
<b>Payment due:</b>			<b>£0.00</b>
<b>Current balance</b>			<b>£5,893.30</b>

**Ditching:** Will cost £250 per day for 4 or 5 days – contractor to invoice HPC before December.

**General repairs:** Wildwood Antiques had sent an estimates for undertaking work on benches, bus shelter and noticeboard. It was agreed the noticeboard should be done as soon as possible (£43)

**Resolution:** To agree above payments above including for payments due in December. Proposed by JCD, seconded by RH, with all in favour.

**Change signatories:** completed: JCD, BA, AP and Clerk

- 7.2. **Budget 2026-2027** the Budget work party would take place on Tuesday 25 November 2025 at 6.00pm in the Cobden Hall. **Action 313: RH, CW, FM, SH and Clerk.** Councillors to let Clerk know of any proposed expenditure. **Action 314: All**  
The Chairman would work out the cost of bollards and installing them before the Budget work party. **Action: Chairman**
- 7.3. **Clear Group insurance** on managing winter risks, fireworks & under-insurance.  
RH had found out that the insurance covered bonfire for 1,000 (see 6.1 above) and had sent an excellent leaflet on how to run an event which included building and lighting the bonfire. He was asked to get an estimate for holding a larger event (ready for the budget meeting). HPC was covered for the work parties so long as a risk assessments were undertaken.  
**Action 315: RH to ask for cost of cover for 4,000 people.**
- 7.4. **Change to.gov.uk** for Clerk and website: [clerk@heyshottpc.gov.uk](mailto:clerk@heyshottpc.gov.uk). The Clerk said it was now recommended for parish councils to have this council owned email address. The invoice would be £60 for the .gov domain name and £60 to configure the website. The ongoing fees for July invoice would be, £275 for hosting and email, £60 for the domain name fees and £25 for the .gov domain registration and forwarding, a total of £360. SH asked if it was compulsory and proposed because it was a waste of money, it should not be done. All agreed. The Clerk was asked to find out what the cost of the current email address. **Afternote:** As above £25.
8. **ENVIRONMENT AND AMENITIES**
- 8.1. **Playground (PGC) report:** PGC Chairperson reported  
**Annual inspection 2025:** work to old slide and roundabout still to be completed from 2024 - this maintenance was being done.  
**Playground budget:** A more robust goal was need and was likely to cost £500. It was suggested that the swing seats would not last another year so their replacement should be included. **PGC Action**  
**CDC grant for trees –** CDC would fully fund any trees. The tree officer suggested replacing all the Ash trees in the current application. The playground had no shade and the TO suggested that the PGC could consider planting a community orchard near the barbecue. Funding would be available for the next financial year for 12 trees none of which would grow more than 15'. There could be an information board to make it more engaging. PGC would have to consider the maintenance and extra seating in the area.  
It was confirmed the neighbours who overlook the playing field would be consulted.
- 8.2. **Highways and Public Rights of Way:**  
**Foundry and Hoyle Lane drain jetting:** Due. No-one knew if it had been done or not.  
**Ditching** (Chairman) the ditching was about to be done, not forgetting the ditches in Peace Road.
- 8.3. **Commons and open spaces:**  
AP reported that Cowdray had cleared gorse making really wide paths up to the railway line on Heyshott and Ambersham commons.  
Hedges in field behind The Street houses: The hedge cutting organised by the Cowdray Estate for 4 November had been completed. Unfortunately, they were not the hedges to which HPC had been referring. These were in the fields at Moor Farm which had a new tenant. The Clerk was asked to draft another email to Cowdray and the Chairman would consider if HPC should send it. **Action 316: Clerk and Chairman.**
- 8.4. **The Pond:** The Clerk had contacted a representative of the Stedham Fishing Club and ascertained that they had insurance cover for the pond. The Chairman would make contact and have a chat with Stedham Fishing Club. **Action 317: Chairman**  
**Sheep on Rectory Common:** This would be for the winter. **Action 300: Chairman**

9. **COBDEN HALL:** FM reported  
There was no report except reminding everyone that the winter talks were continuing.
10. **PLANNING:**
- 10.1. **New applications:** None
- 10.2. **Decisions:**
- SDNP/25/02729/HOUS – Hoyle Farm** – Relocation of entrance drive retaining existing access to highway. **SDNPA: Approved**
- SDNP/25/01594/HOUS – Cranmore Cottage** - Replace 3 no. external doors, replace front (East) and rear (South) external door canopies. Rebuild chimney stack on South elevation, and install 2 no. extractor fans. Install 2 no. windows to existing garage alongside various internal and external alterations. **SDNPA: Approved**
- SDNP/25/01595/LIS – Cranmore Cottage** - Replace 3 no. external doors, replace front (East) and rear (South) external door canopies. Rebuild chimney stack on South elevation, remove and re-locate internal stairs, install loft insulation, 2 no. extractor fans. Install 2 no. windows to existing garage alongside various internal and external alterations. **SDNPA: Approved**
- SDNP/25/03179/HOUS – Nether Hoyle** - Single storey side and rear extension following removal of conservatory. **SDNPA: Approved**
- SDNP/25/03776/TCA – Flint House** - Notification of intention to fell 1 no. Juniper tree (quoted as T1) **SDNPA: No objections (approved)**
- 10.3. **Decisions awaited**
- SDNP/25/02509/FUL and SDNP/25/02510/LIS – Dunford House** - Change of use from conference and training centre (Class C2) to hotel ( Class C1), members club (Class E), with heritage information area (Class F1(c)) with public access (number of days to be confirmed), modifications to extension approved under applications SDNP/22/05477/FUL and SDNP/22/05478/LIS, modifications to the internal reconfiguration of the main building, external storage building, replacement manager's accommodation, extension of coach house, erection of two polytunnels, glasshouse and four treatment pods, formation of natural swimming pool, pool changing room, landscaping including formation of kitchen garden and ha-ha, boundary deer proof fencing and modification of car parking area
- SDNP/25/02840/HOUS - Meadow Cottage, Mill Lane** - Alterations to roof and small infill extension
- SDNP/25/03185/FUL – Canine Partners site** - Change of use of former dog training facility to a veterinary hospital with staff accommodation (sui generis), including minor external alterations to the main building to provide new entrance doors and a reception area, replacement of the existing covered walkway with an enclosed link between the main building and the kennel building, formation of a passing place near the vehicular entrance, set-back of the existing access gate, and associated works. JCD reported that a decision on this application was due on 25 November 2025. The applicants had been doing basic repairs and painting. The hedges had been cut and ditches dug making a big, open way in.
- 10.4. **Withdrawn application**
- SDNP/25/02578/HOUS – Nether Hoyle** - Conversion of existing garage to annex including new rear dormer, front Velux and side door plus infill of existing garage doors to windows.
- 10.5 **AI:** FH had approached JCD to see if HPC, at no cost, would be interested in acting as a guinea pig for a new company providing AI help with planning. The Clerk had also been approached by another company offering the same help which would probably not be free. JCD would contact FH, but thought it would be a lot of work and meetings. **Action 318: JCD**
11. **CHECK ACTIONS LIST, CORRESPONDENCE and EMAILS**

12. **DATE OF NEXT MEETING: HPC meeting on Tuesday 13 January 2026 7.00 pm in the COBDEN HALL**

**CONCLUSION: 20.30**

**Chairman..... Date.....**

**Actions from meeting 11 November 2025**

310	Chairman	Bonfire	Informal chat	✓
311	AP/JCD	Midhurst Hub	Attend forum on 19 November 2025	✓
312	Chairman/AP	Newsletter copy	Recipe (CH), Community Hub (AP)	✓
313	RH/Ch/FM/Cl	Budget work party	Meeting on Tuesday 25 Nov 6.00pm at CH	✓
314	All	Budget	Let Clerk know of expenditure	✓
315	RH	Insurance	Cost of cover of 4,000 attendees at Bonfire	ongoing
316	Chairman/Clerk	Moor Farm hedges	Clerk draft email, Ch to decide if to send it	✓
317	Chairman	Pond	Speak to Fishing Club	
318	JCD	AI and planning	Contact FH re offer	

**Actions from meeting 16 September 2025**

300	Chairman	Sheep	Ask owner to put on Rectory Common	
307	Chairman	JR	Write to thank for Playground service	

**Actions from meeting 8 July 2025**

295	Chairman	Peace Road	Check to see if growth makes junction dangerous	
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**Actions from meeting 11 March 2025**

271	JCD	NatWest	Change signatories add BA	✓
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