

# HEYSHOTT PARISH COUNCIL

**Chairman:** Robert Harris  
**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 3/Year 2/23-27  
**Held on:** Tuesday 12 November 2024 beginning at 19.30  
**At:** Cobden Hall

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

In attendance: CD Councillor Francis Hobbs (part), members of the Playground Committee Jane Riley and Justyna Cummins

The Openness of Local Government Bodies Regulations are in force, giving a right to members of the public to record (film, photograph and audio-record) and report on proceedings at meeting of the Council and its Committees.

1. **APOLOGIES FOR ABSENCE:** Bridget Adler
2. **DECLARATIONS OF INTERESTS:** None
3. **MINUTES OF MEETINGS: No.3/Year 2/23-27 17 September 2024** were agreed and signed;  
**Annual Parish of 17 April 2024 minutes** were approved and would be signed at next year's APM.
4. **WSCC & CDC COUNCILLORS**
  - 4.1. **WSCC:** Tom Richardson had emailed about riparian responsibilities of householders keeping land clear between their properties and the highways. These responsibilities also included the maintenance of ditches and watercourses, trees, hedges, undergrowth, and a minimum clearance of 5.2m (17ft) for any growth overhanging the road. It was not against the law for householders to cut hedges during the nesting season – this rule only applied to farmers. Landowners with footpaths on their land were responsible for keeping them clear of side and overhanging growth.
  - 4.2. **CDC:** Francis Hobbs was updated on a few planning issues.
5. **MEMBERS OF THE PUBLIC:** No item was raised.
6. **CHAIRMAN'S REPORT AND MEETING REPORTS**

**Bex Mill Bridge:** The Chairman had received an update from WSCC following the local councils' site meeting for roads in Heyshott, Graffham and East Lavington which had been circulated to HPC. Basically, unless there were injuries or repeated accidents, a speed limit at this location would be low priority. It was agreed that it was essential for all accidents to be recorded so that a full log could be given to WSCC in future. Signage was on the list for improvement. **Action 249:** Clerk to forward both emails (see 8.2 below) to Bex Mill resident and as them to keep a log of every incident.

**Community Orchards (CDC):** SH had looked into the matter which was quite complicated and unless the land was owned by HPC required permission from the landowner. A plan for planting and aftercare was required. It was suggested that a note should be put in the newsletter to see if anyone was interested in taking on the project. **Action 250:** SH/ Clerk.

## 7. FINANCE AND GENERAL PURPOSES

### 7.1. Financial report

Receipts	Detail	Ref	Amount
NatWest	Interest Sept £15.66 Oct £16.26	H	£31.92
Community Fund	Playground grant		£14,110.00
<b>Due after meeting</b>			
Olde Tale Prods Ltd	Filming compensation		£500.00
Cash	Playground event		£1,350.00
<b>Payments since July meeting</b>			
Cowdray Estate	Cricket ground rent	C05	£10.00
AB Mitchell	Mowing Heyshott common	C07	£1,440.00
J Crawford	September	A01	£247.22
The Tall Dog	Payroll September	A02	£18.00
J Crawford	October	A01	£247.22
The Tall Dog	Payroll October	A02	£18.00
<b>Payments due November</b>			
Playsafe	Playground annual inspection	C01	£182.40
D.Hills	Mowing cricket pitch, Hall area etc	C04	£840.00
J Crawford	Clerk's pay award (see below) Nov.	A01	£323.62
Tall Dog	Payroll November	A02	£18.00
AGD	4 days ditching + excavator delivery	C08	£1,760.00*
	<b>Total</b>		<b>£3,124.02</b>
<b>Payments due December</b>			
J Crawford	December	A01	£256.77
The Tall Dog	Payroll December	A02	£18.00
Playsafe	Playground expenditure est inc VAT		£21,498.00
<b>Balances 12/11/2024</b>			
<b>Current account</b>			<b>£7,731.73</b>
<b>Reserve account</b>			<b>£22,744.18</b>
<b>TOTAL</b>			<b>£30,475.91</b>
<b>Actual HPC Reserves</b>	<b>Less Playground £20,875.50</b>		<b>£9,600.41</b>

\* Estimate (inc. VAT)

**Clerks pay award:** £16.93 per hour (up from £16.30) backdated to 1 April 2024. Rise of £9.55 a month x 7 backdated £66.85 + £256.77 (new monthly pay) = £323.62.

**Resolved:** To pay the Clerk's salary award. Proposed by JCD, seconded by AP, with all in favour.

**Resolved:** To make the above payments above including for payments due in December. Proposed by the Chairman, seconded by FM, with all in favour.

**Playground** are due to spend £17,915 + VAT on their play equipment see 8.1 below

**HPC's expenditure to year end** is estimated to be about £7,500 (including above payments)

**Banking: Current signatories:** Clerk, JCD, AP, (Simon Lakin and John Murray).

Agreed to have FM as signatory and for the Clerk to have online access. JCD offered to try and make the changes. **Action 251:** JCD

### 7.2. BUDGET 2025-2026

**Proposed expenditure:** CW thought that 5 or 6 bollards needed to be replaced. **Action 252:** CW advise Clerk on cost.

**Arrange Budget work party:** This would be attended by The Chairman, Vice-Chairman, SH and Clerk/RFO. **Afternote:** Arranged for Thursday 28 November 2024 at 3pm.

### 7.3. **General Purposes:**

**Redaction of addresses:** WSALC had advised that Councillors' addresses should be removed from the HPC website. This was agreed. **Action 253:** Clerk to contact BA.

**Consultation on remote attendance and proxy voting:** The Government had sent out a consultation on plans to enable members to attend meetings via Zoom and to be able to vote by proxy. All were against the proposal - members should always attend in person. The Clerk was instructed to respond to the consultation. **Action 254:** Clerk.

## 8. **ENVIRONMENT AND AMENITIES**

8.1. **Playground (PGC) report:** Inspection of equipment and signing the book. The book had been signed and was up to date.

**Annual equipment inspection:** JR reported.

The inspection had been completed and there were a number of minor actions like repainting equipment and mending the big slide. A loose bolt on slide had been flagged up which was difficult to access but would be dealt with as soon as possible. It was not dangerous.

**New equipment grant:** The lottery fund had awarded £14,110 to the Playground for a climbing frame. Playsafe had sent an estimate, the design of which had to be agreed by the PGC. Separately, a nest swing costing £3,838 would be ordered. HPC was in agreement with the plans.

**Action 255:** PGC to give go ahead for Clerk make the orders.

8.2. **Highways and Public Rights of Way:**

Blanket speed limits (all PCs). The parishes would have to get together to work up a plan for this. WSCC Highways had responded on other matters that were raised at the meeting in July: drains at Foundry and Hoyle Lane would hopefully be inspected once the ditching had been done.

8.3. **Commons and open spaces:**

AP reported a path had been closed by WSCC. CW said it was now open as the drainage problem at the bottom of the common had been rectified.

Hedges in field behind The Street houses: The CEO of Cowdray Estate had informed HPC that the person who now rented the land was away and uncontactable. **Action 256:** Clerk to send reminder

## 9. **PLANNING**

9.1. **New applications:**

**SDNP/24/03964/LIS - Dunford House** - Demolition of existing bungalow and change of use of listed building (Use Class C2) to a single dwellinghouse (Use Class C3). This application was the same as SDNP/24/00694/FUL dealt with in March. It was agreed to send in the same response.

**SDNP/24/04501/TCA - Horton Meadow** - Notification of intention to reduce crown (all round) by approx. 1.5m on 2 no. Oak trees (T1) and (T2). HPC no objections.

9.2. **Decisions:**

**SDNP/24/01980/NMA – Polecats** - Non-material amendment to planning permission SDNP/23/04630/HOUS – repositioning of permitted storage building. **SDNPA: Refused.**

9.3. **Decisions awaited:**

**SDNP/23/04734/FUL and SDNP/23/04735/LIS – Dunford House** - Extension of the existing residential conference/training centre (C2 use)

**SDNP/24/00694/FUL – Dunford House** - Demolition of existing bungalow and COU of listed building (Use Class C2) to a single dwellinghouse (Use Class C3)

**SDNP/24/02063/LIS – Hoyle Farm** - Replacement roof tiles

**SDNP/24/03210/LDP - Sages Barn, Sunwool Lane** - Use of shepherd's hut as a summer house and home office within domestic curtilage.

**SDNP/24/03451/FUL – Nether Hoyle** - COU existing double garage to holiday. alterations 1 dormer to south elevation, 1 dormer to north elevation, replacement garage doors with 1 door and 2 windows to south elevation, 1 additional window to east elevation. (HPC: Neutral No objections [with comments])

**SDNP/24/03661/CND – Walker's farm** - Replacement dwelling. Application under Section 73 to vary Condition 2 (approved plans) of planning permission SDNP/22/05440/FUL to reposition the approved

dwelling so that the applicants family can live in the existing dwelling whilst the works are being carried out and then demolish the existing dwelling as soon as the new dwelling is completed.  
(HPC: Neutral No objections)

**9.4. Appeal decisions**

Both these appeals had been rejected by the Inspector:

**APP/Y9507/W/23/3333607** (SDNP/23/01045/FUL) - **Hoyle Lane Stables** – Conversion to 2 dwellings.

**APP/Y9507/W/24/3343032** (SDNP/23/04296/FUL) – **Hoyle Lane Stables** - Demolition to 1 dwelling

**9.5. Appeal decisions awaited:**

**APP/Y9507/W/23/3333237** (SDNP/22/05477/FUL) – **Dunford House** - COU to conference and training centre (C2 Use Class), events venue (Sui Generis) and heritage information area (F1(c) Use Class) with public access (number of days tbc) and replacement manager's accommodation.

**APP/Y9507/Y/23/3333236** (SDNP/22/05478/LIS) – **Dunford House** - Alterations and extensions to facilitate Change of use (COU).

**9.6. Other matters:** Dunford House correspondence with SDNPA on clarification of various points. SDNPA replied that it would be raising certain matters with the applicant.

**10. COBDEN HALL (FM).** There were talks, cinema and a successful D-Day commemoration. The first person had been granted a Cobden Trust bursary. The MP’s talk was taking place at the Hall later in the week.

**10. CHECK ACTIONS LIST, CORRESPONDENCE and EMAILS**

**11. DATE OF NEXT MEETINGS: HPC Budget meeting on Tuesday 14 JANUARY 2025 at 7.30 pm in COBDEN HALL**

**CONCLUSION: 20.45**

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

**Actions from meeting 12 November 2024**

249	Clerk	Bex Mill & roads	Send emails to Bex Mill residents	✓
250	SH/Clerk	Community Orchards	Copy for newsletter	✓
251	JCD	NatWest bank	Change signatories	
252	CW	Bollards	Obtain quote for Budget for RFO	✓
253	Clerk	Members’ addresses	Ask BA to remove from website	✓
254	Clerk	Remote attendance	Respond to consultation	✓
255	Clerk	New equipment	Make order when PGC approve it	
256	Clerk	Hedges at The Street	Send reminder to Cowdray	

**Actions from meeting 17 September 2024**

242	Chairman	Pavilion	Contact previous Cowdray Estate manager	
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**Actions from meeting 14 May 2024**

224	Chair/FM	Pavilion	Meet Cowdray	Ongoing see 242
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**Actions from meeting 9 January 2024**

Chairman	Blanket speed limits	Discuss with neighbouring councils	ongoing
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**Action from meeting 8 November 2022**

129	JCD	Playground	Look for documents in papers held by AP	
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