

HEYSHOTT PARISH COUNCIL

Chairman: Christopher Weeks
Clerk: Jane Crawford
email: clerk@heyshott.org.uk
website: <https://heyshott.org.uk/>

MINUTES: Meeting of Heyshott Parish Council No 3/Year 3/23-27
Held on: Tuesday 16 September 2025 beginning at 19.30
At: Cobden Hall

Present: Christopher Weeks
Bridget Adler
Robert Harris
Anthea Philip
Jane Constanduros
Simon Hook

In attendance: CD Councillor Francis Hobbs (part); Katharine Hood and Carlos Gonzales of the Vet Hospital (part)

Absent: WSC Councillor Tom Richardson

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:** Fiona Mackay
2. **DECLARATIONS OF INTERESTS:** None
3. **MINUTES OF MEETINGS:** HPC Meeting No2/Year 3/23-27 of 8 July 2025 were agreed and signed; Minutes of the Annual Parish Meeting held on 9 April 2025 were agreed and would be signed at the next APM.
4. **DISTRICT COUNCILLOR:** FH reported
Local Government Reform: CDC was having a full meeting on 23 July 2025 when a vote would be taken on the number of unitary authorities there should be in West Sussex. The cabinet would meet immediately afterwards to make the final decision which would be forwarded to the Government by 26 September 2025.
FH would be voting for 2 unitary authorities for West Sussex mainly because there would be 140 councillors proposed under the two-unitary model compared to 100 under a single-unitary. The Government decision was due to make by March 2026.
Development on field without planning permission: CDC was successful in their legal challenge against the development near Lodsworth.
5. **MEMBERS OF THE PUBLIC:** No matter was raised.
6. **CHAIRMAN'S REPORT AND MEETING REPORTS**
Contact CDC re environmental grants and see if an Aidash satellite report qualified. SH had contacted Aidash and they had sent a demo which the Chairman and SH looked through. The concept was the have a project on a certain area of land so it was not even worth spending £300 for a report where Heyshott was concerned.

SDNPA Ranger meeting – Jake and SH concentrated on the Rectory Common and the pond. **The Common** should be cut for 2 years in April, September and possibly early winter and the cuttings should be removed to reduce the nutrition of the common and might eventually reduce the reed grass (sedge). This year Mike and the Chairman cut the common twice, but the cuttings were not removed. There may be grants for doing this.

Year 3 after the spring cut make several scrapes and sew wildflower seeds, the cost of which can be covered by Beeline.

There would then be the ongoing cost of twice-yearly mowing and baling.

The reeds grass was the main concern and there was no guarantee this treatment would be successful. Jake could get an expert to look at it and identify the species.

The Chairman suggested the alternative was grazing. HPC could make it easier for the owner of the sheep by putting in permanent posts and water. The reed grass could be dug out. Or we could just carry on as we are.

The pond: There are grants up to £25,000 for ponds. Initially, Jake will ask the SDNPA pond surveyor to have a look at it next time he passes. This should inform us of what should and can be done.

The Chairman would ask Steph if you would put her sheep on the common.

Action 300: Chairman

SH was thanked for his report.

7. FINANCE AND GENERAL PURPOSES

7.1. Financial report

Receipts	Detail	Ref	Amount
NatWest	Interest July £9.92, August £9.07	H	£18.99
CDC	Precept	J	£5,250.00
Payments since July			
The Tall Dog	Payroll July	A02	£20.00
J Crawford	Clerk's pay July	A01	£269.81
The Tall Dog	Payroll August	A02	£20.00
J Crawford	Clerk's pay August	A01	£269.81
Payments due Sept			
Cowdray Estate	Pavilion rent	C03	£10.00
The Tall Dog	Payroll September	A02	£20.00
J Crawford	Clerk's pay Sept + 5 months back pay*	A01	£320.81
Payments due October			
The Tall Dog	Payroll October	A02	£20.00
J Crawford	Clerk's pay October (new amt)	A01	£278.31
Balances 8 July 2025			
Current account			£7,238.38
Reserve account			£10,878.47
TOTAL			£18,116.85
Actual HPC Reserves	Less Playground see below		£13,048.55
PLAYGROUND			
Receipts since last meeting	Playground party in the park	P01	£1,443.77
Payments	Moore for External Audit	G02	£252.00

Payment due:	Playsafe annual equipment inspection	G04	212.40
Current balance			£5,068.30

***Clerk's pay:** The award from 1 April 2025 was £18.35 per hour an increase of £8.50 per month. New monthly amount was £278.31. September pay included 5 months back pay £42.50 + £278.31.

Resolved: To approve pay rise for the Clerk. Proposed by JCD, seconded by BA, with all in favour.

Resolved: To agree above payments including for payments due in October. Proposed by AP, seconded by Chairman, with all in favour.

Ditching: Will cost £1,400 for 4 days work in December. Chairman suggested MG would be cheaper, but there could be an insurance issue. The Chairman would check. It was agreed the Chairman would make the order with either contractor. **Action 301: Chairman**

Bank transfer: It was agreed to Transfer £3,000 to reserve from current account.

Action 302: JCD

Change signatories: Current: Clerk, JCD, AP and BA. JCD had a problem as NatWest did not have her correct phone number. The Clerk would contact the bank so it could be changed.

Action 303: Clerk

7.2. **External auditor:** External audit completion and certificate issued. Clerk should have informed auditors about the date of the public rights to inspect the accounts being slightly different to the recommended dates (because the Clerk was away at the beginning of June).

7.3. **The Minutes** were on website as draft until agreed at meeting – the Chairman suggested that so long as all were happy with the minutes, they need not be draft on the website but would be formally agreed at the meeting as usual. **Resolved:** To drop 'draft' from minutes. Proposed by RH, seconded by SH, with all in favour.

7.4. **Insurance:** The Chairman attended the Clear Insurance winter risks seminar which included the risks of the bonfire. One important query was were volunteers covered by insurance for work parties and the bonfire. The numbers of attendees also ought to be reported to the insurers. The Clerk had received the risk assessment from the Bonfire Committee and was awaiting a risk assessment from the company who provided and operated the fireworks. The Chairman asked RH would look into the matter, including the pond being a potential risk, and other matters raised in his notes taken at the seminar. **Action 304: RH**
HPC was not responsible for the pond – it only rented the Pavilion from Cowdray. Presumably Stedham Fishing Club had an agreement with Cowdray. **Action 305: Clerk to make enquiries.**

8. ENVIRONMENT AND AMENITIES

8.1. **Playground (PGC) report:** The 2025 inspection had just been completed, but the report not yet sent.

JR's resignation as Chairman. RH reported that SP would be the new Chairman which was good as she had young children. He will have a briefing meeting with her. **Action 306: RH**

The Chairman on behalf of the Council thanked JR for leading the PGC with so much success at fund-raising, the new equipment and safety surfacing projects. Chairman would write to JR and RH would write a piece for the Newsletter thanking her. **Action 307: Chairman**

Action 308: RH

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

Foundry drain jetting and Hoyle Lane drain inspection. The Clerk was instructed to contact TC to see what was going on with the drain. **Afternote:** Tom Richardson had emailed to say the jetting at Polecats and at Hoyle Lane were on the P2 (priority) list which would be carried out in the coming months. If flooding should occur at either site, photographs should be taken and TR would get the jetting moved to the P1 list for urgent action.

8.3. **Commons and open spaces:**

Hedges in field behind The Street houses: Due for cutting in September. The Clerk should write again to Cowdray to ask them to get it done. **Action 309: Clerk**
Flailing common had been completed (second cutting)
Growth at Peace Lane junction – no report.

9. **COBDEN HALL**

VJ 80 events were held on 15 September 2025. A service of commemoration was held in the Church followed by raising of the flag, readings and a bugler. Cobden Hall provided tea, coffee and cake. There was also a bar serving wine and Singapore slings and an exhibition of WWII newsreels and music. It was admirably attended.

10. **PLANNING:**

10.1. **New applications:**

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.

The main concern was the access which had not been solved. Although the Appeal Inspector had capped the number of people attending the house at any one time to 139, it was unclear if this included staff. They could in addition to the 40 guests staying have another 80 for both lunch and dinner at the restaurant. They were making traffic plans for small events of 50 people, medium events of 90 and large events of 140. This was not in accordance with what the applicants had suggested at the July meeting. HPC had objections. JCD would write the response for the Clerk to send.

SDNP/25/02729/HOUS - Hoyle Farm - Relocation of entrance drive retaining existing access to highway. HPC had no objections and would not make a comment.

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.

Katherine Hood said the application had been called in by the SDNPA and they had been asked to do additional work. Despite having exactly the same dustbin lorry as Canine Partners, they had been asked to widen the entrance to the drive and make passing places along it. They would be planting more hedging so that there was not a net loss of biodiversity.

They had provided justification for the need of a qualified vet living in the house on a permanent basis and other buildings on the site would be used from time to time by other staff when animal patients had to be kept overnight. There would be no animals living on the site on a permanent basis. 1 to 2 animals overnight would be a terrible night, but not usual.

An alteration to the plans was they had moved the main entrance to the other end of the building which meant the fire escape was moved to the back.

Their hoped for opening was slipping, but they had found an electrical supply problem which they were dealing with so everything would be ready to go once permission was obtained.

HPC was strongly in favour of rural businesses and fully supported the application. JCD would draft the response for the Clerk to send.

SDNP/25/02840/HOUS - Meadow Cottage, Mill Lane - Alterations to roof and small infill extension. HPC: The changes were not visible from the road and no comment would be made.

10.2. Decisions:

SDNP/25/01230/LDP - 274 Leggs Lane - Proposed lawful development - Installation of solar PV panels to roof. **SDNPA: Refused.**

10.3. Decisions awaited

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.

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.

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. HPC withdrew its previous objection on the understanding that the converted garage will not be used commercially and that a condition will be added restricting the use of the annexe to purposes ancillary to the occupation and enjoyment of Nether Hoyle.

SDNP/25/03179/HOUS – Nether Hoyle - Single storey side and rear extension following removal of conservatory. HPC no objections.

10.4. Withdrawn applications

SDNP/25/01605/LIS – Dunford House - Change of use of conference and training centre (C2 Use Class) 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 to be confirmed) and replacement manager's accommodation.

SDNP/25/01633/CND – Dunford House - Change of use of conference and training centre (C2 Use Class) 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 (Variation of condition 2 from planning application SDNP/22/05477/FUL - Amendments to plans including internal, external and landscaping alterations).

11. CHECK ACTIONS LIST, CORRESPONDENCE and EMAILS

12. DATE OF NEXT MEETING: HPC meeting on Tuesday 11 November 2025 at 7.00 pm in the COBDEN HALL. Note new time for meetings.

CONCLUSION: 21.10

Chairman..... Date.....

Actions from meeting 16 September 2025

300	Chairman	Sheep	Ask Steph to put on Rectory Common	
301	Chairman	Ditching	Order work with either contractor	
302	JCD	Transfer funds	£3,000 from current to deposit a/c	✓
303	Clerk	NatWest	Contact re JCD phone number	✓
304	RH	Insurance	Look into volunteer cover/bonfire/general	
305	Clerk	Pond	Contact Stedham Fishing Club	✓
306	RH	Playground	Brief new chairman	✓
307	Chairman	JR	Write to thank for Playground	
308	RH	JR	Write copy for Newsletter	✓
309	Clerk	Hedges at The Street	Write to Cowdray estate	✓

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	In hand
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Actions from meeting 28 January 2025

262	FM/AP	Gmail emails	Set up new addresses	ongoing
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