

HEYSHOTT PARISH COUNCIL

Chairman: Robert Harris
Clerk: Jane Crawford
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website: <https://heyshott.org.uk/>

MINUTES: Meeting of Heyshott Parish Council No 3 Year 1/23-27

Held on: Tuesday 12 September 2023 beginning at 19.30.

At: Cobden Hall

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

In attendance: CC Tom Richardson (part), DC Francis Hobbs (part) and one parishioner

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:** Jane Constanduros and Fiona Mackay
2. **DECLARATIONS OF INTERESTS:** None
3. **MINUTES OF MEETINGS:** No 2/Year 1/23-27 of 11 July 2023 were agreed and signed.
4. **WSCC and DISTRICT COUNCILLORS**
 - 4.1. **Chichester District Councillor:** Francis Hobbs
Dunford House: The officers had asked for an extension of time which had been agreed by the developer.
 - 4.2. **West Sussex County Councillor:** Tom Richardson
Bex Mill Bridge: TR was aware of the problems at the site which had been exacerbated by Midhurst being closed for the fire and then again in the last few days for water works. He was happy to report Midhurst was now open, although the closure signs had not yet been taken down.
Speed limits: TR was still working on his joint initiative with HPC and its neighbouring parishes to look at the possibility of reducing the limit throughout the area using Quiet Lanes legislation. The Parish Council agreed this would be a positive step forward.
99 Bus service: The new bus was operating between the area of Chichester, Midhurst and Pulborough and people could phone and order it to pick them up.
5. **MEMBERS OF THE PUBLIC**

See 8.4 below.
6. **CHAIRMAN'S REPORT AND MEETING REPORTS**
 - 6.1. **Green HEAL:** Report SH. There had been 2 meetings. The matter was really being driven by Easebourne and it was difficult to see how it applied to Heyshott. They were preparing a presentation (which SH had modified) to be given to the 3 parishes in November. It was an environmentally green project. They were discussing the mechanics of setting up a charity; the parishes would be asked to agree the concept and for funding.
 - 6.2. **Canine Partners site:** The Chairman reported that the CEO of Canine Partners had met with parishioners in August and confirmed they would be selling the site. The residents in Peace Road were very concerned. The parish council had sympathy for their views and would keep a close

watch on the situation. The site was currently being used for police dog training. Residents should have consulted with the planners about a change of use, but there had been no information on this yet.

- 6.3. **Arrange first aid course:** The Chairman had spoken to LP who would be interested in doing it. The Red Cross charged £39 per person.
A date would need to be fixed. **Action 170: Chairman**

7. FINANCE AND GENERAL PURPOSES

7.1. Financial report:

Receipts	Detail	Ref	Amount
NatWest	Interest July £14.10, August £16.43	H	£30.53
Cash	Playground fund-raising event		£1,712.20
Cobden Hall	For Playground		£75.00
CDC	Precept		£3,500.00
Receipts due			
Cash	Playground fund-raising event		£60.00
Payments since July meeting			
J Crawford	Clerk July	A01	£232.05
The Tall Dog	Payroll July	A02	£18.00
J Crawford	Clerk August	A01	£232.05
The Tall Dog	Payroll August	A02	£18.00
Payments due			
Cowdray Estate	Cricket ground and pavilion rent		£10.00
Playsafe Playgrounds	Annual playground inspection		£156.00
A Michell	Mowing	C07	£1,440.00
J Crawford	Clerk September	A01	£232.05
The Tall Dog	Payroll September	A02	£18.00
	Coronation photo book		
Payments due October			
David Hills	Mowing cricket ground		
J Crawford	Clerk October	A01	£232.05
The Tall Dog	Payroll October	A02	£18.00
Balances 12/09/2023			
Note £1,500 transferred to reserves			
Current account			£5,545.54
Reserve account			£13,821.14
TOTAL			£19,366.68
Actual HPC Reserves	Less Playground £5,585.61 + Fishing £699 (£6,284.61)		£13,082.07

Resolved to make the above payments including those due in October. Proposed by AP, seconded by CW, with all in favour.

- 7.2. **Playground :** Replacing the safety surfacing was urgent. JR was seeing a Wickstead representative on 20 September 2023 re works to the playground. The annual equipment inspection was due on Friday 22 September.
- 7.3. **Parish online mapping:** This had been free but now cost would be £38.40. The Parish Council had not used it so far and was unlikely to need it in future so it was agreed the agreement should be cancelled. **Action 171: Clerk**
- 7.4. **Coronation:** The photograph book was being prepared.

- 7.5. **Bonfire:** The Clerk had sent members the Insurance statement of facts and the guidelines for holding special events including fireworks. HPC had received the risk assessment with which they were happy. The Clerk had just received notification of the road closure application.
- 7.6. **Valuation Office Agency required information regarding the Cricket Ground and pavilion.** The Clerk would fill in the online form before the deadline of 10 October after which a penalty of £100 could be levied. **Action 172: Clerk**
NB: The Clerk reported that HPC did not insure the building and advised that Cowdray should be asked if they did. The Clerk had sent members The Cowdray lease agreement. **Afternote: Chairman would contact Cowdray. Action 173: Chairman**
- 7.7. **Budget in November.** Members were asked to let the RFO know of any projects for next year together with estimated costs at least a week before the next meeting on 14 November 2023.
Action 174: All

8. ENVIRONMENT AND AMENITIES

- 8.1. **Playground (PG) report:** Inspection of equipment and signing the book (bring book to meeting)
 Not done.
- 8.2. **Highways and Public Rights of Way:**
Heyshott Winter Plan: A draft Winter Plan had been sent to Councillors, but there were gaps that needed to be filled in such as who the first contact would be and a list of 4 x 4 owners. The pub should be asked if they would be HQ in the event of a long power cut. A contractor should be found to clear snow (under instruction of WSCC). **Action 175: CW (names) and Action 176: Clerk** (snow clearance contractor)
Bex Mill Bridge and possible Traffic Regulation Order for 30 or 40 mph speed limit for all roads see 4.2 above.
- 8.3. **Flooding: Drainage at Foundry:** Initial inspection by WSCC – the Clerk had contacted WSCC again about the inspection, but no action had been forthcoming. The Clerk was asked to contact WSCC for the third time.
 Cowdray as the landowner of the adjacent field ditches should be contacted, but CW said the problem was North of the Foundry where the land was boggy and the ditches in bad order. AP remembered WSCC clearing that side of the road about 7 or 8 years ago. **Afternote action:** AP would contact Cowdray to see if they could deal with the matter. If not, the Clerk would try WSCC again. **Action 177: AP (and Clerk)**
- 8.4. **Commons and open spaces:**
Mowing common: The mowing and baling had been completed.
Common land and ditch at Cobdens and Farriers: TM: The two houses below the Cobden Hall were now occupied permanently rather than being just for weekends. It was the lowest part of the village and when it rained there was a lot of water running through from the fields at the bottom of the Downs in the south. He understood that HPC was arranging for various ditches to be dug and wondered if the ditch through the land could also be dug out. The surrounding common land was also very overgrown. If HPC would be willing to arrange to have the land cleared in the first instance, the residents would be prepared to maintain it in the future.
 Discussion ensued and it was thought that if the ditches were dug out, it might make the flooding at the Foundry worse as water would arrive there more quickly.
Resolved: To order the ditches work with AGD and ask GW to do the clearance work, hopefully as soon as possible. Proposed by CW, seconded by SH, with all in favour. **Action 178: CW for ditches. Action 179: AP for clearance.**

9. PLANNING

- 9.1. **South Downs Local Plan review: Parish Priorities Statement** Chairman and SH. The document needed to be finalised and then sent to the Clerk. **Action 180: Chairman and SH**
 The Chairman thanked SH and parishioner CH for their work on the statement.
- 9.2. **New application:**
SDNP/23/03370/LDP - Lower Cranmore Farm - Erection of a single-storey rear conservatory and a front entrance porch. This arrived too late to be on the Agenda. HPC: No objections

- 9.3. **Decision: SDNP/22/03312/HOUS – Bex Mill Bungalow** - Change use of loft space to habitable accommodation and 3 no. new dormer windows. **SDNPA: Refused**
- 9.4. **Decisions awaited**
SDNP/22/05477/FUL and SDNP/22/05478/LIS Dunford House - Change of use of conference and training centre events venue (Sui Generis) and heritage information area (F1(c) Use Class) with public access (number of days tbc) and replacement manager's accommodation.
10. **COBDEN HALL:** No report
11. **CHECK ACTIONS LIST, CORRESPONDENCE and EMAILS:** AP had been appointed a PROW warden for Heyshott by Sussex Ramblers. She could be contacted if there were any PROW problems.
12. **DATE OF NEXT MEETING: Tuesday 14 November HPC meeting 7.30 at the Cobden Hall.**

CONCLUSION: 21.00

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

Action from meeting 12 September 2023

170	Chairman	First Aid course	Organise	
171	Clerk	Online mapping	Cancel subscription	✓
172	Clerk	Cricket pavilion	Fill in Valuation Office form	✓
173	Chairman	Pavilion	Contact Cowdray re insurance	
174	All	Budget	Inform Clerk of any 2024/5 expenditure	
175	CW	Winter plan	Speak to potential volunteers	
176	Clerk	Winter plan	Try to find snow clearance contractor	
177	AP/Clerk	Foundry flooding	Ask Cowdray if they will clear ditches	ongoing
178	CW	Common below Hall	Ask AGD to add ditch to his list	
179	AP	Common below Hall	Ask GW to clear asap	✓
180	Chair/SH	Parish Priorities	Complete to form and send to Clerk	

Action from meeting 11 July 2023

160	JCD	Solar panels	Ring J Saunders for advice	
162	TR	Quiet Lanes TRO	Set up joint meeting with parishes	
163	AP	Overgrown PROWs	Inform Cowdray	
166	Clerk	Dark Night Skies	Inform parishioner re SD Local Plan	✓
168	Chairman	Playground event	Send a Risk Assessment form	✓

Action from meeting 16 May 2023

149	CW	Ditch work	Order for Sept from AGD	ongoing
151	CW	Playground ash tree	Get expert advice	✓
152	FM	Coronation book	Order	
153	FM	Seat at Leggs Lane	Check if needs treatment	
154	FM	Pavilion	Check shutters and seat strut	
157	Chairman	First Aid course	Ask LP about it	✓

Action from meeting 10 January 2023

138	Clerk	Hoyle Lane drain near stables	Contact WSCC Highways again	Ongoing
139	Clerk	Foundry bridge flooding	Arrange for site meeting with WSCC	Ongoing
140	CW	Hyde Park water on road	Investigate to see if water leak	

Action from meeting 8 November 2022

129	JCD	Playground	Look for documents in papers held by AP	
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Action from meeting 5 October 2022

114	CC/Clerk	Safamulch surfacing	Obtain quotations	
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