

HEYSHOTT PARISH COUNCIL

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

MINUTES: Meeting of Heyshott Parish Council No 5/Year 2/23-27
Held on: Tuesday 28 January 2025 beginning at 19.30
At: Cobden Hall

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

In attendance: CD Councillor Francis Hobbs (part)
Apologies: Jane Riley, Chairman PGC
Absent: WS County 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:** None
2. **DECLARATIONS OF INTERESTS:** None
3. **MINUTES OF MEETINGS:** No.4/Year 2/23-27 12 November 2024 were agreed and signed.
4. **CDC COUNCILLOR**

Francis Hobbs reported on the Government plans for devolution and re-organisation of local government:

The government wanted combined authorities to provide strategic leadership on issues including housing, highways and transport, economic growth, skills, environment and climate change, health and public safety for areas of more than 1.5 million people.

The cabinets of West Sussex County Council and neighbouring East Sussex County Council and Brighton & Hove City Council agreed to proceed with a proposal for devolution with a combined authority for Sussex as a whole, including an elected mayor who would run a Mayoral Strategic Authority.

At the same time as devolving powers, the Government was also planning to create unitary authorities in places where district, borough and county councils currently existed.

So while a combined mayoral authority would deliver on big, strategic issues, unitary authorities could continue to operate most day-to-day services currently delivered by the county and district and borough councils.

The government's aim was for areas of a population of around 500,000 people to be served by just one local council.

All partners across Sussex were discussing how this might be arranged. There could be a coastal authority consisting of Brighton & Hove and Worthing or more likely, East and West Sussex with a Mid Sussex Authority which would include Brighton & Hove and Crawley.

The government's decision on the devolution proposals is expected before the end of January 2025 (this week).

If the government accepts the initial proposal for devolution in Sussex it will consult residents on their views before the end of March 2025.

One possible outcome of the application is that the government opts to postpone the currently planned 2025 county council elections with a view to electing the mayor for a strategic authority in 2026 and then developing local government reorganisation with elections.

Timetable:

2026: Mayoral elections and decision to move to Mayoral Strategic Authority.

2027: Elections for a new unitary shadow authority.

2028: Reorganisation completed and unitary councils go live.

FH was asked about the selection process for candidates to be the directly elected mayor. He said it would be a similar process to that used for selecting candidates for local elections and it is expected all major parties would put forward one candidate and there could be independents.

FH said that CDC would cease to exist and new Unitary Councillors would have to deal with large areas of parishes making it more difficult for them to provide the same level of personal attention possible with district councillors at the moment.

Dunford House: The appeal (see 10.5 below) had been allowed, but there were many conditions attached for instance a cap of 139 people and 73 car parking spaces. It appeared that the owner had let the property to someone who would run it as a hotel and private members club. They did not have listed building permission for the wellness centre.

FH With reference to the complaints from neighbours he recommended that the neighbours needed to log all events with dates and problems as a record for the future.

5. **MEMBERS OF THE PUBLIC:** A complaint had been received about a blocked drain which was causing a nuisance. The Clerk would contact the housing association about it. **Action 257: Clerk**
6. **CHAIRMAN'S REPORT AND MEETING REPORTS**
 - 6.1. **Community Orchards (CDC) SH:** A note had been put in the Newsletter, but no interest had been shown by parishioners so HPC would not do anything further.
 - 6.2. **APM:** It was confirmed that the meeting would take place 9 April 2025 and FM would be the meeting Chairman in the absence of RH. It was agreed to have wine at the meeting which JCD would purchase. **Action 258 : JCD**
 - 6.3. **SDNP local plan review meeting held on 22 January 2025 attended by JCD.** SDNPA wanted to have people's views about the park and everyone should be encourage to take part in the survey (https://www.smartsurvey.co.uk/s/SDNP_PMP/). A note including the QR code should be put in the Newsletter. **Action 259: Clerk.**
 - 6.4. **Big Feat run held on 26 January 2025:** FM had attended the whole morning. There were 378 runners and the event was a very well organised with no problems.
 - 6.5. **SDNPA open spaces study: request for maps of Heyshott open spaces.** **Action 260: Chairman** would deal with SDNPA's request.
 - 6.6. **Consultations: NALC standards survey; WSCC road safety strategy; TfSE Transport Strategy** **Action 261: Chairman** would deal with these.

7. FINANCE AND GENERAL PURPOSES

7.1. Financial report.

Receipts	Detail	Ref	Amount
NatWest	Interest Nov £24.40 Dec £26.95	H	£51.35
Olde Tale Prods Ltd	Filming compensation		£500.00
Payments since November			
Playsafe	Playground annual inspection	C01	£182.40
DH	Mowing cricket pitch, Hall area etc	C04	£840.00
AGD	2 days ditching + excavator	C08	£967.60
J Crawford	Clerk's pay November	A01	£323.62
Tall Dog	Payroll November	A02	£18.00
M Gaylor	2 days ditching	C08	£560.00
J Crawford	Clerk's pay December	A01	£256.77
The Tall Dog	Payroll December	A02	£18.00
PCC of St James	Newsletter	A09	£268.20
Payments due January			
J Crawford	Clerk's pay January	A01	£256.77*
The Tall Dog	Payroll January	A02	£18.00*
Cobden Hall	Grant	B03	£100.00
Bonfire	Grant	B03	£100.00
Midhurst Community Bus	Grant	B03	£100.00
Midhurst Palliative Care	Grant	B03	£100.00
PCC of St James, Heyshott	Contribution upkeep of graveyard	B01	£500.00
GW	Church to pub mowing/clearance	C03	£432.00
	Total		£1,332.00
Due February			
J Crawford	Clerk's pay February	A01	£256.77
The Tall Dog	Payroll February	A02	£18.00
Balances 28/1/2025			
Current account			£5,731.83
Reserve account			£22,795.53
TOTAL			£28,527.36
Actual HPC Reserves	Less Playground see below		£6,597.78
Playground			
Receipts since last meeting			£0.00
Payments			
J Riley	Paint and petrol (petty cash)	C02	£138.54
Payment due			
Playsafe	New equipment (£18,384 + VAT)	P	£22,060.80
Current balance			£21,929.58

Resolved: To make the payments above including for payments due in February and for playground new play equipment project which was due to be undertaken imminently. Proposed by the Chairman, seconded by FM, with all in favour.

HPC's expenditure to year end: estimate **£2,400**; Reserves estimate **£4,000**

Agreed to change signatories: Current: Clerk, JCD, AP, (~~delete~~ Simon Lakin and John Murray).

Add FM, and online access for Clerk and change of address: **Action 251: JCD**

The Clerk had split out Playground expenditure and cash balance when reporting to meetings. SH also wanted the annual equipment inspection to be charged to the Playground rather than HPC. The Clerk advised that as it was imperative for the inspection to be done for insurances purposes, HPC should be responsible for making sure it was undertaken and therefore should pay for it. **Resolved:** SH proposed, seconded by BA, the Playground should pay for the inspection. This was agreed with 2 abstentions.

7.2. **BUDGET 2025-2026:**

The Chairman ran through the Budget which can be found in detail in the Budget Work Party meeting notes, the Clerk's pay and expenses, the Playground account which had been sent to all Members

Recommendation: This year HPC should have a balanced budget and not run a deficit as in recent previous years.

Expenditure

A01 Clerk's salary: To promote Clerk to SCP 24 £17.79 per hour £3,233 + 2.8% pay award= £3,330. Agreed.

A02 Office expenses: The Clerk's allowance was a notional £20 per annum and it was proposed that £75 per annum should be paid and for mileage .45 per mile. Agreed. The Tall Dog would be putting up their charges for the payroll from £18 to £20 per annum. Agreed.

A04 Insurance: Clerk has contacted Clear Insurance who confirm they are keeping to the 3-year contract this year.

A05 Audit: K Bennett Internal Audit £200-£250 and because the PGC grant/expenditure will take us over the £25,000 limit HPC will have to submit the accounts for External Audit costing £210. **Recommendation:** To appoint KB and PGC to pay for External Audit.

A08 Website, and Emails, publicity: It was agreed that Members should have dedicated email addresses for HPC. It was agreed that as gmail was free, all should set up a new email with name.heyshottpc1@gmail.com. The Chairman would help if needed. **Action 262: All members**

Recommendation to appoint Town and Parish Council Websites for website and clerk's email.

B01 Heyshott Churchyard mowing: £500. Agreed

B02 Continued membership of WSALC. Agreed.

B03 Grants to other bodies: Midhurst Bus £100, Cobden Trust £100 and Heyshott Bonfire £100 Midhurst Palliative Care £100.

Recommendation: HPC should no longer support any national or organisations outside the parish apart from the Midhurst Yellow Bus. AP said HPC should continue to donate to Midhurst Palliative Care and suggested £100. Agreed.

C01 Play Equipment Annual Inspection: **Recommendation:** To confirm appointment of Playsafe to undertake the inspection. Agreed.

C04 Cricket ground and land near Cobden Hall mowing: FH confirmed that the contractor knew about the price cap.

C08 Bus shelter maintenance, if needed, would be undertaken by SH and FM.

C09 General maintenance: **Recommendation:** not to spend £360 on Bollards this year. Agreed.

P Playground projects: quotation for climbing frame (£14,556) and nest seat swing (£3,828) including installation inspections.

Receipts:

J Precept. **Resolved:** To Precept for £10,500. This was proposed by the Chairman, seconded by SH, with all in favour.

Resolution: To appoint The Tall Dog to do the payroll.

Resolution: To appoint Karen Bennett as Internal Auditor

Resolution: To appoint Town and Parish Council Websites for website and Clerk's email.

Resolution: To remain a member of WSALC

Resolved: To pay the grants as listed above. Proposed by AP, seconded by FM, with all in favour.

Resolution: To accept Playsafe's quote of £177 for playground annual inspection.

Resolved: To accept the Budget, the above remaining Resolutions and Recommendations. Proposed by the Chairman, seconded by FM, with all in favour.

Action 263: The Clerk would inform CDC about the precept.

Action 264: The Clerk would write to contractors and accept their quotations.

The Budget and work party report would be attached to the Minutes and put on the website under HPC finance. **Action 265: BA and Clerk**

7.3. **External auditor Moore:** Members confirmed that they had no business with this firm.

8. ENVIRONMENT AND AMENITIES

8.1. **Playground (PGC) report:** Inspection of equipment and signing the book (bring book to meeting); **Annual equipment inspection actions:** no report; **New equipment project:** Imminent

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

Blanket speed limits (all local PCs) no report;

Ditch work: CW reported. There had been 4 days of ditch work which had made a difference. The culvert in Hoyle Lane was blocked and needed jetting. Drainage at the Foundry was improved, but was being held up under the road.

PROW: The bridleway at Chalky had 3 fallen trees and AP would contact Cowdrey about them. At the same time she would ask when they would be flattening the paths on Heyshott Common after the timber felling undertaken in the Winter. **Action 266: AP**

8.3. **Commons and open spaces:** Work parties report (CW); Hedges in field behind The Street houses

Work Parties: CW was planning to work parties on Thursdays 3, 10, 17 and 24 April at 10 – 12 meeting at the Pub. This should be put in the Newsletter. **Action 267: Clerk**

9. **COBDEN HALL (FM)**

The Winter talks and films were continuing. They were considering doing something similar to D-Day for VE 80 on Thursday 8 May 2025.

10. PLANNING

10.1. **New applications:**

SDNP/24/05020/FUL & SDNP/24/05021/LIS - Dunford House - Demolition of non-original 5 bedroom manager's accommodation bungalow and replacement with new 4 bedroom bungalow for manager's accommodation within in the curtilage of the site. The replacement bungalow for the manager's accommodation would be a building tied to Dunford House. Demolition of non original single storey 5 bedroom suites within the hotel wing to the rear of Dunford House and erection of modest rear extension to the existing function room, with sympathetic changes to fenestration and a matching flat roof structure. Demolition of roof to 'bridge' between the non-original wing and the main house and replacement with railings. Erection of an external swimming pool and padel court (external swimming pool and tennis court recently approved under SDNP/24/00694/FUL). Minor internal alterations and fenestration changes to the Coach House/Wellness Centre to facilitate more guests and to make visual improvements.

It was agreed that HPC would object to the application on grounds of the siting and size of the new manager's house which was a long way from the main building – it was a big separate dwelling. Also on access although the applicant claimed that the Deeds still allowed emergency access down the old drive to Bex Lane. JCD would try to verify that this was the case. **Action 268: JCD**

HPC had accepted the application for a single house.

One of the conditions in the appeal was that no marquees would be allowed.

HPC objections: JCD would send notes to Clerk for response to SDNPA. Lette to be sent to HPC for approval first. **Action 269: JCD/Clerk**

10.2 **Decisions:**

SDNP/24/02063/LIS – Hoyle Farm - Replacement roof tiles. **SDNPA: Approved**

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

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 existing whilst the works ongoing and then demolish the existing dwelling as soon as the new dwelling is completed. **SDNPA: Approved**

SDNP/24/03969/HOUS – Heyshott Meadows, Polecats - Demolition and replacement of existing greenhouse, detached single-storey pool house and outdoor tennis court with perimeter enclosure. **SDNPA: Approved**

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). **SDNPA: No objection**

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). **SDNPA: Approved**

10.3. **Application withdrawn**

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.

10.4. **Decisions awaited:**

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

SDNP/24/03964/LIS - Dunford House - Demolition of existing bungalow and change of use of listed building (Use Class C2) to a single dwellinghouse (Use Class C3)

10.5. **Appeal decisions**

Both these appeals were upheld by the Planning Inspector:

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).

10.6. **Other matters:** Dunford House correspondence. It would be advisable for complaints to be sent to the Clerk so that she could keep a central log. **Action: JCD/Clerk**

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

12. **DATE OF NEXT MEETINGS:** HPC meeting on Tuesday 11 MARCH 2025 at 7.30 pm and Heyshott Annual Parish Meeting Wednesday 9 APRIL 2025 at 7.00 pm. **Both in the COBDEN HALL,**

CONCLUSION: 21.15

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

Actions from meeting 28 January 2025

257	Clerk	Blocked drain	Contact Housing Association	
258	JCD	APM wine	Purchase	
259	Clerk	Local plan review	Publicise in Newsletter	
260	Chairman	Maps	Provide for SDNPA	
261	Chairman	Consultations	complete	✓
262	ALL	Gmail emails	Set up new addresses	
263	Clerk	Precept	Inform CDC	✓
264	BA/Clerk	Budget & notes	Put on website	
265	Clerk	Contractors	Order work	✓
266	AP	Contact Cowdrey	Chalky trees and flatten Common ruts	
267	Clerk	Work parties	Advertise in Newsletter	
268	JCD/Clerk	Dunford	Prepare response to SDNPA	✓
269	JCD/Clerk	Dunford log	Clerk to log complaints - inform neighbours	

Actions from meeting 12 November 2024

251	JCD	NatWest bank	Change signatories	
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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