

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 5/Year 3/23-27
Held on: Tuesday 13 January 2026 beginning at 19.00
At: The Cobden Hall

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

In attendance: District Councillor Francis Hobbs
Chairperson of the Playground Committee (PGC) (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:** Robert Harris
2. **DECLARATIONS OF INTERESTS:** None
3. **MINUTES OF MEETING:** HPC Meeting No4/Year 4/23-27 of 11 November 2025: The Minutes were agreed and signed.
4. **DISTRICT COUNCILLOR** Francis Hobbs touched on Dunford House (see planning)
5. **MEMBERS OF THE PUBLIC:** None
6. **CHAIRMAN'S REPORT AND MEETING REPORTS**
 - 6.1. **Bonfire and Playground Committees:** arrangements for meetings.
Bonfire: Two parishioners had agreed to set up a new Committee. They would identify the jobs that needed to be done and who would do them and those people would make up the committee. The bonfire would be on 14 November 2026 – unfortunately Heyshott had lost the weekend nearest to 5 November this year.
Playground Committee: The Clerk had written a short form of Standing Orders for the Playground Committee which would be sent to RH for approval and to PGC. **Action 319: Clerk**
 - 6.2. **Midhurst Community Hub:** forum Wednesday 19 November was well attended, by AP and about 60 other people. It was run by 4 teams of volunteer advisors and dealt with young and old with all sorts of problems of drugs, abuse, food banks etc. They also worked with many other organisation making arrangements for clients to obtain further advice from specialist organisations when necessary. A full report would be put in the Newsletter. **Action 320: AP**
 - 6.3. **Annual Parish Meeting arrangements:** The Clerk was asked to invite the SDNPA Ranger.
Action 321: Clerk It was resolved to provide wine at the meeting. Proposed by FH, seconded by all. **Action 322: JCD**
 - 6.4. **Campaign to re-open Midhurst Police Station:** Dominic Merritt, Midhurst CDC member, had started the campaign. HPC supported the re-opening of the Police Station and the Clerk was

asked to write a letter of support. Individual Councillors and parishioners were encouraged to fill in a public survey which would help him understand people's priorities.

Action 323: Clerk/All

- 6.5. **Newsletter:** February content. FM would do the recipe. She would also write about the Spring clean which was between Wednesday 16 March to Monday 23 March and the Big Feast event.

Action 324: FM

- 6.6. **Tractor event:** About 57 tractors turned up at Heyshott and parked on the common leaving big ruts. No-one in Heyshott had been notified. **Action 325: Chairman. Afternote:** The Chairman contacted the organiser who agreed to make good the common with a roller when it was suitable to do so weather-wise.

7. FINANCE AND GENERAL PURPOSES

7.1. Financial report

Receipts	Detail	Ref	Amount
NatWest	Interest Nov £9.97, Dec £10.66	H	£20.63
Payments since November			
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
MG	Ditching 4 @ £250	C05	£1,000.00
PCC of St James	Newsletter	A08	£280.00
The Tall Dog	Payroll December	A02	£20.00
J Crawford	Clerk's pay December	A01	£278.31
Payments due January			
The Tall Dog	Payroll January	A02	£20.00
J Crawford	Clerk's pay January	A01	£278.31
Cobden Hall	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	B02	£500.00
	Total		£1,098.31
Payments due February			
The Tall Dog	Payroll February	A02	£20.00
J Crawford	Clerk's pay February	A01	£278.31
Contractor	Church to pub mowing/clearance	C01	£
Balances 13 January 2026			
Current account			£2,185.24
Reserve account			£12,421.77
TOTAL			£14,607.01
Actual HPC Reserves	Less Playground see below		£8,713.71
PLAYGROUND			
Receipts since last meeting		P01	£0.00
Payments		G04	£0.00
Payment due:		Swing seats and goal	£443.00
Current balance			£5,893.30

Grants to other bodies: To confirm amounts as above. The Bonfire still held £100 for this year's non-event. The grant would resume in 2027.

Resolved: To agree above payments above including for payments due in February. Proposed by JCD, seconded by SH, with all in favour.

Ditching at Foundry: Will not be done in this financial year.

Insurance: RH had checked with Ecclesiastical and there would be no extra charges for 4,000 attendees although they needed various risk assessments to be undertaken.

- 7.2. **Budget 2026-2027** - The RFO ran through the Budget which could be found in detail in the Budget Work Party meeting notes, the Clerk's invoice, which had been sent to all Members.

Expenditure

Administration

A01 Clerk's salary: £3,430 (estimated 3% award). **Recommendation** accept pay award

A02 Office expenses: The Clerk's allowance £75 per annum and for mileage .45 per mile.

Recommendation: to pay clerk's allowances.

The Tall Dog same for the payroll £20 per month. **Recommendation** to appoint Tall Dog.

A04 Insurance: Year 2 of 3-year contract £420. **Recommendation** to appoint Ecclesiastical.

A05 Audit: Keeping Records for Internal Audit £175. **Recommendation** to appoint K Records.

A08 Website and emails. Agreed to change to heyshottparishcouncil.gov.uk - all councillors and Clerk would have e.g. clerk@ same address. It was decided that HPC did not need a new website.

Recommendation to appoint Parish Online for gov.uk for current website and emails for all.

Resolved to accept all Administration recommendations: Proposed by AP, seconded by JCD, with all in favour

Contributions, subscriptions and grants

B01 Heyshott Churchyard mowing: £500.

B02 Continued membership of WSALC.

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

Resolved to confirm grants and to continue membership of WSALC. Proposed by AP, seconded by BA, with all in favour.

Open Spaces

C01 Lane from Church to Pub clearance. Estimate £600

C02 Cricket ground and land near Cobden Hall mowing £840

C03 Pavilion rent and maintenance £50

C04 Heyshott common mowing/clearance £300 for tractor fuel

C05 Ditching £1,500

C06 Bus shelter maintenance £130 for one coat

C07 General maintenance: Bench by pond and telephone box £250, noticeboard £43

Resolved to accept Open Spaces payments. Proposed by AP, seconded by FM, with all in favour.

Capital projects £600 estimate for bollards

Playground

G01 Play Equipment Annual Inspection £179 **Recommendation:** To confirm appointment of Playsafe to undertake the inspection. **Resolved to appoint Playsafe.** Proposed by FM, seconded by BA, with all in favour.

Receipts:

- J **Precept. Resolved:** To Precept for £10,500 (Band D £59.66) This was proposed by FM, seconded by the Chairman, with all in favour.

Action : The Clerk would inform CDC about the precept. **Action 326: Clerk**

Action : The Clerk would write to contractors and accept their quotations. **Action 327: Clerk**

The Budget and work party report would be attached to the Minutes and put on the website under HPC finance. **Action 328: BA and Clerk**

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

- 7.4. **Change to gov.uk** for Clerk, Councillors and website: See A08 above . **Action 329: Clerk**

8. ENVIRONMENT AND AMENITIES

8.1. Playground Committee (PGC) Chairperson reported:

2025 Maintenance report / Upcoming equipment costs: The high risk/medium risk items had been identified and now resolved.

Low risk: x2 swing seats splitting - replacements ordered via Playsafe. Cost of £198.00

Medium risk - Football goal crossbar broken - sturdier goal replacement being ordered in Parish Councils name, cost of £245.00.

'New Playground Newsletter Content: SPG had established a draft annual content plan and requested input from villagers with younger residents (including birthday dates, any achievements, headlines etc). These would be collated/submitted to the editor monthly.

CDC Tree grant: Replacement trees for the felled Ash trees – CDC would fund 4/5 species and recommended *Rowan, Field Maple, Purple Willow, Stella (cultivated Wild Cherry), Weeping Beech*.

Community Orchard - Idea withdrawn due to concerns from PC members plus neighbours about blocking views, ongoing maintenance and loss of ball play area. Committee will investigate grant opportunities to fund and enhance the BBQ area with table/seating. It would be on the agenda for their next meeting and neighbours and HPC would be consulted before going ahead with any scheme.

8.2. Highways and Public Rights of Way:

Foundry and Hoyle Lane drain jetting has not been done yet. **Action 330: Clerk** to find out when.

8.3. Commons and open spaces:

Hedges in field behind The Street houses: The Clerk had sent Cowdray Estate a plan of the hedges and photograph prepared by JCD, but the hedges have not been cut. **Action 331: Clerk**

8.4. **The Pond:** Chairman had spoken to a representative of the Stedham Fishing Club. They did as much work as they could, but a major digging out of the pond would be done by the Cowdray Estate. They had difficulty in knowing where to put the mud and growth when they did work on the pond. The Chairman would suggest a nearby bit of land to them. **Action 332: Chairman**

8.5. **Yew Tree** at the Church was overhanging the road. The Church Warden should be informed. **Action 333: AP**

9. COBDEN HALL: FM

The Summer Show would be held on 8 August 2026.

10. PLANNING:

New applications:

SDNP/25/04638/LIS – Farriers - Internal changes to ground and first floor and new fenestrations to the side and rear elevations.

SDNP/25/04526/CND – Walkers 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 - (Variation of Condition 8 (Bat report) of Planning Permission SDNP/24/03661/CND for revised wording allowing for a Natural England Protected Species Licence to be obtained prior to the existing building edged red on plan 005D being demolished).

SDNP/25/05035/DCOND – Canine Partners site - Discharge of Condition 5 (CEMP) for SDNP/25/03185/FUL. (Construction & environmental management plan submitted by applicants). HPC did not comment on this application. **Afternote: SDNPA Approved**

Decision:

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. **SDNPA: Approved**

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.

JCD reported: There were proposals to make the manager’s accommodation smaller which would mean there would be another application. In their promotional brochure the applicants discuss having 10 pods in the grounds, but these were not in any applications so far. She would speak to the case officer to make him aware, if it was not in a new application. **Action 333: JCD.** In advertising it said the applicants hoped to start with 1,000 members of the Club.

SDNP/25/02840/HOUS - Meadow Cottage, Mill Lane - Alterations to roof and small infill extension.

- 11. **CHECK ACTIONS LIST, CORRESPONDENCE and EMAILS.** AP confirmed that she would be stepping down from HPC and March would be her last meeting. The Chairman had received a letter from a parishioner who would be interested in joining HPC
- 12. **DATE OF NEXT MEETINGS: HPC meeting on Tuesday 10 March 7.00 pm in the COBDEN HALL. Meeting dates for 2026:** 15 April APM, 12 May Annual Meeting. 15 September, 10 November.

CONCLUSION: 21.00

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

Actions from meeting 13 January 2026

319	Clerk/RH	PGC	Send standing orders	ongoing
320	AP	Midhurst Hub	Write report for Newsletter	✓
321	Clerk	APM	Invite speaker and village organisations	✓
322	JCD	APM	Bring wine	
323	Clerk All	Midhurst Police Station	Write to Midhurst DC Councillor Fill in questionnaire	✓
324	FM	Newsletter	Write copy	✓
325	Chairman	Tractors	Contact organiser	✓
326	Clerk	Precept	Inform CDC	✓
327	Clerk	Contractors	Accept quotations	✓
328	Clerk/BA	Budget papers	Put on website	
329	Clerk	Gov.uk	Order and make arrangements for change	ongoing
330	Clerk	Foundry drains	Find out if WSCC jetting has been done	ongoing
331	Clerk	Moor Farm hedges	Write to Cowdray again	✓
332	Chairman	Pond	Let SFC know where to put pond mud	
333	AP	Church yew	Speak to Church Warden	
334	JCD	Planning	Contact SDNPA officer	

Actions from meeting 11 November 2025

318	JCD	AI and planning	Contact FH re offer	
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Actions from meeting 16 September 2025

300	Chairman	Sheep	Ask owner to put on Rectory Common	✓
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