

HEYSHOTT PARISH COUNCIL

Chairman: Christopher Weeks
Clerk: Jane Crawford
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MINUTES: Meeting of Heyshott Parish Council No 3/Year 4/23-27
Held on: Tuesday 15 September 2026 beginning at 19.00
At: The Cobden Hall

Present: Christopher Weeks
Jane Constanduros Robert Harris
Simon Hook

In attendance: District Councillor Francis Hobbs, Katherine Hood and Carlos Gonzalez de Cara of West Sussex Vets and three parishioners. All left before the end of the meeting.

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:** Councillors Bridget Adler, Fiona Mackay and Nicholas Pailthorpe; Chairman of the Playground Committee
2. **DECLARATIONS OF INTERESTS:** None
3. **MINUTES OF MEETING: HPC meeting No2/Year 4/23-27 of 14 July 2026.** The minutes of the meeting were approved and signed.
4. **DISTRICT COUNCILLOR** Francis Hobbs reported.
Local Government reorganisation:
 - Local Government reorganisation had been delayed.
 - The district council elections would be held in May 2027 along with the parish council elections.
 - We await news about the mayoral elections which could also be brought forward to May 2027

The whole thing had turned into an unfortunate muddle. CDC staff had been seconded to different jobs, others had taken early retirement which meant the structure of CDC had been weakened. It had been a huge waste of time, effort and money.
A parishioner asked how the SNDPA would interact with the mayor.
5. **MEMBERS OF THE PUBLIC**

Katherine Hood of West Sussex Vets gave a presentation about their planning application – see 10 below.
Parishioners also discussed their application for a garden room – see 10 below
A parishioner raised the subject of the ditch at Peace Lane and hoped it would be done this year. The Chairman said that it was planned to have the contractor for 5 days and he

would make sure the Peace Lane ditch was top of the list. It needed to be cleared down the lane and then along to the cricket pitch. **Action 368: Chairman**

6. CHAIRMAN'S REPORT, COUNCILLOR'S COMMENTS AND MEETING REPORTS

6.1. Recruitment of new Clerk - (Chairman)

2 applications had been received and the next step was to arrange to meet the applicants once FM had returned from holiday. They would be interviewed by the Chairman and FM.

Action 369: Chairman/FM

6.2. New Highway Rangers - The Chairman had been in touch with WSCC Highways about the pilot scheme whereby the Rangers would do minor verge and highway improvements. Replacing the bent sign at Bex Mill was not a job for them, but they had passed that job on to the correct team.

6.3. SDNPA virtual meeting with parishes 6.30pm Wednesday 30 September

Action 370: Chairman to attend.

6.4. CDC training on planning reforms 2pm Wednesday 14 October or Thursday 15 October. JCD would have liked to attend and thought they should have spread the meetings rather than having them on consecutive days. Clerk would check that CDC would be sending a report of it. **Action 371: Clerk.**

6.5. Bench at Marsh Pond: HPC had been offered a bench in memory of a late parishioner. HPC was not sure about the proposed place for it and would see if they could suggest a more suitable position. **Action 372: Chairman and RH.** The seat would have to be suitably robust to be in a public place and permission gained from the landowner.

6.6. Pavilion roof: The Clerk had written to Cowdray Estate about maintenance and insurance, but like RH in 2024 had received no reply. The matter would be deferred to the next meeting on FM's return. **Action 373: FM/Clerk**

6.7. Civility & Respect Pledge: It was agreed that as councillors had signed the pledge to abide by the Code of Conduct, they would not join in with this.

6.8. Celebrating 1,550 anniversary of Sussex: It was agreed that HPC would not action this.

7. FINANCE AND GENERAL PURPOSES

7.1. Financial report

Receipts	Detail	Ref	Amount
NatWest	Interest July £9.73, August £8.79	H	£18.52
CDC	Precept		£5,250.00
Payments since July			
The Tall Dog	Payroll (July)	A02	£20.00
J Crawford	Clerk's pay (July)	A01	£278.31
The Tall Dog	Payroll (August)	A02	£20.00
J Crawford	Clerk's pay (August)	A01	£278.31
Payments due			
A Mitchell	Mowing the common	C04	£2,160.00
Cowdray Estate	Cricket ground rent		£10.00
The Tall Dog	Payroll (September)	A02	£20.00
J Crawford	Clerk's pay (September)*	A01	£333.81
Payments due October			
The Tall Dog	Payroll (October)	A02	£20.00

Clerk	Clerk's pay (October)	A01	£287.56
Balances 15 Sept 2026			
Current account			£6,841.30
Reserve account			£13,492.69
TOTAL			£20,333.99
Actual HPC Reserves	Less Playground see below		£15,521.52
PLAYGROUND			
Receipts			£0.00
Payments			£0.00
Payment due	Playsafe annual inspection		£214.88
Current balance			£4,812.47

***Clerk's pay:** New pay award for SCP 24 was £18.96 per hour up .61p from £18.35 making monthly payment £287.56 per month. 5 months back pay £46.25 + £287.56 = £333.81 for September pay.

Resolved to pay the Clerk the new recommended pay and to backdate it to 1 April 2026. Proposed by JCD, seconded by SH, with all in favour.

Resolved: To make the above payments including Playsafe (for Playground annual maintenance inspection) and payments due in October. Proposed by RH, seconded by the Chairman, with all in favour.

It was felt that the common mowing was at the top end of affordability. The Chairman would look into the matter. **Action 374: Chairman**

7.2. **Personal accident insurance:** It was decided that it was not necessary.

8. ENVIRONMENT AND AMENITIES

8.1. **Playground (PGC) report** sent by Chairman:

Maintenance / general site updates:

- H&S - Awaiting confirmation of annual inspection date from Playsafe, who advised it would at some point this month.
- Playhouse - The preloved playhouse suitable for the under 5's originating from the Cobden Hall is now on the site,.
- Trees - Planting out the remaining (Cherry + Purple Willow trees) this month.
- *New* Minion's carvings from the felled ash tree stump are completed (thank you to MG for his skilled work)

Additional updates:

- The 5 September "Rounders and Picnic" event saw 30-40 villagers gather in glorious weather, play 'adults vs kids' match and enjoy the playground site - received great feedback from the community and some kind villager donations.
- Committee group has planned discussions to keep the momentum up and review an October half term event for the children, watch this space.
- Newsletter content - Sept edition will focus on celebration of the recent event and our new Minions carvings.
- Next committee meeting planned for end Sept - aim to plan ideas for 2027 activities, site improvements etc.

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

Pavement at Down Close - Chairman) to re-report to WSCC Highways

Bent sign at Bex Mill – Chairman See 6.2 above

Speed limits – The Chairman had spoken to County Councillor Tom Richardson who had informed him that Graffham had submitted a Community Highway Scheme (CHS) application for a Traffic Regulation Order (TRO) of 40 mph limit from Duncton Road to

Graffham and on to the parish boundary at Hoyle Farm. He suggested that HPC applied for a TRO under the CHS of 40 mph from Hoyle Farm to the A286 and 30mph in the village and Hoyle Lane. This would entail getting evidence of community support and accident history. The Chairman asked SH to investigate the CHS. SH's trial survey had worked with councillors and would come in useful to see if there was community support for the project. **Action 375: SH**

The Clerk would write to the parishioner who had asked for 30 mph in the village. **Action: Clerk**

Police: NP attended the bi-monthly Sussex Police Parish webinar and sent in his report. There was little to report this time, very few updates.

He was disturbed to hear about the 6 cars broken into at Ambersham recently and messaged the local Police Support Constable, who confirmed that a number of vehicles had been targeted by someone who smashed the windows and grabbed items from the cars. There had been no arrests so far, but if anyone had information, they should contact 150 to report it. The Police planned to operate more patrols as a result.

Footpaths WSCC inspection NP sent in his report

- NP met Kevin Dewitt, the local Ranger, to discuss this month's Public Rights of Way inspection. They talked for over an hour, and he gave NP a clear understanding of what is required of a Path Officer.
- Over the next month, a volunteer from his network will walk all of our local pathways and bridleways of Heyshott, culminating in a PROW report.
- Works will then commence on things like bridges, signage and cutting back overgrown vegetation.
- NP had made roughly six reports in the past month - all will be attended to in due course.

8.3. **Commons and open spaces:**

Hedges in field behind The Street houses had been cut except one side which was the responsibility of a different tenant. **Action 376: Chairman** would have a word with him.

Bex Mill bridge growth: The Chairman asked RH if he could kindly clear the growth that was between the hedge and highway railings. **Action 377: RH**

8.4 **Environment** – no report.

8.5 **Amenities:** FM had sent in her report

Telephone box: BT had mended the door so it now opened and closed. Still waiting for it to be painted.

Work on benches and bus shelter would be done soon. It had been too hot to do much in the summer.

9. **COBDEN HALL:** FM had emailed her report

- Summer Show: very successful. Full report in this month's Newsletter.
- Autumn Season of Talks and Films begins next month on Thursday 1 October. Programme in this month's Newsletter.
- Roof on No 1 of the Cottages has been renewed.
- **SAVE THE DATE.** Spectacular Concert in Cobden Hall on Saturday 23 January 2027. A string quartet called Bowjangles with their mix of classical music, rock and pop tunes, as well as Gypsy and Celtic music. Tickets would be on sale at the Christmas Bazaar.

10. **PLANNING**

10.1 **New applications:**

SDNP/26/02153/HOUS – Stable Cottage – 1 no. rear garden room.

The applicants brought along large plans for their application.

Concerns had been brought to HPC's attention that there were not enough details of the measurements on the submitted plans. The proposed glazed garden room would be visible from a nearby public footpath and there were concerns about light pollution in the Dark Night Skies area. **HPC:** Would raise the matter of screening being compulsory for the garden room. **Action 378: JCD/Clerk**

SDNP/26/03167/DCOND – Cranmore Cottage - Discharge of conditions 3 (schedule of materials and finishes - canopies), 4 (doors and windows), 5 (elevation drawings of replacement chimney), 6 (chimney schedule of works), 7 (re-use of materials), 9 (specifications of insulation), 10 (external lighting details) and 11 (habitat enhancements) from planning permission SDNP/25/01594/HOUS. **SDNP/26/03271/DCOND** same as above for SDNP/25/01595/LIS.

SDNP/26/01841/CND – 5 Leggs Lane – see decision below.

SDNP/26/02478/NMA – Cranmore Farm – see decision below.

SDNP/26/03169/FUL – Old Cranmore Farm – Demolition of three existing barns, a stable building and ancillary structures within the northern part of the site and car park, and partial redevelopment to provide two purpose-built veterinary buildings, cycle storage, a water tank, and associated landscaping and works in connection with the approved veterinary hospital use.

Katherine Hood explained the changes for this Phase 2 application for the vet practice showing slides from the application.

- They planned to demolish the 3 old chicken sheds, a stable and small building in the middle of the carpark.
- The new building would be on a slightly smaller footprint as the chicken sheds and would be for physio, hydrotherapy and the pharmacy
- The stables would be replaced by a new specialist building for isolation and a cat treatment area.
- These new buildings would have solar panels of the roofs.
- They were also applying to build a small bicycle store next to the main building (where the old oil tank was) and a bin store just outside the gate to the yard.
- They had a breakthrough with the electrics by sourcing batteries that would enable them to replicate the triple phase electricity needed for some of the veterinary equipment.
- The old picnic area would be where the water tank (for use of fire engines) would go.
- This area would also house the new battery system and the existing generator (which was currently up against Peace Lane)
- They planned to do a separate application for solar panels along one edge of the small paddock because their main building roof could not support solar panels.

HPC fully supported the application.

10.2. Decisions:

SDNP/26/01705/HOUS – Thicketts – Replacement outbuilding. **SDNPA: Approved**

SDNP/26/01841/CND – 5 Leggs Lane - The erection of a 3 bay garage following the removal of an existing garage building - Variation of condition 12 (Domestic Incidental Use) from planning permission SDNP/21/05471/HOUS to allow short-term letting for no more than 28 nights in any calendar year, with no single letting exceeding 3 consecutive nights. **SDNPA: Approved**

SDNP/26/02139/OHL - Ambersham Common, New Road to Woodcutters - The replacement of 4 no. wooden electricity poles supporting 11kV (11,000 volt) overhead lines on the Ambersham common SSSI. **SDNPA: No objection.**

SDNP/26/02478/NMA – Cranmore Farm – Non-material amendment to planning approval SDNP/25/03185/FUL for internal layout changes, fenestration alterations, external access arrangements, ventilation and fire escape provisions.

SDNPA: Approved

10.3. 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.

SDNP/25/02509/FUL and SDNP/25/02510/LIS – Dunford House 29/01/2026 – See above, but new plans for manager's house, new site plan with natural pool moved and details of farm garden. HPC objections.

11. CHECK ACTIONS LIST, CORRESPONDENCE and EMAILS:

Church to Pub clearance - Action 366: FM to ask GW to do it sooner than new year
A parishioner had emailed HPC asking for a 30mph speed limit in the village. The Clerk was asked to write about the CHS. **Action 379: Clerk**

12. DATE OF NEXT MEETINGS: HPC meeting on Tuesday 10 November 2026 at 7.00 pm in the COBDEN HALL

CONCLUSION: 21.00

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

Actions from 15 September 2026

368	Chairman	Peace Lane ditch	Make sure it on the ditching list	
369	Chairman/FM	New clerk	Organise and hold interviews	✓
370	Chairman	SDNPA/parish meeting	To attend	
371	Clerk	New planning rules	Ask CDC for meeting report	✓
372	Chair/RH	Site for new seat	Investigate	
373	FM/Clerk	Pavilion roof	Consider further action	
374	Chairman	Mowing common	Investigate	
375	SH	Speed limits	Investigate CHS/public consultation	
376	Chairman	Hedge cutting	Ask tenant farmer if he could cut it	
377	RH	Bex Hill bridge growth	Cut back with long hedge trimmer	
378	JCD/Clerk	Planning applications	Deal with responses	✓
379	Clerk	30 mph in village	Reply to parishioner's email	✓
366	FM	Church/pub clearance	Ask GW to do it sooner than new year	

Actions from 14 July 2026

357	Cl, Ch, RH,FM	Letter to Cowdray	Pavilion roof	✓
358	FM	New clerk	Send info to WSALC in September	ongoing
361	Clerk	Person accident ins	Make enquiries if needed and cost	n/a
362	Clerk	New trees offer	Inform PGC parish not interested	✓
364	Chairman	Speed limits	Speak to County Councillor TR	✓
365	SH	Designation map/notes	Print put on notice board	✓
366	FM	Church/pub clearance	Ask GW to do it sooner than new year	

Actions from 14 July 2026

357	Cl, Ch, RH,FM	Letter to Cowdray	Pavilion roof	✓
358	FM	New clerk	Send info to WSALC in September	
359	Clerk	New clerk	Contact local clerks	✓
360	Clerk	Mowing commons	Accept quotation and order work	✓
361	Clerk	Person accident ins	Make enquiries if needed and cost	
362	Clerk	New trees offer	Inform PGC parish not interested	
363	SH	Speed limits	Design a survey	✓
364	Chairman	Speed limits	Speak to County Councillor TR	
365	SH	Designation map/notes	Print put on notice board	
366	FM	Church/pub clearance	Ask GW to do it sooner than new year	
367	Clerk	Planning	Respond to SDNPA	✓

Actions from meeting March 10 2026

332	Chairman	Pond	Let SFC know where to put pond mud	
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