

**ITCHINGFIELD PARISH COUNCIL**

**Virtual Meeting on Monday 25<sup>th</sup> January 2021**

**Present:**

**Cllr Penny Simpson – Chairman**

**Cllr James Sheppard – Vice Chairman**

**Cllr Victoria Barrett**

**Cllr Brian O'Connor**

**Cllr Sarah Peay**

**Cllr Alan Peers**

**Cllr Roger Pellow**

**Cllr Alan Strudley**

**The Clerk Jan Critchley**

**County Cllr Amanda Jupp**

**District Cllr Tricia Youtan**

- 1        **Apologies for Absence** – were received from Cllr Sanjeev Joshi. **Action**
- 2        **Minutes of the last Meeting**  
The Minutes of the last meeting had been circulated to all Cllrs ahead of the meeting. The Minutes to be amended to state that Cllr Alan Strudley joined the meeting virtually for the part of the meeting. This was due to technical issues. The Minutes were then accepted and signed by the Chairman. **Action**
- 3        **Matters arising from the Minutes**  
1. Minute 100:1 September 2020 Meeting – Chapel Road - Replacement Shrubs. The Clerk has been in touch with Stephen Douglas, WSCC Assistant Area Manager who would like this matter to come to a conclusion. The Clerk has informed Stephen of the original grant given by WSCC in 2014 to plant shrubs on the verge under licence and he is now looking at a grant to be given to the Parish Council to replant some shrubs on the verge between the new pathway and the fence after the original shrubs were removed by the contractors. It was agreed that once the shrubs have been planted, the Parish Council will employ a local person to look after the plants for the first year. **Action**
- 4        **Planning Applications** – Circulated to all Cllrs ahead of the meeting. Can all Cllrs please check all documents appertaining to the planning applications on the HDC Planning Portal ahead of the meeting. **Action**  
1. New Applications  
**DC/20/2302 - Mr Robert Fryatt, Chapel House, Chapel Lane, Barns Green - Surgery to one Oak Tree.**  
Itchingfield Parish Council has no objections, but HDC's Arboricultural Officer Mr. Andrew Bush will make the decision.  
**DC/20/2419 - Mr Harry Anderson, Muntham House School, Muntham Lane, Barns Green – Erection of a single storey therapy building for specialist teaching.**  
Itchingfield Parish Council has no objections and recommends this planning application for approval.  
**DC/20/2513 - Mr and Mrs G Lilburn, Sunnyside, Fulfords Hill, Itchingfield - Construction of accommodation at first floor level, with increased eaves and ridge height and dormers to front and rear elevations. Erection of single storey rear extension and single storey side extension linking dwelling to existing garage.**  
Itchingfield Parish Council has no objections.  
  
The Clerk to write to HDC Planning Department with the Parish Council's representations **Action**  
2. Kingfisher Farm - Cllr James Sheppard reported that the Chairman and himself had had a meeting with John Fitzsimmons from Cornerstones and Chloe Karamian from DMH Stallard and their recommendation is still to look at the Complaints Procedure. John Fitzsimmons will be preparing a letter to HDC on our behalf for consideration, which the Chairman will circulate when received. **Action**

## 5 Report by County and District Councillors –

### District Cllr Tricia Youtan gave the following report:

1. Tricia reported that the application for the proposed Retirement Village at Wellcross Grange is going to appeal and it is not too late to write in as all representations will be considered by the Inspector. The Wellcross Developers have agreed for the appeal to be carried out independently.
2. With regard to Kingfisher Farm, Tricia said that Madeleine Hartley, Enforcement Officer at HDC is determined that when the new application is submitted for approval, all the previous conditions will be sorted out including the drainage.
3. HDC are currently trying to determine the HDC Framework Plan, but cannot decide on the sites.
4. Tricia said that there have been terrible issues with regard to a caravan that was abandoned and then vandalised in a lay-by in Plumtree Cross Lane. After endless telephone calls from herself and the Clerk it was finally removed. However, if it had been removed immediately it wouldn't have been vandalised.

Cllr Brian O'Connor raised a question regarding the drainage at Kingfisher Farm and the problem of it going over Clayfield Farm where there is already an issue of water running down Valewood Lane. Tricia said she would take this point back to HDC and report back to the Parish Council.

**Action**

### County Cllr Amanda Jupp gave the following report:

1. Amanda said that she had sent through the latest WSCC briefings on Covid-19 Vaccinations which she Hoped was useful.
2. Amanda said that she has spoken to the Harry Anderson, Headteacher of Muntham House School and He is very keen to work with the Parish Council to try to slow down the traffic in Muntham Drive. In the meantime he will have a severe word with the taxi drivers regarding the speed that they are travelling up and down Muntham Drive. The Chairman said that she would be pleased for him to attend a Parish Council Meeting once we are back in the Village Hall.
3. Valewood Lane flooding and drainage issues - Amanda said that she had contacted WSCC Highways to ask that they put up flood and ice signs which they had done immediately. Valewood Lane has now been flooded since December and it has been reported that there are also issues with sewage coming from Greenfield Farm. Residents in Valewood Close are also concerned due to water flowing down towards their properties from Valewood Lane. Amanda said that she will contact WSCC Highways Highways and copy in Tricia and Marc Rankin, who is the new Environmental Officer at HDC. Tricia will also contact Marc Rankin. Hopefully this two-pronged attack will have an effect and action will be taken. The Parish Council will also be including this flooding issue in the Operation Watershed application.

**Action**

**Action**

**Action**

## 6 Accounts for Payment

### 1. There are four payments to be paid.

£28.50 to EE Home Broadband in respect of the Internet Service for January 2021.

£172.80 to Vision ICT in respect of hosted email accounts.

£80.00 to Pat Cochran in respect of Litter Warden duties for January 2021.

£1,275.44 to the Clerk comprising of £1,212.64 salary for January 2021 (this includes arrears of pay) and £62.80 expenses.

## 7 Correspondence

1. An email was received from Jim Martin regarding the Barns Green Children's Playground Project. The Chairman to write back to reiterate that the Parish Council's pledged donation of 10K was to support the process of renewing and updating the whole playground. It was intended to encourage and support the start of a whole new project. The Parish Council is of the opinion that as this is a project for children, then further grants would be readily obtainable. The project was also backed by Anna Chapman from HDC. The Parish Council has no influence on how the S106 money should be spent as this is between HDC and the Field Committee of the Trust. It could be spent on just renewing one piece of equipment, but by raising more funds for a new playground and with money from the Parish Council and S106 money this could be a springboard for obtaining and achieving a whole new playground for the village. The Cllrs did agree that if the current climbing frame is not fit for purpose then it does need to be removed for the safety of the children.

## 8 Highways

1. Proposed new footpath and crossing – The Clerk had circulated the plans that she had received from County Cllr Amanda Jupp for the Cllrs to discuss. It was agreed unanimously that the Parish Council would like to formally approve and give its support to the plan which will include: (i) Crossing improvement on Muntham Drive junction area, (ii) Pathway improvement over field (avoiding conflict with Muntham Drive traffic) from Village Hall area to support park and stride for parents and pupils of Barns Green Primary School. This route will also support community users of the hall facilities, and pupils attending the pre-school in the village hall. (iii) Dropped Kerb Crossing point on Two Mile Ash Road to create visible crossing point. As the proposed pathway is on Village Trust land it was emphasised that their permission would need to be sought. The Parish Council to request that the scheme should be environmentally friendly and safe for children. Once the scheme is approved Itchingfield Parish Council would like to be consulted in the detail of the plan. The Clerk to send an email to County Cllr Amanda Jupp to confirm the Parish Council's approval. **Action**
2. Valewood Lane – urgent flooding and drainage issues – see Minute 5:3 County Cllr Amanda Jupp's report.
3. Minute 143:2 Operation Watershed – The Clerk reported that she has now located the Survey carried out by F M Conway in 2017 on behalf of Landbuild regarding Fulfords Hill and a DVD so now we have both Surveys which the Clerk has circulated. The Clerk reported that she has sent off a Summary of Works to be included in a new Operation Watershed to Sue Furlong at WSCC and Sue will share this with the WSCC Drainage Team who should carry out a site visit and write up a Technical Report. This Technical Report can then be used to obtain quotes from contractors. Only after the quotes have been received should an Application Form be submitted. **Action**
4. Minute 143:1 - Traffic Survey in West Chiltington Lane from Toat Hill Garage to Valewood Lane junction. The Clerk has now received the data from ATR and circulated this to all Cllrs which showed that there were no speeding issues to report. It was agreed that the Clerk should send the data to County Cllr Amanda Jupp and ask her what the next step should. The Traffic Survey did prove that no-one was travelling over 60pmh, there are a lot more factors involved with the safety aspects of Bashurst Hill and West Chiltington Lane which is a very narrow road considering the size of some of the vehicles that use it. **Action**

## 9 AOB

1. Cllr Victoria Barrett said that regretfully, due to work commitments, she would like to step down from the Parish Council. The Chairman said that she would be truly missed and asked whether she would consider taking leave of absence. Cllr Victoria Barrett agreed that she would take leave of absence and will reconsider at the end of this year depending on her circumstances. The Chairman thanked her for taking that decision and everything she has done for the Parish Council so far. **Action**
2. Cllr Roger Pellow asked whether the Parish Council still organised an annual 'Village Spring Clean Up Day' As there is currently a lot of rubbish in Bashurst Hill and West Chiltington Lane. Although the Parish Council employs a Litter Warden, it was decided that the Clerk should contact HDC to request that HDC do a litter sweep as Bashurst Hill and West Chiltington Lane was deemed too dangerous for the Litter Warden to cover. **Action**

## 10 Date of Next Meeting

Monday 22<sup>nd</sup> February 2021. This meeting will be a virtual one. There being no other business the meeting closed at 9.45pm.