

**ITCHINGFIELD PARISH COUNCIL**

**Monday 31<sup>st</sup> January 2022 in the David Francis Room of the Village Hall**

**Present:**

Cllr Penny Simpson – Chairman  
Cllr James Sheppard – Vice Chairman  
Cllr Richard French  
Cllr Sanjeev Joshi  
Cllr Brian O'Connor  
Cllr Sarah Peay  
Cllr Alan Peers  
Cllr Alan Strudley

The Clerk Jan Critchley  
District Cllr Tricia Youtan  
County Cllr Amanda Jupp

The Chairman said that she would like to offer Cllr James Sheppard our condolences on behalf of the whole Parish Council and the Clerk.

The Chairman also said that she would like to welcome back Cllr Alan Strudley.

The Chairman confirmed that Roger Pellow has now moved away and therefore resigned as a Parish Councillor. The Chairman said that he will be sorely missed.

1 **Apologies for Absence** – were given by District Cllr Tricia Youtan on behalf of District Cllr Stuart Ritchie.

2 **Minutes of the last Meeting**

The Minutes of the last meeting on 20<sup>th</sup> December 2021 had been circulated to all Cllrs ahead of the meeting. The Minutes were then accepted and signed by the Chairman.

**Action**

**County Cllr Amanda Jupp arrived at 7.40pm.**

3 **Matters arising from the Minutes**

1. Fingerposts - the Clerk reported that the fingerpost at the top of Weston's Hill is missing an arm to Itchingfield Parish Church. The Clerk to ask Julian to make a new one stating 'ITCHINGFIELD PARISH CHURCH' on two lines so it is shorter.

**Action**

4 **Planning Applications** – Circulated to all Cllrs ahead of the meeting. All Cllrs were asked to look at the planning documents for this meeting on the HDC Planning Portal ahead of the meeting.

1. New Applications

**DC/21/2236 - Mr M Robinson. Mill Farm, Mill Lane, Itchingfield - Erection of an open-air swimming pool and extension to the curtilage of the house in line with original fence line.**

Itchingfield Parish Council has no objections and recommends for approval.

**DC/21/2323 - Mr and Mrs G Matlock, Rosewood Barn, Two Mile Ash Road, Barns Green - Conversion of barn to a three- bedroom dwelling. This application was approved by IPC. However, two new documents have been added to the original application.**

Itchingfield Parish Council has no further comments to make on this planning application.

**Itchingfield Parish Council has received an Appeal Notice from Horsham District Council – Planning Inspectorate Reference: PINS:APP/Z3825/W/21/3284138 for Planning Application DC/20/1488 – Mobile Home, Valewood Farmhouse, Valewood Lane, Barns Green -Change of use of land to settled gypsy accommodation site comprising of the retention of a single existing pitch, together with the create of three additional ptiches, with associated parking, turning and amenity spaces.**

Itchingfield Parish Council to reiterate its comments to the Planning Inspectorate and send its original letter of representation stating the Parish Council's recommendation for refusal.

The Clerk to send representations to HDC.

**Action**

## 5 Report by County and District Councillors –

County Cllr Amanda Jupp gave the following report:

1. Amanda Jupp reported that the Parish Council had been copied in on an email from Steve Bicknell at WSCC regarding the cleaning and jetting of the gullies in Chapel Road between The Hordens and Two Mile Ash Road. This is on the WSCC work order so hopefully will be done soon.
2. Amanda said that issues with the drainage in Valewood Lane outside Greenfield Farm still needs to be sorted. Amanda suggested getting a quote from Landbuild through WSCC, but the Clerk pointed out that back in April last year she was informed that this work couldn't be included in Operation Watershed until the issue of the discharge of effluent is ascertained. However, since then both HDC and the Environmental Agency have said that there is no evidence of sewage being discharged into the drains. Amanda will set up a meeting with Steve Bicknell and Sue Furlong to see how we can progress this matter. The Chairman said that she would like to request that WSCC Environmental Department send another letter to the Greenfield Farm residents pointing out their responsibilities.
3. Amanda said that the WSCC Precept will be increased by 2.99% which includes 1% for Adults Social Care.

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District Cllr Tricia Youtan gave the following report:

1. Tricia reported that the Water Neutrality Policy now means that all Planning Applications will now have to prove Water Neutrality to be passed. She said that the Horsham District is more seriously affected than anyone else.
2. Tricia said that there is a new Leader of the Council Jonathan Chowen and Lynn Lambert has replaced Claire Vickers as the new Cabinet Member for Planning. The Chairman of the Council is David Skipp.
3. The Chairman asked Tricia about the situation with Kingfisher Farm as the Parish Council does need an answer regarding the lack of enforcement and the fact that a new planning application has still not been submitted as the previous application is incorrect and therefore not legal. Tricia said that she will look into where we are and come back with a plan of action within two days.

Action

## 6 Accounts for Payment

1. There are six payments to be paid.

£20.25 to the Barns Green Village Hall Committee in respect of the Parish Council Meeting on 20<sup>th</sup> December 21.

£28.50 to EE Home Broadband in respect of the Internet Service for January 2022.

£218.99 to Amazon in respect of stationery.

£100.00 to Pat Cochran in respect of Litter Warden duties for January 2022.

£1,050.64 to the Clerk comprising of £977.68 salary for January 2022 and £72.96 expenses.

£20.25 to the Barns Green Village Hall Committee in respect of the Parish Council Meeting on 31<sup>st</sup> January 22.

## 7 Correspondence

1. The Clerk reported that she had contacted the Woodland Trust because the Parish Council's membership renewal had not been received. The Clerk said that she had received a response from them stating that due to technical difficulties with their systems, The Woodland Trust have been unable to renew existing memberships for 2021 to 2022. This means that we are still members.

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## 8 Highways

Operation Watershed – Cllr Brian O'Connor is still trying to obtain permission from the landowner Christ's Hospital regarding the work to be done on Fulfords Hill.

## 9 Local Traffic and Roads

Cllr Richard French gave the following update:

1. Richard reported that after the last Parish Council meeting, he contacted the Barns Green Primary School Governing Board to see if he could meet with them to start a conversation around school related traffic issues and is waiting to hear back. There is the matter of the proposed school crossing and pathway. County Cllr Amanda Jupp said she would circulate the latest information of the proposal.
2. Richard said that he has posted a short introduction in the BIG MAG about the idea of having a Traffic and Road Use focus and has posted the Strategy that was approved at the last meeting.
3. In January Richard said that he did a walk around the village and checked which potholes have been

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reported and which ones have been repaired etc. He said he reported an additional 20 potholes but most of them did not meet the repair criteria of a certain depth and width. He said he would do checks on a monthly basis.

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4. Richard said that for the Cllrs interest, Billingshurst Parish Council has published a Traffic Calming Consultation. County Cllr Amanda Jupp said that she was not keen on it being called Traffic Calming as it gives the wrong idea of what the objectives are but it is an interesting Consultation.
5. Richard said that he has set up a 'Twitter' account in the interest of public awareness which has been published on the Parish Council Facebook page.
6. Richard said that he has had a call with Steve Douglas at WSCC, the main subject being the right way to go about setting up SID's. It is not as difficult as we perhaps thought. Basically, the Parish Council submit a map and write up the proposed locations of SID's, then Steve Douglas and his team do an assessment. Richard said that he has partly drafted a proposal which he will circulate shortly to all Cllrs for comments. Once these have been received Richard will then forward the approved proposal to Steve Douglas for WSCC's approval.
7. Finally, Richard said that he will contact two or three providers of SID's to arrange a meeting regarding costs.

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#### 10 Red Telephone Kiosk – update

We are still waiting for the two panes of glass to be put in and for the electrics to be completed. Once this has been done the Clerk will arrange for the Defibrillator to be moved.

#### 11 Neighbourhood Plan

The Chairman reported that she had circulated a document from Ian Walker, Chairman of the Itchingfield Neighbourhood Plan Steering Group which sets out our proposed way forward with Water Neutrality so that our Plan can go ahead to the referendum stage.

The Chairman asked for approval from the Cllrs that HDC be notified and that our revision be inserted into our Plan.

Cllr Alan Strudley proposed that this document be inserted into the Itchingfield Neighbourhood Plan, seconded by Cllr James Sheppard, agreed unanimously.

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#### 12 Queen's Platinum Jubilee – June 2022

1. Lighting of the Beacons up on Sharpenhurst. This is to be organised by Julian and Neale Francis.
2. Queen's Platinum Jubilee Afternoon Tea – This to be organised by the Barns Green Village Hall Committee.
3. Platinum Jubilee Mugs – The Chairman said that the Parish Council bought Diamond Jubilee Mugs for all primary school children in the village 10 years ago and wondered whether the Parish Council would like to do this again for the Queen's Platinum Jubilee. This proposal was agreed by seven Cllrs with one abstention. The Clerk and Chairman to look at designs and look at options of having designs on one side of the mugs created by the school children themselves.
4. Queen's Platinum Jubilee Flag – The Chairman said that she would like to propose that the Parish Council purchase a Queen's Platinum Jubilee Flag which will cost approximately £190 including vat which the Parish Council gets back. It was agreed unanimously to purchase a flag and fly it for all of 2022. The Chairman will order this.
5. Planting of Trees – The Chairman said that it is too late to order for planting in the Spring so the Parish Council will order in March/April for the planting to be done in the Autumn. The Parish Council will order the packs to be distributed for planting. There are several sites that have been suggested that meet the criteria of being accessible to the public. They are: The Village Green, Barns Green Primary School, at the bottom of Weston's Hill, at the top of Weston's Hill past Shelley's Cottage, Sumners Ponds and Emms Lane near to the junction with Cross Lane. It may be that there are more sites that are identified. Cllr Sarah Peay said that the trees will need to be protected with tree guards.

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#### 13 AOB

1. Cllr Saray Peay reported that there are lots of bags of rubbish that have been dumped in West Chiltington Lane between Elmhurst Cottages and The Coopers. The Clerk will ask HDC to do a sweep of West Chiltington Lane once again.

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2. Cllr Richard French said that he had seen that Billingshurst Parish Council publish draft minutes on their website and asked whether that is something this Parish Council would consider doing it. It was discussed and agreed by the Cllrs not to publish draft Minutes. Minutes to be published on the website after they have been formally approved at the following meeting. In the meantime, the Clerk to contact HDC Legal Department to find out when Minutes are able to be approved. It was agreed that the Clerk will aim to get the draft Minutes circulated earlier in the month. Also the Chairman asked that 'Communication' be put on the agenda for next month.

**Action**  
**Action**  
**Action**

**14 Date of Next Meeting**

Monday 28<sup>th</sup> February 2022. There being no other business the meeting closed at 9.35 pm.

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