

ITCHINGFIELD PARISH COUNCIL

Monday 29th January 2024 in the David Francis Room of the Village Hall

Present: Cllr James Sheppard – Vice Chairman
Cllr Brian O'Connor
Cllr Ross Dye
Cllr Alan Strudley
The Clerk Jan Critchley
District Cllr Kasia Greenwood
County Cllr Amanda Jupp
Members of the Public: Paul Allen, Neale Francis, Victoria Brock, Richard and Elaine French.

Vice-Chairman James Sheppard said that sadly our Chairman Penny Simpson has had to resign from the Parish Council due to ill health. James will now Chair this evening's meeting.

Member of the Public, Elaine French asked if she could put her name forward to become a Parish Councillor. The Clerk said that the Parish Council can co-opt her at the next meeting due to the resignation of Sanjeev Joshi and Richard French. Both vacancies had been advertised.

1 Apologies for Absence were received from the Cllr Sarah Peay and District Cllr Tricia Youtan.

2 Declarations of Interest - *Members are reminded to make any declaration of personal and/or prejudicial Interest that they may have in relation to items on the agenda.* No declarations were given.

3 Minutes of the last Meeting to be approved

The Minutes of the last meeting on 18th December 2023 had been circulated ahead of the meeting. The Minutes were approved, accepted and signed by the Vice-Chairman.

4 To consider any matters arising from the last Meeting that are not on this Agenda.

1. Minute 158 – Grant to Barns Green Tennis Club. It had been agreed at our Meeting in December, that if Matt Kerry from Barns Green Tennis Club obtained an updated quote for small lights to light up the path to and from the Tennis Club Car Park, then the Parish Council will pay 50% of the cost of the updated quote, up to a limit of liability. The Clerk has now received a copy of the updated quote for £1,440.00 including vat. It was proposed by Cllr Ross Dye that the Parish Council pay a grant of £720.00 towards the cost of the lights, seconded by Cllr Brian O'Connor and agreed unanimously.

Action

5 Open Session for Members of the Public – Victoria Brock addressed the Parish Council on behalf of the nearby residents to Sumners Fields Development. She said it was disappointing that once again Sigma Homes has been unable to provide a representative to attend a Parish Council meeting, especially as it has been difficult for the local community to engage and communicate with Sigma Homes. The residents thought that communication would be through Parish Council minutes and facebook, but only one meeting with Sigma was mentioned in the November minutes. As discussed at the December meeting, construction works commenced on 4th December 2023 which were not permitted to start until all the conditions of the planning consent were discharged. Complaints were lodged with the Enforcement Team at HDC who finally arranged for site visit after pressure from the Parish Council and the residents. HDC Enforcement acknowledged that construction works had commenced before conditions were met, so on 20th December a Temporary Stop Notice (TSN) was issued. Madeleine Hartley, Enforcement Officer at HDC, having consulted with her legal department received a verbal assurance from Sigma Homes that they would cease working on that day and no further work would be undertaken until all the conditions of sanction were discharged. Construction works resumed on 21st December despite the assurance. More evidence was provided and the TSN was issued until 18th January 2024. Victoria said that the residents have been advised by Madeleine Hartley that if work recommences after the expiry date of the TSN, they have the option of applying to the Courts for an injunction. The residents would like to receive confirmation from Sigma Home that they will not recommence work until all the conditions have been discharged. Victoria concluded by saying that the residents see the way forward as all parties working together within some structure which includes local neighbour representation. Sigma Homes has indicated that this is also what they want, as they pride themselves in building relationships with the neighbours to its developments. Paul Allen then addressed the Parish Council on behalf of the nearby residents. Paul said that as of this afternoon there are eight Conditions of the sanction which haven't been discharged yet. Five of these are minor, but there are three major ones that are still outstanding. 1) Condition 10/11 is the drainage strategy for foul water proposals and surface drainage. Sigma Homes proposals went to HDC and then onto WSCC.

The WSCC Flood Risk Management Team said that the proposals were unacceptable and they needed more information and details for the whole site, because they have concerns about local flooding. 2) Section 3 relates to the CEMP. WSCC Highways responded on 19th December 2023 that they have reservations about the routing plan throughout the village and Chapel Road is very narrow for large lorries. However, WSCC Highways have to accept that there is no other options. 3) There are real concerns about the timings of deliveries in the Sigma Homes planning application. They have said that they will do what they can about not making deliveries or pickups around school times. WSCC have said to County Cllr Amanda Jupp that if there is ever an issue, then the wording of the Sigma Homes proposals is very vague and they need to be tighter because they could never carry out enforcement with such broad parameters. So, the proposals are now back with HDC Legal Department to find suitable wording. Lastly, under 4/12 Environmental Health have requested more information before being able to sign it off. Paul said that, as a group they will accept any kind of structure that the Parish Council want to put together for having some kind of group, which includes the Parish Council, Sigma Homes, Simon Smith and a representative for the residents so that we can all work together.

Vie-Chairman James Sheppard said that he didn't think Sigma would commence work again until they have met all the conditions. The Parish Council needs to look at the most effective way of communicating with Sigma Homes. After deliberation by the Cllrs, the Vice Chairman proposed that the Parish Council form a Sub-Committee to discuss solely Sumners Fields Development - Planning Application DC/21/2697, seconded by Cllr Brian O'Connor and agreed unanimously. Now that this principle has been agreed, a Chair for the Sub-Committee from the Parish Council will need to be identified then the Sub-Committee representation will meet to decide the parameters of how it will be structured and communicate back to the Parish Council. Whatever action that the Sub-Committee decides, then the Parish Council will act on that.

Action

- 6 **Sigma Homes Development** – the Clerk said that she had written to Chris East and Mark Moore from Sigma Homes to the meeting this evening and received the following reply from Chris: He said he would very much like to meet the Parish Council again, but unfortunately had a prior evening commitment. He said he would be happy to meet with the Parish Council on site to discuss the development. The Clerk said that if the Parish Council called an extraordinary meeting to solely discuss Sumners Fields then this meeting would be open to members of the public.

- 7 **Planning Applications** – Circulated to all Cllrs ahead of the meeting.

1. **New Applications**

DC/24/0016 – Mr. & Mrs. Scriven, 32 Sycamore Rise, Barns Green – Proposed Roof extension for habitable space including front dormer.

Itchingfield Parish Council recommend this planning application for approval.

DC/24/0023 – Mr. Francis Pulvermacher, Westons's Farm House, Weston's Hill, Itchingfield – Variation of conditions 1 & 3 of previously approved application DC/23/1094.

Itchingfield Parish Council recommend this planning application for approval.

DC/23/2291 – Mr. Martins, Marlands House, Plumtree Cross Lane, Itchingfield – Fell x 20 Ash trees that have TPO's.

Itchingfield Parish Council note that the decision for this planning application should rest with Andrew Bush at HDC.

DC/23/2307 – A Munday, Barns at Muntham Home Farm, Muntham Drive, Barns Green – Removal of condition 3 of previously approved application 1/12/99, (Retention of use of warehouse for the storage of electrical equipment). Relating to the use of the building and what can be stored.

Itchingfield Parish Council do not object to this planning application in principle, but more information is required to enable a decision to be made.

DISC/24/0004 – Ref; application DC/21/2697 – Sumners Ponds Fishery and Campsite, Chapel Road, Barns Green – erections of 32No residential dwellings including 35% affordable housing. 6No commercial units and 1No reception building. Creation of access and circulation routes, parking, hard and soft landscaping together with a sustainable drainage system. Discharge of condition 15, materials.

Itchingfield Parish Council recommend this planning application for approval.

DISC/24/0005– Ref; application DC/21/2697 – Sumners Ponds Fishery and Campsite, Chapel Road, Barns Green – erections of 32No residential dwellings including 35% affordable housing. 6No commercial units and 1No reception building. Creation of access and circulation routes, parking, hard and soft landscaping together with a sustainable drainage system. Discharge of condition 18, Landscaping.

Itchingfield Parish Council recommend this planning application for approval.

8 **Reports by County and District Councillors**

District Cllr Kasia Greenwood gave the following report:

1. **Local Plan Regulations 19** - As you will be aware, the Horsham District Council Regulation 19 period of representation has commenced. The relevant documentation has been made available on HDC's website via the link below: www.horsham.gov.uk/localplanreg19. This page contains direct links to all the Local Plan documents and details where to find our Local Plan evidence base documents. The page also contains information about where hard copies of the document can be viewed (at the HDC office and all local libraries) together with guidance on how to submit representations. Representations can be submitted via the online

[comment form](#). We have also published a [guidance note](#) on how best to respond. We strongly advise those responding to read through this note before submitting any response to ensure that they provide the clearest and most effective response they can to the local plan inspectors. **The deadline for responses is 5pm on Friday 1st March 2024.** Whilst we encourage most people to comment online (which is the quickest option for most, and enables electronic files to be uploaded directly), we know that not everyone is able to do this. It is therefore also possible to submit responses via email or in writing. However, these are considerably slower for the strategic planning team to process and upload. We would therefore ask that you encourage those who are able to, to use the online form, therefore enabling us to better focus time and resources on those who are unable to do so. We would also ask that respondents do NOT submit any duplicate responses, e.g. online and by email and by post. Only one response of any duplicate will be accepted, but checking for this increases processing time and is unfair to other residents by slowing down the time it takes to get to their responses. Please note that we also have limited storage space for hard copy documentation. If you have any further questions (or wish to purchase hard copies of the documentation) please contact strategic.planning@horsham.gov.uk or telephone 01403 215398. Cllr Alan Strudley gave feedback on HDC's process on making representations to say that if HDC require an educated response, then the process needs to be transparent.

2. **Crime** - If you witness acts of violence, verbal abuse, drug taking, irresponsible alcohol use or damage to property please report it to Sussex Police via the methods above or anonymously to Crime Stoppers on 0800 555 111 or visit their website: <https://crimestoppers-uk.org/>
3. **Parking/Vehicles** - Operation Crackdown reports: Joint initiative with Sussex Safer Roads Partnership and Sussex Police to report abandoned vehicles or anti-social driving: <http://www.operationcrackdown.org/>.
4. Did you know Horsham District Council Parking Services offer **Shop Mobility** <https://www.horsham.gov.uk/parking/shopmobility>? This is a free service and easy to obtain. Please visit Parking Information Centre in Swan Walk Multi-Storey Car Park, level 2 for more details.
5. **Fly Tipping/Littering/Graffiti** - If you would like to collect litter in your local area at a time which suits you, Horsham District Council will support you with appropriate equipment through the Adopt a Street Scheme: <https://www.horsham.gov.uk/waste-recycling-and-bins/litter-and-street-cleaning/adopt-a-street>
6. It is even more important than ever to look out for others be it neighbours, relatives, or friends. If you have concerns about anyone in Horsham who is experiencing hardship, please follow the links below: Concerns regarding **children** to West Sussex County Council Children's Safeguarding : <https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/>
Concerns regarding **adults** to West Sussex County Council Adult Safeguarding: <https://www.westsussex.gov.uk/social-care-and-health/social-care-support/adults/raise-a-concern-about-an-adult/>
7. Alternative support: **Age UK** is an independent charity working in the local community to help older people their families and carers, providing services to the **over 50s**: <https://www.ageuk.org.uk/westsussexbrightonhove/activities-and-events/horsham-district/>
8. **A Safe and Well Visit** is a free service carried out by West Sussex **Fire & Rescue Service**. It involves a pre-arranged visit to your home to offer advice on how to make it safer and, where appropriate, fit smoke alarms or other specialist fire detection equipment free of charge: <https://www.westsussex.gov.uk/fire-emergencies-and-crime/west-sussex-fire-and-rescue-service/home-fire-safety/safe-and-well-visit/>
If you are concerned about someone over the age of 18 that you have seen **sleeping rough** in England or Wales, you can use this website to send an alert to StreetLink. The details you provide are sent to the local authority or outreach service for the area in which you have seen the person, to help them find the individual and connect them to support. It is important to note that if you think the person you are concerned about is under 18 please do not contact StreetLink but instead call the police <https://www.streetlink.org.uk/>
9. **i-Rock** Horsham District is a brand new support and advice hub for young people aged 14 - 25 in West Sussex. At i-Rock, partnership agencies work together to offer a range of support services to help with issues such as mental health, relationships, money and benefits, family problems, bullying, housing, education and employment. Young people can access the service by dropping in, booking an appointment or through our virtual platform. At i-Rock, your services are working together to make sure you succeed and thrive" <https://www.picktime.com/irockhorshamdistrict>
10. **Time to Talk** - Are you feeling sad, lost or anxious? At Time to Talk, we offer a range of talking therapies that can help you feel better. Our friendly therapists can help you work through your problems and support you to live life to the fullest again. <https://www.sussexcommunity.nhs.uk/services/time-to-talk-nhs-talking-therapies-in-west-sussex/109066>. For further information and support regarding **self harm**, please use these links. https://westsussex.local-offer.org/information_pages/511-self-harm <https://www.westsussexmind.org/training-courses/mental-health-training/mental-health-training-for-schools/self-harm-learning-networks>

County Cllr Amanda Jupp gave the following report:

1. **Recycling Centres** - From Monday 12th February, the booking system will extend to all West Sussex County Council recycling centres, including Billingshurst. The Book to Recycle system has been in place at a number of sites since

2021 and over 1.8 million visits have been booked via the system. A recent review showed that most sites within the scheme were able to recycle more materials, reducing the overall amount of waste being processed and making the sites more efficient.

2. **Gatwick Airport Limited (GAL)** - is proposing alterations to bring the existing Northern (standby/maintenance) Runway at Gatwick Airport into routine use alongside the main runway, enabling the dual operation of both runways. The [Northern Runway Project \(NRP\)](#) is a Nationally Significant Infrastructure Project (NSIP) requiring a Development Consent Order (DCO) from the relevant Secretary of State (rather than planning permission from the local planning authority). The County Council is a statutory consultee in the DCO process. The application for consent was accepted by the Planning Inspectorate (PINS) in August 2023. An Examining Authority (ExA) has been appointed by PINS to examine the DCO application. Formal examination will commence on 27th February and run for six months; a draft timetable and proposed process for the Examination has been [published](#). There will be four blocks of hearing sessions in February/March, April/May, June and July (which cover general and specific issues) and there will also be attended site visits. The key matters (Principal Issues) that will be examined are currently as follows: Air Quality; Case for the Proposed Development; Climate Change and Greenhouse Gas Emissions; Compulsory Purchase and Temporary Possession of Land and Rights; Draft DCO, Planning Obligations, Agreements and Management Plans; Ecology; Historic Environment; Landscape and Visual Effects; Noise and Vibration; Social, Economic and Land Use Considerations; Traffic and Transportation and Water Environment. Following the close of the examination, a report (and recommendation) will be made by the Examining Authority within three months. A decision by the Secretary of State as to whether to grant consent is due in early spring 2025.
3. **Highways** - the Highways Stewards are trying to get out and about to all reported potholes as soon as possible, but they are two men down at present, so it is taking longer than usual. However, if there are any potholes that you consider should be treated as urgent, please let me know so I can follow them up. The Highways emergency number for reporting dangerous potholes, collapsing roads, landslides, fallen trees, missing manhole covers, etc is **01243 642105** – available from Monday to Friday 8 am to 6 pm.

9 Highways, Local Traffic and Roads – as a Parish Council it was decided that we need to look for a Parish Councillor to take the lead once again with Highways, Local Traffic and Roads. **Action**

10 Finance – All payments for approval since 18th December 2023.

1. There are seven payments to be paid

£28.50 to EE Home Broadband in respect of the Internet Service for January 2024.

£47.50 to Barns Green Village in respect of the December 2023 and the January 2024 meeting.

£30.00 to Roy Tingley in respect of the strimming of the verge by the level crossing.

£172.80 to Vision ICT in respect of the hosted email addresses.

£100.00 to Pete Cochran in respect of Litter Warden duties for January 2024.

£2,065.10 to the Clerk comprising of £1,978.05 salary for January 2024, which includes £1,007.55 arrears of pay and £87.05 expenses.

£720.00 to Barns Green Tennis Club in respect of a grant towards the cost of sensors lights on the pathway by the Tennis Club.

11 Correspondence – none.

12 Pathway and Parking Markings, Muntham Drive

The Clerk said that she has now received two quotes for this work, one from Landbuild and one from Tidey & Webb and both companies have now come back with answers to our questions. After deliberation by the Cllrs, Cllr Alan Strudley proposed that the Parish Council goes with the cheaper quote for a tarmac pathway with PCC edgings, seconded by Cllr Brian O'Connor and agreed unanimously. The Clerk to re-check the details and send to the Cllrs. **Action**

13 Any other Business – items to be advised before the meeting.

1. There was a discussion on how the Parish Council marks the time Penny Simpson has spent on the Parish Council as a Parish Councillor and as Chairman.

2. There was a discussion on who would like to stand as Chairman until the AGM in May 2024.

3. There was also a discussion about reducing the number of elected parish councillors from 11 to 9 again. the Clerk to write to HDC. **Action**

14 Date of Next Meeting – Monday 26th February 2024. There being no other business the meeting closed at 9.20pm.