

## **ITCHINGFIELD PARISH COUNCIL**

**Monday 24th March 2025 in the Jubilee Room of the Village Hall**

**Present:** Cllr Alan Strudley – Chairman  
Cllr Lorraine Awcock  
Cllr Jenny Cass  
Cllr Ross Dye  
Cllr Elaine French  
Cllr Rob Fryatt  
Cllr Brian O'Connor  
Cllr Simon Ott  
Cllr Sarah Peay  
The Clerk Jan Critchley  
County Cllr Amanda Jupp  
Members of the Public – Nick Yeo

**35 Apologies for Absence** – were received from Cllr Rebecca Jackson, District Cllr Kasia Greenwood.

**36 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.* Cllr Rob Fryatt and Cllr Elaine French declared a personal interest in relation to Sigma Homes Development as they live near to the development site.

**37 Minutes of the last Meeting to be approved**

The Minutes of the last meeting on 24<sup>th</sup> February 2025 had been circulated ahead of the meeting.  
The Minutes were approved, accepted and signed by the Chairman.

**Action**

**38 Welcome to George Fort, Assistant Area Highway Manager, WSCC**

George addressed the Councillors and gave a short introduction. The Clerk had briefed George ahead of the meeting with regard to where we are with the SID's. Richard French who has now resigned from the Parish Council had put a plan together with several sites chosen for the SID's to be installed with Public Notices being posted. George said that he requires an Enquiry Number so that he can issue a licence then he can assist in getting the project up and running again. The Chairman asked that George put together a list of actions and a list of SID's available so that we can proceed. George said that he is keen to be the liaison between the WSCC and the Parish Council and we can contact him directly regarding anything to do with highways. The Chairman concluded that if there are any observations on highway issues to contact the Clerk and Cllr Jenny Cass who will keep a log. We can then identify the issues and report it to WSCC.

**Action**

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

1. Minute 150: November 2024 Meeting – it was minuted that the Clerk had received a letter from the IPCC requesting a grant and also a letter from the Trust Field Committee requesting a grant. We now need to agree amounts. It was proposed by Cllr Sarah Peay to make a grant to the IPCC of £2,300, seconded by Cllr Elaine French, agreed unanimously. The Clerk to write.

**Action**

It was proposed by Cllr Brian O'Connor to give a grant to the Trust Field Committee of £1,600 towards public and employee's liability and trustee insurance, but not the £600 to support continued playground maintenance as maintenance will be covered by the new playpark. Seconded by Cllr Jenny Cass and agreed unanimously. The Clerk to write.

**Action**

2. Minute 14: - Amendment to Financial Regulations approved in January. Cllr Simon Ott proposed that Item 4 Budgetary Control and Authority to spend should be: The Council for all items over £5,000. The Clerk, in conjunction with the Chairman of the Council, for any items over £500. The Clerk for any items below £500. Seconded by Cllr Rob Fryatt, agreed unanimously.

3. Minute 16:1 and 21:3 – ProW meeting – The PROW Officer does not have the capacity to actually meet us in person and will be leaving WSCC shortly, but he did advise that the Works Order for Itchingfield has over 50 jobs on it for the contractor to attend to. Cllr Sarah Peay to chase up getting a copy of the Works Order.

**Action**

4. Minute 21:4 Car Park – just to confirm that the Car Park has been cleared, swept and the drains have been cleared.

**40 Reports from County and District Councillors**

**Report from County Cllr Amanda Jupp – for the full report go to the Parish Council website**

1. The Streetlighting LED Conversion Project aims to convert all the County Council owned Street Lighting Asset Luminaires to LEDs and introduce a central monitoring system to allow the remote operation of lighting.

2. The County Council, as the minerals planning authority and the waste planning authority for the parts of the geographical county of West Sussex outside the South Downs National Park, is required to prepare mineral and waste local plans.
3. County Council Budget: For the coming year financial year, April 2025 to March 2026, the County Council has agreed to spend more than £2.2 billion on vital services, with the vast majority of this going to schools, social care, recycling, waste disposal and roads. This year an additional £47.4 million has been put in for service demand pressures and continued additional investment in our roads.
4. The future of local government in West Sussex and Sussex more widely, will be shaped by plans for devolution and the re-organisation of councils into unitary authorities. The details of these are yet to be determined, but in the meantime, WSCC will continue to deliver the vital services that support our priorities and are relied on by thousands of residents every single day.
5. West Sussex County Council has again worked with schools to ensure that every child in the county who applied for a secondary school place this year has been offered one.

**Report from District Cllr Kasia Greenwood had been sent in her absence – for the full report go to the Parish Council website**

1. Annual Village Meeting - On your invitation I contacted HDC Planning to request that an officer attend the Annual Village Meeting to answer questions about the Local Plan and its implications for Barns Green, particularly in relation to the fields opposite the pub. Unfortunately, they responded that they were unable to attend and that they have answered all the questions that they can at this point because the Local Plan remains paused, with no feedback from the inspector. I have also requested that someone from Enforcement attend to address the issues related to travellers. I am hopeful that Martin Boffey, the leader of the Council, may be able to join me again to answer any questions the community may have.
2. VE Day – To mark the Victory in Europe Day (VE Day) 80<sup>th</sup> anniversary celebrations on 8 May 2025, HDC is offering grants to community groups, neighbourhood councils and parish councils to help local people to celebrate over the May bank holiday weekend. Go to HDC VE day webpage to apply. The Council will also mark the occasion in Horsham Town Centre.
3. Carbon Reduction – HDC has been accredited as a Bronze Carbon Literate Organisation. This achievement highlights our ongoing commitment to sustainability and our efforts to play a positive role in addressing climate change.
4. Food Waste - Household food waste collections will begin in the Horsham District by spring 2026.
5. HDC is now officially operating from its new offices in Albery House, Springfield Road, Horsham.
6. Volunteer Week 2025 - HDC want to hear about all the amazing and committed volunteers making a difference in the local community.

**41 Open Session for Members of the Public**

Nick Yeo addressed the Parish Councillors. He reported that he has been in contact with Madeleine Hartley and Helen Sissons of HDC regarding Kingfisher Farm, Greenfield Farm and Greenacres and now Helen Scissons has been back in contact to give Nick an update on the latest situation. Nick said that he will pass this information onto the Parish Council as this is public information. The Chairman said the best action the Parish Council can take is to send a strong letter of complaint to HDC for the lack of enforcement by HDC and the flouting of planning regulations and the problems that this is causing. It was proposed that Cllr Sarah Peay draft up a letter, agreed unanimously.

**Action**

**42 Sigma Homes Development –**

Cllr Ross Dye reported that he has emailed the new Site Manager Simon Austin to try to get a meeting arranged with the sub-committee within the next few weeks. There are still on-going issues with workers commencing work early on site and issues with mud on the roads. Ross to ask Simon Austin to send communications out with forward plans for the site a few weeks ahead.

**Action**

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

**1. New Applications**

**DC/25/0173 -Mr David Exwood, Westons Farm, Westons Hill, Itchingfield - Erection of a glass house.**

Itchingfield Parish Council recommends this planning application for approval.

**DC/25/0372 - Little Gaynes, Valewood Lane, Barns Green - (nearest residence address) – Overhead Lines – upgrading of cable.**

Itchingfield Parish Council would like to make the following comment: Why can the cable not be re-routed underground as have other stretches of cable across Slaughterford Farm for instance. Otherwise Itchingfield Parish Council has no objections.

**DC/25/0395 - Mr and Mrs John Wakely, 15 Sycamore rise, Barns Green - Erection of a first-floor rear extension.**

Itchingfield Parish Council recommends this planning application for approval.

**DC/25/0426 - Mr Alan Gage, Lion Lodge, Bashurst Hill, Itchingfield - Replacement garden ancillary out-building.**

Itchingfield Parish Council would like to make the following comment: Itchingfield Parish Council cannot find either on the plans or planning statement provided, or on google earth, a structure that is of similar dimensions to the proposed structure and no details are given regarding the use and dimensions of the existing structure. The following matters need to be addressed by the application which are relevant to gaining planning permission:

1. A toilet and washing /shower facilities are shown in the floor plans which will cause an increase in the water usage of the dwelling to which this structure is ancillary. How this extra water usage is to be ameliorated /offset needs to be shown before permission can be given.
2. No details are given regarding the method of achieving foul drainage from the WC proposed and the water from the washing and shower facilities, nor surface and rainwater run-off. This is important as there are already concerns regarding untreated run off from at least one dwelling on the development into a local field drainage ditch. So, this needs to be shown in detail before permission can be given.

Itchingfield Parish Council cannot recommend for planning permission until the issues above are resolved.

**44 Highways, Local Traffic and Roads – No more to report.**

**45 Correspondence –**

1. The Clerk reported that she had received a letter from KSSX, Kent, Surrey and Sussex Air Ambulance Charity requesting a grant. It was proposed by Cllr Brian O'Connor that we give a grant of £1,500, seconded by Cllr Sarah Peay and agreed unanimously. A cheque to be raised at the April Meeting.

**Action**

Cllr Rob Fryatt said that he would be happy to scope out a concept of having an Annual Charity for the whole village.

**Action**

**46 Finance – All payments for approval since 24<sup>th</sup> February 2025.**

**1. There are eight payments to be made paid**

£45.00 to Open Spaces Society in respect of an annual subscription.

£28.50 to EE Home Broadband in respect of the Internet Service for March 2025.

£14.98 to The Helping Hand Company in respect of Litter Picking equipment.

£100.00 to Pete Cochran in respect of Litter Warden duties for March 2025.

£28.80 to Treetop Design and Print for the Annual Village Meeting A1 Poster.

£1,438.27 to HMRC in respect of Employers and Employees Tax and NI for January, February and March 2025.

£1,302.79 to the Clerk comprising of £1,224.56 salary for March including and £78.23 expenses.

£69.50 to Barns Green Village Hall in respect of meetings in March 2025.

2. Bank Reconciliation as at 03 March 2025. The Bank Reconciliation as at 03 March 2025 and Bank Statements were signed by the Chairman.

**47 Annual Village Meeting – Monday 31<sup>st</sup> March 2025 – Discuss final details**

The Clerk reported that posters have gone up and the Agenda is almost finalised with subjects driven by the residents. There will be reports from County and District Cllrs and from the Headteacher of Barns Green Primary School. There will be an update from Ian Walker, Chairman of the Itchingfield and Barns Green Neighbourhood Steering Group. There will be short reports from our Chairman, and Cllrs Sarah Peay and Rob Fryatt on Parish Council related matters. The rest of the meeting will be taken up by questions from the residents.

**48 Greener Barns Green**

Cllr Rob Fryatt had circulated a document ahead of the meeting, He said that there are three things that he would like the Parish Council to endorse. Firstly, he would like the Councillors to formally accept the remit that Cllr Jenny Cass, Cllr Elaine French and himself have put forward for this project which will give them scope to work on certain areas. Secondly, they believe that there should be a dedicated webpage within the Parish Council website on sustainability and the environment. Thirdly, they firmly believe that there should be more than three on the team and would like to co-opt others on a sub-committee. All three points were endorsed and unanimously agreed by the full Council.

- 49     **Any other Business - items to be advised before the meeting**  
1. The Clerk to request that HDC carry out a litter sweep in Bashurst Hill and West Chilmington Lane.     **Action**
- 50     **Date of Next Meeting** – Monday 28<sup>th</sup> April 2025. There being no other business the meeting closed at 9.38pm.

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