

ITCHINGFIELD PARISH COUNCIL

Monday 30th June 2025 in the Jubilee Room of the Village Hall

Present:

Cllr Alan Strudley – Chairman

Cllr Ross Dye – Vice Chairman

Cllr Lorraine Awcock

Cllr Elaine French

Cllr Brian O'Connor

Cllr Simon Ott

Cllr Sarah Peay

Cllr Nick Yeo

The Clerk Jan Critchley

District Cllr Kasia Greenwood

District Cllr Tricia Youtan

Members of the Public who wished to address the Parish Council:

Bill Bailey, Alan Lambkin and Victoria Barrett - Changing Room Project Team

Dale Mayhew, Erica Haddon, Sue Wales and Bruce McLeod

- 81 Apologies for Absence** – were received from Cllr Rob Fryatt and County Cllr Amanda Jupp. Cllr Rebecca Jackson was absent.

- 82 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 Elaine French declared a personal interest in relation to Sigma Homes Development as she lives near to the development site.

- 83 Minutes of the last Meeting to be approved**

The Minutes of the last meeting on 19th May 2025 had been circulated ahead of the meeting. The Minutes were approved, accepted and signed by the Chairman.

Action

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

1. Minute 11: January Meeting and Minute 21:2 February Meeting – Barns Green Sports & Social Club request for a grant towards the cost of replacing the seating (9k) and carpet (24k). This request had been deferred due to seeking more information on the Club's finances and also for the Parish Council to seek more information on its powers and rulings on grants. The Parish Council now needs to make a decision. It was agreed by a majority vote not to support this grant application as the grant application doesn't fall within the Parish Council's powers to award, with regard to budget allocation, benefit to parishioners, financial background and potential conflict with other parish amenities and services. The Clerk to write to the Club.

Action

- 85 Barns Green Sports & Social Club Changing Room Project – update.** A Summary Report had been sent to the Parish Council from the Project Team and this had been circulated ahead of the meeting. Bill, Alan and Victoria are in attendance this evening to answer any questions that the Cllrs may have. The Chairman reiterated that when the Council was setting its budget for this year, the Cllrs had agreed in principle that the project was worthwhile and since that time the Parish Council has gathered more information to make sure that it is a financially viable project. After deliberation by the Cllrs, it was proposed by Cllr Brian O'Connor to award funding of £50k towards the Changing Room Project based on the updated Report, seconded by Cllr Lorraine Awcock and agreed unanimously. As a follow up the Chairman requested that the Parish Council has an integrated part in the Project by nominating a representative to attend all project meetings. This was agreed by the members of the Project Team present.

Action

Cllr Tricia Youtan arrived at 7.45pm

- 86 Reports from County and District Councillors**

County Cllr Amanda Jupp had sent a report in her absence which had been circulated – for the full report go to the Parish Council website. Key points from Amanda's report are as follows:

1. **Carers Support West Sussex** provides carers with guidance, practical help and emotional support. **Carers Health Team** is designed to promote the health and wellbeing of career over the age of 18. **Young Carers Family Service** support young carers under 18 through assessments that can provide advice, direct support, respite and family assistance.
2. The plans for Devolution and Local Government Reform as outlined in the Government's White Paper, which was published in December 2024. Look at website for timelines.
3. **West Sussex Children and Young People's Plan** – the WSCC would like to hear residents' thoughts and ideas to help develop a plan that will help give children and young people in West Sussex the best start in life.

4. **Operation Watershed** - £0.414m is allocated for Operation Watershed in 2025/26.
5. **Pharmaceutical Needs Assessment** - the WSCC would like your [views on the draft Pharmaceutical Needs Assessment \(PNA\)](#), compiled following a survey which ran earlier this year. A PNA is a comprehensive assessment of the current and future pharmaceutical needs of the local population and takes place every three years. Closing date: 25 July www.westsussex.gov.uk

Report from District Cllr Kasia Greenwood had been circulated – for the full report go to the Parish Council website. Key points from Kasia's report are as follows:

1. Food Waste – Apart from not producing it in the first place, composting is the next best way to deal with food waste. By composting at home, food waste is diverted from other form of treatment, reducing greenhouse gas emissions from transport. Plus, compost improves soil health.
2. Barbeque Safety – Please follow the advice from West Sussex Fire and Rescue.
3. Energy Saving – HDC have worked with Chichester District Council and Parity Project to provide a free on-line tool for Horsham District and Chichester District residents.
4. Horsham Museum and Art Gallery has once again announced its late evening Summer schedule.

87 **Open Session for Members of the Public –**

Dale Mayhew addressed the Parish Council with regard to Planning Application DC/25/0522 Richmond Farm Stables to be considered later in the meeting. Dale is a planning consultant working on behalf of Sarah Jane Knight. He gave a short summary stating that HDC had carried out an investigation in 2021 and informed the applicant that a change of use for the property had occurred in 2009 from a single dwelling to a single dwelling and for the keeping of dogs. In response to HDC's investigation, Dale Mayhew submitted a Lawful Development application that showed that Sarah has kept between 10 and 22 dogs at the property on a continuous basis going back over 12 years. A lawful certificate has now been granted by HDC. Erica Haddon and Sue Wales, both volunteers at the kennels at Richmond Farm Stables read out statements of support. Bruce McLeod then addressed the Cllrs and spoke against this same application as the owner of a property next door to Richmond Farm Stables.

The Chairman thanked attendees for their comments which will be taken into consideration when the planning application is considered under planning.

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

1. New Applications

DC/25/0822 - Mr J Forster, Clayfield Farm, Valewood Lane, Barns Green - Conversion of an agricultural building into two dwellings. HRA/23/0023, Reg 77 of the Conservation of Habitats and Species Regulations, (water neutrality) are awaiting a decision. This development has already been approved, however, the site and block plans show minimal domestic curtilage, no provision for car parking or waste storage and collection. These issues were raised when the initial application was submitted. Therefore, Itchingfield Parish Council recommend this planning application for refusal until these matters are addressed.

DC/25/0522 - Ms Sarah-Jane Knight, Land at Richmond Farm Stables, Rye Farm Lane, Barns Green - The retrospective change of use of a former equestrian store to provide additional kennel space, associated with the lawful mixed residential and dog keeping use of the site.

This is the second retrospective application on this site by Ms Knight, the other one being: DC/22/2058. Itchingfield Parish Council has the following comments regarding this retrospective planning application.

- 1) Concern over potential increased activity and intensification on the site through provision of additional kennels beyond that included in the LDC (ref application DC/21/1843). Use of the kennels should be validated to be within the scope granted by the referenced LDC.
- 2) Concern that there is an outlet vent in the wall of the store at the boundary with the neighbouring property. This should be addressed by closing up the outlet and re-siting the ventilator outlet to discharge within the curtilage of Richmond Farm Stables.
- 3) Measures in the Noise Management Plan requested by Horsham District Council Environmental Protection Office (04/08/2021) and submitted by Acoustic Associates Sussex Limited, on behalf of the applicant (dated 30/09/2021, Section 3,4) to minimise Noise Nuisance should be adhered to. This includes both management of dogs on site and the minimisation of car parking impact by restricting associated car parking to one car as proposed. It is noted that there has been evidence produced of several cars parking on the road immediately outside the site on occasion in association with the kennel activities.
- 4) Concern that the new kennel space is adjacent to the boundary with a neighbouring property hence raising the possibility of increased noise nuisance.

Until all these matters are addressed, Itchingfield Parish Council cannot recommend this planning application for approval.

DC/25/0885 - Ms K Martin and Mr S Gent, The Crickets, Sandhill Road, Barns Green - Proposed erection of a two storey side and rear extension and proposed single storey extension. Alteration to existing front elevation. Demolition of sections of existing dwelling and existing garage.

Whilst this is a significant extension, there is no obvious intrusion on the privacy of the neighbours, especially if obscured glass is utilized to North side upper-storey windows. The inclusion of an additional drop kerb will facilitate improved parking at the property for two cars. No objections received from neighbours.

89 Sigma Homes Development

Cllr Ross Dye reported that there have been some recent issues regarding early working and loud music being played by workers on site. These issues were raised with the Site Manager who eventually apologised, but gave no explanation or background information about what had happened. He then went on to comment that the first property was soon to be occupied and hoped that the occupant would be given respect and privacy going forwards. This comment and presumption has upset nearby residents. The Chairman said that appropriate feedback to the Developer is that the Parish Council can only deal with facts and not presumptions.

90 Kingfisher Farm

The Parish Council is having a meeting with Helen Sissons at HDC regarding Gypsy and Travellers sites on 2nd July 2025. District Cllr Tricia Youtan gave a short update on Kingfisher Farm to the Parish Council.

91 Highways, Local Traffic and Roads

1. SID's – Cllr Nick Yeo reported that he has circulated updated information regarding the SID's proposal.

Nick is still checking the exact location of all the previously proposed locations to make sure they are in the most appropriate place, but if there are any changes we will have to check with WSCC that they are still within our permitted licence. Nick will discuss with George Fort to see what the scope is. Nick will finalise details and send out a one-page recommendations with all costings before the next meeting for the Cllrs to consider.

Action

2. Village Gateways – Bashurst Hill and West Chiltington Lane - Cllr Sarah Peay reported that she had met with Duncan Driver from Wilbar Associates who are happy to oversee the project. The idea is to have larger gateways than are existing in the parish. Sarah to do a one-pager on this project.

Action

3. TRO's – Bashurst Hill and West Chiltington Lane. Cllr Sarah Peay said that she has contacted WSCC and Sarah will be forwarding all emails received from residents to be uploaded onto the WSCC website.

Action

4. Speed Limit Valewood Lane – Cllr Nick Yeo said he had been approached by one of the Valewood Lane residents regarding the danger that her children face on this road. It is a very narrow road which is becoming busier. There are about 15 houses whose driveways come out onto the road, a railway bridge exit and an extremely narrow section at the top which only one vehicle can pass at a time. Nick proposed that we include Valewood Lane when we look at traffic strips at the SID's locations. All agreed. Nick to contact George Fort at WSCC.

Action

92 Correspondence

1. The Clerk had circulated a letter from SLR Consulting Limited on behalf of Miller Homes. Whilst a response is required, the Chairman suggested that a few Parish Councillors first meet with Planning Consultants and then they can report back at the next meeting in July. This was unanimously agreed.

Action

93 Finance – All payments for approval since 19th May 2025

1. There are eleven payments to be made paid

One cheque was paid out of meeting £1,800.00 to LW Plant Limited in respect of the completed works on the Car Park next to the Tennis Courts.

The following cheques were then drawn at this meeting:

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

£42.25 to HDC in respect of the emptying of the Dog Bin for July, August and September 2025.

£16.94 to Boots Limited in respect of the printing of photos for submission to HDC.

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

£886.20 to WSCC in respect of the Street Lighting Maintenance Account for 2024 to 2025.

£135.00 to the BIG MAG in respect of the annual contact page for the Parish Council.

£63.00 to Barns Green Village Hall in respect of three meetings in June 2025.

£1,312.05 to the Clerk comprising of £1,224.56 salary for June and £87.49 expenses.

£23,869.46 to Eibe Play Limited in respect of the Play Equipment for the new Playpark.

£1,766.39 to Eibe Play Limited in respect of the delivery and installation of the memorial benches in the new Playpark.

The Chairman proposed that the final cheque to be raised for Eibe Play Limited for the surface, fencing and completed works will be settled once a resolution has been agreed following an accident within the playpark. This was unanimously agreed.

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

94 Greener Barns Green

Cllr Jenny Cash gave an update in the absence of Cllr Rob Fryatt. Jenny reported that the team had held a Public Meeting on 11th June 2025 which was attended by 20 people. The meeting was to engage with a wider audience from the village community. HDC supported the meeting through their Sustainability Manager and Sustainability Officer and indicated areas and projects that might find support in the form of grants from HDC. The meeting focused around some of the ideas being considered such as enhancing the 'Village corner of the village green'. There was a broad support for a quarterly meeting to update on progress. The Chairman suggested that the Team put together a one-pager encapsulating a plan for the year with costs.

Action

95 Any other Business

1. Cllr Simon Ott reported a tree that has fallen near to the footpath at the back of the arboretum. Simon said that there are other ash trees that are potentially dangerous. The Clerk to report this straightaway as a matter of urgency to the WSCC Public Rights of Way.

Action

2. Cllr Nick will update the Council on the Neighbourhood Plan Workshop he and Brian attended on 19th June at our next meeting.

96 Date of Next Meeting – Monday 28th July 2025. There being no other business the meeting closed at 9.53pm.