

ITCHINGFIELD PARISH COUNCIL

Monday 24th November 2025 in the Jubilee Room of the Village Hall

Present: Cllr Ross Dye – Vice Chairman
Cllr Lorraine Awcock
Cllr Elaine French
Cllr Rob Fryatt
Cllr Sarah Peay
Cllr Brian O'Connor
Cllr Simon Ott
Cllr Nick Yeo
The Clerk Jan Critchley
County Cllr Amanda Jupp
District Cllr Kasia Greenwood

145 Apologies for Absence were received from Cllr Jenny Cass and District Cllr Tricia Youtan. Chairman Cllr Alan Strudley was unable to attend the meeting in person, but joined the meeting remotely. Cllr Rebecca Jackson was absent.

146 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.

147 Minutes of the last Meeting to be approved

The Minutes of the last meeting on 27th October 2025 had been circulated ahead of the meeting. The Minutes were approved, accepted and signed by the Vice-Chairman.

Action

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

1. Minute: 139:1 Parking Markings and Signs Muntham Drive – The Clerk has written to Dawn Martin who is representing the Residents of Muntham Drive to confirm that the Parish Council has requested a quote from Tidey and Webb who did the original parking markings to amend them so that cars do not block the walkway. The Parish Council will also look at signage to improve the safety on this road.

Action

2. Minute: 142 – Update on the Changing Rooms. Cllr Lorraine Awcock had attended two meetings of the committee and reported that they have had some issues with the project with possible asbestos being present. However, the committee has now appointed a new building surveyor who is working with a structural engineer to help progress plans. The committee continue to increase funds via the Rugby Club with crowd funding, but there is still a shortfall. Hopefully this will be resolved if VAT can be claimed back from the original New Changing Rooms project.

149 Reports from County and District Councillors

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

1. The Highways Teams have spent the first six months of this financial year delivering essential works to strengthen the resilience of the county's road network ahead of the winter season. These efforts aim to keep West Sussex moving, whatever the weather brings. With the onset of winter, there will be increasing clearance of drainage systems to ensure water can run off the roads as effectively as possible should there be heavy rain. We have recently carried out Operation Snowflake, which is where maintenance checks are carried out on gritting vehicles.
2. Connect to Work - people who live in West Sussex who find it difficult to successfully apply for jobs can now get personalised job-seeking support from the County Council and partners through the government funded Connect to Work programme. Further details can be found at www.westsussex.gov.uk/connecttowork.
3. Specialist Support Hub - the County Council has launched a new specialist support hub for children and families to deliver earlier, more effective psychological support for children, young people and families.
4. Devolution - The Government confirmed recently that it will proceed to establish a Mayoral Strategic Authority for Sussex from May 2026 which involves the consent of the County Council and other upper tier authorities. The County Council Cabinet approved and consented to the establishment of this authority at its meeting on 22nd October 2025.
5. The Chairman had raised the issue of the Parish Council taking more of a role in maintaining ditches, drains and verges with Amanda. Amanda said that she has spoken to Michelle Hume at WSCC and the WSCC does have some parish partnerships in place with regard to cutting back vegetation and maintenance. Amanda said she will contact Adam Bazley at WSCC with a view of setting up a meeting with the Parish Council.

Action

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. Local Government Reorganisation - The Government is consulting on local government reorganisation for Sussex & Brighton, and Horsham District Council is encouraging residents to share their views. Local residents, businesses and community groups are invited to have their say until 11 January 2026 23:59pm. The statutory consultation is published and available to complete at:
<https://www.gov.uk/government/collections/west-sussex-local-government-reorganisation>
Cllr Rob Fryatt asked whether the Parish Council would be making a formal response to this consultation? The Vice-Chairman suggested we put this on the agenda for our December meeting. **Action**
2. Annual Plan - Horsham District Council’s draft Annual Plan is now open for consultation. The Council is inviting feedback on the draft of its new Annual Plan for 2026/27 and is encouraging as many residents and businesses as possible to share their views. The consultation opens on 24 November 2025 and closes on 7 December 2025.
3. Local Plan Update - Horsham District Council has formally written to Planning Inspector Luke Fleming to request the re-opening of the Horsham District Local Plan examination, citing changes in circumstances since the original hearings in December 2024. The Council’s submission highlights a major shift in the regulatory landscape following Natural England’s recent withdrawal of its Water Neutrality Position Statement. This policy had significantly constrained development across the District for just over four years. With its removal, site promoters are no longer required to provide bespoke water neutrality solutions, removing a key barrier to progress. In light of these developments, the Council is calling for the examination hearings to be re-opened so that the Local Plan can move forward without further delay. For more information please visit:
<https://www.horsham.gov.uk/planning/local-plan/local-plan-examination/Latest-News-from-Local-Plan-Examination>
4. Food Waste Solutions - Food waste collections are coming to the Horsham District! We will be adding weekly food waste recycling collections to your bin collections in spring 2026.
5. White Ribbon Campaign – HDC is supporting the nationwide White Ribbon Campaign this year, with councillors and officers being encouraged to sign the White Ribbon pledge to end domestic violence towards women and girls. Those signing up to the pledge will promise to never commit, condone or stay silent about violence towards women and girls. You can find out more about the campaign here:
<https://www.whiteribbon.org.uk/>

150 Open Session for Members of the Public – Richard French said he was in attendance observe information regarding the Miller Homes proposed development. He also said he wanted to bring to the attention of the Councillors on behalf of the public, the continued litany of disregard to neighbours’ well-being by Sigma Homes by carrying out disruptive work without any courtesy warning. Vice-Chairman Ross Dye said that he has written to Simon Austin and will feedback his response. 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. **Action**

151 Development sites within the parish

Vice-Chairman Ross Dye said that Richard had covered the matter he was going to raise on Sigma Homes. With regard to the proposed Miller Homes development, no planning application has been validated to date. District Cllr Kasia Greenwood said that it hasn’t been submitted yet.

152 Planning

1. New Planning Applications

DC/25/1771 – Silver Trees, Bashurst Copse, Itchingfield, West Sussex – Variation of conditions 3,4,5,6 following granting of planning permission, DC/23/0301. Demolition of existing dwelling, outbuildings and swimming pool. Erection of 1no replacement detached dwelling, with integral garage, a detached garage and pool house. Installation of replacement swimming pool, creation of wildlife pond and associated landscaping.
Itchingfield Parish Council recommends for approval.

2. DC/25/0055 – Greenfield Farm, Valewood Lane, - Use of land for the stationing of 5 static caravans for residential Purposed and 3 associated day rooms - it was noted that this planning application has been allowed under Appeal with conditions. Cllr Nick Yeo said that with regard to the Inspector’s Report on conditions there are quite a few factual errors which should be brought to the attention of HDC. Cllr Nick Yeo to liaise with the Clerk with regards to the details of the errors. **Action**

153 Highways, Local Traffic and Roads

1. SID's Update – Cllr Nick Yeo circulated a timeline summary. On 27th October the Parish Council gave approval to order two SID's from Elancity. The SID's were ordered and delivered to Willbar Associates and licences should be issued on 25th November if no objections received. Willbar Associates will then install the SID's at the beginning of December. The SID data to be reviewed in March 2026. Cllr Nick Yeo will do an update for the BIG MAG.

Action

154 Greener Barns Green - GBG

Cllr Rob Fryatt gave the following update: A public meeting has been booked for Monday 19th January 2026 at 8.00pm. GBG has approached "Wilder Horsham" to talk at the meeting about ways in which their activities can extend and engage with the village community. GBG has been in contact with the Trust Committee as a number of identified activities of GBG would require support and approval from the Trust as they would be located on land owned by the Trust. GBG is also in discussion with the Trust regarding locating a recycled clothes bin within the village car park.

155 Correspondence

The Parish Council had received the following Funding Requests to be considered:

1. A request from Barns Green Village Hall from Simon Gale, Chair of BGVH regarding the funding of a new Canopy on the Main Hall Patio. Year-end accounts were included. The current Hall balance is £18k with a minimum reserve requirement of 10k. Estimated project cost is £23k. Therefore, BGVH is requesting a grant of **£15k**. Concerns were expressed regarding a canopy with a glass roof with the danger of cricket balls hitting it. Cllr Rob Fryatt asked whether the Playgroup would be paying a higher hiring charge if a canopy was installed as it would be a regular user. The Clerk to feedback these points to BGVH.
2. A request from Itchingfield Parochial Church Council (IPCC) for continued support to upkeep the churchyard. The Parish Council gave a grant of **£2,300** last year and the IPCC are requesting a similar grant this year. Year-end accounts were included.
3. A request from Barns Green Primary School from Dawn Martin, Chair of the Governors. The school is keen to extend the array of solar panels on its roof. In 2023 the school was successful in obtaining funding to install 48 solar panels with the school providing a proportion of the funding. The school has calculated that they could allocate £6k to install more solar panels and would ask that the Parish Council supports by a matching grant of **£6k**.
4. A request from the Barns Green Cricket Club from Russ Parkes, President of BGCC stating that in addition to a previous request for funding for new training nets over a 3 year period, the club would also like to request funding support for the following: (i) A new Mower - £500. (ii) A new Line Marker - £360. (iii) An Equipment Trolley – £400. The BGCC would like to ask for 50% of the cost of these items so a grant of **£630** is requested.
5. As the new Chair of the Village Trust, Paul Harding had sent in a consolidated wish list for funding from various organisations of the Trust in line with bringing the Trust into a new way of working with the Parish Council and the whole community. Paul was invited to address the Cllrs and read out the list of requests: (i) Youth Club – **£2,000** support towards the cost of insurance and hall hire costs (although the club has withdrawn its request for this year at present). (ii) Guides, Brownies and Rainbows - **£1,150** – support towards the purchase of cooking equipment and village hall costs. (iii) Trust Field Committee £1,500 support towards a new petrol hand mover and strimmer. **£1,750** insurance. **£600** for future maintenance of playpark. **£500** support for planting activities around the playing field. (iv) Cricket Club - **£50-£60k** for new cricket Nets. This was originally over a three year period.
6. Finally, Paul Harding, Chair of the Trust had written to advise the Parish Council that the project team working on the proposed Trim Trail and Outdoor Gym has recommended that while the work to create an outdoor gym should continue, the proposal for a Trim Trail has been deferred for a yet to be defined period, so the Parish Council may wish to **reallocate the 8k** that had been set aside for the Trim Trail.

Action

It will now be discussed at our next meeting what projects falls within the Parish Council's remit for grant funding.

156 Finance – All payments for approval since 29th September 2025

1. There are six payments to be made paid

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

£23.00 to Barns Green Village Hall in respect of meeting in November 2025.

£441.00 to Squires Planning Limited in respect of Planning Consultancy.

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

£1,346.45 to the Clerk comprising of £1,263.76 salary for November 2025 and £82.69 expenses.

£4,387.90 direct debit payment in respect of the PWLB.

2. Bank Reconciliation as at 03 November 2025 and Bank Statements were signed by the Clerk and Vice-Chairman

3. Budget Review – A Budget/Financial Summary had been circulated and the Vice-Chairman said that this was a precursor to what we will be discussing at the December meeting in order to issue the Precept for 2026-2027. We will be discussing which grants we will be including into the budget sheet.

157 Registering of Assets of Community Value

The Assets of Community Value Nomination Forms can be found on the HDC website and the Parish Council is eligible to apply. The Parish Council now needs to understand the process and decide what Assets of Community value we would like to register, but no further actions for the time being.

158 Any other Business

1. Cllr Nick Yeo said that he had been informed by a few parishioners that there has been more police presence during the last few weeks almost on a daily basis at Kingfisher Farm. Nick just wanted to make the Cllrs aware.

2. Cllr Sarah Peay asked that HDC send a team out to do an extra litter sweep in West Chilton Lane.

Action

159 Date of Next Meeting – Tuesday 16th December 2025. There being no other business the meeting closed at 9.31pm.