

## **ITCHINGFIELD PARISH COUNCIL**

**Monday 19th May 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  
County Cllr Amanda Jupp  
District Cllr Tricia Youtan

**67 Apologies for Absence** – were received from Cllr Jenny Cass, Cllr Rob Fryatt and District Cllr Kasia Greenwood. Cllr Rebecca Jackson was absent.

**68 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.*

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

The Minutes of the last meeting on 28<sup>th</sup> April 2025 had been circulated ahead of the meeting. The Minutes were approved, accepted and signed by the Chairman.

**Action**

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

1. Minute 57 – Overgrown hedges in Chapel Road – Cllr Lorraine Awcock said she would take some photos and the Clerk will send these to County Cllr Amanda Jupp.

**Action**

**71 Reports from County and District Councillors**

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

1. West Sussex Road Network – WSCC's figure for the 2045-25 financial year have highlighted the significant Progress made by its highways team in improving the condition of the county's 2,500 miles of road. Between April 2024 and March 2025, the Council's highways team delivered a wide programme of essential reactive maintenance and proactive improvements. Over the winter months, the highways teams have also been working hard to keep drainage systems clear and ensure water can run off the roads as effectively as possible. These works help to protect road surfaces from water damage and reduce the risk of flooding in the event of heavy rainfall. New partnerships with Volker Highways Limited and FM Conway underpin this shift from reactive fixes to proactive maintenance. More information about ongoing improvements to the road network can be found on the council's [Better Roads campaign page](#)

2. A high number of illegally operating trade vehicles were caught during a crackdown by police and council officials on the outskirts of Horsham. The enforcement was carried out on the A264 which has recently been subjected to large levels of roadside litter.

3. The Materials Recycling Facility (MRF) in Ford, run by Biffa on behalf of the WSCC, handles the mixed recycling from homes across the county. Tours are available Monday to Friday for schools, community groups and individuals in West Sussex at no charge. On a tour you can see the advanced sorting systems separate different recyclable materials.

4. Cllr Nick Yeo asked about 'white lining' which seems to slow vehicles down. Amanda said that the priority is the main roads. The Chairman suggested that the new highways sub-committee gather information of the black spot areas and send to Amanda.

**Action**

**District Cllr Kasia Greenwood had sent a report in her absence** – for the full report go to the Parish Council website. Key points from Kasia's report are as follows:

1. Meeting with HDC. As requested by the Parish Council, I approached HDC to ask for a meeting with officers about traveller sites in the parish. I am pleased to say that they have agreed to a meeting and have asked for a suitable date. I would of course, be happy to be part of the meeting.

2. Please be advised that I have reported the abandoned car on Cross Lane to Operation Crackdown.

3. Crackdown on Litter - Recently, a joint operation to crackdown on illegal trade vehicles took place near the A264 on the outskirts of Horsham, exposing a high number of illegally operating commercial vehicles.

4. Consultation: Town Council - Horsham District Council is asking how you would like to see Horsham town

centre managed in the future – and it is an important time to share your views. Moving to a large Unitary Authority means the future of facilities such as the current HDC managed bandstands, the War Memorial, Hills Farm Cemetery, the Museum and Art Gallery, its community halls, Horsham Park, and its allotments would be decided by a large organisation possibly not based in the Horsham area. A newly formed Horsham Town Council could however take over running these services.

5. **Housing Pressures** - Horsham District Council is set to tackle the pressures on local housing by developing a new housing strategy, Homes for Tomorrow – Shaping the Future Together. As part of this we are holding a Housing Summit, including residents and housing providers, in order to identify and discuss local housing issues and work collaboratively on finding solutions.

6. Horsham's popular Friday Lates live music and food entertainment nights are returning for the spring and summer of 2025.

**Report from District Cllr Tricia Youtan** – Tricia apologised for her absence over a long period of time.

1. Tricia said that she has been heavily involved in getting action from HDC regarding Kingfisher and Greenacres Farm. Cllr Sarah Peay asked whether Tricia knew about the recent activity at Kingfisher when the police took away 10 caravans and a horsebox. The Chairman suggested we put Kingfisher Farm back on the agenda going With regard to the pausing of the Local Plan, the planning department are trying to decide what to do.

**72 Open Session for Members of the Public** – There were no members of the public that wished to address the Parish Council.

**73 Sigma Homes Development**

Cllr Ross Dye said he had no more to report. The Chairman suggested that it would be a good idea to capture lessons learnt from this development. Cllr Ross Dye said he would capture and collate this information going back to the beginning of the development.

**Action**

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

1. **New Applications**

**DC/25/0642 - Mr and Mrs S Jeffries, Bowood, Bashurst Copse, Itchingfield - Demolition of existing dwelling and garage. Construction of replacement dwelling with detached garage /garden store.**

Itchingfield Parish Council recommends this planning application for approval.

**DC/25/0816 - Mr and Mrs S Robinson, Mill Farm, Mill Lane, Itchingfield - Prior notification for change of use of agricultural building to dwelling house,(C3) under the revised section Q criteria.**

Itchingfield Parish Council recommends this planning application for approval.

**DC/25/0809 - Land to the south of The Granary, Fulford Hill, Itchingfield -Notification of intention to issue Exemption Certificate for one pitch.**

Itchingfield Parish Council recommends this planning application for **refusal** due to lack of essential information.

This application should include the name(s) and contact details of the applicant(s), the site address, (incorrect), the time scale for the certificate, a site plan with details of drainage and toilet facilities, all of which are not supplied. Therefore, Itchingfield Parish Council recommends this planning application for refusal.

**75 Highways, Local Traffic and Roads**

1. Cllr Sarah Peay reported that she is meeting Duncan Driver from Wilbar Associates next week to talk about signs and village gateways in Bashurst Hill and West Chiltonington Lane. Sarah will report back at our next meeting.

**Action**

2. SID's update – the Clerk and Cllr Nick Yeo have been gathering information from other parishes so that a proposal can be drawn up to be discussed at our next meeting. County Cllr Amanda Jupp will make enquiries regarding temporary automatic 'Traffic Counts' so that we can measure vehicle flow which in turn will determine the type of SID battery required.

**Action**

**76 Correspondence**

1. The Clerk had received a letter from Citizens Advice requesting financial support from the Parish Council to help them support residents in West Sussex. The Chairman said it is a very worthwhile cause, but as the Parish Council has already approved its budget for this year, his guidance was that this maybe something that we can consider in the next financial year and this would be the same for other future requests that have a big impact our parishioners. All agreed. The Clerk to send a response.

**Action**

2. The Clerk had circulated an email regarding a Neighbourhood Workshop on 19<sup>th</sup> June 2025 and asked any Councillors to let her know if they can attend as we can send two representatives.

**Action**

3. The Clerk had received an email from Paul Allen commenting on the state of the verges along Chapel Road near to the level crossing. This is actually WSCC land, but it is unlikely that they would be able to cut this over the summer months. The Chairman said that in principle it would be a good idea to identify problem areas around the village that need attention, get an idea of the scale of the task and see what

action is required. All agreed.

Action

4. The Clerk reported that she had received a letter of thanks from KSSX for our donation.

**77 Finance – All payments for approval since 28<sup>th</sup> April 2025**

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

One cheque was paid out of meeting £3,000.00 to LW Plant Limited in respect of part-payment for work carried out on the Car Park by 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 May 2025.

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

£500.00 to the BIG MAG in respect of an annual grant towards printing costs.

£141.84 to Mulberry LAS Limited in respect of the Internal year end Annual Audit for 2024-2025.

£1,305.41 to the Clerk comprising of £1,224.56 salary for May and £80.85 expenses.

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

**2. Annual Internal Audit Report and Summary**

Following an annual Internal Audit Review the Clerk read out the following report and summary from Louise Shaw of Mulberry Local Authority Services Limited:

*“Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk. It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system. It is therefore our opinion that the systems and internal procedures at Itchingfield Parish Council are well established and followed.”*

**3. Signing of unaudited AGAR Section 1 – Annual Governance Statement 2024-2025**

It was agreed unanimously that Section 1 Annual Governance Statement for year 2024/25 be signed by the Chairman and Clerk ahead of year end audit.

**4. Signing of unaudited AGAR Section 2 – Accounting Statements 2024-2025**

It was agreed unanimously that Section 2 Accounting Statements for year 2024/25 be signed by the Chairman and Clerk ahead of year end audit. The Responsible Financial Officer had signed the Section 2 Accounting Statements 2024/25 before being presented to the authority for approval.

The above unaudited documents will be published on the Parish Council website.

Action

**5. Signing of New Bank Mandate**

It was agreed unanimously to add Cllr Brian O'Connor as a new signatory to the Bank Mandate. Cllr Brian O'Connor signed the new Bank Mandate.

**78 Greener Barns Green**

Cllr Elaine French reported that the team has organised a public meeting on 11<sup>th</sup> June 2025 in the village hall. The team will be getting together on 29<sup>th</sup> May to discuss the planning of the meeting. The main objectives of the meeting are to listen to what activities are happening in our community, share ideas that the community have on how to enhance our village environment and sustainability and discuss and seek views on some of the ideas we the team are considering for the future. The HDC Sustainability Officer will be attending and has agreed to a follow up meeting to identify ways in which HDC will be able to support Parish Council initiatives. The team to contact Jim Martin, Chairman of the Village Trust to asked whether he would like to attend to give his input.

Action

**79 Any other Business**

1. Cllr Lorraine Awcock said that the owners of the village shop had asked about the procedure of starting up an action committee regarding planning permission being given for development opposite the shop. Cllr Brian O'Connor said that the Parish Council is already working on a plan of action and will be in a position to get information out to the public shortly. Once the Parish Council has clarified the situation which is the next step, then we will talk to parishioners to get their input. We are also currently engaging with a planning consultant. The Chairman said that the good news is that our Neighbourhood Plan will be going to Referendum by the end of the Summer according to HDC and this does offer us some level of input into the planning process.

**80 Date of Next Meeting – Monday 30<sup>th</sup> June 2025.** There being no other business the meeting closed at 9.09pm.

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