

## **ITCHINGFIELD PARISH COUNCIL**

**Monday 30<sup>th</sup> March 2026 in the Main Hall of the Village Hall**

**Present:** Cllr Alan Strudley - Chairman  
Cllr Ross Dye – Vice Chairman  
Cllr Jenny Cass  
Cllr Elaine French  
Cllr Sarah Peay  
Cllr Brian O'Connor  
Cllr Simon Ott  
Cllr Rob Fryatt

**The Clerk Jan Critchley**

**County Cllr Amanda Jupp**

Bill Bailey – Representative from the Barns Green Changing Rooms Committee.

Dawn Martin – Chair of the Governors, Barns Green Primary School.

Richard French: Representative from the Barns Green Steering Group.

**26 Apologies for Absence** were received from Cllr Lorraine Awcock and Cllr Nick Yeo.  
Cllr Rebecca Jackson was absent from the meeting.

**27 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 Simon Ott declared a personal interest in agenda item 18 - Closed Session.

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

The Minutes of the meeting on 23<sup>rd</sup> February 2026 had been circulated ahead of the meeting. The Minutes were approved, accepted and signed by the Chairman.

**Action**

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

All matters arising are on this agenda.

**30 Update on the Barns Green Sports and Social Club Changing Rooms**

Bill Bailey addressed the Parish Council in the absence of Cllr Lorraine Awcock who is the Parish Council's representative on the Changing Rooms Sub-Committee whose project aim is to take responsibility for a significant improvement to the Changing facilities that will complement the 2019 build. The sub-committee has appointed a Planning Consultant to prepare a variation to the planning permission already acquired and so there will be two stand-alone changing rooms each with 4 showers, separate toilet facilities with no change to the current external footprint. This variation will cover all the safeguarding needs. The sub-committee has also been collaborating with the Sports and Social Club to ensure any plans they may have for the storage area and kitchen in the foreseeable future are taken into account. The sub-committee are currently holding 89k in funds, which includes the 50k that the Parish Council approved on 30<sup>th</sup> June 2025 contingent on a fully funded project. Other funding has come from Sport England, village clubs, Sussex RFU and crowdfunding. There is not a start date yet, but the 12 week build time should be completed by the end of this year. The next stage is obtaining costs for the new plan, arrive at the build strategy and then the sub-committee will talk immediately to all stakeholders.

**31 Grant request from Barns Green Primary School**

Dawn Martin, Chair of Governors circulated a summary sheet to explain the rationale and costs benefit analysis behind the original grant request from Barns Green Primary School to ask the Parish Council to match fund £6k towards new solar panels. The Chairman said that if the Parish Council was broadly support of this grant, it would have to come out of the Parish Council discretionary grants for the year, which we will be discussing later in the meeting so the Clerk will inform Dawn of the outcome of that.

**32 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. Highways:** The teams continue to work repairing potholes with extended working hours. Once the wet weather improves then full 'sides sawn and sealed' repairs will be made.

The Annual Delivery capital programme for 2026/27 was published this month – further details on the following link [Highways, Transport and Planning Delivery Programme 2026/27](#). The County Council will invest £60.7 million maintaining and improving highways in West Sussex over the coming year.

**2. Secondary School Places:** On 6<sup>th</sup> March, the County Council confirmed that all 8,906 applicants in the county have been allocated a secondary school place. Of those, 86.5 per cent were offered their first preference school, while 97.1 per cent were offered one of their three preferences.

**3. Adult Social Care Strategy, Living Well and Being Independent,** is a refresh of the original strategy which was published in 2022. It sets out how the council will support adults and carers across the county.

**4. The County Council and NHS Sussex** have developed a new plan to improve experiences and outcomes for children and young people with special educational needs and disabilities (SEND). A shared commitment to providing earlier, more consistent and connected support services is set out in the new [West Sussex Special Educational Needs and Disabilities \(SEND\) Strategy 2026 to 2030](#)

5. Finally, Amanda added that unfortunately the Community Highways Scheme to reduce the speed of traffic in West Chiltington Lane and Bashurst Hill which has been instigated by Cllr Sarah Peay has not reached the next Stage in the process and this decision cannot be disputed and there is no right of appeal.

6. With regard to Car Parking for the Church, the Chairman asked if Amanda could arrange a meeting before May to include himself, Cllr Sarah Peay and her contact at Christ's Hospital to progress this matter.

**Action**

**Report from District Cllr Kasia Greenwood was sent in her absence and has been circulated** – for the full report go to the Parish Council website. Key points from Kasia's report are as follows:

**1. Local Plan Update** - Following Horsham District Council's request to re-open the examination of its 2023-2040 Local Plan, it can now announce that the examination hearings will start on Tuesday 21 April. Hearing days are currently scheduled to take place on the following dates: Tuesday 21 April Wednesday 22 April Thursday 23 April, with Friday 24 April in reserve if needed.

**2. Annual Plan** - Horsham District Council has now fully adopted its Annual Plan for 2026/27. Further details on the Annual Plan benefits can be viewed here:

<https://www.horsham.gov.uk/council-democracy-and-elections/finance-and-council-performance/council-plan-2023-2027>

**3. Around the District Meetings** - Discussions included the Annual Plan, the Local Plan, Local Government Reorganisation and the Community Governance Review. Feedback from parishes was that they liked the *Around the District* format, so we will be arranging another round of these meetings in the Summer.

**4. Food Waste Collection** – This service commenced on 16<sup>th</sup> March 2026.

**5. Active Wellbeing Strategy** - The Active Wellbeing Strategy is set to be fully approved at the Council's Cabinet meeting on 25 March.

**6. Horsham District Volunteer Awards 2026 – Nominations are now open.** Do you know someone who volunteers for a group in the Horsham District who makes a real difference to their local community?

[Find Out More and Make a Nomination](#)

### 33 **Open Session for Members of the Public**

Richard French addressed the Parish Council. Firstly, regarding Planning Application DC/25/20257, Richard said that as the consultation period had closed today for the third time, he hoped that HDC would be in communication soon regarding a Hearing Date unless it is deferred for again. Richard said that the Steering Group had been in touch with HDC regarding a Freedom of Information request to ask for Minutes of HDC meetings in which the decision was made to change the land north of Little Slaughterford to undevelopable to developable. It was decided that the Parish Council send a representation to HDC concerning this FOI request. Richard to send the relevant correspondence to the Clerk. Secondly, Richard asked whether the Parish Council was going to send an objection to Planning Application DC/26/0366 – development in Southwater by Berkeley Homes. This hasn't been sent to the Parish Council to date, but the Parish Council will review it if it is received for our comments.

**Action**

### 34 **Planning –**

#### **1. New Planning Applications**

**DC/26/0256 – Kingfisher Farm, West Chiltington Lane, Billingshurst – Use of the land for the stationing of caravans for residential purposes for 5no. gypsy pitches together with the formation of additional parking, hard standing, landscaping and utility/dayrooms ancillary to that use.**

This is essentially a re-submission of the refused application DC/25/1029 which was strongly objected to by Itchingfield Parish Council and refused by HDC on 20/10/2025.

The site in question is situated in the South East corner of the greater Kingfisher Farm site and properties on it are visible from the public highway, Valewood Lane. This being so this application should be retrospective, a point made in the design and access statement, but not in the application. The application further asserts that work has

not commenced on the site, whereas the site has been developed in substantially the manner proposed since before 3<sup>rd</sup> December 2025 as evidenced in aerial and satellite images of the site. It is stated that the land is not contaminated, but one of the properties is situated directly over a SUDS sump which contained contaminated surface and treated foul water from other occupants of the site for the unapproved phase 1 of the site. This also makes a nonsense of the proposed, but never approved, drainage scheme for the entire Kingfisher Farm site which was published in 2023. The proposed site is a further overdevelopment of a site which has no extant planning consents and there have been reports of mobile homes pouring into this site which is a major problem. There is evidence to support that the Kingfisher Farm site is being used for commercial purposes as shown by advertisements for cabins for rent at £1,000 per month “with no rules” on 25<sup>th</sup> January 2026. This is emphasised by the poor quality of the proposed caravans with limited thermal capacity and are more suited to short term holiday lets in the Summer. This is contrary to any rights the applicant may have under the Gypsy, Traveller and Travelling Show People Act 1994. I can see no reason why this retrospective application should be approved as Itchingfield Parish has taken more than its share of the required Gypsy and Traveller sites for the district.

**Therefore, Itchingfield Parish Council strongly objects to this planning application.**

**DC/26/0292 - 9 Trout Lane, Barns Green - Demolish existing conservatory. Construct single storey extension to the rear, together with first floor extension and loft conversion including rear dormers and roof windows to front elevation to existing semi-detached property. Together with detached single storey outbuilding within rear garden to form unit of ancillary accommodation.**

Itchingfield Parish Council has no problems with the main dwelling extension, however, the proposed roof lights to the front elevation are not compatible with the current street scene and should be removed; and although the master bedroom has adequate daylight from rear facing windows the proposed home office does not.

The proposed roof window should be replaced with a regular window in the rear facing wall of the office.

The proposed single storey cabin in the rear garden has a double bedroom and is laid out as independent accommodation with all mains services being connected to the existing services. This may cause privacy concerns from the neighbouring properties. Its use is stated to be ancillary to the main dwelling, but its actual function is not stated in the application. Itchingfield Parish Council feels that these points need to be taken into consideration before it can recommend this planning application for approval.

**DC/26/0278 - 18 Smugglers Way, Barns Green - Erection of first floor front extension.**

Itchingfield Parish Council recommend this planning application for approval.

**DC/26/0405 - Appledore, Two Mile Ash, Barns Green - Erection of single storey rear extension.**

Itchingfield Parish Council notes that no block plan or location plan has been submitted with this application. As the property has recently changed hands it is important to be assured of the property boundaries. The proposed extension does not seem to pose any problems of itself, but the Parish Council cannot offer an opinion without confirmation of the curtilage and location of the property and recommend that this application to be sent back so that the missing information can be added to the application documents.

**DC/26/0490 - Valewood, Valewood Lane, Barns Green - Erection of a single storey side extension.**

Valewood is a substantial detached dwelling set in extensive grounds, which I have viewed in the recent past from the public foot paths that cross the land.

Itchingfield Parish Council recommend this planning application for approval.

**DC/26/0504 - Black Cherry Farm, Bashurst Hill, Itchingfield - Conversion of a disused agricultural building to a single dwelling house with associated residential curtilage.**

No mention is made in the application that the proposed dwelling will be ancillary to the main house, nor are any other restrictions on occupancy stated so the assumption is that the proposed “self-build/custom” dwelling will be market housing. To this end no indication is given of the conversion construction intended, in order to achieve current thermal efficiency standards and a considerably aesthetically advantaged dwelling is shown to indicate exterior treatment. No indication as to how the dwelling will be heated, the availability of mains services. No foul drainage scheme is proposed and no place to keep domestic refuse and recycling bins, nor is there any provision for the secure storage of cycles. What is proposed is a low-grade rural dwelling with no rural advantages such as a pleasant and private domestic setting, with no domestic curtilage to the north and a shared agricultural track adjacent to the east elevation. The proposed dwelling needs to be better separated from any current or future agricultural or commercial undertaking so that it can exist in a sustainable and independent manner. More information needs to be provided regarding construction and occupants amenities. More specific information is needed regarding the domestic curtilage, the status of the chalet, drainage, main utilities, heating and ventilation, waste disposal and cycle storage.

Therefore, Itchingfield Parish Council cannot recommend this planning application for approval.

2. DC/25/2057 – The Chairman confirmed that a draft Transport Planning Document had been circulated with regard to DC/25/2057 and Cllrs were asked for their comments so that a final document could be sent to HDC Planning Committee ahead of a Hearing date. It was decided that the Cllrs needed more time to consider this Draft and any comments needed to be sent to the Clerk as soon as possible before a representation is sent.

Action

**35 Highways, Local Traffic and Roads**

No report in Cllr Nick Yeo's absence.

**36 Greener Barns Green**

Cllr Rob Fryatt had circulated a report ahead of the meeting. He reported that an Ornithologist from Wilder Horsham will be visiting on 20<sup>th</sup> April to assess and advise on the location and type of bird boxes in and around Barns Green. As part of this project the Parish Council has purchased the current survey of Biodiversity for the whole parish from Sussex Wildlife Trust. It was noted that the Parish Council needs to be clear that the overall strategy of this initiative needs to cover all of Itchingfield which the survey should incorporate. The Village Trust has approved the location of a Recycled Clothes Bins in the Village Hall Car Park. This will provide a small monthly income to the Trust as well as providing an additional community service. Cllr Jenny Cass added that she, Cllr Rob Fryatt and Cllr Simon Ott had met with a representative of the Community Orchard and they had a walk through the Orchard at the back of Ashmiles to do a survey to see what species of trees there are and Jenny will be creating a map with the data.

**37 Correspondence**

1. The Clerk reported that she had received a letter from our Internal Auditor Mulberry Local Services Authority Services, offering further engagement options. If the Parish Council commits to another three year term they guarantee that our hourly rate will remain fixed for the full duration of the agreement. This was agreed unanimously. The Clerk will write to Mulberry to confirm this.
2. A letter had been received from Air Ambulance Kent Surrey Sussex (KSS) requesting a donation. The Parish Council already proposed and agreed at the February 2026 meeting to give a donation of £1,250.00. A cheque will be drawn at the April meeting.

Action

Action

**38 Finance – All payments for approval since 23<sup>rd</sup> February 2026**

1. There are twelve payments to be made paid

£28.50 to EE Home Broadband in respect of the Internet Service for March 2026.

£91.50 to Barns Green Village Hall in respect of meetings in March 2026.

£21.99 to Ryman Stationery in respect of stationery.

£4,641.34 to Squires Planning in respect of Planning Advice.

£175.50 to Mulberry LAS Services in respect of Interim Internal Audit carried out in November 2025.

£394.38 to Vision ICT in respect of £316.38 for hosting from May 2026 to April 2027 and £78.00 for Biennial Fee for gov.uk from May 2026 to April 2028.

£54.36 to Compact Contracting in respect of the repair to the fence in the Orchard.

£283.50 to Wilbar Associates in respect of Q1 maintenance of the SID's for April, May and June 2026.

£100.00 to Pete Cochran in respect of Litter Warden duties for March 2026.

£750.00 to BEAT – Billingshurst Emergency Assistance Team in respect of a one-off grant for maintaining the two Defibrillators in the village over the last five years.

£1,338.36 to the Clerk comprising of £1,263.76 salary for March 2026 and £74.60 expenses.

£1,471.23 to HMRC in respect of Employers NI and Employees tax for January, February and March 2026.

2. Bank Reconciliation as at 03 March 2026 and Bank Statements were signed by the Clerk and the Chairman.

Action

3. Grants update for 2026-2027 – The following grants have been approved from our Discretionary Grants Allowance of £15,033.60 for the year 2026-2027: **£2,300.00** for the churchyard maintenance, **£1,250.00** for the Air Ambulance, **£500.00** for the BIG MAG, **£700.00** to the Trust for a Mower and **£45.00** to Open Spaces Society. Other grants to approve: **£2,000.00** to Barns Green Youth Club – unanimously agreed. £400.00 to Barns Green Cricket Club for a trolley. It was decided to go back to the Cricket Club via the Trust to request to look at their year end accounts before making a decision. **£6,000.00** to Barns Green Primary School towards Solar Panels. This amount does fall within our Discretionary Grants allowance and after deliberation from all Cllrs it was agreed unanimously to give the school a grant of £6,000.00.

**39 Assets of Community Value – update**

The Parish Council has already agreed to register the Local Shop and Public House as Assets of Community Value, but the process hasn't commenced yet so this item to be deferred to the next meeting.

**Action**

**40 Participation in Joint Neighbourhood Plan Area**

Vice-Chairman Ross Dye said that the Parish Council has been approached by Southwater Parish Council to Explore the possibility of a joint Councils are at different stages to us with some not having a Made Neighbourhood Plan and others with Neighbourhood Plans that are out of date. The cost would be around £50k or less. Points to consider are how would this benefit our parish, what are the risks if we do or do not participate. We would also need to supply a Clerk, two Councillors onto the Neighbourhood Plan Committee. It was agreed that the Chairman will go back to Southwater Parish Council to ask for more information before a decision is made. The Chairman and Vice-Chairman will update the Council on this.

**Action**

**41 HDC Community Governance Review of the Horsham District area.**

The Parish Council has time before a response is required so this item to be deferred to the next meeting.

**42 Any other Business**

1. The Clerk reported that she has received a communication from our Litter Warden Peter Cochran to say that he will be retiring from the post as from the end of April 2026. The Clerk to advertise the post.
2. Cllr Brian O'Connor said that he won't be standing for re-election at the AGM in May so will be retiring from the Parish Council at the end of April 2026. The Chairman said that Brian has done a stupendous job over the years as our Planning Officer and all Cllrs showed their appreciation by giving Brian a round of applause.

**Action**

**43 Closed Session – Appointment of a new Parish Clerk**

Minutes were taken for this session and will be circulated to all Cllrs as a confidential document.

**Action**

**44 Date of Next Meeting – Monday 27<sup>th</sup> April 2026. There being no other business the meeting closed at 9.45pm.**

DO NOT COPY