Itchingfield Parish Council

Minutes of the Meeting Monday 21st September 2026 7.30pm in the Village Hall

Present: **Cllr Alan Strudley - Chairman**
Cllr Ross Dye – Vice Chairman (arrived at 7.35pm)
Cllr Simon Ott
Cllr Nick Yeo
Cllr Elaine French
Cllr Lorraine Awcock

The Clerk - Verity Allcorn

Members of the public: 4

108 Apologies for Absence

Apologies have been received and accepted from District Cllr Mark Baynham.
Apologies were received and accepted from Cllr Sarah Peay, Cllr Rob Fryatt and Cllr Rebecca Jackson.

109 Declarations of Interest

Cllr Nick Yeo declared an interest in Item 6.5.

110 Minutes of the last Meeting to be approved

1 – To review and approve minutes of the meeting 20th July 2026 – circulated ahead of meeting
The minutes of the last meeting held on 20th July had been circulated ahead of the meeting. The minutes were approved, accepted and signed by the Chairman.

2- To review and approve minutes of the extraordinary meeting 19th August 2026 – circulated ahead of meeting
The minutes of the extraordinary meeting held on 19th August had been circulated ahead of the meeting. The minutes were approved, accepted and signed by the Chairman.

111 Written reports from County and District Councillors

1 - County Councillor's report
There was no County Councillor report this month.

2 – District Councillor's report
See the report published on the Itchingfield Parish Council website. Under 'Latest News', 'News from Horsham District Council', 'Report from District Councillor September 2026'

112 Open session for Members of the Public

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Member of the public wanted to express thanks on behalf of the steering group for the planning representation submitted by the Parish Council. There had been a good number of representations for DC/26/0933 and believe there will be more.

Member of the public was interested to hear about the Parish Councils plans for Assets of Community Value.

Member of the public said that 95% of Wildflower Meadows across the UK have been lost. It would be a great area for walkers and dog walkers, and we are losing more countryside so there needs to be more of a balance.

113 Planning

1 – To receive an update on Greenacres Farm from Horsham District Council
There was no attendee on behalf of Horsham District Council, and the Clerk received no response to emails.

2 – To receive an update on planning and compliance status for Kingfisher Farm
There was no attendee on behalf of Horsham District Council, and the Clerk received no response to emails.

3 – To consider whether the Parish Council wishes to participate in the Horsham District Council Local Plan Examination hearings and, if so, to determine who should represent the Parish Council and agree any necessary arrangements
Cllr Alan Strudley will attend to observe. **Agreed unanimously**

4 – To receive an update on DC/26/0933
Nothing further to update presently.

5 – To review and agree a response to DC/26/1409 – Dragons Hollow Valewood Lane Barns Green Horsham. Variation of condition 1 of previously approve application reference DC/21/1679 (Demolition of existing single storey garage and erection of a 1.5 storey building providing 2 -bedroom ancillary accomodation) for amendments to design and layout. Removal of Conditions 3 and 4 relating to Water Neutrality.
Itchingfield Parish Council has no objections to this application, however, a non-separation condition should be stipulated. **Agreed unanimously**

6 – To consider any planning applications received after the publication of the agenda and to agree the Parish Council's response
DC/26/1386 Application to confirm the continuous use of land as a mixed-use fishery, caravan and camping site (Lawful Development Certificate - Existing).
Sumners Pond Fishery And Campsite Chapel Road Barns Green West Sussex
Itchingfield Parish Council has no additional information to add. **Agreed unanimously**

DC/26/1419 - Permission in Principle for the demolition of Blackthorn Bungalow and the erection of an independent dwellinghouse.
Blackthorn Bungalow Five Oaks Road Slinfold Horsham West Sussex RH13 0RL
Itchingfield Parish Council has no objections to this application. **Agreed unanimously**

DC/26/1429 - Variation of Condition 1 of previously approved application DC/25/0885 (Demolition of section of existing dwelling and existing garage. Erection of a two storey side and rear extension and a single storey side extension. Alteration to existing front elevation) to replace drawing numbers 2876-03 and 2876-04 with drawing numbers 2876-03 Rev B and 2876-04 Rev A.
Crickets Sandhills Road Barns Green Horsham West Sussex RH13 0PU
Itchingfield Parish Council has no objections to this application. **Agreed unanimously**

114 Highways. Local traffic and roads

1 – To review and approve a proposal for installation of a Speed Indicator Device along Chapel Road
Current locations: Active SIDs at Two Mile Ash Road (facing incoming traffic) and Five Oaks Road (facing traffic arriving from BBH). Empty mounting posts at Sandhills Road and Trout Lane.

Preparing to place WSCC Public Notice for new SID at Chapel Road, close by Little Slaughterford, awaiting owner's in-principle consent. No response so far from Little Slaughterford. Clerk to issue Cllr Nick Yeo's letter. Looking to relocate Trout Lane SID placement towards Cross Lane 40>30mph transition. **ACTION VA**

Cllr Nick Yeo met with the Barns Green Traffic Group.
Reviewed SID status (SID placement choices / historical data from 2019 survey / their suggestion to add an ANPR module)
ANPR addition to SID is technically feasible (though not with EVOLIS devices we have). However, SID+ANPR option is not currently approved by Sussex Police. GDPR-compliance would add significant administrative and cost burden. If IPC purchases 2 more SIDs (within 2026 Budget) we should review ANPR approval status and consider cost-effectiveness of potential options. Placement options for existing and future SIDs were discussed, but defer until potential Community Highways Scheme is resolved (see 3 below)

2 – To receive an update on the prospects for a Community Highways Scheme for West Chiltington Lane/Bashurst Hill and approve proposed next steps
Cllrs Sarah Peay and Nick Yeo had a call with Mark Baynham on 4th September.
Proposed WCL/Bashurst Hill scheme is complicated as road passes through both Billingshurst and Itchingfield Parishes. WSCC typically doesn't sponsor more than a single CHS in a Parish at any one time. WSCC would need a coordinated approach from IPC and BPC. MB agreed to raise this topic with BPC at the next meeting and recommended IPC's Clerk should contact BPC and provide the IPC Presentation supporting the CHS. MB requested info on reasons why WSCC had rejected Bashurst Hill TRO – SP has provided past responses from George Fort explaining reasons why WSCC did not support the TRO.

3 – To receive an update on principle priorities being considered to enhance safety for road users in and around Barns Green
Noted need for vegetation clearing at junctions of Valewood Lane/WCL) and Valewood Lane/ Chapel Road to improve splay visibility.
Any additional areas for attention need to be submitted to the Clerk. ***ACTION ALL***

115 Greener Barns Green

To review and approve a proposal for National Meadows Day 2027
The Parish Council is supportive of a Wildflower Meadow but not to the detriment of sports who want to use Jubilee Field. It was agreed that the Trust would need to compromise on an area potentially for a Wildflower Meadow. Cllr Alan Strudley to send Parish Council comments to Paul Harding. **Agreed unanimously** ***ACTION AS***

116 Assets of Community Value

1 – To consider nominating the Queen's Head Public House as an Asset of Community Value
It was agreed unanimously that the Clerk should submit an application to register the Queen's Head Public House as an Asset of Community Value. **Agreed unanimously** ***ACTION VA***

2 – To consider nominating the Village Shop as an Asset of Community Value
It was agreed unanimously that the Clerk should submit an application to register the Village Shop as an Asset of Community Value. **Agreed unanimously** ***ACTION VA***

The field opposite the shop will be on the agenda in October for consideration as an Asset of Community Value

117 Governance

To review and approve Asset Register 2026
The updated Asset Register was circulated ahead of the meeting and was reviewed and approved by the Council.

118 Finance

1 – To review and approve all payments since the previous meeting

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1. A J Darby – Compact Contracting - £87.00
   Invoice 1050 – strimming and removal of green waste Hordens to Smugglers Way – This cheque was signed outside of the meeting by the Clerk and Cllr Ross Dye as the payment needed to be made urgently – dated the 14th of August 2026
2. Verity Allcorn (Clerk) salary – £1151.19
   August salary - This cheque was signed outside of the meeting by the Clerk and Cllr Ross Dye as the payment needed to be made urgently – dated the 14th of August 2026
3. Verity Allcorn (Clerk) WFH costs - £26
   August WFH costs - This cheque was signed outside of the meeting by the Clerk and Cllr Ross Dye as the payment needed to be made urgently – dated the 14th of August 2026
4. Barns Green Cricket Club - £400
   To replace cheque that was lost by Russ Parkes. Previous cheque 101565 was cancelled as lost. This cheque was signed outside of the meeting by the Clerk and Cllr Ross Dye as the payment needed to be made urgently – dated the 14th of August 2026
5. Moore - £504
   Fee for the 2025/2026 External Auditors limited assurance review
6. Roy Tingley - £60
   Strimming of verges in August. Invoice 01168
7. Barns Green Village Hall - £48.75
   Village Hall hire for extraordinary meeting in August. Invoice 2026-096.
8. West Sussex ALC Limited - £40.00
   HALC membership for 24/25 & 25/26 that was no paid previously. Invoice 0200
9. Compact Contracting - £251.26
   Replacement of 3 fence posts in the Community Orchard. Invoice 1070
10. Verity Allcorn (Clerk) salary – £1151.19
    September salary
11. Verity Allcorn (Clerk) WFH costs - £26
    September WFH costs
12. Squires Planning LTD - £3900
    Representation for DC/26/0933
13. Barns Green Primary School - £6000
    Grant towards Solar Panels agreed in March – falls under Section 137

Starboard Systems (Scribe) have debited the account £538.80 via Direct Debit as their original cheque was damaged when they paid it into the bank.

2 - To review income received since the previous meeting

1. HSBC Bank Interest - £137.02
   Interest 2nd September 2026

3 – To review and approve bank reconciliation

The bank reconciliation was reviewed and approved by the Council and signed by Cllr Lorraine Awcock and the Clerk **Agreed unanimously**

4 – To review Budget Net Position report

The Budget Net Position report was circulated ahead of the meeting, this was reviewed by the Council.

119 Meeting Dates 2027

The list of meeting dates for 2027 was circulated ahead of the meeting and was reviewed and approved by the Council.

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120 Review of external auditor's report

The external auditors report was circulated ahead of the meeting and was reviewed by the Council. The comments have been noted by the Clerk.
The internal audit is scheduled for the 20th of October.

121 Clerk Training

The clerk would like to attend training on planning on the 26th and 28th of October at a cost of £80 plus VAT. This was reviewed and approved by the Council. **Agreed unanimously**

122 Parish Maintenance

To review and approve additional areas of maintenance needed within the Parish
The 3 areas for attention: Railway Bridge verges on both sides by Two Mile Ash, overgrown hedges north side of Cross Lane at Emms Lane Junction End and overgrown bushes on the path from Chapel Road to Smugglers Way. It was agreed unanimously that these areas need attention. Clerk has already approached WSCC who declined to get involved. Clerk will forward to Mark Baynham and any additional areas to be submitted to the Clerk. It was agreed unanimously that should WSCC still not assist, the Parish Council will ask Archie Darby or Roy Tingley to assist. **Agreed unanimously** ***ACTION VA***

123 Social Media

1 – To receive an update on the Parish Council Facebook page
The Clerk confirmed that the Facebook page has been a lot more active. Views on posts are up 195%. Engagement up 196%. A formal letter has been sent to Facebook requesting for the Clerk to have full ownership of the page from the previous Clerk.

2 – To review and approve a Parish Council Instagram account
It was agreed unanimously for the Clerk to set up a Parish Council Instagram account **Agreed unanimously**
ACTION VA

124 Any other business

The Clerk is out of the office for 1 week from the 29th of September.

The Clerk highlighted that her probation period would end in early October and will have a discussion with Cllr Alan Strudley and Cllr Ross Dye on return from holiday

125 Date of next meeting

The date of the next meeting is the 26th of October 2026 at 7.30pm in the Village Hall.

There being no other business, the meeting closed at 9.09pm.

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