

## **ITCHINGFIELD PARISH COUNCIL**

### **Minutes of the Meeting held on Monday 1<sup>st</sup> October 2018 (September Meeting).**

#### **Present:**

**Cllr Penny Simpson – Chairman**  
**Cllr Sanjeev Joshi – Vice-Chairman**  
**Cllr Victoria Barrett**  
**Cllr Alan Peers**  
**Cllr Alan Strudley**  
**Cllr Matt Treasure-Jones**

**The Clerk Jan Critchley**  
**County Cllr Amanda Jupp**

**108 Apologies for Absence** were received from Cllr Brian O'Connor, Cllr Sarah Peay, Cllr James Sheppard, and District Cllr Patrician Youtan.

**109 Minutes of the last Meeting**

The Minutes of the meeting were then approved, accepted and signed by the Chairman.

**Action**

**110 Matters arising from the Minutes**

**1. Minute 95:1 - Operation Watershed** – The Clerk reported that she had sent Cllrs Brian O'Connor and Matt Treasure-Jones all the information regarding the criteria for Operation Watershed 2018/2019 which involves a scoring system of achieving 65 marks to be eligible to apply for a grant. Cllr Brian O'Connor said that he could only see a possibility of gaining 45 marks with the work that needs to be done. Cllr Matt Treasure-Jones will liaise with Cllr Brian O'Connor to go through the criteria.

**Action**

**County Cllr Amanda Jupp arrived at 7.45pm.**

**2. Minute 95:2 - Oak Tree on the Village Green** – County Cllr Amanda Jupp said that she has spoken to Chris Stark with regard to the full arboriculturist report and he said he would follow this up.

**Action**

**3. Minute 95:3 – Work being carried out by Matthews Limited at Dog Barking Bend, Two Mile Ash Road.** Cllr Sanjeev reported that prior approval was not required as it is permitted development. Cllr Matt Treasure Jones reported that the damaged roads have been repaired by the WSCC, but in doing the repairs, the ditches have collapsed and so they will have to be dug out again to prevent any flooding. It was decided to wait until the work has been completed before any further action is taken to sort out the ditches.

**Action**

**4. Minute 99:1 Velo South** – This event was cancelled. The Parish Council had notice of this at 21.32pm on Thursday 20<sup>th</sup> September 2018. The Chairman said that there had been little or no consultation with the parishes. County Cllr Amanda Jupp said that the WSCC had had a 'wash up' session even though the event didn't take place. It was noted that Itchingfield Parish Council were definitely against this event happening at all.

**5. Minute 99:3 Barns Green Level Crossing** – The Parish Council is waiting for outcome of the inquest before it can take a view on any actions going forward.

**6. Minute 103 Replacement Fingerpost at the bottom of Westons Hill.** Cllr James Sheppard had sent an update to the Chairman to state that all the metal fingerpost letters from China and oak wood planks from a sustainable British forest had been received and in a couple of weeks the fingerpost should be completed.

**7. Minute 106:1 Broken Village Gateway in Trout Lane** – The Chairman said that she had looked at the position of the existing Gateway and at a possible new site to improve visibility for Claire and Russ Parkes of Madgelands. The Chairman proposed that the new Gateway be sited next to the telegraph pole between Madgelands and Madgelands Farm. All agreed. The Clerk to write to the WSCC to get approval for the new siting and the Clerk to also write to Russ and Claire Parkes informing them of the Parish Council's decision. The Clerk to keep the Barns Green Traffic Group informed.

**Action**

**8. Minute 106:2 – Wellcross Aerodrome** – Cllr Brian O'Connor sent this report in his absence: He said that he had visited the airfield on 14<sup>th</sup> September and spoke to the owner Christopher Dacey. Mr. Dacey said that no changes had taken place to the flight patterns and that all flyers were required to keep clear of populated areas and to maintain strict CAA rules regarding altitude and noise abatement. Cllr Brian O'Connor said that he will be arranging to meet up with Christopher Dacey again and using the Parish Councils large scale map, they will look at local properties in the area to ensure they are not overflown at low altitude.

**Action**

With regard to a strange aircraft seen at low altitude over the north of the parish near the airfield on 4<sup>th</sup> September 2018 which Cllr Brian O'Connor reported to the police, it was later confirmed by Mr. Dacey that it was a survey flight and was quite legal.

Finally, with regard to several flights of a local helicopter flying low over Barns Green, several reports have been made to the CAA. However, these unnecessary and illegal flight patterns seem to have ceased in the last couple of weeks.

**111 Open Session for Members of the Public**  
There were no members of the public present.

**112 Kingfisher Farm Planning Appeal**  
Cllr Sanjeev Joshi gave an update on the outcome of the planning appeal heard by the Planning Inspector over 5 days in July (including a site visit). It was noted that although the Parish Council was not formally a party, it had been represented by counsel and was heard by the Inspector as regards the needs and wishes of the local community and potential impacts. Cllr Joshi noted that it was not for the Parish Council to take a direct view on whether the outcome was negative or positive, since it was neither the Local Planning Authority nor involved in enforcement; however, in terms of representing the community views the Parish Council was taken seriously and community views were taken into account by the Inspector. Additionally, the Inspector gave guidance on her further environmental concerns and other issues. It was noted that the Neighbourhood Development Plan was not yet finalised but that it was progressing and that the closer it came to approval, the more it would have to be taken account of.

**113 Planning Applications**

**1. New Applications**

In his absence, Cllr Brian O'Connor had circulated his comments for consideration on the following Planning applications and the following was agreed:

**DC/18/1684 – Mr. Ott and Miss Finnis – 3 Jessamine Terrace Two Mile Ash Road, Barns Green – Erection of a two storey rear extension.**

Itchingfield Parish Council has no objections and recommends for approval.

**DC/18/1706 – Mr. Gurpreet Sanghera – 5 The Wedges, Itchingfield - Erection of a single storey rear extension, second storey side extensions and two storey front extension.**

Itchingfield Parish Council has no objections and recommends for approval.

The Clerk to write to the Planning Department with the above representations.

**Action**

**2. Greenfield Farm** – Cllr Sanjeev Joshi to contact HDC Enforcement regarding the planning consent requirements for surface and waste water drainage as there are pipes going from a septic tank into a ditch.

**Action**

**114 Neighbourhood Development Plan**

The Chairman reported that the Steering Group met on the 18<sup>th</sup> September and are still in limbo in relation to the government approach to housing numbers. However, the Steering Group are going to move forward on the drafting of Policies for the Plan which will involve asking for volunteers. A request for this has gone onto their website.

**115 Report by County and District Councillors**

County Cllr Amanda Jupp gave the following report:

1. Amanda said that she has spoken to Steve Douglas who is the WSCC Highways Officer regarding the 'To avoid the low bridge turn left' sign in Trout Lane which blocks the visibility at the junction with Cross Lane. Steve Douglas has been out to have a look and his opinion is that he feels that the sign does have some impact on the site lines but is not dangerous. Cllr Matt Treasure-Jones said it was a tricky junction. It was decided to ask the Barns Green Traffic Group their opinion on this as the Clerk had copied them in when she had written to Chris Stark at WSCC.

**Action**

**116 Accounts for Payment**

There were thirteen payments.

The following cheques were drawn out of meeting: £645.29 to WSCC in respect of the Street Lighting Maintenance Account 2017/2018, £4,617.00 to Dowsettmayhew, Planning Consultants in respect of planning advice for the Neighbourhood Plan and £53.10 to Mr. Chris Simpson in respect of strimming the Orchard and petrol for the strimmer. £250.00 to the Royal British Legion in respect of a World War One Silhouette for the parish. The following cheques were then drawn at this meeting: £18.00 to Barns Green and Itchingfield Village Hall Committee in respect of the Neighbourhood Plan Meeting on 18<sup>th</sup> September 2018. £44.00 to EE Home Broadband in respect of the Internet Service for August and September 2018. £33.67 to Horsham District Council in respect of the emptying of the Dog Bin from October to December 2018. £39.98 to SSE, Southern Electric in respect of the lighting Maintenance Account Q2 2018/2019. £14.99 to Office Outlet in respect of stationery. £160.00 to Pat Cochran for Litter Warden duties for August and September 2018. £957.37 to the Clerk comprising of £895.02 salary for August 2018 and £62.35 expenses. £957.37 to the Clerk comprising of £895.02 salary for September

2018 and £62.35 expenses. £2,900.00 to the Barns Green Playing Field and Village Hall Trust as agreed at the October 2017 meeting in respect of £1,400.00 towards Public and Employees Liability and Trustees Insurances and £1,500.00 grant towards repairs to the Barns Green Playground subject to it being made safe during cricket matches.

**117 Correspondence**

The Clerk had received a letter and notice from David Gold, Director of Public Affairs and Policy regarding raising awareness of Scam Mail which Royal Mail never knowingly deliver. The Clerk to put up copies of the notices in the Parish Council Noticeboards.

**Action**

**118 GDPR – General Data Protection Regulations**

Cllr Sanjeev Joshi reported that work has commenced to ensure that the Parish Council was compliant for GDPR purposes. He outlined the various items of the Parish Council's areas of operation which would need to be considered. Most items would require standard form notices and consents which Cllr Joshi agreed to formalise and provide for website purposes. Certain other items containing sensitive personal data would need more careful consideration and specific consent (e.g. emergency contact lists and vulnerable persons list). The first step would be a data audit which Cllr Joshi would conduct with the Clerk.

**119 Highways/Emergency Planning**

Highways –

1. The Clerk to write to WSCC requesting that they restore the ditch opposite Coombdale in Trout Lane where the road has been re-instated after it collapsed.
2. The Barns Green Traffic Group have sent in an application for a mini roundabout at the Barns Green Crossroads which is supported by our County Cllr Amanda Jupp. This application has been put on the Parish Council website and Facebook page.
3. The Chairman reported that the '**20 is Plenty**' posters have gone up around the village. She said she has requested that the Traffic Group put up A1 posters at either ends of the village as well.

**Action**

**Action**

Emergency Planning – Cllr James Sheppard had sent in a report that he has had a meeting with Simon Smith's two sons regarding the Emergency Plan and has now integrated Sumners Pond into the plan. Cllr Sheppard said that he will chase up HDC again to get any comments back on the draft Plan so that the Plan can be signed off at the next meeting. The Plan is now ready to be used.

**Action**

Litter – Nothing to report.

**120 Development Fund**

Cllr Victoria Barrett reported that the Barns Green Sports and Social Club are making very good progress on the changing rooms. The Club has now received 5 tenders so they will now work out next steps. The Club has now submitted the remaining planning invoices. The Parish Council has already paid £2,706.00 of the total of £7,500.00 agreed grant towards planning costs so the remaining amount of £4,794.00 can now be raised. A cheque for £4,794.00 was then drawn for the Barns Green Sports and Social Club.

**Cheque drawn**

With regard to the new pathway at the church, the Parish Council has now received invoices and a cheque for £20,000.00 has been given to Itchingfield Parish Parochial Council out of meeting. The Chairman said that she had attended Church when the pathway was dedicated.

**Cheque drawn**

**120 AOB**

1. With regard to making the playground safe during cricket matches, the Chairman said that the cricket club has now agreed with the Trust to put up the posts and nets in October 2018.
2. It was proposed by the Chairman that when the World War One Silhouette arrives that it would be a good idea to have it mounted on top of the Oak tree stump that is at the edge of the village green. All agreed. The Clerk to liaise with Julian Francis with regarding to attaching the Silhouette onto the tree stump. The Chairman also proposed that the Parish Council order three wreaths this year so that one can be put at the foot of the Silhouette.
3. Cllr Victoria Barrett asked that the Clerk looks into how we can put a map of the parish onto the Parish Council website.
4. Cllr Victoria Barrett also said that it would be good to have a link on the website to the Parish Council's Facebook page. The Clerk to look into this.

**Action**

**Action**

**121 Date of Next Meeting** – Monday 22<sup>nd</sup> October 2018. There being no other business the meeting finished at 9.22pm.