

ITCHINGFIELD PARISH COUNCIL

Minutes of the Meeting held on Monday 23rd April 2018

Present:

Cllr Penny Simpson – Chairman
Cllr Sanjeev Joshi – Vice-Chairman
Cllr Victoria Barrett
Cllr Brian O'Connor
Cllr James Sheppard
Cllr Alan Strudley
Cllr Matthew Treasure-Jones

The Clerk Jan Critchley
County Cllr Amanda Jupp
District Cllr Patricia Youtan
District Cllr Stuart Ritchie

43 Apologies for Absence were received from Cllr Alan Peers.

44 Minutes of the last Meeting

Amendment to Minute: 40 - Fourth sentence to read: Cllr Victoria Barrett said that with this increase and what is required for the Barns Green Sports and Social Club Project if their planning permission is granted and the project goes ahead, then the loan required by the Parish Council from the Public Works Loan Board would be £110k and not the £125k as originally thought.

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

Action

45 Matters arising from the Minutes

1. Minute 30:1 Operation Watershed – The Clerk said that she had no more to report at the present time, but said that she still had yet to get together with Cllr Matthew Treasure-Jones and Cllrs Brian O'Connor to go through the forms for the next tranche of works under Operation Watershed.

Action

46 Open Session for Members of the Public

There were no members of the Public present.

Vice-Chairman Sanjeev Joshi arrived at 7.40pm.

47 Report by County and District Councillors

County Cllr Amanda Jupp gave the following report:

1. Amanda said that with regard to the report from the Barns Green Traffic Group, she had followed up on several matters including pot holes in Trout Lane and Fulfords Hill which are on the list to be repaired. Cllr Brian O'Connor said that there was a deep pothole in Valewood Lane which needs attention. The Chairman asked that Cllr O'Connor reports this to the Traffic Group. **Action**
2. Amanda said that that the Parish Council should have received some information regarding the 'Velo South' Event on Sunday 23rd September 2018. The Clerk said that she had and had sent a copy to the Field Committee of the Village Trust and the Barns Green Half Marathon Committee as it is a week before the Barns Green Half Marathon. Amanda said that she will be following this up with WSCC regarding road closures. Amanda said that it will be an opportunity for organisations in the village to organise stalls etc. as Barns Green will be a pit stop for the event which involves 15k cyclists. **Action**
3. Amanda said that she had also looked into the feasibility report that was carried out on Bashurst Hill three years ago. The rules have now changed so she is going to re-ignite this subject as part of a larger project. **Action**
4. Patricia asked whether the WSCC are doing anything about the fact that the Toat Hill Garage is spreading vehicles onto the surrounding verges. Amanda said that she will look into this.
5. The Chairman asked Amanda if she would ask the WSCC add another 'Low Bridge' sign to be positioned before the junction between Two Mile Ash Rd and Trout Lane. **Action**
6. With regard to the ditches at Valewood Lane, Cllr Brian O'Connor and Amanda Jupp to arrange a meeting with Mrs. Ray. **Action**

District Cllr Patricia Youtan gave the following report:

1. Patricia asked whether the issue of a land Rover being driven over the village green on 27th February 2018 had been resolved. The Chairman said that the Parish Council has not received any feedback from the police to date. Patricia said that she will look

- into this. Any further information regarding this issue to be given to Patricia. **Action**
2. Patricia said that there is a large development happening at Chris's Hospital to include parking and this will greatly affect the parking at the station which is currently limited. **Action**
- District Cllr Stuart Ritchie gave the following report:
1. Stuart reported that the 'wash up' session on the transition of the new waste collections seems to have gone well.
 2. Stuart reported that HDC Councillors received a presentation from the owners of the site regarding the application from the WSCC to HDC regarding a recycling incinerator. There is an on-line petition for comments/objections which have to be submitted by 28th May 2018. **Action**
 3. Stuart said that he is still going to meet with Chris Lyons regarding obtaining clarity regarding 'windfall sites' and will feedback his response. The Chairman suggested that Stuart also meets with Norman Kwan to make sure that both are in agreement. **Action**
- Cllr Brian O'Connor raised the issue regarding the timing of receipt of planning applications from HDC and the time given to the Parish Council to make comments. Patricia said she would look into this. **Action**
- 48 Planning Applications**
1. **New Applications**
- DC/18/0229 – Mr. and Mrs Toby Braham, 21 The Hordens Barns Green -Proposed construction of a two storey and a part single storey side extension.**
- Itchingfield Parish Council has no issues with the extension per se, but dimensions need to be checked to ensure access distance is kept from the public footpath. Also, parking space will be lost and access is currently from the public footpath. The Parish Council suggests that vehicular access is made directly onto The Hordens as this will restore the car parking space and minimise the possibility of vehicles obstructing the public footpath, (as per work recently completed at 19 The Hordens which is situated on the opposite side of the footpath). Itchingfield Parish Council therefore recommends for approval subject to the issues above being satisfactorily reconciled.
- The Clerk to write to the Planning Department with the above representation. **Action**
2. **Appeal – Kingfisher Farm –** The Clerk reported that HDC had contacted her to ask whether the Parish Council will be making a representation in person to speak at the enquiry. The Clerk to confirm to HDC that the Parish Council will be to let HDC know that a representative for Itchingfield Parish Council will be at the Appeal. **Action**
- 49 Neighbourhood Development Plan**
- The Chairman reported that the Neighbourhood Plan Steering Group will be assessing and marking all the 28 sites submitted on Saturday 28th April 2018. The Chairman confirmed that the Steering Group are still awaiting clarity from HDC regarding 'windfall' sites.
- 50 Accounts for Payment**
- There were nine payments.
- £22.00 to EE Home Broadband in respect of the Internet Service for April 2018. £36.00 to Barns Green and Itchingfield Village Hall in respect of the Neighbourhood Plan Meeting on 19th March and the Parish Council meeting on 26th March 2018. £494.55 to WSALC in respect of the Annual Subscription. £50.00 to Action in rural Sussex in respect of the Annual Subscription. £15.00 to HALC in respect of the Annual Subscription. £1,700.00 grant to Barns Green Youth Club as agreed At the Parish Council Meeting on 29th January 2018. £80.00 to Pat Cochran for Litter Warden duties for April 2018. £974.01 to the Clerk comprising of £895.22 salary for April 2018 and £78.79 expenses. £1,064.10 to HMRC in respect of Employers National Insurance and Employees Tax for January, February and March 2018.
- 51 Correspondence**
1. An invitation had been received from the Barns Green Village Hall Committee to the Opening of the New Jubilee Hall on Saturday 12th May 2018. The event will be open all day from 10am until 4pm with the official opening by County Cllr Amanda Jupp at 3pm.
- 52 Development Fund**
- Cllr Victoria Barrett confirmed that the planning permission for new changing rooms for the Barns Green Sports and Social Club has gone through, therefore the Development Fund Committee can now recommend that the loan of £110k from the Public Works Loan Board be drawn down and this amount will cover all of the commitments that the Development Fund has made so far. The Loan has already been agreed. The Clerk to contact Paul Allen who will assist her to make arrangements **Action**

to draw down the Loan.

The Chairman said to pass on her thanks to the Development Fund Committee.

Action

53 Replacement Fingerpost at the bottom of Weston's Hill

Cllr James Sheppard and the Chairman are chasing Marcus Slegg from Heritage Fingerpost Signs who has agreed to refund the Parish Council in full. However, this has yet to happen.

Action

54 Casual Vacancy – co-option

The Chairman proposed to co-opt Sarah Peay from Bashurst Hill onto the Parish Council, seconded by Cllr Brian O'Connor, all agreed.

The Clerk to write to Sarah and invite her to our next meeting when she will be required to sign the Declaration of Acceptance of Office.

Action

55 GDPR – General Data protection Regulations

Vice-chairman offered to take this on behalf of the Parish Council and let the Clerk know what action the Parish Council needs to take with regards to the new Data Protection Regulations coming into force on 25th May 2018. Cllr Sanjeev Joshi to look at the 'GDPR Toolkit of local Councils' that the Clerk had received.

Action

56 Highways/Emergency Planning

Emergency Planning – Cllr James Sheppard said that he will be having a meeting with Richard Boyle who is the Headteacher of Muntham House School to see what plans the school has with regard to emergencies. Likewise, Cllr Sheppard will need to obtain the same information from Barns Green Primary School.

Cllr Sheppard said that he has not yet heard back from Tony Skelding, Emergency Planning Officer at HDC so he will chase him up.

Action

Action

Highways – The Barns Green Traffic Group had sent a report to keep the Parish Council updated on all traffic issues within the parish.

57 AOB

1. Cllr Alan Strudley asked whether the Parish Council had made a formal response regarding The National Planning Policy and the draft wording in it regarding Neighbour Plans and how long they remain effective. The Chairman said that she, along with Cllr Brian O'Connor and Cllr Matt Treasure-Jones will speak to Ian Walker, Chairman of the Itchingfield Parish Council Neighbourhood Steering Group about sending a response.

Action

58 Date of Next Meeting - Monday 21st May 2018. This meeting will be preceded by the AGM. There being no other business the meeting finished at 9.15pm.