

**ITCHINGFIELD PARISH COUNCIL**

**Minutes of the Meeting held on Monday 21<sup>st</sup> May 2018**

**Present:**

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

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

- 59 **Apologies for Absence** were received from Cllr Alan Peers, Cllr Alan Strudley and Cllr James Sheppard.
- The Chairman said that Sarah Peay has accepted the position of Parish Councillor and will be attending the next meeting in June when she will sign the Declaration of Acceptance of Office.
- 60 **Minutes of the last Meeting**  
The Minutes of the meeting were approved, accepted and signed by the Chairman. **Action**
- 61 **Matters arising from the Minutes**  
1. Minute 45:1 Operation Watershed – No more to report at the present time. **Action**
- 62 **Open Session for Members of the Public**  
There were no members of the Public present.
- 63 **Planning Applications**  
1. New Applications  
**DC/18/0744 – Mrs. Pauline Muncer, Wayside, Trout Lane, Barns Green – Erection of a pre-fabricated granny annex for ancillary residential use associated with the dwelling.**  
The Chairman declared a personal interest.  
Itchingfield Parish Council recommend for approval.  
**DC/18/0845 – Mr. Bingham, Trout Orchard, Bashurst Hill, Itchingfield – Demolition of existing 6 bed dwelling and detached double garage, to be replaced with a new 5 bed dwelling and attached double garage.**  
Itchingfield Parish Council recommend for approval providing that some consideration is given regarding the installation of renewable energy sources such as PV electricity generation, solar water heating or ground source heating.  
**DC/18/0903 – Mr. Stuart Brierley, Nobel Farm, Bashurst Hill – Erection of an open fronted hay barn.**  
Itchingfield Parish Council has no objections to this planning application, but would like to point out the following **two errors on the planning application:**
1. Section 5 para 4. The proposed development is more than 25 metres from a classified road and is actually some 200 metres from Bashurst Hill.
  2. Section 5 para 6. The site is within 3km of an airfield and is actually less than 2km from Wellcross airfield.
- The Clerk to write to the Planning Department with the above representation. **Action**
- 64 **Kingfisher Farm Planning Appeal**  
The appeal starts on 12<sup>th</sup> June and will last for four days. The Parish Council sent its representation to the Inspector back in January 2018 and the Parish Council will be represented by a barrister from Cornerstone Barristers and will be exercising Rule 6 to minimise the cost risk. Cllr Sanjeev Joshi and Cllr James Sheppard will be in attendance. The Chairman said that if any Cllrs have any specific issues they want to raise can they contact Cllr Sanjeev Joshi. **Action**  
District Cllr Patricia Youtan said that she has spoken to Barbara Childs who is in Strategic Planning at HDC, who told her that HDC have been working hard on this matter for the past year and if any advice is required to contact her at HDC. **Action**
- 65 **Neighbourhood Development Plan**

There will be a full Neighbourhood Plan update at the Annual Village Meeting on Monday 19<sup>th</sup> June which will form most of the meeting. There will be an exhibition prior to the Annual Village Meeting in the Village Hall which will display the same material as the exhibition held in January 2018. This will give those attending a reminder of what has been submitted. The Chairman said that the Parish Council had sent an email to the Planning Policy Consultation Team on the government website regarding a section of the National Planning Policy which seems to imply that councils will have to update their Neighbourhood Plans every two years. The Clerk had also sent a copy of this email to Jeremy Quin and Norman Kwan asking for their comments. The Clerk to circulate all responses.

**Action**

**66 Annual Village Meeting – 19<sup>th</sup> June 2018.**

The Chairman said that the majority of the meeting will be taken up with an update on the Neighbourhood Plan, but there will also be an update from Cllr Sanjeev Joshi on the Kingfisher Farm Appeal and Gypsy and Traveller Sites and an update from Paul Allen on Traffic. The Chairman said that she has put an article in the BIG MAG for the June issue. The Clerk to get refreshments for the meeting.

**Action**

**67 Report by County and District Councillors**

County Cllr Amanda Jupp gave the following report:

1. Amanda said she will follow up regarding the overgrown hedge around the school. **Action**
2. Amanda said that she had had a meeting with Chris Stark where they discussed the Bashurst Hill junction and the Christ's Hospital/Itchingfield junction. The idea is to start conversations with engineers now so that when money is available improvements can be had. **Action**
3. Amanda said that she had gone past Toathill Garage recently and there weren't so many cars parked on the road so it seems the issue is improving. She said however, that she would still go and see the owner.
4. Amanda said that the WSCC has just received 1.5m from the Government for pothole repairs and the WSCC has set aside another 0.5m. At the present time 15 gangs are going out to try to deal with the backlog of repairs.
5. Amanda said that she has been keeping the Clerk up to date with information regarding the Velo South. If any resident needs to get out of the village on the day of the event then they will need to let the Velo South team know.

District Cllr Patricia Youtan gave the following report:

1. Patricia said she was concerned about really bad potholes in Fulfords Hill and Westons Hill.
2. Patricia said that she will discuss the Kingfisher Farm Planning Appeal later as it is on the agenda.

**68 Accounts for Payment**

There were eight payments.

£22.00 to EE Home Broadband in respect of the Internet Service for May 2018. £66.00 to Barns Green and Itchingfield Village Hall in respect of the Parish Council meeting on 23<sup>rd</sup> April and the Neighbourhood Plan Meeting on 28<sup>th</sup> April 2018. £13.72 to SSE, Southern Electric. £36.00 to the Woodland Trust in respect of the annual subscription. £80.00 to Pat Cochran for Litter Warden duties for May 2018. £970.21 to the Clerk comprising of £895.22 salary for May 2018 and £74.99 expenses. £29.26 to Chris Simpson in respect of petrol and strimmer line for the Strimmer and refreshments for the Neighbourhood Plan Meeting on 28<sup>th</sup> April 2018. £1,032.55 to BHIB Insurance Brokers in respect of the Parish Council Annual Premium.

The Clerk to obtain a new Bank Mandate form to be signed so that Cllr Sanjeev Joshi can be added as a signatory in place of Nigel Currie.

**Action**

**69 Correspondence**

1. A letter had been received from the Kent, Surrey & Sussex Air Ambulance Trust thanking the Parish Council for the grant that it gave last year and requesting for a grant of £300.00 for this year to help buy aircraft fuel for three life-saving missions, protective footwear for the crews or a bespoke kit bag for transporting equipment to the patient at the scene. Cllr Matthew Treasure-Jones proposed that the Parish Council give a grant of £300.00, seconded by Cllr Brian O'Connor and agreed unanimously. **Action**
2. The Clerk re-iterated that she will be meeting with PCSO Erica Baxter on 23<sup>rd</sup> May 2018 as she wants to discuss a project she is working on which revolves around the PCSO's involvement with rural parishes, discuss the policing related issues in our community and also offer some suggestions with the intention of improving communication in both directions. The Clerk asked again that if the Cllrs have any issues that they wish brought to Erica's attention to let the Clerk know. The Chairman said that she will also attend the meeting. **Action**
3. The Clerk said that she had received an email from Liz Leggo who is the Health and Wellbeing Lead at SALC. As part of the Health and Wellbeing project that WSALC commissioned in 2016, the concept of clustering of groups was suggested. Following a meeting that Liz had with

Sonia Mangan, CEO of Age UK, it appears that Age UK do not have a village agent to support older people in the area around Warnham, Slinfold, Itchingfield and Broadbridge Heath so a meeting has been arranged with the Clerks from these parishes to discuss this matter. The Clerk to ask before the meeting about what costs are involved and also how our grant to Age UK has been spent.

**Action**

**70 Replacement Fingerpost at the bottom of Weston's Hill**

The Parish Council is still working with the contractor to resolve the matter as soon as possible.

**71 GDPR – General Data Protection Regulations**

Cllr Sanjeev Joshi reported that the Parish Council will have a GDPR policy soon.

**Action**

**72 Highways/Emergency Planning**

Emergency Planning – no report.

Highways – The Chairman said that she will circulate the report from the Traffic Group.

**Action**

With regard to the Matthews lorries that have been travelling to a site at Dog Barking Bend in Two Mile Ash Road and causing absolute mayhem with anti-social driving, the Chairman said that she has contacted Sophie Davis who is the General Manager of Matthews who came to see her. Sophie said that she has telephoned every driver to caution them and has been up to the site at Dog Barking Bend to speak to the drivers. Sophie said that if registration numbers with time and date of the incident can be given to her then she can chase up the particular driver. The Clerk to collate the information and give to Sophie. The lorries are also doing a lot of damage to the sides of the roads.

**Action**

Cllr Matthew Treasure-Jones reported that a resident is parking their car outside their house by the railway crossing which means that cars approaching the crossing cannot see whether the barrier is up or down and there was an incident of a car stopped on the crossing the other day. Cllr Treasure-Jones suggested that double yellow lines are put either side of the crossing. County Cllr Amanda Jupp said she will mention this at the de-brief she is having soon concerning the level crossing in Barns Green. She said she will also say that there should be double barriers at the crossing.

**Action**

**73 Development Fund**

The Clerk reported that she had met with Paul Allen last week and went through the original application to the Public Works Loan Board which was given borrowing approval on 20<sup>th</sup> June 2017 and was valid for a year. The Parish Council stated at the last meeting that the amount of loan required to be drawn down was £110k instead of original amount of £125k. The Clerk contacted the PWLB and the original application had to be revised with the new amount. The loan was then approved and starts from the 16<sup>th</sup> May 2018. Once the loan is received the Clerk will transfer this into the Itchingfield Parish Council Development Fund.

**Action**

**74 AOB**

1. The Chairman reported that the village gateway in Trout Lane by Madgeland Cottages had been knocked against and is broken. The Clerk to contact Glasdon's to see if it can be repaired or replaced. The Clerk said that the verge beyond the gateway is overgrown which makes visibility poor when reversing out of Madgeland Cottages. The Clerk to look into this and contact County Cllr Amanda Jupp with the details as this maybe the responsibility of the WSCC.

**Action**

2. The Chairman reported that her husband Chris has strimmed the area by the railway crossing and he has now started to trim the Orchard. Chris suggested that he needs a more powerful strimmer to do this work and wondered whether it would be a good idea for the Parish Council to purchase their own for use on the Orchard and area by the railway. He is happy to do this work but needs better equipment. Alternatively, the Parish Council will have to get an outside contractor in to do the work. The cost of a three wheeled strimmer is around £300. It was proposed by Cllr Sanjeev Joshi to purchase a strimmer to do this work, seconded by Cllr Matthew Treasure-Jones and agreed unanimously.

**Action**

3. County Cllr Amanda Jupp said that she very much enjoyed opening the Village Hall extension on Saturday 12<sup>th</sup> June and she thought it was a lovely occasion.

**Action**

**75 Date of Next Meeting - Monday 25<sup>th</sup> June 2018.**

The Chairman said that she hoped to see as many Cllrs as can make it to the Annual Village Meeting on Tuesday 19<sup>th</sup> June 2018.

There being no other business the meeting finished at 9.50pm.