

## **ITCHINGFIELD PARISH COUNCIL**

### **Minutes of the Meeting held on Monday 28<sup>th</sup> January 2019**

#### **Present:**

**Cllr Penny Simpson – Chairman**  
**Cllr Victoria Barrett**  
**Cllr Brian O'Connor**  
**Cllr James Sheppard**  
**Cllr Alan Strudley**

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

- 1 **Apologies for Absence** were received from Cllr Sanjeev Joshi, Cllr Sarah Peay, Cllr Alan Peers and Cllr Alan Strudley,
- 2 **Minutes of the last Meeting**  
The Minutes of the meeting were then approved, accepted and signed by the Chairman. **Action**
- 3 **Matters arising from the Minutes**
  1. **Minute 153:1 Broken Gateway in Trout Lane.** The Clerk reported that the replacement village gateway will be delivered tomorrow. The Clerk to contact Darren Rolfe from WSCC with regard to getting it installed. **Action**
  2. **Minute 153:2 Parish Noticeboards.** The Clerk said that she has started looking at some examples of metal noticeboards to replace the freestanding one in Bashurst Hill and the wall mounted one on the bus shelter in Two Mile Ash Road. The Clerk said that she will measure up the existing noticeboards and obtain some prices. The Cllrs said they were happy for the Clerk to go ahead with this. **Action**
  3. **Minute 162:3 Barns Green Crossing Option.** The Chairman had circulated all the correspondence from the Barns Green Traffic Group prior to the meeting and she said that she had had an on-site meeting. WSCC Highways will not countenance the crossing being on the north side of Muntham Drive because of poor visibility due to the slight bend in the road and want it to be on the south side of the Muntham Drive. WSCC say that once the children and or parents cross Chapel Road there is space outside 'Homeside'. However, when walking down Two Mile Ash Road, the pathway is narrow due to the hedge outside 'Homeside'. Cllr Victoria Barratt said that there are still two crossings as the children have still got to walk across Muntham Drive which can get busy. County Cllr Amanda Jupp said that she is not happy about the crossing and thought it would be helpful to arrange a meeting with Claire Faulkner at WSCC as she believes that if there is not enough space outside 'Cornerways' then the crossing could be moved further up Sandhills Road towards the bus stop. Cllr Victoria Barratt said that if it is moved further up then it can be used by other groups of school children who travel to the secondary schools and by adults. In summary it is the Parish Council's preferred option to have the crossing on the north side of Sandhills Road further up nearer the bus stop with a pathway on the edge of the village green. It was decided that the Chairman will organise a separate meeting with the Barns Green Traffic Group to run through the ideas. In the meantime, County Cllr Amanda Jupp will go back to WSCC Highways and Claire Faulkner and let them know that the Parish Council requires further discussion on this matter. The Chairman said that this crossing has to be right with safety being the main priority. The Chairman will arrange a meeting with the Barns Green Traffic Group once she has had feedback from County Cllr Amanda Jupp. **Action**
- 4 **Open Session for Members of the Public**  
Mark and Jo Robinson had attended the meeting to answer any questions regarding their planning application DC/18/2750. They have just moved to Mill Farm, Mill Lane and wanted to explain what they plan to do at Mill Farm so it is clear to the Parish Council.
- 5 **Planning Applications**
  1. **New Applications**  
**DC/18/2750 – Mr. and Mrs. Mark Robinson. Mill Farm, (ex Baystone Farm), Mill Lane, Itchingfield, Repositioning of a farmhouse per DC/18/0382, The demolition of existing dwelling and a new drive.**  
Cllr Brian O'Connor said that he had looked at the above planning application. He reported that an original planning application DC/18/0382 to re-position the farmhouse had been permitted. Subsequently Tamara Dale, who is the Case Officer at HDC had advised that planning application DC/18/2572 by Mr. and Mrs. Robinson be withdrawn and they reduce the footprint to 159 sq. metres to be acceptable and re-submit.

Mrs. Robinson said that they had done this but the plans have changed as Tamara Dale had informed Mrs. Robinson in an email that HDC would be happy with 169 sq. metres. However, the current planning application shows a dwelling with a footprint of 177,195 sq. metres so the Parish Council could not approve this as it stands. It was proposed that this discrepancy be brought to HDC's attention. If the figures were clarified by HDC then the Parish Council would not be against this application as long as the footprint meets HDC's requirements.

Cllr Brian O'Connor said that the planning application does not make clear which building is going to be made into the new property. Mrs. Robinson then produced and presented plans which did make it clear, but again, these were not the same plans as were before the Parish Council in the planning application. Cllr Brian O'Connor said that the application also includes a request for a new access road which is shown on agricultural land which should be refused as it will destroy viable agricultural land. Mrs. Robinson explained that with regard to access to their property they proposed to re-open the track, open the farm gates and lay a new access. She said that she has been informed by her planning consultant that because of the size of the nearby farm, that the new access on agricultural land should not be an issue with HDC. In summary, the plans presented by Mr. and Mrs. Robinson had not been included in the planning application before the Parish Council. The Cllrs agreed that with the revised plans as presented by the Robinsons this evening they would not have any objections, but the planning application DC/18/2570 needs to be upgraded to show all the changes.

**DC/18/2520 – Mr. Phillip Jowett, 27 Sycamore Rise, Barns Green, RH13 0AU.**

**Proposed additional garage.**

Itchingfield Parish Council has no objections and recommends for approval.

**DC/19/0036 – Mr. Jeremy Bingham, Toat Orchard, Bashurst Hill, RH13 0PA.**

**Demolition of existing single storey additions to the side elevations. Construction of a single storey extension to the rear elevation and extension to the side elevation at first floor level. Removal of existing pitched roof and remodelling fenestration to allow formation of a flat roof to the whole dwelling. Associated internal alterations and exterior hard and soft landscaping works. Alteration of the roof and fenestration of existing detached garage.**

Itchingfield Parish Council has no objections and recommends for approval.

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

**Action**

**6 Neighbourhood Development Plan**

The Chairman reported that the Steering Group had had a second meeting with the Policies Advisory Group and Ian Walker has put a policies document together that is about to go to Dowsettmayhew to be put into planning speak which will be acceptable to HDC.

**7 Report by County and District Councillors**

County Cllr Amanda Jupp gave the following report:

1. Amanda reported that the WSCC is working towards the Budget 2021 and this will be put before the full council meeting on 15<sup>th</sup> February 2019. There is still a budget gap. There are gaps in the forecast going through to 2021/22 because nothing is being confirmed by the government regarding grants and adult social care. The Government's Adult Social Care proposed Green Paper that should have come out in September 2016 is now scheduled to come out in April this year.
2. Amanda said that the extra money obtained from the government from the Autumn Budget for Highways this will be put towards white lining on the A24 from Buck Barn crossroads to Hop Oast and some stretches of the A272.
3. Cllr Matthew Treasure-Jones asked Amanda whether anything is being done about the dangerous way that cars are parked outside the house next to the railway level crossing in Emms Lane. Cllr Matthew Treasure-Jones said that he has seen three incidents where cars have not seen that the barriers are down due to them being obscured by the parked cars. Amanda said that if the Clerk sends her an email she will follow this up as a matter of urgency. Cllr Victoria Barratt suggested that the Parish Council write to Network Rail to request that the safety is improved at the level crossing.
4. Cllr Brian O'Connor asked Amanda whether the WSCC is taking any action to cut back trees and shrubberies on WSCC land near the roadway as several speeding convictions have been squashed because the speed camera in operation at the bottom of Bashurst Hill is not visible. Amanda said that if it is proved that it is on WSCC land then it should be maintained. Amanda suggested that Cllr Brian O'Connor send details to the Clerk who will pass these onto Amanda. Amanda in turn will pass these details onto Tom King at WSCC.
5. Amanda said that with regard to the planned footway leading up to Sumners Ponds, the plans are due to be reviewed by the engineers soon which is very good news.

**Action**

**Action**

**Action**

**Action**

District Cllr Patricia Youtan gave the following report:

1. Patricia said that she hoped that everyone was supporting 'The Year of Culture'.
2. HDC are over 50% with recycling which is two years ahead of schedule.
3. HDC have built 600 affordable houses in the last three years and are also setting up a Housing Association for the district to reduce homelessness and people who are on waiting lists for better accommodation.
4. Patricia said that the Broadbridge Heath roundabout closure is absolutely disastrous. The rat-running is appalling through Itchingfield, Barns Green and Slinfold although this work does finish on the 6<sup>th</sup> February.
5. The Downlink between Baystone Lane and Christ's Hospital Station has been totally ruined. It is now the same width as a country road and an access road has been built along the side of it.
6. Possession House is looking worse with lots of disused farm vehicles and Patricia said that she has asked HDC Environmental Health to have a look at it.

District Cllr Stuart Ritchie gave the following report

1. Stuart reported that the Cabinet met last week and recommended the Council Tax increase for next year as 2.7% so that means that the Council Tax for a Band D property will be just under £150 per annum. HDC have done quite well to achieve this whilst maintaining all its services which includes providing temporary accommodation to the homeless and other projects. HDC has also maintained strong support for voluntary groups. There is also a local lottery established by a third party that is giving money to local causes.

#### 8 **Proposed Bus Timetables**

The Chairman said that there is concern in the parish as there is a proposal from the WSCC to withdraw our local bus service on Saturdays. County Cllr Amanda Jupp said she would lobby on our behalf. If the Parish Council get a profile together of who uses it then she will be happy to support us. The Clerk to collate comments from local residents who use the service and send to Amanda stating reasons why we would want to maintain this service.

**Action**

**Action**

#### 9 **Accounts for Payment**

There were nine payments.

A cheque for £198.44 was drawn out of meeting for the Barns Green Guides in respect of a new flag and flag pole. The following cheques were then raised: £22.00 to EE Home Broadband in respect of the Internet Service for January 2019. £54.00 to Barns Green Village Hall Committee in respect of the Neighbourhood Planning Meetings on 27<sup>th</sup> November and 10<sup>th</sup> December and the Parish Council Meeting on 17<sup>th</sup> December 2018. £252.00 to Bel Signs in respect of the printing of the posters for the 'Twenty is Plenty' school campaign. £47.92 to SSE in respect of the Lighting Accounts for Q3 2019. £172.00 to Vision ICT in respect of the fee for the Parish Council hosted email accounts. £80.00 to Pat Cochran for Litter Warden duties for January 2019. £974.67 to the Clerk comprising of £895.02 salary for January 2019 and £79.65 expenses. £843.76 to HMRC in respect of the Employees Tax and Employers NI for October, November and December 2018.

#### 10 **Correspondence**

The Clerk has received an email from the Barns Green Tennis Club stating that the Club has started a massive fund-raising initiative for resurfacing the tennis courts. To date they have 46 pledges and raised a total of £2,598. This is 15% of the amount they need and asked if the Parish council would also make a pledge. After deliberation by the Cllrs, the Chairman proposed a pledge of £500.00, seconded by Cllr James Sheppard, agreed unanimously. Cllr Victoria Barratt will look into how the Parish Council can make a pledge.

**Action**

#### 11 **GDPR – General Data Protection Regulations**

Nothing to report in Cllr Sanjeev Joshi's absence.

**Action**

#### 12 **Highways/Emergency Planning**

Emergency Planning. Cllr James Sheppard reported that our completed Emergency Plan is now with Tony Skelding at HDC waiting to be signed off.

#### 13 **Clerk's Salary**

The Parish Councillors considered the Clerk's salary using the recommendations made by the National Association of Local Councils. It was proposed by Cllr James Sheppard that the Clerk's salary be increased to £13,837.80 per annum with effect from 1st April 2018, seconded by Cllr Matthew Treasure-Jones, agreed unanimously. The Chairman proposed a vote of thanks to the Clerk.

**14 AOB**

1. The Chairman said that she and her husband Chris had been walking around the Orchard and would like to give attention to the fruit trees so she asked the Parish Council if she could purchase some long-life labels to put on the trees so everyone knows what variety they are. This was agreed unanimously. The Chairman will therefore purchase some. **Action**
2. The Chairman reminded all the Cllrs that an election is coming up on 2<sup>nd</sup> May when all Cllrs will be up for election. The Clerk had circulated an email in December which gives instructions to Cllrs with regard to nomination forms which have to be delivered by hand between 10am and 4pm Monday to Friday from 26<sup>th</sup> March to 3<sup>rd</sup> April 2019.
3. The Chairman said that as she will be away for the next meeting, Cllr Sanjeev Joshi will Chair the meeting. **Action**

**15 Date of Next Meeting** – Monday 25<sup>th</sup> February 2019. There being no other business the meeting finished at 9.38pm.

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