

ITCHINGFIELD PARISH COUNCIL

Minutes of the Meeting held on Monday 25th February 2019

Present:

Cllr Sanjeev Joshi – Vice Chairman

Cllr Victoria Barrett

Cllr Brian O'Connor

Cllr Alan Peers

The Clerk Jan Critchley

- 16** **Apologies for Absence** were received from Cllr Penny Simpson, Cllr Sarah Peay, Cllr Alan Strudley, Cllr James Sheppard, Cllr Matthew Treasure-Jones, County Cllr Amanda Jupp and District Cllr Stuart Ritchie.
- 17** **Minutes of the last Meeting**
The Minutes of the meeting were then approved, accepted and signed by the Vice Chairman. **Action**
- 18** **Matters arising from the Minutes**
1. Minute 157:4 from the December Meeting – Greenfield Farm. A response had been received from Madeleine Hartley, Enforcement Officer at HDC following the Parish Council's letter to her expressing our concerns regarding the apparent expansion at Greenfield Farm and the problems of the drainage, flooding and sewage issues at the site. Madeleine Hartley informed the Parish Council that the permitted number at Greenfield Farm is 14 mobile homes and 5 touring caravans and when she visited the site, she counted a total of 10 occupied mobile homes. With regard to drainage and sewage issues she had passed our letter to Penny Marsh, Principal Environmental Health Officer at HDC, who stated that the new sewage treatment plants have been installed at Greenfield Farm as required on the planning permission and with the knowledge of the Environment Agency. She advised that our concerns about flooding should be addressed to WSCC. It was agreed that the Clerk write to WSCC Highways and copy in County Cllr Amanda Jupp. **Action**
2. Minute 159:2 from the December meeting – Request from the Itchingfield Parochial Church Council for extra funding. The Clerk had received a response from Julia Huson, Treasurer of IPCC regarding the Parish Council's questions about their General Fund, but it was felt that more information is needed before any decisions can be made. The Clerk to go back to Julia Huson and this matter to be carried forward to the next meeting. **Action**
3. Minute 3:1 Broken Gateway in Trout Lane. The Clerk reported that the replacement Gateway has been delivered and we are now waiting for an installation date. The Clerk reported that the Cllrs had agreed prior to this meeting that a donation be paid to WSCC for the installation. **Action**
4. Minute 3:2 Parish Noticeboards. On-going. **Action**
5. Minute 3:3 Barns Green School Crossing Option. County Cllr Amanda Jupp reported in her absence that she is still waiting for Clare Faulkner to respond regarding a meeting with all parties regarding the proposed school crossing in Chapel Road. **Action**
6. Minute 7:3 Safety at the Barns Green Level Crossing. The Clerk reported that she had written to County Cllr Amanda Jupp and Network Rail regarding the Parish Council's concerns over cars being parked right near to the barriers at the Barns Green Level Crossing. County Cllr Amanda Jupp reported in her absence that she has passed our comments to Chris Stark at WSCC and he had sent a response to her. In summary Chris said that zig-zag lines cannot be used to prohibit parking at level crossings. Also, the WSCC do not install hatch marking on the approach to a level crossing as regulations do not allow this. If anyone parks on the short section of double white lines on the northbound approach then this is an offence and any enforcement would be undertaken by Sussex Police. The area immediately adjacent to a level crossing is controlled by a 'Level Crossing Order' made on behalf of the railway authorities and defines the signs and road markings permitted. Therefore, it is up to the railway authorities to determine what markings are installed subject to the support and approval of the highway authority. The Clerk to write to Amanda Jupp and copy in Chris Stark to see if a TRO could be raised to request that the double white lines are extended on both sides of the level crossing. **Action**
7. Minute 7:4 – Overgrown trees and shrubberies at the bottom of Bashurst Hill. The Clerk is awaiting information from Cllr Brian O'Connor regarding the overgrown trees and shrubberies obscuring the speed camera in operation at the bottom of Bashurst Hill. **Action**
8. Minute 8 – Proposed Changes to Bus Services in Barns Green. County Cllr Amanda Jupp reported in her absence that she has spoken to the Cabinet Member for Highways regarding the changes to the Saturday bus service and is due to have a follow up meeting with him next week. The Clerk reported that she had passed all comments received from residents about the proposed bus changes to Amanda. **Action**
9. Minute 10 – Pledge to Barns Green Tennis Club. The Clerk confirmed that she had written to the Barns Green Tennis Club to state that the Parish Council agreed to pledge £500.00 to the fund-raising initiative if their target is met, as the Parish Council was unable to make the pledge onto their website. **Action**

19 Open Session for Members of the Public

No members of the public were present.

20 Planning Applications

1. New Applications

DC/19/0193 - Ms Alice Cole, 7 Willow Place, Barns Green - Conversion of existing single garage into utility room and study/snug room with new access from living room into snug.

Itchingfield Parish Council has no objections to this planning application subject to any compliance with any covenants that this development may have.

DC/19/0211 - Mr Melvin Smith, 2 Middle Lodge, Plumtree Cross Lane - Request for change of use for 225sq metres from agricultural to residential for proposed erection of garage. The existing property currently does not have any safe storage for vehicles and/or garden tools in order to manage agricultural land of 1.2 acres. The current hard standing necessitates reversing onto the entrance road of the Marlands Park which is a tenanted working farm. The development would allow turning area for vehicles allowing safe exiting. The proposed area for erection of the garage is flanked on one side by a dense hedge of approximately 3metres in height and at the rear by a line of mature trees including conifers and Oak therefore the garage would not impact on neighbouring properties. The design of the garage is country style oak frame cart lodge sympathetic to the local environment.

Itchingfield Parish Council recommends this planning application for refusal. HDC Policy 28 paragraphs 3 and 4 state: "That ancillary accommodation and garaging will be required to meet with all other appropriate policies, particularly design principles and demonstrate that the need for additional space cannot be met from existing buildings suitable for conversion on the site. The size of any new outbuilding should have regard to the dwelling they serve **and should be grouped with the house.** The use of ancillary accommodation as a private dwelling will not be supported".

The emerging Itchingfield Parish Council Neighbourhood Plan places great emphasis on developing brownfield sites within and adjacent to the BUAB of Barns Green and not allowing development encroaching on green/agricultural land.

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

Action

21 Neighbourhood Development Plan

Cllr Brian O'Connor reported that he had attended 'the Future of Neighbourhood Planning Seminar' on Friday 8th February 2019 which had been postponed from the previous week. Cllr Brian O'Connor said that at the Forum the attendees were told what the Steering Group already know, in that you have to be precise and accurate in the wording of the Neighbourhood Plans. The attendees were informed that HDC has to provide 1600 houses up to 2036, 1500 of which are from Neighbourhood Plans plus 750 from windfall sites. The Scope of Neighbourhood Plans have gone from 2031 to 2036. The Forum advised Steering Groups to get to Section 14 by this Summer. Section 14 is the next crucial gateway in the Neighbourhood process and is the draft Neighbourhood Plan which goes to HDC for approval and comments. Ian Walker has been in touch with Laura Bourke of Dowsettmayhew and has sent her the draft policies document for their comments. Ian Walker had sent an email to the Parish Council requesting that the Parish Council ask HDC about what is planned in our area with regard to Strategic Sites. The Clerk to forward the email to District Cllr Patricia Youtan in the first instance.

Action

22 Report by County and District Councillors

County Cllr Amanda Jupp had sent in a report in her absence.

District Cllr Stuart Ritchie reported in his absence that Horsham District Council has now approved and agreed their Council Tax for 2019 to 2020 and it is the lowest in the country whilst it still maintains all its services.

23 Accounts for Payment

There were five payments.

£22.00 to EE Home Broadband in respect of the Internet Service for February 2019. £46.50 to Barns Green Village Hall Committee in respect of the Neighbourhood Planning Meeting on 21st January and the Parish Council Meeting on 28th January 2019. £470.20 to Glasdon UK Limited in respect of the new Village Gateway. £1,279.61 to the Clerk comprising of £1,197.25 salary for February 2019 (this includes arrears of pay) and £82.36 expenses. £80.00 to Pat Cochran for Litter Warden duties for February 2019.

24 Correspondence

1. An email was received from Louise Goldsmith, Leader WSCC, stating that the 'Velo South' event will not be going ahead this year and the County Council intends to take the time to better understand concerns from residents and how they can best be mitigated against and possibly consider planning ahead for an event in 2020.

25 Development Fund – Update on Sports Changing Rooms

Cllr Victoria Barrett reported that the Barns Green Sports and Social Club has now got full proposals and full funding to build the four new changing rooms. Funding is coming from two interest free loans, £50k from the ECB, the English Cricket Board and £25k from Fullers, the brewery. £30.5k is coming from Section 106 Money as HDC is happy with the proposals. 170k is coming from the Development Fund and £53k is being committed by the Club itself. This amounts to a total of just over £328k and the cost of the work is going to be £291k net of VAT and the Club will be able to retrieve the VAT. This amount will include a 10% contingency for any extra costs that occur and the Club has also got a company called Sports Club Houses to project manage on their behalf. The Club is now waiting to meet their builder who is Aguila.

The Development Fund Committee met on 18th February 2019 to go through all the details, but the amount committed by them has not changed.

Lastly Cllr Victoria Barrett said that once this project is completed, then the Club will look to move onto the refurbishment of the Clubhouse inside.

Cllr Sanjeev Joshi asked how the Club will manage the cash flow of the VAT recovery period. Cllr Victoria Barrett reported that the Club has its own funds which it will use to make the instalment payments and then give the Parish Council two weeks' notice so that funds can be made available from the Development Fund.

26 GDPR – General Data Protection Regulations

Carry forward to next meeting.

Action

27 Highways/Emergency Planning

Highways – no more to report.

Emergency Planning. No report.

28 AOB

1. The Clerk said that she had reported the dumping of a caravan by the triangle of land by the A264 and received a response from Paul Greenslade, Street Scene Manager at HDC stating that HDC will be putting a 7-day notice on it and removing the rubbish in the caravan. They will then apply to the police to have it removed.

29 Date of Next Meeting – Monday 25th March 2019. There being no other business the meeting finished at 8.50pm.