

## ITCHINGFIELD PARISH COUNCIL

### Minutes of the Meeting held on Monday 25<sup>th</sup> March 2019

#### Present:

Cllr Penny Simpson - Chairman  
Cllr Sanjeev Joshi – Vice Chairman  
Cllr Victoria Barrett  
Cllr Brian O'Connor  
Cllr Sarah Peay  
Cllr Alan Peers  
Cllr Alan Strudley  
Cllr Matt Treasure-Jones

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

The Chairman said that she would like to record her thanks to Cllr Sanjeev Joshi for taking the previous meeting in her absence.

30 **Apologies for Absence** were received from Cllr James Sheppard and District Cllr Stuart Ritchie.

31 **Minutes of the last Meeting**

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

**Action**

32 **Matters arising from the Minutes**

1. Minute 18:1 Greenfield Farm - The Clerk reported that she had written to Chris Stark at WSCC and County Cllr Amanda Jupp regarding the drainage, sewage and flooding issues at Greenfield Farm. County Cllr Amanda Jupp had sent a response stating that she has emailed Thomas King in the Highways Department to ask him to look into the concerns that have been raised. District Cllr Patricia Youtan to pass onto Madeleine Hartley that the Parish Council is not happy about the number of units at Greenfield Farm. The Clerk to check the planning permission at Greenfield Farm and forward to Patricia.

**Action**

2. Minute 18:2 Request from the Itchingfield Parochial Church Council – The Clerk reported that she has written to Julia Huson but has not received a response to date regarding how much of the St. Nicolas General Fund is allocated to the development of the toilet and tea making facilities at the church.

**Action**

3. Minute 18:3 Broken Gateway in Trout Lane – The Clerk to chase up Darren Rolfe at the WSCC regarding an installation date.

**Action**

4. Minute 18:4 Parish Noticeboards. On-going.

**Action**

5. Minute 18:5 Barns Green School Crossing Option – County Cllr Amanda Jupp had sent an email stating that she is due to have a meeting with Clare Faulkner and Chris Stark and has spoken to Clare about the Parish Council's concerns. Amanda said that she is happy for this project to progress to the next stage so that more detailed information and plans can be drawn up and a Feasibility Study carried out. However, for this to happen it needs the agreement of the Parish Council. It was agreed unanimously that the Parish Council approve to have a Feasibility Study carried out. The Clerk to confirm this to Clare Faulkner.

**Action**

6. Minute 18:6 Safety at the Barns Green Level Crossing – The Clerk reported that she had received a response from Network Rail which stated:

*“Network Rail provide traffic lights on both sides of the highway and on both sides of the crossing which are flashing red lights. Drivers should not drive pass a red light regardless of the barriers. Any vehicles parking in and around nearby roads will be a West Sussex County Council issue as this is not our land. If vehicles are parked on the road within the double white lines and close to the crossing barriers then this is a safety issue with keeping the traffic flowing at the level crossing. We have, therefore, informed the British Transport Police mobile crossing van operator who visits and monitors the level crossings. We are also investing in our level crossings not only at Barns Green but throughout Sussex, Surrey and Kent by installing Red Light Safety enforcement cameras to help make our crossings safer. Red light safety enforcement cameras are being installed to deter motorists from ignoring the road traffic signals.”*

The Clerk had also received the following response from County Cllr Amanda Jupp who stated:

*“With regard to the Parish Council's concerns, I had thought that a visit to the residents that park on the highway outside their property would be a good start.”*

It was agreed that Amanda and Cllr Alan Peers will arrange to visit the residents.

**Action**

The Clerk was still waiting from a response from Chris Stark at WSCC.

7. Minute 18:7 – Overgrown trees and shrubberies at the bottom of Bashurst Hill – Cllr Brian O’Connor to send information/photos regarding the overgrown trees and shrubberies obscuring the speed camera in operation at the bottom of Bashurst Hill direct to County Cllr Amanda Jupp and copy in the Clerk and Amanda will chase up.

Action

**33 Open Session for Members of the Public**

Nicola Fryatt addressed the Parish Council on behalf of the Barns Green Youth Club. Nicola gave a short update on the Youth Club and explained that the Club has been without a fully trained youth worker for sometime and currently the Club is being run largely by volunteers. The Club has been actively searching for a qualified youth worker since September. Initially, Horsham Matters contracted out a youth worker for a few weeks, but their funding has now been cut. The Youth Club is still a necessary and valued resource for the young and to keep it going the Club have thought to employ a youth worker on a part-time basis, sharing the resource with other Clubs. Nicola also provided a summary of the Club’s expenditure for 2018. Nicola said that the Youth Club would like to ask the Parish Council for a grant of £2,450.00 to keep the Club solvent for another year. During 2019 the Club will be applying for other grants. The Chairman proposed that a grant of £2,450.00 be put into the precept for 2019/2020, seconded by Cllr Sanjeev Joshi and agreed unanimously.

**34 Planning Applications**

1. New Applications

**DC/19/0385 -Mr. and Mrs. P. Charman, 24 Smugglers Way, Barns Green, RH13 0PP - Proposed demolition of existing conservatory and erection of a two-storey rear extension.**

Itchingfield Parish Council recommends this planning application for approval subject to the shared main sewer which runs to the rear of nos. 26,25 and 24 and beyond being adequately bridged for the weight of the proposed development.

**DC/19/0422 – Mr. and Mrs. Greenwood, 2 Pathfield Cottages, Barns Green, RH13 0QF - Single storey extension to rear, together with first floor extension to rear, plus porch to front door.**

Itchingfield Parish Council has no objections to this planning application and recommends it for approval.

**DC/19/0508 – Mr. and Mrs. Mark Robinson, Baystone Farm, Mill Lane, Itchingfield, RH13 0NP – Replacement of farmhouse permitted under DC/18/0382 and demolition of former farmhouse, building to rear of site and garage.**

Itchingfield Parish Council is in favour of this planning application, subject to Horsham District Council being satisfied with the clarity of the plans.

**DC/19/0575.**

**Mr. John Gough, The Grange, Marlands Park, Barns Green, RH13 0BF -Conversion of the existing barn outbuilding to create stabling for horses.**

Itchingfield Parish Council has no objections to this planning application and recommends it for approval.

**DC/19/0563 – Mr. H Anderson, Muntham House School, Muntham Drive, Barns Green, RH13 0NJ – Proposed new outdoor learning classroom with associated ground works.**

Itchingfield Parish Council has no objections to this planning application and recommends it for approval.

2. Noble Farm –

Cllr Sarah Peay had written to the Clerk regarding concerns of residents living close to Noble Farm at the top of Bashurst Hill. Residents are concerned because an old gateway and entrance has been opened up and another large entrance created within 30 feet of the existing one. There is planning permission for agricultural works to be carried out at the property but there a large movement of heavy plants and 7 metal containers at the property. The Clerk to write to Madeleine Hartley, Enforcement Officer HDC to make a visit and also copy in Barbara Childs, Director of Place at HDC.

Action

3. Drainage issues behind Waterfarm – Cllr Brian O’Connor said that he would like to give an update on a planning issue which was discussed at a previous meeting when Cllr Brian O’Connor and Cllr Sarah Peay were asked to look at what appeared to be irregular drainage issues onto a bridleway at the back of Waterfarm. Cllr Brian O’Connor said that he has taken pictures which shows lots of pipes going into a ditch which has not been cleared. The boundary is the actual gully and the ditch has been fenced off. County Cllr Amanda Jupp said she would contact the Public Rights of Way team in the first instance.

Action

**35 Neighbourhood Development Plan**

The Chairman reported that Ian Walker has started to write the Plan. There are still several discrepancies which the Steering Group are still trying to get answers from HDC. The Steering Group has been advised to get to Section 14 by this Summer to stay ahead of legislation. The Steering Group will be getting some legal assistance from Cornerstones Barristers. The Policies are almost complete and Dowsettmayhew has made their comments on them. With regard to Strategic Sites, the Parish Council has written to District Cllr Patricia Youtan to get clarification as to what Strategic Sites are being considered by HDC and whether the two Christ's Hospital sites at the northern end of the parish have been put forward as Strategic Sites. District Cllr Patricia Youtan said that the response from the Strategic Planner, HDC is that in their opinion the sites would not meet the necessary criteria. The Chairman said that there will be an update on the Neighbourhood Development Plan at the Annual Village Meeting.

**36 Report by County and District Councillors**

County Cllr Amanda Jupp gave the following report:

1. Amanda reported that there is an Intense Pothole Mending Programme being carried out following the extra £6 million WSCC has received from the government.
2. Amanda said that she had sent a notice to the Clerk and copied in the Traffic Group, regarding the closure of Fulfords Hill on 10<sup>th</sup> April 2019 for pothole repairs. Emms Lane will also be closed sometime in April for pothole repairs.
3. Amanda said that the WSCC was given £3.3. million one-off payment from central government for a 'Slips, Trips and Falls' programme because last year there were 4,777 residents in West Sussex who ended up A & E as a result of a fall. The WSCC has commissioned the Sussex Community Partnership Trust to address this by appointing champions who will help people who are at risk.

District Cllr Patricia Youtan gave the following report:

1. Patricia said that the changes to our local bus service is causing great angst in the parish and she had received several letters.
2. Patricia said that HDC is winding up for the May Elections.
3. Patricia said that following a meeting that she attended with the District Commander, the Horsham area is going to get an extra ten police.

**37 Accounts for Payment**

There were eight payments.

£22.00 to EE Home Broadband in respect of the Internet Service for March 2019. £39.00 to Barns Green Village Hall Committee in respect of the Neighbourhood Planning Meeting on 18<sup>th</sup> February and the Parish Council Meeting on 25<sup>th</sup> February 2019. £270.00 to Vision ICT in respect of the Annual website hosting fee from May 2019 to April 2020. £33.67 to Horsham District Council in respect of the emptying of the dog bin from April to June 2019. £80.00 to Pat Cochran for Litter Warden duties for March 2019. £1,018.59 to the Clerk comprising of £922.55 salary for March 2019 and £96.04 expenses. £983.01 to HMRC in respect of Employees Tax and Employers NI for January, February and March 2019. £120.00 to Waterstones in respect of book tokens for the 'Twenty is Plenty' Barns Green School poster competition.

**38 Correspondence**

1. Cllr Matt Treasure-Jones had spoken to the Site Manager of the contractor GallifordTry regarding the Barns Green treatment works currently being carried out in the parish. The Clerk had received a response from Kaye Hargan, Communication Experience Manager at GallifordTry giving a short summary of the works but asked whether the Parish Council would like her to attend our next meeting to give more details. The Clerk to request that she does attend.
2. The Clerk had received a letter from the WSCC Public Rights of Way Department stating that the Nigel Bird, our local Access Ranger will be organising Public Right of Way inspections to be carried out next month in our parish so any problems please forward them direct to him or the Clerk by the end of this month.

**Action**

**Action**

**39 GDPR – General Data Protection Regulations**

Carry forward to next meeting.

**Action**

**40 Highways/Emergency Planning**

Highways

1. With regard to the 'Twenty is Plenty' Poster competition, it was requested that the Chairman ask that the posters are made with bolder borders so that they stand out a bit more. The Chairman said that she would do this.

**Action**

Emergency Planning. No report.

**41 AOB**

1. Cllr Alan Peers wondered whether anyone knew about a private road being put in at the top of Muntham Drive to do with 'Summers Wedding Field'. No one had.
2. The Clerk to give the Chairman details of the printers who did the 'Twenty is Plenty' posters.
3. Cllr Victoria Barrett reported that the road sign at the top of The Hordens' is broken. The Clerk to contact HDC.

**Action**

**Action**

**42 Date of Next Meeting** – Monday 29<sup>th</sup> April 2019. There being no other business the meeting finished at 9.30pm.

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