

**ITCHINGFIELD PARISH COUNCIL**

**Minutes of the Meeting held on Monday 29<sup>th</sup> April 2019**

**Present:**

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

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

- 43 Apologies for Absence** were received from Cllr Alan Peers and District Cllr Patricia Youtan

The Chairman reported that the Parish Council elections will not be contested. Therefore, all candidates Having lodged the required paperwork with HDC will be automatically returned to Office. There will then be the option to co-opt.

- 44 Minutes of the last Meeting**

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

**Action**

- 45 Kaye Hargan from GallifordTry**

Kaye Hargan, Customer Experience Manager from GallifordTry was in attendance along with her colleagues Jon Jones, Works Manager, Russell Griffiths, Senior Site Manager and John Ridley, Commissioning Manager. Mita Patel, Customer Manager from Southern Water was also in attendance. They gave a presentation on the Barns Green Water Treatment Works Project that is happening on a site just off Emms Lane. They said that the project is driven by a need to address the quality of the final effluent that is released into the water course. It is not a growth project to enable increased process treatment due to new housing. The Environment Agency has issued a new permit that addresses obligations under the water framework directive to progress towards “good” water body status. Galliford Try, working on behalf of Southern Water, will be installing a ferric dosing kiosk and mixing, tertiary feed pumps, 4 deep bed filter cells and final effluent monitoring equipment. All work will take place on site, with the site compound based within the field at “Sunrise Farm”, as agreed with the landowner. The compound comprises of some welfare unit portacabins. During the project, there will be times when large vehicles will need to access the site and GallifordTry will contact the hauliers to ensure they avoid the low bridge. GallifordTry will also let the residents know via, the parish website, of the approximate timings of these deliveries. Should there be a need to use extra light during the winter period, all lighting will be task lighting and directed at the task in hand. The site car park area will have security lighting to ensure site teams can safely access vehicles during the dark evenings. Normal construction noise is to be expected, but there should be no noisy activities out of normal working hours. Should they need to carry out a disruptive procedure, they will endeavour to inform the residents prior to the activity, but some activities such as late concrete pours are sometimes out of our control. There will be acoustic screening around the new compressors. The construction phase should start May 2019, with final completion and demobilisation of site scheduled for May 2020. As with all construction work, these timings are weather dependant.

The Chairman thanked Kaye and her team for attending our meeting.

- 46 Matters arising from the Minutes**

1. Minute 18:9 from February meeting – the Clerk confirmed that she had received an email from Chris Fisher of Barns Green Tennis Club stating that their target had been met with regard to funding for the refurbishment of the tennis court. The Clerk to draw a cheque for £500.00 as per the Parish Council’s pledge if the Tennis Club reaches its target.

**Cheque drawn**

2. Minute 32:1 Greenfield Farm – County Cllr Amanda Jupp said that she had not heard anything back from Thomas King yet so will chase that up. The Clerk said that she has checked with HDC and the permitted number of pitches is 14, with 1 mobile pitch, 1 Utility and 1 Touring caravan.

**Action**

3. Minute 32:3 Broken Gateway in Trout Lane – a new Gateway has now been installed.

4. Minute 32:4 Parish Noticeboards. On-going. The Clerk to contact Julian Francis for advice.

Action

5. Minute 32:5 Barns Green School Crossing Option – The Clerk confirmed that she had contacted Claire Faulkner, Project Support Office, WSCC, to inform her that the Parish Council has agreed to a feasibility study being carried out in the first instance.

Action

6. Minute 32:6 Safety at the Barns Green Level Crossing – nothing to report to date as County Cllr Amanda Jupp has been away.

7. Minute 32:7 – Overgrown trees and shrubs at the bottom of Bashurst Hill – Cllr Brian O'Connor said that the trees and shrubs have now been cleared.

8. Minute 41:3 – Broken street sign - The Clerk said that she has reported the broken street sign at the top end of the Hordens to HDC.

Action

#### 47 **Open Session for Members of the Public**

Peter Bird and Richard Sutcliffe were in attendance regarding planning application DC/19/0677. They are both near neighbours and have sent in their objections to this planning application along with 22 other objectors from Two Mile Ash Road and Bramble Close in Ashmiles. Peter Bird said that although this more recent application is for one property rather than three, the same objections stand and also the design of this new application is out of keeping with the surrounding properties. Stuart Brierly was also in attendance to answer any questions from the Cllrs regarding his planning application DC/19/0771. Cllr Brian O'Connor asked Mr. Brierly what was his five-year plan for his business and Stuart Brierly said it was a rural enterprise, producing food which will get bigger.

#### 48 **Planning Applications**

##### 1. New Applications

**DC/19/0677 - Sunny Croft, Two Mile Ash, Barns Green – Mrs. Rachel Humber, Hume Planning Consultancy, Sandwich, Kent - Erection of a four-bedroom, detached dwelling with associated car parking and landscaping.**

Itchingfield Parish Council **objects to this planning application** as it is a secondary line of development and it is not in keeping with the current surrounding architecture.

**DC/19/0633 -Mr. Richard Pope, Shyngells, Sandhills Road, Barns Green - During remedial works on external weatherboard cladding, it was discovered that a previous window had been covered up. This application is to reinstate a window in the same, or as near as possible to (the original window) to provide light into an existing room that does not currently have any window. No other works are planned.**

Itchingfield Parish Council has **no objections** and recommends for approval.

**DC/19/0698 - Mr. Damian Milkins, “The Milky Way”, Valewood Lane, Barns Green - Temporary planning permission (three years) for stationing and timber cladding of shipping containers to provide temporary office, storage, staff facilities and toilets.**

N.B. This is a retrospective application for development completed on 01/03/2018.

Itchingfield Parish Council **objects strongly to this planning application** on the following grounds: (1) It is an unsuitable location. (2) It is overdevelopment on agricultural land (3) It is within the site line of a listed building (4) It is within the site line of a footpath and bridleway (5) The Parish Council asked for enforcement action to be taken three years ago. (6) The highway is unsuitable for the projected number of commercial vehicles.

**DC/19/0771 - Mr. and Mrs. Brierly, Noble Farm, Bashurst Hill, Itchingfield - The erection of an agricultural/forestry machinery shed.**

Itchingfield Parish Council would not wish to comment on this planning application until it has seen the report from HDC's Agricultural Adviser and Enforcement Officer so the Parish Council will await this report.

#### 49 **Neighbourhood Development Plan**

The Chairman reported that Ian Walker, Chair of the Steering Group has started the draft of the Neighbourhood Plan. The Clerk has been asked to arrange a meeting between our Chairman, Vice-Chairman, Ian Walker and Roger Smith of the Steering Group to meet with Trevor Saunders and Norman Kwan at HDC to discuss the time limits that HDC are seeking to impose on Neighbourhood Plans.

## 50 Report by County and District Councillors

County Cllr Amanda Jupp gave the following report:

1. Amanda reported that with regard to Highways, Balfour Beatty have had their contract extended to the end of March 2020. If there are any issues with potholes then send the information directly to Amanda and she will make sure they are repaired properly.
2. Amanda reported that the Health and Wellbeing Strategy 2019/2020 was launched last week which sets out how things will work over the next four years. The Health and Wellbeing Board will be working with Clinical Commissioning Groups and Doctors Surgeries to deliver more on a local basis. This will deliver better services locally. With regard to Adult Services, the WSCC is facing a dilemma with regard to where the funding is coming from after March 2020.

Action

District Cllr Stuart Ritchie gave the following report:

1. Stuart said that once Horsham makes its decision on health care there is not a lot HDC can do but if GP Practices say that they need help financially, then there have been a number of times when HDC have stepped in and stood behind the GP Practices.
2. Stuart reported that the proposed single planning committee for the HDC Planning Committees has been rejected so the two planning committees for North and South will remain.
3. Stuart said that with regard to affordable housing, HDC has formed a forum and is making good use of community funds. HDC is also making some of those funds available to Saxon Weald.
4. Cllr James Sheppard asked Stuart whether he knew what was happening with regard to the Athletic track and stadium at Broadbridge Heath now that the Bridge Leisure Centre is complete. Stuart said he will make enquiries.
5. Cllr Matthew Treasure-Jones asked Stuart about what is happening with the Shipley Windmill which is a listed building and has fallen into disrepair. County Cllr Amada Jupp said that she knows that it has recently been inspected and there is no action to be taken at the moment. Cllr Matthew Treasure-Jones also asked Stuart about why this Parish Council has not received any correspondence about the Caravan Park in Emms Lane that is right on our boundary. County Cllr Amanda Jupp said that Shipley Parish Council has discussed a planning application. The Clerk to find out the number of the Planning Application and circulate to all Cllrs.

Action

Action

## 51 Accounts for Payment

There were twelve payments.

£500.00 to Barns Green Tennis Club in respect of a pledge made towards the cost of resurfacing the courts if their target was met which it was. See Minute 46:1. £22.00 to EE Home Broadband in respect of the Internet Service for April 2019. £39.00 to Barns Green Village Hall Committee in respect of the Neighbourhood Planning Meeting on 19<sup>th</sup> March and the Parish Council Meeting on 25<sup>th</sup> March 2019. £521.83 to the WSALC in respect of the annual subscription for WSALC and NALC. £50.00 to Action in rural Sussex in respect of the annual subscription April 2019 to March 2020. £36.00 to the Woodland Trust in respect of the annual membership. £48.73 to SSE, Southern Electric in respect of lighting account Q42018/2019. £58.91 to Office Outlet in respect of stationery. £80.00 to Pat Cochran for Litter Warden duties for April 2019. £252.00 to Bel Signs in respect of the printing of the 'Twenty is Plenty' posters. £1,002.23 to the Clerk comprising of £922.55 salary for April 2019 and £79.68 expenses. £71.86 to Mr. Chris Simpson for the strimming and the purchase of labels and markers for the Orchard.

## 52. Correspondence

1. The Clerk had received an email from David Heritage regarding more signage directing people to the village car park. There is a sign up Muntham Drive, so it was decided to get a sign for the village car park to be added to the fingerpost on the corner of the village green. Whilst discussing fingerposts it was decided that the Clerk should look into finding a contractor to clean and do any maintenance required to our existing fingerposts. The Clerk to also write to also write to Southwater Parish Council again to ask them to replace the fingerpost that on the bridge by the Bax Castle which is in a terrible state of repair.

Action

Action

## 53 Annual Village Meeting Tuesday 18<sup>th</sup> June 2019 – Agenda.

The Chairman said that she has three items for the agenda so far. They are:

1. Update on the Neighbourhood Plan
2. Update from the Barns Green Traffic Group
3. Rugby Pitch Project

The Chairman asked whether there were any other items that should be on the agenda. Cllr Victoria Barrett

proposed that the children's playground be put on the agenda with a proposal that the Parish Council make a donation to kick start a project, if a group of volunteers could be brought together to get this off the ground. There is also Section 106 money available. It was agreed that this would be a really good idea. This to be added as a fourth item. The Clerk to get a notice in the BIGMAG.

**Action**

**54 GDPR – General Data Protection Regulations**

Carry forward to next meeting.

**Action**

**55 Highways/Emergency Planning**

Highways – no more to report.

Emergency Planning – Cllr James Sheppard said that he is now waiting for a general GDPR statement to be completed before it can be decided where the Emergency Plan is kept.

**Action**

**56. AOB**

1. The Clerk reported that she had contacted Sophie Davis at Matthews Limited regarding Matthews lorries travelling through the village again. Sophie responded by saying that Matthews did not complete the works last year as it turned to wet to finish landscaping, top soiling and seeding at Brick Field, Two Mile Ash Road so this is being done now and they will be completing very shortly. Sophie said that she has spoken to numerous residents and explained the situation to them. She also said that she has been monitoring the trucks on their live system and they have all been driving slowly and cautiously.
2. The Chairman reminded all Cllrs that they need to fill in and complete an Expenses Return by 30<sup>th</sup> May even if you didn't incur any expenses on your re-election.

**Action**

**57 Date of Next Meeting** – Monday 20<sup>th</sup> May 2019. This meeting will be preceded by the AGM. There being no other business, the meeting finished at 9.45pm.