

RUDGWICK PARISH COUNCIL

Minutes of the Rudgwick Parish Council Meeting held on Monday 15th January 2018 at Rudgwick Hall, Bucks Green at 7 pm.

Present: Councillors R Landeryou (Chairman), R Brown, D Buckley, K Gilmour, V Davis, A Haynes (Arrived at 7.15 pm), R Wild.
Clerk: Mrs J Foote

Also in attendance: Eight members of the public (Arrived prior to/between 7 pm and 7.14 pm, five left at 7.55 pm and three when the meeting closed)

160/17. **Apologies for absence** had been received from Cllrs Bookham, Ellis and Maclachlan and reasons for absence were unanimously approved.

161/17. **Declarations of Interest and** notification of changes to Registers of Interest.
None declared.

162/17. It was **resolved** that **Minutes of the previous Meeting** held on the 11th December 2017 (previously circulated) could be confirmed as a correct record. Proposed by Cllr Gilmour seconded by Cllr Davis and unanimously agreed. The Chairman signed the minutes.

163/17. Chairman's announcements

The Chairman informed the members that item 9 on the Agenda **Holy Trinity Church burial ground extension** (*information circulated*) would be brought forward and the representative of the Rudgwick Parish Church Council was invited to provide an update. The council was informed of the outcome of the tier on hydrogeological risk assessment report. It was unanimously **resolved** that the recommended company **Arborsense was to be appointed to undertake the required tree survey.**

7.06 pm member of the public left.

7.07 pm County Councillor Mitchell arrived.

164/17. **Matters arising from the previous meeting** (for noting only) **and review of Action Point List.**

154/12/15-117 Traffic Calming Measures - A meeting with WSCC Area Highways Manager took place in January 2018. It had been a beneficial meeting with some good ideas. Traffic Calming Gates for The Haven and A281 near the Downs Link Crossing require a licence and applications are required to be made. The Haven residents may be in the position to provide labour for installing The Haven gates.

70/7/16-5 Tennis Club Lease – Documentation is in the process of being submitted to solicitors.

4/86/17-1109 Jubilee Hall - Structural Survey has taken place on 11th December 2017. Report had been received in the afternoon of 15th January 2018 and is to be discussed at February Parish Council Meeting.

6/88/17-1109 Churchmans Meadow Play Equipment – A quote had been received and further ones will be requested.

8/102/17/17-0910 Cemetery extension – An update was provided under Agenda item 9.

10/110/17/17-0910 Half yearly walking/driving audit – Cllr Brown provided an Action List and this is to be followed up by the Clerk.

13/132/17/17-1311 Fire Inspection of Rudgwick Hall and Jubilee Hall – An update to be provided under Agenda Item 16.

14/133/17/17-1311 Foxhole Coppice Audit and Maintenance Plan – Report has been received and a quote from the tree surgeon requested.

17/151/17/17-1112 Football Association/Land Registry to be contacted – Letter had been sent to Football Association – no response to date. Land Registry is in progress.

18/155/17/17-112 Registration for Year of Culture 2019 Grant – Photographic Society had pursued this but criteria could not be fulfilled.

(NOTE: decisions cannot be made under this item it is for information only)

165/17. **Reports from District and County Councillors** (for information only)

District Cllr Bailey provided an update on the Horsham District Council (HDC) new refuse collection scheme. Letters with further details will be sent out to residents the week commencing 15th January. Consideration of waste food collection is next on the HDC agenda. A brief update on Smithers Rough Gypsy/Traveller and Travelling Showpeople Site Consultation was provided.

County Councillor Mitchell provided information on the local government settlement for the County Council and noted the likely council tax to be set by the County Council, Horsham District Council and the Police Precept. West Sussex Highways had shared their vision with Parish Council representatives at liaison meetings held in November/December 2017. The publication of the current Gypsy/Traveller and Travelling Showpeople Consultation results are to be published in June with a further consultation to August followed by the policy being considered by a Planning Inspector. Access from the Smithers Rough site onto the A281 had not yet been fully clarified.

166/17. The Chairman adjourned the meeting and **invited members of the public to speak.**

A Rudgwick resident provided information on the latest development regarding the Gypsy/Traveller and Travelling Showpeople Smithers Rough site. Rudgwick Action Group (RAG) has unsuccessfully submitted two Freedom of Information requests to Horsham District Council. Sight of plans indicate two access options for access onto the A281 from the proposed site. As a result, RAG commissioned a topographical study on the relevant section of the A281 to provide evidence that this is not a realistic option. RAG and another resident voiced their concerns and unhappiness about the lack of transparency and information provided in the consultation and process itself.

The chairman convened the meeting.

167/17. **Planning**

Consultations were considered for comments to West Sussex County Council/Horsham District Council

Consultation on the review of West Sussex Rights of Way Management Plan 2018-2028

There are currently **no issues** and it was **resolved** unanimously that Cllr Buckley would provide an on-line response on behalf of the council.

Consultation on the revised “The Gypsy, Traveller and Travelling Showpeople Draft Site Allocations Development Plan Document (DPD) – Preferred Strategy” and accompanying ‘Sustainability Appraisal’

The Council has significant concerns regarding unsatisfactory statements, without supporting evidence, that are made in the report. The Smithers Rough location is inappropriate for development as access onto the A281, as well as pedestrian access to Church Street, Rudgwick, is dangerous. **The council unanimously agreed strongly to object to the strategy.**

i) There were no **objections** against current Planning Applications.

DC/17/2875	Oakwood, 2 Cape Close, Rudgwick RH12 3HG	Erection of front porch, erection of rear conservatory, demolition of existing side garage and erection of replacement detached two bay garage. No objection
DC/18/001	Barnsfold, Barnsfold Lane, Rudgwick, RH12 3BN	Proposed internal alterations to convert garage to study. Ground floor extension to enlarge to provide a utility room. Erection of replacement ancillary domestic building at the rear of the property comprising double garage, garden store, log store and workshop. No objection
DC/18/002	Barnsfold, Barnsfold Lane, Rudgwick, RH12 3BN	Proposed internal alterations to convert garage to study. Ground floor extension to enlarge to provide a utility room. Erection of replacement ancillary domestic building at the rear of the property comprising double garage, garden store, log store and workshop. (Listed Building Consent) No objection

ii) Comments made on Planning Applications under delegate powers were noted.

DC/17/2731	Mill Hill House, Guildford Road, Rudgwick,	Erection of a two storey three bedroom detached dwelling with associated triple garage, hardstanding and driveway Objection. The development is outside the built-up area boundary. Future/amended planning applications should be subject to a legal agreement regarding the restoration of the barn.
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iii) Appeal notice was noted.

DC/16/2637	Honeywood House Horsham Road, Rowhook, RH12 3QD	Erection of four x 3 bedroom semi-detached dwellings with detached garages; demolition of outbuildings and creation of 25 space car park No response required
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168/17. **Decision made by the Clerk under delegated powers was noted.**

- Contract for fire extinguishers maintenance had been terminated; new contract entered resulting in a reduction of future maintenance costs by 50%.

169/17. **Clerk's announcements were noted.**

- Lloyds banking documentation had been finally received, bank had paid £81 in compensation for errors made.
- Jubilee Hall structural survey had been completed and report received in the post on 15th January 2018.
- Councillor Vacancy had been advertised.

170/17. **Parish Council representatives on outside organisations had nothing to report:**

Horsham Association of Local Councils (HALC)

Youth Centre

Rudgwick Brickworks Liaison Group

CAGNE

171/17. **Rudgwick Sports & Community Centre (RSCC)**

It was **resolved** to appoint Henry Adams as Agent to act on behalf of the Council in the lease negotiations. Proposed by Cllr Brown seconded by Cllr Wild and unanimously agreed.

172/17. **Rudgwick Neighbourhood Plan**

There was nothing to report.

173/17. **Rudgwick Hall Fire Escape Ramp**

It was **resolved** to appoint Gary Steer Builders Ltd to undertake the refurbishment. Proposed by Cllr Davis seconded by Cllr Gilmour and unanimously agreed.

174/17. **Fire Risk Assessment Reports**

It was **unanimously agreed** to address actions on action plans and discuss further the fire training at the next Halls and Recreation Meeting.

175/17. **Changing Room Charges**

It was **resolved** to charge the **Football Club £10.00 per match** for the use of the changing rooms until a new leaseholder is taking over the premises. Proposed by Cllr Wild seconded by Cllr Davis and unanimously agreed.

176/17. Pitch Hire Charges

It was **resolved** to increase charges to **£27.50 per match** for both the **Cricket Club (2018 season) and Senior Football Club (2018/19 season)** and **£13.75 per match** for the **Junior Football Club (2018/19 season)**. Proposed by Cllr Brown seconded by Cllr Haynes and unanimously agreed.

177/17 **Items received after publication of the agenda** which the Chairman of the meeting is of the opinion should be considered because of the special circumstances.

The Chairman **invited members to submit agenda items of interest** for the annual general meeting.

Horsham District Planning Decisions on **previous applications had been omitted earlier in the meeting under Agenda item 167/17 Planning and were noted.**

ii) To report any decisions made by Horsham District Council on previous applications.

DC/17/2292	Holy Trinity Church, Church Street, Rudgwick RH12 3EB	Removal of existing wooden church notice board and erection of single replacement non-illuminated freestanding church sign (Advertisement consent) Application Permitted
DC/17/2366	16 The Marts, Rudgwick RH12 3HH	Replace flat roof with tiled pitch roof (incorporating overhang over porch area) Application Permitted
DC/17/2659	Rudgwick Metals Ltd, Church Street, Rudgwick, RH12 3EB	Non-material amendment to previously approved application DC/16/2917 (Demolition of 2 x existing dwellings, industrial and agricultural outbuildings and erection of 55 dwellings, 3 x offices (B1 Use Class) and industrial building extension (B2 Use Class) with associated access, drainage and landscape works). Proposed re-alignment and alterations to approved access road. Application Permitted
DC/17/2502	Oakwood, Cox Green, Rudgwick, RH12 3DD	Demolition of existing garage and erection of new detached garage. Application Permitted
D/17/2743	Lower Kings, Church Street, Rudgwick RH12 3EE	Surgery to Ash Trees (Works to Trees in a Conservation Area) Application Permitted

178/17. Accounts

The following accounts have been paid:

5511	Dual Energy Direct – RSCC October	1.74
5512/13/14/15	Salaries December	1,698.63
5516	SSE Jubilee Hall	22.83
5517	Grasstex Ltd -VAT on invoice 2412	57.40
5518	Action Plumbing – unblocking sink RH	50.00
5519	Fire Risk UK – Fire Inspection RH and JH	528.00
5520	Rudgwick PCC – second instalment burial ground maintenance	500.00
5521	Performing Rights Society Ltd – performance charges 2018	347.21
5522	Return of Deposit – Invoice 80	200.00
5523	Dual Energy Direct – RSCC November	379.27
5524	Cancelled	0,00
5525	Fire Risk UK – RSCC fire equipment annual maintenance	219.43
5526	Fire Risk UK – fire equipment annual maintenance RH and JH	485.86
5527	Gazprom – RSCC November	261.44
5528	HDC Planning – Pre-Planning Advice RSCC	150.00
5529	A Spink – cleaning December	238.00
5530	HMCR – NI & Tax December	437.29
5531	WSSC - December	428.42
5532	HDC Planning – Pre-Planning Advice Burial Ground (June 17 – cheque lost in the post so re-issued)	150.00
5533	SCJS – cleaning materials (RSCC/general)	158.41
5534	P Juniper Services – fence Churchmans Meadows	677.38
5535	TMS – repair of lights RH	86.99
5536	P Mitchell Ass. Ltd – burial ground survey	1,194.00
		£8,272.30

The following accounts were presented for payment:

5537	PCC – Rudgwick Magazine Winterplan insert December	100.00
5538	S Quail – litter collecting hoop	12.69
5539	R Wild – RH spare keys and key rings	41.98
	TOTAL:	£8,426.97

178/17. Staffing Matters

It was unanimously agreed for the Clerk to start the recruitment process for an Assistant Clerk.

179/17. **DATE OF NEXT MEETING:** Monday 12th February, 2018

There being no other business the Chairman closed the meeting at 8.50 pm

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Chairman

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Date