

RUDGWICK PARISH COUNCIL

Minutes of the Rudgwick Parish Council Meeting held on Monday 10th July 2017 at the Rudgwick Hall, Bucks Green at 7 p.m.

Present: Councillors R Landeryou (Chairman), R Brown, D Buckley, V Davis, M Ellis, I Maclachlan, R Wild.

Also in attendance: Jonna Foote, Parish Clerk; Christian Mitchell, West Sussex County Council (WSSC) Councillor; John Bailey, Horsham District Council (HDC) Councillor.

46/17. **Apologies for absence** had been received from Cllrs Bookham (business), Gilmour (family) and the reasons for absence were approved. Cllrs Dove, Haynes were absent.

47/17. There were no **Declarations of Interest** by Councillors on any matters to be considered at the meeting and notifications of changes to members Registers of Interest.

48/17. It was **resolved** that the **Minutes of the previous Meeting** held on the 12th June 2017 (previously circulated) be confirmed as a correct record and signed by the Chairman. Proposed by Cllr Maclachlan seconded by Cllr Wild and unanimously agreed.

49/17. **Matters arising from the previous meeting** (for noting only) **and review of Action Point List.**

154/12/15-106 Crossing A281/Downslink - Work on the bridge is in progress and should be finished at the end of the month.

154/12/15-117 Traffic Calming Measures - Speed gates for the Haven can progress as long as it adheres to Planning rules. Traffic Calming Working Group to meet.

43/6/16-1 Website upgrade - The web site should go live at the end of the month.

180/1/17-12 School Crossing Patrol - WSSC being pursued continually to enable the project to move forward. Traffic Calming Group to take this forward.

196/2/17-15 Update S106 list of projects and obtain quotes - Time scale for monies to be spent are mostly 7 years or more.

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

50/17. **Chairman's announcements**

After discussion there will be no change to the date of the next meeting.

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

51/17. **Reports from District and County Councillors** (for information only)

Cllr Bailey confirmed he had attended the HDC formal planning committee and no Rudgwick developments had been on the agenda. At the full council meeting capital purchase of more buildings in Horsham had been agreed and details would become available soon.

Cllr Buckley asked if Cllr Bailey would be able to provide information regarding the West Sussex Air Quality Report. Cllr Bailey would investigate the matter.

Cllr Mitchell thanked the Chairman for the congratulatory wishes on his election. He offered a site visit/meeting with the Chairman and an offer of support for appropriate Rudgwick Parish Council proposals. Cllr Mitchell mentioned that while visiting three parishes in recent months he observed that Parish Councils are doing more themselves on Highway Matters. Cllr Mitchell to contact the Clerk to arrange a meeting with Cllr Landeryou and other councillors as appropriate.

The Chairman thanked him for his offer as highway issues were a regular area of concern raised by parishioners.

52/17. Planning

- i) There were no objections against the current Planning Applications.

DC/17/1306 ST ANNES, COX GREEN, RUDGWICK

Proposed creation of new access and construction of vehicle crossover.

DC/17/1205 HERMONGERS DEER FARM, HERMONGERS LANE, RUDGWICK

Prior approval for proposed change of use of agricultural building to 2 dwelling houses (Class C3) and associated operational development. Revised application further to DC/17/0373

DC/17/1420 13 CAPE COPSE, RUDGWICK

Surgery to 3 x Oaks.

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

DC/17/1177 THE GRANGE, HAVEN ROAD, RUDGWICK

The proposed erection of garden room.

No objection.

DC/17/1284 HARTSFIELD, 9 HAVEN ROAD, RUDGWICK

Proposed erection of single story side extension.

No objection.

- iii) Decisions made by Horsham District Council on previously applications were noted.

DC/17/0565 FARNBRAKES CHURCH STREET, RUDGWICK

Erection of double garage.

Permitted

DC/17/0709 2, CROSSWAYS COTTAGES, TISMANS COMMON, RUDGWICK

Erection of detached garage.

Permitted

DC/17/0767 HILLSIDE, LYNWICK STREET, RUDGWICK

Demolition of existing garage. Erection of two storey side extension, single storey rear extension and side conservatory.

Permitted

DC/17/0937 THE COACH HOUSE, LYNWICK STREET, RUDGWICK

Conversion of detached garage to annexe to main dwelling.

Permitted

DC/17/1070 MILE OAK, THE HAVEN, BILLINGSHURST

Erection of stable building for private domestic use

Permitted

- iv) No appeal notices and decisions were noted.

Due to the low number of planning applications it was **resolved** to cancel the Planning Meeting of 24th July 2017.

53/17. Decisions made by the Clerk under delegated powers (for noting only)

- Purchase of replacement lock for gate to Churchmans Meadow.
- Cheque had been sent to Horsham District Planning Department for a pre-planning application for extension of burial ground.

54/17 **Clerk's Announcements** (for noting only)

- Parish-On Line training had been attended and to be found very useful.
- Skate park repairs have been undertaken and level of risk as mentioned in RoSPA report diminished.
- Hall Hire forms/introduction of Policy and Procedures updated with regard to latest legislation as recommended by WSCC.
- WSCC has responded to request for hedges to be cut on A281 to ensure traffic signs are visible.
- Information with regard to Dunsfold Park proposal was shared with councillors.
- PAT testing has taken place on 8.7.2017 for appropriate appliances in Rudgwick/Jubilee Halls.

19.51 WSCC Cllr Mitchell and HDC Bailey left the meeting.

55/17. **Reports received from Parish Council representatives on outside organisations**

Horsham Association of Local Councils meeting on 12th July 2017 to be attended

by Cllrs Haynes and Landeryou.

Youth Centre – meeting held on 6th July 2017 and Cllr Wild had nothing to report.

Rudgwick Brickworks Liaison Group - meeting to be held next week.

Clerk to be sent minutes to be forwarded to local resident.

Rudgwick Sports and Social Club (RSSC) – meeting held 19th June 2017 and attended by Cllrs Wild, Landeryou as observers. It was reported that the situation of the RSSC is unclear with Directors and Secretary having resigned. Accounts are to be submitted by the end of September. Another meeting is to take place on 20th July 2017.

CAGNE – no update.

56/17. **Action decided by Rudgwick Parish Council with relation to the RSSC**

It was **resolved** that legal advice (to the limit of £1,000) should be sought to clarify the position of Rudgwick Parish Council with regard to RSSC building and lease if the current financial situation declines. Proposed by Cllr Wild seconded by Cllr Davis, agreed by other councillors except for Cllrs Landeryou and Brown. They declared an interest (RSSC membership) and abstained.

57/17. **Rudgwick Neighbourhood Plan update**

It was reported by Cllr Maclachlan that on the basis of the housing assessment undertaken by the South Downs consultants using the AECOM methodology we should expect the number of houses to be built in Rudgwick Parish in the next fifteen years to be between 70-100. HDC reports a net gain of just nine houses (20 new builds completed, 11 builds demolished) in the period 2011-16. The steering group is currently investigating these numbers with HDC. It is expected to submit the Rudgwick Housing Needs Assessment to HDC as soon as the RNP Steering Group has reviewed the report and, on that basis, to agree a maximum number of new dwellings to be built in the village over the next fifteen years.”

58/17. It was **resolved** that the **annual building inspections of Rudgwick and Jubilee Halls** would be undertaken by Cllrs Brown and Landeryou.

59/17. It was **resolved** that a letter with the proposed **conditions for the Lease for Rudgwick Tennis Club** is to be sent to the Tennis Club Trustees. Proposed by Cllr Maclachlan seconded by Cllr Ellis and unanimously agreed.

60/17. It was **resolved to support Horsham Age UK's funding bid** to the Big Society Members Fund with a letter. Proposed by Cllr Maclachlan seconded by Cllr Brown and unanimously agreed.

61/17. It was **resolved to give grants** to St Catherine's Hospice (£150.00), Central and South Sussex Citizens Advice (£100.00), Kent Surrey Sussex Air Ambulance in support of their work. Proposed by Cllr Buckley seconded by Cllr Ellis and unanimously agreed

62/17. It was **resolved** to review of **Winter Emergency Plan** in line with WSCC calendar dates.

63/17. It was **resolved** to adopt the **revised Hall Hire Booking Form and Hire Policy and Procedures** in line with HDC recommendations. Proposed by Cllr Brown seconded by Cllr Maclachlan and unanimously agree

64/17. It was **resolved** that the **RoSPA annual inspection report 2017 Review** was to be delegated to the Halls and Recreation Committee to make recommendations to the Council in due course. It was resolved to meet at Rudgwick Hall on Monday 24th July, 2017 at 7.00 pm.

65/17. **Final recommendation on the new electoral arrangements for Horsham District Council** was noted.

66/17. **There were no items received after publication of the agenda** which the Chairman of the meeting was of the opinion should be considered because of the special circumstances.

67/17. **Accounts**

The accounts as presented were unanimously agreed having been proposed by Cllr Wild seconded by Cllr Buckley.

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|---|-----------|
| Netcom IT solutions – IT support Clerk | 25.00 |
| Playsafety Limited _RoSPA inspections of playgrounds/fields | 403.20 |
| Grasstex Ltd – mowing (March-June) | 5,464.80 |
| Action Plumbing – repair to cistern in accessible toilet | 120.00 |
| C. Mallpress – clearance work hedging | 150.00 |
| Skateboard Ramps Co UK – P.L Matten – skateboard repairs | 576.00 |
| WSCC – Street Lightening maintenance for financial year 2016/17 | 2,171.48 |
| SALC – Legal and Finance Training 13.7.2017 - Clerk | 108.00 |
| WSCC – Pension fund Clerk May and June | 830.64 |
| Post Office Ltd HMRC– NI & IT Contributions June | 1,215.33 |
| Post Office Ltd – British Gas | 239.97 |
| B. Kenward - Clerk's expenses | 589.91 |
| | 11,894.33 |

The Following accounts had been paid:

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|---|----------|
| Salaries June | 4,296.47 |
| E P Clarke – potholes carpark Rudgwick Hall | 120.00 |
| R Landeryou – expenses | 49.95 |
| Weald Cleaning Services – June Rudgwick Hall | 360.00 |
| B. Kenward – Clerk's expenses | 444.77 |
| West Sussex Mediation services – grant 2017/18 | 100.00 |
| HDC – pre-planning fees for extension of burial grounds | 150.00 |
| | 5,521.19 |

68/17. The job description and responsibilities and recruitment of new Litter Warden were **resolved**. The Chairman commented on the valuable work the Litter Warden had undertaken for the last ten years.

69/17. DATE OF NEXT MEETING Monday 11th September 2017.

There being no other business the Chairman closed the meeting at 21.10.