

RUDGWICK PARISH COUNCIL

Minutes of the Rudgwick Parish Council Meeting held on Monday 13th November 2017 at Rudgwick Hall, Bucks Green at 7 pm.

Present: Councillors R Landeryou (Chairman), R Brown, R Bookham (arrived at 7.05 pm), D Buckley, V Davis, M Ellis, A Haynes, R Wild. Clerk: Mrs J Foote

Also in attendance: 18 members of the public (arrived prior to 7pm and until 7.45pm – left between 8.15 pm and 8.35 pm).

117/17. **Apologies for absence** had been received from Cllr Gilmour and Cllr Maclachlan and the reasons for absence were approved.

118/17. **Declarations of Interest** by Councillors on any matters to be considered at the meeting and notifications of changes to members Registers of Interest were declared by:

Clr Wild – Planning Application: DC/17/2366: 16, The Marts, Rudgwick (neighbour)

Clr Haynes – Planning Application: DC/17/2410: Windacres Farm, Church Street, Rudgwick

119/17. It was **resolved** that the **Minutes of the previous Meeting** held on the 9th October 2017 (previously circulated) be confirmed as a correct record and signed by the Chairman. Proposed by Cllr Wild seconded by Cllr Davies and unanimously agreed.

120/17. **Matters arising from the previous meeting** (for noting only) **and review of Action Point List.**

37/6/15-76 Action from RoSPA inspections – Clerk had received two quotes prior to the agenda being set, one afterwards so to be discussed/resolved later.

52/7/15-86 Ramp for RH – Cllr Haynes has received three quotes (between £7.5-£10k), and will assess and present these for discussion at the December meeting. There is currently no allocated S106 money for this project.

52/7/15-86 Refurbish Toilets Rudgwick Hall – Horsham District Council Building Inspector has signed off refurbishment. Action can be closed.

154/12/15-106 Crossing A281/Downslink – Scaffolding has been removed and Park rangers will commence work a week after Easter – the work is expected to take a month.

154/12/15-117 Traffic Calming Measures - Speed gates for The Haven can progress as long as it adheres to Planning rules. Cllr Landeryou to contact RPC Councillors and Cllr Mitchell to arrange for a date to meet. A date agreeable to all councillors had not yet been agreed.

43/6/16-1 Website upgrade - Web site training to be arranged at the end of November, after the 27th and website should be in use soon afterwards.

70/7/16-5 Tennis Club Lease – Remains on hold due to RSCC surrendering lease to RPC. Tennis Club has indicated wish to continue as sole party.

180/1/17-12 School Crossing Patrol - Survey is being undertaken over two weeks (commencing 6th and 20th November) by parents and teachers from Pennthorpe school. Pennthorpe has indicated that they are assessing their entrance/exit arrangements. It was reported that during the survey 700 cars were counted passing by in a one-hour slot.

196/2/17-15 Update S106 list of projects and obtain quotes - RPC to set up infrastructure plan for 2018 at the November Finance Meeting.

3/84/17-1109 Installation of CCTV – Clerk to investigate suppliers/pursue quote. One quote had been received, a further visit planned and further companies to be contacted. Outcome of visit of first firm was that location of Rudgwick Hall (placement CCTV camera) was not ideal for surveying skate park due to distance/visibility (tree in line of sight/low light levels).

4/86/17-1109 Jubilee Hall - Structural Survey. Three quotes had been received prior to Agenda (distributed) and one after.

5/87/17-1109 Rudgwick Winter Plan – requests for volunteers inserted in October issue; equipment information in November issue; info details card in December issue of Rudgwick Parish Magazine. Clerk has sent relevant information and Action can be closed

6/88/17-1109 Churchmans Meadow Play Equipment – Clerk has investigated metal sleeves to protect the wooden posts. Other suppliers unwilling to undertake this; original supplier informs that only 90 degrees vertical posts can be protected. Supplier informed that play equipment with 10-year guarantee has a life expectancy of 10-13 years. Current products have a 15-year guarantee. Funding streams have dried out/are limited. Clerk to pursue quotes. Item to be on next Halls and Recreation Meeting Agenda. A supplier visit planned for early December otherwise no update.

8/102/17/17-0910 Cemetary extension – Clerk had appointed successful consultant who had made contact with PCC.

9/106/17/17-0910 Separate E-mail addresses for Councillors to conduct RPC correspondence. Clerk had made further investigations and recommended not too involve too many companies. Cllr Bookham to contact website provider regarding hosting gov.uk addresses.

10/110/17/17-0910 Half yearly walking/driving audit. Tismans Common was reported to have no issues. Cllrs Bookham, Brown, Haynes and Landeryou to arrange suitable date.

11/111/17/17-0910 GACC membership renewal - Clerk has undertaken this. Action can be closed.

12/112/17/17-0910 Age UK Horsham District Council grant. Clerk had made payment of £300 grant. Action can be closed.

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

121/17. **Chairman's announcements**

There were no announcements

122/17. **Reports from District and County Councillors** (for information only)

County Cllr Christian Mitchell had sent his apologies with a short report; District Cllr Bailey had given his apologies with a short report. The Chairman provided this information at the end of the meeting.

123/17. Members of the Public commented on:

DC/17/2377 Swallow Ridge Planning Application:

Residents mentioned that the application should be rejected based on it being a “back land” development; that little attention has been paid to access (very narrow and steep, emergency vehicles may have difficulty in accessing the site); the development could set a precedent for further such developments.

DC/17/2410 Windacres Farm Retrospective Planning Application:

Residents objected to the application based on: the barn being bigger than a previous (lapsed) planning application stated, visually not in keeping with the surroundings; the planning process itself; no justification for agricultural/horticultural use which may lead to adverse outcomes.

124/17. Planning

i) Current Planning Applications were considered for comment to Horsham District Council: Cllr Buckley addressed the members of the public outlining the fact that the planning applications would be discussed with leaving the Swallow Ridge and Woodacres Farm Planning applications until last when he would be presenting detailed information to the council members regarding the two applications.

DC/17/2274 THE CHALET & HERMONGERS FARM, HERMONGERS LANE, RUDGWICK

Demolition of existing flat, barn annex and outbuilding and erection of one replacement dwelling with alterations of stables to form a garage.

No objection

DC/17/2360 SMITHERS FARM, GUILDFORD ROAD, RUDGWICK

Change of use from Office to residential annex.

No objection with the condition for it to be tied to the business.

DC/17/2366 16, THE MARTS, RUDGWICK

Replace the flat roof with tiled pitch roof (incorporating overhang over porch area).

No objection

DC/17/1462 HEDGEROW COTTAGE, BARNSFOLD LANE, RUDGWICK

Erection of two story timber framed garage with ancillary accommodation above.

No objection

DC/17/2354 HERMONGERS FARM, HERMONGERS, RUDGWICK RH12 3AL

Erection of 2xs detached single storey four-bedroom dwellings following approval of previous application DC/17/1205 (Prior approval for proposed change of use of agricultural building to 2 dwelling houses (Use Class C3) and associated operational development. Revised application further to DC/17/0373)

No objection

DC/17/2377 SWALLOW RIDGE, LYNWICK STREET, RUDGWICK

Provision of up to 6 residential dwellings and associated access, car parking and garaging – outline planning application with all matters reserved.

Cllr Buckley referred to: the horticultural care of the trees that had been taken; the fact that Horsham District Council (HDC) housing development was 9% above planned development; the advisory website “Plainview” which highlighted the current loophole where back gardens are considered as previously developed land.

The Council agreed unanimously to object to the development on the following grounds:

- Outside the village boundary.
- There is no need for this development as HDC development numbers are good.
- Visibility for access to Lynwick Street is very poor. An important aspect especially considering the number of Heavy Goods Vehicles that use this road.

7.40 pm Cllr Haynes left the meeting.

DC/17/2410 WINDACRES FARM, CHURCH STREET, RUDGWICK

Retrospective application for the erection of an agricultural storage building.

The Clerk reported communication from HDC received that morning; the Agent for the development had informed the Planning Department that the current amended, retrospective planning application was to be superseded by a new, retrospective planning application. Cllr Buckley clarified with the Agent (member of the public) that the new planning application would include the whole building rather than the additional build. The application must be considered as a new application for a farm building to be used as storage area and as such there are no grounds for objection.

The Chairman suspended Standing Orders to allow a member of the public to speak.

A resident expressed concerns regarding the retrospective nature of this application, the size of the barn and its possible use. A resident queried the status of the new, retrospective application, would it still fulfil the requirements for the barn to be used for agricultural use only.

The Standing Orders were re-instated.

Cllr Buckley explained that the Council has no standing regarding the process of a retrospective planning application. Councillors have visited the site and observed that there is an area to the left of the building that is enclosed with windows and doors and therefore potentially may not be used for storage. Cllr Buckley explained that the public has the right to contact HDC Planning Enforcement Team if the building is used for non-agricultural storage. The Council had no formal objection to the application at present but would re-consider a further amended/additional/re-submitted application in the future

7.55 pm Cllr Haynes joined the meeting.

ii) Decisions made by Horsham District Council on previous applications were noted.

DC/17/1420 13 CAPE COPSE, RUDGWICK

Surgery to 3 x Oaks on multiple occasions.

PERMITTED

DC/17/1708 RIKKYO SCHOOL, GUILDFORD ROAD, RUDGWICK, RH12 3BE

Surgery to 1 Ash

PERMITTED

DC/17/1851 UNIT 13, RIDGE FARM, HORSHAM ROAD, ROWHOOK, RH12 3QB

Prior approval for a Change of Use from Agricultural Building to B1 and B8 uses

PRIOR APPROVAL REQUIRED AND PERMITTED

DC/17/1823 LAND AT WATTS CORNER, BUCKS GREEN, RUDGWICK

Application for the erection of 17 dwelling units. Provision of associated garaging, parking, hardstanding, landscaping and the creation of a new highway access.

WITHDRAWN APPLICATION

DC/17/1998 SOUTHDOWN HOUSE, CHURCH STREET, RUDGWICK, RH12 3EE

Surgery 1 x Ash Tree (Works to Tree in a Conservation Area)

PERMITTED

iii) No appeal notices and decisions were noted.

125/17. Decisions made by the Clerk under delegated powers were noted.

- Telephone contract with One Bill for RSCC had been arranged.

126/17. Clerk's Announcements were noted.

- HDC has had no response to request for election for a new councillor. An application from a resident was received after the Agenda had been posted. Clerk will take appropriate action.
- Age UK Horsham District has sent a letter of thanks to RPC for the grant provided.
- RSCC utility transfer/council tax status/roof repair project is still in progress.
- Horsham District Building Inspector has signed off Rudgwick Hall toilet refurbishment and noticed RH roof may need some repair.

127/17. Separate "co.uk" e-mail addresses for councillors to use for council business in line with Data Protection Legislation recommendations. It was **resolved** that these would be introduced and to further investigate potential providers.

128/17. Reports received from Parish Council representatives on outside organisations

Horsham Association of Local Councils - there was nothing to report as the meeting coincided with the November RPC.

Youth Centre – meeting held on 9th November and nothing of note to report.

Rudgwick Brickworks Liaison Group (minutes previous circulated) – there was nothing to report.

CAGNE – Cllr Landeryou hoped to attend the next meeting.

129/17. Rudgwick Sports & Community Centre (RSCC)

It was reported that the building is secure, internal locks to be installed on Wednesday. The costs for the building and services are considerable. RPC has met with a potential hirer who wishes to provide a business supporting the recreation/learning opportunities for young children. RPC is awaiting a business proposal from The Phoenix Social Club (new venture replacing RSCC). The requirement of a professional company to assess business proposals from interested parties as well as setting a reasonable rent was discussed. Currently clubs are not charged for the use of the changing rooms as their RSCC membership covers them until the end of this year. Two sheds used by the football club are part of the RSCC licence and usage should therefore be charged for at the appropriate time. RPC has paid for the changing rooms to be deep cleaned. The club has been offered to take the weekly clean upon themselves or be charged for.

130/17. Rudgwick Neighbourhood Plan: there were no updates reported.

131/17. Structural survey of Jubilee Hall. It was **resolved** to appoint Taylor Williams Dailey as surveyor. Proposed by Cllr Bookham seconded by Cllr Brown and unanimously agreed.

132/17. Fire Inspection of Rudgwick Hall and Jubilee Hall. It was **resolved** to appoint Fire Risk UK to undertake the inspection. Proposed by Cllr Brown seconded by Cllr Wild and unanimously agreed.

133/17. **A condition assessment of the trees on Foxhole Coppice site and recommendations for future management.** It was **resolved** to appoint Keen consultants to undertake the assessment. Proposed by Cllr Bookham seconded by Cllr Brown and unanimously agreed.

134/17. **Requests for Grants:**

Rudgwick Tots and Toddlers

A grant of £100 was resolved. Proposed by Cllr Haynes seconded by Cllr Buckley and unanimously agreed.

Rudgwick Preservation Society

In principle, councillors were **willing to provide financial support towards the costs of the publication of a book on Rudgwick Parish during World War I.** Further financial information was requested for the December meeting.

135/17. **There were no items received after publication of the agenda.**

However, the Chairman reported on information provided by:

County Councillor Mitchell:

- A Traffic Order Regulation (TRO) for Lynwick Street was confirmed at the recent Council Local Committees (CLC) meeting.
- It was noted that councillors are attending Horsham Area Parish liaison events.
- Environmental Agency had no concerns when attending the October Brickworks Liaison meeting and Cllr Mitchell ensured that road damage to that part of Lynwick Street on and around the bridge were reported.

District Councillor Bailey:

Cllr Bailey has been lobbying against a Traveller site at Smithers Rough with members of the planning department at HDC. The proposal is to be discussed at a meeting of the HDC Cabinet later this month. WSCC Highways had yet to make a comment on the proposal, but that a negative response from them, as with the previous proposal was still the best hope for a rejection.

136/17. **Accounts**

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

The following accounts had been paid:

5480	Age UK Horsham District - grant	300.00
5481	Cancelled (SALC)	0.00
5482	Clubhouse Construction Ltd – immersion heater repair	234.00
5483	Stackhouse Poland Ltd – HISCOX insurance for RSCC building	1,360.91
5484	GACC - annual membership	10.00
5485	Abbey Boilers Ltd – boiler repair	78.54
5486	Weald Cleaning Services – October	357.00
5487/5491	Salaries - October	1,388.78
5488	A Mallpress – expenses (gloves)	16.99
5489	WSCC Pensions Contributions	428.42
5490	SALC – Clerk’s training (10.10; 18.10 and 2.11.2017)	240.00
5492	Grasstex Ltd – mowing of KGV and Churchmans Meadows Field	2,629.20
		£7,043.84

No cheques were presented for payment

8.35 pm Last three members of the public left with Cllr Buckley.

137/17. Staff Matters

Appointment of **N. Donbavand, as temporary assistant to the Clerk** for 7.5 hours per week (scale point 20 £19,430 - £10.10 p/h plus costs) from 30th October – 18th December, 2017 with the option of extending this to Easter 2018 (information circulated) **was resolved**. Proposed by Cllr Bookham seconded by Cllr Wild and unanimously agreed.

8.45 pm Cllr Buckley joined the meeting.

It was **resolved to join the West Sussex County Council Pension** (information circulated) and **SSB insurance** for the Clerk. Proposed by Cllr Wild and seconded by Cllr Bookham and unanimously agreed.

It was **resolved to further investigate outsourcing payroll** (as recommended by SSALC). Proposed by Cllr Wild and seconded by Cllr Bookham and unanimously agreed.

138/17. DATE OF NEXT MEETING Monday 11th December 2017.

There being no other business the Chairman closed the meeting at 8.55 pm

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Chairman

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Date