

## RUDGWICK PARISH COUNCIL

Minutes of the Rudgwick Parish Council Meeting held on Monday 9<sup>th</sup> October 2017 at the Rudgwick Hall, Bucks Green at 7 p.m.

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

**Also in attendance:** Four members of the public.  
John Bailey, Horsham District Council (HDC) Councillor.

96/17. **Apologies for absence** had been received from Cllr Ellis (business), Cllr Maclachlan (annual leave), and the reasons for absence were approved.

- 97/17. No **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:
- 98/17. It was **resolved** that the **Minutes of the previous Meeting** held on the 9<sup>th</sup> September 2017 (previously circulated) be confirmed as a correct record and signed by the Chairman. Proposed by Cllr Davis seconded by Cllr Wild and unanimously agreed.

99/17. **Matters arising from the previous meeting** (for noting only) **and review of Action Point List.**

37/6/15-76 Action from RoSPA inspections – clerk is waiting to receive quotes.

52/7/15-86 Ramp for RH – Cllr Hayes has received two quotes, is querying one and awaiting a third quote.

154/12/15-106 Crossing A281/Downslink – work still ongoing and with weather staying dry work may be finished imminently. Clerk has requested for an update as Public Rights of Way Routine Maintenance inspection is taking place in October.

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. Meeting will also be attended by a representative of WSCC Highways Department.

43/6/16-1 Website upgrade - Web site virtually ready. Cllr Bookham reported that web designer contract included populating web site and this should be finished very soon.

70/7/16-5 Tennis Club Lease – To be put on hold because of the RSCC lease having been surrendered.

180/1/17-12 School Crossing Patrol - Cllr Bookham has met with parents, Clerk has contacted schools and pre-school. Schools have responded favourably, waiting for a reply from the pre-school. Draft survey has been drawn up, Cllr Bookham to follow up with schools.

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

202/2/17-18 Phone Box Naldretts Lane – Phone Box adopted, residents to be informed. Item closed.

1/77/17-1109 – HDC Planning Committee Rules – Letter was sent to HDC Planning regarding change of rules/lack of consultation and response was that the changes had been discussed and nothing could be offered. As usual, if there were concerns, these could be fed back to the Planning Department. Item closed

2/83/17-1109-PPG's minibus proposal – e-mail was sent regarding consideration of support for hiring rather than purchasing accessible minibus, waiting for response.

3/84/17-1109 Installation of CCTV – Clerk to investigate suppliers/pursue quotes.

4/86/17-1109 Jubilee Hall -Structural Survey. Clerk is still waiting for response from HDC Planning Department, to pursue the matter. Cllr Brown to provide details of a possible surveyor.

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.

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.

7/91/17-1109 CPRE annual subscription – renewed. Item closed.

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

#### 100/17. **Chairman's announcements**

There were no announcements

#### 101/17. **Reports from District and County Councillors** (for information only)

Cllr Christian Mitchell had sent his apologies with information regarding a meeting with Mr Stark (WSCC- Highways) to meet with Parish Council Members and Clerks (end of November/early December), for an update on Highway Matters. Cllr Mitchell is happy to meet with Rudgwick Councillors and Mr Stark/Mr Douglas and invited RPC to identify dates for a meeting. The alternative is to contact Mr Stark directly to arrange a meeting as some Parish Councils do.

Cllr Bailey informed the meeting that Horsham District council may be required to increase the housing number in the planning framework from 800 to 950 per annum. He also clarified that applicants receiving pre-application information are not required to mention details of the information/who provided it. This is a voluntary option.

The Council **resolved** to allow the request for Agenda item 15 to be moved to the start of the meeting:

102/17. **Appointment of a specialist cemetery consultant** to prepare supporting documentation to accompany a full Planning Application for the extension of the church burial ground at Holy Trinity Church Rudgwick.

It was **resolved** that Peter Mitchell was to be appointed, proposed by Cllr Bookham seconded by Cllr Brown and unanimously approved. Clerk to take appropriate action.

7.30 pm three members of the public left, one arrived.

A resident of Rudgwick provided Councillors with an update regarding the Smithers Rough site, currently in the Horsham District Council's draft DPP as a potential site for the development of gypsies and travellers accommodation. Due to a site being withdrawn, the plan is on hold while HDC is looking for alternative sites/solutions. West Sussex County Council Highways Department have given negative comments regarding the development of Smithers Rough because of A281 access issues.

Cllr Landeryou thanked the resident for providing the information.

7.40 pm one member of the public left.

**103/17. Planning**

- i) It was noted that there were no planning applications to be decided on.
- ii) Comments made on Planning Applications under delegated powers were noted.  
DC/17/1998 SOUTHDOWN HOUSE, CHURCH STREET, RUDGWICK  
Surgery x 1 Ash Tree (Works to Trees in a conservation Area)  
No objection provided it is approved by HDC arboricultural officer.
- iii) Decisions made by Horsham District Council on previous applications were noted.  
DC/17/1560 OAKDALE FARM, LOXWOOD ROAD, RUDGWICK, RH12 3BT  
Prior Approval for a Proposed Change of Use from and agricultural building to 1 x 3 bedroom single storey dwelling. WITHDRAWN APPLICATION  
  
DC/17/1610 WOODFIELD ROAD, RUDGWICK, RH12 3EP  
Conversion of existing rear conservatory into garden room with pitched roof and balcony. Front/side extension to existing integral garage. Installation of pitched roof over existing garage and porch. Replacement of existing front cladding and roof tiles. PERMITTED  
  
DC/17/1627 41 FURZE ROAD, RUDGWICK, RH12 3ES  
Attached garage to side of property (Amendments to approved pitched roof and installation of 4 x floodlights to side elevation to previously approved application DC/15/2301) PERMITTED  
  
DC/17/1665 Site: 24 Foxholes Rudgwick Horsham West Sussex RH12 3DX  
Single storey ground floor rear extension PERMITTED
- iv) No appeal notices and decisions were noted.

**104/17. Decisions made by the Clerk under delegated powers were noted.**

- Replacement immersion heater thermostat.
- Arranged for Sound System – Rudgwick Hall to be serviced.
- Arranged for electric cord (Personal alarm) in disabled toilet – Rudgwick Hall to be repaired.
- Distributed HSE information to staff in accordance with current legislation.

**105/17. Clerk's Announcements were noted.**

- E-mail to Public Rights of Way Routine Maintenance Inspector (ref. Downslink Bridge) sent.
- Councillor vacancy advertised.
- Toilet refurbishment still some outstanding issues to be addressed.
- Citizen's Advice Bureau has written to thank RPC for their grant of £100
- Clerk attended new Data Protection Legislation training course (13 September) – actions are required to be taken because of this.
- Clerk attending three training events over the next few weeks.

106/17. **Separate “co.uk” e-mail addresses for councillors** to use for council business in line with Data Protection Legislation recommendations.

This was discussed and to be investigated further.

107/17. **Reports received from Parish Council representatives on outside organisations**

Horsham Association of Local Councils - there was nothing to report.

Youth Centre – meeting held on 14th September, there was nothing to report.

Rudgwick Brickworks Liaison Group – there was nothing to report.

Rudgwick Sports & Community Centre (RSCC) – discussed as a separate agenda item.

CAGNE – the election of a new chairman was reported.

108/17. **Rudgwick Sports & Community Centre (RSCC)**

The lease has been surrendered to RCP. The building is temporarily closed - allowing changing room access to relevant groups. The building has been insured by RPC. Cost implications were discussed and a working group (Cllrs Landeryou, Buckley, Bookham and Wild) to investigate future options/ possibilities to ensure the building being used for the benefit of the Parish.

8.05 pm Cllr Gilmour left the meeting.

109/17. **Rudgwick Neighbourhood Plan.**

It was reported that Horsham District Council has provided favourable feedback on the plan, with a preference to see the number of houses to be developed to be at the top end of the proposed 70-100. A steering committee meeting will take place soon and a call for sites will follow.

110/17. **Half yearly walking audit (including bridge inspections in Church Street).**

It was proposed to undertake the audit by car to cover a wider area and Cllrs Bookham, Brown, Buckley, Haynes, Landeryou agreed to do this.

111/17. **GACC membership.**

Renewal of annual membership **resolved**, proposed by Cllr Wild seconded by Cllr Buckham and unanimously agreed

112/17. **AGE UK Horsham District £300 funding request.**

A grant of £300 was **resolved**, proposed by Cllr Buckley seconded by Cllr Wild and agreed with one abstention.

113/17 **No items were received after publication of the agenda.**

8.25 District Councillor Bailey left the meeting.

114/17. **Accounts**

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

The following accounts had been paid:

Netcom IT solutions – upgrade to multi user 365	62.40
Salaries - September	1,428.73
Post Office Ltd HMRC– NI & IT Contributions September	383.38
WSSC – Pension fund Clerk September	441.52
Robbotronic Co – adjusting of sound system/hearing loop	69.00
A. Mallpress – grass seed root barrier	16.99
Post Office Ltd – SSE Jubilee Hall (11.3-21.6.17)	56.81
Weald Cleaning Services – September RH/JH (add hrs after refurbishment)	399.50
Information Commissioner Data Protection Registration annual membership	35.00
C. Mallpress – maintenance (gardening) of Jubilee Hall, fields and root barrier	589.00
CPRE membership 2017/18	36.00
Netcom IT solutions – removal of malware laptop	60.00
PKF Littlejohn- Review Annual Audit	480.00
BT Pay Phones – adopt a kiosk (Naldretts Lane)	1.00
Southern Counties Janitorial Supplies – janitorial supplies (incl vacuum cleaner for hirers)	136.82
RBS accounting package, training and year one technical support	861.48
	£5,057.63

It was agreed to pay the following accounts:

Roadware Ltd, metal bin liner KGV playing field	26.34
Clerk' s expenses 1 May 2017 – 8 October 2017	538.32
	£ 564.66

#### 115/17. **Staff Matters**

It was **resolved** to appoint Mr S Quail as the new litter warden, proposed by Cllr Davies, seconded by Cllr Wild and unanimously agreed.

It was agreed to hold a meeting of the Finance, Policy and Human Resources Committee on: Monday 27<sup>th</sup> November 2017 at the Jubilee Hall.

95/17. DATE OF NEXT MEETING Monday 13<sup>th</sup> November 2017.

**There being no other business the Chairman closed the meeting at 8.44 pm**

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Chairman

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Date