

RUDGWICK PARISH COUNCIL

Minutes of the Rudgwick Parish Council Meeting held on Monday 11^h September 2017 at the Rudgwick Hall, Bucks Green at 7 p.m.

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

Also in attendance: One member of the public.
John Bailey, Horsham District Council (HDC) Councillor.

70/17. **Apologies for absence** had been received from Cllr Gilmour (family), Cllr Brown (business), Cllr Maclachlan (annual leave) and the reasons for absence were approved.

71/17. **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:
Cllr Landeryou declared an interest in RSCC as an RSCC member.

72/17. It was **resolved** that the **Minutes of the previous Meeting** held on the 10th July 2017 (previously circulated) be confirmed as a correct record and signed by the Chairman. Proposed by Cllr Wild seconded by Cllr Davis and unanimously agreed.

73/17. **Matters arising from the previous meeting** (for noting only) **and review of Action Point List.**

37/6/15-76 Action from RoSPA inspections – clerk to arrange for painting and repairs to wet pour in playgrounds to take place.

154/12/15-106 Crossing A281/Downslink – work still ongoing. Work probably now not until April next year with winter coming.

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 in October.

43/6/16-1 Website upgrade - Web site virtually ready for web site training to be given.

180/1/17-12 School Crossing Patrol - WSCC advised RPC to make an on-line application. Evidence supporting the application requires to be gathered – see Agenda.

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 – Clerk has contacted resident and he and neighbour will take care of day-to-day maintenance .

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

74/17. **Chairman's announcements**

Cllr Landeryou informed the Council that Cllr Dove had resigned her role as Councillor as from 31.8.2017. On behalf of the Parish Council he expressed his thanks for her services to the council and Rudgwick. Clerk to take relevant action for filling the vacancy.

75/17. **Reports from District and County Councillors** (for information only)

Cllr Christian Mitchell had sent his apologies and confirmation that there was nothing to report since the July meeting.

Cllr Bailey mentioned that progress on North Horsham development was slow. He reported back on the West Sussex Air Quality Report question asked by Cllr Buckley during the July meeting. Air quality is measured at Cowfold and Storrington. The annual review covers the whole county, there is no individual report on Rudgwick.

Cllr Wild queried who the statement “pre-application advice was given” referred to, with regard to a recent planning application. Councillor Bailey recommended Cllr Buckley, in his role as Planning Committee Chair, to clarify the situation with Horsham District Planning Department.

76/17. **Planning**

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

DC/17/1285 44 PONDFIELD ROAD, RUDGWICK

Surgery to 1 x Oak

No objection provided it is approved by HDC arboricultural officer, Will Jones.

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

DC/17/1247 GROUND FLOOR, CHURCHGATE HOUSE, CHURCH STREET,
RUDGWICK

Proposed installation of new boiler exhaust flue to existing side chimney.

No objection.

DC/17/1329 1 LITTLE RASCALS, BUCKS GREEN, RUDGWICK, RH12 3JJ

Proposed removal of existing shed and erection of replacement tool store and office.

No objection

DC/17/1450 HALFPENNY COTTAGE, MARLES LANE, BILLINGSHURST, RH14 9BT

Proposed erection of part single and part two storey side extension.

No objection with comment “window could overlook neighbour”

DC/17/1462 HEDGEROW COTTAGE, BARNSFOLD LANE, RUDGWICK, RH12 3BN

Proposed demolition of existing stable block. Erection of replacement two storey timber frames garage with ancillary accommodation above.

No objection

DC/17/1532 MONKS FARM, HONEYWOOD LANE, OKEWOOD HILL, DORKING, RH5 5QA

Prior Approval for a proposed change of use of 2x agricultural buildings to form

1x single storey 2 bedroom dwelling and 1x two storey 4 bedroom dwelling.

No objection

DC/17/1559 HERMONGERS FARM, HERMONGERS, RUDGWICK, RH12 3AL

Prior Approval for a proposed Change of Use of Agricultural Building to

1 x Dwelling house (Class C3).

No objection

DC/17/1535 41 WOODFIELD ROAD, RUDGWICK, RH12 3EP

Surgery to 1 Oak.

No objection

DC/17/1610 43 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 cladding and roof tiles.
No objection

DC/17/1627 41 FURZE ROAD, RUDGWICK, RH12 3ES

Alterations to approved pitched roof and installation of 4x rooflights to side elevation. (Amendment to previously approved application DC/15/2301)
No objection

DC/17/1560 OAKDALE FARM, LOXWOOD ROAD, RUDGWICK RH12 3BT

Prior Approval for a proposed Change of Use from an agricultural building to 1 x 3 bedroom single storey dwelling.
No objection

DC/17/1665 24 FOXHOLES, RUDGWICK, RH12 3DX

Single storey ground floor rear extension.
No objection

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

Surgery to 1 Ash.
No objection

- iii) Decisions made by Horsham District Council on previous applications
DC/16/2489 MORELANDS BARN, NALDRETT'S LANE, RUDGWICK RH12 3BU
Conversion of barn to two-bedroom dwelling. PERMITTED

DC/17/1024 ORCHARD BARN, HERMONGERS, RUDGWICK

Retention of barn conversion to form a pair of semi-detached dwellings with ancillary parking, cycle store and landscaping. PERMITTED

DC/17/1068 11 ORCHARD HILL, RUDGWICK RH12 3EQ

Single storey ground floor rear extension, conversion of existing garage to single garage with provision of family room. PERMITTED

DC/17/1183 GREENGATES, CHURCH STREET, RUDGWICK, RH12 3ET

Proposed erection of single storey rear/side extension. PERMITTED

DC/17/1205 HERMONGERS DEER FARM, HERMONGERS LANE, RUDGWICK, RH12 3AL

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 PRIOR APPROVAL REQUIRED AND PERMITTED

DC/17/1180 GAMEFIELD FARM, THE HAVEN, BILLINGSHURST, RH14 9BS

Proposed single storey single rear extension to house therapeutic exercise pool.
PERMITTED

DC/17/1284 HARTSFIELD 9, HAVEN ROAD, RUDGWICK RH12 3JH
Proposed erection of single storey side extension PERMITTED

DC/17/1177 THE GRANGE, HAVEN ROAD, RUDGWICK
Proposed erection of garden room. PERMITTED

DC/17/1306/ ST ANNES, COX GREEN, RUDGWICK RH12 3DE
Proposed creation of new access and construction of vehicle cross over.
(Part Retrospective) PERMITTED

DC/17/1513 THE LEVEE, LOXWOOD ROAD, RUDGWICK, RH12 3B
Prior approval for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 8m, for which the maximum height would be 4m, and for which the height of the eaves would be 2.2m. PRIOR APPROVAL NOT REQUIRED

iv) Appeal notices and decisions were noted.

DC/16/2284 GUILDFORD ROAD, RUDGWICK
APPEAL REF; APP/Z3825/W/17/3170044

Retrospective application for works to turn the neglected and overgrown plot of land into a small holding for growing fruit and vegetables and keeping bees including construction of two semi-permanent timber structures and replacement of existing site entrance (damaged) gate with a wooden gate. APPEAL DISMISSED

DC/16/1490 FAIRLEE COTTAGE, BUCKS GREEN, RUDGWICK, RH12 3JE
APPEAL REF; APP/Z3825/W/17/3170864 APPEAL WITHDRAWN

77/17. HDC Planning Committee Rules Proposed Changes

The proposed changes where certain planning applications would be unable to be “called in” were noted and it was unanimously agreed that the Clerk would write to Horsham District Planning expressing that while the reasons for the changes were noted, the fact that the proposal had not been put out for public consultation was considered unfortunate.

78/17. Decisions made by the Clerk under delegated powers were noted.

- Toilet refurbishment:
Change of taps from sensory to standard due to water pressure being too low,
New drainage system in gents’ toilet due to current system not being able to be unblocked.
- Three front door keys (Rudgwick Hall) had been cut for lending to hirers.
- Insurance for Jubilee Hall/Rudgwick Hall had been renewed as part of the three-year arrangement.

79/17 Clerk’s Announcements were noted.

- AGE UK Horsham District letter in support of grant application had been sent.
- Legal advice regarding Rudgwick Sports & Community Centre had been sought and shared with Councillors.
- RBS Accountancy package had been installed and training would be provided on 18th September 2017.

- Kent Surrey Sussex Air Ambulance and St Catherine's Hospice sent letters of thanks for RPC's donation of £150 to each organisation.
- Police report ref Skateboard vandalism/substance abuse had been filed.
- Clerk to access SSALC Data Protection Training – 13 September.
- Skate Park has been painted and root barrier flattened and seeded.

80/17. **Reports received from Parish Council representatives on outside organisations**

Horsham Association of Local Councils Cllr Landeryou had been away and nothing to report.
Youth Centre – meeting to be held on 16th September, no major issues and Cllr Wild will be on holiday.

Rudgwick Brickworks Liaison Group – no update.

Rudgwick Sports & Community Centre (RSCC) – situation unclear, licensee is understood to be leaving at the end of the week and RSCC possibly closing. Until a meeting has taken place and further information is available, RPC is unable to decide regarding providing support. Cllr Bookham proposed and Cllr Buckley seconded to delegate powers to Chairperson and Clerk regarding ensuring RSCC building in case of closure, if required and lease provides power to do so. Discussion took place on the requirement for all members of RSCC to be involved in the decision on the future of the RSCC.

81/17. **Rudgwick Neighbourhood Plan update**

It was reported by Cllr Landeryou that at a meeting with Horsham District Council's Neighbourhood Planning Officer there was indication that 70 to 100 new houses may be required to be delivered in Rudgwick, the 25 additional houses in the Windacres development may be included in this number. New developments are permitted to be included while the plan is approved. Neighbourhood Planning Officer will confirm final numbers when these are known.

82/17. **Lease for Rudgwick Tennis Club** It was **resolved** that RPC would agree to the lease term being increased by five years to 30 years. However, conditions regarding the placement of signs should stay in place and these should read that the Tenant cannot display any Signs* to the exterior of the Property or display any inside the Property so as to be seen from the outside except Signs of a design, size and number and in a position, that are appropriate to the Property and the Permitted Use. *Signs" includes signs, facias, placards, boards, posters and advertisements. These conditions to be sent to the Tennis Club Trustees. Proposed by Cllr Wild seconded by Cllr Bookham and unanimously agreed.

83/17. **Rudgwick Patient Participation Group's (RPPG) request for support with obtaining an accessible minibus** was discussed. It was felt that detailed research in the need for such vehicle would be required to be undertaken as it would be an expensive undertaking. It was suggested that RPPG may wish to investigate hiring/lending minibuses from local schools when these are not in use. It was **resolved** that there may be a possibility of providing some support with a hire scheme. Proposed by Cllr Wild seconded by Cllr Ellis and unanimously agreed.

84/17. **CCTV** It was **resolved** to obtain quotes for CCTV (passive – with recording facility) to cover the area around Rudgwick Hall/parking area/skatepark. Proposed by Cllr Landeryou seconded by Cllr Bookham and unanimously agreed.

85/17. **Church Street Pedestrian Crossing** An application to West Sussex County Council via their community highway scheme for a crossing in Church Street near Queen Elizabeth Road was

considered. Photographic evidence of difficulties caused by inconsiderate parking at school entry time provided by parishioners were viewed. Local schools/pre-schools to be contacted and a survey of the traffic situation to be undertaken. Visibility could possibly be improved through tree pruning/management in Church Street. Cllr Bookham to support Clerk with the application process.

86/17. **Jubilee Hall Structural Survey** It was **resolved** to arrange for structural survey to be undertaken for Jubilee Hall. Proposed by Cllr Landeryou seconded by Cllr Bookham and unanimously agreed. Cllr Brown to provide further information regarding surveyors.

87/17. The **Rudgwick Parish Winter Plan 2017/18** had been submitted to WSCC. An action plan where the November Parish Magazine to include information on valuable resources in times of emergency; December Magazine to provide contact details and Twitter promotion was confirmed. Clerk to investigate the existence of a list of volunteers.

88/17. **Churchmans Meadow Play Equipment.** It was agreed that the Clerk would investigate the possibility of protecting the current Churchmans Meadow play equipment against deterioration as wood poles are having to be replaced at a high level of expense on a very regular basis. Clerk also to investigate alternative equipment to include a wider age range and grant availability.

8.45 pm Cllr Hayes left the meeting.

89/17. **Gate between Churchmans Meadow and Summerfold** It was **resolved** to install a self-closing gate with a fence and planting at either side at the bottom of Summerfold development/ Churchmans Meadow for the sum of £722.48. Proposed by Cllr Bookham seconded by Cllr Wild and unanimously agreed.

90/17. **SSALC training/meeting event for members** were noted.

91/17. **CPRE subscription** It was **resolved** to renew the Campaign to Protect Rural England annual subscription. Proposed by Cllr Wild seconded by Cllr Bookham and unanimously* agreed. *Cllr Buckley declared an interest and did not vote.

92/17 **An item received after publication of the agenda** which the Chairman of the meeting was of the opinion should be considered because of the special circumstances, was the request for a contribution towards water testing. It was noted that RPC has no power to make a direct contribution under standing orders.

93/17. **Accounts**

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

The following accounts had been paid:

Citizens Advice Bureau - donation	100.00
Kent, Surrey, Sussex Air Ambulance Trust - donation	150.00
St Catherine's Hospice - donation	100.00
Clubhouse Construction Ltd – deposit for toilet refurbishment	5,175.15
SC Janitorial Supplies – cleaning materials (2016/17)	29.16

Weald Cleaning Services – July Rudgwick Hall/hedge cutting	403.00
Salaries - July	1,464.62
Post Office Ltd HMRC– NI & IT Contributions July	361.12
WSCC – Pension fund Clerk July	415.32
EDS Drain blockage (toilet refurbishment)	234.08
Professional weed solutions – hogweed clearance	216.00
Viking Office Supplies – office supplies	153.44
NetCom IT – IT software update/support	162.20
Weald Cleaning Services – August Rudgwick/Jubilee Halls	272.00
Salaries - August	1,390.62
Rudgwick PCC - burial ground maintenance contribution	1,500.00
Rudgwick PCC – Rudgwick Parish Magazine contribution	650.00
The Post Office – HMRC NI and Tax August	346.00
WSCC - Pension contributions August	415.32
Southern Counties Janitorial Supplies – janitorial supplies	71.32
Came and Co Local Council Insurers – insurance 1.10.2017-30.9.2018	2,363.42
Streetmaster – bench	900.00
Sussex Building Control – toilet refurbishment	279.60
	£17,152.37

It was agreed to pay the following accounts:

South Downs National Park Authority – Housing Assessment RNP	2,592.00
SSALC – Data Protection training 13.9.2017	57.60
Clubhouse Construction Ltd – toilet refurbishment	22,160.91
	£24,810.51

8.53 Cllr Bailey and member of the public left the meeting.

94/17. The Clerk has successfully completed the probationary period of employment and it was **resolved** to offer a permanent contract and salary increase. Proposed by Cllr Wild seconded by Cllr Ellis and unanimously agreed. Membership of the Society of Local Clerk's memberships was **resolved**. Proposed by Cllr Landeryou seconded by Cllr Buckley and unanimously agreed. It was **resolved** that Cllr Davis and the Clerk would interview the candidate(s) for the position of Litter Warden. Proposed by Cllr Wild seconded by Cllr Buckley and unanimously agreed.

95/17. DATE OF NEXT MEETING Monday 9th October 2017.

There being no other business the Chairman closed the meeting at 9.02 pm

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Chairman

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Date