

RUDGWICK PARISH COUNCIL

Minutes of the Rudgwick Parish Council Meeting held on Monday 9th April 2018 at Rudgwick Hall, Bucks Green at 7 pm.

Present: Councillors R Landeryou (Chairman), R Bookham (arrived late), R Brown, D Buckley, V Davis, M. Ellis, A Haynes, I Maclachlan, P Thompson.

Clerk: Mrs J Foote

Also in attendance: 34 members of the public (including three representatives of consultants/developer of Windacres (Surrey) Housing Development

1/18. **Co-option of new councillor** Paul Thompson.

Proposed by Cllr Landeryou seconded by Cllr Buckley and unanimously approved.

2/18. **Apologies for absence** had been received from Cllrs Gilmour and Wild and reasons for absence were unanimously approved.

3/18. **No Declarations of Interest** and notification of changes to Registers of Interest **were declared.**

4/18. It was **resolved** that **Minutes of the previous Extraordinary Meeting** held on the 5th March 2018 (previously circulated) could be confirmed as a correct record. Proposed by Cllr Brown seconded by Cllr Ellis and unanimously agreed. The Chairman signed the minutes.

5/18. Chairman had **no** announcements.

He did remind the council that as already indicated last year that he would not stand for Chairman of the Council at the May meeting (*for noting only*).

6/18. **Correspondence** received by Council/Chairman was received and discussed (*for noting only*)

- E-mail from members of the public
07.03.2018 I.T. Velo South Event (circulated)
03.04.2018 Consulo Ltd – Proposed Development at Windacres (Surrey) confirming attendance to the Rudgwick Parish Council Meeting of 9th April 2018 (circulated)
- E-mails from West Sussex County Council
08.03.2018 Public Rights of Way contact details and summer clearance schedule (forwarded to chairman/circulated to councillors).
15.03.2018 Louise Goldman, Leader WCSS: Velo South Event – September 2018. (circulated)
- E-mail from Horsham District Council (HDC)
13.03.2018 Local Plan Review Cabinet Report Document. (circulated)
27.03.2018 New Public Spaces Protection Order in the Horsham District (circulated)

Comments:

- Velo South: Proposed route will go through Bucks Green.
- Public Rights Way is undertaking summer clearance of public paths.
- Local Plan Review Cabinet Report Consultation is now open.

- Public Spaces Protection Order include a number of posters of which one will be used in Rudgwick to replace the poster we are currently using to support anti-dog fouling.

7/18. **Reports from District and County Councillors**

County Councillor Christian Mitchell and District Councillor John Bailey sent their apologies. Cllr Bailey requested the following to be reported:

New Horsham District Council Chief Executive, Mr Glen Chipp (Previously at Epping Forest District Council) is taking on this role on 10th April 2018.

8/18. Extension of the meeting by half an hour to provide additional time for the public speaking session **was unanimously agreed.**

9/18. **Public Participation**

Representatives of the consultants (Consulo Ltd) and developer (William Lacey Group) for the Windacres Housing Development (Surrey) provided a brief overview of the proposed development of 56 houses, of which 30% affordable housing. They explained various aspects of the development: houses only two storeys high; 20 – 25 dwellings per ha with buffer zones. Possibility of possible part-inclusion of development in Rudgwick Neighbourhood Plan. The development is in Surrey and it was acknowledged that it would be most likely Rudgwick (West Sussex) facilities that were going to be accessed by the occupants. There was a reference to the fact that Waverly DC may be open to discussion regarding allocation of S106 monies, that boundaries could possibly be changed. Several members of the public asked questions regarding: access to the development – why could this not be in Ewhurst; current access to Rudgwick could possibly be dangerous; traffic problems; the likelihood of further development in adjacent “open areas”; cross boundary access to facilities such as schools; transport; marketing information regarding public transport/shops being overly positive; council tax being paid to one county, services provided by another county; how the landscape was going to be affected.

7.30 pm Cllr Bookham arrived

Neighbourhood Plan inclusion. Cllr Maclachlan clarified that the current West Sussex Windacres development cannot fully be counted toward the 70-100 dwellings that Rudgwick may be expected to include in their Neighbourhood Plan, nor would Summerfold and “windfall developments” or the proposed Windacres (Surrey) development, as the development was not within Rudgwick boundaries.

The proposed development is “a countryside development” and the suggestion was developers were hoping for the development to be included in the Ewhurst Neighbourhood Plan. Cllr Buckley clarified that boundary changes are considered by the Boundary Commission and none are planned for the immediate future. As a result, those against the proposal are to be directed to Ewhurst, being the Council that can oppose the development rather than Rudgwick.

The Chairman thanked the representatives for their presentation.

7.45 pm Development representatives left the meeting.

Proposed traveller site: A Rudgwick Action Group member provided a brief update. There is a further access plan, still via third party land. Previous access plans had to be discounted. There is no provision for a foot path between the proposed site and Rudgwick. West Sussex County Council allows inspection of the Horsham District Council plan but under certain circumstances and these have not been able to be created. There is possible contamination of the site. However, the site is still being considered and the Strategic Planning Department's final selection of sites will be submitted to Cabinet by the end of May. The Chairman thanked the RAG member for the update.

10/18. Planning

Cllr Buckley reported on correspondence received regarding:

- Windacres (Surrey) development – the Ewhurst Parish Meeting had been attended and it was suggested to keep a close eye on the Ewhurst Neighbourhood Plan as Ewhurst would benefit if the houses were built.
- Roman Woods – a letter had been received from HDC Planning Department confirming that most activities that have taken/are taking place cannot be stopped. It was proposed to thank HDC Planning Department for the extensive letter. However we are concerned that personal circumstances of a transgressor (a single mother and child) may result in planning law not being applied.
- Mill Hill House planning application. We understand that the applicant is considering an appeal featuring additional formal proposals to restore the barn. At present we are not in receipt of the details so discussion will be deferred to the next Council meeting.

i) Current Planning Applications were considered for comment to Horsham District:

DC/18/0499	Furnace Lake Stable Guildford Road Slinfold Horsham	Application to confirm the use of 'The Stable Block' as a dwelling house (class C3) for a continuous period in excess of ten years (Lawful Development Certificate – Existing)	We are unable to comment as we cannot confirm the claim made regarding the use of “The Stable Block”
DC/18/0599	Beckington House Church Street Rudgwick Horsham	Erection of front porch, front two storey extension and single first floor front extension including change from hipped to gable end roof. Erection of single storey rear extension.	No objection
DC/18/0698	Old Queens House Bucks Green Rudgwick Horsham	Replacement of 2 front ground floor windows like for like and restoration of 9 windows with double glazing. Restoration of front porch with replacement of 8 sashes with like for like single glazing. Replacement of rear patio doors. (Listed Building consent)	Refer to Listed Building Consent – No objection

DC/18/0150/ DC/18/0683	Farnbrakes Church Street Rudgwick	Variation of condition 1 to previously approved application DC/16/2668 (Demolition of existing dwelling and erection of two 4 bedroom houses, garages, parking and associated external works). Minor-material amendments to approved floor and elevation plans.	No change of comment
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7.55 pm 27 members of the public left

ii) Planning Applications under delegated powers were noted.

DC/18/0255	Morelands Naldretts Lane, Rudgwick	Demolition of existing single storey rear extension and erection of two storey rear extension.	No objection
DC/18/0314	36 Woodfield Road, Rudgwick	Demolition of existing front porch and erection of replacement front porch	No objection
DC/18/0205	Firtree Plantation Hyes, Woodlands Waterways Lane Rowhook	Retrospective application for the re-surfacing of 718m of vehicular access track which is 2.4m wide (NB This proposal is to surface 718 m of track. This will be 2.4m wide and will give vehicles access to Firtree and Oakesfield Plantations. This will enable forestry materials, equipment and new whips (young trees) to be brought in, and coppice and cut wood to be brought out. In this way the woodland will be managed more efficiently.)	No objection to track resurfacing for forestry purposes. However, please note that we have had our attention drawn to potential planning breaches in the area which may be exacerbated by this applic'n
DC/18/0316	Jasmine House Cox Green Rudgwick	Erection of a detached two storey dwelling	No objection
DC/18/0449	Gallops Cottage Morgans Green The Haven Billingshurst	Removal of existing single-storey extension and erection of two storey side/rear extension. Amendments following withdrawal of previous application DC/17/2500.	No objection
DC/18/0424	10 Queen Elizabeth Road Rudgwick	Erection of an attached oak frame car port	No objection on the condition that no additional cladding is added, turning the structure into a garage.

DC/18/0492	Songhurst Cox Green Rudgwick,	Erection of two storey side extension	No objection
DC/17/2925 is actually DC/16/2925	Fordcombe Cox Green Rudgwick	Variation of condition 1 to previously approved application DC/16/2925 (demolition of existing house and construction of two new 2 storey 5 bedroom houses, with associated amenity and parking). Minor-material amendments to facilitate revised site layout and positioning of entrance gate, installation of solar panels, roof lights and sun tunnels.	No objection

iii) Reported decisions made by Horsham District Council on previous applications:

DC/17/2731	Mill House Guildford Road Rudgwick	Erection of a two storey three bedroom detached dwelling with associated triple garage, hardstanding and driveway	Application Refused
DC/18/0046	Mile Oak The Haven Billingshurst	Non-material amendment to previously approved application DC/16/1571 (Erection of replacement dwelling and detached garage following demolition of existing dwelling and its associated curtilage outbuildings). Re-siting of approved garage and alterations to gable ends in lieu of approved Sussex Barn ends,	Application Refused
DC/17/1861	Rudgwick Metals Ltd, Church Street Rudgwick	Formation of temporary construction compound consisting of site parking, 2 x site offices and associated soil stockpiles.	Withdrawn Application
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.	Application Refused
DC/17/2875	Oakwood Cape Copse, Rudgwick	Erection of front porch, erection of rear conservatory, demolition of existing side garage and erection of replacement detached 2 bay garage.	Application Permitted
DC/18/0001	Barnsfold Barnsfold Lane Rudgwick	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	Application Permitted

		of the property comprising double garage, garden store, log store and workshop.	
DC/18/0002	Barnsfold Barnsfold Lane Rudgwick	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)	Application Permitted
DC/18/0256	Windacres Farm Church Street Rudgwick	Prior notification for the creation of a new agricultural access track and re-surfacing of existing track.	Prior Approval Not Required
DC/17/2598	Hall House The Haven Billingshurst	Demolition of existing rear conservatory and erection of replacement conservatory. Erection of chimney to the side of main house. Erection of orangery at the rear independent of the main dwelling (Listed Building Consent)	Application Permitted
DC/17/2598	Hall House The Haven Billingshurst	Demolition of existing rear conservatory and erection of replacement conservatory. Erection of chimney to the side of main house. Erection of orangery at the rear independent of the main dwelling (Householder Application)	Application Permitted
DC/18/0116	1, The Marts Rudgwick	Demolition of existing side conservatory and erection of replacement side extension. Flat roofs over front porch and garage to be replaced with pitched roofs.	Application Permitted
DC/18/0255	Morelands Naldretts Lane Rudgwick	Demolition of existing single storey rear extension and erection of two storey rear extension.	Application Permitted

iv) Reported appeal notices and decisions.

DC/16/2637	Honeywood House Horsham Road Rowhook	Erection of four x 3 bedroom semi-detached dwellings with detached garages; demolition of outbuildings and creation of 25 space car park	Appeal Dismissed
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11/18 Decisions made by the Clerk under delegated powers were noted.

- Jubilee Hall gutters cleaned/soil and debris removed
- Jubilee Hall drains are cleared
- Ordering of oil for Rudgwick Hall

- BT annual contract for both Rudgwick Hall and Jubilee Hall extended – able to negotiate no increase
- Repair of Rudgwick Hall Floor where a plank had broken (wear and tear)
- Energy Performance Certificate required for RSCC and three quotes received, the one via Henry Adams the cheapest at £399 plus VAT and agreed with Chairman R Landeryou and Chairman of Finance Committee, to proceed in accordance with Standing Orders

12/18 Clerk's announcements were noted.

- Rudgwick Preservation Society has thanked the Council for their generous contribution towards the Great War Project
- Jubilee Hall – awaiting correspondence from insurers regarding drains/cracks in wall
- Jubilee garden team has been informed of soil issues
- Lynwick Street leak reported, resulting in Southern Water and WSCC Highways communicating and hopefully addressing issues
- Initial submission regarding A281 Downslink gates has been submitted to WSCC Highways
- Partial clarification of re-allocation of S106 monies in relation to MUGA
- Skate Park work to be undertaken in the next two months. However, element of vandalism has occurred
- Clarified Declaration of Energy Consumption requirements for Rudgwick and Jubilee Hall
- Two quotes for drain repair received awaiting the third
- Third contact for playground surface refurbishment received and contact to be made.
- Land Registry for RSCC is delayed, it is an extremely slow process
- Tennis Club Lease is linked to Land Registry process and as such also delayed
- Churchman's Meadow play equipment – a second play equipment company will be visiting the site next week to provide a quote for replacement of equipment
- Tree Survey Foxholes Copse issues have been resolved and invoice for reduced charges received
- Football Foundation regarding RSCC building have been contacted again, waiting for response
- British Gas has been contacted to investigate costs for connecting Rudgwick Hall to the main gas network

13/18. Annual Parish Meeting (draft Minutes attached)

No actions reported.

14/18. Reports from Parish Council representatives on outside organisations

Horsham Association of Local Councils - Next meeting is 18th April 2018 at Henfield Hall to be attended by Cllr Landeryou

Youth Centre – meeting 19th March 2018. Cllr Wild has asked for it to be reported that the Youth Centre Committee (YCC) is considering for the feasibility study for refurbishment of the youth centre to be undertaken and YCC is requested details of the amount of funding that has been set aside for this by RPC.

Rudgwick Brickworks Liaison Group - Cllr Maclachlan had nothing to report and next meeting is 12th June 2018.

CAGNE –the minutes of the Forum meeting held on 25th February 2018 and related information had been circulated to members. Cllr Landeryou reported that the letter received by the Council regarding proposed night flights resulted in a reply from Gatwick Airport regarding the information being incorrect.

However, it highlighted that Noise Management is heavily weighted towards those communities further away from Gatwick and it is understood that there is a wish to reduce flightpaths from 10 to 8 miles. Cllr Landeryou is to chair the next CAGNE meeting on 26th April 2018

15/18. Future Organisation of Rudgwick Sports & Community Centre (RSCC)

It was reported that there is an urgency to meet with the various users of the changing rooms on how to proceed regarding the use/cost implications of the changing rooms within the new framework. The aim is to have a system operating with little direct involvement from RPC.

16/18 RSCC update.

It was reported that Heads of Term are almost ready for Little Streets, for a full repairing lease. There is a hope to start June 2018. It is proposed to divide the costs of utility bills on a percentage. Feeding Tariff of solar panels can be discussed at a later stage. With the changing rooms being kept under administration by RPC, the Football Foundation should be assured of our commitment to keeping football being played on KGV field.

17/18. Councillors e-mail addresses for parish council correspondence in line with GDPR legislation.

It was **resolved to opt for e-mail addresses to be on a separate server with the local IT support provider** at an approximate cost of £150.00 p.a. Proposed by Cllr Thompson seconded by Cllr Maclachlan and unanimously agreed.

18/18. Grant application under S137 from Rudgwick Arts Society

The request for a grant towards the installation of a ceiling projector and drop-down screen in Rudgwick Hall was discussed. Several points (demand for projector/screen; maintenance costs; hire charges) were brought up and it was decided to bring this item to the next RPC meeting.

19/18. Expenditure for grounds renovation at KGV Field.

With this winter's bad weather, it was **resolved** to undertake the proposed work at a cost of £2,593 plus VAT. Proposed by Cllr Ellis seconded by Cllr Brown and unanimously agreed.

20/18. Interim Payment - Upgrading of the fire escape ramp at Rudgwick Hall by Gary Steer Building

It was **resolved to make an interim payment up to £2,500** to Gary Steer Building. Proposed by Cllr Davis seconded by Cllr Bookham and unanimously agreed.

21/18. Survey regarding the extension to the graveyard of the Holy Trinity Church, Rudgwick.

It was **resolved to appoint Brunel Surveys** to undertake the work at a cost of £650 plus VAT. Proposed by Cllr Thompson seconded by Cllr Bookham and unanimously agreed.

22/18. A desk-based heritage assessment regarding the extension to the graveyard of the Holy Trinity Church, Rudgwick.

It was **resolved to appoint Oxford Archaeology** to undertake the work at a cost of £1,500 plus VAT. Proposed by Cllr Bookham seconded by Cllr Maclachlan and unanimously agreed.

23/18. Fields in Trust Membership

It was **resolved retrospectively to continue annual membership** at a cost of £50.00 p.a. Proposed by Cllr Brown seconded by Cllr Landeryou and unanimously agreed.

24/18. NALC Magazine Subscription

It was **resolved retrospectively to continue annual subscription** at a cost of £34.00 p.a. Proposed by Cllr Bookham seconded by Cllr Landeryou and unanimously agreed.

25/18. Annual payment to Ube for website hosting

It was **resolved for Ube to continue to host the web site** at a cost of £725.53 p.a., to be reduced when the new website comes into operation. Proposed by Cllr Bookham seconded by Cllr Buckley and unanimously agreed.

26/18. Surrey Hills Solicitors to arrange for Land Registry transfer for RSCC.

It was **formally resolved to appoint Surrey Hills Solicitors** to undertake the work involved. Proposed by Cllr Bookham seconded by Cllr Brown and unanimously agreed.

8.20 pm Two members of the public left.

27/18. There were no items were received after publication of the agenda which the Chairman of the meeting was of the opinion should be considered because of special circumstances.

28/18. Accounts

The following accounts have been paid:

5553	Rudgwick Preservation Society - grant	£750.00
5554	Rudgwick Pre-School - grant	£74.81
5555/6/7/8	Salaries February	£1823.18
5559	K Reina refund for hall hire - cancellation	£35.00
5560	Business Stream RSCC Water Rates Oct to January	£239.19
5561	SSALC Training – End of Year Training	£72.00
5562	WSCC Pensions Contribution February	£482.42
5563	HMRC Tax and NI February	£468.29
5564	Weald Cleaning Services - March	£255.00
5565	Action Plumbing – Annual gas service boiler	£90.00
FPO	Goodwins Building Services Ltd - RSCC	£195.84
FPO	Drainflow Solutions – Jubilee Hall	£234.00
FPO/TFR	Salaries March	£1819.93
FPO	Goodwins Building Services Ltd - RSCC	£1397.94
FPO	SSALC – Technical Networking Day	£96.00
FPO	SSE Southern Electric – Jubilee Hall	£23.75

TFR	Surrey Hills RPC – Land Registry/Tennis club	£772.80
FPO	TMS Electrical Contractors – Rudgwick Hall outside lamp	£88.49
FPO	Certas Energy - Oil Jubilee Hall	£611.73
TFR	Surrey Hills RPC – Tennis Club lease	£1033.20
TFR	Weald Services - April	£391.00
TFR	Litter Warden Expenses – bin bags and mileage to recycling centre	£8.54
FPO	Keen Consultants – Foxhole Tree Survey	£420.00
FPO	Maskell Heating – JH oil tank annual service	£90.00
FPO	Business Stream – Water rates Jubilee Hall	£177.17
FPO	Clerk Expenses (October – March)	£322.50
FPO	Murray West – Beekeeping refund (less than 50 people and compensation for hall not being clean – winter weather)	£52.00
	Total	£12,024.78

The following accounts were presented for payment:

	Upper Bridge Enterprises – website hosting charges	£725.53
	WSSC Pensions Contribution March	£428.42
	HMRC Tax and NI Month 12 - +1p o/s Month 7	£467.50
	WSALC Limited – Annual Membership 18/19	£809.60
	Sport & Play – Repair of Rudgwick Hall floor	£354.00
	Action in Rural Sussex – Membership 18/19	£144.00
	SSALC Limited – subscription to magazine 18/19	£34.00
	Gazprom – gas RSCC 1.10.17 – 1.03.2018	1,400.98
	Total	£4,364.03

Proposed by Cllr Landeryou seconded by Cllr Maclachlan and unanimously agreed.

Members of the public were asked to leave due to the confidential nature of the next Agenda item.

8.25 pm Two members of the public left.

29/18. **Staff Matters**

It was **resolved to offer Ms N Donbavand the position of assistant clerk.**

Proposed by Cllr Maclachlan seconded by Cllr Bookham and unanimously agreed.

It was resolved to spend up to £1,500 on office resources.

Proposed by Cllr Thompson seconded by Cllr Brown and unanimously agreed.

The meeting closed at 8.58 pm

30/18. DATE OF NEXT MEETING: MONDAY 14TH MAY 2018

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Chairman

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Signed