

# RUDGWICK PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 14th May 2018 at the Rudgwick Hall, Bucks Green at 7p.m.

Present: Councillors R. Landeryou (outgoing Chairman), R Bookham, R Brown, D Buckley (incoming Chairman), K Gilmour, A Haynes, I Maclachlan, P Thompson.  
Clerk: J Foote

Also in attendance: 14 members of the public.

John Bailey, Horsham District Councillor  
Christian Mitchell, West Sussex County Councillor

## 31/18. **Election of the Chairman**

The Chairman thanked the Vice Chairman and Councillors for their support and the RSCC working group in particular. **Cllr Buckley was elected as Chairman** having been proposed by Cllr Haynes seconded by Cllr Gilmour and unanimously agreed. A Declaration of Acceptance of the office of Chairman was signed by Cllr Buckley.

## 32/18. **Election of the Vice Chairman**

**Cllr Thompson was elected as Vice Chairman** having been proposed by Cllr Haynes seconded by Cllr Landeryou and unanimously agreed. A Declaration of Acceptance of the office of Vice Chairman was signed by Cllr Thompson.

33/18. **Apologies for Absence** had been received from Cllrs Brown, Davies and Ellis and reasons for absence were unanimously approved.

34/18. A **Declaration of Interest** was received by Cllr Gilmour regarding planning application DC/18/0864. Members had completed the Register of Interest (previously circulated) and these should be signed and returned to the Clerk by 21st May 2018.

35/18. It was **resolved** that **Minutes of the previous meeting of the Full Parish Council held** on the 9th April 2018 (copy circulated) could be confirmed as a correct record. This was unanimously agreed.

## 36/18. **Public Participation**

A resident of Cox Green spoke about the Review of Built-Up Area Boundaries (BUAB), part of the Local Plan Review: Issues and Options – Employment, Tourism and Sustainable Rural Development. (closing date 25.5.2018) The proposed changes for inclusion are: RW1: Jasmine House, Rudgwick; RW2: Land north of Lynwick Street to 'Rooters' The properties north of Lynwick Street have a suburban appearance. It is considered that these properties should be included in the BUAB. The south of the road is rural in appearance and development beyond 'Rooters' would lead to urbanisation of an area which is more rural in character and less related to the built form of Rudgwick; RW3: Land South of Summerfold, Rudgwick Inclusion of new development area within built-up area. It was felt that RW 2 was inappropriate. The reasoning of the area to be of suburban appearance obscure and it was felt that the inclusion proposal would open possibilities of inappropriate developments. A request was made for the Council to object against proposal RW2.

A representative of the Rudgwick Action Group provided an update regarding the Gypsy, Traveller and Travelling Showpeople Draft Site Allocations Consultation. The Billingshurst site has been withdrawn by the land owner and the policy is now on hold. A further search for additional sites is to be undertaken although not sure if the policy will be taken further – there is no timetable. A suitable vehicular access for Smithers Rough has apparently been found. However, no pedestrian access is mentioned. West Sussex County Council (WSSCC) Highways have issues with no pedestrian access and would probably object. Plans are not open for viewing to the public or elected representatives. District Cllr Bailey commented that the policy going to Cabinet had been postponed, that he has not further information and would follow up on the matter.

### 37/18. Planning

The Chairman thanked the speakers for their contributions and the Clerk would be asked to comment electronically to the Local Plan Review: Issues and Options – Employment, Tourism and Sustainable Rural Development, keeping in mind the view expressed.

County Councillor Bailey made the comment that DC/18/0683 is an application made by Berkeley Homes (Southern) Ltd and not Rudgwick Metals as originally stated.

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

<b>Application No</b>	<b>Applicant</b>	<b>Reason for Application</b>	<b>RPC Recommendation</b>
DC/18/0683	Berkeley Homes (Southern) Ltd, Leatherhead, Surrey	Non material amendment to previously permitted application DC/16/2917 (Demolition of 2 x existing dwellings, industrial and agricultural outbuildings and erection of 55 dwellings, x offices (B1 Use Class) and industrial building extension (B2 Use Class) with associated access, drainage and landscape works) alterations include erection of bin store, lay-by removal, amendments to car barn (Plot 55) and fenestration and door alterations (Plot 1-4).	No objection Unanimously agreed
DC/18/0704	8 Buckhurst Cottages, Church Street, Rudgwick, Horsham	Erection of detached workshop to the rear of the property	No objection Unanimously agreed
DC/18/0811	Rylands, Loxwood Road,	Erection of a two storey infill side extension including dormer window to the North	No objection Unanimously agreed

	Rudgwick, Horsham	East elevation. Loft conversion including roof alterations and installation of roof lights and window with juliette balcony on the rear elevation.	
DC/18/0864	Hall House, The Haven, Billingshurst,	Erection of a new stable block and sandschool on land adjoining Hall House	Objection – not a suitable location Cllr Gilmour refrained from commenting/voting Agreed

The above applications can be viewed through the Horsham District Council public access web page (<http://public-access.horsham.gov.uk/public-access/>)

ii) Planning Applications under delegated powers were noted.

<b>Delegated Applications</b>				
<b>Application No</b>	<b>Applicant</b>	<b>Reason for Application</b>	<b>Recommendation</b>	<b>Official Response Date</b>
DC/18/0420	New Barn, Guildford Road, Rudgwick, Horsham	Change of use of agricultural land to domestic residential land associated to "New Barn". Erection of a detached single storey double garage and installation of new door and window to South elevation of existing barn.	No Objection	11/05/2018
DC/18/0521	Monks Farm, Honeywood Lane, Okewood Hill, Dorking	Application for the retention of existing mobile home	No Objection subject to the planning authority imposing a time restriction on the temporary structure".	04/05/2018
DC/18/0731	Marshalls Farm, The Haven, Billingshurst, West Sussex	Retrospective application for the erection of a permanent mobile home.	Objection on the basis that the mobile home is contrary to Policy 34 of the Horsham Planning Framework and it does not make a positive contribution to the character and distinctiveness of the area or reinforce the special character of the district's historic environment through appropriate siting,	11/05/2018

			scale, form and design; including the use of traditional materials and techniques.	
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iii) Decisions made by Horsham District Council on previous applications were noted.

<b>HDC Council Decisions</b>				
<b>Application No</b>	<b>Applicant</b>	<b>Reason for Application</b>	<b>RPC Recommendation</b>	<b>HDC Decision</b>
DC/17/2410	Windacres Farm, Church Street, Rudgwick, West Sussex	Retrospective application for the erection of an agricultural storage building	No objection – with the following conditions: 1. evidence to be provided that there is an agricultural need for a building of this size; 2. building to be used for agricultural storage only.	Application Withdrawn
DC/18/0065	Hall House, The Haven, Billingshurst, West Sussex	Erection of a stable building and associated sand school	No Objection	Application Withdrawn
DC/18/0314	36 Woodfield Road, Rudgwick, Horsham, West Sussex	Demolition of existing front porch an erection of replacement front porch	No Objection	Application Permitted
DC/18/0202	Hedgecocks, Drungewick Lane, Loxwood, Billingshurst, West Sussex	Demolition of five existing outbuildings and erection of a new ancillary outbuilding and garden store	No Objection	Application Permitted
DC/18/0327	Hermongers Farm Hermongers Rudgwick Horsham West Sussex RH12 3AL	Demolition of existing buildings and erection of a two storey dwelling with new access route	No Objection	Application Permitted
DC/18/0424	10 Queen Elizabeth Road Rudgwick RH12 3HP	Erection of an attached oak framed front carport	No objection on the condition that no additional cladding is added, turning the structure into a garage.	Application Permitted
DC/18/0449	Gallops Cottage Morgans Green The Haven Billingshurst RH14 9BJ	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	Application Permitted

DC/18/0492	Songhurst Cox Green Rudgwick RH12 3DD	Erection of two storey side extension to provide garage / workshop and single storey rear extension with enclosed balcony area	No Objection	Application Permitted
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iv) Appeal notices and decisions were noted.

Appeals Lodged				
Application No	Applicant	Reason for Application	RPC Recommendation	Appeal Decision
DC/17/2731	Mill House, Guildford Road, Rudgwick, Horsham	Erection of a two storey three bedroom detached dwelling with associated triple garage, hardstanding and driveway	Objection. The development is outside the built up area boundary. Future/amended planning applications should be subject to a legal agreement regarding the restoration of the barn.	

The appeal could not be found on the Horsham District Planning (HDC) website or Government website. A member of the public clarified that there are currently some issues with the HDC system of uploading and regarding the Government website, an appeal is uploaded when an inspector is allocation to the particular appeal.

38/18. There were no **Matters Arising** from the previous meeting.

39/18. **Reports from County and District Councillors** (for noting only).

District Councillor Bailey reported that the Gypsy, Traveller and Travelling Showpeople Draft Site Allocations Consultation was on hold. With regard to Boundary changes Rudgwick Parish could send comments to HDC and that Lynwick Street was going to be closed for road maintenance. Clerk confirmed that notices had been placed on Parish website and parish notice boards regarding the road closure.

County Councillor Mitchell had nothing to report and welcomed questions from the Council; there were none.

The Chairman thanked both Councillors.

7.30 pm Cllr Mitchell left

40/18. The **committees and working groups for 2018/19** and their terms of reference.

(2017/18 details and recommendations circulated) were reviewed and unanimously accepted.

41/18. **Appointment of members to existing committees and working groups** were agreed:

**Committees:**

Planning Committee: Cllrs Bookham, Gilmour, Haynes, Landeryou, Maclachlan and Chairman Buckley and Vice Chairman Thompson. It was agreed for Chairman Buckley to be Committee Chairman and Cllr Maclachlan Committee Vice Chairman.

Finance, Policies and Human Resources Committee: Cllrs Bookham, Landeryou, Wild and Chairman Buckley and Vice Chairman Thompson with one vacancy to be actioned at the June meeting. It was agreed for Cllr Wild to be Committee Chairman.

Recreation and Halls: Cllrs Bookham, Gilmour, Haynes, Landeryou (for the time being) and Chairman Buckley and Vice Chairman Thompson. It was agreed for Cllr Landeryou to be Committee Chairman. It was agreed to take this finalise the members for this committee at the June meeting when the three absent councillors can indicate their preference.

Complaints Committee: Chairman Buckley and Vice Chairman Thompson with two vacancies to be actioned at the June meeting.

**Working Groups:**

Emergency Planning and Community Safety: Cllr Brown (Chair) and vacancies

Traffic Calming: Cllrs Bookham (Chair), Gilmour, Landeryou and Maclachlan

Ex-RSCC Building: Cllrs Bookham, Buckley, Landeryou and Wild (Chair).

Cllr Wild requested support with the “care taking duty of the building” and responsibility for the keys; Cllr Bookham offered his support.

Vacancies to be actioned at the June meeting.

42/18. **Representation on or work with external bodies** and arrangements for reporting back were agreed unanimously:

Horsham Association of Local Councils (HALC) – Cllr Thompson

Rudgwick Youth Club – Cllr Wild

Rudgwick Brickworks Liaison Group – Cllr Maclachlan

CAGNE (Communities against Gatwick Noise and Emissions) – Cllr Landeryou

SALC Ltd – (up to 2 representatives) Cllr Landeryou

**Reports were received on:**

HALC meeting 18 April 2018: Velo cycle event on 23.9.2018 (13,000 cyclists expected) will result in a 5-hour road closure from Rowhook to Loxwood via A281. If residents have somewhere they need to be, contact can be made with WSCC/organisers for escort support. There will be pedestrian crossing points on the course. It is an opportunity for local businesses to attract custom especially as riders are to register the evening prior to the event.

Youth Centre meeting 14 May 2018: The Youth Centre committee is proceeding with a feasibility study of the refurbishment of the facilities. Parish Council will contribute £1,500 when an invoice is received. Study should be within next 4-6 weeks.

43/18. **It was resolved to confirm delegated powers to the Planning Committee.**

Where planning deadlines must be met outside meeting dates, councillors will meet electronically.

The Chair of the Planning Committee to confirm the decision and the Clerk to inform Horsham District Council Planning. Proposed by Cllr Wild seconded by Cllr Landeryou and unanimously agreed.

44/18. **Bank signatories** to be Chairman Buckley, Cllrs Landeryou and Maclachlan and the appointment of Cllr Wild **to carry out the quarterly financial checks** were unanimously agreed.

7.50 pm District Councillor Bailey left.

45/18. **Arrangements for insurance cover in respect of all insured risks** were confirmed by the Clerk. Current insurance expires 1.10.2018 and quotes will be requested in the next few weeks.

46/18. **Minutes (copy attached) of the Draft Finance Policy and Human Resources Committee Meeting held on the 3<sup>rd</sup> May were received and the recommendations made therein regarding the review of Parish Council documents and the Annual Return ratified.**

Further policies to be formulated to ensure adherence to current legislation and all policies to be posted on the new Parish Council website was **resolved**. Proposed by Cllr Landeryou seconded by Cllr Thompson and unanimously agreed.

47/18. **The effectiveness of the internal auditor** to be confirmed at June meeting. Current internal auditor has audited Rudgwick Parish Council for a number of years. SSALC recommendation is to change auditor every 3-5 years. Clerk will explore options for 2018/19 audit.

48/18. **End of year income and expenditure figures for 2017/18 were received.** (For noting only)

49/18. **Time and dates of the Parish Council Meetings for 2018/19 were approved.**

Parish Council meetings to be held every second Monday of the month (except for August) at Rudgwick Hall, Bucks Green RH12 3JJ at 7.00 pm. Unanimously agreed.

June 11th	December 10th
July 9th	January 14th
September 10th	February 11th
October 8th	March 11 <sup>th</sup> (Annual Parish Meeting)
November 12th	April 8th

50/18. **The appointment of Marshall Clark LLP** to undertake a Building Condition Survey of the Rudgwick Sports and Community Centre and produce a Report at a cost of £1850 plus VAT was **resolved**. The established reputation was a deciding factor. Proposed by Cllr Bookham seconded by Cllr Buckley and unanimously agreed.

51/18. **Expenditure of up to £1,500 regarding the required electrical inspection** of the ex-RSCC building was resolved. Proposed by Cllr Bookham seconded by Cllr Haynes and unanimously agreed.

52/18. **Proposed Heads of Term for the lease of part of the ex-RSCC building** to Little Street (BGP Enterprise Ltd) are currently still uncertain until a response from the Football Foundation has been received (expected 15.5.2018). A requirement would be for the decision to be formalised in writing. Other issues are car parking/road issues.

Chairman Buckley had retrieved several unclaimed trophies from the building and it was agreed to hand these over to the Rudgwick Preservation Society, either for these to be kept or handed over to the last-named person (engraved names) as the Society sees fit. (for noting only)

Cllr Wild informed the Council of Broadbridge Heath Football Club making contact regarding the possibility of obtaining some items for their new facilities. The bar and glasses are to be donated. (For noting only.)

53/18. **Resolution to appoint Surrey Hills Solicitors to draw up the lease** as soon as Heads of Term have been agreed, for part of the ex-RSCC building, between Rudgwick Parish Council and BGP Enterprise Ltd and fees will be approximately £1,500 plus VAT and disbursements was **resolved**. Proposed by Cllr Buckley seconded by Cllr Bookham and unanimously agreed.

54/18. **Procedures for consideration of S137 grants** - Local Government Act 1972 were **resolved**. The policy is to include two annual dates for request for grants in accordance with policy requirements. Proposed by Cllr Bookham seconded by Cllr Gilmour and unanimously agreed.

55/18. **A S137 grant of £150.00 to Rudgwick Arts Society** towards the funding of a projector and screen was **resolved**. The Council agrees for Rudgwick Hall to host the equipment and responsibility for the maintenance, upkeep and use to be the responsibility of the Rudgwick Arts Society. Proposed by Cllr Bookham seconded by Cllr Haynes and unanimously agreed.

56/18. **A S137 grant of £250.00 to Ellens Green and Rudgwick Garden Association** towards the funding of the Summer Show was **resolved**. Proposed by Cllr Thompson seconded by Cllr Maclachlan and unanimously agreed.

57/18. **S106 monies allocation** and possibility of changing projects update. Further investigations are to be undertaken. Cllr Bookham, Gilmour, Landeryou and Thompson offered to form a Section106 Working Group to take this matter further.

58/18. The appointment of **Satswana Ltd as Data Protection Officer for 2018/19**, Bronze Service at a cost of £150 plus VAT p.a., adhering to General Data Protection Regulation Legislation was **resolved**. Proposed by Cllr Wild seconded by Cllr Landeryou and unanimously agreed.

8.45 pm Cllr Haynes gave his apologies as he had to leave the meeting.

59/18. **Accounts were presented and unanimously agreed:**



LLOYDS CURRENT ACCOUNT					
Date	Ref	Detail	Expenditure	Income	Balance
09/04/2018	FPI	Hall Hire		£ 97.50	£ 10,075.57
10/04/2018	FPI	Hall Hire		£ 92.50	
10/04/2018	FPI	Hall Hire		£ 92.50	
11/04/2018	FPO	SSALC LIMITED	£ 34.00		
11/04/2018	FPO	AIRS	£ 144.00		
11/04/2018	FPO	SPORT&PLAY	£ 354.00		
11/04/2018	FPO	WSALC LTD	£ 809.60		
11/04/2018	FPO	GARY STEER BLDG	£ 2,238.00		
11/04/2018	TFR	UBE ENTERPRISES	£ 725.53		
13/04/2018	FPO	WSCC PENSION FUND	£ 428.42		
13/04/2018	FPO	HMRC - ACCOUNTS OF	£ 467.50		
16/04/2018	FPI	AS RUDGWICK		£ 200.00	
16/04/2018	TFR	Bank Refund - compensation		£ 100.00	
16/04/2018	TFR	Bank refund - for telephone call		£ 27.40	
17/04/2018	FPI	Hall Hire		£ 92.50	
20/04/2018	DEP	Hall Hire		£ 26.50	
23/04/2018	DD	O2	£ 6.00		
23/04/2018	DD	O2	£ 11.44		
23/04/2018	TFR	Hall Hire		£ 92.50	
24/04/2018	DEP	Transfer from Natwest Account		£ 15,000.00	
24/04/2018	TFR	C MALLPRESS JH gutter/soil clearance	£ 93.00		
24/04/2018	FPO	Deposit Refund	£ 50.00		
24/04/2018	FPO	Deposit Refund	£ 50.00		
24/04/2018	FPO	TURNER SECURITY - RSCC	£ 897.60		
24/04/2018	FPO	GOODWINS BUILDING - RSCC	£ 180.00		
24/04/2018	FPO	SUSSEX BLDG CONTRL - RH ramp	£ 264.00		
24/04/2018	FPO	ABBEY BOILERS - RH boiler leak	£ 501.72		
24/04/2018	FPO	IT NETCOM SOLUTION - 365 an/ch	£ 149.76		
24/04/2018	TFR	SURREY HILLS - Land Registry	£ 138.00		
25/04/2018	BP	SALARIES APRIL 2018	£ 2,074.27		
25/04/2018	BP	Expenses OSW	£ 44.90		
27/04/2018	BGC	HDC GENERAL ACCT - 1st precept		£ 36,520.00	
27/04/2018	FPI	Hall Hire		£ 118.00	
30/04/2018	BGC	HDC GENERAL ACCT - Environmental Cleansing		£ 1,019.63	
30/04/2018	TFR	Hall Hire		£ 81.00	
01/05/2018	FPI	Hall Hire		£ 172.80	
01/05/2018	TFR	Hall Hire		£ 1,147.50	
02/05/2018	BGC	Hall Hire		£ 50.40	
03/05/2018	FPI	Hall Hire		£ 97.50	
04/05/2018	BGC	Fields in Trust refund from 2017		£ 243.60	
08/05/2018	FPI	Hall Hire		£ 92.50	
10/05/2018	FPI	Hall Hire		£ 22.00	
11/05/2018	DEP	3 x Hall hire		£ 199.10	£ 55,901.76

NATWEST EXPENDITURE					
Date	Ref	Detail	Expenditure	Income	Balance
12/04/2018	DD	Your Energy Bill	£ 100.00		£ 26,009.45
16/04/2018	DD	HDC General Account RSCC Business Rates)	£ 690.00		
17/04/2018	DD	Onebill Ltd	£ 24.14		
18/04/2018	Chq 5559	Refund for Hall booking	£ 35.00		
19/04/2018	SO	NTNL Playing Field ASSC Membership	£ 25.00		
23/04/2018	Chq 5554	Rudgwick Pre School s137 Grant	£ 74.81		
26/04/2018	Chq 5566	Transfer to Lloyds Current Account	£ 15,000.00		
27/04/2018	DD	Business Stream	£ 234.46		
27/04/2018	DD	British Gas	£ 311.94		
01/05/2018	DD	HDC Business Rates Jubilee Hall	£ 52.00		
08/05/2018	DD	British Telecom	£ 38.41		£ 9,523.69

PAYMENTS TO BE APPROVED					
14/05/2018		IT Netcom IT solutions - IT Support	£ 90.00		
14/05/2018		P Juniper - KGV repairs/CM planting	£ 520.18		
14/05/2018		SCJS - cleaning supplies	£ 110.39		
14/05/2018		Brunel Services - Burial Ground	£ 780.00		
14/05/2018		Goodwins Building Services Ltd	£ 303.78		
14/05/2018		Weald Services	£ 297.50		
14/05/2018		HMRC - April	£ 414.21		
14/05/2018		WSCC - Pension	£ 428.42		
14/05/2018		Travel expenses J Foote & RH purchases	£ 146.05		
14/05/2018		Expenses R Landeryou	£ 81.90		
14/05/2018		Surrey Hills Tennis Club Lease Land Registry	£ 536.80		
14/05/2018		Annual Meeting 14.5.2018	£ 3,709.23		

Approved at meeting in April

Approved at Extraordinary meeting in March

**60/18. Staff Matters**

- Resolve for the Assistant Clerk to be admitted (new employee) into the West Sussex Local Government Pension Scheme (LGPS).
- Resolve contractual conditions for Assistant Clerk.
- Resolve adoption of NALC pay scale 1 April 2018/19.
- Resolve salary point for Clerk.

All staff matters were **resolved**, proposed by Cllr Wild seconded by Cllr Gilmour and unanimously agreed.

Chairman Buckley gave, on behalf of the full Council a vote of thanks to Cllr Landeryou for his time as Chairman of the Parish Council,

**61/18. Date of the next meeting: Monday 11<sup>th</sup> June 2018**

**The Chairman closed the meeting at 8.54 pm**

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Chairman

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Date