

Rudgwick Parish Council

Minutes of the Meeting of the Parish Council held on Monday 11th June 2018 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm

Present: Councillors D Buckley (Chairman), P Thompson (Vice-Chairman), V Davis, M Ellis, A Haynes, R Landeryou, I Maclachlan, R Wild.
Clerk: J Foote

Four members of the public

62/18. **Apologies for Absence** had been received from Cllrs Bookham, Brown and Gilmour and reasons for absence were noted and unanimously approved.

County Councillor Christian Mitchell and District Councillor John Bailey sent their apologies due to other meeting commitments.

Ms Kayla Ente, CEO Brighton and Hove Energy Services Co-op (BHESCo) had not yet arrived and it was agreed that the presentation would take place later in the meeting.

63/18. No **Declarations of Interest** from councillors on any matters to be considered at the meeting or notifications of changes to members were received.

64/18. It was resolved that Minutes of the previous Meeting held on the 14th May (previously circulated) could be confirmed as a correct record on the condition that two amendments were made (recorded in yellow and initialled by the Clerk and Chairman). This was unanimously agreed and the Chairman signed the minutes.

65/18. **Matters Arising from Previous Meeting** (*for noting only*)

It was reported that the Appeal Statement for Mill House (DC/17/2731) had not yet been published on the Horsham District Council (HDC) or Government website.

66/18. **Chairman's announcements.**

The Chairman drew attention to the 100th anniversary of the suffragette movement and its indirect connection with Rudgwick through Mrs Pam Henderson (Rudgwick Parish Council 1964-1995)/past Horsham District Councillor, whose mother was in the suffragette movement.

67/18. **District and County Councillors Reports** (*for information only*).

Councillor Bailey sent in the following report: The consultation regarding the village envelope closed Friday 25th May. Submissions are now being considered by Horsham Planning Department (Forward Planning). An interim plan will be published later this year with a preferred options document published in the Summer/Autumn 2019. Cllr Buckley reported that there had been some issues with Summerfold residents regarding the grassy knoll at the bottom of the development and residents are investigating purchasing the land in question.

There is no further information available regarding Rudgwick's position in the The Gypsy, Traveller and Travelling Showpeople Draft Site Allocations Development Plan. However, four Nuthurst Ward pitches have now been approved.

68/18. **Public participation.**

A Cox Green resident reported attending a recent North Horsham Planning Meeting where the Farnbrakes planning application for retrospective approval had been discussed. The Trafalgar Liberal Democratic District Councillor was reported to have spoken up against retrospective planning applications. The Farnbrakes development was negatively commented on regarding the difference in height of the dwelling in the original planning application and the end build. The boundary wall was another issue that was discussed and this was referred to the Compliance Department.

Another Cox Green resident reported the dangerous traffic situation caused by the number of vehicles parked near the Brava Development site. Parked vehicles (on average 7-10 daily) result in the road being single lane access only and as there are no warnings in place, several dangerous, near misses involving road users have taken place. The police were called and it was confirmed that the parking was legal although it was recommended to place warning signs warning road users of the single lane situation. West Sussex County Council Highways should be contacted for this.

The Council agreed to write to the site manager with the request for more sympathetic parking to allow spaces for other road users to move over when necessary. WSCC Highways to be copied in.

69/18. **Presentation on Heating Options for Rudgwick Hall** - Kayla Ente, CEO, Brighton and Hove Energy Services Co-op (BHESCo).

The recommended option for Rudgwick Hall is a heating cassette system to be installed in the ceiling with warm air being pushed downwards. Electricity produced by solar panels would be able to be used and there could possibly be a small chance of accessing a feed in tariff for the solar panels already installed. Current duct system was inefficient and would therefore not be used. The Council would enter in a 10-year power purchase agreement after which the equipment would become property of the Council. During the agreement costs would be £278.00 per month (year one) increasing by 2.5% in subsequent years. This would cover development, purchase, installation and maintenance, costs and return of investment to the co-operatives investors. Questions were asked regarding noise of the system, could the Council contact/visit a user of the system, why not recommending an air source heat pump? Ms Ente responded that contact/visit could be arranged and that air source heat pump would require the ducts to be used.

The Chairman thanked Ms Ente for her contribution and confirmed that information would be considered at the June Halls and Recreation Meeting for recommendation to the Full Council Meeting in July.

70/18. **Planning**

- EIA Scoping Request Consultation: Extension to Restoration of Rudgwick Brickworks Claypit with Imported Inert Material was reported on. Cllr Maclachlan provided information:
 - The application is to extend towards Sussex/Surrey border path, the gully would be filled and water would be piped.
 - The application is 10% over and above the current work.
 - There have been no objections from Lyndwick Street residents.
 - The application is open ended as an exact finish date for current work is unknown. Truck deliveries will cease while site work continues.
 - Sloped/steep areas which is an extensive bit of land, will see native trees being planted.

A discussion took place and it was unanimously **resolved** to respond to the consultation with:

“We appreciate there is no fixed date for the current undertaking. When we know that end date we would be happy to extend by six months.”

- Preferred Options Consultation of Local Plan Part 2 – Waverley Borough Council
Cllr Buckley reported that there were no issues that could affect Rudgwick. He reported the application for the extension of a Gypsy, Traveller and Travelling Showpeople site on Knowle Lane, Cranleigh from two to four.
- i) The following current Planning Applications were considered for comment to Horsham District Council:

Planning Applications				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/18/1093	The Levee, Loxwood Road, Rudgwick	Proposed first floor extension including installation of dormer window to southwest elevation and two dormer windows to northeast elevation.	No objection, agreed unanimously.	14 June 2018
DC/18/1103	Hermongers Deer Farm, Hermongers, Rudgwick	Erection of two new oak-framed barns to provide covered car parking and bin stores for two previously approved dwellings. (Previous planning reference: DC/17/2354)	No objection, on the condition that appropriate materials are used. Agreed unanimously.	21 June 2018
DC/18/1104	Hermongers Farm Hermongers Rudgwick Horsham West Sussex RH12 3AL	Non-material amendment to previously permitted application DC/17/2354 (Erection of 2x detached single storey (with mezzanine floor) 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). Erection of oak entrance canopy, opaque WC window, reduction in size of approved bi-folding door and internal alterations.		For information only
DC/18/1128	Ivy Cottage, The Haven, Billingshurst	Demolition of existing outbuildings and erection of a two storey dwelling	Objection, on the grounds of development in the	21 June 2018

			country side. Agreed unanimously.	
DC/18/1129	Ivy Cottage, The Haven, Billingshurst	Erection of a two storey side extension (Householder)	No objection, agreed unanimously.	21 June 2018
DC/18/1130	Ivy Cottage, The Haven, Billingshurst	Erection of a two storey side extension (Listed Building Consent)	No objection, on the condition of listed building consent. Agreed unanimously.	21 June 2018
DC/18/1182	11 Foxholes Rudgwick Horsham West Sussex	Erection of a single storey rear extension	No objection, agreed unanimously.	26 June 2018

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

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

Delegated Applications				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/18/0731 (Amendment)	Marshalls Farm The Haven Billingshurst West Sussex	Retention for the siting of a permanent mobile home	The initial response was as follows: 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, scale, form and design; including the use of traditional materials and techniques.	28 May 2018

			The council did not amend their view on submission of the amendment	
DC/18/0990	20 Summerfold, Rudgwick, RH12 3BY	Loft conversion incorporating four side facing roof windows and one rear facing casement window	No objection	1 June 2018
DC/18/1016	Little Broome Cox Green Rudgwick Horsham West Sussex RH12 3DE	Conversion of existing detached garage into ancillary accommodation	No objection	7 June 2018
DC/18/1079	Rudgwick Metals Ltd Church Street Rudgwick Horsham West Sussex RH12 3EB	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, 3 x offices (B1 Use Class) and industrial building extension (B2 Use Class) with associated access, drainage and landscape works). Internal amendments to plots 35, 51, 52 and 53 with minor elevation changes.		Response not required – for information only

iii) It was noted that decisions made by Horsham District Council on previous applications can be found on the Horsham District Council website.

HDC Council Decisions				
Application No	Applicant	Reason for Application	RPC Recommendation	HDC Decision
DC/18/0316	Jasmine House Cox Green Rudgwick Horsham West Sussex RH12 3DE	Erection of a detached two storey dwelling	No objection	Permitted
DC/18/0683	Rudgwick Metals Ltd Church Street Rudgwick Horsham West Sussex RH12 3EB	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, 3 x offices (B1 Use Class) and industrial building extension (B2 Use Class))	No objection	Permitted

DC/18/0698	Old Queens House Bucks Green Rudgwick Horsham West Sussex RH12 3JF Description	Replacement of 2 front ground floor windows and restoration of 9 windows with double glazing. Restoration of front porch with replacement of 8 sashes with single glazing. Replacement of rear patio doors. (Listed Building Consent)	No objection	Permitted
------------	--	---	--------------	-----------

iv) There were no appeal notices and decisions.

71/18. Decisions made by the Clerk under delegated powers were noted:

- P Juniper to replace gate at Jubilee Hall as it has fallen over, at a cost of £310.00 plus VAT
- Mr C Mallpress to undertake annual hedge maintenance around Rudgwick Hall/Jubilee Hall.
- EP Clark to undertake repair of Rudgwick Hall car park potholes.
- Payment of £40.12 for lodging Energy Performance Certificate for Rudgwick Sports and Community Centre (RSCC) with correct details.

72/18. Clerk's announcements were noted:

- Land Registry process (transfer from RSCC to RPC) has been completed.
- Lloyds compensation of £300 plus 12 months free banking received for errors made when setting up account.
- One month BT charges of £89.00 to be credited for incorrect addressing process.
- Dates confirmed for following meetings:
Recreation and Halls Committee: Monday 25th June 2018
Finance, Policy and Human Resources: Monday 16th July 2018
Meetings to be held at 7.00 pm at Rudgwick Hall, Bucks Green RH12 3JJ.
- Tennis Club draft lease drawn up and awaiting outcome from Fields in Trust.
- Quote for Rudgwick Hall heating system received and forwarded to Councillors (e-mail) and to be discussed at next Halls and Recreation Committee meeting.
- Quote for connection to gas supply network received and forwarded to Councillors (e-mail) and to be discussed at next Halls and Recreation Committee meeting.
- First payment of precept £36,520.00 received from Horsham District Council (27th April 2018)
- Velo South Roadshow information cascaded (e-mail/website/notice boards)
- Horsham Wealden Brickworks Industrial Incinerator meeting information provided (e-mail/website)
- Rudgwick Parish has won one of the three Kompan play equipment prizes in the annual competition: £26,012 pounds (match funding) for a replacement playground at Churchman's Meadow.
- Skate Board park being refurbished before end of June.
- RoSPA safety playground inspections to be undertaken in June.
- Ellen's Green and Rudgwick Garden Association have thanked Rudgwick Parish Council for their contribution towards the Summer Show.

On behalf of the Parish Council the Chairman thanked Cllr Gilmour, the Clerk and children and staff of Rudgwick Primary School for their contributions in winning the Kompan 2018 Competition.

73/18. **Reports from Parish Council representatives on outside organisations:** Horsham Association of Local Councils - Cllr Landeryou had nothing to report, a meeting takes place next month.

Youth Centre - Cllr Wild had nothing to report, the next meeting takes place on 2nd July 2018.

Rudgwick Brickworks Liaison Group – meeting 3rd June 2018

Cllr Maclachlan reported that Annual Progress report is finalised and work is compliant with planning permission. There have been no complaints from residents regarding breaches. Although there have been reports regarding unsheathed lorries and the contractor has addressed the issue. Tipping process is going well, backlog has been caught up (240 movements per week with none on Saturdays). Regular gas tests are undertaken and no traces found. A recent case of trespassing was discovered, no damage was caused. A public visit is being planned for 26th June and invitations are being sent out. Lynwick Street Bridge repairs have been undertaken by WSCC Highways. Rudgwick Brickwork have taken a close interest, working hours were limited, work shoddily executed with the water issue not seeming to have been addressed. WSCC Highways workers were provided with the opportunity to drop soil on Brickwork land, saving them a two hour round trip.

It was unanimously agreed by the Council to report the matter to County Councillor Mitchell and cc in WSCC Highways.

CAGNE - there will be two meetings a year unless Gatwick Airport announces new plans.

Cllr Landeryou

74/18. **Rudgwick sports and Community Centre (RSCC) update** was reported by Cllr Wild.

- Energy Performance Certificate result was a rating better than A, which is very good.
- A Structural Survey has been arranged but not yet undertaken. The Clerk will contact the company concerned.
- A tentative agreement has been reached with the prospective tenants regarding split of bills.
- A meeting has taken place with the contractors working for the tenants – an extension of the car park and traffic access had been discussed. Currently awaiting report.
- Sports clubs have been asked to move equipment, this has been partly achieved.
- RSCC Marquee to be donated to Ellens Green and Rudgwick Garden Association unless sports clubs indicate different by the end of the week. Clerk to contact sports clubs.
- Prospective tenants have been given keys to the RSCC building.
- There is still a fair amount of furniture and other items that require to be removed from the building.

The Chairman thanked Cllr Wild for the work he has undertaken regarding the RSCC.

75/18. It was unanimously resolved to **re-name the Rudgwick Sports and Community Centre to King George V building.**

76/18. It was unanimously **resolved to accept the internal auditor's report** with its recommendations.

77/18. It was unanimously **resolved to appoint Mark Mulberry as the new internal auditor** in line with SSALC recommendations to change auditor every 3-4 years.

78/18. It was **resolved to approve the Annual Governance Statement for the year ending 31st March 2017.** Proposed by Cllr Wild seconded by Cllr Landeryou and unanimously agreed.

79/18. It was **resolved to approve the Accounting Statement for the year ending 31st March 2017**. Proposed by Cllr Davis seconded by Cllr Ellis and unanimously agreed.

80/18. **S106 working group recommendations were discussed and resolved:**

- **the Clerk to write a letter to Berkeley Homes(Southern) Ltd Developers on behalf of the Council**, requesting that the S106 Open Space Contribution, Youth Activity Areas Contribution, Outdoor Facilities **Contribution elements to be adapted to cover the higher priority requirements:** contributions to cricket nets and supporting structure; towards playgrounds at Churchman’s Meadow/Rudgwick Hall and provision of outdoor adult fitness facilities as King George V playing field.
- To seek **clarification** from Horsham District Council **regarding the sum allocated to A281 traffic management and safety improvements** being used as **part payment towards the new crossing on Church Street**.
- The working group to develop further long-term plans.

The Chairman thanked the working group for their work.

81/18. **The School Effectiveness Strategy Consultation, part of the West Sussex 2017-2022 Plan - Extended to 25th June was discussed.** The Chairman reported a finding of that overall that at entry level to primary school WSCC has some of the poorest results while at secondary school these have vastly improved. Coastal strip and Crawley are particularly affected, while Mid Sussex is relatively fine

82/18. It was unanimously **resolved to outsource Payroll services to Seofon Business Services** at an annual cost of £228 plus VAT and an initial setting up cost of £25.00 plus VAT.

83/18. **Accounts**

It was unanimously **resolved to increase expenditure for the Rudgwick Hall ramp** for up to £2,000 as the design has had to be amended to meeting current legislation.

Accounts were presented and unanimously agreed:

LLOYDS CURRENT ACCOUNT - JUNE Meeting						
Date	Ref	Detail	Expenditure	Income	Balance	
					55901.76	Opening Balance
14/05/2018	FPI	HALL HIRE		£118.80		
15/05/2018	TFR	R LANDERYOU EXPENSES	£81.90			
15/05/2018	FPO	WSCC PENSION FUND	£428.42			
15/05/2018	FPO	CHURCH TOPOLOGICAL SURVEY	£780.00			
15/05/2018	FPO	HMRC TAX AND NI	£414.21			
15/05/2018	FPO	GOODWINS - RSCC BOILER	£303.78			
15/05/2018	FPO	JANITORIAL SUPPLIES	£110.39			
15/05/2018	FPO	PHIL JUNIPER	£520.18			
15/05/2018	FPO	IT NETCOM SOLUTIONS	£90.00			

15/05/2018	TFR	WEALD SERVICES	£297.50			
16/05/2018	TFR	LLOYDS BANK compensation		£250.00		
16/05/2018	TFR	LLOYDS BANK compensation		£50.00		
21/05/2018	TFR	HALL HIRE		£88.00		
21/05/2018	TFR	HALL HIRE		£322.80		
22/05/2018	DD	MOBILE PHONE	£6.00			
22/05/2018	DD	MOBILE PHONE	£11.44			
22/05/2018	FPO	CLERK EXPENSES	£146.05			
22/05/2018	FPO	BUSINESS STREAM - RSCC	£264.68			
22/05/2018	TFR	SURREY HILLS RPC	£536.80			
24/05/2018	DEP	HALL HIRE		£433.50		
25/05/2018	BP	SALARIES MAY	£2,194.29			
29/05/2018	FPI	HALL HIRE		£92.50		
31/05/2018	FPI	HALL HIRE		£106.20		
04/06/2018	FPO	DEPOSIT REFUND	£50.00			
04/06/2018	FPO	GAZPROM - RSCC	£282.07			
04/06/2018	TFR	DEPOSIT REFUND	£50.00			
07/06/2018	FPO	DEPOSIT REFUND	£50.00			
07/06/2018	FPO	VIKING	£114.42			
07/06/2018	FPO	GAZPROM - RSCC	£1,248.57			
07/06/2018	FPO	DEPOSIT REFUND	£50.00			
07/06/2018	FPO	GOODWINS BUILDING - RSCC	£100.80			
07/06/2018	TFR	C MALLPRESS	£280.00			
08/06/2018	FPI	HALL HIRE		£56.00	£49,008.06	Closing Balance

Payments approved		
Invoice Date	Payee	Amount
15/05/2018	NETCOM IT SOLUTIONS	£23.10
21/05/2018	PETER J CONSULTANTS	£204.14
25/05/2018	CORAL ENERGY LIMITED	£399.00
26/05/2018	SATSWANA	£180.00
02/06/2018	ONE BILL	£24.98
04/06/2018	WEALD SERVICES	£280.50
05/06/2018	DUAL ENERGY	£46.36
06/06/2018	TMS ELECTRICAL	£1,066.14
07/06/2018	NETCOM IT SOLUTIONS	£29.70
07/06/2018	GRASSTEX LTD	£4,282.80
08/06/2018	O2 - TARIFF	£11.44
08/06/2018	O2 - PHONE HIRE	£6.00
25/06/2018	SALARIES FOR JUNE	£2,293.43

25/06/2018	HMRC - TAX AND NI	£413.70
25/06/2018	WSCC PENSIONS	£468.24
01/07/2018	RSCC BUSINESS RATES	£690.00
01/07/2018	JH BUSINESS RATES	£52.00
		£10,471.53

84/18. Staff Matters

It was unanimously **resolved to pay for the Clerk to gain the CiLCA qualification** at a cost of approximately £620 in total.

85/18. Date of the next meeting: Monday 9th July, 2018.

The Chairman closed the meeting at 9.00 pm

DRAFT