

Rudgwick Parish Council

Minutes of the Meeting of the Parish Council held on Monday 8th October 2018 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

Present: Councillors D Buckley (Chairman), P Thompson (Vice-Chairman), R. Bookham, R. Brown, V Davis, M. Ellis, K Gilmour, A Haynes, R Landeryou, R Wild.

Clerk: J Foote

County Councillor: C Mitchell

17 members of the public

134/18. **Apologies for Absence** had been received from Cllr I Maclachlan and reason for absence was noted and unanimously approved.

District Councillor J Bailey sent his apologies

135/18. **Declarations of Interest** from Councillors on any matters to be considered at the meeting or notifications of changes to members were received: Cllr Haynes declared an interest in Planning Application WA/2018/1458.

136/18. It was resolved that **Minutes of the Parish Meeting held on 10th September** (previously circulated) **could be approved as a correct record** and this was unanimously agreed, and the Chairman signed the minutes.

137/18. **Chairman's announcements.** (*for noting only*)

- Communications had been received on 8th October regarding a Saxon Weald Homes Ltd public consultation event regarding the proposed development of six new homes in Pathfield Close. Event Details: Rudgwick Hall, Tuesday 16th October 2018: 3 – 6.45 pm. The event is publicised on the Rudgwick Facebook page.

138/18. **Reports from Horsham District (HDC) Councillor/ West Sussex County Council (WSCC) Councillor**

District Councillor John Bailey sent the following report:

- Lidl has had their planning application for a store in Foundry Lane approved.
- Broadbridge Heath Leisure Centre "The Bridge" is open for the public on Saturday 20th October at 9 am.
- Is the Council aware that 2019 is Year of Culture in Horsham District.

County Councillor Mitchell reported the following:

- WSCC is preparing the budget which this year will be more difficult than in previous years. Recent press coverage had highlighted Adult's Services, however, statutory duties will be met.
- VELO-South event for 23rd September 2018 was cancelled. It is understood that the organisation is looking at running the event next year September. The Parish Council may wish to feed in their comments regarding this year's experiences when the outcome of the discussion between the VELO-South organisers and WSCC is known.
- North Horsham County Local Committee Meeting is Monday 12th November, 2018. The WSCC Area Highways Manager – Horsham will be present and the meeting is a good opportunity to discuss any concerns. Cllr Mitchell acknowledged that the meeting coincides with Rudgwick Parish Council Meeting and that he could raise questions on behalf of the Parish Council.

Councillor Bookham asked County Cllr Mitchell if he could seek clarification on the "raised table" planned to be situated opposite the entry/exit road from the new Windacres development. Rudgwick Parish Council is in the understanding that a "raised table/cushion" would be installed but plans show a dropped curve only. County Cllr Mitchell explained that sometimes, from experience, plans do change and one reason can be regarding s106 funding or a District Council decision or further safety audit considerations; he would investigate.

139/18. Public Session

A Rudgwick resident provided information regarding planning applications DC/18/1952/1953.

Rudgwick/The Haven residents spoke about the VELO-South event, that it was run for profit, the negative impact the road closures would have had on the Rudgwick Parish community, both people and businesses; the lack of organisation and consultation and for the event not to be repeated. The lack of consultation issue was addressed to County Councillor Mitchell who reported that the event details had been circulated to Councils in February/March of this year. The Chairman, Cllr Buckley commented that the information had presented the event as confirmed rather than "for consultation".

Rudgwick Football Club presented their plans for a refurbishment of the King George V football field area. This would involve the installation of a barrier and semi-permanent dug outs.

19.30 County Councillor Mitchell and Councillor Haynes left the meeting

140/18. **Planning**

The following was reported:

- i) Current Planning Application to be considered for comment to Waverly Borough Council

The Chairman reported two communications he had received regarding this application. One referring to S106 contributions towards education infrastructure sought by Surrey County Council for redirection to WSCC. The other on behalf of the developer, referring to potential financial contributions to Rudgwick Parish Council.

Planning Application discussed on Monday 8 October			
Application No	Applicant	Reason for Application	Recommendation
WA/2018/1458	Land at Windacres Farm South of Church Street Hermongers Lane Rudgwick	Outline application for the erection of up to 57 houses with access to be determined (scale, design, layout, and landscaping to form reserved matters) to include open space, parking, infrastructure and landscaping.	Objection on grounds of: sustainability; development of the countryside; and concerns regarding access

The decision on the above planning application was unanimously agreed.

7.40 pm Councillor Haynes re-joined the meeting

- ii) Current Planning Applications were considered for comment to Horsham District

Planning Applications discussed on Monday 8 October
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Application No	Applicant	Reason for Application	Recommendation
DC/18/1562	The Old Stables Guildford Road, Rudgwick	Retrospective application for the erection of a 1.8 metre high close boarded fence running parallel to A281 Guildford Road, the extension of a vehicle access track and the widening of vehicle access and hard standing area from A281 Guildford Road.	No objection
DC/18/1952	Stubbons Lynwick Street Rudgwick	Erection of a single storey rear extension (Householder Application)	No objection
DC/18/1953	Stubbons Lynwick Street Rudgwick	Erection of a single storey rear extension (Listed Building Consent)	No objection
DC/18/1956	Swains Cottage Tismans Common Rudgwick	Retrospective application for the removal of Condition 3 of previously approved application RW/70/91 (Remove part of roof and replace) Relating to use of garage.	No objection – but may it be subject to “listed building consent” as it must be tied to the house.
DC/18/2063	Furnace Barn Guildford Road Slinfold RH13 0QZ	Conversion and extension of existing garage/storage/granary to create ancillary residential accommodation.	No objection – but must be tied to the house.
DC/18/2072	Axel Cottage Loxwood Road Rudgwick	Erection of a single storey front extension	No objection

The decisions on the above planning applications were unanimously agreed. Comments made on Planning Applications under delegated powers were noted.

iii) made by HDC on previous applications were noted.

HDC Council Decisions				
Application No	Applicant	Reason for Application	RPC Recommendation	HDC Decision
DC/18/1251	Skylarks Hermongers Farm Hermongers Rudgwick	Change of use of agricultural land to domestic residential land associated with new dwelling as approved under application DC/18/0327 (demolition of existing buildings and erection of a two-storey dwelling with new access route).	No objection	Application Refused
DC/18/1565	Hermongers Barn Hermongers	Replacement of sub-standard annexe with extension.	No objection	Permitted
DC/17/2424	Fordcombe Cox Green Rudgwick	Variation of condition 1 to previously approved application DC/16/2925 (demolition of existing house and construction of 2 new two storey 5 bedroom houses, with associated amenity and parking). Minor-material amendments to facilitate revised site layout	No objection	Permitted

DC/18/1503	Hale Oaks Farm Loxwood Road Rudgwick	Erection of a single storey rear extension	No objection with the following notes/conditions: - Two trees have been removed as therefore application is disingenuous - Involvement of HDC arboricultural officer to ensure protection of remaining trees/roots. - Two trees to be planted to replace those removed.	Permitted
DC/18/0864	Hall House The Haven Billingshurst	Erection of new stable block and sand school on land adjoining Hall House	Objection – not a suitable location	Permitted
DC/18/1823	Rudgwick Metals Ltd Church Street Rudgwick RH12 3EB	Non material amendment to previously approved 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) approval for the separation of the bin store from the substation	No objection – NB the planning application was not easy to review as not all information (that was referred to) had not been supplied on the planning website.	Permitted

iv) The following appeal notice was reported.

Appeal Lodged				
Application No/Inspectorate Reference	Address	Reason for Application	Original RPC Recommendation	Appeal Decision
DC/17/2731 APP/Z3825/W/18/3199535	Mill Hill House Guildford Road Rudgwick, Horsham Wet Sussex RH12 3HZ	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.	

v) The Built Up Area Boundary Amendments (BUAB) summary of responses and proposed next steps were reported on – a higher number of complaints had been expected, especially from those living at Summerfold.

141/18. **Clerk's announcements were noted.**

Weekly Clerk's update has been on trial – feedback from parishioners has been positive and the level of transparency appreciated. Weekly updates will be posted on the Council's website, providing parishioners with an update of communications received by the council, actions taken.

- Letter inviting Mr G Chipp, Chief Executive HDC, to speak at RPC Annual Parish Meeting 9th March 2019 has been sent. (NB Mr G Chipp has accepted invitation.)
- Halls and Recreation Meeting Scheduled for 22nd October.
- Finance, Policies and Human Resource Meeting scheduled for 26th November.
- BT has consented to credit £744 to our account – the increased costs of the new plans for the 24-month contracts for Rudgwick Hall and Jubilee Hall. Contracts are now in the name of Rudgwick Parish Council.
- Grasstex has commenced with the work on the KGV building carpark (4.10)
- KGV roof repair is to start 8.10.2018.
- Litter Volunteers are having a litter event later this month – RPC Street/Litter Warden is in charge. Equipment is being ordered.
- Annual Portable Appliance Test has been undertaken in both Jubilee Hall and Rudgwick Hall – electric kettle and paper shredder (RH) failed and to be replaced.
- Saxon Weald is holding a consultation event at Rudgwick Hall for the proposed building on their site (currently six condemned bungalows) – further information forwarded.
- Council is represented at the advance viewing and opening of the new leisure centre "The Bridge" in Broadbridge Heath on Friday 19th October 2018.
- Parishioner has reported injury sustained by her two dog(s) when walking at Churchman's Meadow. Open Space Warden and Clerk have investigated area – nothing to report. As the walk was also across private land neighbouring CM, injury may well be sustained there.
- Parishioner reported a male taking photographs of children playing at Churchman's Meadow Playground – reported to the police 8.10.2018.
- Churchman's Meadow Playground has been completed – Clerk has reported unsatisfactory safety flooring installation to Kompan – site visit on Wednesday 10th October. Playground is safe to be played on although may become very muddy when there is wet weather.
- RoSPA post-installation to be booked for Churchman's Meadow Playground at a cost of £390 +VAT) when safety flooring issue is addressed.

The Chairman proposed to move Agenda Items 14 and 16 forward – this was unanimously agreed.

141/18. **VELO-South event, 23rd September 2018**

It was reported that the event had caused a great deal of concern. Organisation and communication had not been good. The Council had received both positive and negative comments regarding the event. It was unanimously agreed to write a letter to Mrs Louise Goldsmith, Leader of WSCC outlining Rudgwick Parish Council experiences with year's event and the concerns regarding a possible repeat event.

142/18. **Rudgwick Football's Club 's proposal for pitch improvement.**

The Council recognises the Club's ambition to move up to the next league level. Proposed pitch improvements were agreed in principle, on the understanding that detailed information is provided to the Clerk before work commences. Proposed by Cllr Landeryou seconded by Cllr Bookham and unanimously agreed.

143/18. **Reports from Parish Council representatives on outside organisations were received:** **HALC** – meeting on 17th September 2018. Cllr Thompson provided a brief resume of the CAGNE presentation regarding Gatwick Airport plans for the future to accept more flights and the noise

management of increased air traffic.

Youth Centre - meeting on 24th September 2018. Cllr Wild reported that the feasibility study outcome was hoped to be received before the November meeting; the Youth Centre had recently been painted. Unfortunately, almost immediately vandalised in the form of graffiti, this was reported to HDC. Several members of the Youth Group and volunteers had recently been to the House of Parliament, this had been hosted by our local MP and the event had been very much enjoyed. Cllr Wild commended the Youth Group on their hard work.

Rudgwick Brickworks Liaison Group – next meeting on 9th October 2018.

CAGNE - it was reported that there is currently no meeting scheduled.

144/18. Rudgwick Lawn Tennis Club (RLTC) lease.

All documentation for the lease has been sent to the solicitor and the Clerk is awaiting receipt of the final draft.

145/18. Increased legal fees incurred with the drawing up of the Rudgwick Lawn Tennis Club (RLTC) lease.

Due to the demise of the Rudgwick Sports and Community Centre resulting in amendments to the draft lease, which were then challenged by Fields in Trust, the Land Registry process resulted in legal fees escalating. It was **resolved, retrospectively, to increase legal fees to a sum of £3,500 with £1,200 to be reclaimed from the RLTC.** Proposed by Cllr Landeryou seconded by Cllr Brown and unanimously agreed.

It was **unanimously agreed to refer the repairs of the path to the Tennis Court to the Halls and Recreation Committee.**

146/18. King George V building lease.

The Draft Lease has been received and it was **resolved:**

- **to provide a Licence for Alterations and obligations regarding reinstatement (by providing photographic evidence in the lease) at the end of the lease term.**

Proposed by Cllr Thompson seconded by Cllr Landeryou and unanimously agreed

- **To insert a Landlord's Covenant in the lease.**

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

It was resolved that the Council is financially responsible for the Fire Risk Assessment Action Plan actions as stated and indicated by the Clerk. Proposed by Cllr Thompson seconded by Cllr Davis and unanimously agreed.

It was resolved for the Hawthorn Hedge to be cut back hard to improve visibility, remove 1x overhanging tree limb, cut vegetation along access road at a cost of £300.00 plus VAT.

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

147/18. Neighbourhood Plan.

A Steering Committee meeting is to be scheduled for later this month. Cllr Thompson provided information (report circulated) on the recently attended HDC Neighbourhood Planning Conference.

148/18. BHESCo LED lighting proposal.

It was unanimously agreed to refer this to the Halls and Recreation Committee.

149/18. Horsham Age UK £500 grant request (Section 137).

150/18. West Sussex Mediation Service £100 grant request (Section 137).

151/18. **Kent, Surrey & Sussex Air Ambulance Trust £250 grant request (Section 137).**

It was resolved to defer 149/150/151/18 grant requests to the next funding allocation in April 2019 when the charities will be given priority as current overall budget is limited. Proposed by Cllr Brown seconded by Cllr Ellis and unanimously agreed.

152/18. **Rudgwick Community Winter Resilience Plan.**

The Chairman thanked Cllr Thompson for taking on the role as contact person. The plan must be submitted to WSCC by 24th October and a meeting with appropriate people is planned for Monday 15th October. The plan required a major update and this has been completed except for the Risk Assessment which is currently in draft form and to be adopted at the November Parish Council Meeting. WSCC will be informed of this. **It was resolved to adopt Rudgwick Community Winter Resilience Plan.** Proposed by Cllr Wild seconded by Cllr Haynes and unanimously agreed

153/18. **Moore Stephens external audit report for the tax year 2017/18.**

It was resolved to receive and approve the Moore Stephens audit report. Proposed by Cllr Gilmour seconded by Cllr Haynes and unanimously agreed.

154/18. **Annual Data Protection Direct Debit payment (Information Commissioner's Office)**

It was resolved to make a cost saving of £5.00 and to pay the Annual Data Protection subscription of £35.00 by Direct Debit. Proposed by Cllr Wild seconded by Cllr Ellis and unanimously agreed.

155/18. **Accounts.**

- Reconciliation of Banks Statement for Lloyds, NatWest and I&SA were **received, approved and signed** by Cllr Wild, Chairman of Finance, Policies and Human Resources Committee.
- **September Accounts (income and expenditure) and payments to be made were agreed.**

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

Lloyds Current Account September 2018					
Payments made/received					
Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount	Balance
08/10/2018	FPI	Rudgwick Hall Hire	£38.50		£95,227.18
08/10/2018	DD	BT GROUP PLC tel Jubilee Hall	£19.20		£95,188.68
05/10/2018	DEB	Clerk DC: AMAZON CD 5311 - high -viz jackets	£38.16		£95,207.88
05/10/2018	DEP	Two cheques for Hall Hire/Broadband JH		£146.78	£95,246.04
04/10/2018	FPI	Rudgwick Hall Hire		£92.50	£95,099.26
04/10/2018	FPI	Rudgwick Hall Hire		£97.50	£95,006.76
03/10/2018	FPI	Rudgwick Field Hire		£480.00	£94,909.26
02/10/2018	FPI	Rudgwick Hall Hire		£75.00	£94,429.26
02/10/2018	DD	BT GROUP PLC tel Rudgwick Hall	£63.23		£94,354.26
01/10/2018	FPI	RH Hall Hire		£90.00	£94,417.49
01/10/2018	DD	HORSHAM DC Refuse collection	£403.00		£94,327.49
01/10/2018	DD	HORSHAM DC Bins/Dog Bins emptying	£141.40		£94,730.49
01/10/2018	BGC	HDC GENERAL Council Tax		£1,019.63	£94,871.89
01/10/2018	BGC	Rudgwick Hall Hire		£136.00	£93,852.26
28/09/2018	FPI	Jubilee Hall Hire		£108.00	£93,716.26
28/09/2018	FPI	Rudgwick Hall Hire		£56.00	£93,608.26
28/09/2018	BGC	HDC second half precept		£36,520.00	£93,552.26
26/09/2018	BP	Salaries September	2,042.40		£57,748.51

25/09/2018	FPO	SSALC LIMITED Legal & Finance Training	£120.00		£59,074.66
25/09/2018	FPO	GAZPROM KGV September	£137.83		£59,194.66
25/09/2018	FPO	SSE SOUTH ELECT Jubilee Hall	£40.88		£59,332.49
25/09/2018	FPI	Rudgwick Hall Hire		£94.50	£59,373.37
25/09/2018	FPI	Jubilee Hall Hire		£22.00	£59,278.87
24/09/2018	FPI	Rudgwick Hall Hire		£61.40	£59,256.87
24/09/2018	FPI	Rudgwick Hall Hire		£316.40	£59,195.47
24/09/2018	DD	SSE SOUTHERN ELEC Rudgwick Hall	£135.05		£58,879.07
24/09/2018	DD	O2 call charges/ part covered by credit note Aug	£6.19		£59,014.12
24/09/2018	DD	O2 mobile phone hire contract August	£6.00		£59,020.31
24/09/2018	FPI	Rudgwick Hall Hire		£75.00	£59,026.31
21/09/2018	FPI	Rudgwick Hall Hire		£97.50	£58,951.31
20/09/2018	FPI	Rudgwick Hall Hire		£180.00	£58,853.81
17/09/2018	FPI	Rudgwick Hall Hire		£945.00	£58,673.81
17/09/2018	DEB	Clerk DC: Refreshments HALC meeting	£12.45		£57,728.81
17/09/2018	FPI	NSI transfer I		£35,000.00	£57,741.26
17/09/2018	DD	ONEBILL LIMITED 4 - tel KGV Building Sept	£23.88		£22,741.26
14/09/2018	FPI	Jubilee Hall Hire		£210.00	£22,765.14
13/09/2018	FPI	Jubilee Hall Hire		£175.00	£22,555.14
12/09/2018	DD	DUAL ENERGY KGV Building August	£100.00		£22,380.14
11/09/2018	FPO	HMRC - ACCOUNTS August	£579.69		£22,480.14
11/09/2018	FPO	Refund of Deposit	£50.00		£23,059.83
11/09/2018	FPO	Refund of Rudgwick Hall Hire	£50.00		£23,109.83
11/09/2018	FPO	VIKING office stationary	£107.16		£23,159.83
11/09/2018	FPO	Refund of Deposit	£50.00		£23,266.99
11/09/2018	FPO	Refund of Cancelled Hire Booking	£54.00		£23,316.99
11/09/2018	FPO	Refund of Deposit	£50.00		£23,370.99
11/09/2018	FPO	WEALD SERVICES August	£357.00		£23,420.99
11/09/2018	FPO	SEOFON Payroll August	£22.80		£23,777.99
11/09/2018	FPO	RIALTAS BS LTD annual charges	£142.80		£23,800.79
11/09/2018	FPO	GAZPROM KGV Building August	£123.93		£23,943.59
11/09/2018	FPO	CPRE annual membership	£36.00		£24,067.52
11/09/2018	FPO	SSE SOUTH ELECT Jubilee Hall July	£44.79		£24,103.52
		Expenditure/Income	£1,768.17	£75,998.21	
National Westminster Account					
Payments made					
15/08/2018	DD				£5,103.66
03/09/2018	DD	BT group - Rudgwick Hall		£62.48	
03/09/2018	DD	HDC - rates Jubilee Hall		£52.00	
06/09/2018	DD	BT group Jubilee Hall		£40.08	
17/09/2018	DD	HDC - rates		£690.00	£4,259.10
		Expenditure		£844.56	
Payments to be approved					
			BACS	DD	
07/08/2018	FPO	Netcom IT Solutions	£78.85		
07/09/2018	DD	One Bill Telecom		£23.88	
11/09/2018	FPO	Moore Stephens - external audit charges	£528.00		
12/09/2018	FPO	Grasstex Ltd -grass cutting and maintenance	£1,770.00		
18/09/2018	FPO	Surrey Hills - KGV lease	£2,014.80		
18/09/2018	FPO	Certas Energy - RH Oil	£541.07		
25/09/2018	DD	SSE Southern Electric - Street lighting		£456.75	
27/09/2018	FPO	Fields in Trust	£240.00		
27/09/2018	FPO	Came and Company - annual insurance	3,763.64		
30/09/2018	FPO	Playfix Ltd	£250.00		
30/09/2018	FPO	Seofon - Payroll September	£22.80		
02/10/2018	FPO	Weald Services - cleaning September	£297.50		
02/10/2018	FPO	WSCC Pension Contribution - September	£1,472.13		
08/10/2018	DD	O2 - September		£17.44	
08/10/2018	FPO	HMRC - September	£546.76		
			£11,525.55	£498.07	£12,023.62

156/18. **Date of Next Meeting:** Monday 12th November, 2018.

The Chairman closed the meeting at 8.40 pm

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Chairman

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Date