

Rudgwick Parish Council

Minutes of the Meeting of the Parish Council held on Monday 12th November 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, A Haynes, R Landeryou, R Wild.
Clerk: J Foote

Mrs N Fuller, Rural Outreach Development Worker, Age UK Horsham District
11 members of the public

157/18. **Apologies for Absence** had been received from Cllrs M Ellis, K Gilmour and I Maclachlan and reasons for absence was noted and unanimously approved.

County Councillor C Mitchell and District Councillor J Bailey sent their apologies

158/18. **Declarations of Interest** from Councillors on any matters to be considered at the meeting or notifications of changes to members were received: Cllr Gilmour had submitted an updated Declaration of Interest to include her house move. The updated form has been published on the Rudgwick Parish Council website.

159/18. It was resolved that **Minutes of the Parish Meeting held on 8th October** (previously circulated) **could be approved as a correct record** and this was unanimously agreed, and the Chairman signed the minutes.

160/18. **Chairman's announcements.** (*for noting only*)

- Southwater Parish Council has invited comments on their updated Neighbourhood Plan, this has no effect on Rudgwick Parish Council
- A recent County Local Committee meeting it had been reported that the costs of installing a zebra crossing is £80,000 and the Chairman would be passing on relevant information to the Rudgwick Traffic Calming Group.

161/18. **Transport initiative presentation by Mrs N Fuller** (*for noting only*)

Mrs Nicky Fuller explained that Age UK Horsham District provides support and services to people over 50. During a recent visit to Rudgwick, where she met residents it became apparent that some Rudgwick elderly people are finding it difficult to take part in everyday activities such as visits to shops, garden centre, general outings, due to transport difficulties. Mrs Fuller provided information on a proposed initiative where volunteers, especially those who are unable to commit to regular support, could register to "fill up empty seats in their car" when planning a trip to the shop, garden centre, etc. Volunteers would register their proposed trips, residents their outing wishes, and an administrator would link up the two parties. Depending on the level of need residents would either use the transport offer only, or, where this was not possible a volunteer could offer to provide further support (i.e. transport of walking frame, wheel chair; take resident around the shop/garden centre). Disclosure and Barring Service check, car insurance was reported on, a suggestion of the formation of a steering group proposed and members of the public asked further questions regarding the scheme. The Chairman thanked Mrs Fuller for her informative presentation and enthusiasm for the initiative.

7.25 pm Mrs Fuller left the meeting.

162/18. Reports from Horsham District (HDC) Councillor/ West Sussex County Council (WSCC) Councillor

District Councillor John Bailey sent the following report:

- Remembrance Sunday had a high attendance, both at the Carfax ceremony and St Mary’s Church service.

163/18. Public Session (for noting only)

Rudgwick residents commented on the recent Saxon Weald Housing consultation regarding the proposed development to replace the current bungalows. The latter type of housing is a great asset to some of the older Rudgwick parishioners and it was felt that profit was put before housing needs, particularly as houses were being proposed rather than replacement bungalows. Another resident commented that Horsham District Council had been unwilling to allocate financial support for affordable housing and as such the development had different rental/sale criteria. It was suggested that the District Councillor should lobby for affordable housing development in Rudgwick.

It was mentioned that Waverley Borough Council (WBC) rejected the development of 53 houses at Cox Green West. The access road for the Cox Green East development had been permitted by HDC on the condition that WBC permitted the building of the proposed dwellings. The Rudgwick parishioner expressed his disappointment about the feeling of “lack of local Democracy” when at a recent Horsham planning meeting the three two-minute presentations by residents seemed to be ignored by the committee.

The Nuthurst Neighbourhood Plan was effectively “overruled” when planning permission was granted for a higher number of dwellings than was specified in the plan. The Slinfold Neighbourhood plan had nominated sites and Slinfold Parish Council was required to remove housing numbers.

163/18. Planning

The following was reported:

- Current Planning Application were considered for comment to Horsham District Council

Discussed at November Meeting			
Application No	Applicant	Reason for Application	Recommendation
DC/18/2230	Berkeley Homes (Southern) Ltd (development: Rudgwick Metals Ltd Church Street Rudgwick	Non-Material Amendment to previously approved 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.) Amendments to the allocation of parking to various plots and the removal of boarding to the car barns	No objection
DC/18/2226	Jasmine House Cox Green Rudgwick	Non-Material amendment to previously permitted application DC/18/0316 (Erection of a detached two storey dwelling). Amendment sought; redistribute the bedrooms to be over 3 floors, installation of windows.	No objection
DC/18/2321	Pathway South of 8 Church Street/16 and 17 Furze Road Rudgwick	Surgery to 2 Oaks	No objection, with the condition that HDC Arboricultural Officer is satisfied.

The decisions on the above planning applications were unanimously agreed.

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

Delegated Applications November			
Application No	Applicant	Reason for Application	Recommendation
DC/18/1798	Smithers Farm Guildford Road Rudgwick	Erection of a dwelling house and change of use of existing dwelling into office	Objection on size and scale – if permitted suitable screening (from A281) should be provided.
DC/18/1812	Smithers Farm Guildford Road Rudgwick	Change of use of redundant stables to four business starter units	No objection.
DC/18/2118	The Old Stable House Church Street Rudgwick Horsham	Fell 1 x Fir, 1 x Magnolia and 1 x Pear Tree (Works to Trees in a Conservation Area)	No objection.
DC/18/2108	Caravan Sunnyside Nurseries Loxwood Road Rudgwick	Agricultural notification for the erection of Polytunnels	Decided: Prior approval not required

iii) Decisions made by Horsham District Council on previous applications were noted.

HDC Council Decisions November				
Application No	Applicant	Reason for Application	RPC Recommendation	HDC Decision
DC/18/1513	Jasmine House Cox Green Rudgwick	Non-material amendment to previously approved DC/18/0316 (Erection of a detached two storey dwelling). Amendments to fenestration and doors	No objection	Permitted
DC/18/1611	1 Gaskyns Close Rudgwick	Demolition of existing conservatory and erection of a single storey rear extension	No objection	Permitted
DC/18/1728	Hurstlands Cottage, The Haven	Proposed installation of 4 oven Aga, with stainless steel flue (Listed building)	No objection	Permitted
DC/18/1752	Hurstlands Cottage The Haven	Erection of a single storey outbuilding to replace existing stables. (Householder Application)	No objection	Permitted
DC/18/1753	Hurstlands Cottage The Haven	Erection of a single storey outbuilding to replace existing stables. (Listed building)	No objection	Permitted
DC/18/0499	Furnace Lake Stable, Guildford Road,	Application to confirm the use of 'The Stable Block' as a dwelling house (class C3) for a continuous period in excess of	We are unable to comment as we cannot confirm the	Application Refused

	Slinfold	four years (Lawful Development Certificate - Existing)	claim made regarding the use of 'The Stable Block'.	
DC/18/2108	Caravan Sunnyside Nurseries Loxwood Road Rudgwick	Agricultural notification for the erection of Polytunnels	Not offered	Prior approval not required
DC/17/2274	The Chalet and Hermongers Farm Hermongers Lane Rudgwick	Demolition of existing flat, barn annex and outbuilding and erection of one replacement dwelling with alterations of stables to form a garage	No objection	Permitted
DC/18/1711	Garlands The Haven Billingshurst	Repairs, refurbishment and insertion of mezzanine floor within the existing granary/playroom and the installation of an underground LPG tank.	No objection	Permitted
DC/18/1994	1 Pondfield Road Rudgwick	Prior Approval for the erection of a single-storey rear larger home extension, which would project 3.80m from the rear elevation, comprising a maximum height of 3.53m and an eaves height of 2.50	Not offered	Prior approval not required
DC/18/2118	The Old Stable House Church Street Rudgwick	Fell 1 x Fir, 1 x Magnolia and 1 x Pear Tree (Works to Trees in a Conservation Area)	No objection	Permitted

iv) Appeal notices and decisions were noted.

Appeals Lodged November				
Application No/Inspectorate Reference	Address	Reason for Application	Original RPC Recommendation	Appeal Decision
DC/18/1233	Mill Hill House Guildford Road Rudgwick	Erection of a side extension forming link between main dwelling and detached ancillary outbuilding. (Householder)	No objection	
DC/18/1234	Mill Hill House Guildford Road Rudgwick	Erection of a side extension forming link between main dwelling and detached ancillary outbuilding. (Listed Building)	No objection	
DC/17/2605	Windacres Farm Church Street Rudgwick	Proposed siting of a container as temporary residential accommodation for a 36 month period	Objection on the basis of: - no justifiable agricultural need for someone to live there - development on agricultural land in the country side	

			- 36 months being an excessively long period for temporary housing	
DC/18/1563	Windacres Farm Church Street Rudgwick	Erection of a side extension to existing agricultural building for storage of agricultural machinery and animal feed	Objection as the associated building has not been approved. There are no animals to feed.	

v) Saxon Weald (Housing) Ltd consultation event was reported on (*for noting only*)
The event was well attended. Cllr Thompson forwarded the Rudgwick Design Statement to the organisers as materials used for the proposed development were not in line with the design statement.

164/18. Clerk's announcements were noted.

- Weekly clerk reports covering actions/decisions taken by the Clerk and communications received by the Council to inform parishioners are available on the Rudgwick Parish Council website (<http://www.rudgwick-pc.org.uk/parish-council/clerks-report/>) providing the general public with information.
- Clerk attended SSALC Technical Networking Day – with useful information on wellbeing; Parish Council election 2019, HR matters and clerk/council relationship.
- Clerk has contacted British Gas regarding King George V building solar panels Feed in Tariff payments.
- Clerk has placed signs at Rudgwick Hall car park/notice on Facebook to remind the general public that car parking at the front of the hall is for hall users only. Recently there have been parking problems during the weekend/week (especially for users with small children/dogs that require close by parking).
- The Finance, Policies and Human Resources Committee meeting has been postponed to Monday 3rd December, 2018 at Rudgwick Hall at 6.30 pm.

The Chairman formally thanked the Clerk for her hard work and recognised that workload had been very high again during recent months, Council members were in support.

165/18. Reports from Parish Council representatives on outside organisations were received:
HALC – meeting on 16th October 2018. Cllr Landeryou provided a brief resume of the meeting which covered: brief presentation by Horsham District HDC's Chief Executive Officer; opening of The Bridge Leisure Centre in Broadbridge Heath; HDC Local Plan update confirming that five-year land supply is currently above required target. HDC is waiting for Government information regarding number of dwellings to be built; Year of Culture programme, and Rudgwick Photographic Society to contact Horsham Museum to take part in an exhibition.

Youth Centre - meeting on 12th November 2018. Cllr Wild reported that the results of the feasibility study for upgrading the building were positive and logical plans/solutions had been produced. Consent for the project/lease had to be sought from the Parochial and Parish Councils as well as Fields in Trust and it was recommended to form a working party in the new year.

Rudgwick Brickworks Liaison Group - meeting on 9th October 2018. Councillor Bookham reported that there were no issues.

CAGNE - Cllr Landeryou reported next week's meeting at Salford and Sidlow Village Hall. A Rudgwick Parish Council response to the Gatwick Master Plan is to be formulated by Cllr Landeryou and for the /Clerk to send on behalf of the Council.

166/18. Proposed actions as recommended in the Halls and Recreation Committee Draft minutes from meeting on 22nd October 2018:

- **166/1/18. Rudgwick Hall**
Heating system – to pursue replacing current boiler maintaining fan assisted heat Distribution.
BHESCo LED Lighting proposal – to replace light bulbs with LED bulbs after further information regarding the main hall lighting fittings has been received.
Clerk to place notice that ball games are not allowed in the Hall.
Refurbishment budget planning: stage curtains and hall flooring (low priority), hallway flooring (medium priority).
- **166/2/18. Hire charges for Rudgwick and Jubilee Halls**
Current rates for 2018/19 with implementation of the staggered increases for some hirers as agreed last year to **be adopted**.
- **166/3/18. Hire Booking Agreement to be adopted.**
- **166/4/18. Rudgwick Football club proposed pitch improvements**
No further information received, and no action taken.
- **166/5/18. Rudgwick Lawn Tennis Club (RLTC)**
Current hire charges until the signing of the lease; after that lease charges apply.
- **116/6/18. Cricket Club**
Retrospective invoicing at the end of the season.

Actions 166/1-6/18 were resolved. Proposed by Cllr Thompson seconded by Cllr Wild and unanimously agreed.

166/7/18. Churchmans' Meadow Playground

Resolution to spend up to £800 plus VAT for repair to fence and the three specified gates.

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

167/18. Traffic Calming Group

Cllr Bookham provided information regarding the outcomes from the recent two meetings:

- Long term planning (WSCC Highways indicated a three-year period): pedestrian crossing on Church Street near Pennthorpe School and other measures to calm down Church Street traffic so that a Community Scheme could be presented to WSCC Highways Department for consideration.
- Short term planning:
 - arrange for three trees opposite Pennthorpe School to be cut down to improve visibility.
 - Involve school children in a parking campaign
 - Pennthorpe School to change their exit/entrance arrangements
 - Village gates to be placed on the A281 at the entry of the village
 - Support a move of the 40mph sign to extend the 40mph speed zone
 - Introduce semi-permanent Speed Indicator Devices (SID) signs.

Another meeting is planned for the week commencing 12th November and the Working Group will invite WSCC Horsham Highways representative to the subsequent meeting to discuss action plan.

168/18. **KGV Building**

It was resolved to spend up to £4,600 plus VAT on work as recommended in the Fire Risk Assessment and Building Survey reports to ensure the building meets regulations/condition required for leasing. Proposed by Cllr Landeryou seconded by Cllr Wild and unanimously agreed. This will bring up expenditure to approximately £30,000.00 for the last 13 months as the building required a high level of repair, external work, safety inspections, council tax obligations, professional fees and utility bills.

169/18. **Update on Neighbourhood Plan**

Cllr Maclachlan has been away; it was agreed that Cllr Landeryou would provide support if required. It was noted that wording in the Neighbourhood plan has to be defined clearly, as recent cases have evidenced that elements of plans have been revised by inspector/HDC Planning Department.

170/18. **Update on Velo South**

Councillors agreed upon the content of a letter to be sent to the Leader of West Sussex County Council regarding the event, past and future.

171/18. **Foxholes Carpark to be let to Rudgwick Parish Council**

It was **resolved to decline the offer of HDC regarding Foxholes Carpark**. Proposed by Cllr Haynes seconded by Cllr Bookham and unanimously agreed.

172/18. **Walking audit to be undertaken by councillors and/or Warden.**

The Clerk reported on the excellent work undertaken by the Litter Warden – beyond his call of duty and the difference this had made to the general appearance of Rudgwick village. It was unanimously agreed to invite the Litter Warden to participate in the Councillors walking audit, which is to be combined with a Traffic Calming Signs Audit, to be coordinated by Cllr Bookham.

173/18. **Accounts**

These were received (signed by Cllr Wild, Chair of Finance, Policies and HR Committee) **and approved:**

- Reconciliation of Lloyds bank account for October.
- Quarterly financial statement 30.6.2018
- Clerk's expenses
- Invoices paid/to be paid (including Direct Debits)

Lloyds Current Account Statement November 2018

Payments made/received

Transaction Date	Transaction	Transaction Description	Debit Amount	Credit Amount	Balance
02/11/2018	DD	ICO Z1525175 DPO	£35.00		£89,539.42
02/11/2018	BGC	BT PLC - NRC2 BT REFUND P217		£ 59.41	£89,574.42
01/11/2018	FPI	RH hire		£ 90.00	£89,515.01
31/10/2018	FPO	SSAL clerk training	£96.00		£89,425.01
31/10/2018	FPO	GAZPROM	£124.07		£89,521.01
29/10/2018	FPI	RH hire		£92.50	£89,645.08
29/10/2018	FPI	RH hire		£129.80	£89,552.58
26/10/2018	BP	Salaries october	£2,200.83		£90,297.66
25/10/2018	DD	HDC GENERAL council tax KGV	£1,035.00		£91,623.61
25/10/2018	DD	HDC GENERAL council tax JH	£52.00		£92,658.61
24/10/2018	BGC	RH hire		£50.40	£92,710.61
22/10/2018	FPO	G V MERRITT roof repair KGV	£3,672.00		£92,660.21
22/10/2018	DD	O2 GED45052852	£11.44		£96,332.21
22/10/2018	DD	O2 GED45052853	£6.00		£96,343.65
19/10/2018	DEB	ARGOS Clerk DD: kettle part 2	£10.00		£96,349.65
19/10/2018	FPI	RH hire		£70.80	£96,359.65
19/10/2018	FPI	RH hire		£47.20	£96,288.85
19/10/2018	FPI	RH hire		£34.40	£96,241.65
19/10/2018	DD	Business Stream Water KGV	£312.62		£96,207.25
18/10/2018	DEP	Bank Deposit Hall hire 103 ad 108/18/19		£639.00	£96,519.87
17/10/2018	DD	ONEBILL LIMITED KGV	£23.88		£95,880.87
15/10/2018	DEB	ARGOS Clerk DD: kettle - to be upgraded	£19.99		£95,904.75
15/10/2018	DD	BT GROUP PLC RH	£25.48		£95,924.74
15/10/2018	BGC	DUAL ENERGY DIRECT KGV refund overpaym't		£377.77	£95,950.22
15/10/2018	DEP	RH hire		£42.50	£95,572.45
15/10/2018	DEP	RH hire		£388.00	£95,529.95
12/10/2018	FPI	KGV field hire		£600.00	£95,141.95
12/10/2018	DD	DUAL ENERGY	£100.00		£94,541.95
11/10/2018	FPI	RH hire		£75.00	£94,641.95
11/10/2018	FPO	Dep Refund RPC104/18/19	£50.00		£94,566.95
11/10/2018	BGC	HMRC VAT refund		£10,776.72	£94,616.95
09/10/2018	FPO	GRASSTEX LTD KGV/CM	£1,770.00		£83,840.23
09/10/2018	FPO	MOORE-STEPHENS ext audit	£528.00		£85,610.23
09/10/2018	FPO	CERTAS ENERGY RH	£541.07		£86,138.23
09/10/2018	FPO	SURREY HILLS RPC INV 1368 309009 TC/KGV	£2,014.80		£86,679.30
09/10/2018	FPO	PLAYFIX LTD Repainting RH playground app.	£250.00		£88,694.10
09/10/2018	FPO	CAME & COMPANY Insurance 2018/19 10 090	£3,763.64		£88,944.10
09/10/2018	FPO	IT NETCOM SOLUTION IT subscription	£78.85		£92,707.74
09/10/2018	FPO	FIELDS IN TRUST TC lease	£240.00		£92,786.59
09/10/2018	FPO	SEOFON payroll October	£22.80		£93,026.59
09/10/2018	FPO	HMRC - NI&Tax October	£546.76		£93,049.39
09/10/2018	FPO	WSCC PENSION FUND October	£1,472.13		£93,596.15
09/10/2018	FPO	WEALD SERVICES RH/JH cleaning October	£297.50		£95,068.28
08/10/2018	FPO	JH Hall Hire	£138.60		£95,365.78

National Westminster Account Expenditure					
Payment Made					
09/10/2018	DD	Southern Electric	£ 456.75		4259.10
		Total	£ 456.75		3802.35
Payments to be approved					
Date	Type	Payee	BACS	DD	
16/10/2018	FPO	Grasstex - KGV car parking/apple trees	£ 4,248.00		
17/10/2018	FPO	WSSC Pension October	£ 641.98		
08/10/2018	FPO	Surrey Hills Solicitors KGV	£ 800.40		
24/10/2018	FPO	C. Mallpress hedge cutting	£ 60.00		
27/10/2018	FPO	Drainflow Solutions JH	£ 3,216.00		
31/10/2018	FPO	Seofon - Payroll October	£ 22.80		
01/11/2018	FPO	Weald Services - October	£ 382.50		
07/11/2018	FPO	Deposit refund - Hall hire	£ 50.00		
07/11/2018	FPO	Skateboard Ramps - repair	£ 336.00		
13/11/2018	FPO	HMRC - October	£ 575.49		
12/11/2018	FPO	Abbey Boilers - RH	£ 384.83		
13/11/2018	FPO	JAM Foote - expenses	£ 42.71		
08/11/2018	FPO	TMS - electrical work KGV	£ 1,104.98		
07/11/2018	FPO	Viking - office supplies	£ 101.95		
01/11/2018	FPO	RTC Safety Surfaces - RH playground	£ 2,461.20		
22/11/2018	FPO	O2		£ 11.44	
			£ 14,428.84	£ 11.44	

174/18. Staffing

174/1/18. **It was resolved to appoint E K Burse as Assistant Clerk** from 16th November 2018 according to NALC terms and conditions. Proposed by Cllr Wild seconded by Cllr Haynes and unanimously agreed.

174/2/18. **It was resolved to enrol E K Burse in the LGPS Pension Scheme** from 16th November 2018. Proposed by Cllr Wild seconded by Cllr Landeryou and unanimously agreed.

The Chairman proposed a vote of thanks to N McGill and the Clerk for their commitment and work over the last few months, this was unanimously supported.

175/18. DATE OF NEXT MEETING: Monday 10th December, 2018.

The Chairman closed the meeting at 8.30 pm

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Chairman

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Date