

## Rudgwick Parish Council

Minutes of the Meeting of the Parish Council held on Monday 14<sup>th</sup> January 2019 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, A Haynes, R Landeryou, I Maclachlan and R Wild.  
Clerk: S Hall

20 members of the public.

195/18. **Apologies for Absence** had been received from Cllr R Bookham and reasons for absence were noted and unanimously approved.

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

196/18. No **Declarations of Interest** from Councillors on any matters to be considered at the meeting or notifications of changes to members were received.

197/18. It was resolved that **Minutes of the Parish Meeting held on 10<sup>th</sup> December 2018** (previously circulated) **could be approved as a correct record**, this was unanimously agreed and the Chairman signed the minutes. Proposed by Cllr P Thompson and seconded by Cllr R Wild.

### 198/18. **Committees and Working Parties**

The approved **Minutes from the Finance Policy & Human Resources Committee meeting 3<sup>rd</sup> December 2018** were adopted by the Parish Council. Proposed by Cllr R Wild and seconded by Cllr P Thompson.

The Chairman, Cllr D Buckley, deferred item 4, to discuss the **draft minutes from the Finance Policy & Human Resources Committee meeting 7<sup>th</sup> January 2019** to between item 11 - 15

### 199/18. **Chairman's announcements.** (*for noting only*)

- RPC have been advised that the Swallow Ridge applicant has requested for appeal to be heard at a hearing, the request has been declined and written representations will be submitted.
- Mr Dave Norman passed away before Christmas, he had been a strong supporter of local government and his funeral will be held at St Nicholas Church, Cranleigh on Thursday 17<sup>th</sup> January 2019.

### 200/18. **Reports from Horsham District (HDC) Councillor/ West Sussex County Council (WSCC) Councillor**

County Councillor C Mitchell sent the following report:

- There will be carriageway repairs in Lynick Street and works to alleviate flooding in Church Street, the details will be included on RPC website.

### 200/18. **Public Session** (*for noting only*)

There was a proposal to convert the Heritage phone kiosk into a children's book exchange, project would cost approximately £400.00 and would be funded by donations. Local residents have offered their support and a phone box committee will be formed, local teenagers to be caretakers of the kiosk.

There were concerns about Saxons Wealds planning application (DC/18/2747) to replace six vacant bungalows with two storey dwellings. The proposal does not meet the existing or future

housing needs of the village.

A number of residents spoke about their concerns for the new application to build 65 dwellings on the Fairlee Cottage site (DC/18/2702). The application is very similar to a previous application submitted in 2016. The residents again strongly opposed the application for the dwellings and the revised proposal to address the access issues.

A resident spoke about the application from Berkeley Homes to amend the S106 legal agreement on the Rudgwick Metals Site (S106/18/0027), there were concerns that the commercial units may not be built if the agreement was amended.

**201/18. Planning**

The following was reported:

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

<b>Discussed at January 2019 Meeting</b>			
<b>Application No</b>	<b>Applicant</b>	<b>Reason for Application</b>	<b>Recommendation</b>
DC/18/2702	Fairlee Cottage Bucks Green Rudgwick	Outline application for the demolition of a single dwelling, including ancillary outbuildings, the erection of up to 65 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point from Guildford Road. All matters reserved except for means of access.	<b>To object to this application. Virtually the same as DC/16/1490, HDC refused &amp; withdraw appeal. Outside the BUAB. Not in Horsham Development Local Framework Nov 2015 or a Neighbourhood Plan. Contrary to the Strategic Policies 3 &amp; 4 Development Hierarchy and settlement expansion therein. Further pressure on local infrastructure, no evidence how this would be met. Site vulnerable to flooding. Proposed traffic scheme still inadequate. Majority of village amenities to the north of the A281, proposed crossing great concern for public safety. Site classified as 'not currently developable' in the HDC 2016 SHELAA. Contravenes Rudgwicks Design Statement. Full details of the</b>

			<b>objections are available on HDC Planning Portal.</b>
DC/18/2733	Furnace Lake Stable Guildford Road, Slinfold	Retrospective application to confirm the use of 'The Stable Block' as a dwelling house (class C3) for a continuous period in excess of four years (Lawful Development Certificate existing)	<b>To raise no objection to the application, providing the dwelling house is tied into the business.</b>
DC/18/2740	Furnace Lake Stable Guildford Road, Slinfold	Prior approval for the change of use from B8 storage/warehouse use to residential dwelling.	<b>To raise no objection to the application, providing the dwelling house is tied into the business.</b>
DC/18/2747	Pathfield Close Rudgwick	Demolition of No. 6 vacant bungalow dwellings and the erection of No. 6 two storey dwellings with associated parking and landscaping.	<b>To object to the application, there is insufficient detail in the application and the dwellings do not adhere to the Rudgwick Design Statement.</b>
S106/18/0027	Rudgwick Metals Ltd Church Street Rudgwick	Amendment to clause 4.5 of the legal agreement (ref PS/PAG/1235) approved under DC/16/2917 to state that, no more than 50 residential units shall be occupied until the commercial units are constructed and practically completed and capable of being occupied for the purpose permitted by the planning permission.	<b>To object to the application, RPC would like to see the existing S106 agreement carried through.</b>

The meeting was closed between 8.46pm to 8.48pm to allow members of the public to leave the premises.

<b>WSSC Planning Application</b>			
WSSC/004/19/RW	Rudgwick Brick Works Lynwick Street Rudgwick	Extension to the restoration of the former claypit, including the remodelling of the existing landform to enable change of use to agricultural land (permanent pasture), internal management improvement measures and a proposed scheme of landscaping improvements	<b>RESOLVED to give Cllr David Buckley delegated powers. Cllr Ian Maclachlan will liaise with the Brickworks Liaison Committee, report to Cllr David Buckley who will circulate the information. The consultation closes on</b>

The decisions on the above planning applications were unanimously agreed.

ii) Comments made on 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>
DC/18/2307	Marshalls Farm The Haven Billingshurst	Erection of a single storey side extension.	<b>No objection</b>
DC/18/2580	43 Woodfield Road Rudgwick	Demolition of lower deck with replacement stairs and extension of rear balcony.	<b>No objection</b>
DC/18/2688	Naldretts Farm Barn Naldretts Lane Rudgwick	Erection of a single storey side extension. Installation of first floor family bathroom and ensuite. Re-positioning of window in bedroom 3 to provide an egress window. Taller window opening and new window installation to ground floor dining room, plus additional windows.	<b>No objection</b>

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/18/2063	Furnace Barn Guildford Road Slinfold	Conversion and extension of existing garage/storage/granary to create ancillary residential accommodation.	No objection – on the condition that it is tied to the main house.	<b>Application permitted</b>
DC/18/1641	Field House The Haven Billingshurst West Sussex	Amendment to DC/07/105 (Re-location of stables and riding arena approved under reference DC/05/2468) re-location of existing stables and riding arena	No objection	<b>Application permitted</b>
DC/18/1663	Field House The Haven Billingshurst West Sussex	Conversion of the existing single storey garage to form two storey ancillary accommodation including the erection of a two-storey front extension and first floor extension and erection of glazed link to main house	No objection provided the building is tied to the existing i.e. not a separate dwelling	<b>Application permitted</b>
DC/18/2405	Land South of Church Hill House Church	Fell - 3 x Lawsons Cypress, 1 x Ash, Surgery - 1 x Scott's Pine, 1 x Horse Chestnut, 1 x Lawsons Cypress, 1 x Yew, 1 x Leylandii	No objection – on condition that HDC arboricultural officer is satisfied.	<b>Permitted</b>

	Street Rudgwick West Sussex	hedge, 1 x Beech/Hazel/Yew hedge, (Work to trees in a Conservation Area)		
DC/18/2577	Hermongers Farm Hermongers Rudgwick	Non-Material Amendment to approved application DC/18/0327, (Demolition of existing buildings and erection of a two-storey dwelling with new access route) Amendments sought oak entrance canopy, minor window and door amendments, erection of glass veranda to east elevation.	Not required	<b>Withdrawn</b>
DC/18/2306	Marshalls Farm The Haven Billingshurst West Sussex	Retrospective application for the siting of a temporary mobile home to accommodate an apprentice groom	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.	<b>Refused</b>
DC/18/2321	Pathway South of 8 Church Street & 16 & 17 Furze Road Rudgwick	Surgery to 2 Oaks	No objection, with the condition that HDC Arboricultural Officer is satisfied.	<b>Permitted</b>

iv) Appeal notices and decisions were noted.

Appeals Lodged November				
Application No/Inspectorate Reference	Address	Reason for Application	Original RPC Recommendation	Appeal Decision
DC/17/2731 APP/Z3825/W/18/3 199535	Mill Hill House Guildford Road Rudgwick	Erection of a two storey three-bedroom detached dwelling with associated triple garage, hardstanding and driveway	Objection, the development is outside the BUAB. Future/amended planning applications should be subject to a legal agreement regarding the restoration of the barn.	<b>Appeal dismissed</b>
DC/17/2605 APP/Z3825/W/18/3 214026	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 APP/Z3825/W/18/3 214199	Windacres Farm Development Site, 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.	

**202/18. Clerk's announcements were noted.**

- There have been two registrations of interest for the Council vacancy and the vacancy will be advertised on notice boards, Facebook and website.
- The Gypsy, Traveller and Travelling Show People Housing Needs have now been combined with general housing needs, a consultation is planned for later this year by Horsham District Council. (telephone call from parishioner.)
- Tennis club lease finalised, ready for signature. RLTC have since been in contact regarding the club house.
- KGV Solar panels feed in tariff registration is completed and meter readings submitted.
- Utility contracts for gas moved over to Little Street, electricity in progress.
- Assistant Clerk has submitted her resignation, a temporary arrangement for support has been arranged with a Clerk from another West Sussex Parish Council. The post will be advertised as soon as possible.

**203/18. Reports from Parish Council representatives on outside organisations were received:**  
**Youth Centre** – meeting on 14<sup>th</sup> January 2019. Cllr R Wild reported on the proposed redevelopment of the building, the members agreed that it was a good idea, consideration needed to be given to the detail and decisions needed to be made. Fields in Trust land will need to be released for the project.  
**HALC** – next meeting on 23<sup>rd</sup> January, representatives Cllr R Landeryou and Cllr P Thompson.

**204/18. Budget for 2019 and Precept (item 4)**

The report from the Finance Policy and Human Resources Committee meeting on 7<sup>th</sup> January 2019 was received. The revised income and expenditure **budget for 2019/20 of £74,940** (net) and **precept for 2019/20 of £96,940.00** (FPHR/46/18) were agreed, representing an increase of 32.7%. Proposed by Cllr R Wild, seconded by Cllr A Haynes and unanimously agreed

**205/18. Re-allocation of Allocated Reserves to General Reserves (item 4)**

	1/1/2019	To re-allocate to general budget	14/1/2019
Noticeboard	1,850	-1,850	0
Jubilee Hall	2,050	-1,500	550
Rudgwick Hall floor	2,000	-2,000	0
Roof repairs	2,000	-1,000	1,000
Rudgwick Hall refurb, roof, security, elec insp	15,157	-11,600	3,557
Road /car park	18,623	-10,000	8,623
<b>Total allocated reserve required</b>	<b>41,680</b>	<b>-27,950</b>	<b>13,730</b>

It was also recommended that an additional £10,000 should be re-allocated from the Burial Ground allocated reserve to general reserves, making the re-allocation of a total of £37,950 of allocated reserves to general reserves.

As detailed above the re-allocation of allocated reserves to general reserves (FPHR/47/18) were agreed. Proposed by Cllr R Wild, seconded by Cllr P Thompson and unanimously agreed.

**206/18. Financial Regulations (item 4)**

It was **resolved to adopt** the changes to Section 4.1 of the Financial Regulations, in line with the recommendation by the Internal Auditor (FPHR/48/18). Proposed by Cllr P Thompson, seconded by Cllr R Wild and unanimously agreed.

**207/18. Salaries – Wardens**

The increase in wage rate for the Open Space and Litter Warden from the 1<sup>st</sup> April 2019 to the real living wage rate of **£9.00 p/h for 2019/20** (FPHR/36/18) was agreed. Proposed by Cllr P Thompson, seconded by Cllr R Wild and unanimously agreed.

**208/18 Financial Risk Assessment for 2018/19**

It was **resolved to adopt** the Financial Risk Assessment for 2018/19, amended to include the changing rooms at the King George V Building (FPHR38/18). Proposed by Cllr P Thompson, seconded by Cllr R Wild and unanimously agreed.

It was accepted that **item 4** on the agenda had now been covered. Proposed Cllr P Thompson, seconded Cllr R Wild and unanimously agreed.

### 209/18. **West Sussex County Council Pension Data Processing Agreement**

It was **resolved to adopt** WSCC Pension Data Processing Agreement (FPHR/39/18). Proposed by Cllr R Wild, seconded by Cllr P Thompson and unanimously agreed.

### 210/18. **King George V Boiler Replacement / Heating System Repairs**

It was **resolved to agree** the payment of £3,500.00 (exc VAT) for the repair of the boiler and the additional expenditure of £1,600.00 + £600.00 (exc VAT) for the additional work to replace the thermostats and timer. Proposed by Cllr R Wild, seconded by Cllr P Thompson and unanimously agreed.

### 211/18. **Update on Velo South**

It was **noted** that the proposed meeting on 7<sup>th</sup> January 2019 was cancelled when Leader of West Sussex County Council advised that she was not willing to attend an 'open' meeting.

### 212/18. **Update on Neighbourhood Plan**

The information received from HDC on Neighbourhood Plans (Agenda Appendix 3) was noted. At the beginning of December work restarted on Rudgwicks Neighbourhood Plan and it was decided to move quickly on the 'call for sites'. Cllr I Maclachlan will be attending a conference on 1<sup>st</sup> February 2019, further clarification on Neighbourhood Plans in the District is expected and further details will be provided at the next meeting.

### 213/18. **Annual Parish Meeting**

Format for the meeting:

- 1) Approve 2018 Minutes
- 2) Chairman's Report
- 3) Present Budget
- 4) Glen Chipp Chief Executive HDC (questions for Glen Chipp to be forwarded in advance, include questions on Februarys agenda)

Assistance will be required for setting up the hall & refreshments.

The format for AGM was unanimously **agreed**.

### 214/18. **Pondfield Road Fencing**

It had been agreed at a previous meeting to replace elements of the fencing, this decision had caused concerns from local residents and the area was again assessed.

It was **resolved to only replace** the stretch of fence previously agreed, for an estimated cost of £700.00 – this includes repair of gates. Proposed by Cllr P Thompson, seconded by Cllr A Haynes and unanimously agreed.

### 215/18. **Riparian ownership responsibilities – King George V Field**

The ditch running along KGV field, behind the dwellings on the A281 is blocked and needs clearing. To date two quotations have been received.

The decision on clearing the blocked ditch was **deferred** pending further investigation/quotations.

### 216/18. **Rudgwick Hall Main Hall lighting / emergency lights update**

There are still some issues with the quotations for the replacement lighting and the Clerk, Jonna Foote, has advised that a decision on the main hall lights should be postponed.

The decision on the replacement lighting was **deferred** pending further investigation/quotations.

### 217/18. **King George V Building Solar Panels**

Confirmation on the necessity of maintenance and service inspection is required.

The decision on the maintenance and service inspection was **deferred** pending further information.



**218/18. Adoption of BT telephone box Church Street**

It was **resolved** that the Parish Council **adopt** the phone kiosk for the cost of £1.00 to the Parish Council. Proposed by Cllr D Buckley, seconded by Cllr R Wild and unanimously agreed.

**219/18. S106 Working Group Meeting**

The S106 Working Group need to arrange a meeting to formulate a re-allocation plan for some of the Windacres S106 monies due to changes in the Parishes requirements.

It was **agreed** for the working group to liaise and arrange a meeting in February 2019.

**220/18. Accounts** were presented and approved

- Reconciliation of Lloyds bank account for November/December 2018.
- Reconciliation of NatWest bank account for October (Postponed to February meeting).
- Quarterly reconciliation of accounts (Postponed to February meeting).
- Payments to be made (including Direct Debits).

<b>Rudgwick Parish Council</b>					
Lloyds Bank transaction details December 2018					
Date	Transact.	Transaction Description	Debit	Credit	Balance
03/12/2018	DEB	Clerk DD: chairman's expenses Christmas	£24.00		£76,562.16
03/12/2018	DEB	Clerk DD: chairman's expenses Christmas	£20.97		£76,586.16
03/12/2018	DEB	Clerk DD: SCREWFIX HORSHAM CM Lock	£5.49		£76,607.13
04/12/2018	FPI	RH Hire		£90.00	£76,612.62
05/12/2018	FPO	RPC DEP REF	£50.00		£76,462.16
06/12/2018	FPO	RPC DEP REF	£50.00		£76,512.16
07/12/2018	FPO	ROSPA CM inspection	£474.00		£74,523.52
08/12/2018	FPO	SURREY HILLS RLTC	£82.80		£74,997.52
09/12/2018	FPO	GAZPROM KGV	£143.65		£75,080.32
10/12/2018	FPO	TMS ELEC RH electrical repairs	£93.50		£75,223.97
11/12/2018	FPO	IT NETCOM SOLUTION bit locker	£82.50		£75,317.47
12/12/2018	FPO	WSCC PENSION FUND November	£553.89		£75,399.97
13/12/2018	FPO	GRASSTEX LTD mowing CM/KGV	£1,624.00		£75,953.86
14/12/2018	FPO	SEOFON payroll NOV 402433	£28.50		£77,577.86
15/12/2018	FPO	GOODWINS BUILDING KGV boiler	£216.00		£77,606.36
16/12/2018	FPO	SCJS LTD janitorial supplies	£127.28		£77,822.36
17/12/2018	FPO	WEALD SERVICES December	£365.50		£77,949.64
18/12/2018	FPO	ABBAY BOILERS RH boiler	£176.93		£78,315.14
19/12/2018	FPO	HMRC - November	£516.09		£78,492.07
20/12/2018	FPI	JH Hire		£162.00	£79,008.16
21/12/2018	FPI	HISCOX insurance 2018/19		£2,384.00	£78,846.16
22/12/2018	DD	DUAL ENERGY KGV electricity	£107.00		£74,416.52
23/12/2018	FPO	PCC RUDGWICK GRAVEYARD 2018 309441	£1,500.00		£46,836.33
24/12/2018	FPO	IT NETCOM SOLUTION email addresses	£144.00		£48,336.33
25/12/2018	FPO	MULBERRY & CO internal audit	£237.60		£48,480.33
26/12/2018	FPO	GRASSTEX LTD KGV patio/trees/hedge	£3,981.60		£48,717.93
27/12/2018	FPO	HENRY ADAMS professional fees KGV	£1,800.00		£52,699.53

28/12/2018	FPO	KOMPAN CM playground installment	£11,750.63		£54,499.53
29/12/2018	FPO	IT NETCOM SOLUTION Admin printer/laptop/install.	£1,391.16		£66,250.16
30/12/2018	FPO	PCC RUDGWICK Youth Centre	£1,500.00		£67,641.32
31/12/2018	FPO	SURREY HILLS KGV	£3,339.60		£69,141.32
01/01/2019	FPO	PCC RUDGWICK RPC MAG/INSERT 309441	£750.00		£72,480.92
02/01/2019	FPO	PEP PRJT MGMNT LTD KGV skip/removal	£1,185.60		£73,230.92
03/01/2019	DD	SOUTHERN ELECTRIC RH	£189.08		£46,619.29
04/01/2019	DD	ONEBILL LIMITED KGV	£27.96		£46,808.37
05/01/2019	FPI	RH hire		£55.00	£46,674.29
06/01/2019	FPO	SALARY DEC	£2,275.71		£44,398.58
07/01/2019	DD	O2 mobile phone	£11.44		£44,381.14
08/01/2019	DD	O2 mobile phone	£6.00		£44,392.58
09/01/2019	DD	HDC GENERAL JH rates	£52.00		£44,329.14
10/01/2019	DD	SOUTHERN ELECTRIC	£23.61		£44,305.53
		NatWest Account - Closed	£0.00		
<b>Payments to be approved</b>					
05/12/2018	FPO	Gazprom	£87.51		
18/12/2018	FPO	WSCC Pension December	£453.22		
18/12/2018	FPO	Fire Risk UK - annual maintenance fire extinguishers RH	£28.93		
18/12/2018	FPO	Fire Risk UK - annual maintenance fire extinguishers JH	£15.65		
19/12/2018	FPO	Certas Energy - oil RH	£495.71		
20/12/2018	DD	HDC - Dog/Litter bins	£141.40		
20/12/2018	FPO	PEP - KGV emergency lights	£1,194.00		
20/12/2018	FPO	Seofon - December Payroll	£22.80		
03/01/2019	FPO	Weald Cleaning Services - December	£195.50		
03/01/2019	DD	SSE Streetlights quarter 3	£497.40		
09/02/2019	DD	O2 - mobile phone - January charges	£10.70		
09/02/2019	DD	O2 - mobile phone - January purchase contract	£6.00		
09/02/2019	FPO	HMCR - December	£426.89		
31/10/2018	FPO	Oxford Archaeology Burial Grounds survey*	£1,800.00		*inv never received
			£5,375.71		

Proposed by Cllr I MacLauchlan, seconded by Cllr R Wild and unanimously agreed.

221/18. **DATE OF NEXT MEETING: Monday 11<sup>th</sup> February 2019.**

**The Chairman closed the meeting at 8.37 pm**

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Chairman

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Date