

RUDGWICK PARISH COUNCIL
Parish Office
Rudgwick Hall
Bucks Green
Rudgwick
West Sussex
RH12 3JJ

Tel: 01403 822678

E-mail clerk@rudgwickpc.co.uk

Date: 2nd April 2019

To: All Members of Rudgwick Parish Council

You are duly summoned to a meeting of the Parish Council that will take place on **Monday 8th April 2019** at the **Rudgwick Hall, Bucks Green** at **7p.m.**

Jonna Foote

Mrs J Foote

Clerk to Rudgwick Parish Council

Members of the public have a right and are welcome to attend the meeting as observers

AGENDA

1. **Apologies for Absence: to receive and approve apologies of absence**
Recommendation: To receive apologies for absence.
2. **Declarations of Interest: to receive any declarations of interest by councillors on any matters to be considered at the meeting and notifications of changes to members Registers of Interest. Any clarification on whether a Member has an interest should be sought before attending the meeting. See Clerk's Report.**
Recommendation: To receive any Declarations of Interest from Members of the Council.
3. **Minutes of Council Meeting of 11th February 2019 and Extraordinary Council Meeting 11th March 2019**
(See Rudgwick Parish Council website <http://www.rudgwick-pc.org.uk/>;
<http://www.rudgwick-pc.org.uk/media/18034/3-draft-minutes-rpc-meeting-11022019.pdf>
<http://www.rudgwick-pc.org.uk/media/18220/3-draft-minutes-rpc-extraordinary-meeting-11032019.pdf>)
Recommendation: To approve and sign the Minutes of the Council Meeting held on 11th February 2019 and Extraordinary Council Meeting 11th March 2019.
4. **Committee Minutes: To consider for adoption for the minutes approved by the following committees:**
 - **Planning December 5th December 2017**
 - **Halls and Recreation 22nd October 2018**

Recommendation: To adopt the minutes for the Planning Committee (5th December 2017) and Halls and Recreation Committee (22nd October 2018) Minutes.

5. **Chairman’s announcements**

6. **District and County Councillors Reports** (*for information only*)

See Clerk’s Report.

Recommendation: To receive any report submitted

7. **Public participation** The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.

8. **Planning**

To report on:

- i) Current Planning Applications to be considered for comment to Horsham District Council.

Applications for Rudgwick Parish Council Meeting 8 th April 2019				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/19/0531 15/03/2019	1 Crossways Cottage, Tismans Common, Rudgwick	Erection of an Oak framed two bay detached garage		09/04/2019
DC/19/0613 22/03/2019	Oakwood, 2 Cape Copse, Rudgwick	Fell 1 x Oak		12/04/2019
DC/19/0655 22/03/2019	36 Woodfield Road, Rudgwick	Non material amendment to previously approved DC/18/0314 (Demolition of existing front porch and erection of replacement front porch) Relating to change the front door and change the depth of the porch		No response date
DC/19/0676 28/03/2019	Wanford House, Haven Road, Rudgwick	Erection of 3 brick piers, installation of 2 gates and erection of a brick infill 1.1m wide		18/04/2019

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

Recommendation: To consider Planning Applications received for commenting to Horsham District Council.

- ii) Planning Applications made under delegated powers. See Clerk’s Report for list of delegated planning applications.

Recommendation: To *note* the comments made by Rudgwick Parish Council Planning Committee to Horsham District Council in respect of Planning Applications not being considered at Council Meetings.

iii) Any decisions made by Horsham District Council on previous applications.
See Clerk's Report for list of planning applications decisions (for noting only).
Recommendation: To *note* the Schedule of Planning Decisions made by Horsham District Council in respect of previous applications.

iv) To report on any appeal notices and decisions.
Recommendation: To *note* information regarding any Planning Appeals.

9. **Clerk's announcements/decisions**

See Clerk's Report in conjunction with Clerk's Weekly Updates (4th February – 1 April 2019) on Rudgwick Parish Council website <http://www.rudgwick-pc.org.uk/>
Recommendation: To receive and *note* announcements/decisions.

10. **Reports from Parish Council representatives on outside Organisations:**

Please see Clerk's report for reports submitted
HALC - Meeting 25th March 2019. Cllr Landeryou/Cllr Thompson
Rudgwick Youth Centre – Meeting 25th March 2019. Cllr Wild
See Clerk's Report.
Recommendation: To receive and *note* reports from representatives on outside bodies.

11. **Halls and Recreation Committee Meeting 25th March 2019.**

To receive the Draft Minutes of the Halls and Recreation Meeting 25th March and ratify the recommendations made therein.

<http://www.rudgwick-pc.org.uk/media/18300/3-draft-minutes-halls-and-recreation-meeting-25032019.pdf>

Recommendation: To receive the Draft Minutes of the Halls and Recreation Meeting 25th March 2019 and ratify the recommendations made therein.

12. **To receive update from Traffic Calming Working Group Meeting 29th March 2019**

See Clerk's Report.

Recommendation: To receive and *note* update from Traffic Calming Working Group Meeting 28th March 2019.

13. **To receive update from meeting with Football Club Representatives 28th March 2019**

See Clerk's Report.

Recommendation: to receive and *note* update.

14. **To receive update from meeting with King George V Field Users 1st April 2019**

Recommendation: to receive and *note* update.

15. **To receive and consider correspondence from Rudgwick Parishioners and recommend actions where appropriate:**

- **Thames Water – inadequate water service in Cox Green**
- **Forming of a Climate Emergency Working Group**

See Clerk's Report.

Recommendation: to receive and consider correspondence from Rudgwick Parishioners and agree on actions.

16. **To receive and consider S137 funding applications from the following organisations:**

- **Air Ambulance Kent Surrey Sussex**
- **Rudgwick Parish Games Hub**
- **AgeUK Horsham District**
- **West Sussex Mediation Service**
- **St Catherine's Hospice**

See Clerk's Report.

Recommendation: To receive and consider S137 applications funding applications.

17. **To agree to spend £750 on design specification for memorial walls for cremated remains as part of the extension of Rudgwick Parish Church cemetery extension**

See Clerk's Report.

Recommendation: To agree to spend £750 on the design specification for memorial walls for cremated remains.

18. **Berkeley Homes Windacres site: mud on the road issue update**

Recommendation: To receive and *note* update.

19. **Neighbourhood Plan Update**

Recommendation: To receive and *note* update.

20. **Accounts**

- Reconciliation of Lloyds bank account for February.
- Reconciliation of Lloyds bank account for March.
- Quarterly reconciliation of accounts.
- Payments to be made.

See Clerk's report.

Recommendation: To agree payment schedules, monthly and quarterly reconciliations.

21. **Chairman's Vote of Thanks**

22. **Date of Next Meeting: 13th May 2019.**

Filming of Parish Council Meetings and use of social media

During this meeting the public are allowed to film the Council or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting.

RUDGWICK PARISH COUNCIL

Halls and Recreation Meeting on Monday 8th April 2019
at 7.00 pm Rudgwick Hall, Bucks Green, RH12 3JJ

Clerk's Report

To be read in conjunction with the Agenda

1. **Apologies for Absence: to receive and approve apologies of absence.**
2. **Declarations of Interest**

Members are advised to consider the agenda for the meeting and determine in advance if they have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. (Please refer to flow chart provided prior to the meeting). If a Member has a declarable interest, they are reminded that this must be declared at the start of the meeting. Details of the interest will be minuted. Where a Member has a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), they are reminded that they must withdraw from the meeting room after making representations/ asking questions. If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must not take part in the discussions of the item at all, participate in any voting and unless the Chairman has given a dispensation, withdraw from the meeting room. Any clarification on whether *a Member has an interest should be sought before attending the meeting.*
3. **Minutes of Council Meeting of 11th February 2019 and Extraordinary Council Meeting 11th March 2019**

<http://www.rudgwick-pc.org.uk/media/18034/3-draft-minutes-rpc-meeting-11022019.pdf>
<http://www.rudgwick-pc.org.uk/media/18220/3-draft-minutes-rpc-extraordinary-meeting-11032019.pdf>
4. **Committee Minutes: To consider for adoption for the minutes approved by the following committees:**
 - **Planning December 5th December 2017**
<http://www.rudgwick-pc.org.uk/media/18285/4-minutes-for-planning-meeting-0512171.pdf>
 - **Halls and Recreation 22nd October 2018**
<http://www.rudgwick-pc.org.uk/media/18284/4-minutes-halls-and-recreation-meeting-221018.pdf>
5. **Chairman's announcements**
6. **District and County Councillors Reports** (*for information only*)

None received at time of publication.
7. **Public participation.** The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.
8. **Planning**

To report on:

 - i) Current Planning Applications to be considered for comment to Horsham District

Council.

ii) Planning Applications made under delegated powers.

Delegated Decisions - Rudgwick Parish Council Meeting 8 th April 2019			
Application No	Applicant	Reason for Application	Recommendation
DC/18/2747	Pathfield Close, Rudgwick	Amended Plans – Demolition of No. 6 vacant bungalow dwellings and the erection of No 6 two storey dwellings with associated parking and landscaping	RESOLVED to continue to object to the application, there is insufficient detail in the application re any future purpose, there is a need for bungalows in the parish and the dwellings do not adhere to the Parish Design Statement.
DC/19/0550 12/03/2019	The Granary Barn, Guildford Road, Rudgwick	Application to confirm the use as a single dwelling house began more than four years before the date of this application (Lawful Development Certificate - Existing)	RESOLVED to continue to object to the application, there is insufficient detail in the application re any future purpose, there is a need for bungalows in the parish and the dwellings do not adhere to the Parish Design Statement.
DC/19/0510 12/03/2019	Pennthorpe School, Church Street, Rudgwick	Removal of existing hard surface tennis courts and replacement with multi-sport pitch	RESOLVED to raise no objection to the application.
DC/19/0588 15/03/2019	Naldrett House, Naldretts Lane, Rudgwick	Variation of condition 1 to previously approved application DC/18/1211 (Replacement of existing windows with french doors on rear and side elevations. Various internal alterations including reinstatement of previous fireplace. Reduction of external courtyard wall to 500mm in height and installation of new gate. (Listed Building Consent)) Relating to kitchen window and internal alterations.	No objection DC/18/1211 (Decision Notice) RESOLVED to raise no objection to the application.

iii) Any decisions made by Horsham District Council on previous applications.

HDC Council Decisions – Rudgwick Parish Council Meeting 8th April 2019				
Application No	Applicant	Reason for Application	RPC Recommendation	HDC Decision
DC/18/2733	Furnace Lake Stable Guildford Road Slinfold Horsham	Retention of converted stable building to provide rural worker residential accommodation occupied in association with Furnace Lake Fisheries	No objection, providing the dwelling is tied in with the business	Permitted
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.	Objected to the application	Refused
DC/19/0100 (Householder)	Morgans Green The Haven Billingshurst	Demolition of existing rear porch and erection of replacement	No objection	Permitted
DC/19/0102 (Listed Building)	Morgans Green The Haven Billingshurst	Demolition of existing rear porch and erection of replacement	No objection	Permitted

iv) To report on any appeal notices and decisions.
There were no appeal notices/decisions.

9. Clerk's announcements/decisions

Clerk's Weekly Updates

<http://www.rudgwick-pc.org.uk/media/17919/weekly-rpc-clerk-update-4-11-february-2019-recovered.pdf>

<http://www.rudgwick-pc.org.uk/media/18299/weekly-rpc-clerks-update-18-25-february-2019.pdf>

<http://www.rudgwick-pc.org.uk/media/18071/weekly-rpc-clerks-update-25-february-4-march-2019.pdf>

<http://www.rudgwick-pc.org.uk/media/18120/weekly-rpc-clerks-update-4-11-march-2019.pdf>

<http://www.rudgwick-pc.org.uk/media/18219/weekly-rpc-clerks-update-11-18-march-2019.pdf>

<http://www.rudgwick-pc.org.uk/media/18271/weekly-rpc-clerks-update-18-25-march-2019.pdf>

<http://www.rudgwick-pc.org.uk/media/18311/weekly-rpc-clerks-update-25-march-1-april-2019.pdf>

- Clarify if councillors are able to access Rudgwick e-mail address.
- Clarify if councillors prefer to receive e-mails when they are received or as part of the Clerk's weekly update.
- Election update – notices have been placed on noticeboards.
- Book Exchange requesting permission for a banner to be placed to advertise the events.

10. **Reports from Parish Council representatives on outside Organisations:**
Please see Clerk's report for reports submitted
HALC - Meeting 25th March 2019 Cllr Landeryou/Cllr Thompson
Draft HALC Minutes

**Minutes of the HALC Meeting
Monday 25 March 2019
Barns Green Village Hall
7.30pm**

1.0 Attendance and Apologies for Absence

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Those Present:

Geoff Conlon Amberley Caroline Instance Thakeham
Tony Moss Ashington Martin Boffey Trafalgar NC
Susie Fischel Ashurst Geoff Read Warnham
Liz Leggo Ashurst Fran Davis West Chiltington
Alan Grant Billingshurst Beverley Bell
Roger Potter Bramber Trevor Leggo SSALC
Terry Oliver Broadbridge Heath PS Phil Badman Sussex Police
Tim Burr Coldwaltham PCSO Erica Baxter Sussex Police
Stephen Davies Colgate PCSO Adrian Bell Sussex Police
Paul Wilson Cowfold **Apologies:**

Ian Botting Denne NC Tony Duggan Henfield
Guy Stanley Forest NC Tony Rickard Henfield
Val Court Nuthurst Heather Cartwright Parham
Elaine Kipp Pulborough Richard Landeryou Rudgwick
Ritchie Gatt Rusper Dawn Langston Shermanbury Parish Council
Philip Baxter Shipley Pauline Whitehead North Horsham
Paul Richards Shipley _

—
Summary: 16 of the 32 Parish Councils and all three of the Neighbourhood Councils were represented.

2.0 Guest Speaker: PS Phil Badman, Roads Enforcement, Sussex Police

- 2.1 PS Badman said the Sussex Safer Roads Partnership (SSRP) includes Sussex Police, East and West Sussex Fire and Rescue Services, ESCC, WSCC, Brighton & Hove Council and Highways England.
- 2.2 The National Police Chiefs Council is running a three week campaign on the fatal four: seat belts, speeding, drink/drug driving and mobile phones.
- 2.3 SSRP is working locally on safe pass – overtaking motorcyclists, motorbike enforcement. Most at risk group are 50 – 125cc and 500+cc motorbikes.
- 2.4 SSRP attend road traffic collisions, run Operation Crackdown and help with Community Speed Watch.
- 2.5 To assist with speed management, SSRP look at collision history, Operation Crackdown, 100 vehicle counts, Community Speed Watch, engineering options and enforcement through the Police and mobile camera team.
- 2.6 Operation Ride looks at motorcycling offences through data, intelligence, locations, resources, enforcement and education event, such as at Whiteways on the A29 Coldwaltham/Bury Hill area.
- 2.7 A question was about the speed reduction from 40 to 30 at Clays Hill, Steyning that is being ignored, PS Badman said he would look at the data.
- 2.8 Concerns were raised about Swan Corner and Church Hill, Pulborough and near misses.
- 2.9 PS Badman agreed for Parish Clerks to contact him direct with Parish Council

concerns, Beverley to circulate his email address to Clerks only.

2.10 Val Court reminded Councillors to report Policing concerns through SSALC to raise at the twice yearly meeting with the Chief Constable. She added that the local JAG meeting has been cancelled twice due to lack of business.

3.0 Approval of Minutes of the Meeting on 23 January 2019.

3.1 It was AGREED that the minutes should be approved and signed as a correct record.

4.0 Matters arising from item 3.0 – not on the agenda below.

4.1 Horsham Town Community Partnership was put in contact with Metrobus to consider local maps in bus shelters in Horsham.

5.0 Elections 2019

5.1 Beverley provided details from the Electoral Commission of key dates for the forthcoming Parish Council elections:

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parishand-community-council-elections-in-england-and-wales>

5.2 Notice of election must be displayed in your parish in the same manner as Parish Council meetings are advertised at the latest by 26 March 2019, when the pre-election 'purdah' period commences.

5.3 Delivery of nomination papers by 4.00pm on Wednesday 03 April 2019.

6.0 SSALC Training Programme 2019

6.1 Beverley reported that the SSALC training programme 2019 is available to download from the SSALC website, no need to log in.

6.2 Trevor Leggo said SSALC are launching the training passport for new Councillors in the Horsham district to log their training and the Council with the most completed passports will win an award.

7.0 Health and Wellbeing Update.

7.1 Paul Richards is the Health and Wellbeing Project Manager for SSALC, the project won an award from NALC last year. The Vice Chairman met with representatives from the county associations in Kent, Surrey, Sussex and Essex to discuss the wellbeing agenda. WSALC would like to know what individual Parish Councils are doing to support wellbeing in their community.

7.2 Trevor Leggo said there is a special report on the Loneliness Campaign at the Clerks Networking Day in April.

8.0 Reports from Representatives on Outside Bodies:

8.1 Standards Committee – met on 13 March 2019 and discussed the new report on Standards and the Code of Conduct, a link to the full report is in the SSALC newsletter which all Parish Councillors should be receiving.

8.2 WSALC – next meeting 18 April 2019.

8.3 SSALC – no report.

8.4 Community Safety Partnership – need more feedback from Parish Councils, please let Beverley know about any community safety concerns in your parish.

8.5 CPRE – Susie Fischel is being updated by CPRE.

8.6 CLC – Next meeting North Horsham 17 June 2019 and Chanctonbury 03 July 2019.

9.0 Members Questions and Comments.

9.1 HDC Governance Panel is meeting on 24 April to look at reducing the number

of Councillors on the Planning Committee and increasing the number of representations to call an application into Committee. HALC members were very concerned that HDC are planning this change with no consultation with Parish Councils and AGREED to write to HDC requesting a deferral of the decision to allow for full consultation. Parish Councils were urged to lobby their District Councillors about these proposed changes. Trevor Leggo reminded Councillors that Parish Councils have a right to be notified about planning applications, but they are not a statutory consultee.

9.2 It was agreed to raise Planning Committees at WSALC to find out if other districts are making these changes.

9.3 Our Chairman Val Court announced that she is not standing as a Parish Councillor again after 29 years service to Nuthurst Parish Council. The Vice Chairman presented Val with a gift to thank her for 12 years service on HALC of which she has been Chairman for 8 years. Val thanked everyone involved for their guidance, knowledge and words of wisdom.

10.0 Date of Next Meeting

Tuesday 25 June 2019 Steyning Centre

Guest Speaker: Mr Keith Budden Vice Chairman East Hampshire District Council to talk about GDPR

Meeting closed at 9.30pm.

Councillors sent apologies as they had to attend Halls and Recreation Meeting.

Rudgwick Youth Centre – Meeting 25th March 2019.

Cllr Wild

Report from Cllr Wild on Meeting of 25th March:

Rudgwick Youth Centre

The Council needs to consider the following issues in relation to the RYC:

1. The lease of the premises expired in November 2018, and consideration needs to be given to regularising the position, assuming the Council wishes to continue the current arrangements. One complication will be the need to provide an Energy Performance Certificate (EPC) for the building. There may be difficulties in granting an extension to the lease/new lease if the EPC shows a value of F or G.
2. Following the presentation of the proposal for the re-development of the building to the Centre in November 2018, it was noted at the November Council meeting that the Council should establish a working party to
 - (a) discuss the feasibility/desirability of the proposal from a Council point of view
 - (b) recommend to the Council whether to support the proposal
 - (c) liaise with the RYC Management Committee/Parochial Church Council and Fields in Trust (given the possibility of extending the footprint of the building) in relation to the way forward if the Council supports the proposal.

It was accepted that such working party was not an immediate priority given the pressures then existing, but the working party should now be appointed and convened.

3. The constitution of the RYC requires a representative of the Council to be a member of the RYC Management Committee. RW has fulfilled that role for the past six or seven years,

following the resignation from the Council of Cllr David Bowen. As RW will no longer be a Councillor after 2nd May, the Council needs to nominate his replacement, presumably at the May Council meeting. The next RYC Management Committee meeting is due to take place on 20th May at 1.30pm at the Centre.

11. **Halls and Recreation Committee Meeting 25th March 2019**
To receive the Draft Minutes of the Halls and Recreation Meeting 25th March 2019 and ratify the recommendations made therein
<http://www.rudgwick-pc.org.uk/media/18300/3-draft-minutes-halls-and-recreation-meeting-25032019.pdf>

For background information on agenda items, see
http://www.rudgwick-pc.org.uk/media/18218/1-agenda_clerks-report-halls-and-recreation-meeting-25032019.pdf

Recommendations on the following to be ratified:

- H&R32/18/19 King George V Building – keyfobs**
- H&R33/18/19 King George V Building – access to accessible toilets**
- H&R34/18/19 King George V Building – patio**
- H&R35/18/19 King George V Building – car parking**
- H&R36/18/19 King George V Field users hire charges 2019/20**
- H&R37/18/19 King George V Building changing rooms**
- H&R40/18/19 Jubilee Hall/Rudgwick Hall Annual Audit Update**
- H&R43/18/19 Ellens Green and Rudgwick Garden Association request to build a shed on KGV land.**

12. **To receive update from Traffic Calming Working Group Meeting 29th March 2019**

Notes from traffic calming meeting
held at Milk Churn Meeting Room
on 28th March '19 at 7:00pm

Present:

Rob Bookham (RB)
Lauren Firshman (LF)
Mike Smith (MS)

Richard Landeryou (RL)
Matt Gilmour (MG)
+ two local residents

Michael Gimber (MG)
Steve Platt (SP)

Main items to be included in our Community Highways Scheme (CHS):

- ❖ Zebra crossing outside Pennthorpe
 - ❖ Flashing 20mph signs to replace current patrol beacons
 - ❖ Raised tables outside Coop & Chapel
 - ❖ Village gates
 - ❖ Portable speed sign
- Trees opposite Pennthorpe were due to be removed imminently, although this has been frustratingly delayed due to a bat survey being undertaken during the week the tree

surgeon was available. There is potential for further delays as we move into bird nesting season.

- Moving of the 40mph signs on the Downslink crossing are still high priority. There is a possibility that this may not need to be included in the CHS, with the potential of some anomaly money from the council that could cover this cost of this work.

❖ Zebra Crossing – Further points discussed:

- Could we propose creating the Zebra crossing on a raised table to further encourage the reduction of speed at this point?
- Zigzags and yellow lines to be painted in close proximity to the crossing to reduce unnecessary/illegal parking.
- Consideration needs to be made for the moving of the current ‘unofficial’ bus stop outside Pennthorpe. Possible new site south of Orchard Hill or complete removal of existing stop, so children will need to walk to the next stop outside Coop.

❖ Raised tables – Further points discussed:

- Speed pillows were mentioned, but think the majority agreed that raised tables would help to reduce speed through the village, with the idea that drivers would approach with caution due to uncertainty over pedestrian right of way and also potential for damage that can be caused by driving over the tables at excessive speed.

❖ Village Gates – Further points discussed:

- Gates discussed for The Haven and at other points in and around the village.
- These would be used for making drivers aware they are entering a village location and reiterating the speed limits through the gates and not for separating the villages.
- It would be ideal to have narrowing road markings with the village gates

Other points raised/made:

- Speed limits reductions
- Repainting of current yellow lines/‘slow’ signs
- Traffic survey was suggested, but LF advised that she along with a group of parent volunteers from Orchard Hill carried out a survey in November ‘17, in which the findings were staggering, one example of which was that the traffic volume was in excess of 700 cars in the period between 8:00am – 9:00am, everyday. It has been noted that HDC/Highways have since attended the site to carry out an ‘official’ survey, the results of which are unknown.
- RL also mentioned a traffic survey carried out some 5 years ago, relating to the potential Smithers Rough development and that recent figures show a traffic increase of around 30%.
- RB highlighted plans for sections of the Downslink to be tarmacked.

- Widening of Church Street at A281 junction

Action points:

- 1) LF will make contact with new Bursar/Head of Pennthorpe to keep them involved in our discussions.
- 2) LF to engage Rudgwick Primary/Pre-school/Pennthorpe to make posters to be displayed around the village to encourage more thought for speed limits/considerate parking. Bookham Harrison happy to contribute in some way to a possible competition for these posters.
- 3) SP is willing to assist us with the production of our CHS. SP to be contacted in the next few weeks to discuss the requirements further.
- 4) RB & RL to arrange meeting with Chris Stark from Highways, to obtain his advice further on our CHS to-date.
- 5) RB & RL to call further meeting around end-April
- 6) Completed CHS to be ready for submission by mid-May

Other business

MS joined us tonight with information regarding the current Berkeley Homes/Barleycroft site.

There have been many issues with this site, particularly the mess left throughout the village from vehicles leaving the site with muddy tyres, along with many other complaints. MS has been able to contact the Managing Directors via email and telephone and they seem receptive to dealing with the concerns local residents have over the site.

They are happy to address any concerns from locals via MS and are willing to attend any village/PC meetings, if required.

It have also been suggested they would like contribute towards some local projects. This is something that needs to be discussed further, but there was mention of a village notice board that is in need of some attention and MS has some other ideas too. More thought needs to be given to this but should definitely be capitalised on.

13 **To receive update from meeting with Football Club Representatives 28th March 2019.**

Meeting with football club Weds March 27th.

Present: Ian Matthews, Carl Holder (Rudgwick Football Club)
Richard Landeryou David Buckley (Rudgwick Parish Council)

Areas Covered:

Car Parking.

Only the designated area for Little Street is reserved. Access for coaches/managers for tennis and football should be available.

Disabled facilities.

Although disabled toilet is accessible through the lobby it is not suitable for disabled showering and changing. **Attention needed**

Field maintenance.

FA provide (at cost) a service for clubs to maintain/improve their pitches with subsequent access to grants. As PC are not in the FA and RFC are not the ground owners this may be problematic but could be a potential source of expertise/finance.

PC to investigate

Heating changing rooms.

RFC noted that it was hot in the changing rooms with potential for economising.

PC to consider zoning

Hire charges.

There are only three clubs using KGV (Sat First and Seconds, Panthers SX) with about 6 training sessions ie a total of about 30 bookings

RFC provide goal posts, pitch marking equipment (and labour) flags and nets. They estimate that this is about half the 'cost' of a pitch . In comparison HDC charge £56.65 (+VAT) so the current cost of £960 or £32 per booking is broadly compatible.

PC to consider charges for next season

14. **To receive update from meeting with King George V Field Users 1st April 2019
Update to be provided by Cllr Landeryou at the meeting.**

15. **To receive and consider correspondence from Rudgwick Parishioners and recommend actions where appropriate:**

- **Thames Water – water shortage in Cox Green**

E-mail from parishioner (25.2.2019) to Thames Water (see below) regarding the loss of water on 17.2.2019 and issues arising from this. A councillor reported that bottled water had been dropped off that day, communication was very inefficient, no clarity of delivery point. Vulnerable households or those without transport were not in a position to collect water

Dear Kayleigh

Thanks you for your voicemail and email below dated 22.2.19.

Unfortunately contacting Steve Robertson was the last straw , you'll note that I have also contacted our local MP Jeremy Quin as the current water situation in RH12 3DE is unacceptable in a third world country let alone one of the most expensive post codes in Britain.

I have no record of dates for no Water but I'm sure a large corporate like Thames Water will have the software to register all the multiple complaints and water shortages we've had in the area of RH12 3DE. On another note you'll note that I sent a receipt for our family to dine out as we still had no water (thus it was impossible to prepare food) at 4pm on Sun 17th Feb despite reporting this situation at 06.45am that day, so I would be grateful if you could do 2 things immediately :

- 1) Refund this bill by return or credit my account.
- 2) Put a plan in place and advise all in the RH12 3DE postcode of what you propose to do about the water shortage moving forward.

I look forward to hearing from you in return and please be assured that I will not rest until this matter is resolved to the community of RH12 3DE's satisfaction and I will do everything in my financial and social media powers to embarrass Thames Water into taking action.

Yours sincerely

xxxxxxx

From: CUSTOMER.FEEDBACK@THAMESWATER.CO.UK

<CUSTOMER.FEEDBACK@THAMESWATER.CO.UK>

Sent: 22 February 2019 17:08

To

Subject: TWUL Acknowledgement

Thames Water
Customer Relations
PO Box 492
Swindon
SN38 8TU

Telephone: 0800 0093965
Fax: 01793 424291
Email: Customer.Feedback@thameswater.co.uk

22 February 2019

Water interruptions

Dear xxxxxxxxx

I'm writing further to your letter dated 21 February 2019, which we received today. I tried to call you today regarding this, but I was unable to reach you. I trust you received my voicemail messages.

I'm sorry you've needed to contact our Chief Executive Officer, Steve Robertson regarding the interruptions to your water supply. I can appreciate how frustrating this must've been for you, especially as you refer to the number of times this has happened.

Steve has asked me to acknowledge your email, and inform you this matter has been passed to our Executive Team for a further review. Therefore, Shane Lorrinan, one of our Senior Case Managers will be in contact with you no later than 8 March 2019.

In the meantime, so that we can look into this further, please can you confirm the dates of these interruptions so I can compare these to our records? I have also contacted our Water Interruptions team to understand whether we're aware of any issues in your area, and if we have any outstanding work.

As mentioned above, your case will be passed to our Executive Team for a full review. Should you have any further questions or concerns, please don't hesitate to contact Shane on **0800 009 3965**. Our offices are open Monday to Friday, between the hours of 8am and 5pm. Alternatively, you can respond directly to my email.

Yours sincerely

Kayleigh Uzzell

Acknowledgement Coordinator – Executive Office

- **Forming of a Climate Emergency Working Group**

E-mail received from resident (05.03.2019):

Can we set up a climate emergency subgroup to look into a solar farm for Rudgwick. To provide electricity for the village (including the Haven please). Also, this group could explore other eco-friendly measures to educate and encourage ongoing actions.

16. **To receive and consider S137 funding applications from the following organisations:**

- **Air Ambulance Kent Surrey Sussex £250 (17/18 - £150)**
- **Rudgwick Parish Games Hub £250 (first application)**
- **AgeUK Horsham District £500 (17/18 - £300)**
- **West Sussex Mediation Service £100 (17/18 £100)**
- **St Catherine's Hospice £150 (17/18 £150)**

Full application documents have been circulated to councillors. Documents are available for inspection by residents, please contact the Parish Office (clerk@rudgwickpc.co.uk)

17. **To agree to spend £750 on design specification for memorial walls for cremated remains as part of the extension of Rudgwick Parish Church cemetery extension.** E-mail received from Holy Trinity Church – Cemetery extension committee (received 1.4.2019)

As you are aware, as part of the supporting material for the planning application on the graveyard extension at Holy Trinity, we need to submit detailed designs for the proposed memorial walls for cremated remains.

Christian Marchall, recently retired stonemason who lives in Rudgwick, worked on the restoration of the church stonework in recent years. He has a wealth of experience of working in the context of ecclesiastical and listed buildings and their environs. Up to now he has been very helpful in providing excellent (and free) advice on appropriate and cost-effective approaches to dealing with memorials for cremated remains and has offered to draw up a detailed technical specification, based on our discussions so far at a cost of £750. No VAT will be applicable. These specification will have a double purpose - both to support the planning application but will also be needed in the construction phase.

As you can imagine there are very few stonemasons to choose from in this area with a good knowledge of this particular kind of work. In the timeframe, we believe it would be very difficult to find three companies with the appropriate experience to quote for this kind of work. It's our belief that Mr Marshall is offering this service at a reduced rate, because of his connection to the village and his retired status.

We'd be very grateful if the Council would consider this an acceptable way forward.

18. **Berkeley Homes Windacres site: mud on the road issue update**

19. **Neighbourhood Plan – update
Call for land submissions received.**

20. **Accounts**

- Reconciliation of Lloyds bank account for February.
- Reconciliation of Lloyds bank account for March.
- Quarterly reconciliation of accounts (to be provided at meeting)
- Payments to be made.

Rudgwick Parish Council					
Lloyds Bank Current Account Statement February 2019					
Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount	Balance
05/02/2019	FPI	Rudgwick Hall Hire		£762.50	£52,091.00
05/02/2019	FPI	Rudgwick Hall Hire		£75.00	£51,328.50
05/02/2019	FPI	KGV Building Rent		£2,791.67	£51,253.50
07/02/2019	DEP	Rudgwick Hall Hire		£310.00	£52,401.00
11/02/2019	FPO	Goodwins Building (KGV works)	£1,795.00		£50,606.00
12/02/2019	FPO	Surrey Hills (Tennis Lease)	£690.00		£46,438.50
12/02/2019	FPO	PEP Project (KGV Bldg Survey)	£1,308.00		£47,128.50
12/02/2019	FPO	HMRC (January)	£446.89		£48,436.50
12/02/2019	FPO	SSALC (VAT/Election Training)	£126.00		£48,883.39
12/02/2019	FPO	Seofon (Payroll January)	£24.00		£49,009.39
12/02/2019	FPO	TMS Electrical (RH tripping)	£115.50		£49,033.39
12/02/2019	FPO	Weald Services (Cleaning January)	£382.50		£49,148.89
12/02/2019	FPO	Certas (RH Kerosene)	£494.55		£49,531.39
12/02/2019	FPO	TMS Electrical (RH Emergency Lights)	£580.06		£50,025.94
18/02/2019	DD	Southern Electric (Unmetered Supply)	£497.40		£45,941.10
21/02/2019	DEB	Post Office (Stamps)	£21.96		£45,485.75
21/02/2019	FPO	Upper Bridge Enterprises (Website)	£317.89		£45,507.71
21/02/2019	FPO	Netcom IT (IT Support)	£115.50		£45,825.60
22/02/2019	FPI	Rudgwick Hall Hire		£88.40	£45,577.21
22/02/2019	FPI	Rudgwick Hall Hire		£25.00	£45,488.81
22/02/2019	DD	O2 Mobile Airtime (February)	£15.94		£45,463.81
22/02/2019	DD	O2 Mobile Device (February)	£6.00		£45,479.75
25/02/2019	FPI	Jubilee Hall Hire		£118.80	£45,696.01
26/02/2019	FPO	Action Plumbing (KGV Toilets)	£449.50		£42,275.11
26/02/2019	FPO	Grasstex (KGV Fire escape path)	£540.00		£42,724.61
26/02/2019	FPO	HMRC (February)	£750.51		£43,264.61
26/02/2019	FPO	Quaife Woodlands (Arboricultural Survey)	£900.00		£44,015.12
26/02/2019	FPO	Action Plumbing (JH Heating)	£200.00		£44,915.12
26/02/2019	FPO	Clerks Expenses (Fuel/batteries)	£38.50		£45,115.12
26/02/2019	FPI	Rudgwick Hall Hire		£59.00	£45,153.62
26/02/2019	FPI	KGV Building Rent		£2,291.67	£45,094.62
26/02/2019	BP	Salaries (February)	£2,439.84		£42,802.95

26/02/2019	BP	WSSC Pensions (February)	£453.22		£43,636.64
27/02/2019	DD	Dual Energy (1-11 Jan 2019)	£103.60		£42,171.51
28/02/2019	DEB	Post Office (Letter Surrey Hills)	£2.50		£42,169.01

Rudgwick Parish Council					
Lloyds Bank Current Account Statement March					
Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount	Balance
01/03/2019	FPI	Rudgwick Hall hire 153/17/18		£ 150.00	£ 42,319.01
04/03/2019	FPI	Rudgwick Hall hire 141/18/19		£ 141.60	£ 42,570.01
04/03/2019	FPI	Rudgwick Hall hire 121/18/19		£ 59.00	£ 42,428.41
04/03/2019	FPI	Rudgwick Hall hire 150/18/19		£ 50.40	£ 42,369.41
06/03/2019	FPI	Rudgwick Hall hire 149/18/19		£ 24.00	£ 42,676.63
06/03/2019	DEB	Amazon office stat.- (lam. Pouches)	£ 13.57		£ 42,652.63
06/03/2019	DEB	FIREBIRD BREWING APM speaker's gift	£ 8.81		£ 42,666.20
06/03/2019	DEB	BOOKH/HARRISON APM speaker's gift	£ 7.00		£ 42,675.01
06/03/2019	FPI	Rudgwick Hall Hire		£ 112.00	£ 42,682.01
07/03/2019	DEB	SAINSBURY'S S/MKT APM refreshments	£ 9.30		£ 42,667.33
08/03/2019	DEB	Amazon office stationary (files)	£ 11.05		£ 42,656.28
12/03/2019	DEB	RH janitorial supplies (floor cleaner)	£ 62.00		£ 42,408.96
12/03/2019	DD	Business Stream water Jubilee Hall	£ 185.32		£ 42,470.96
13/03/2019	FPI	Jubilee Hall hire 155/18/19		£ 108.00	£ 42,744.96
13/03/2019	FPI	Jubilee Hall hire 146/18/19		£ 214.00	£ 42,636.96
13/03/2019	FPI	Rudgwick Hall hire		£ 14.00	£ 42,422.96
14/03/2019	FPI	Jubilee Hall hire 160/18/19		£ 11.00	£ 42,337.28
14/03/2019	FPO	SEOFON February	£ 24.00		£ 42,326.28
14/03/2019	FPO	VIKING Printing paper	£ 43.18		£ 42,350.28
14/03/2019	FPO	IT NETCOM INV 14087 IT support	£ 16.50		£ 42,393.46
14/03/2019	FPO	WEALD SERVICES Cleaning February	£ 255.00		£ 42,409.96
14/03/2019	FPO	DEP REF 148 204258	£ 80.00		£ 42,664.96
15/03/2019	DEB	SCREWFIX (lock/chain KGV/RH)	£ 29.98		£ 42,549.20
15/03/2019	DEP	Invoices 142/147 and 159 Hall Hire		£ 241.90	£ 42,579.18
18/03/2019	FPO	WSSC PENSION FUND March	£ 562.03		£ 41,132.00
18/03/2019	FPO	SCJS LTD janitorial supplies	£ 112.30		£ 41,694.03
18/03/2019	FPO	HMRC - NI & Tax	£ 738.37		£ 41,806.33
18/03/2019	DEB	SAINSBURY'S S/MKT janitorial supplies	£ 4.50		£ 42,544.70
22/03/2019	DD	O2 mobile phone Clerk calls	£ 7.54		£ 41,118.46
22/03/2019	DD	O2 mobile phone Clerk	£ 6.00		£ 41,126.00
26/03/2019	FPI	RLT - Solicitor's Fees - Lease		£ 1,883.00	£ 42,897.26
26/03/2019	FPI	WHEN WE WERE YOUNG LS02/18/19 April 2019		£ 2,291.67	£ 41,014.26
26/03/2019	BP	Salaries March	£ 2,395.87		£ 39,541.67
28/03/2019	FPO	SEOFON Payroll March	£ 24.00		£ 40,287.47

28/03/2019	FPO	P MITCHELL& ASS Cemetery Design	£ 600.00		£ 40,311.47
28/03/2019	FPO	WEALD SERVICES INVOICE 452 March cleaning	£ 297.50		£ 40,911.47
28/03/2019	FPO	ALLSAVED LTD INV63549 RH lights	£ 1,305.07		£ 41,208.97
28/03/2019	DD	SOUTHERN ELECTRIC Rudgwick Hall	£ 359.22		£ 42,514.04
28/03/2019	DD	SOUTHERN ELECTRIC Jubilee Hall	£ 24.00		£ 42,873.26
29/03/2019	FPI	KGV LS03/18/19 utilities		£ 1,785.99	£ 41,301.25
29/03/2019	DD	Business Streams Water KGV Building	£ 617.27		£ 39,515.26
29/03/2019	DD	Business Streams Water RH	£ 154.94		£ 40,132.53

Payments to be made to be agreed:

11.03.2019	DD	HDC Domestic Rates Jubilee Hall	£ 50.83
25.03.2019	FPO	SSALC – Networking Day 4.4.2019	£108.00
01.04.2019	FPO	Action in Rural Sussex Membership	£144.00
01.04.2019	DD	HDC emptying of litter/dog bins	£141.40
01.04.2019	FPO	SSALC/NALC subscription 2019/20	£833.68
		TOTAL:	£1,277.91

April 2019:

To pay second payment to Kompan for Churchmans Meadows Playground (invoice not yet received). Payment up to £16,220.81, depending on if final matting work/moving access gate is to be sub-contracted to Grasstex Ltd. If invoice is settled within 7 days of receipt, a 1% is attracted.

21. **Chairman's Vote of Thanks**
22. **Date of Next Meeting: 13th May, 2019.**