

Rudgwick Parish Council

Minutes of the Meeting of the Parish Council held on Monday 10th December 2018 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

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

3 members of the public

176/18. **Apologies for Absence** had been received from Cllrs R Brown, V Davis and M Ellis and reasons for absence was noted and unanimously approved.
County Councillor C Mitchell and District Councillor J Bailey sent their apologies.

177/18. **Declarations of Interest** from Councillors on any matters to be considered at the meeting or notifications of changes to members were received: Cllr Buckley had submitted an updated Declaration of Interest. The updated form will be published on the Rudgwick Parish Council website. Cllr Wild declared an interest in planning application DC/18/2456, being a neighbour.

178/18. It was resolved that **Minutes of the Parish Meeting held on 12th November** (previously circulated) **could be approved as a correct record** and this was unanimously agreed, and the Chairman signed the minutes.

179/18. **Resignation of a Member of the Council.**

Cllr Gilmour has resigned as councillor due to family commitments. The Chairman thanked her for her work and support as councillor. As the resignation is within six months of an election, there is no requirement for advertising the vacancy.

180/18. **Chairman's announcements**

Twitter responsibilities will be taken over from Mrs K Gilmour by Cllr Buckley; Facebook monitoring by Cllr Landeryou.

181/18. **District and County Councillors Reports** (*for information only*)

County Councillor Mitchell and District Councillor Bailey were attending a planning seminar and District Cllr Mitchell sent in a report; he will oppose the motion on the Gatwick Airport Action Plan at the Full Council meeting on Friday 14th December.

182/18. **Public participation.** (*for information only*)

A Rudgwick resident thanked the Council for their support towards the realisation of the recently opened The Bridge Leisure Centre at Broadbridge Heath. It is an asset to the wider community. A Rudgwick resident provided background information on the proposed Saxon Weald Housing Association plans for Pathfield Close resulting in the loss of the Rudgwick "jewel in the crown": six affordable rented bungalows. The resident provided further information on the Horsham District Council's affordable housing reserve which currently does not seem to be accessible to the Saxon Weald Housing Association or other developers.

A Rudgwick resident commented on the planned tree inspection and if trees on his property would require work, to be informed.

183/18. **Planning**

The following was reported on:

i) Current Planning Applications were considered for comment to Horsham District Council:

| To be discussed at meeting on Mon 10 December | | | | |
|---|--|--|---------------------|--------------------------------------|
| Application No | Applicant | Reason for Application | Recommendation | Official Response Date |
| DC/18/2456 | 18 The Marts Rudgwick | Installation of a lean-to roof over existing flat roof on front of property. | No objection | 14 th December 2018 |
| DC/18/2503 | Owlbecks Tismans Common Rudgwick | Erection of a rear single storey extension. | No objection | 14 th December 2018 |
| DC/18/2501 | Skylarks Hermongers Farm Hermongers Rudgwick | Change of use of agricultural 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 | 17 th December 2018 |
| DC/18/2147 | 4 Mill Cottages Naldretts Lane Rudgwick | Erection of an agricultural store for a tractor and other equipment. | No objection | 18th December 2018 |

The above recommendations were unanimously agreed. It was noted Cllr Wild did not partake in the discussion or decision on planning application DC/18/2456.

ii) Comments made on Planning Applications under delegated powers were reported.
(for noting only)

| Delegated Applications December 2018 Meeting | | | | |
|--|---|--|----------------|-----------------------------|
| Application No | Applicant | Reason for Application | Recommendation | Official Response Date |
| DC/18/1952 | Stubbons Lynwick Street Rudgwick Horsham | Erection of a single storey rear extension (Householder Application) | No objection | Sent 21 November 2018 |
| DC/18/1953 | Stubbons Lynwick Street Rudgwick | Erection of a single storey rear extension (Listed building | No objection | Sent 21 November 2018 |

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| | Horsham | consent) | | |
| 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. | Sent 21 November 2018 |
| DC/18/2405 | Land South of Church Hill House Church Street Rudgwick West Sussex | 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 hedge, 1 x Beech/Hazel/Yew hedge, (Work to trees in a Conservation Area) | No objection – on condition that HDC arboricultural officer is satisfied. | Sent 28 November 2018 |
| 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. | Sent 28 November 2018 |

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

| iv) HDC Council Decisions | | | | |
|---------------------------|----------------------------|--|--|--------------|
| Application No | Applicant | Reason for Application | RPC Recommendation | HDC Decision |
| DC/18/1913 | 48 Woodfield Road Rudgwick | Erection of a two storey rear extension, first floor extension to the side, pitched roof to garage, porch roof | Rudgwick Parish Council has 'No objection" -subject to the following: 1. appropriate | Permitted |

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| | | canopy, internal alterations and erection of car canopy | materials to be used 2.minimal intrusion to all surrounding neighbours 3. usual restrictions regarding construction times | |
| DC/18/1562 | The Old Stables Guildford Road, Rudgwick | Retrospective application for the erection of a 1.8 m 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 | Permitted |
| 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 may be tied to the house. | Permitted |
| DC/18/2072 | Axel Cottage Loxwood Road Rudgwick | Erection of a single storey front extension | No objection | Permitted |
| 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. | Not required | Permitted |
| DC/18/2230 | Rudgwick Metals Ltd Church Street Rudgwick Horsham West Sussex RH12 3EB | Non Material Amendment to previously approved application DC/16/2917. (Demolition of 2 x existing dwellings, | Not required | Permitted |

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| | | industrial and agricultural out-buildings 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 | | |
| 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. | Withdrawn |
| DC/18/1812 | Smithers Farm Guildford Road Rudgwick | Change of use of redundant stables to four business starter units | No objection. | Permitted |
| DC/18/1952 | Stubbons Lynwick Street Rudgwick | Erection of a single storey rear extension (Householder Application) | No objection | Permitted |
| DC/18/1953 | Stubbons Lynwick Street Rudgwick | Erection of a single storey rear extension (Listed Building Consent) | No objection | Permitted |

iv) Appeal notices and decisions were reported.

| Appeals 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 | The development proposed is erection of a three bedroom dwelling house | 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. | Dismissed |

- v) Saxon Weald Housing Ltd proposal for Pathfield Close re-development. Rudgwick Parish Council has in principle no private conversations with developers. It was reported that no planning application has been submitted and therefore the Council is unable to comment.

184/18. Clerk's announcements.

- Information regarding announcements/decisions by the Clerk and communications with the Council can be found on the Council's website <http://www.rudgwick-pc.org.uk> in Clerk's weekly updates (to be found under the Parish Council heading).

185/18. A report from Cllr Landeryou on his representation at the CAGNE November meeting was received:

The Chief Planning Officer was present to discuss the Gatwick Airport Master Plan.

There are currently three options:

- 1) Maintain existing runway for 45.7 million passengers creating an additional 1,000 jobs.
 - 2) Maintain existing runway in combination with emergency runway (for lighter aircrafts taking off) for 60 million passengers, creating 20,000 jobs but not attracting Government funding for required infra structure. Work to be undertaken to adhere to legal requirements regarding distance between the two runways. Maintain available land for possible second runway.
 - 3) Add a second runway, creating jobs, attracting government funding for require infrastructure.
- Most meeting attendees objected against development.

186/18. The Internal Auditors report and recommendations were received and resolved.

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

187/18. Minutes of the Finance Policy and Human Resources Committee Meeting held on 3rd December 2018 were received and recommendations resolved. It was resolved to postpone the decision on the recommended Parish Council Budget and precept figures to the January meeting as further financial information had become available. A meeting of the Finance, Policies and Human Resources Meeting is to be scheduled for early January. Proposed by Cllr Wild seconded by Cllr Landeryou and unanimously agreed.

188/18. It was resolved to Re-allocate the Three Months Reserve for 2018/19 to General Budget Reserve to meet general Council expenditure.

Proposed by Cllr Bookham, seconded by Cllr Maclachlan and unanimously agreed.

189/18. It was resolved to spend the £1,500 Youth Centre Reserve towards the cost of the Youth Centre refurbishment survey.

Proposed by Cllr Bookham, seconded by Cllr Wild and unanimously agreed.

190/18. It was resolved to approve additional payment of £450 for refurbishment of King George V Building patio as the work had involved considerably more than originally planned.

Proposed by Cllr Bookham, seconded by Cllr Haynes and unanimously agreed.

191/18. It was resolved to appoint Quaf Woodlands to undertake the tree survey at Churchmans Meadows and King George V Field at a cost of £750 plus VAT.

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

192/18 Update on Velo South.

A meeting of Councillors and residents with the Leader of West Sussex County Council is planned for

7th January 2019 at Rudgwick Hall, Bucks Green RH12 3JJ at 7.30 pm. There will be an opportunity to reflect on the 2018 event, plans for a future event and scope for improvements. The Clerk to send invitations to Slinfold, Loxwood, Billingshurst, Alfold Parish Councils and other Councils that may be interested. Attendance will be by name only and attendees will have to register with their Parish Clerk.

193/18. **Accounts** were presented and approved.

- Reconciliation of Lloyds bank account for November – postponed to January meeting.
- Reconciliation of NatWest bank account for October – postponed to January meeting.
- Payments made/approved for payment .

| Rudgwick Parish Council | | | | | |
|--|------------------|---|--------------|---------------|------------|
| Lloyds Bank transaction details November 2018 | | | | | |
| Transaction Date | Transaction Type | Transaction Description | Debit Amount | Credit Amount | Balance |
| 01/11/2018 | FPI | RH Hire charges | | £90.00 | £89,515.01 |
| 02/11/2018 | DD | ICO Data protection annual charge | £35.00 | | £89,539.42 |
| 02/11/2018 | BGC | BT PLC - NRC2 BT REFUND P217 | | £59.41 | £89,574.42 |
| 08/11/2018 | FPI | JH Hall hire | | £44.00 | £89,592.38 |
| 08/11/2018 | BGC | BT PLC - BT REFUND P32 | | £8.96 | £89,548.38 |
| 12/11/2018 | DD | DUAL ENERGY KGV | £107.00 | | £89,485.38 |
| 13/11/2018 | DEB | WWW.RAINBOWSAFETEY Litter warden. | £35.34 | | £76,164.03 |
| 13/11/2018 | FPO | RCT SAFETY SURFACE RH playground | £2,461.20 | | £76,199.37 |
| 13/11/2018 | FPO | Clerks' EXPENSES | £42.71 | | £78,660.57 |
| 13/11/2018 | FPO | VIKING statiiniery supplies | £101.95 | | £78,703.28 |
| 13/11/2018 | FPO | TMS ELEC - KGV smoke detectors/emergency lighting | £1,104.98 | | £78,805.23 |
| 13/11/2018 | FPO | P. Matten - skateboard repair | £336.00 | | £79,910.21 |
| 13/11/2018 | FPO | WEALD SERVICES october | £382.50 | | £80,246.21 |
| 13/11/2018 | FPO | SEOFON October payroll | £22.80 | | £80,628.71 |
| 13/11/2018 | FPO | DRAINFLOW SOLUTION JH drain repairs | £3,216.00 | | £80,651.51 |
| 13/11/2018 | FPO | C MALLPRESS hedges at CM | £60.00 | | £83,867.51 |
| 13/11/2018 | FPO | SURREY HILLS Sol KGV | £800.40 | | £83,927.51 |
| 13/11/2018 | FPO | WSCC PENSION FUND Nov. | £641.98 | | £84,727.91 |
| 13/11/2018 | FPO | HMRC Nov | £575.49 | | £85,369.89 |
| 13/11/2018 | FPO | GRASSTEX LTD KGH car park | £3,540.00 | | £85,945.38 |
| 14/11/2018 | FPI | SURREY HILLS Solicitor deed prection money | | £6,875.00 | £83,039.03 |
| 19/11/2018 | DD | ONEBILL LIMITED KGV | £27.34 | | £83,011.69 |
| 21/11/2018 | FPO | GRASSTEX LTD | £708.00 | | £75,043.86 |
| 21/11/2018 | FPO | ABBEY BOILERS RH boiler repair | £384.83 | | £75,751.86 |
| 21/11/2018 | TFR | RUDGWICK PARISH CO 309908 23368868 | £6,875.00 | | £76,136.69 |
| 22/11/2018 | DD | O2 mobile phone charges | £11.44 | | £75,026.42 |
| 22/11/2018 | DD | O2 mobile phone rental | £6.00 | | £75,037.86 |
| 23/11/2018 | FPI | Nat West acc closure transfer | | £3,802.35 | £79,255.57 |
| 23/11/2018 | FPI | RH Hall hire | | £365.40 | £75,453.22 |
| 23/11/2018 | FPI | JH hall hire | | £61.40 | £75,087.82 |
| 26/11/2018 | FPI | KGV field hire | | £330.00 | £76,475.31 |
| 26/11/2018 | FPI | JH hall hire | | £158.40 | £76,145.31 |

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| 26/11/2018 | FPI | JH hall hire | | £118.00 | £75,986.91 |
| 26/11/2018 | DD | HDC GENERAL rates KGV building | £1,035.00 | | £75,868.91 |
| 26/11/2018 | DD | HDC GENERAL rates JH | £52.00 | | £76,903.91 |
| 26/11/2018 | BP | Salaries November | £2,299.66 | | £76,955.91 |
| 27/11/2018 | DEB | ABBYY ONLINE PDF converter software | £67.60 | | £76,407.71 |
| 29/11/2018 | FPI | RH Hall hire | | £40.50 | £76,642.61 |
| 29/11/2018 | FPI | RH Hall hire | | £194.40 | £76,602.11 |
| 30/11/2018 | DEB | MICROSOFT software for encryption | £119.99 | | £76,522.62 |
| NatWest Account | | | | | |
| 23/11/2018 | TRF | Account closure - transfer to Lloyds Account | £3,802.35 | | 0 |
| Payments to be approved | | | | | |
| 12/11/2018 | TRF | Gazprom - KGV building | £143.65 | | |
| 14/11/2018 | TRF | RoSPA inspection new playground | £474.00 | | |
| 16/11/2018 | TRF | Surrey Hills Solicitors - Tennis club lease | £82.80 | | |
| 16/11/2018 | TRF | Surrey Hills Solicitors - KGV building lease | £3,339.60 | | |
| 16/11/2018 | TRF | PCC Rudgwick - Youth Centre contribution | £1,500.00 | | |
| 20/11/2018 | TRF | Henry Adams - KGV professional services | £1,800.00 | | |
| 21/11/2018 | TRF | PCC Rudgwick - winter insert | £100.00 | | |
| 21/11/2018 | TRF | PCC Rudgwick - magazine annual contribution | £650.00 | | |
| 29/11/2018 | TRF | TMS - replacement of bulbs/electrical repair | £93.50 | | |
| 01/12/2018 | TRF | Netcom IT Solutions - upgrade laptop for encryption | £82.50 | | |
| 03/12/2018 | TRF | WSCC pension November | £553.89 | | |
| 03/12/2018 | DD | SSE Southern Electric RH | £189.08 | | |
| 03/12/2018 | TRF | PEP (removal of KGV debris - as agreed) | £1,185.60 | | |
| 03/12/2018 | TRF | Grasstex Ltd - hedge cutting/patio repair KGV | £3,981.60 | | |
| 03/12/2018 | TRF | Grasstex Ltd - mowing of grass/ hedge maintenance | £1,624.00 | | |
| 04/12/2018 | TRF | Netcom IT Solutions - IT for asst clerk and new printer | £1,391.16 | | |
| 05/12/2018 | TRF | Mulberry&Co - internal audit | £237.60 | | |
| 06/12/2018 | TRF | Southern Counties JS -janitorial supplies | £127.28 | | |
| 07/12/2018 | TRF | Seofon November payroll | £28.50 | | |
| 07/12/2018 | TRF | Goodwins Building Services - KGV boiler investigation | £216.00 | | |
| 07/12/2018 | TRF | Kompan - 50% of CM playground | £11,750.63 | | |
| 07/12/2018 | TRF | Weald Services - November | £365.50 | | |
| 07/12/2018 | TRF | Netcom IT solutions - councillors e-mails | £144.00 | | |
| 08/12/2018 | DD | O2 - mobile phone charges | £11.44 | | |
| 08/12/2018 | DD | O2 - mobile phone purchase contract | £6.00 | | |
| 10/12/2018 | TRF | Rudgwick PCC - graveyard contribution | £1,500.00 | | |
| 10/12/2018 | TRF | HMRC - November | £516.09 | | |
| 10/12/2018 | TRF | Abbey boilers - RH boiler repair | £176.93 | | |
| | | | £32,271.35 | | |
| | | NB: awaiting £2,200 from insurance towards | | | |

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| | | JH drains | | | |
| | | applying for S106 monies for CM playground | | | |
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Proposed by Cllr Wild, seconded by Cllr Thompson and unanimously agreed.

194/18. **DATE OF NEXT MEETING: Monday 14th January, 2019**

The Chairman closed the meeting at 8.35 pm

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Chairman

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Date