

## Rudgwick Parish Council

Minutes of the Meeting of the Parish Council held on Monday 8<sup>th</sup> April 2019 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

**Present:** Councillors D Buckley (Chairman), P Thompson (Vice-Chairman), R Brown, M Ellis, A Haynes, S Kornicky, R Landeryou, I Maclachlan and R Wild.

**Also in attendance:** Parish Clerk Jonna Foote; West Sussex County Councillor and 18 members of the public.

FC/253/18 **Apologies for Absence**

Apologies for absence had been received from Cllr V Davis and reason for absence was noted and unanimously approved. Apologies had also been received from West Sussex County Council Councillor Christian Mitchell and Horsham District Councillor John Bailey.

FC/254/18 **Declarations of Interest**

No declarations of interest as defined under the Localism Act 2011 were made.

FC/255/18 **Minutes of the Previous Meeting**

It was **resolved** the Minutes of the Council Meeting held 11<sup>th</sup> February 2019 and Extraordinary Council Meeting held 11<sup>th</sup> March 2019 to be confirmed as correct records and be signed by the Chairman,

FC/256/18 **Committee Minutes**

It was **resolved** to adopt the Minutes for the Planning Committee (5<sup>th</sup> December 1017) and the Halls and Recreation Meeting (22<sup>nd</sup> October 2019).

At the **Chairman's discretion** the order of the Agenda was changed. Item 5 on the Agenda to be combined with item 21. Items 11 and 13 to be combined. Agenda item 18 to be received after public session.

FC/257/18 **District and County Councillors Reports** (for information only)

None were received.

FC/259/18 **Public Session** (for noting only)

A resident living in Lynwick Street reported on the recent introduction of the 30mph speed limit in Lynwick Street and the resulting increased speeding of cars when entering the 30mph zone. A Traffic Regulation Order for a speed reduction on the whole of Lynwick Street is submitted and a request for Council support was made.

A Rudgwick resident commented on the Council's "no objection" response to DC/19/0510 Pennthorpe planning application for an all-weather pitch. He reported that 14 objections had been registered on the Horsham District Council (HDC) website. Several issues on positioning, sense of enclosure/proximity, loss of privacy, hours of use, environmental factors as well as non-compliance with HDC Policy framework 33.

Daniel Cooper, MD Berkeley Homes (Southern) reported on the issues encountered at the Windacres Development. The mud on the road/not using wheel washing facilities appropriately; using incorrect entrance to the site was acknowledged. Measures have now been taken to avoid these issues and it was agreed that a working group, consisting of Mr Cooper, Site Manager, Cllrs Kornycky and Thompson and residents would meet at the Windacres Office to address any issue that may arise. Cllr Kornycky reported that using incorrect access road/ not using wheel washing facilities were in breach of the original planning consent conditions. Mr Cooper offered financial support to a Rudgwick group/event as a gesture of goodwill. Cllr Buckley asked for clarification on the S106 amendments and Mr Cooper reported that the delay in the vacation of the commercial buildings on the Windacres site has resulted in the S106 amendment.

A Lynwick Street resident mentioned a water leak that had been reported to Southern Water by several residents, Southern Water had been to inspect. No remedial work had taken place and the leak was worsening. A Cox Green resident reported on the lack of water pressure being encountered as well as issues with bottled water being dropped off during a recent water shortage incident. Cllr Kornycky explained that the dropping off of bottled water has been an issue for many years and that no consideration was given to residents in general and in particular, to those without transport/ vulnerable adults.

FC/260/18 **Berkeley Homes Windacres Site: mud on road update**  
Cllr Kornycky reported on the situation of the last few months and this was noted.

FC/261/18 **Planning**  
The following was reported:  
i) Current Planning Applications were **resolved** unanimously and noted for comment to Horsham District Council:

Applications for Rudgwick Parish Council Meeting 8 <sup>th</sup> April 2019			
Application No	Applicant	Reason for Application	Recommendation
<a href="#">DC/19/0531</a> 15/03/2019	1 Crossways Cottage, Tismans Common, Rudgwick	Erection of an Oak framed two bay detached garage	<b>No objection</b>
<a href="#">DC/19/0613</a> 22/03/2019	Oakwood, 2 Cape Copse, Rudgwick	Fell 1 x Oak	<b>No objection</b>
<a href="#">DC/19/0655</a> 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	<b>No objection</b>

		porch) Relating to change the front door and change the depth of the porch	
<a href="#">DC/19/0676</a> 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	<b>No objection</b>

**Planning Application DC/19/0510 Pennthorpe planning application for an all-weather pitch**

Further to information received during the public speaking session it was agreed unanimously to submit the following to HDC Planning Department:

Rudgwick Parish Council assumed that the proposed planning application was a direct replacement, which it now realises is not the case. It would therefore like to draw attention to the following facts:

- Impact of the proposed development on neighbours (loss of privacy/noise, drainage)
- Height of the surrounding fence
- Discrepancy of usage (original statements were “school hours only” – weekend/out of school use by other parties is now suggested,
- Close to the boundary of listed residential properties.

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

<b>Delegated Decisions - Rudgwick Parish Council Meeting 8<sup>th</sup> April 2019</b>			
<b>Application No</b>	<b>Applicant</b>	<b>Reason for Application</b>	<b>Recommendation</b>
<a href="#">DC/18/2747</a>	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	<b>RESOLVED to continue to object</b> 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.
<a href="#">DC/19/0550</a> <a href="#">12/03/2019</a>	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)	<b>RESOLVED to continue to object</b> 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.

<a href="#">DC/19/0510</a> <a href="#">12/03/2019</a>	Pennthorpe School, Church Street, Rudgwick	Removal of existing hard surface tennis courts and replacement with multi-sport pitch	<b>RESOLVED to raise no objection</b> to the application.
<a href="#">DC/19/0588</a> 15/03/2019	Naldrett House, Naldretts Lane, Rudgwick	Variation of condition 1 to previously approved application <a href="#">DC/18/1211</a> (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 ( <a href="#">Decision Notice</a> ) <b>RESOLVED to raise no objection</b> to the application.

- iii) Decisions made by Horsham District Council on previous applications were noted.
- iv) There were no Appeal notices to be noted.

FC/262/18

**Clerk's announcements/delegated decisions** (noted)

- Received information from external auditor regarding end of financial year.
- Appointment for internal audit is scheduled for 15th May 2019.
- Received registration of interest for councillor co-option.
- Received six call for sites for Rudgwick Neighbourhood Plan (forwarded to Steering Committee)
- Clerk attended Hampshire Pension Administrator pension training 3.4.2019 in Crawley – which was very useful
- Clerk attended SSALC Clerk's Networking day 4.4.2019 in Brighton – provided information on accessible websites and new councillors/election.
- Contacted pizza van owner – informed him that council is currently clarifying position of Council regarding the car park as this is part of the King George V field and therefore Fields in Trusts rules and regulations have to be adhered to.
- Election results were received, seven uncontested nominations were duly elected.

- FC/263/18      **Reports from Parish Council representatives on outside Organisations**  
 HALC meeting 25<sup>th</sup> March 2019 – councillors were unable to attend as a Rudgwick Halls and Recreation Meeting took precedent.  
 Draft Minutes were received and noted.  
 Rudgwick Youth Centre Meeting 25<sup>th</sup> March 2019 – Cllr Wild’s update and report were received and noted.
- FC/264/18      **Halls and Recreation Committee Meeting 25<sup>th</sup> March 2019 and Meeting with Rudgwick Football Club Representatives 28<sup>th</sup> March 2019**  
 It was **resolved** to receive the Draft Minutes of the Halls and Recreation Committee Meeting 25<sup>th</sup> March 2019 and the recommendations made therein were ratified. The exception: field users hire charges for the Sr Rudgwick Football Club and Sr Rudgwick Cricket Club. The Clerk to undertake further investigations into exact use of both field and changing room block. It was agreed that a discount for early payment would not be applied. Proposed by Cllr Landeryou seconded by Cllr Haynes and agreed unanimously.  
 The Council/Rudgwick Football Club Representatives Meeting 28<sup>th</sup> March 2019 update was received and noted. There are issues that require the Council/Clerk’s attention and the reported use of facilities differed from information supplied to the Clerk and requires further investigation.
- FC/265/18      **Traffic Calming Working Group Meeting, 29<sup>th</sup> March 2019**  
 Minutes of the Traffic Calming Group Meeting, 29<sup>th</sup> March 2019 were received and noted.  
 The Clerk provided an update on the felling of the two trees opposite Pennthorpe School, WSCC permission for the trees to be felled has been received and the contractor is seeking a permit to undertake work on Highways.  
 Cllr Bookham is in the process of setting up a meeting with the WSCC Area High Manager to discuss the Rudgwick Community Highways Scheme.  
 Cllr Thompson reported the repair of the mini roundabout Church Road/Kilnfield Road. However, paintwork has not been addressed. The Clerk to report to appropriate WSCC department.
- FC/266/18      **Meeting between Council and King George V field users 1<sup>st</sup> April 2019**  
 It was reported and noted that one of the two sheds on King George V field is the property of Rudgwick Parish Council, the other the property of the Cider Club/Junior Football team. The Council has not insured either building and users should take out their own insurance for contents/building. A nominal hire fee will be introduced. Parking signage to be installed. The Clerk to arrange for a shared contact list for all field users.
- FC/267/18      **Correspondence from Rudgwick Parishioners and recommendations where appropriate**  
 Correspondence was received and noted.
- **Thames Water – inadequate water service in Cox Green**

It was **resolved** to act and for the Clerk to write to Thames Water on behalf of the Council, regarding the in-efficiency of water supply, interrupted supply and its effect on vulnerable people.

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

It was **resolved** to direct the correspondent to “Sustainable Rudgwick” as the Council is supportive but is not in the position to take this on with existing responsibilities.

FC/268/18

**S137 funding applications from the following organisations**

The S137 funding applications were received and considered. Priority was given to those that had been brought forward from last year. Cllr Wild reported that S137 funding brought forward to 2019/20 was limited to £1,600. The following grant allocations were **resolved**:

- Air Ambulance Kent Surrey Sussex £150
- Rudgwick Parish Games Hub £200
- Age UK Horsham District £250
- West Sussex Mediation Service £100
- St Catherine’s Hospice £100

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

FC/269/18

**Design specification for memorial walls for cremated remains as part of the extension of Rudgwick Parish Church cemetery at a cost of £750**

It was **resolved** to spend £750 on the design specification for memorial walls for cremated remains at Rudgwick Parish Church cemetery. Proposed by Cllr Buckley seconded by Cllr Thompson and agreed unanimously.

FC/270/18

**Neighbourhood Plan update**

Cllr Maclachlan reported that the Steering Committee is meeting 18<sup>th</sup> April 2019. A detailed housing requirement analysis had been undertaken and numbers are lower than originally anticipated. The new HDC Panning Framework is expected to increase numbers. The meeting outcome will be reported on at the next Council Meeting. Six submissions for calls for site have been received.

FC/271/18

**Accounts**

- Reconciliation of Lloyds bank account for February.
- Reconciliation of Lloyds bank account for March.
- Quarterly reconciliation of accounts.

It was **resolved** to agree the accounts (reconciliations, payments made and to be made) and for monthly and quarterly reconciliations to be signed and noted. Proposed by Cllr Wild seconded by Cllr Landeryou and agreed unanimously.

**Payments made:**

<b>Rudgwick Parish Council</b>
<b>Lloyds Bank Current Account Statement February 2019</b>

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	WSCC 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		<b>£42,169.01</b>

Rudgwick Parish Council					
Lloyds Bank Current Account Statement March 2019					
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	WSCC 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:	<b>£1,277.91</b>
		To pay second payment to Kompan for Churchmans Meadows Playground (invoice not yet received). Payment up to £16,220.81, on condition that work is completed as required.	

**FC/272/18 Chairman's Vote of Thanks/Announcements.**

The Chairman thanked Cllr Vera Davis and Cllr Rob Bookham for their commitment and support to Rudgwick Parish Council; Cllr Bookham for his contribution to the Traffic Calming Working Group which he had indicated, he would continue to support.

The Chairman thanked Cllr Rob Wild for his contributions and was very grateful to Cllr Wild for not being unhappy to be considered for co-option. Cllr Mark Ellis had also indicated that he would be happy to be considered for co-option.

The Chairman thanked Cllr Richard Landeryou for being the Council's Chairman for the first three year since the last election. He also expressed his thanks to all Councillors for their work, especially that which involved the Rudgwick Sports and Community Centre.

The Chairman thanked retiring District Councillor John Bailey for the 16 years he had been on Horsham District Council as the Rudgwick representative.

The Chairman thanked those attending the Parish Council Meetings, regularly or irregularly.

**FC/273/18 Date of Next Full Council Meeting**

It was agreed to note the date for the next meeting as Monday 13<sup>th</sup> May 2019.

*There being no other business, the Chairman closed the meeting at 8.50 pm.*

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**Councillor D Buckley**  
**Chairman**

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**Date**