

RUDGWICK PARISH COUNCIL  
Parish Office  
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Rudgwick  
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**Date: 3<sup>rd</sup> July 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 8<sup>th</sup> July** 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**

To be read in conjunction with Clerk's Report for further background information

- FC066-19/20 **Co-option of new Councillor**
- FC067-19/20 **Apologies for Absence**  
To receive for approval.
- FC068-19/20 **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.
- FC069-19/20 **Minutes of Council Meeting of 10<sup>th</sup> June 2019**  
To receive for approval.  
Rudgwick Parish Council website <http://www.rudgwick-pc.org.uk/>;  
<http://www.rudgwick-pc.org.uk/media/19128/3-draft-minutes-rpc-meeting-10062019docx.pdf>
- FC070-19/20 **Chairman's announcements**
- FC071-19/20 **District and County Councillors Reports** (*for information only*)

FC072-19/20 **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.

FC073-19/20 **Planning**  
To report on:

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

<b>Applications for Rudgwick Parish Council Meeting 8<sup>th</sup> July 2019</b>				
<b>Application No</b>	<b>Applicant</b>	<b>Reason for Application</b>	<b>Recommendation</b>	<b>Official Response Date</b>
<a href="#">DC/19/1266</a> 18.06.2019	<b>Rudgwick Metals, Church Street, Rudgwick</b>	Non Material Amendment to approved application DC/16/2917 (Demolition of 2 x existing dwellings, industrial and agricultural outbuildings and erection of 55 dwellings, 3 x offices (B1 Use Class) and industrial building extension (B2 Use Class) with associated access, drainage and landscape works) Relating to removal of catslide roof and replacement with a gable elevation		Validated 18.06.2019 (Non-material amendment) no response date)
<a href="#">DC/19/1229</a> 18.06.2019	<b>Boreham House, Church Street, Rudgwick</b>	Erection of 3 No. two storey detached dwellings with associated parking and garage, landscaping and creation of hard-standing		<b>9<sup>th</sup> July 2019</b>
<a href="#">DC/19/1150</a> 26.06.2019	<b>Hatches, Lynwick Street, Rudgwick</b>	Conversion of existing garage into guest annex with the installation of dormer windows and replacement windows and doors		<b>17<sup>th</sup> July 2019</b>
<a href="#">DC/19/1106</a> 27.06.2019	<b>Greathouse Farm, Lynwick Street, Rudgwick</b>	Erection of a single storey rear extension (Certificate of Lawful Development – Proposed)		<b>Not available</b>
<a href="#">DISC/19/0190</a> 25.06.2019	<b>Hermongers Deer Farm, Hermongers, Rudgwick</b>	Approval of matters reserved by condition 3(d) on <a href="#">DC/17/2354</a>		<b>18<sup>th</sup> July 2019</b>

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

- ii) Planning Applications made under delegated powers.
- iii) Any decisions made by Horsham District Council on previous applications.
- iv) To report on any appeal notices and decisions.
- v) To report on enforcements.
- vi) To consider representation at the public enquiry for Application WA/2018/1109.

FC074-19/20 **Clerk's announcements/decisions**  
To receive Clerk's Weekly Updates (Rudgwick Parish Council website <http://www.rudgwick-pc.org.uk/>)

FC075-19/20 **Parish Council representatives on outside Organisations**  
To receive reports on:  
HALC – Meeting 25<sup>th</sup> June 2019  
Rudgwick Youth Centre – Meeting 8<sup>th</sup> July 2019  
Rudgwick Brickworks Liaison Group – Meeting 11<sup>th</sup> June 2019

FC076-19/20 **Allotments**  
To receive update.

FC077-19/20 **Accounts**  
To receive and approve:

- Update on accounting procedures/budget
- Payments made/to be made.
- Reconciliations April/May/June

FC078-19/20 **Path from KGV parking area to tennis court.**  
To receive update and recommendation for approval.

FC079-19/20 **Tree Surgery Foxholes Copse/King George V field**  
To receive update and recommendation for approval.

FC080-19/20 **Rudgwick Hall – replacement of microphone and receiver**  
To receive recommendation for approval.

FC081-19/20 **Rudgwick Football Club**  
To receive update for discussion and approval.

FC082-19/20 **Winterplan 2019/20**  
To receive update for discussion.

FC083-19/20 **RospA reports**  
To receive update and recommendations for approval.

- FC084-19/20 **Village Hall day – week commencing 20<sup>th</sup> January 2020)**  
To receive for discussion and approval.
- FC085-19/20 **Youth Centre**  
To receive update and recommendation for approval.
- FC086-19/20 **Little Street/KGV lighting**  
To receive update for discussion and possible approval.
- FC087-19/20 **Staffing update**  
To receive for approval.
- FC088-19/20 **Date of next meeting: 9<sup>th</sup> September**

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**  
Annual Council on Monday 8<sup>th</sup> July 2019  
at 7.00 pm Rudgwick Hall, Bucks Green, RH12 3JJ

**Clerk's Report**

To be read in conjunction with the Agenda

**FC066-19/20 Co-option of new Councillor**

Application for the position of Councillor has been received from Mr William Manson

**Recommendation: To co-opt new councillor.**

My name is William Manson and I would like to be considered for the role of parish councillor.

I was born and raised in Edinburgh, Scotland. While there I trained in Hospital Theatre assisting the doctors and nurses with patients.

I worked in the hospital for 13 years and in that time, I gained much training and experience. I left the NHS as my particular Department was sent out to private tendering so I was offered redundancy.

In the late nineties I joined Edinburgh University and, in a career, change I was in charge of the Security of the student's residency, with a staff of 10 people.

I also trained for a year as a children's panellist in Scotland progressing to chairman liaising with Social Work Services, families. Foster parents, carers, and other professionals looking after the welfare of children. I was with them for 5 years and loved every minute of it.

For 2 years I worked for Blackhorse finance as a debt consultant where I contacted people who basically owed the company missed payments, my approach attracted many customers to make full payments.

I decided to move down to Horsham to be closer to my children.

I worked at One Stop stores in Broadbridge Heath and I also lived there for 7 years.

I moved to Rudgwick 2 years ago, I was lucky to get a flat here and also a job, so I have been a part of the community since.

I work in the Coop in Rudgwick and probably I have served most of you groceries. The Coop has been responsible for many charities in the village and have donated to many causes.

I am a good communicator, computer literate, passionate, and a listener, I can adapt to people very easily, and have a good laugh at appropriate times to make them feel welcome in our Shop.

I would like to become a Parish Councillor to make a difference to the community. To help people especially the elderly who struggle with day to day tasks. I am a people person and can relate to all ages.

**FC067-19/20 Apologies for Absence.**

**Recommendation: To receive apologies for absence.**

**FC068-19/20 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.***

**Recommendation: To receive any Declarations of Interest from Members of the Council and for these to be noted.**

FC069-19/20 **Minutes of Council Meeting of 10<sup>th</sup> June 2019**

Rudgwick Parish Council website <http://www.rudgwick-pc.org.uk/>;  
<http://www.rudgwick-pc.org.uk/media/19128/3-draft-minutes-rpc-meeting-10062019docx.pdf>

**Recommendation: To approve Minutes as an accurate record of the Council Meeting held on 10<sup>th</sup> June 2019 and for the Chairman to sign the Minutes.**

FC070-19/20 **Chairman's announcements**

- Confirm Council representation at war memorial events.  
(19<sup>th</sup> July – Rudgwick Primary School and 31<sup>st</sup> August – Rikkyo School)

FC071-19/20 **District and County Councillors Reports** (*for information only*)

**Recommendation: to receive and note reports**

FC072-19/20 ***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.

FC073-19/20 **Planning**

To report on:

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

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

**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 (for noting only)  
**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.**

**Delegated Applications for Rudgwick Parish Council Meeting 8<sup>th</sup> July 2019**

Application No	Applicant	Reason for Application	Recommendation	Official Response Date
<a href="#"><u>WSCC/040/19/RW</u></a>	<b>Rudgwick Brickworks, Lynwick Street, Rudgwick</b>	Variation of conditions of planning permission WSCC/029/16/RW for an extension in time to complete infill & restoration & alterations to the approved scheme	<b>in support</b>	27.06.2019 Planning Committee Meeting 9.07.19, 10.30am, County Hall, Chichester
<a href="#"><u>NC/19/0026</u></a> 06.06.2019	<b>Rudgwick Brickworks, Lynwick Street, Rudgwick</b>	Variation of conditions of planning permission WSCC/029/16/RW for an extension in time to complete infill and restoration and alterations to the approved scheme	<b>in support</b>	24.06.2019

- iii) Any decisions made by Horsham District Council on previous applications.  
**Recommendation: To note the Schedule of Planning Decisions made by Horsham District Council in respect of previous applications**

**HDC Council Decisions – Rudgwick Parish Council Meeting 8<sup>th</sup> July 2019**

Application No	Applicant	Reason for Application	RPC Recommendation	HDC Decision
<b>WSCC/018/19/RW</b>	Rudgwick Primary School, Tates Way, Rudgwick	To create a 'Mile a Day' path round the school field measuring 160m in length and 1.5m wide	No objection	<b>WSCC Permitted</b>
<b>DC/19/0770</b>	2 Cape Copse, Rudgwick	Demolition of existing garage and erection of single oak framed garage	No objection	<b>HDC Permitted</b>
<b>DC/19/0816</b>	Commercial Storage Buildings, Howick Farm, The Haven	Prior Approval for proposed Change of Use from (Class B8) to Dwellinghouses (Class C3)		<b>Deemed Consent</b>
<b>DC/19/0884</b>	Eames House, Church Street, Rudgwick	Fell 2 x Trees (Works to Trees in a Conservation Area)	No objection	<b>HDC Permitted</b>
<b>DC/19/0876</b>	Holy Trinity Church,	Surgery to 1 x Group of Portuguese Laurel	No objection	<b>HDC Permitted</b>

	Church Street, Rudgwick	(Works to Trees in a Conservation Area)		
<b>DC/19/0871</b>	44 Pondfield Road, Rudgwick	Installation of a first floor rear balcony, erection of a covered porch, installation of a roof window and changes to rear/front fenestration	No objection	<b>HDC Permitted</b>
<b>DC/19/0887</b>	Chequered Oak Bungalow, Rowhook Road, Rowhook	Erection of a single storey side/rear extension with habitable living space in loft and the erection of a porch extension	No objection	<b>HDC Permitted</b>
<b>DC/18/1520</b>	Land Between Trundle Mead and April Rise, Cox Green, Rudgwick	Provision of new road to enable access to proposed development of 57 houses at land at Windacres Farm (all proposed dwellings within Waverley Borough Council boundary)	Objection	<b>HDC Permitted</b>

iv) To report on any appeal notices and decisions.

**Recommendation: To note the Appeals Decided by Horsham District Council in respect of previous applications**

<b>Appeals Lodged / Appeals Decided – Rudgwick Parish Council Meeting 8<sup>th</sup> July 2019</b>				
<b>Application No</b>	<b>Applicant</b>	<b>Reason for Application</b>	<b>RPC Recommendation</b>	<b>Public Inquiry</b>
<a href="#">DC/18/1128</a> <b>APP/Z3825/W/18/3219034</b>	Ivy Cottage, The Haven, Billingshurst	Demolition of existing outbuildings and erection of a two storey dwelling	Objection, on the grounds of development in the country side.	Written Representation Procedure 09.07.2019
<a href="#">DC/18/1130</a> <b>APP/Z3825/Y/18/3219029</b>	Ivy Cottage, The Haven, Billingshurst	Erection of a two storey side extension (Listed Building Consent)	No objection, on the condition of listed building consent	Written Representation Procedure (no date)
<a href="#">DC/18/1233</a> <b>APP/Z3825/W/18/3213818</b>	Mill Hill House, Guildford Road, Rudgwick.	Erection of a side extension forming link between main dwelling and detached ancillary outbuilding (Householder)	No objection	Written Representation Procedure 22.07.2019
<a href="#">DC/18/1234</a> <b>APP/Z3825/Y/18/3213523</b>	Mill House, Guildford Road, Rudgwick	Erection of a side extension forming link between main dwelling	No objection	Written Representation Procedure

		and detached ancillary outbuilding (Listed Building Consent)		(no date)
WA/2018/1109 <b>APP/R3650/W/19/3227970</b>	Land centred co-ordinates 509165 134836 South of Cox Green Road, Rudgwick	Outline application for the erection of 53 dwellings including 16 affordable dwellings with associated access, parking, open spaces and drainage ponds (All matters reserved except access) (Additional information received on 11 <sup>th</sup> July & 18 <sup>th</sup> July 2019)		Public Inquiry followed by a site visit by an inspector. Comments already made following the original application will be forwarded to the Planning Inspectorate
DC/18/0327 & DC/18/1251 <b>APP/Z3825/W/19/3224107</b>	Land at Skylarks, Hermongers Farm, Hermongers Lane, Rudgwick	Change of use of agricultural land to domestic residential 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	<b>Appeal Dismissed</b>

- v) To report on enforcements.  
The Council has received information regarding both EN/19/2019 and EN/19/0057 as reported in Clerk's Weekly reports (June).  
**Recommendation: to *note* enforcements made by Horsham District Council**

<b>Enforcement Numbers – Rudgwick Parish Council Meeting 8<sup>th</sup> July 2019</b>	
EN/19/0219	<b>Alleged: Unauthorised development on site</b> Sussex Topiary, Naldretts Lane, Rudgwick
EN/19/0218	<b>Alleged: Commencement of works approved under application DC/18/1953 prior to approval of pre-commencement condition</b> Stubbons, Lynwick Street, Rudgwick
EN/19/0057	<b>Alleged:</b> Owner living in a mobile home on the land as of 2/2/19 Land Registry Title No WSX236595 Guildford Road Rudgwick West Sussex RH12 3JD
EN/19/0274	<b>Alleged: Conversion into a residential dwelling without planning permission</b> Smithers Farm, Guildford Road, Rudgwick
EN/19/0269	<b>Alleged: Removal of trees in designated ancient woodland</b> 33 Woodfield Road, Rudgwick

- vi) To consider representation at the public enquiry for Application WA/2018/1109  
**Recommendation: to *note* decision.**

FC074-19/20 **Clerk's announcements/decisions** (for noting only)

To receive Clerk's Weekly Updates

<http://www.rudgwick-pc.org.uk/media/18970/weekly-rpc-clerks-update-3rd-10th-june-2019.pdf>

<http://www.rudgwick-pc.org.uk/media/19022/weekly-rpc-clerks-update-11th-16th-june-2019.pdf>

<http://www.rudgwick-pc.org.uk/media/19124/weekly-rpc-clerks-update-17-23-june.pdf>

<http://www.rudgwick-pc.org.uk/media/19177/weekly-rpc-clerks-update-24-30-june.pdf>

- All actions from June meetings have been taken/addressed.
- Developer has contacted Clerk and attendance at the monthly parish council will be in September unless Council arranges a planning meeting before that time.
- Clerk is organising Portable Appliance Testing for appliances at Jubilee and Rudgwick Hall.
- Clerk has met with potential handyman service and a list of jobs has been put together, awaiting a quote.
- Rudgwick Tree Warden has provided feedback regarding three trees at Barley Croft, as discussed at June meeting. He has no concerns – although the trees are showing signs of die back – this is due to weather rather than disease.

**Recommendation: To receive and *note* announcements/decisions.**

FC075-19/20 **Parish Council representatives on outside Organisations**

To receive reports on:

HALC – Meeting 25<sup>th</sup> June 2019

Rudgwick Youth Centre – Meeting 8<sup>th</sup> July 2019

Rudgwick Brickworks Liaison Group – Meeting 11<sup>th</sup> June 2019

**Recommendation: To receive and *note* reports from representatives on outside bodies.**

FC076-19/20 **Allotments**

In response to the Chairman's Report in the Rudgwick Magazine, one registration of interest for an allotment has been received from a parishioner, as well as interest from Ellens Green and Rudgwick Garden Association. A suggestion of allocating some land at Churchmans Meadow for allotments, was made.

Churchmans Meadow is part of the King George' Field Trust. The Clerk has contacted Fields in Trust for clarification and the following has been confirmed:

"Further to our emails on Friday, I have now looked at the governing instrument of the King George's Field which states that the charitable objects and dedicated use are as a playing field and recreation ground. The provision of allotments would fall outside of these uses and would require the consent of our Land and Planning Committee through the Field Change Request process. Whilst I am unable

to prejudge a future decision of the Committee, I would anticipate that they would find it difficult to permit such a use because it would create restrictions as to public accessibility and use for sport, play and general recreation. Consequently, they may only be able to consider such a request in accordance with our Disposals Policy (attached) which would require approval to release land from dedication and charitable status with provision of satisfactory replacement land.” Fields in Trust

**Recommendation: To receive and note update.**

FC077-19/20 **Accounts**

To receive and approve

- Update on accounting procedures/budget  
Cost codes have been reduced from 107 to 62, information can now be used to provide reports for monthly council meetings – this will start formally in September.
- Payments made in June/July/to be made.
- Reconciliations April/May/June

**Recommendation: To note update and to agree payment schedules, monthly and quarterly reconciliations and for the latter to be signed by Cllr Wild, Chair of Finance, Policies and Human Resources Committee.**

<b>Rudgwick Parish Council</b>			
<b>Payments made in July 2019</b>			
Transaction Date	Transaction Type	Transaction Description	Debit Amount
29/06/2019	FPO	Deposit Refund 030-19/20	£100.00
14/06/2019	DD	SSE Southern Electric	£152.83
19/06/2019	FPO	F. Carne Associates	£30.96
20/06/2019	FPO	WSSC Pension June 2019	£672.70
21/06/2019	FPO	HMRC	£833.06
20/06/2019	FPO	Little Street (rates July)	£211.74
21/06/2019	FPO	Coral Energy Youth Centre EPC	£275.00
26/06/2019	FPO	A1 Road markings KGV road humps	£540.00
30/06/2019	FPO	A Beams - clerk consultant	£232.50
26/06/2019	DD	SSE Southern Electric Street Lighting	£540.23
30/06/2019	DD	Wilkinson - office stationery (Clerk DD)	£5.00
30/06/2019	FPO	Seofon - payroll June	£24.00
27/06/2019	FPO	Expenses J Foote: keys for office	£20.00
28/06/2019	FPO	Expenses A Malpress: soil for RosPA action Open Sp	£9.00
01/07/2019	DD	HDC - dog/litter bins 2nd quart 2019	£141.40
<b>TOTAL</b>			<b>£3,788.42</b>

## Payments made in June

<b>Rudgwick Parish Council</b>				
<b>Payments/received made in June 2019</b>				

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Payee Name or Description
07/06/2019	DD	68.42		Horsham District Council
07/06/2019			92.50	Receipt(s) Banked RH hire
10/06/2019			92.50	Receipt(s) Banked RH hire
10/06/2019			7.87	Receipt(s) Banked RH hire
10/06/2019			216.59	Receipt(s) Banked RH hire
10/06/2019			138.60	Receipt(s) Banked JH hire
11/06/2019			92.50	Receipt(s) Banked RH hire
12/06/2019	DDR	4.60		Post Office recorded del.
13/06/2019	BACS	1,417.85		Little Street utilities
13/06/2019	BACS	278.50		Weald Cleaning Services May
13/06/2019	BACS	180.00		Satswana Limited Data 19/20
13/06/2019	BACS	24.00		Seofon payroll May
13/06/2019			63.00	Receipt(s) Banked RH Hall
17/06/2019			742.50	Receipt(s) Banked RH Hall
17/06/2019			75.00	Receipt(s) Banked R Hall
21/06/2019	BACS	750.00		Christian Marshall Cemetery
21/06/2019	BACS	355.00		Batscan
21/06/2019	BACS	411.00		RoSPA Playsafe Ltd inspects
21/06/2019	BACS	48.00		Goodwins Building Ltd KGV
21/06/2019	BACS	144.00		EP Clark & Co Ltd potholes
21/06/2019	25.06.2019	53.00		Horsham District Council JH rates
21/06/2019			-50.00	Receipt(s) Banked Dep Ref
21/06/2019			-50.00	Receipt(s) Banked Dep Ref
21/06/2019			-50.00	Receipt(s) Banked Dep Ref
21/06/2019			240.00	Receipt(s) Banked Dep Ref
22/06/2019	DD	111.25		Southern Electric RH
22/06/2019	DD	11.72		02 mobile calls
22/06/2019	DD	6.00		02 mobile device
24/06/2019			92.50	Receipt(s) Banked RH hire
24/06/2019			22.00	Receipt(s) Banked JH hire
25/06/2019			12.50	Receipt(s) Banked
25/06/2019			50.00	Receipt(s) Banked
26/06/2019	BACS	2,573.45		Salaries June 2019
26/06/2019			2,291.67	Receipt(s) Banked KGV rent
		£6,586.79	£4,29.73	

### FC078-19/20 **Path from KGV parking area to tennis court.**

Last financial year (Feb 2019) the Council made the decision to keep the repair of the path on hold until the location of the proposed Tennis Club pavilion was known. This has now been confirmed.

The state of the path is such that it is a Health and Safety hazard. The path may require widening to adhere to current Disability legislation, Clerk has not yet received definite answer at time of publication of Agenda. At the time several quotes were sought, two received and Grasstex was considered to be the most appropriate.

**Recommendation: To resolve to appoint Grasstex to undertake the work at a cost of £1,190/ £2,880 plus VAT (as appropriate); funds to come from General Reserves.**

FC079-19/20 **Tree Surgery Foxholes Copse/King George V field**

A quote has been received to remove/cut trees as specified in the last tree survey and two further quotes are being sought. To ensure equal opportunity the quoted amount is currently confidential to councillors only.

**Recommendation: To resolve to appoint a tree surgeon to undertake the work as specified in the reports at a maximum cost of £2,500. To receive update and recommendation for approval. Funds to come from Tree Budget/General Reserves**

FC080-19/20 **Rudgwick Hall – replacement of microphone and receiver**

Replacement costs for one microphone (and required receiver as current one is not compatible anymore) is £345.

**Recommendation: To consider and potentially resolve the replacement of one of the microphones at a cost of £345.00 from Rudgwick maintenance budget.**

FC081-19/20 **Rudgwick Football Club**

Notes from recent meeting (1.6.2019) between Rudgwick Parish Council and the Rudgwick Football Club.

RFC confirmed 34 fixtures with 21 training sessions without hot water.

Sought parity with junior football who are charged £375 for pitches. There may be a youth team affiliated to the junior team as well.

- a. Offered two plans a Football club does own pitch maintenance and then hires changing rooms with hot water
- b. Pays £375 for pitches plus hire of changing rooms, Gives a total of about £800 pa

Cash flow means that they would be unable to pay the suggested % increase from this year. Council suggested Berkeley Homes as a possible supporter Liaison with cricket club was poor this year for changing room cleaning on takeover.

Disabled changing room needs to be re-instated.

Car parking can still be an issue.

Information from March 2019 Halls and Recreation Committee meeting, resolved\* at April Council meeting:

\*except for Sr Football and Cricket until final requirements were confirmed. Sr football had provided different information to Clerk/Council (the latter at a meeting between the two parties)

Clerk had emailed both clubs for further details. Senior Cricket had confirmed what had been assumed, Sr Football did not respond.

- Senior Football Club – an annual charge of £2,000 p.a. for the use of the field for matches on Saturday and Sunday during the football season, training sessions on two evenings a week during June-August and use of the changing facilities during those occasions (NB Clerk's comments 2.7.2019: the basis for this was 30 matches and 26 training sessions where hot water had been requested, i.e. 56 events plus use of changing rooms/hot water)
- Senior Cricket Club – an annual charge of £650 p.a. for the use of the field for matches (17) during the cricket season, training sessions and use of the changing facilities during those occasions.
- Junior Football Club – an annual charge of £375.00 for the use of the field for matches and training sessions.
- Junior Cricket Club – to introduce an annual charge of £187.50 for the use of the field for matches and training sessions. This to be reviewed on annual basis with the intention to bring this in line with Junior Football Club charges.
- Pennthorpe School – a donation of £100 for the use of the field for cricket training/matches for two afternoons per week during the Summer Term and use of the KGV changing room toilets during those occasions.

With the new information from last Monday's meeting the following can be confirmed;

38 matches (of which 4 friendly) @ £28.50 = £1,083 plus £380.00 for changing room/hot water use.(NB-Friendly matches were not charged for in 2018/19)

Total of £1,463. The council resolved to withdraw the 20% discount on field hire as the condition on payment by agreed dates had not been met during the last two years.

Replacement of goal posts and sockets:

The football club has made a request for 50% funding of the replacement goal posts. The Council is able to apply for a Football Foundation grant.

**Recommendation: To consider and resolve hire charges for King George V field and changing rooms for the Rudgwick football club 2019/20 season and for the Council to apply for a Football Foundation grant to replace goal posts and sockets.**

FC082-19/20 **Rudgwick Community Winter Resilience plan 2019/20**  
[http://www.rudgwick-pc.org.uk/media/19188/rudgwick-parish-community-winter-resilience-plan-2018\\_19.pdf](http://www.rudgwick-pc.org.uk/media/19188/rudgwick-parish-community-winter-resilience-plan-2018_19.pdf)

**Recommendation: To discuss and agree an action plan for the 2019/20 Rudgwick Community Winter Resilience plan.**

FC083-19/20 **RosPA reports**  
<http://www.rudgwick-pc.org.uk/transparency/rospa-inspection-reports/>

There are a number of items on the reports that are rated 6 (low) and some 8 (medium) risk and above. The Clerk is in the process of investigating addressing repair of many of these items where costs are relatively low. These items (i.e. gate not closing) are re-occurring on the

reports and it would be helpful if all items (where reasonable and cost effective) can be addressed.

**Recommendation: To resolve to undertake actions where possible at a maximum cost of £500; funds to be taken from Churchmans Meadow S106 Reserves and General Reserves.**

FC084-19/20 **Village Hall day – week commencing 20<sup>th</sup> January 2020**

As part of Action in Rural Sussex “Village Hall Celebration Week” to organise an event at Rudgwick Hall where all local groups, societies and hall hirers are able to promote their interests/ services to Rudgwick Parishioners in general and in specific those that have moved into Summerfold and Barley Croft housing developments.

**Recommendation: To discuss and agree on an action plan to take this initiative further.**

FC/085-19/20 **Youth Centre**

EPC has been undertaken, please see report and recommendations

<http://www.rudgwick-pc.org.uk/media/19192/190619-epc-the-pavilion-epc-report.pdf>

<http://www.rudgwick-pc.org.uk/media/19197/rr-the-pavilion-epc-recommendation-report.pdf>

The Clerk has contacted Fields in Trust regarding the renewal of the lease.

The grant of a new lease is a legal disposal and so it will require the consent of our Land and Planning Committee through the Field Change Request process. If you can complete and return the [Field Change Request forms](#) together with a draft lease or heads of terms of lease and a copy of the surveyor’s report and valuation (under the Charities Act 2011) and we will put it to them at the next available meeting.

**Recommendation: To note update and resolve for the Clerk to appoint a surveyor at a maximum cost of £1,000, funds from Youth Centre Budget/General Reserves.**

FC/086-19/20 **Little Street/KGV lighting**

Little Street has investigated the savings that could be made by replacing all current lights in their half of the building with LED lamps and the payback time has been calculated to be just over two years. Little Street is asking if the Council would consider contributing to the costs of the replacement as it would affect monthly electricity costs. (RPC 10%/LS 90%)

Little Street would like to take quote 1 as the company can work around her business hours.

Quote 1: £ 4,049.78

Quote 2: £ 8,432.26

Quote 3: £ 3,902.24

**Recommendation: To discuss and potentially resolve expenditure for a Council contribution towards replacement of LED lights, costs to be met from KGV Maintenance Budget.**

**FC/087-19/20 Councillor training**

See SSALC letter below, Councillors to inform the Clerk of training requirements.

Clerk to distribute training passports

Current SSALC councillor training programme

[http://www.sussexalc.org.uk/\\_UserFiles/Files/Councillors%20Training%20Leaflet%202019-20%20204.pdf](http://www.sussexalc.org.uk/_UserFiles/Files/Councillors%20Training%20Leaflet%202019-20%20204.pdf).

June 2019

**To all Parish Clerks within Horsham District**

Dear Clerk

You may recall that HALC agreed to pilot the idea of 'Councillor Training Passport' to inject an element of competition into attendance at SSALC training events and encourage more councillors to take advantage of the training on offer.

Enclosed are blank passports for you to issue to your councillors to use from 1<sup>st</sup> July, any attendance between May and the end of June can be entered retrospectively.

At the end of the year the Council with the highest percentage of its councillors having attended training - subject to verification - will be eligible for a SSALC award.

Subject to the success of the pilot, it will be rolled out across the rest of Sussex and Surrey.

Please let me know if you have any questions.

Yours

Trevor

**Trevor Leggo CEO SSALC**

**FC088-19/20 Staffing update**

- Assistant clerk's probationary period finished on 30<sup>th</sup> June.2019. The Assistant Clerk is a credit to the Parish Council and it is recommended that, as per contract, an incremental salary point (NALC scale) is awarded from 1<sup>st</sup> July 2019.

Recommendation: To resolve an incremental salary point (NALC scale) to the Assistant Clerk, starting from 1<sup>st</sup> July 2019.

**FC089-19/20 Date of next meeting: 9<sup>th</sup> September**