

## RUDGWICK PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 10<sup>th</sup> April 2017 at the Rudgwick Hall, Bucks Green, Rudgwick at 7p.m.

Present: Councillors: R Landeryou (Chairman), R Bookham, D Buckley, V Davis, J Dove, M Ellis, K Gilmour, I Maclachlan, R Wild  
Mrs B Kenward, Clerk

In attendance: There were no members of the public present.  
District Councillor J Bailey

208/16. Apologies for absence had been received from Cllr Haynes(family) and the reason for absence was approved. Cllr Brown was also not in attendance.

209/16. There were no DECLARATIONS OF INTERESTS BY COUNCILLORS on any matters to be considered at the meeting or notifications of changes to members Registers of Interest.

210/16. It was resolved that the MINUTES OF THE PREVIOUS MEETING held on the 13<sup>th</sup> February 2017 (previously circulated) be signed as a correct record. Proposed by Cllr Davis seconded by Cllr Wild and unanimously agreed

211/16. There were no MATTERS ARISING from the previous meeting and the Action Point List was reviewed.

52/7/15-89 Refurbishment of the toilets at Rudgwick Hall. The Clerk was pleased to report that the HDC Planning Obligations Panel had approved the application for the Section 106 contribution towards the project earlier in the day.

113/10/15-105 – the defibrillator had been installed in the BT kiosk adopted by the Parish Council in Tismans Common.

114/10/15-106 – Crossing A281/Downslink – Cllr Bookham reported that the bridge was months away from being finished and he would talk to Simon Rowledge, WSCC about the work scheduled for the crossing as there was a need to ensure that the funding was not used for something else. Cllr Bookham would also speak to Chris Stark, WSCC Area Highway Manager about the sign which should have been installed on the A281 and to ask for WSCC Highways to come out and look at sites for village gateways for The Haven and to ask whether residents, who have the skills and machinery, could install them.

43/6/16-1 Website upgrade – Cllr Bookham reported that the template would be done by the end of April and then would be tweaked by the working group via Skype during the early part of May.

159/12/16-10 Wheelie Bin speed stickers – were being distributed to residents in Church Street, Loxwood Road and Bucks Green.

180/1/17-12 – School crossing patrol. WSCC were looking at the proposal for a permanent crossing in Church Street, to be financed with Section 106 contributions, and the Clerk ask for an update.

193/2/17-13 Meeting with HDC Housing Services Manager regarding affordable housing at Summerfold – members had attended the meeting with Rob Jarvis on 21<sup>st</sup> March 2017 and he

had explained the allocation of the housing for those with a local connection. The housing association was Latimer Homes. The Clerk had spoken on to Jane Williams at Latimer Homes about the shared ownership housing and had advised the marketing department of the Rudgwick Magazine contact and deadline date for the May edition.

212/16. Chairman's announcements.

A letter had been received from the Ellens Green and Rudgwick Gardening Association thanking the Parish Council for its grant towards the Summer Show.

213/16. Reports from District Councillor (for information only).

Planning has been approved for Horsham Football Club's new ground and facilities.

There would be news from the County Council about the proposed incinerator at Warnham early in May.

A lot of meetings were being held about the proposed development at North Horsham.

214/16. Public participation. There were no members of the public present at the meeting.

215/16. PLANNING.

Cllr Buckley reported that there had been a number of planning applications but nothing contentious. Members were asked to look at planning application DC/17/0709.

The following were reported:

i) Comments made to HDC on planning applications under delegated powers:

Amended Plans

DC/16/2637 HONEYWOOD HOUSE, HORSHAM ROAD, ROWHOOK

Erection of four x 3 bedroom semi-detached dwellings with detached garages;  
demolition of outbuildings and creation of 25 space car park

The Parish Council objected to the original application which would be contrary to Policy 26 of the Horsham District Planning Framework and the amendment was a transport assessment. No further comments were made.

DC/17/0239 AGRICULTURAL BARN, ANCHORAGE FARM, THE HAVEN

Prior approval for change of use of barn to 2 bed dwelling

No objection.

Prior approval required and granted

DC/17/0287 THE OLD COTTAGE, BUCKS GREEN, RUDGWICK

& Construction of first floor bedroom and en-suite over existing

DC/17/0288 rear single-storey addition

No objection. The dwelling is a Listed Building with a Horsham stone roof and it was important that the materials used for the proposed development were in keeping.

Application withdrawn.

DC/17/0376 BAY COTTAGE, LOXWOOD ROAD, RUDGWICK

Erection of link side extension incorporating new front door

No objection but the Parish Council would prefer to see at least half of the proposed velux

windows on the other side of the roof to protect the amenities of the neighbouring property.

DC/17/0457 1 WEBBS COTTAGES, CHURCH STREET, RUDGWICK

Erection of a first floor side/rear extension above existing lounge/garage

No objection.

DC/17/0504 13 WOODFIELD ROAD, RUDGWICK

Erection of a first floor rear extension over existing ground floor extension together with some internal alterations

No objection.

DC/17/0606 THE WATER TOWER, GUILDFORD ROAD, RUDGWICK

Erection of single-storey rear extension

No objection.

DC/17/0645 45 WOODFIELD ROAD, RUDGWICK

Partial conversion of existing attached garage and raising of flat roof to allow inclusion of installation

No objection.

ii) Decisions made by Horsham District Council on previous applications

DC/16/2284 GUILDFORD ROAD, RUDGWICK

Retrospective application for works to turn the neglected and overgrown plot of land into a smallholding for growing fruit and vegetables and keeping bees including construction of two semi-permanent timber structures and replacement of existing site entrance (damaged) gate with a wooden gate. REFUSE

Appeal documents had been submitted and an appeal start date was awaited.

DC/16/2668 FARN BRAKES, CHURCH STREET, RUDGWICK

Demolition of existing dwelling and erection of 2 no 4 bedroom houses, garages, parking and associated external works PERMIT

DC/17/0095 FOX CORNER, CHURCH STREET, RUDGWICK

Single storey side extension to provide additional space in dining room and to incorporate a covered porch area PERMIT

DC/17/0101 48 PONDFIELD ROAD, RUDGWICK

Surgery to 2 x Oaks PERMIT

DC/17/0131 BROOK COTTAGE, GIBBONS MILL FARM, THE HAVEN, BILLINGSHURST

Construction of a 2-storey extension to replace single storey garage structure PERMIT

DC/17/0148 MILLBAY, HORSHAM ROAD, ROWHOOK

Demolition and reconstruction of the eastern flank wall PERMIT

iii) Appeals lodged

DC/16/1490 FAIRLEE COTTAGE, BUCKS GREEN, RUDGWICK

Outline planning application for the development of 65 dwellings (including 35% affordable housing) land south of Guildford Road, Rudgwick; introduction of structural planting and landscaping, informal public open space, surface water flood mitigation and attenuation, vehicular access point from Guildford Road and associated ancillary works.

All matters to be reserved except for access.

Previous comments to be reiterated to the Planning Inspectorate with an additional comment on the approval of the planning application at Windacres Farm and the impact of another 55 houses on the A281.

216/16. No decisions had been made by the Clerk under delegated powers.

217/16. Clerk's announcements.

Churchman's Meadow – the developers had been prompted to seed and make good the area where the easement works had taken place and will need to be monitored.

SSALC half yearly with meeting with the Giles York, Chief Constable, Sussex Police – any questions on strategy and any unresolved topics to be sent to SSALC by 5<sup>th</sup> May 2017.

Billingshurst and District Lions - looking to assist with funding for a major project in the area to celebrate their centenary year.

218/16. Reports from Parish Council representatives on outside organisations:

Horsham Association of Local Councils – Date of next meeting 27<sup>th</sup> April 2017. Cllr Landeryou had attended the WSALC Spring Conference on 30<sup>th</sup> March 2017 where the emphasis had been on continuing austerity, health and well being and loneliness issues. Trevor Leggo, SALC CEO, had indicated that parish councils could be asked to provide what District and County Councils have provided in the past. There were also presentations on conflict management and effective representation at planning appeals and a police update. All presentations could be viewed on the SSALC website. Councillors having dedicated parish council emails was also mentioned and this would be worth doing. There had been a similar theme of wellbeing and loneliness at the HALC conference on the 8<sup>th</sup> April 2017 and Horsham Age UK would like to come and talk to the Parish Council.

Youth Centre – minutes of the meeting held on the 23<sup>rd</sup> March 2017 had been circulated to members. Cllr Wild reported on the effect that the Youth Leader is having with fairly crucial intervention helping to ameliorate potentially serious issues.

Rudgwick Brickworks Liaison Group - Cllr Maclachlan reported that there had been an increase in the number of complaints about the additional lorries transporting material that had become available and to meet the shortfall. The lorries would then go back to the agreed level. The increase in the number of lorries and the winter weather had also generated complaints about the noise from road cleaning equipment and they were going to try and adjust the times.

CAGNE – the minutes of the Forum meeting held on 7<sup>th</sup> March 2017 and related information had been circulated to members. The response date of the 25<sup>th</sup> May 2017 to the consultation on the Draft Airports National Policy Statement had been flagged up and also how to respond.

RSCC – Cllr Wild reported that a meeting of councillors and directors of the RSCC had been held on the 3<sup>rd</sup> April 2017 to find out what was going on as there were concerns raised about

the viability of the Rudgwick Social Club (a commercial enterprise under the RSCC). The directors did not understand their obligations but could see that there were problems but did not want to do anything about it. RSCC lease the land from the Parish Council. Directors were going away to see what could be done to sort out matters and a further meeting was scheduled. The Chairman thanked Cllr Wild for his input.

219/16. Any matters arising from the Annual Parish Meeting. Draft Minutes had been circulated. Residents feedback on what they wanted for the village nearly all related to highways.

220/16. Half yearly walking audit.  
Cllrs Ellis, Bookham, Landeryou and Wild to sort out a date for the village.  
Cllrs Buckley and Maclachlan would look at The Haven and Tismans Common.

221/16. Expenditure for grounds renovation at KGV Field and additional mowing at Churchmans Meadow.  
It was proposed by Cllr Wild and unanimously agreed to approve expenditure of £2898 for the renovation of the field. It was also proposed by Cllr Dove and unanimously agreed to rotary cut Churchmans Meadow on a regular basis after the end of May at £65.00 per cut.

222/16. A meeting of the Finance Policy and Human Resources Committee was arranged for Monday 24<sup>th</sup> April 2017 at the Jubilee Hall at 7pm to review the Parish Council policies and documents ahead of the Annual Meeting in May.

223/16. The annual subscription to the Sussex Community Advice Service 2017-18 was unanimously agreed having been proposed by Cllr Maclachlan and seconded by Cllr Wild.

224/16. Members considered action to be taken following the calling in of the Dunsfold Park planning application by the Secretary of State for it to be considered at a Public Inquiry (information previously circulated). It was proposed by Cllr Maclachlan seconded by Cllr Gilmour and agreed with 6 votes for and 3 against to agree to a Joint Rule 6 application which would allow involvement in the inquiry equally with Waverley BC and the Dunsfold Park owners.

225/16. Draft Airports National Policy Statement consultation includes question on whether the new runway should be at Heathrow or Gatwick. Responses to be sent in before 25<sup>th</sup> May 2017. (Details from GACC circulated). It was agreed that members to respond individually to the consultation as this would have more weight.

226/16. It was proposed by Cllr Ellis seconded by Cllr Wild and unanimously agreed to the signing of the service agreement for the Neighbourhood Plan. Cllrs Landeryou and Maclachlan signed the agreement.

227/16. Items received after publication of the agenda which the Chairman of the meeting is of the opinion should be considered because of the special circumstances.

### Donation for Village Day.

The Clerk had ascertained that there was an organising committee and the proceeds would be in support of the RSCC. It was proposed by Cllr Dove seconded by Cllr Buckley and unanimously agreed to make a donation of £250 (under Section 137 power) towards the insurance and for which an invoice would be obtained.

### 228/16. ACCOUNTS

The accounts as presented were unanimously agreed having been proposed by Cllr Gilmour and seconded by Cllr Ellis

Netcom IT Solutions – Office 365	6.24
Abbey Boilers – heating repairs RH	178.85
Salaries - February	1883.03
Post Office Ltd(HMR&C) – IT and NI contributions February	414.83
Weald Cleaning Services – RH cleaning and halls inspections	238.00
SSALC Ltd – 2017 Spring Conference	48.00
Sussex Building Control – fee for building regs toilet refurbishment RH	158.40
SC Janitorial Supplies Ltd - janitorial supplies	156.83
TMS Ltd – installation of AED at Tismans Common (phone box)	169.73
Scruple Signs – change of date on Neighbourhood Plan signs	30.00
Netcom IT Solutions – Office 365	6.24
DM Handyman Services – repairs to basketball hoop and backboard/ replace gate post at play area	477.06
LJN Ltd – tree surgery at Foxholes Wood	1020.00
EG and Rudgwick Gardening Association – donation to Summer Show	250.00
Southern Water – RH, PF and RYC	404.52
Post Office Ltd (SSE) – Jubilee Hall electricity	22.11
Maskell Heating Services Ltd – oil tank maintenance service	90.00
Robbotronic Co – microphone and sound system repair	75.00
R Wild –copy of land registry title document	23.94
Viking Payments – office supplies	58.69
DM Handyman Services – replace post at entrance to Foxholes Woods	42.00
Salaries – March	1899.23
Post Office Ltd (HMR&C) – IT and NI contributions March	414.83
West Sussex ALC Ltd – WSALC and NALC subscriptions 2017-18	787.34
Weald Cleaning Services – RH cleaning and maintenance	459.00
Netcom IT Solutions – Office 365	<u>6.24</u>
	£9320.11

### 229/16. Staff Matters

i) The appointment of Mrs Jonna Foote Kortland was approved having being recommended by the Extraordinary Meeting of the Parish Council held on the 20<sup>th</sup> March 2017.

ii) Resolution for the new Clerk to join the WSCC Local Government Pension Scheme. It was resolved that Rudgwick Parish Council agrees to join the Local Government Pension Scheme, as administered by West Sussex County Council, and to enter the Clerk/RFO

Mrs Jonna Foote-Kortland in the scheme.  
Proposed by Cllr Dove seconded by Cllr Bookham and unanimously agreed.

230/16. DATE OF NEXT MEETING Monday 15<sup>th</sup> May 2017.  
There being no other business the Chairman closed the meeting at 8.45pm.

.....  
Chairman

.....  
Date