



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

Tel: 01403 822678  
E-mail [clerk@rudgwickpc.co.uk](mailto:clerk@rudgwickpc.co.uk)

**Date: 3rd September 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 9<sup>th</sup> September** 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.

- FC095 -19/20     **Apologies for Absence**  
To receive for approval.
- FC096-19/20     **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' Register of Interests. Any clarification on whether a Member has an interest should be sought before attending the meeting.
- FC097-19/20     **[Minutes of Council Meeting of 8<sup>th</sup> July 2019](#) and [Minutes of Extraordinary Council Meeting of 22<sup>nd</sup> July 2019](#)** (Minutes on Rudgwick Parish Website)  
To receive for approval.
- FC098-19/20     **To receive [Minutes of Finance, Policy and Human Resources Committee Meeting of 7<sup>th</sup> January 2019](#) for adoption.**
- FC099-19/20     **Chairman's announcements** (for noting only)
- Pavement parking
  - Allotments

FC100-19/20 **District and County Councillors Reports** (for noting only)  
 FC101-19/20 **Public Speaking Session** (for noting only)

FC102-19/20 **Planning**  
 To report on:

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

<b>Applications for Rudgwick Parish Council Meeting 9<sup>th</sup> September 2019</b>				
<b>NB Horsham District Council Planning Team agreed for the response date for the Council to be extended to 10<sup>th</sup> September 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/19/1388</a> 15.08.2019	The Old Shop, Church Street, Rudgwick	Erection of single storey side extension		<b>05.09.2019</b>
<a href="#">DC/19/1574</a> 15.08.2019	Howick Farm, The Haven, Billingshurst	Retrospective application in respect of change of use of existing building to B8 commercial storage.		<b>05.09.2018</b>
<a href="#">DC/19/1592</a> 15.08.2019	Firtree Plantation, Hyes Woodlands, Waterlands Lane, Rowhook	Retrospective application for the creation of a woodland access track		<b>05.09.2019</b>
<a href="#">DC/19/1622</a> 14.08.2019	The Old Stables, Guildford Road, Rudgwick	Erection of three stables, one tack room, one hay store and a wash down bay for private use.		<b>04.09.2019</b>
<a href="#">DC/19/1623</a> 03.08.2019	Millfield Barn, Horsham Road, Rowhook	Replacement of barns with a double storey dwelling		<b>03.09.2019</b>
<a href="#">DC/19/1649</a> 06.08.2019	Clock Cottage, The Haven, Billingshurst	Change of use of existing grazing paddock to a 30m x 40m outdoor riding arena		<b>06.09.2019</b>
<a href="#">DC/19/1269</a> 23.08.2019 (amended description)	Skylarks, Hermongers Lane, Rudgwick	Variation of condition 1 to previously approved DC/18/0327 (Demolition of existing buildings and erection of a two storey dwelling with new access route) to allow for amendments to roof pitch, roof height and an increase to the footprint of the dwelling and the addition of an oak porch and veranda.		<b>06.09.2019</b> (14 days from date of notification letter)
<a href="#">DC/19/1229</a> 23.08.2019	Boreham House, Church Street, Rudgwick	Erection of 2.No two storey detached dwellings with associated parking and garage, landscaping and creation of hard standing		<b>06.09.2019</b>
<a href="#">DC/19/1362</a> 21.09.2019	Sussex Topiary, Naldretts Lane, Rudgwick	Retrospective change of use of land for the stationing of caravans for residential purposes for four gypsy		<b>04.09.2019</b> (14 days from date)

		pitches, along with the formation of hardstanding and four utility/ day rooms ancillary to that use		of notification letter)
<a href="#">DC/19/1691</a> 21.08.2019	The Co-Op, Units 3-7, Martlett Corner, Church Street, Rudgwick	Installation of new plant equipment		<b>11.09.2019</b>

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

- ii) [Planning Applications made under delegated powers](#)
- iii) Any [decisions made by Horsham District Council on previous applications](#) (for noting only)
- iv) To report on any [appeal notices and decisions](#) (for noting only)
- v) To report on [enforcements](#)/update (for noting only)
- vi) [Update](#) on the public inquiry for Application WA/2018/1109 (for noting only)
- vii) Ewhurst and Ellen Greens Neighbourhood Plan Consultation  
<https://www.ewhurstallengreen-pc.gov.uk/np-the-plan.html>  
To be considered for comment to Ewhurst and Ellens Green Neighbourhood Plan Steering Committee by 10<sup>th</sup> September 2019.

FC103-19/20 **Correspondence Update** (for noting only)

Response from:

- [Thames Water regarding water situation in Cox Green](#)
- [Horsham District Planning regarding retrospective planning applications](#)
- [WSCC regarding Emergency Services response time](#)
- [HDC Chief Executive regarding HDC Enforcement](#)

FC104-19/20 **Clerk's announcements/decisions** (for noting only)

To receive Clerk's Weekly Updates  
Rudgwick Parish Council website

<http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/>

FC105-19/20 **Parish Council representatives on outside Organisations** (for noting only)

- Barley Croft Liaison Meeting 16<sup>th</sup> July 2019 [Report](#)

FC106-19/20 **Finance**

To receive and approve:

- [Payments made/received](#) (for noting only)
- [Detailed Receipts & Payments by budget heading August](#) (for noting only)
- [Bank Reconciliation Lloyds Account](#) (for noting only)
- Payments to be made (to be circulated at meeting)
- Authorised signatories have signed and submitted [Computer Security Statement](#) for Lloyds Banking Accounts authorisations (for noting only).

FC107-19/20 **To receive the [Draft Minutes of the Finance, Policy and Human Resources Committee Meeting of](#)**

[22<sup>nd</sup> August 2019](#) and resolve recommendations made therein (FPHR005 to 009 (incl) -2018/19)  
(Minutes on Rudgwick Parish Council website)

- FC108-19/20      **Tennis Club lease**
- FC109-19/20      **Village Hall Day – Saturday 25<sup>th</sup> January 2020**
- FC110-19/20      **Community Speedwatch for Rudgwick initiative**
- FC111-19/20      **Date of next meeting: Monday 14<sup>th</sup> October 2019, at 7.00 pm**

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

Full Council Meeting 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

- FC095 -19/20     **Apologies for Absence**  
**Recommendation: To receive apologies for approval**
- FC096-19/20     **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.**
- FC097-19/20     [Minutes of Council Meeting of 8<sup>th</sup> July 2019](#) and [Minutes of Extraordinary Council Meeting of 22<sup>nd</sup> July 2019](#) (Minutes on Rudgwick Parish Website)  
**Recommendation: to approve Minutes as accurate records of the Council Meeting held on 8<sup>th</sup> July 2019 and Extraordinary Council Meeting of 22<sup>nd</sup> July 2019**
- FC098-19/20     To receive [Minutes of Finance, Policy and Human Resources Committee Meeting of 7<sup>th</sup> January 2019](#) for adoption.  
**Recommendation: to receive and adopt the approved Minutes of Finance, Policy and Human Resources Committee Meeting of 7<sup>th</sup> January for adoption.**
- FC099-19/20     **Chairman's announcements**
  - Pavement parking
  - Allotments**Recommendation: To receive and note Chairman's announcements**
- FC100-19/20     **District and County Councillors Reports**  
**Recommendation: To receive and note reports**
- FC101-19/20     **Public Speaking Session**  
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.
- FC102-19/20     **Planning**  
To report on:

i) Current Planning Applications to be considered for comment to Horsham District Council (HDC)  
**Recommendation: To consider Planning Applications received for commenting to Horsham District Council**

ii) [Planning Applications made under delegated powers](#)  
**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 9 <sup>th</sup> September 2019			
Application No	Applicant	Reason for Application	Recommendation
<a href="#">DC/19/1104</a> 17.07.2019	Waterside Barn, Howick Farm, The Haven, Billingshurst	Retrospective planning permission for the construction of a below ground level swimming pool	The Parish Council raise no objection to this application.
<a href="#">DC/19/0897</a> 25.07.2019 (amended plan dated 25.07.2019)	Sussex Topiary, Naldretts Lane, Rudgwick	Full application for a proposed eight pitch settled gypsy accommodation site; in addition to permission for use of land for the stationing of caravans for residential purposes for four gypsy pitches, along with the formation of hardstanding and four utility/ day rooms ancillary to that use granted under appeal ref: APP/Z3825/A/14/2220591	Please see response below.
<a href="#">DC/19/0897</a> 30.07.2019 (amended description)	Sussex Topiary, Naldretts Lane, Rudgwick	Change of use to eight pitch settled gypsy site along with the formation of hardstanding and utility/day room buildings	Please see response below
<a href="#">DC/19/1269</a> 25.07.2019	Skylarks, Hermongers Lane, Rudgwick	Variation of condition 1 to previously approved DC/18/0327 (Demolition of existing buildings and erection of a two storey dwelling with new access route) Amendment to roof pitch, oak porch and veranda	The Parish Council raise no objection to this application. However, there is concern that some of the works have already been carried out and that the proposed changes to the dwelling makes the site just under 1.5 square metres from the limit for the conversion of agricultural buildings into dwellings. If any size adjustments have already been made to other dwellings on the site the limit will be exceeded.
<a href="#">DC/19/1325</a> 04.07.2019	Autumn Cottage, Church Street, Rudgwick	Installation of a moveable mobile home set within curtilage of Autumn Cottage (Lawful Development Certificate - Proposed)	The Parish Council raise no objection to this application. However, the normal regulations should apply regarding the time limit etc.

<a href="#">DC/19/1362</a> 25.07.2019 (amended plan dated 25/07/2019)	Sussex Topiary, Naldretts Lane, Rudgwick	Retrospective change of use of land for the stationing of caravans for residential purposes for four gypsy pitches, along with the formation of hardstanding and four utility/ day rooms ancillary to that use	Please see message below
<a href="#">DC/19/1462</a> 25.07.2019	The Lower Barn, Tittlesford Farm, The Haven, Billingshurst	Prior approval for a proposed change of use of agricultural building to a dwelling house (class 3)	The Parish Council raise no objection to this application providing it meets the criteria for conversion and that the limit for the number of buildings being converted into dwellings on the site is not being exceeded.
<a href="#">DC/19/1471</a> 25.07.2019	The Upper Barn, Tittlesford Farm, The Haven, Billingshurst	Prior approval for a proposed change of use of agricultural building to a dwelling house (class 3)	The Parish Council raise no objection to this application providing it meets the criteria for conversion and that the limit for the number of buildings on the site being converted into dwellings is not being exceeded.
<a href="#">DC/19/1495</a> 24.07.2019	Firtree Plantation, Hyes Woodlands, Waterlands Lane, Rowhook	Prior notification for the creation of a new agricultural access track	The Parish Council strongly objects to this application:  The works have already been carried out. A full Planning application should be submitted rather than an application for 'Prior Approval'. The development is also in the country side. In section 5 of the application form the development has a height of 4.5m with no apparent reason. To reach this new access track, any vehicle must navigate over PRow Footpath 1402. Not only is there a question over the legality of driving vehicles over this footpath (which is not in the ownership of the Applicant) but also the part of this footpath to be used for access, is currently the subject of a planning compliance investigation regarding the sub-standard surfacing that has been applied to it, on two separate occasions.

			There are therefore many factors to be investigated and resolved before this application should be proceeded any further.
<a href="#">DISC/19/0229</a> 22.07.2019	Mile Oak, The Haven, Billingshurst	Approval of details reserved by condition 4 on <a href="#">DC/16/1571</a>	Discharge of conditions, the Parish Council has no further comments
<a href="#">DC/19/1510</a> 01.08.2019	Rudgwick Recreation Ground, Bucks Green, Rudgwick	Erection of a single storey timber building for use as a tennis pavilion	The Parish Council raise no objection to this application.
<a href="#">DC/19/1552</a> 31.07.2019	Oakdale Farm, Loxwood Road, Rudgwick	Agricultural prior notification for the erection of storage barn for farm implements, supplies, animal feeds and fencing materials.	The Parish Council raise no objection to this application. However, they request that there is a condition that the barn is solely for agricultural use.

#### **DC/19/0897 (amended plan/description) – Sussex Topiary, Naldretts Lane**

- Full application for a proposed eight pitch settled gypsy accommodation site, in addition to permission for use of land for the stationing of caravans for residential purposes for four gypsy pitches, along with the formation of hardstanding and four utility/ day rooms ancillary to that use granted under appeal ref APP/Z3825/A/14/2220591.
- Change of use to eight pitch settled gypsy site along with the formation of hardstanding and utility/day room buildings.

#### **Rudgwick Parish Council Strongly Objects on the following grounds:**

- **The application to be judged on the original condition of the site and not its current (illegal) status. Many of the 16 separate conditions as set in the 2015 Appeal Decision Notice for planning application (Appeal: APP/Z3825/A/14/2220591) have been broken and as such the site has been altered considerably (brick-built structure much larger; irrevocable damage to the landscape (removal of trees and hedges); the installation of a sewage system that does not seem to adhere to Health and Safety legislation.) As the Appeal APP/Z3825/A/14/2220591 is no longer valid there can be no reason for this development in the countryside and the Sussex Topiary is subject of enforcement by Horsham District Council (HDC) which remain extant. The current position is that given the existing permission has expired the permitted number is zero. What is being proposed is a change of use of land and a total of 12 gypsy pitches together with the formation of additional hard standing and utility/day rooms ancillary to that use.**
- **The council recognises that the National Planning Policy Framework (NPPF) Feb 2019 has a presumption in favour of sustainable development; however, in this case the development would cause substantial harm, which would outweigh the benefits by quite some margin.**
- **The proposed development is also inconsistent with the NPPF 2019, Section 15 Conserving and enhancing the natural environment, paragraph 170**



b) recognising the intrinsic character and beauty of the countryside, and the wider benefits from natural capital and ecosystem services – including the economic and other benefits of the best and most versatile agricultural land, and of trees and woodland;

d) minimising impacts on and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures;

e) preventing new and existing development from contributing to, being put at unacceptable risk from, or being adversely affected by, unacceptable levels of soil, air, water or noise pollution or land instability. Development should, wherever possible, help to improve local environmental conditions such as air and water quality, taking into account relevant information such as river basin management plans.

- The proposed development conflicts with the Horsham District Planning Framework (HDPF) (2015) per paragraph 4.6, pertinent to Policies 3 and 4: Proposals need to ensure development takes place in a manner that ensures that the settlement pattern and the rural landscape character of the District is retained and enhanced. The proposed development falls on land outside the development boundary and is in the countryside “where development will be more strictly controlled”.
- The proposed development is in contradiction to HDPF 2015 Policy 26.
- The development conflicts with HDPF (2015) Policy 5, point 5: “The level of expansion is appropriate to the scale and function of the settlement type.” The current amended planning application needs to be considered in conjunction with planning application DC/19/1362 (Full application for a proposed four pitch settled gypsy accommodation site; in addition to permission for use of land for the stationing of caravans for residential purposes for four gypsy pitches, along with the formation of hard standing and four utility/ day rooms ancillary to that use granted under appeal ref: APP/Z3825/A/14/2220591).
- The application does not meet the housing needs of the area – when the original application for the four gypsy accommodation site..... four utility/day rooms (DC/13/2170) was submitted, the resulting appeal decision reported a need for this type of accommodation. From the electoral register it is apparent that no one is living on the site and the council therefore questions the need for this amended application as well as application DC/19/1362.
- The council’s reason for objections are the same as those of Itchingfield Parish Council of 16.6.2017 to planning application -DC/17/1184 – (variation of conditions 3, 11 and 13 relating to Appeal Ref Nr APP/Z3825/A/11/2150329 (use of land for the stationing of caravans for residential purposes for 11 no gypsy pitches together with the formation of additional hard standing and utility/day rooms and ancillary to that use) and planning application DC/17/1185 (change of use of land as an extension to permission granted in appeal APP/Z3825/A/11/2150329.)

This case was successfully opposed (and development not permitted) by Horsham District Council and in the Council’s opinion has set a precedent

- 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 9 <sup>th</sup> September 2019				
Application No	Applicant	Reason for Application	RPC Recommendation	HDC Decision

<a href="#">DC/19/1094</a>	Mile Oak, The Haven, Billingshurst	Retention of 3 bay garage building	No objection with a later request for clarification on the retrospective planning application	<b>Permitted</b>
<a href="#">DC/19/1097</a>	The Co-Operative, Units 3 To 7 Martlett Corner, Church Street, Rudgwick	Installation of 1 x non illuminated fascia, 1 x internally illuminated co-op projector, 1 x non illuminated post office projector, 1 x non illuminated post office lozenge panel and 1 x non illuminated flat aluminium panel	No objection	<b>Permitted</b>
<a href="#">DC/19/1266</a>	Rudgwick Metals, Church Street, Rudgwick	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	No objection	<b>Permitted</b>
<a href="#">DC/19/1124</a>	Hornshill Cottages, Guildford Road Rudgwick	Erection of a single storey side extension	No objection	<b>HDC Permitted</b>
<a href="#">DC/19/0793</a>	Co-op Supermarket, 2-7 Martlett Corner, Church Street, Rudgwick	Installation of a cycle rack to right-hand side of the shop front. Board over 4.no windows to rear elevation and existing shop front door and frames to be painted grey.	No objection (doors already painted grey before outcome of application)	<b>HDC Permitted</b>
<a href="#">DC/19/1375</a>	Land at Tanglewood, Honeywood Lane,	Erection of a detached two storey 3-bedroom dwelling	Objection – Development in the countryside, against policy 26 of HDPF (2015)	<b>HDC Refused</b>

	Okewood Hill, Dorking			
<a href="#">DC/19/1495</a>	Firtree Plantation, Hyes Woodlands, Waterlands Lane, Rowhook	Prior notification for the creation of a new agricultural access track	Strongly objects to the application	<b>Application Withdrawn</b>
<a href="#">DC/19/1522</a>	Oakdale Farm, Loxwood Road, Rudgwick	Agricultural prior notification for the erection of storage barn for farm implements, supplies, animal feeds, and fencing materials	No objection with condition	<b>Prior approval not required</b>
<a href="#">DC/19/1132</a>	The Fold, Church Street, Rudgwick	Erection of a two storey side extension and a single storey rear extension	No objection	<b>HDC Permitted</b>

- iv) To report on any [appeal notices and decisions](#)  
**Recommendation: to note the Appeals lodged/decided by Horsham District Council in respect of previous applications**

<b>Appeals Lodged / Appeals Decided – Rudgwick Parish Council Meeting 9<sup>th</sup> September 2019</b>				
<b>Application No</b>	<b>Applicant</b>	<b>Reason for Application</b>	<b>RPC Recommendation</b>	<b>Public Inquiry/Written Representation</b>
APP/Z3825/W/18/3210574 ( <a href="#">DC/18/0120</a> )	Morelands Barn, Naldretts Lane, Rudgwick	Demolition of barn, erection of four bedroom barn style dwelling	Objection	<b>Appeal dismissed 01.08.2019</b>
APP/Z3825/C/18/3216424 ( <a href="#">EN/18/0398</a> )	Windacres Farm Development Site, Church Street, Rudgwick	Change of use of the land for the stationing of a storage container for human habitation following refusal of planning application DC/17/2605		<b>Appeal lodged 13.08.2019</b>
APP/Z3825/Y/18/3219029 ( <a href="#">DC/18/1128</a> )	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.	<b>Appeal dismissed 07.08.2019</b>

			Agreed unanimously.	
APP/Z3825/W/18/3219034 ( <a href="#">DC/18/1130</a> )	Ivy Cottage, The Haven, Billingshurst	Erection of a two storey side extension (Listed Building Consent)	No objection, on the condition of listed building consent.	<b>Appeal dismissed 07.08.2019</b>

v) To report on [enforcements](#)/update

**Recommendation: to note enforcements made by Horsham district Council**

Enforcement Numbers – Rudgwick Parish Council Meeting 9th September 2019	
<a href="#">EN/19/0303</a>	Alleged - Breach of DC/18/0205 condition 2 (Materials used to resurface track are not in accordance with those approved) Firtree Plantation Hyes Woodlands Waterlands Lane Rowhook
<a href="#">EN/19/0318</a>	Alleged - Large excavations of earth being moved and large shed being erected without permission The Old Stables Guildford Road Rudgwick
<a href="#">EN/19/0343</a>	Alleged - Creation of woodland track without permission Firtree Plantation Hyes Woodlands Waterlands Lane Rowhook
<a href="#">EN/19/0370</a>	Alleged – Installment of new access to A281; laying of new tracks, roads, excavations, importation of materials and erection of unauthorised structures. Campsite, Riverside Farm, Guildford Farm, Rudgwick
<a href="#">EN/19/1130</a>	Alleged - Alleged: Works undertaken to listed building without listed building consent Green Lanes, Guildford Road, Rudgwick

vi) [Update](#) on the public enquiry for Application WA/2018/1109 (for noting only)

**Recommendation: To note the report on the WA/2018/1109 enquiry**

*The Inquiry took place in Godalming, in Waverley Borough Council Offices, from 20th-23rd September 2019. The Appellant was Mr J Beckwith-Smith who was appealing WBC refusal of his planning application, submitted last year, to build 53 homes on the land South of Cox Green Road in Cox Green. The land is in Surrey, hence Waverley being the planning authority concerned. There were over 150 objections to the original application, including RPC, RPS, CPRE and HDC.*

*Residents representing home owners on both sides of the county boundary attended, with a few taking part in the Inquiry to put forward the Residents' case. There were two main speakers for the Residents, with a couple of supporters in attendance also, and we were allowed to sit behind the WBC team and communicate with them throughout. WBC and their Barrister made us very welcome and expressed their gratitude for the support of the Residents group. The WBC Councillor covering Cox Green (Surrey side of the border) Kevin Deanus, was also very supportive, and sat with us throughout the proceedings. A number of Cox Green and Rudgwick residents attended in the public gallery on the first and last days also.*

*The Residents' speakers were able to state their case on the first morning, cross examine expert witnesses from the Appellant's side and take part in the proceedings throughout. It was noticeable that some points raised by the Residents on the first day were referred back to by the Inspector on a number of occasions. He did listen and take heed of all facts and views. It was definitely worth all of the extensive effort involved in order to put forward the views of the local community and support Waverley BC. The Inspector's decision is expected by the middle of October.*

vii)

Ewhurst and Ellen Greens Neighbourhood Plan Consultation  
<https://www.ewhurstallengreen-pc.gov.uk/np-the-plan.html>

**Recommendation: To consider Ewhurst and Ellens Green Draft Neighbourhood Plan for commenting to Ewhurst and Ellens Green neighbourhood Plan Steering Committee**

FC103-19/20

### Correspondence Update

**Recommendation: to *note* the correspondence received**

Response from:

- [Thames Water regarding water situation in Cox Green](#)

Thames Water  
Customer Relations  
PO Box 436  
Swindon  
SN38 1TU

Telephone: 0800 0093965  
Fax: 01793 424291  
Email: [Customer.Feedback@thameswater.co.uk](mailto:Customer.Feedback@thameswater.co.uk)

10 July 2019

Our Ref: 33412183

## Water supply

Dear Ms Foote

Thank you for taking the time to write to us with the Parish Council's concerns about the standard of the water supply to residents of Cox Green. I appreciate this is a distressing matter and therefore I welcome the opportunity to update you on this.

It's disappointing the pressure to your area is often low and there have been frequent interruptions to the supply, especially considering the service provided in other areas of the village. I recognise the concern this raises within the village due to the length of time without a supply of water and I'd like to assure you, we resolve all matters as swiftly as possible, while keeping the community updated the community.

We're unable to guarantee a constant supply of water as leaks and bursts may occur at any time, although we continually monitor the number of time these happen. On the current basis of the condition of the pipes and their performance, our water mains in this area are not currently targeted for replacement. I can assure you, we will of course continue to closely monitor the performance of our network, and should it deteriorate, and necessitate an intervention, this could be subject to change.

When our smaller pipework bursts resulting in supply to be lost for a large number of properties, we've twelve hours to repair this and restore the water pressure to the Outside Stop Valves (OSVs). If we're unable to fix the problem within this timeframe and customers are without water for longer, they'll be entitled to a payment under our Customer Guarantee Scheme (CGS).

We also aim to provide bottled water if we're unable to restore water within four hours. We set up the bottled water stations at a central point within the affected area. I recognise this may not always a convenient location for everyone and could be difficult to access without your own transport as it was in this case. As burst pipes can occur at any time, it's not always possible for us to liaise with you about more suitable locations in the community. As such, we'd be grateful for any recommendations of more appropriate sites for future consideration.

For any local residents who require extra support, such as for mobility difficulties, we deliver bottled water to customers our Priority Services Register. If they wish to be added to our register, then residents can call us on **0800 009 3652** from 8am until 5pm and we'll discuss their specific needs.

We endeavour to keep as many customers informed throughout incidents. For this reason, we offer several methods to update our customers. I appreciate not all of these are suitable for everyone. For example, not all customers have mobile phones or internet access, although our 24 hour Customer Contact Centre is free to call from landline phones. By calling our Contact Centre on **0800 316 9800**, we can identify how many customers are affected by the interruption, improving the possibility for future upgrades to our network.

I trust this information is helpful. If you need to speak with me, please call me on **0800 009 3965**, and I'll be happy to help. I'm available from 8am until 5pm, Monday to Friday.

Yours sincerely

Shane Lorriman

Senior Case Manager – Executive Office

- [Horsham District Planning regarding retrospective planning applications](#)

In response to your letter dated 26.06.2019 regarding the above application, the department response as follows:-

- Ideally the garage should have built in accordance with Condition 1 of the planning approval under DC/16/1571, but it is not unusual for deviations to occur during construction.
- Work on the garage should have halted pending a new application, but often under pressure to retain the builders on site, changes are made and retrospective applications submitted at a later date. This of course still runs the risk of the altered building being refused, particularly if the changes do not comply with the various policies of the Horsham District Planning Framework (2015), under which the application would be assessed..
- Reasons for the change to the roof profile is not known, what is important is the application now submitted under DC/19/1094 must now meet the requirements of the various policies.
- It is not known if the building has received building regulation approval.

I hope the above is a favourable response to the concerns raised.

Regards,

Planning Officer

- [WSCC regarding Emergency Services response time](#)  
(Please click link for full details – maps and times)

Our Acting Deputy Chief Fire Officer has helpfully provided the following information:

The attendance times are calculated dependant on the Risk rating of the SOA with Rudgwick falls in a Low risk area the attendance time for a Critical Fire in Rudgwick is 14 minutes for the first fire engine 17 minutes for the second fire engine and 13 minutes for a critical special service.

West Sussex Fire and Rescue Service calculate risk within the county and produce a Critical Fire Risk Map that is published annually. This Risk Map is developed using three years of weighted historical data and information from the following:

- Dwelling fire rate,
- Other Critical building fires
- Dwelling fire casualties' rate
- and the deprivation rate for each lower layer Super output area (SOA) in the County

Depending on the score, the SOA is given a Critical Fire Risk Grade. The resulting risk

grade is then triangulated in relation to a calculated risk profile, the Risk Map is scrutinised by Group teams as to the suitability and verification, given their local knowledge of the areas and any other known risks.

A rolling three years of data is used as the basis of the current Critical Fire Risk Map. This information is refreshed annually with the current Critical Fire Risk Map remaining in force until the following March 31st.

It is known that fires and emergencies can happen at any given location, and West Sussex Fire & Rescue Service (WSFRS) works to protect all communities across West Sussex.

It is recognised that there will be "pockets" within an SOA with a different risk profile, so to assist in identifying these, targeting information is made at individual household level using a range of factors, modelling and data sources. Direct referrals of individuals will always be the best method of identifying the most vulnerable.

I attach a Risk Map (2018-19) for your further information.

I hope that this assists yourself and the Parish Council.

Best Wishes,

- [HDC Chief Executive regarding HDC Enforcement](#)  
(Please click link for details of letter)

FC104-19/20

#### **Clerk's announcements/decisions**

**Recommendation: To receive and note clerk's announcements/decisions**

Clerk's Weekly Updates: Rudgwick Parish Council website

<http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/>

FC105-19/20

#### **Parish Council representatives on outside Organisations**

**Recommendation: To receive and note report on Barley Croft Liaison Meeting of 16<sup>th</sup> July 2019**

#### **Barley Croft Liaison Meeting 16<sup>th</sup> July 2019 [Report](#)**

Present: Daniel Cooper, Adam Stevens, Andy Stevens, James McCrae - all from Berkeley Homes, plus Cllr Paul Thompson, Paul Kornysky, Cllr Sue Kornysky from the village - (John Newell being away on holiday).

*Items discussed were:*

1) *Soil removal, the site entrance road and road cleaning. It was noted that Church Street was being kept much cleaner than previously, despite the continued removal of soil. The road constructed for the site was now being used by Rudgwick Metals traffic, as well as the construction site traffic. The entrance through to Mr Newell's drive has been barriered off.*

2) *SUDS/Pond - a considerable amount of soil had been cleared from the pond/SUDS area already. However, approximately 1 week after our meeting work was due to commence in earnest on this area to create the SUDS and overflow from the pond. It is intended that the area, when completed, will have a landscaped but natural look, paying heed to biodiversity requirements.*

3) *The Ash trees - mentioned in the previous meeting as being of concern over their 'health'. These have been checked by the Rudgwick Parish Tree Warden and the Berkeley Homes Tree person. Both agree that that it does not appear to be an Ash Die-Back issue and it was jointly decided by the 'Tree experts' that it was best to leave the trees alone for the time being and keep a general eye on them.*

4) *We had asked previously for the contact details of the Clarion Housing Association who will be dealing with the Affordable Housing on the site. These have been supplied to Cllr Kornysky by*



Berkeley Homes and will be passed to the Parish Clerk.

5) Build Status of the Business Units on the Barleycroft site - we were advised that Berkeley were trying to resolve matters concerning these units with the site owner as soon as possible to ensure that the building of residential dwellings is not held up. If matters are not resolved then Berkeley will go ahead and build the units in accordance with the original permission.

6) Liaison with the village - Berkeley have made a contribution to the container required by EGRGA to house equipment for the Summer Show. A senior member of their staff had also just opened the Summer Show a few days before our meeting. They have agreed to make a contribution to the Cricket Club Family Fun Day, and have also made a donation to the Telephone Box Children's Book Swap project. If the RYC management team wish to discuss visits to the site they are prepared to talk to them about age appropriate visits for groups of children. This information was passed on to RYC at the management meeting and contact details will be supplied to the Vicar.

7) Parish magazine delivery to the site - this has been put into effect and the marketing suite is now on the round of the local delivery for that area of the village. It was suggested that if they wish to supply an update on the site for the village, then a copy of the Berkeley newsletter could be sent to the parish website.

8) AOB - The marketing suite opening hours have been scaled back as sales are currently slow. This will be altered again in the Autumn when it is anticipated that some more houses will be ready for viewing and sales, and the work on the pond/Suds is completed. Berkeley intend to have a 'street scene' of homes ready by then showing a variety of dwellings.

Possible dates for another meeting in September were discussed.

The Clarion Housing Association details are as follows:

Contact - Kinga Pawlowska (Development Assistant). email: [kinga.pawlowska@clarionhg.com](mailto:kinga.pawlowska@clarionhg.com) Tel: 0208 315 3080

Address: Clarion Housing Group, Upton House, 7 Perrymount Road, Haywards Heath, RH16 3TN

FC106-19/20

## Finance

**Recommendation: To receive and approve payments to be made**

**To note payments made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Account; Computer Security Statement for Lloyds Banking Accounts**

- [Payments made/received](#)
- [Detailed Receipts & Payments by budget heading August](#)  
(NB Spending figures are until 31.8.2019; Movement to (from Gen Reserve Statement refers to the current position regarding budget spending, i.e. over/underspend on Budget forecast – it is at the end of the financial year that the figure in this section can be considered to be a movement to/from General Reserve Account. Also, if money has been spent against a code where no budget was set against, spending will still say % - this is being addressed.)
- [Bank Reconciliation Lloyds Account](#)  
NB spending figures are for the end of August 2019 and
- Payments to be made (**to be circulated at meeting**)
- Authorised signatories have signed and submitted [Computer Security Statement](#) for Lloyds Banking Accounts authorisations (for noting only).

**[Draft Minutes of the Finance, Policy and Human Resources Committee Meeting of 22<sup>nd</sup> August 2019](#)**

FC107-19/20

**Recommendation: To receive Draft Minutes of the Finance, Policy and Human Resources Committee Meeting of 22<sup>nd</sup> August 2019 and resolve recommendations made therein (FPHR005 to 009 (incl) -2018/19)**



## Rudgwick Parish Council

Minutes of the Finance, Policy and Human Resources Committee Meeting held on Monday 22<sup>nd</sup> August 2019 at Rudgwick Hall, Bucks Green, Rudgwick at 6.00 pm.

Present: Councillors: R Wild (Chairman), D Buckley, R Landeryou, P Thompson  
Mrs. J Foote, Clerk

FPHR 001-19/20	<p><b>Apologies for Absence</b> Apologies for Absence and reasons were received from Cllrs A Gormley and S Kornycky and unanimously approved and <b>noted</b>.</p>
FPHR 002-19/20	<p><b>Declarations of Interest</b> There were no Declarations of Interest.</p>
FPHR 003-19/20	<p><b>Minutes</b> The Minutes of the meeting held on 7<sup>th</sup> January 2019 were <b>resolved</b> and signed by the Chairman as being a correct record.</p>
FPHR 004-19/20	<p><b>Public Participation</b> There were no members of the public present.</p>
FPHR 005-19/20	<p><b>Parish Council Budget</b> The following was received, <b>resolved</b> and recommended for approval to the Full Council: The revised budget with the reduced number of cost codes and the postponing for the time being any re-allocation of monies to Earmarked Reserves. To consider timing of Rudgwick Hall/ King George V car park/road repair and make appropriate budget adjustments. The following was <b>noted</b>: Current spending against set budget. It was agreed for the Clerk to provide a short explanation with future Clerk's reports of the way figures were presented. Monthly and quarterly bank reconciliations were received and signed by the Chairman.</p>
FPHR 006-19/20	<p><b>Non-payment of invoice by hirer</b> It was <b>resolved</b> to recommend for approval to the Full Council to write to the hirer requesting payment of the outstanding amount and return of the hall key before taking further action.</p>
FPHR 007-19/20	<p><b>New/ Revised Policies and Procedures</b> It was <b>resolved</b> to recommend the policies and procedures as listed in the Clerk's Report for approval to the Full Council with the following <i>amendments</i> to <b>Staff Expenses Policy</b> 5.1. Employees must fill out an approved expenses claim form promptly after incurring expenses (no later than one month after the <i>date of incurring the expense</i>) and submit to their line manager for approval. <i>Payment of expenses claim forms submitted later are at the line manager's discretion.</i></p>

	<p>It was noted that Cllr Wild provided a list of grammatical/punctuation actions which are to be incorporated when policies and procedures are resolved.</p> <p><b>Financial Regulations</b>  5.1. The council <i>may</i> seek credit references in respect of members or employees who act as signatories.  11.h The sum of £100 to be increased to <i>£1,000</i>.  6.17, 6.18 amendments were noted</p>
FPHR 008-19/20	<p><b>Fingerposts</b>  It was <b>resolved</b> to recommend payment of £102.25 to The Haven Society for the repair and maintenance of two fingerposts for approval to the Full Council.  The Clerk to inform The Haven Society that future requests need to be made prior to expenses having been made.</p>
FPHR 009-19/20	<p><b>Staffing</b>  It was <b>resolved</b> to recommend payment (Clerk's Report) to the Clerk in relation to CiLCA work for approval to the Full Council</p>
FPHR 0010-19/20	<p><b>Date of next meeting</b>  It was <b>resolved</b> to note the date of the next meeting as Monday 18<sup>th</sup> November 2019</p>
<p><i>There being no other business, the Chairman closed the meeting at 7.40 pm</i></p>	

FC108-19/20

**Tennis Club lease**

**Recommendation: to receive and resolve for the lease of the proposed Tennis Club Pavilion to allow substitution of plan to include within the Rudgwick Lawn Tennis Club's demise, the hut and clubhouse.**

**Clerk's report:**

The Rudgwick Lawn Tennis Club (RLTC) is currently in the process of applying for planning application for the proposed pavilion. If the application is permitted, the RLTC will have to apply to Fields in Trust for approval for the building to be built. All associated costs, including the Council's costs regarding this initiative, are to be covered by the RLTC.

When the tennis court lease was drawn up, an indication had been given that the Council would consider the hut to be included in the plans for the new lease. (The hut had to be withdrawn from previous lease as it has not been incorporated in proposal for the Valuation Office assessment)

FC109-19/20

**Village Hall Day – Saturday 25<sup>th</sup> January 2020**

**Recommendation: To receive and *note* information regarding the event**

**Clerk's Background Information Report FC110-19/20**

**AIM: To raise awareness of what activities/groups/resources are available in Rudgwick amongst residents, new and established; celebrating village hall week and coming together for a cup of tea and biscuit/cake. In addition, an opportunity for the public to speak to councillors.**

1. Rudgwick Hall has been booked for Saturday 25<sup>th</sup> January 2019.  
It is suggested to run the event from 10.00 – 13.00.

2. Hirers of Rudgwick Council facilities/ Local groups will be invited to promote their activities (Clerk to send out information beginning of November/ event to be promoted to “stall holders” in November issue of the Rudgwick Parish Magazine/ Facebook/ Rudgwick Parish Council website/notice boards, and to the public a month later (same methods).
3. Refreshments to be provided – costs (approx. £50.00) to be covered from Chairman’s Allowance.
4. Rudgwick Parish Councillors to provide information/answer questions from residents in an informal manner.
5. Any other suggestions from Councillors.

FC110-19/20

### **Community Speedwatch for Rudgwick initiative**

**Recommendation: To receive information regarding the Community Speedwatch initiative and consider/resolve supporting the registration of a Rudgwick Community Speedwatch if sufficient interest is received from the community.**

### **Clerk’s Background Information Report FC110-19/20**

#### **1. Email from PCSO Erica Baxter 27123, Police Prevention Team, Adur Worthing and Horsham (17.08.2019)**

Rumour may reach you of a PCSO wandering the streets of Rudgwick/Bucks Green/Cox Green today – it was me, looking for potential sites for Community Speedwatch in the area! I chatted with a few residents and found a general consensus that the community would support a scheme by volunteering.

You and I spoke a bit about Community Speedwatch (CSW) some while ago, I’ve learned more since then and it really is a good scheme nowadays with proven benefits. For instance, every number plate submitted for speeding is automatically checked for tax, insurance and MOT, and traffic data gathered can be viewed by Parish Council for a general understanding of the local situation.

I’m partway through a process of getting groups rolled out across the whole district, because the documented behaviour changes caused by a single active group should be enhanced by greater numbers. One way I am speeding up the process is by pre-assessing for potential sites then showing these to Steve O’Connell who leads CSW for Sussex Police – because he can fully safety/policy assess them. Today I have focussed on the A281 and on Church Lane, and think I have found multiple locations for each direction of travel. (FYI, I have put one location onto Op Crackdown myself just from my time spent surveying for sites, which speaks volumes for the value of setting up a CSW group).

Let me know when you've got time to talk, will help as much as I can

Here’s a link to the main website <https://www.communityspeedwatch.org/> or if you prefer not to click links just search for Community Speedwatch and the site has a photo of two people in hi-viz looking at a blue Volvo.

#### **2. Background**

The Community Speedwatch (CSW) initiative provides a framework for training, registering, purchasing equipment to enable a group to monitor traffic speeds. It takes place under the umbrella of the Police and groups are either insured under their public liability insurance or that of the Council.

#### **3. Requirements**

Equipment – to be purchased/supplied

Volunteers who are willing to set up, be trained and run/ participate in the group.

**4. Costs**

Measuring equipment – this can be purchased for a cost of approximately £300 plus VAT (this could potentially v=corm from Traffic Calming Earmarked Reserves)

High Viz vests – the council has 20 vests available.

**5. Benefits**

The results of CSW would be that the Council could have data to evidence the need for traffic calming measures on both the A281 and Church Street, supporting a potential application to West Sussex County Council Highways for the installation of traffic calming measures.

The scheme has shown to have effect to lowering the speed of vehicles for a period of time.

**6. Immediate Action to be taken**

Clerk to meet up with PSCO Erica Baxter to discuss initiative in further detail

Article in the October/November issue of the Rudgwick Parish Magazine to gage interest in the scheme/ setting up a group and number of volunteers (Clerk/Chairman)

FC111-19/20

**Date of next meeting: Monday 14<sup>th</sup> October 2019, at 7.00 pm**