



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

Tel: 01403 822678

E-mail clerk@rudgwickpc.co.uk

Date: 8th July 2020

To: All Members of Rudgwick Parish Council

You are duly summoned to a virtual meeting (in adherence to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392) of Rudgwick Parish Council on **Monday 13th July 2020**.

Jonna Foote

Mrs Jonna Foote
Clerk to Rudgwick Parish Council

Members of the public have a right and are welcome to attend the meeting as observers, but are requested to contact the clerk by email (clerk@rudgwickpc.co.uk) by Friday 10th July at the very latest to ensure they can receive an electronic invitation to the meeting.

AGENDA

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

FC060-20/21 Apologies for Absence

To receive and approve.

FC061-20/21 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.

FC062-20/21 Minutes of Extraordinary Council Meeting of 22nd June 2020 (Minutes on Rudgwick Parish Website)

To receive for approval the Minutes as an accurate record of the Extraordinary Council Meeting held on 22nd June 2020 and for the chairman to sign these.

FC063-20/21 Minutes of Halls, Recreation and Open Spaces Committee Meeting 28th October 2019.

To consider for adoption the Minutes approved by the Halls, Recreation and Open Spaces Committee Meeting, meeting of 28th October 2019.

FC064-20/21 District and County Councillors Reports (for noting only)

To receive and note reports.

FC065-20/21 **Public Speaking Session** (for noting only)

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.

FC066-20/21 **Planning**

To report on:

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

Applications for consideration at Rudgwick Parish Council Meeting 13th July 2020				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/20/0114 23.06.2020	9 Gaskyns Close, Rudgwick	Erection of front porch		14.07.2020
DC/20/0932 02.07.2020	Pathfield Close, Rudgwick	Variation of Condition 1 to previously approved application DC/18/2747 (Demolition of No.6 vacant bungalow dwellings and the erection of No.6 two storey dwellings with associated parking and landscaping) relating to elevations		16.07.2020
DISC/20/0138 30.06.2020	Tittlesfold Farm, The Haven, Billingshurst	Approval of details reserved by conditions 3 and 4 of DC/19/2412		21.07.2020
DC/20/1040 03.07.2020	Vivian Cottage, Kings Road, Rudgwick	Demolition of existing single storey rear extensions. Erection of a single storey rear extension		24.07.2020
S106/20/0012 18.06.2020	Rudgwick Metals Ltd, Church Street, Rudgwick	Approval of details reserved by condition 21 to approved application DC/16/2917		14.07.2020

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 (for noting only);
- iii) Any decisions made by Horsham District Council on previous applications (for noting only);
- iv) To report/consider for comment on any appeal notices and decisions;
- v) To report on alleged enforcements (for noting only).
- vi) To report on planning applications being considered at Planning Committee North.

- vii) To report on Loxwood Clay Pits EIA Scoping Report
- viii) To report on DC/20/0539 CLD and DC/18/1325 Prior Approval (Class Q)
- FC067-20/21 **Correspondence Update** (for noting only)
- Letter to HDC/WSCC regarding Arriva 63 bus route/bus lanes;
 - Letters to Rudgwick landowners regarding support for creation of allotments;
 - Letter from parishioner regarding flooding due to drainage issues has been received (acknowledged by the Clerk);
 - Email from English Regional Transport Association (ERTA) requesting support for adjoining councils regarding increase in railway lines;
 - Email from HDC: Horsham Blueprint re-designation application consultation.
- FC068-20/21 **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/>
- FC069-20/21 **Parish Council representatives on outside Organisations** (for noting only)
To receive reports if applicable.
- FC070-20/21 **Finance**
To consider for approval/ noting:
- Payments made/received June;
 - Detailed Receipts & Payments by budget heading June;
 - Bank Reconciliations for June: Lloyds: Business, Savings, KGV, Deed and NS&I Accounts;
 - Monthly Bank Reconciliation;
 - Payments to be made.
- FC071-20/21 **National Savings and Investment Account**
To resolve signatories.
- FC072-20/21 **Halls, Recreation and Open Spaces Meeting 22nd June 2020**
To receive the Draft Minutes of the Halls, Recreation and Open Spaces Committee Meeting 27th May and consider to resolve the recommendations made therein.
- FC073-20/21 **Rudgwick Neighbourhood Plan update** (for noting only)
To receive update.
- FC074-20/21 **Traffic Calming Working Group/ Community Speed Watch initiative**
To receive and consider.
- FC075-20/21 **King George V field fence/ Football Foundation Grant Application**
To receive and consider.
- FC076-20/21 **King George V field hire by Football Academy**
To receive and consider.
- FC077-20/21 **Facilities Officer update** (for noting only)
To receive and consider.

- FC078-20/21 **Halls and Playgrounds, King George V changing rooms opening up**
To receive and consider.
- FC079-20/21 **Rudgwick Parish Council Community Activities**
To receive and consider.
- FC080-20/21 **Rudgwick Parish Council Business Plan**
To receive and consider.
- FC081-20/21 **Little Street Payment Request**
To receive and consider.
- FC082-20/21 **West Sussex County Council Gigabit Broadband Voucher Scheme**
To receive and consider.
- FC083-20/21 **Electricity Contract renewal – Street Lighting**
To receive and consider.
- FC084-20/21 **Staffing**
To receive update/ consider for approval.
- FC085-20/21 **Date of Annual Council Meeting: 10th August, 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/ Amazon Alexa devices should be switched to silent/ off for the duration of the meeting.



RUDGWICK PARISH COUNCIL

Full Council Meeting on Monday 13th July 2020 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

- FC060-20/21 **Apologies for Absence**
Recommendation: To receive apologies for approval.
- FC061 -0/21 **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.
- FC062-20/21 **Minutes of Extraordinary Council Meeting of 22nd June 2020**
Recommendation: to approve the [Minutes](#) as an accurate record of the Extraordinary Council Meeting held on 22nd June 2020 and for the chairman to sign these.
- FC063-20/21 **Minutes of Halls, Recreation and Open Spaces Committee Meeting 28th October 2019.**
Recommendation: to consider to adopt the [Minutes](#) approved by the Halls, Recreation and Open Spaces Committee Meeting of 28th October 2019.
- FC064-20/21 **District and County Councillors Reports**
Recommendation: To receive and note County Councillor [Report](#) and [attachment](#)/ District Councillor Report.
- FC065-20/21 **Public Speaking Session** (for noting only)
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.
- FC066-20/21 **Planning**
To report on:
- i) Current Planning Applications to be considered for comment to Horsham District Council (HDC).

- ii) Planning Applications made under [delegated powers](#):
Recommendation: To *note* the comments made by Rudgwick Parish Council Planning Committee to HDC in respect of Planning Applications not being considered at Council Meetings.
- iii) Any [decisions](#) made by Horsham District Council on previous applications:
Recommendation: To *note* the Schedule of Planning Decisions made by HDC in respect of previous applications.
- iv) To report/consider for comment on any [appeal notices and decisions](#):
Recommendation: To *note* appeal notices and decisions.
- v) To report on alleged [enforcements](#):
Recommendation: To *note* alleged enforcements made by HDC.
- vi) To report on planning applications being considered at Planning Committee North
None received.
- vii) To report on [Loxwood Clay Pits EIA Scoping Report](#)
Recommendation: To consider the report on Loxwood Clay Pits EIA Scoping Report considering [information received from Loxwood Parish Council](#)/ Loxwood parishioner.
- viii) To report on DC/20/0539 CLD and DC/18/1325 Prior Approval (Class Q)
Recommendation: To consider [information received from a Cox Green parishioner](#) concerning the planning process

FC067-20/21 **Correspondence Update**

Recommendation: Council to consider and resolve taking actions where required and *note* correspondence update.

- [Letter](#) to HDC/WSCC regarding Arrive 63 bus route/bus lanes
HDC has confirmed that discussion has taken place, resulting in plans not being amended to include two-way bus lanes;
- [Letter](#) to Rudgwick landowners regarding support for creation of allotments
Two responses have been received (acknowledged by the Clerk), one landowner is in the position explore supporting the Council, the Clerk is currently awaiting for a suitable date for Council and landowner to meet (letter written in consultation with the Chairman).
- [Letter](#) from parishioner regarding flooding due to drainage issues has been received (acknowledged by the Clerk and subsequent updates sent).
Emails have been sent to WSCC highways regarding drainage issues/ Barleycroft not meeting conditions regarding water drainage on development. WSCC has confirmed the following:

Job 613625 has been raised: to 'excavate and investigate' 5x suspected breaks within Church Street. These are located 2x outside The Chapel, 1 outside The Cottage, 1 at the jnc with Kilnfield Road and 1 outside Gaskins Lodge. The job has been committed and passed to our contractor to programme, so no date can be given, but we are progressing and hope to have the bulk to the issues resolved in due course."

And with regard to the issues still not having been addressed by Berkeley Homes (Southern) Ltd:

“West Sussex Highways Agreement Team have not signed off the development yet. The relocation of that gully has been discussed with Engineering Manager for Berkeley Homes on site, with P J Browns Contract Manager and the Berkeley’s new site manager last year. Rest assured that gully will be moved to where it should be before adoption takes place. There were numerous items raised as well (resurfacing, kerb height adjustment, etc). It has been more than 3 months now, hence site is due to be re-snagged.”

In addition, an email has been sent to HDC Enforcement Department regarding the depth of the suds pond on the Barleycroft development.

Response received from HDC Planning 08.07.2020 regarding the concern

“Thank you for your e-mail raising concerns about drainage/SUDS issues in relation to DC/16/2917.

I have forwarded the concerns to our drainage expert who is overseeing the discharge of conditions in relation to these aspects. He has now had the opportunity to assess the issues and the planning application and in his opinion, there is no planning breach regarding these issues. In particular, amongst his advice, he refers to the water levels evidenced in the photos you provided and he states “ The photo (taken immediately after Storm Jorge @ beginning of March) would indicate that the balancing pond functions as designed.

Max Water Level 72.52 (1 in 1 year storm event), Pond Base Level 71.25 ; water depth (design) = 1.27m It would have helped if another photo was taken 24 -48 hours later that would have shown the water level lower to confirm the feature is operating as designed.”

- [Email](#) from English Regional Transport Association (ERTA) requesting support for adjoining councils regarding increase in railway lines;
- [Email](#) from HDC: Horsham Blueprint re-designation application consultation.

FC068-20/21 **Clerk’s announcements/decisions**

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

Rudgwick Parish Council website

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

(Clerk’s Weekly reports 1st June – 5th July 2020)

FC069-20/21 **Parish Council representatives on outside Organisations**

Recommendation: To receive and *note* reports if applicable.

FC070-20/21 **Finance**

Recommendation: To *note* payments/transfer made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation and approve payments to be made.

- [Payments made/received June](#);
- [Transfer of £20,000](#) from Lloyd’s Savings Account to Business Current Account
- [Detailed Receipts & Payments](#) by budget heading June;
- Bank Reconciliations for June: Lloyds: [Business](#), [Savings](#), [KGV](#), [Deed](#) and [NS&I](#) Accounts;
- [Monthly Bank Reconciliation](#);
- [Payments to be made](#).

FC071-20/21 **National Savings and Investment Account (NS&I)**
Recommendation: To resolve for Cllr Buckley and Cllr Wightman to be signatories (in addition to Cllr Landeryou and the Clerk) for the NS&I Account that requires three signatories for the withdrawal of funds, according to Financial Regulation 1.14; and for the clerk to transfer £30,000 from NS&I account to Lloyds Savings Account as soon as signatories have been set up.

FC072-20/21 **Halls, Recreation and Open Spaces Meeting 22nd June 2020**
Recommendation: To receive the [Draft Minutes](#) of the Halls, Recreation and Open Spaces Meeting 22nd June 2020 and consider to resolve the recommendations made therein, and in specific:

HROS06-20/21 Foxholes Copse

HROS07-20/21 King George V playing fields/ changing rooms

NB Further information has become available regarding the cricket season 2020: at time of writing agenda, the junior cricket club (51 members) is using the field for a weekly two-hour training session only – not all members as government guidelines regarding groups size and social distancing are adhered to. This is currently planned for July only. It is at this moment in time anticipated that no junior matches will be played. Adult cricket team is hoping to commence playing games in the next fortnight but are awaiting confirmation from their professional body.

HROS08-20/21 Rudgwick Field Hire

NB Further information is available regarding matches not having been played by Rudgwick Football Club – adults. The matches that were cancelled during the winter because of the field being too wet, would have under normal circumstances, have been played at the end of the football season. Due to the COVID19 pandemic this was not possible and as such 14 matches of the 34 matches were not played.

HROS09-20/21 Rudgwick Lawn Tennis Club (RLTC)

HROS10-20/21 Tree Survey

HROS11-20/21 Fingerposts

HROS12-20/21 Rudgwick/ Jubilee Halls and King George V Building Changing Rooms

FC073-20/21 **Rudgwick Neighbourhood Plan update**
Recommendation: To receive and note update (actions agreed by Chair of Rudgwick Neighbourhood Plan Steering Committee and Chairman of Parish Council).

“Rudgwick Neighbourhood Plan Regulation 14 Consultation

You should already be aware of the above public consultation on the Rudgwick Neighbourhood Development Plan in accordance with Regulation 14 Neighbourhood Planning (General) Regulations 2012 which was due to end on Monday 13th July. Rudgwick Parish Council is pleased to announce that it is extending the consultation period to allow more time for people to respond to the consultation and it will now end at midnight on Sunday 19th July. Please ensure that you submit any comments by then.

A copy of the plan, together with supporting evidence documentation and details on how to respond can be found at <http://www.rudgwick-pc.org.uk/neighbourhood-plan/>

If you wish to visit Rudgwick Village Hall (Bucks Green RH12 3JJ) to inspect a copy of the documents please contact the Parish Office (between 9 am and 3 pm) on 07927 702321 on Tuesday-Thursday or on 01403 822678 on Monday/Friday to make arrangements for an appointment.”

Dates on Banner to be updated accordingly.

- FC074-20/21 **Traffic Calming Working Group (TCWG) / Community Speedwatch (CS) initiative**
Recommendation: To consider to resolve to note the TCWG update and expenditure of £400 (plus VAT) for equipment and £86 (plus VAT) for accessories for the CS group
- CHS application (pedestrianised crossing on Church Street) will be submitted in the next few days;
 - Revised locations for S105 application (mobile speed cameras) will be submitted in the next few days;
 - TRO application will be submitted once we have written support from those residents who are directly affected, and support from Councillor Mitchell;
 - Peter Gooch’s Speedwatch group expecting to be operational in September.
- See [report](#)
- FC075-20/21 **King George V (KGV) field fence/ Football Foundation Grant Application**
Recommendation: To consider to resolve the Council’s agreement to placing a fence on two sides of the KGV field further to 16th June 2020 Council/stakeholders site visit and the signing of the Football Foundation Grant Acceptance Form.
- See [report](#)
- FC076-20/21 **King George V field hire by Football Academy**
Recommendation: To consider to resolve hire charges for the use of the KGV field by the Football Academy.
- See [report](#)
- FC077-20/21 **Facilities Officer – update**
Recommendation: To receive and note information on facilities officer’s update.
- See [report](#)
- FC078-20/21 **Halls, Playgrounds and King George V (KGV) changing rooms opening up**
To consider to resolve the opening of Rudgwick Hall/ Jubilee Hall and Rudgwick Hall/ Churchman’s Meadows Playgrounds and King George V changing rooms in adherence to Government guidelines when relevant documentation/ processes required for this, are in place; to resolve documentation.
- See [report](#)
- FC079-20/21 **Rudgwick Parish Council Community Activities**
Recommendation: To consider to resolve Council Community Activities that could be included in the Rudgwick Parish Council Business Plan.
- See [report](#)
- FC080-20/21 **Rudgwick Parish Council Business Plan**
Recommendation: To consider to resolve a Rudgwick Parish Council Business Plan.
- See [report](#)
- FC081-20/21 **Little Street Payment Request**
Recommendation: To receive and consider a request from Little Street to resolve the payment of:
- **One-off refuse collection at Little Street (bins have been filled by Field users and leaseholder has suspended refuse collection while business is closed) at a cost of £31.20 (plus VAT)**
 - **Payment of water charges for the period 1 June – 30 June as water was used for re-surfacing of car park/ watering in of grass seeds on football pitch.**

(NB Little Street has been happy for field users to use the organisation's refuse bin during the year and is happy to continue to do so if the capacity of the refuse bin is sufficient)

FC082-20/21 **West Sussex County Council (WSSC) Gigabit Broadband Voucher Scheme**
Recommendation: To receive and consider action on the WSSC Gigabit Broadband Voucher Scheme.
See [report](#)

FC083-20/21 **Electricity Contract Renewal – Street lighting**
Recommendation: To receive and consider to enter into a new 2-year contract with the current supplier (SSE) from 1st August 2020.

The two-year contract is competitive, a very small annual saving (details to be provided at the meeting) which would be offset if the Council were to decide to opt for SSE Green Energy (see below)

SSE Green

We also offer SSE Green Energy, which is 100% renewable energy, powered entirely by hydro and wind energy. It's fully backed by Renewable Electricity Guarantees of Origin and independently verified by EcoAct, a Carbon Disclosure Project Accredited Provider. As an SSE Green energy customer, we'll provide you with a certificate and logo to demonstrate and market your green credentials and help you stand out from the competition. Small premium of 0.1p/kWh will be applied.

FC084-20/21 **Staffing**
Recommendation: To resolve:

- the payment of 20 hours additional hours (June) for the Clerk;
- the payment of 12 additional working hours (23rd June -3 July) for the Facilities Officer (urgent work relating to COVID 19 risk assessments to be put into place – as discussed with Chairman);
- members of the interview panel for the recruitment of a new clerk.

and to *note* that the recruitment process for a new clerk is to start on 15th July 2020, with interview date in August to be confirmed.

[Draft Job Description](#) and [Draft Person Specification](#).

(Four registrations of interest have been received in response to the Chairman's news in the July issue of the Rudgwick Parish Magazine.)

FC085-20/21 **Date of Annual Council Meeting: 10th August, at 7.00 pm**
Recommendation: To resolve to note the date of the Annual Council Meeting as 10th August 2020.