



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

Tel: 01403 822678

E-mail clerk@rudgwickpc.co.uk

Date: 7th April 2021

To: All Members of Rudgwick Parish Council

You are duly summoned to a virtual council 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; Business and Planning Act 2020 Section 22 to include Parish Meeting under section 78 of the Coronavirus Act 2020 as part of the Amendment Regulations 2020) of Rudgwick Parish Council on **Monday 12th April 2021 at 7 p.m.**

Anna Clayton

Mrs Anna Clayton
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 Monday 12th April (noon) 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.
(can be found on <http://www.rudgwick-pc.org.uk/>)

FC255-20/21 Apologies for Absence

To receive and approve.

FC256-20/21 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.

FC257-20/21 [Minutes of Council Meeting of 08th February 2021](#)

To receive for approval the Minutes as an accurate record of the Council Meeting held on 08th February 2021 and for the chairman to sign these.

FC258-20/21 [Minutes of the Meeting of the S106 Working Group Meeting 26th November 2019](#)
To consider for adoption the approved Minutes of the Meeting of the S106 Working Group meeting of 26th November 2019.

FC259-20/21 **District and County Councillors Reports** (for noting only)
To receive and note reports.

FC260-20/21 **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.

FC261-20/21 **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 12.04.2021				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
<u>DC/21/0450</u> 26.03.2021	41 Pondfield Road, Rudgwick	Removal of existing rear conservatory and erection of a part two-storey, part single storey rear extension, erection of a front porch extension and conversion and extension to existing detached garage to form an annexe.		16.04.2021
<u>DC/21/0124</u> 26.03.2021	Campsite, Riverside Farm, Guildford Road, Rudgwick	Part retrospective application for the change of use of the land to tourist accommodation comprising twenty five caravan pitches.		16.04.2021
<u>DC/21/0454</u> 01.04.2021	5 Pathfield Road, Rudgwick	Increased ridge height to existing roof with erection of rear dormer and installation of front rooflights.		22.04.2021
<u>DC/21/0476</u> 06.04.2021	Hermongers Farm, Hermongers, Rudgwick	Demolition of existing single-storey link and erection of two-storey side extension and alterations to front porch. Erection of detached car port and garden shed.		27.04.2021
<u>DC/21/0477</u> 06.04.2021	Skylarks, Hermongers Farm, Rudgwick	Enlargement of incidental curtilage and erection of		27.04.2021

		single-storey side extension, garden shed and green house.		
DC/21/0478 06.04.2021	The Chalet, Hermongers Farm, Hermongers, Rudgwick	Conversion of garage to provide additional living accommodation.		27.04.2021

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) Schedule of Planning Decisions made by Horsham District Council on previous applications (for noting only);
- iv) Appeal notices and decisions and consider for comments;
- v) Alleged enforcements and consider for comments (for noting only);
- vi) Planning applications being considered at Planning Committee North;

FC262-20/21 Correspondence update (for noting only)

- Rudgwick Parish Councils response [letter](#) to the PROW proposal.
- Rudgwick Parish Council [letter](#) supporting the TRO application

FC263-20/21 Chairman's announcements (for noting only)

FC264-20/21 Clerk's announcements/decisions (for noting only)

To receive Clerk's Weekly Updates (8th March 2021 – 11th April 2021)

- Successful Business Support Package grant application of £2096.00 awarded 4th March 2021;
- [Remote meetings update](#);
- RYC contacted RPC for approval of use of the facilities for the Cricket Youth team, as per lease agreement;
- [Tree Condition Survey Report](#) for the three sites. Only one tree needs to be removed from within Foxholes Wood because it has split in half and the fallen part is blocking a footpath through the wood. The remaining standing stem should also be removed due to decay at its base. -Clerk obtaining quotations
- [New opportunity to apply for a Community Climate Fund - applications open 5 April](#);

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

FC265-20/21 Parish Council representatives on outside Organisations (for noting only)

To receive reports if applicable.

- [Meeting with Board of Directors, West Sussex ALC Ltd, 18th February 2021.](#)
- [WSALC AGM 25th February 2021](#);
- [WSALC Chairman Forum, 9th March 2021](#);
- Traffic Calming Working Group Meeting 17th February 2021;
- [Rudgwick Youth Centre Management Committee Meeting 22nd March 2021](#);

- Barleycroft Liaison Group Update

FC266-20/21 Finance

To consider for approval/ noting:

- Payments made/received February/March; (Including Emergency Water Pipe Repairs – approved via email 05.03.21)
- Detailed Receipts & Payments by budget heading February/March;
- Bank Reconciliations for February/March: Lloyds: Business, Savings, KGV, Deed and NS&I Accounts;
- Transfer of £5,000 from Lloyds Savings Account to Lloyds Business Account;
- Monthly Bank Reconciliation;
- Payments to be made.

FC267-20/21 [S106/CIL Working Group Meeting 17th February 2021](#)

To receive the Draft Minutes of the S106/CIL Working Group Meeting 17th February 2021 and consider to resolve the recommendations made therein.

FC268-20/21 RYC – Water Compliance

To receive and resolve.

FC269-20/21 Restriction of public speaking rights HDC Meetings

To receive and note.

FC270-20/21 Neighbourhood Plan Update (for noting only)

To receive update.

FC271-20/21 Traffic Calming Working Group Update

To receive update.

FC272-20/21 Development Management (planning) service update from HDC

To receive and resolve.

FC273-20/21 Assets of Community Value Application

To receive and resolve.

FC274-20/21 Football Foundation Grant

To receive and resolve.

FC275-20/21 Ground Maintenance Contract 2021/22

To receive quotes and resolve to appoint a contractor.

FC276-20/21 Permission request for mobile take away vehicles RH Carpark

To receive and resolve.

FC277-20/21 Accounts Training

To receive and approve.

FC278-20/21 SLCC Membership

To receive and resolve.

FC279-20/21 Resolution to exclude the public and press from the business about to be transacted.

Exclusion due to the confidential nature/exempt information to be discussed.

- FC280-20/21 **Little Street – monthly lease payments**
To receive and approve
- FC281-20/21 **Platinum Jubilee Project**
To receive update/consider for approval.
- FC282-20/21 **Staffing**
To receive and approve
- FC283-20/21 **Date of next Council Meeting: 05th May 2021, 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. The Parish Council will be recording the meeting, members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as a person having given consent to being recorded (photographed, film or audio recording), at the meeting by any person present.

RUDGWICK PARISH COUNCIL

Full Council Meeting on Monday 12th April 2021 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC255-20/21	Apologies for Absence Recommendation: To receive apologies for approval.
FC256-20/21	Declarations of Interest Recommendation: To receive any Declarations of Interest from Members of the Council and for these to be noted. 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 <i>a Member has an interest should be sought before attending the meeting.</i>
FC257-20/21	<u>Minutes of Council Meeting of 08th February 2021</u> Recommendation: To receive for approval the minutes as an accurate record of the Council Meeting held on 8th February 2021 and for the chairman to sign these.
FC258-20/21	<u>Minutes of the Meeting of the S106 Working Group Meeting 26th November 2019</u> To consider for adoption the approved Minutes of the Meeting of the S106 Working Group meeting of 26th November 2019.
FC259-20/21	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports. (See WS County councillor <u>report</u>)
FC260-20/21	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.
FC261-20/21	Planning To report on:
i)	Recommendation: To resolve to consider Current Planning Applications for comment to Horsham District Council (HDC);
ii)	Recommendation: To resolve to note Planning Applications made under <u>Delegated Powers</u>;
iii)	Recommendation: To resolve to note the Schedule of <u>Planning Decisions</u> made by Horsham District Council on previous applications;

iv)	Recommendation: To resolve to note the schedule of Appeal Notices or Decisions;
v)	Recommendation: To resolve to note the schedule of Enforcement Numbers;
vi)	Recommendation: To resolve to note that no Planning Applications were sent for consideration at Planning Committee North;
FC262-20/21	Correspondence update (for noting only) - Rudgwick Parish Councils response letter to the PROW proposal. - Rudgwick Parish Council letter supporting the TRO application.
FC263-20/21	Chairman's announcements (for noting only)
FC264-20/21	Clerk's announcements/decisions (for noting only) Recommendation: To receive and resolve to note Clerk's announcements/ decisions To receive Clerk's Weekly Updates (8 th March 2021 – 11 th April 2021) - Successful Business Support Package grant application of £2096.00 awarded 4th March 2021; Remote meetings update; - RYC contacted RPC for approval of use of the facilities for the Cricket Youth team, as per lease agreement; Tree Condition Survey Report for the three sites. Only one tree needs to be removed from within Foxholes Wood because it has split in half and the fallen part is blocking a footpath through the wood. The remaining standing stem should also be removed due to decay at its base. -Clerk obtaining quotations; New opportunity to apply for a Community Climate Fund - applications open 5 April; http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC265-20/21	Parish Council representatives on outside Organisations (for noting only) Recommendation: To receive and resolve to note information: Meeting with Board of Directors, West Sussex ALC Ltd, 18th February 2021. WSALC AGM 25th February 2021; WSALC Chairman Forum, 9th March 2021; - Traffic Calming Working Group Meeting 17th February 2021; Rudgwick Youth Centre Management Committee Meeting 22nd March 2021; - Barleycroft Liaison Group Update
FC266-20/21	Finance Recommendation: To resolve to consider for noting payments made, bank reconciliations and transfer and approve payments to be made: Payments made/received February/March; (Including Emergency Water Pipe Repairs – approved via email 05.03.21) Detailed Receipts & Payments by budget heading February/March; - Bank Reconciliations for February/March: Lloyds: Business, Savings, Deed and NS&I Accounts; - Transfer of £5,000 from Lloyds Savings Account to Lloyds Business Account; Monthly Bank Reconciliation; Payments to be made.

FC267-20/21	S106/CIL Working Group Meeting 17th February 2021 Recommendation: To receive to receive the Draft Minutes of the S106/CIL Working Group Meeting 17 th February 2021 and consider to resolve the recommendations made therein.
FC268-20/21	RYC – Water Compliance Recommendation: To resolve to agree to replicate the current arrangement for RPC to pay 50% of the cost of insurance and for this to include RYC Legionella Annual Inspection of Water. (2021 annual cost of £144 total)
FC269-20/21	Restriction of public speaking rights HDC Meetings Recommendation: To receive and note. See Report
FC270-20/21	Neighbourhood Plan Update (for noting only) Recommendation: To note Rudgwick Neighbourhood Plan update. See report
FC271-20/21	Traffic Calming Working Group Update Recommendation: To receive update.
FC272-20/21	Development Management (planning) service update from HDC Recommendation: To resolve to agree a response to HDC in relation to the potential introduction of a new fast track planning application service. See report.
FC273-20/21	Assets of Community Value Application Recommendation: To resolve to agree on RPC submitting a new nomination form for The Kings Head, Church Street, Rudgwick RH12 3EB, currently listed as an Asset of Community value up to its 5 th anniversary which will be the 26 th May 2021. See Report
FC274-20/21	Football Foundation Grant Recommendation: To resolve to discuss and make a decision on the proposal from the football club. See report.
FC275-20/21	Ground Maintenance Contract 2021/22 Recommendation: To resolve to appoint a contractor to undertake ground maintenance work for 2021/22 at King George V Field/Churchmans Meadows/Foxholes. See report (Confidential report circulated to councillors)
FC276-20/21	Permission request for mobile take away vehicle's RH Carpark Recommendation: To resolve to discuss and make a decision on allowing mobile takeaway vehicles to use the RH carpark. See report
FC277-20/21	Accounts Training Recommendation: To resolve to approve spending of £120.00 plus VAT for Mulberry & Co accounts training on Ear Marked Reserves and 2022/23 Budget setting guidance.
FC278-20/21	SLCC Membership Recommendation: To receive and consider to resolve 2021 SLCC membership at an annual cost of £208.00 and £15 joining fee.
FC279-20/21	Resolution to exclude the public and press from the business about to be transacted.

	Exclusion due to the confidential nature/exempt information to be discussed.
FC280-20/21	Little Street – monthly lease payments Recommendation: To receive and approve a schedule for monthly lease payments to be made by Little Street. (Confidential report circulated to councillors)
FC281-20/21	Platinum Jubilee Project Recommendation: To receive update/consider for approval.
FC282-20/21	Staffing Recommendation: To receive update/consider for approval. (Confidential report circulated to councillors)
FC283-20/21	Date of next Council Meeting: 5th May 2021, at 7.00 pm Recommendation: To resolve to note the date for the next Council Meeting: 5th May 2021, at 7.00 pm