



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 September 2021

To: All Members of Rudgwick Parish Council

You are duly summoned to a meeting of the Parish Council that will take place on **Monday 13th September 2021** at the **Rudgwick Hall, Bucks Green at 7p.m.**

Anna Clayton

Mrs A Clayton
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.

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| FC093-21/22 | Apologies for Absence
To receive for approval. |
| FC094-21/22 | 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. |
| FC095-21/22 | Minutes of Council Meeting of 12th July 2021 (Minutes on Rudgwick Parish Website)
To receive for approval. |
| FC096-21/22 | Co-option of new Councillor |
| FC097-21/22 | District and County Councillors Reports (for noting only) |
| FC098-21/22 | Public Speaking Session (for noting only) |
| FC099-21/22 | Planning
To report on: |

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

Applications for consideration at Rudgwick Parish Council Meeting 13 th September 2021				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/21/1917 26.08.2021	Bucks Cottage, Tismans Green	Removal of chimney and erection of porch. Replacement of an existing door with window (Householder Application)		16.09.2021
DC/21/1918 26.08.2021	Bucks Cottage, Tismans Green	Removal of chimney and erection of porch. Replacement of an existing door with window (Listed Building Consent)		16.09.2021
DC/21/1910 26.08.2021	Swallow Barns, Loxwood Road, Rudgwick	Erection of a detached garden outbuilding with basement (Listed Building Consent)		16.09.2021
DC/21/1971 26.08.2021	Swallow Barns, Loxwood Road, Rudgwick	Erection of a detached garden outbuilding with basement (Householder Application)		16.09.2021
DC/21/1339 27.08.2021	Quince Farm, Naldretts Lane, Rudgwick	Construction of stable building and a sand school		17.09.2021
WA/2021/02002	Land at Windacres Farm, Church Street, South of Cox Green	LAND AT WINDACRES FARM CHURCH STREET SOUTH OF COX GREEN RUDGWICK HORSHAM Outline application with some matters reserved for erection of 37 dwellings with access and layout.		24.09.2021
DC/21/1743 07.09.2021	New Barn, Guildford Road, Rudgwick	Removal of Condition 1 of previously approved application DC/18/0420 (Change of use of agricultural land to domestic residential land associated to 'New Barn'. Erection of a detached single storey double garage and installation of new door and window to South elevation		28.09.2021

		of existing barn.) Amendments to garage.		
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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 enforcements (for noting only).
- vi) To report on planning applications being considered at Planning Committee North.

vii) **Cox Green Built Up Area Boundary**

FC100-21/22

Correspondence Update (for noting only)

- [WSCC response to Downslink fatality](#)
- [Gatwick Airport's Northern Runway Project](#)

FC101-21/22

Chairman's announcements (for noting only)

- RYC great organisational effort from many adult and young adult volunteers within the community;

FC102-21/22

Clerk's announcements/decisions (for noting only)

To receive Clerk's Weekly Updates (from 12th July – 12th September 2021)

- Pipe leak on the KGV Field, water temporarily stopped but emergency repair work will be needed, Clerk investigating options;
- The County Council recently published its [Draft West Sussex Transport Plan \(WSTP\) 2022-2036](#) for consultation purposes. The consultation period commenced on Friday 16th July and ends on Friday 8th October 2021. The County Council would like to promote the consultation to local residents. This will support our aim to get as much feedback as possible from a wide range of our community, to help shape the plan and ensure it meets their needs.
- Downslink Path Update – Saxon Weald have confirmed work is provisionally booked in for 16th September 2021.
- Water Leak on the KGV field has been fixed.

Rudgwick Parish Council website

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

FC103-21/22

Parish Council representatives on outside Organisations (for noting only)

To receive reports on meetings attended – if applicable.

- HALC Meeting 4th August - [Draft Minutes](#)
- HDC Extraordinary Meeting 28th July 2021 – **POSTPONED**
- Local Plan Workshop 6th September

FC104-21/22	Finance To consider for approval/ noting: • Payments made/received July/August; • Detailed Receipts & Payments by budget heading July/August; • Bank Reconciliations for July/August: Lloyds: Business, Savings, KGV, Deed and NS&I Accounts; • Monthly Bank Reconciliation; • Payments to be made.
FC105-21/22	NS&I account– to update signatory details To receive and resolve.
FC106-21/22	Insurance Cover Premium 2021/22 To receive and note update.
FC107-21/22	Graveyard Path To receive update.
FC108-21/22	Potential Allotment Site To receive and resolve.
FC109-21/22	Wildflower Meadow - Land at QE2 and Church Street To receive and resolve.
FC110-21/22	Tree-bilee planting To consider and resolve.
FC111-21/22	Croudace proposal – Church Street Land To receive and approve.
FC112-21/22	Apple Trees KGV To receive and consider.
FC113-21/22	Downs Link Crossing/ Bridge the A281 To receive and resolve.
FC114-21/22	Community Speed Watch To receive and resolve.
FC115-21/22	Traffic Calming Working Group SIDs Project Update (for noting) To receive update.
FC116-21/22	Tennis Club Footpath Repair To receive and approve.
FC117-21/22	Drainage Working Group Update To receive and approve.
FC118-21/22	Village Audit Update To receive update.

FC119-21/22	Skatepark Update (for noting) To receive update.
FC120-21/22	Skatepark Closure To receive and consider.
FC121-21/22	Dates for Committee Meetings for 2021/22 To receive and approve.
FC122-21/22	Staffing To receive and approve.
FC123-21/22	Date of next meeting: Monday 11th October 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 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 13th September 2021
at 7.00 pm Rudgwick Hall, Bucks Green, RH12 3JJ

Clerk's Report

To be read in conjunction with the Agenda

FC093-21/22	Apologies for Absence Recommendation: To receive apologies for approval.
FC094-21/22	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 <i>a Member has an interest should be sought before attending the meeting</i> . Recommendation: To receive any Declarations of Interest from Members of the Council and for these to be noted.
FC095-21/22	Minutes of Council Meeting of 12th July 2021 Recommendation: To receive for approval the minutes as an accurate record of the Council Meeting held on 12th July 2021 and for the Chairman to sign these.
FC096-21/22	Co-option of new Councillor Recommendation: To resolve to co-opt a new member as Councillor and for the Councillor to sign the Declaration of Acceptance of Office. (Application circulated to councillors – in confidence)
FC097-21/22	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports. (See WS County councillor report)
FC098-21/22	Public Speaking Session (for noting only) The meeting will be adjourned for up to 10 minutes to allow members of the public to make representations, ask questions and give evidence in respect of any business of the council within the meeting's remit. Each speaker is limited to two minutes.
FC099-21/22	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 Delegated Powers;
iii)	Recommendation: To resolve to note the schedule of Planning Decisions made by Horsham

	District Council on previous applications;
iv)	Recommendation: To resolve to note that there were no 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).
vii)	Cox Green Built Up Area Boundary
FC100-21/22	Correspondence Update (for noting only) • WSCC response to Downslink fatality • Gatwick Airport's Northern Runway Project
FC101-21/22	Chairman's Announcements (for noting only) • RYC great organisational effort from many adult and young adult volunteers within the community;
FC102-21/22	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 12 th July – 12 th September 2021) • Pipe leak on the KGV Field, water temporarily stopped but emergency repair work will be needed, Clerk investigating options; • The County Council recently published its Draft West Sussex Transport Plan (WSTP) 2022-2036 for consultation purposes. The consultation period commenced on Friday 16th July and ends on Friday 8th October 2021. The County Council would like to promote the consultation to local residents. This will support our aim to get as much feedback as possible from a wide range of our community, to help shape the plan and ensure it meets their needs. • Downslink Path Update – Saxon Weald have confirmed work is provisionally booked in for 16th September 2021. • Water Leak on the KGV field has been fixed. Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC103-21/22	Parish Council representatives on outside Organisations (for noting only) Recommendation: To receive and resolve to note information. • HALC Meeting 4th August - Draft Minutes • HDC Extraordinary Meeting 28th July 2021 – POSTPONED • Local Plan Workshop 6th September
FC104-21/22	Finance Recommendation: To note payments made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation. To resolve payments to be made. • Payments made/received July/August; • Detailed Receipts & Payments by budget heading July/August; • Bank Reconciliations for July/August: Lloyds: Business July/August, Savings July/August, Deed July/August and NS&I July/August Accounts; • Monthly Bank Reconciliation July/August;

	• Payments to be made.
FC105-21/22	NS&I account– to update signatory details Recommendation: To resolve to approve and update. Add Cllr David Buckley, Cllr Susan Wightman, Cllr Ian Maclachlan and Clerk, Anna Clayton as signatories for the NS&I Account, this will mirror the signatory information we hold on file for Lloyds.
FC106-21/22	Insurance Cover Premium 2021/22 Recommendation: To receive and resolve to note Hiscox Insurance schedule for 2021/22 at a premium of £4,288.43 which commits RPC to a 3 year binding Long Term Agreement (LTA) with Hiscox and payment to be made and to consider. Cllrs to also consider a premium of £4,511.50 which has no binding LTA. NB Renewal terms based on the existing sums insured; the Fidelity Guarantee sum increased to £220,000; and inflationary index linking of cover plus general inflation.
FC107-21/22	Graveyard Path Recommendation: To receive update.
FC108-21/22	Potential Allotment Site Recommendation: To receive information and consider to resolve actions if appropriate.
FC109-21/22	Wildflower Meadow - Land at QE2 and Church Street Recommendation: To resolve to approve RPC requesting approval from WSCC for Wildflower and proposed woodland planting on the QE Greensward. (The request must confirm support of local residents, WSCC maintenance will then assess the suitability of the site. Once suitability is confirmed, WSCC can inform the contractor that no mowing will take place in April, May and June so that the meadow areas can develop as wildflower meadow.)
FC110-21/22	Tree-bilee Planting Recommendation: To resolve to approve to apply to WSCC for a Tree Licence and Woodland Trust WSCC Tree Licence Guidance Notes and to write to request County Councillor Mitchell's support on the project.
FC111-21/22	Croudace proposal – Church Street Land Recommendation: To resolve to consider the proposal from Croudace Homes to transfer the land (The land is located behind 1-8 The Marts, Church Street, Rudgwick.) and transfer to the Parish Council for NIL consideration. See report
FC112-21/22	Apple Trees KGV Recommendation: To resolve and approve spending up to £200 to replace three dead apple trees that have been removed from the community orchard, at a cost of £39.99 per bare root tree (dug out of ground with no soil in dormant season), total costs to include potting soil, new ties, stakes and tree protectors. https://www.rhsplants.co.uk/plants/_/fruit/apples/plcid.24/plcid.687/
FC113-21/22	Downs Link Crossing/ Bridge the A281 Recommendation: To resolve to agree and consider - • RPC to consider the WSCC response to the Coroner; • RPC to consider what other safety measures could be taken at the crossing in the short

	term, until a decision is forthcoming on a long-term solution. See report
FC114-21/22	Community Speed Watch Recommendation: To resolve and approve spending for the Community Speed Watch Group, a cost of £479.50. This would enable the purchase of a new Speed Gun, Hi Visibility Jackets and other smaller items required by the group. Currently roadside sessions are suspended as the original Bushnell radar gun the Police loaned, has gone back for warranty repair as it was malfunctioning and the Police issue replacement they sent, was also defective. See report
FC115-21/22	Traffic Calming Working Group SIDs Project Update (for noting) Recommendation: to receive update.
FC116-21/22	Tennis Club Footpath Repair Recommendation: To resolve to approve spending of for the repair of the tennis club footpath. See report
FC117-21/22	Drainage Working Group Update Recommendation: To receive update.
FC118-21/22	Village Audit Update Recommendation: To receive update.
FC119-21/22	Skatepark Update (for noting) Recommendation: To receive update.
FC120-21/22	Skatepark Closure Recommendation: To consider the options for reopening the skatepark, due to further repair required and subsequent closure. See Report
FC121-21/22	Dates for Committee Meetings for 2021/22 To receive and resolve dates for future meetings, to confirm regularity and commencement.
FC122-21/22	Staffing Recommendation: To receive and resolve to pay overtime for July and August – Facilities Officer: 9 hours (July 3 weeks x 3 hours for project work – Skate Park) Clerk 12 hours (September FCM preparation due to Bank holiday – additional day worked 27th August & extra hours on 31 August) Assistant Clerk 4 hours (23rd August Planning Meeting)
FC123-21/22	Date of next meeting: Monday 11th October 2021, at 7.00 pm Recommendation: To note the date of the next meeting.