



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

Tel: 01403 822678
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Date: 9th February 2022

To: All Members of Rudgwick Parish Council

You are duly summoned to a meeting of the Parish Council that will take place on **Monday 14th February 2022** 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.

- FC216-21/22 **Apologies for Absence**
To receive for approval.
- FC217-21/22 **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.
- FC218-21/22 **[Minutes of Council Meeting of 10th January 2022](#)** (Minutes on Rudgwick Parish Website)
To receive for approval.
- FC219-21/22 **[To receive Minutes of Halls, Recreation and Open Spaces Committee Meeting 22nd June 2020 for adoption.](#)**
- FC220-21/22 **District and County Councillors Reports** (for noting only)
- FC221-21/22 **Public Speaking Session** (for noting only)
- FC222-21/22 **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 14.02.2022				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/21/2842 28.01.2022	Morelands Barn, Naldretts Lane, Rudgwick	Repair and refurbishment works to existing barn. Erection of 2no detached outbuildings and erection of a carport and out house with landscaping works.		18.02.2022
DISC/22/0002 06.01.2022	First Floor Offices, Rudgwick Garage, Loxwood Road, Rudgwick	Approval of details reserved by conditions 1 and 2 to approved application DC/20/1876		Not available

- 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) **Planning Committee North Meeting 1st February 2022 Update**
To receive and note.

FC223-21/22 **Correspondence Update** (for noting only)

- [Tennis Accessible Footpath – S106 funding confirmation](#)
- [Rudgwick Parish Council further comments on Loxwood Claypits application WSCC/030/21](#)
- [5 Year Land Supply](#)
- [5-Year Land Supply - Response from HDC](#)
- [Platinum Jubilee Bench – Co-Op](#)
- [Platinum Jubilee Bench – Co-Op letter 26 Jan 22](#)

FC224-21/22 **Chairman's announcements** (for noting only)

- Arrangements for Annual Parish Meeting

FC225-21/22 **Clerk's announcements/decisions** (for noting only)

To receive Clerk's Weekly Updates (from 10th January – 13 February 2022)

- Clarification from our insurers – Our Public liability does not cover Bouncy Castles in the halls;
- WSCC Response to Rampion 2 Consultation - <https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?Id=1352>
- Jubilee Tree planting at KGV Playing Field Rudgwick – FIT have confirmed they are happy with our plans to plant trees.

Rudgwick Parish Council website

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

- FC226-21/22 **Parish Council representatives on outside Organisations** (for noting only)
To receive reports on meetings attended – if applicable.
- FC227-21/22 **Finance**
To consider for approval/ noting:
- Payments made/received January;
 - Detailed Receipts & Payments by budget heading January;
 - Bank Reconciliations for January: Lloyds: Business, Savings, KGV, Deed and NS&I Accounts;
 - Transfer of £10,000 from Lloyds Savings Account to Lloyds Business Account;
 - Monthly Bank Reconciliation;
 - Payments to be made.
- FC228-21/22 **S137 Funding applications**
- Holy Trinity Church - Grant for Games Hub
- FC229-21/22 **Jubilee Bench and Tree planting update**
To receive and resolve actions.
- FC230-21/22 **Actions from Halls, Recreation and Open Spaces Committee Meeting 24th January 2022.**
To approve to resolve the recommended actions as stated in the draft minutes.
- FC231-21/22 **Rudgwick Hall Kitchen Refurbishment**
To receive and resolve.
- FC232-21/22 **The Yard – Training Permission Request**
To receive and resolve.
- FC233-21/22 **Ground Maintenance Contract 2022/24**
To receive quotes and resolve to appoint a contractor.
- FC234-21/22 **Installation of a dog bin**
To receive and resolve.
- FC235-21/22 **Hall Wifi**
To receive and resolve.
- FC236-21/22 **Water Compliance**
To receive and resolve.
- FC237-21/22 **Skatepark Update**
To receive and resolve.
- FC238-21/22 **New Locks – RH, KGV, KGV boiler room and Jubilee Hall**
To receive and approve.
- FC239-21/22 **Climate change**
To receive and resolve actions.

- FC240-21/22 **RYC Management Committee Update**
To receive and note.
- FC241-21/22 **Drainage Working Group Update**
To receive and note.
- FC242-21/22 **TCWG Update**
To receive and note.
- FC243-21/22 **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.
- FC244-21/22 **Staffing**
To receive update/ consider for approval.
- FC245-21/22 **Date of next Council Meeting - Annual Parish Meeting: 14th March 2022, 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 14th February 2022
at 7.00 pm Rudgwick Hall, Bucks Green, RH12 3JJ

Clerk's Report

To be read in conjunction with the Agenda

FC216-21/22	Apologies for Absence Recommendation: To receive apologies for approval.
FC217-21/22	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.
FC218-21/22	<u>Minutes of Council Meeting 10th January 2022</u> Recommendation: To receive for approval the minutes as an accurate record of the Council Meeting held on 10th January 2022 and for the Chairman to sign these.
FC219-21/22	<u>To receive Minutes of Halls, Recreation and Open Spaces Committee Meeting 22nd June 2020 for adoption.</u>
FC220-21/22	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC221-21/22	Public Speaking Session (for noting only) The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.
FC222-21/22	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 the schedule of Appeal Notices or Decisions;
v)	Recommendation: To resolve to note the schedule of Enforcement Numbers issued by HDC;
vi)	Recommendation: To resolve to note the schedule of Planning Applications were sent for consideration at Planning Committee (North).
vii)	Planning Committee North Meeting 1st February 2022 Update Recommendation: To receive update.
FC223-21/22	Correspondence Update (for noting only) • Tennis Accessible Footpath – S106 funding confirmation • Rudgwick Parish Council further comments on Loxwood Claypits application WSCC/030/21 • 5 Year Land Supply • 5-Year Land Supply - Response from HDC • Platinum Jubilee Bench – Co-Op • Platinum Jubilee Bench – Co-Op letter 26 Jan 22
FC224-21/22	Chairman’s Announcements (for noting only) • Arrangements for Annual Parish Meeting • Flooding at Barleycroft
FC225-21/22	Clerk’s announcements/decisions (for noting only) To receive Clerk’s Weekly Updates (from 10 th January – 13 February 2022) • Clarification from our insurers – Our Public liability does not cover Bouncy Castles in the halls; • WSCC Response to Rampion 2 Consultation - https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?Id=1352 • Jubilee Tree planting at KGV Playing Field Rudgwick – FIT have confirmed they are happy with our plans to plant trees. Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC226-21/22	Parish Council representatives on outside Organisations (for noting only) Recommendation: To receive and resolve to note information.
FC227-21/22	Finance Recommendation: To <i>note</i> payments made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation. To resolve payments to be made. To consider for approval/ noting: • Payments made/received December and January;

	- Detailed Receipts & Payments by budget heading December and January; - Bank Reconciliations for December: Lloyds: Business, Savings, Deed and NS&I Accounts - Bank Reconciliations for January: Lloyds: Business, Savings, Deed and NS&I Accounts; - Transfer of £10,000 from Lloyds Savings Account to Lloyds Business Account; - Monthly Bank Reconciliation; December and January; Payments to be made.
FC228-21/22	S137 Grant Applications Recommendation: To resolve to approve the following grant applications: Holy Trinity Church - Games Hub - £300 (Application, additional information, accounts) Constitutions are confirmed by Clerk.
FC229-21/22	Jubilee Bench and Tree planting update Recommendation: To receive update. Jubilee Bench
FC230-21/22	Actions from Halls, Recreation and Open Spaces Committee Meeting 24th January 2021. Recommendation: To approve to resolve the recommended actions (HROS as stated in the draft minutes. - HROS05-21/22 Hall Hire Charges – previously discussed and unanimously approved at the December FCM 2021 FC181-21/22 (FPHR 009-21/22: Hall Hire Charges) however no reference noted on amount agreed for party booking hire. To be added to February FCM. FPHR 009-21/22: Hall Hire Charges - ‘It was resolved unanimously to recommend to the Full Council <i>to review and agree the increase hire charges for parties</i>; all other hire fees to remain the same, to encourage future bookings.’ RH Hire Charges as follows – Parties for 50 people or less, Rudgwick Parish Residents £70 Non-residents £90 Parties for more than 50 people, maximum 120. Rudgwick residents £95, Non-residents £125 All other hire charges to remain the same - HROS06-21/22: Rudgwick Hall Energy Strategy - HROS07-21/22: RosPA Actions - HROS08-21/22: Electric Charging Points - HROS09-21/22: Rudgwick Hall Kitchen Refurbishment - HROS10-21/22: Fingerposts - HROS11-21/22: Road to KGV Maintenance - HROS12-21/22: Village Hall Parking
FC231-21/22	Rudgwick Hall Kitchen Refurbishment Recommendation: To receive and discuss actions to be undertaken, to include outline budget and approval of approach and steps to be taken. See report Design Pack
FC232-21/22	The Yard – Training Permission Request Recommendation: To resolve to discuss and make a decision on allowing Wibar Associates Ltd permission to use the road between RH Hall and KGV for training, no more than twice a week for no more than 1.5hours with no impact or obstruction to traffic using the road. They have advised they would be happy to contribute to the road maintenance.

FC233-21/22	Ground Maintenance Contract 2022/24 Recommendation: To resolve to appoint a contractor to undertake ground maintenance work for a two-year contract, 2022/24 at King George V Field/Churchmans Meadows/Foxholes. See report (Confidential report circulated to councillors)
FC234-21/22	Installation of a dog bin Recommendation: To receive and approve for HDC to carry out a survey to enable a dog bin to be installed in the location: Guildford Rd Rudgwick Horsham RH12 3HZ where the north Downslink crosses the A281.
FC235-21/22	Hall Wifi Recommendation: To resolve to approve a new Wireless access point in Rudgwick Hall to improve the Wifi connection for all users See report
FC236-21/22	Water Compliance Recommendation: To receive and approve expenditure of £1709 on water compliance. See report
FC237-21/22	Skatepark Update Recommendation: To receive and discuss an update on the planning permission and contractor terms of contract. Gravity have advised that installation at the end of May should still be feasible but have made RPC aware that raw material prices are increasing and if installation is delayed, this may impact the costs agreed. No contract from Gravity at time of publishing agenda, Clerk to circulate once received.
FC238-21/22	New Locks – RH, KGV, KGV boiler room and Jubilee Hall Recommendation: To receive and approve new locks to be fitted at RH, KGV, KGV boiler room and Jubilee Hall to improve security. Quotation sought for locks and keys where sets cannot be cut and the parish office retains a master key, for RPC to consider and approve. Other option to receive and consider is basic replacement locks for Jubilee Hall and Rudgwick Hall as per Nov FCM and a more secure lock and key system for KGV and KGV boiler room. Approval from the November meeting was for RH and Jubilee Hall however KGV and the boiler room also require new locks due to numerous keys in circulation and to streamline our security and those who have access to our buildings. (Key safes have been fitted and will aid this process) (Approval from November 2021 FCM FC163-21/22 expenditure up to £100.00 per lock depending on type required and up to £5.50 per additional key depending on type required.)
FC239-21/22	Climate change Recommendation: To receive and discuss an update and to consider a Climate Change Working Group to undertake further actions required. (Agenda item deferred from January FCM FC212-21/22)
FC240-21/22	RYC Management Committee Update Recommendation: To receive update.
FC241-21/22	Drainage Working Group Update (for noting) Recommendation: To receive update.

FC242-21/22	TCWG Update Recommendation: To receive update.
FC243-21/22	Resolution to exclude the public and press from the business about to be transacted Recommendation: To resolve to consider excluding the public – in accordance with The Public Bodies (admission to Meetings) Act 1960, due to the confidential nature/exempt information.
FC244-21/22	Staffing Recommendation: To receive update/ consider for approval (Confidential report circulated to councillors)
FC245-21/22	Date of next Council Meeting - Annual Parish Meeting: 14th March 2022, at 7.00 pm Recommendation: To resolve to note the date for the Annual Parish Meeting as Monday 14th March 2022, at 7pm.