



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

Tel: 01403 822678
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Date: 9th November 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 November 2022 at the Rudgwick Hall, Bucks Green at 7p.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.

AGENDA

To be read in conjunction with Clerk's Report for further background information.
(can be found on <http://www.rudgwick-pc.org.uk/>)

FC164-22/23 Apologies for Absence

To receive and approve.

FC165-22/23 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.

FC166-22/23 Minutes of Council Meeting 17th October 2022

(Minutes on Rudgwick Parish Website)

To receive for approval the Minutes as an accurate record of the Council Meeting held on 17th October 2022 and for the chairman to sign these.

FC167-22/23 District and County Councillors Reports (for noting only)

To receive and note reports.

FC168-22/23 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.

FC169-22/23 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 14th November 2022				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
<u>DC/22/0068</u> 31.10.2022	Smithers Farm, Guildford Road, Rudgwick	Erection of a two-storey rural workers dwelling and change use of existing dwelling to estate office.		21.11.22
<u>DC/22/1879</u> 02.11.2022	Rudgwick Skate Park, Rudgwick Village Hall, Bucks Green, Rudgwick	Removal of Condition 4 of previously approved application DC/22/0263 (Demolition of existing skatepark and erection of replacement skatepark) to allow for the removal of hours of permitted use condition.		23.11.22

	The above applications can be viewed through the Horsham District Council public access web page <u>https://public-access.horsham.gov.uk/public-access/</u>
ii)	Planning Applications comments made under delegated powers (for noting only);
iii)	Schedule of Planning 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)	Sussex Topiary Campsite – Naldretts Lane RH12 3BU – HDC Licencing
FC170-22/23	Correspondence Update (for noting only)

	• Church Street Traffic Proposal – County Cllr C Mitchell responded supporting this proposal • Letters written to landowners with reference to trees down damming the River Arun/Environment Agency notified • PFD Downslink Crossing A281 in Rudgwick - In response to the Coroners email, Clerk wrote to Ian Myhill, Local Transport Improvements Project Officer WSCC. 'The Parish Council would like further clarification and explanation on how WSCC statement that '£1m for the bridge would take a third of the annual capital improvement grant spending' correlates with the £22m.' <u>His response received 2.11.22</u> The 22m represents the entire funding allocation for Highways this will include all highway maintenance on carriageway, footways, vegetation and structures. Only in the region of £3.7m is available for highway improvements (Integrated Transport Block) and that also includes resource costs. Hence, £1m is broadly 1/3 of the annual capital improvement programme for WSCC.
FC171-22/23	Chairman's Report (for noting only) • Jubilee Hall grant • Rudgwick Walk-in Centre
FC172-22/23	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 17th October – 13th November 2022) • KGV Road Flooding- Short term solution, Wilbar Associates will be digging two channels to help with drainage. Clerk to liaise with Wilbar Associates next year when weather improves to look at options and costs to install a drain. • Stagecoach have removed the stop at The Kings Head, so Horsham bound buses will no longer stop there. We will use Hawkridge as suggested. • E02-22 2022-23 National Salary Award – Employers are encouraged to implement this pay award as swiftly as possible. Backpay to be paid in Novembers payroll. • Dead Tree on the A281 – Update from WSCC 'Unfortunately, before proceeding with any works we must provide evidence that we have attempted to contact the landowner by all means available to us. I appreciate this is not good news as we may now encounter a further delay. However, please be assured we are very keen to keep this moving as quickly as possible making every effort to combine this work with our current work in the system or the A281.' • Electric Car Park Spaces – FIT have advised they are taking the application request to the Trustees week commencing 14/11/22 http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC173-22/23	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • Horsham Climate Action Planning Event 20th October
FC174-22/23	Finance To consider for approval/ noting: • Payments made/received October; • Detailed Receipts & Payments by budget heading October; • Bank Reconciliations for October Lloyds: Business, Savings, KGV, Deed and

	NS&I Accounts; - Monthly Bank Reconciliation; - Payments to be made Rialtas has been sold to N. Harris Computer Corporation. Harris is a subsidiary of Constellation Software, Inc.
FC175-22/23	Policies and Procedures To receive and note.
FC176-22/23	Acceptance of notice of conclusion of 2021/22 audit To receive and note.
FC177-22/23	Coronation Plans and Community Activities To consider and resolve.
FC178-22/23	Trees Survey Actions To consider and resolve.
FC179-22/23	RH Kitchen Project Update To receive update.
FC180-22/23	Skatepark and HDC Time Restrictions Update To receive update.
FC181-22/23	Climate and Environment Group Update To receive update.
FC182-22/23	CCTV To receive and resolve.
FC183-22/23	Churchmans Meadow Path To receive and resolve.
FC184-22/23	RYC Update To receive and resolve.
FC185-22/23	Village Audit and Councillor Building Inspections 2022 To receive and resolve.
FC186-22/23	Graveyard To consider and resolve.
FC187-22/23	RYC Lease Extension/Renewal To receive and resolve.
FC188-22/23	KGV Water Compliance/cleaning To receive and resolve.
FC189-22/23	School Safety Zone (SSZ) covering Rudgwick Primary School To receive and resolve.
FC190-22/23	Review Business Plan and Projects Arsing To receive, review and agree.
FC191-22/23	Staffing

	To receive update/ consider for approval.
FC192-22/23	Date of next Meeting: 12th December 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/ 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

Annual Council Meeting on Monday 14th November 2022 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC164-22/23	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC165-22/23	Declarations of Interest Recommendation: To receive any Declarations of Interest from Members of the Council and resolve for these to be <i>noted</i>. 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>
FC166-22/23	<u>Minutes of Council Meeting of 17th October 2022</u> Recommendation: To receive for approval the Minutes as an accurate record of the Council Meeting held on 17th October 2022 and for the chairman to sign these.
FC167-22/23	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC168-22/23	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.
FC169-22/23	Planning To report on:
i)	Current Planning Applications to be considered for comment to Horsham District Council (HDC).
ii)	To report on Planning Applications comments made under <u>delegated powers</u> (for noting only);
iii)	To report on Schedule of <u>Planning Decisions</u> made by Horsham District Council on previous applications (for noting only);
iv)	To report/consider for comment on any <u>appeal notices and decisions</u> ;
v)	To note the alleged <u>planning compliance</u> issues being considered by HDC.
vi)	To note there are no planning applications being considered at Planning Committee North.

vii)	Sussex Topiary Campsite – Naldretts Lane RH12 3BU – HDC Licencing
FC170-22/23	Correspondence Update (for noting only) Recommendation: To resolve to note correspondence update. • Church Street Traffic Proposal – County Cllr C Mitchell responded supporting this proposal • Letters written to landowners with reference to trees down damming the River Arun/Environment Agency notified • PFD Downslink Crossing A281 in Rudgwick - In response to the Coroners email, Clerk wrote to Ian Myhill, Local Transport Improvements Project Officer WSCC. 'The Parish Council would like further clarification and explanation on how WSCC statement that '£1m for the bridge would take a third of the annual capital improvement grant spending' correlates with the £22m.' <u>His response received 2.11.22</u> The 22m represents the entire funding allocation for Highways this will include all highway maintenance on carriageway, footways, vegetation and structures. Only in the region of £3.7m is available for highway improvements (Integrated Transport Block) and that also includes resource costs. Hence, £1m is broadly 1/3 of the annual capital improvement programme for WSCC.
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FC172-22/23	Clerk's announcements/decisions (for noting only) Recommendation: To receive Clerk's Weekly Updates (from 17th October – 13th November 2022) • KGV Road Flooding- Short term solution, Wilbar Associates will be digging two channels to help with drainage. Clerk to liaise with Wilbar Associates next year when weather improves to look at options and costs to install a drain. • Stagecoach have removed the stop at The Kings Head, so Horsham bound buses will no longer stop there. We will use Hawkridge as suggested. • E02-22 2022-23 National Salary Award – Employers are encouraged to implement this pay award as swiftly as possible. Backpay to be paid in Novembers payroll. • Dead Tree on the A281 – Update from WSCC 'Unfortunately, before proceeding with any works we must provide evidence that we have attempted to contact the landowner by all means available to us. I appreciate this is not good news as we may now encounter a further delay. However, please be assured we are very keen to keep this moving as quickly as possible making every effort to combine this work with our current work in the system or the A281.' • Electric Car Park Spaces – FIT have advised they are taking the application request to the Trustees week commencing 14/11/22 http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC173-22/23	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • Horsham Climate Action Planning Event 20th October

FC174-22/23	Finance Recommendation: To resolve to <i>note</i> payments/transfer made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation and to resolve to approve transfer/ payments to be made. • Payments made/received October; • Detailed Receipts & Payments by budget heading October; • Bank Reconciliations for October Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; October • Payments to be made Rialtas has been sold to N. Harris Computer Corporation. Harris is a subsidiary of Constellation Software, Inc.
FC175-22/23	Policies and Procedures Recommendation: To resolve to adopt the policies. Accessibility Statement Child Protection Policy Co-Option Policy Community Engagement Policy (under item 3 'Community Engagement' there is a statement about quarterly surgeries, to discuss arranging a surgery or removing the statement from the policy.) Document Retention Policy Email & Internet Usage Policy Internal Control Policy Investment Policy Members Allowance Policy Privacy Notice Recording Public Media Policy Risk Assessment Management Scheme Section 137 Grants Policy
FC176-22/23	Acceptance of notice of conclusion of 2021/22 audit Recommendation: To resolve to note notice of conclusion of annual audit and AGAR (Signed).
FC177-22/23	Coronation Plans and Community Activities Recommendation: To receive and discuss and approve actions to be undertaken.
FC178-22/23	Tree Survey Actions Recommendation: To resolve to approve HS1 update (Site – Foxholes Wood, Rudgwick, Safely fell/dismantle T4/57 & T5/58 on the recent Tree Survey. Leaving the brushwood and timber within the woodland due to poor access for chippers & machinery. Leaving the waste for wildlife habitat. Total ex VAT - £750) and to discuss and approve HS2 actions from the tree survey report. (Awaiting quotations)

	Tree Condition Survey Table of Results and Actions Churchmans Meadow Fox Holes Wood Rudgwick Playing Fields
FC179-22/23	RH Kitchen Project Update Recommendation: To receive update and discuss and approve actions to be undertaken.
FC180-22/23	Skatepark and HDC Time Restrictions Update Recommendation: To receive update and discuss and approve actions to be undertaken.
FC181-22/23	Climate and Environment Group Update Recommendation: To receive update from Cllr Burse and discuss and approve a recycling bin/size/frequency for RH. Go Greener Group Meeting Ideas
FC182-22/23	CCTV Recommendation: To receive and discuss the quotations received for the installation of CCTV at Rudgwick Hall. See report
FC183-22/23	Churchmans Meadow Path Recommendation: To resolve to discuss and approve the amendment to the approval at the October FCM – The Clerk contacted the contractor to obtain a quotation for road planings/scalping and the difference in cost is £700.00 so a total expenditure of £4,395.00. See quotation It was unanimously resolved to approve spending of £3,695 for the installation of a new footpath at Churchmans Meadow and to agree to appoint Delwood Interiors as the preferred contractor. Clerk to enquire on the cost to add road planings at a later date, if required.
FC184-22/23	RYC Update Recommendation: To receive update and discuss and approve actions to be undertaken, to include - • Drainage RYC- Southern Water • Repositioning of the Recycling Bins at RYC – RPC approval requested
FC185-22/23	Village Audit and Councillor Building Inspections 2022 Recommendation: To receive and discuss moving the date of the Village Audit, taking into consideration the bird nesting season, recommendation to move the annual Village Audit to beginning of July, which allows works to be completed out of the nesting season timeframe. Recommendation: To receive update on the Cllr Building Inspections 2022 Bird Nesting Season

FC186-22/23	Graveyard Recommendation: To receive and discuss the commitment RPC previously agreed of £32,000 towards the burial ground works and future memorial wall and to discuss Earmarked Reserves to plan for this future spending. Burial Ground extension - Estimate of remaining costs REPORT AND RECOMMENDATIONS OF THE RUDGWICK HOLY TRINITY BURIAL GROUND EXTENSION WORKING GROUP Burial Ground Extension costs (document to be circulated prior to meeting)
FC187-22/23	RYC Lease Extension/Renewal Recommendation: To receive, discuss and approve a date for the existing lease to be extended unchanged until, whereupon a further review would be undertaken. Previously agreed from June 2022 FCM. RYC management committee meeting – 16.5.22 It was unanimously resolved to note The Lease update and approve the recommendation to adopt option 1 – Revert to the original lease with no change. The Chairman thanked Cllr Thompson for his hard work on the lease. Proposed by Cllr S Kornicky seconded by Cllr I Maclachlan
FC188-22/23	KGV Water Compliance/cleaning Recommendation: To receive and discuss the weekly flushing required for water compliance and the ongoing issues surrounding the cleaning and cleanliness of the KGV facilities by hirers.
FC189-22/23	School Safety Zone (SSZ) covering Rudgwick Primary School Recommendation: To receive update and discuss and approve actions to be undertaken. Date: 31/10/2022 Dear Consultee, West Sussex County Council has been investigating the potential of installing a new School Safety Zone (SSZ) covering Rudgwick Primary School. A SSZ is an area close to the school gate which aims to improve safety in the area while attempting to improve traffic conditions. They are intended to increase driver awareness of vulnerable road users at school drop off and pick up times. When approaching SSZs, drivers should see the combination of signs and lights and should immediately recognise their meaning and react accordingly. This method can nurture confidence in walking and supports road safety education for children. Attached is an indicative design with the proposed SSZ infrastructure. To summarise, this proposal will consist of installing the following infrastructure: 1x Powered School Safety Zone Sign with accompanying flashing wig-wags on Queen Elizabeth Road Any flashing lights that will be installed will be programmed to run 07:00-09:30 and 14:00-16:00 on school days only.

	A response detailing if you have any <u>comments</u> and if <u>you support</u> or <u>do not support</u> the attached scheme <u>is REQUIRED</u>. Please can a response be sent within 2 weeks of the above date. Please also ensure that the reference number (LTIP0336.10) is in the subject of the email when responding. Kind Regards, School Safety Zone – Local Transport Improvements Team
FC190-22/23	<u>Review Business Plan</u> and Projects Arsing Recommendation: To receive, review and agree progress and adequacy of funding for active or imminent (capital) projects.
FC191-22/23	Staffing Recommendation: To receive update/consider for approval (Report circulated to councillors)
FC192-22/23	Date of next Meeting: 12th December 2022, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 12th December 2022, at 7.00 pm.