



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 February 2024

To: All Members of Rudgwick Parish Council

You are duly summoned to a meeting of the Parish Council that will take place on Monday 12th February 2024 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/>)

FC218-23/24 Apologies for Absence
To receive and approve.

FC219-23/24 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.

FC220-23/24 Minutes of Council Meeting of 15th January 2024
(Minutes on Rudgwick Parish Website)

To receive for approval the Minutes as an accurate record of the Council Meeting held on 15th January 2024 and for the chairman to sign these.

FC221-23/24 To receive Minutes of Halls, Recreation and Open Spaces Committee Meeting 12th July

2023 for adoption.

FC222-23/24 **To receive Minutes of Halls, Recreation and Open Spaces Committee Meeting 1st November 2023 for adoption.**

FC223-23/24 **District and County Councillors Reports** (for noting only)
To receive and note reports.

FC224-23/24 **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.

FC225-23/24 **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 th February 2024				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/23/0103 26.01.2024	Woodfalls Stub, Loxwood Road, Rudgwick	Erection of a 2 bedroom rural workers (equestrian) dwellinghouse and a single storey equestrian building		16.02.2024
DC/24/0140 26.01.2024	Swaynes, Guildford Road, Rudgwick	Installation of external door opening, new glazing and associated internal and external adjustments (Householder Application)		16.02.2024
DC/24/0141 26.01.2024	Swaynes, Guildford Road, Rudgwick	Installation of external door opening, new glazing and associated internal and external adjustments (Listed Building Consent)		16.02.2024
DC/23/2048 31.01.2024	Hornshill Farm, Chestnuts, Guildford Road, Rudgwick	Erection of a detached carport, metal shed, and wooden log store (Part Retrospective)		21.02.2024

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 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)	To report on the schedule of outstanding Planning Compliance issues being considered by HDC (for noting only).
viii)	Oakfield
ix)	TPO Request Boreham House
x)	DC/21/1339 Construction of Sand School and Stable Block
xi)	Local Plan Consultation To agree a response.
FC226-23/24	Correspondence Update (for noting only)
FC227-23/24	Chairman's Report (for noting only) • LGA peer review of HDC • APM update • TCWG - final prep for exhibition, WSCC Highways meeting with County, update on TROs and speed limit. • Planning. Response for Local Plan Consultation • Tennis Club Works
FC228-23/24	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 15 th January 2024 – 11 th February 2024) • Rudgwick Parish Council Co-op Grant Application submitted 15.1.24 grant for the Pickleball equipment at Rudgwick Hall – awaiting a response • Tom Fontyn, the PCSO for Rudgwick is on long term sick leave and he has been signed off for at least another month. Kyle Berriman, the PCSO for Broadbridge Heath, will be temporarily covering Rudgwick. Unfortunately, he will not be available to cover Tom Fontyn's monthly visits to the Book Exchange. • New defib has been fitted at JH • Carpark water leak has been fixed • Revised National Planning Policy Framework – for noting • Traffic Calming 2nd consultation event will be Sunday 17th March at 2:30pm till 4pm at RH. • New SID now in situ in Cox Green. Rudgwick Parish Council website
FC229-23/24	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • Gatwick Airport FASl South Airspace Change Proposal Update • WSALC Chairs forum 23rd January 2024 • Governance Peer Review 1st February 2024

FC230-23/24	Finance • Payments made/received January; • Detailed Receipts & Payments by budget heading January; • Bank Reconciliations for January: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; • Payments to be made
FC231-23/24	Actions from the Halls, Recreation and Open Spaces Committee Meeting 24th January 2024. To approve to resolve the recommended actions as stated in the draft minutes.
FC232-23/24	Internal Audit – Mulberry & Co three-year engagement term To receive and resolve.
FC233-23/24	RPC Website To receive and resolve.
FC234-23/24	Ground Maintenance To receive and resolve.
FC235-23/24	Rudgwick Parish Bus Stops To receive and resolve.
FC236-23/24	Flag Poles KGV To receive and resolve.
FC237-23/24	Pennthorpe MUGA To receive and resolve.
FC238-23/24	Water Compliance To receive and resolve.
FC239-23/24	Climate and Environment Group Update To receive and note.
FC240-23/24	RH Flooring To receive and resolve.
FC241-23/24	KGV Building Fire Alarm/Electrical To receive and resolve.
FC242-23/24	Rudgwick Football Club To receive and resolve.
FC243-23/24	RH Hall Storage To receive and resolve.
FC244-23/24	Date of next Meeting: 11th March 2024, 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 12th February 2024 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC218-23/24	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC219-23/24	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>
FC220-23/24	<u>Minutes of Council Meeting of 15th January 2024</u> Recommendation: To receive for approval the minutes as an accurate record of the Council Meeting of 15th January 2024 and for the Chairman to sign these.
FC221-23/24	<u>To receive Minutes of Halls, Recreation and Open Spaces Committee Meeting 12th July 2023 for adoption.</u>
FC222-23/24	<u>To receive Minutes of Halls, Recreation and Open Spaces Committee Meeting 1st November 2023 for adoption.</u>
FC223-23/24	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC224-23/24	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.
FC225-23/24	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 delegated powers (for noting only);
iii)	To report on Schedule of Planning Decisions made by Horsham District Council on previous applications (for noting only);
iv)	To note there are no new applications being considered/determined by the Planning Inspectorate (for noting only).
v)	To note there are no new planning applications being considered at Planning Committee North (for noting only).
vi)	To note there are no new Planning Compliance issues being considered by HDC (for noting only).
vii)	To report on the schedule of outstanding Planning Compliance issues being considered by HDC (for noting only).
viii)	Oakfield - HDC misapplication of Policy RNP2 (Housing Mix to meet local needs) To note/action the contents of the letter from Jane Eaton in response to your Stage 2 complaint.
ix)	TPO Request Boreham House To note the TPO request for Boreham House has been escalated to a stage 1 complaint. In line with the council's complaints procedure, it will be reviewed, investigated and responded to by the head of service Catherine Howe.
x)	DC/21/1339 Construction of Sand School and Stable Block To note the contents of a letter sent to Guy Everest, requesting further information on the planning issues relating to DC/21/1339.
xi)	Local Plan Consultation To discuss and agree a response to the Local Plan Consultation (closes 01.03.2024). Local Plan Regulation 19 Horsham District Council
FC226-23/24	Correspondence Update (for noting only) Recommendation: To resolve to note correspondence update. •
FC227-23/24	Chairman's Report (for noting only) • LGA peer review of HDC • APM update • TCWG - final prep for exhibition, WSCC Highways meeting with County, update on TROs and speed limit. • Planning. Response for Local Plan Consultation. • Tennis club works
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	signed off for at least another month. Kyle Berriman, the PCSO for Broadbridge Heath, will be temporarily covering Rudgwick. Unfortunately, he will not be available to cover Tom Fontyn's monthly visits to the Book Exchange. • New defib has been fitted at JH • Carpark water leak has been fixed • Revised National Planning Policy Framework – for noting • Traffic Calming 2nd consultation event will be Sunday 17th March at 2:30pm till 4pm at RH. • New SID now in situ in Cox Green. Rudgwick Parish Council website https://www.rudgwick-pc.org.uk/
FC229-23/24	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • Gatwick Airport FASl South Airspace Change Proposal Update • WSALC Chairs forum 23rd January 2024 • Governance Peer Review 1st February 2024
FC230-23/24	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 January; • Detailed Receipts & Payments by budget heading January; • Bank Reconciliations for January: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; • Payments to be made
FC231-23/24	Actions from the Halls, Recreation and Open Spaces Committee Meeting 24th January 2024. Recommendation: to approve to resolve and discuss the recommended actions as recommended from the Halls, Recreation and Open Spaces Committee Meeting 24th January 2024, draft minutes.
FC232-23/24	Internal Audit – Mulberry & Co three-year engagement term Recommendation: To consider resolving the appointment of Mulberry & Co as internal auditors for a three-year term at a fixed cost of £65 p/h plus expenses. June 2023 FCM Appointment of Internal Auditor 2023/24 It was resolved to appoint Mulberry & Co as internal auditors for the financial year 2022/23 at a cost of £65 p/h plus expenses. Mulberry & Co informed RPC of the hourly rate increase for 2023/24 to £65 and are offering RPC the opportunity to agree a three-year engagement term with us whereby that price would be fixed until the end of the 2025/26 financial year audits.
FC233-23/24	RPC Website Recommendation: To receive update on RPC website and discuss and approve actions to be undertaken.
FC234-23/24	Rudgwick Parish Bus Stops

	Recommendation: To receive update and discuss and approve actions to be undertaken.
FC235-23/24	Ground Maintenance Recommendation: To receive and approve the ground maintenance contract for an additional year at the cost agreed for 2022/24, (as per the request from our February 2022 FCM) for 2024/25 £5,549 +Vat 14.2.22 RPC approved Grasstex, to undertake ground maintenance work for a two-year contract, 2022/24 at King George V Field/Churchmans Meadows/Foxholes. Clerk to approach contractor to request if they would consider a three-year contract.
FC236-23/24	Flagpoles KGV Recommendation: To receive and approve the use of the three flagpoles situated to the front of KGV, to ensure tenant is consulted and approves.
FC237-23/24	Pennthorpe MUGA Recommendation: To receive update on the Pennthorpe MUGA and discuss and approve actions to be undertaken.
FC238-23/24	Water compliance Recommendation: To receive and approve the water treatment contracts for George V Changing Rooms. Jubilee Hall. Rudgwick Village Hall. Rudgwick Youth Club. Little Street due for renewal on 01st March 2024. Facilities Officer to circulate quotations and total sum for approval at the meeting. Water Compliance Checklist
FC239-23/24	Climate and Environment Group Recommendation: To resolve to note the Climate and environmental group update and approve expenditure of £200 for the Go Greener Group, which will be used towards funding for signage. This sum was previously approved however the Go Greener Group have not received any funds to date and the likelihood is that 3 signs will now be required, hence the recommended increase. 15.5.23 Climate and Environment Group Update It was unanimously resolved to note the update from Cllr Burse and approve expenditure of £100 towards new signage for the new recycling bins and £100 towards Climate pop up stand for 15th July (EG&RGA summer show) for the Rudgwick Go Greener Group, money to be used on the day for the stall to provide consumables. Proposed by Cllr A Ryan and seconded by Cllr A Haynes.
FC240-23/24	RH Flooring Recommendation: To receive and approve expenditure for the refurbishment of the RH floor, Contractor to be approved subject to quotation approval. Facilities Officer to circulate quotations and total sum for approval at the meeting.
FC241-23/24	KGV Building Fire Alarm/Electrical Recommendation: To receive update and discuss and approve actions to be undertaken. KGV/Little Street EICR Actions completed Electrical Installation Certificate Little street KGV Solar Inspection

	These certificates satisfactorily conclude the documentation of all the electrical work recently carried out, arising from the EICR dated 3rd October 2023. Recommendation: To receive and accept the electrical certification, to include TMS report dated 24th January, together with the Sussex Solar report of their inspection on 4th December, with a recommendation to accept that all essential (C2 category) items have been concluded to its satisfaction via contract with TMS, its regular electrical contractor.
FC242-23/24	Rudgwick Football Club Recommendation: To receive information for a Tournament Request and discuss and approve actions to be undertaken. Email received: We are looking at running a junior Tournament on the 29th March . Good Friday. We would be setting up from around 07:30am and would be finishing at around 16:00pm It would involve around 200 people. We have spoken to Pennthorpe about parking there so as not to disrupt the playing fields too much. There will be some food and drink outlets present for refreshments and we would be using the toilets within the changing block It would involve 6 pitches were games will be played and should raise a substantial amount of money to keep the football club going. Insurance wise we would be covered by our current policies.
FC243-23/24	RH Hall Storage Recommendation: To receive and approve expenditure of up to £750 for the purchase and installation of a shed (7 x 5 no windows), to be situated in the corner of the play area. To store outdoor items currently stored in the office and RH. Examples: 7 x 5 ft no windows / double door https://www.avsfencing.co.uk/cottage-overlap-apex-shed/ https://www.diy.com/departments/outdoor-garden/garden-buildings/sheds/DIY581242.cat https://www.shedstore.co.uk/garden-sheds/wooden-garden-sheds
FC244-23/24	Date of next Meeting: 11th March 2024, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 11th March 2024, at 7.00 pm