



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

Tel: 01403 822678
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Date: 10th January 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 15th January 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/>)

FC194-23/24 **Apologies for Absence**
To receive and approve.

FC195-23/24 **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.

FC196-23/24 **Minutes of Council Meeting of 11th December 2023**
(Minutes on Rudgwick Parish Website)
To receive for approval the Minutes as an accurate record of the Council Meeting held on

11th December 2023 and for the chairman to sign these.

FC197-23/24 **District and County Councillors Reports** (for noting only)
To receive and note reports.

FC198-23/24 **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.

FC199-23/24 **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 15 th January 2024				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/23/1795 20.12.2023	Woes Cottage, Church Street, Rudgwick	Replacement of patio doors, kitchen and bedroom windows (Listed Building Consent).		19.01.2024
DC/23/2218 21.12.2023	2 Old School Cottages, Lynwick street, Rudgwick	Removal of existing conservatory and remodelling of existing porch. Erection of a single storey rear extension.		11.01.2024 extended 16.01.2024

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 - HDC misapplication of Policy RNP2 (Housing Mix to meet local needs) To note the correspondence between Ms Barbara Childs (HDC Director of Place) and the reply from RPC . Acknowledgement received of Stage 2 complaint (04.01.2024). A written response will be sent to the PC within 20 working days.

ix)	TPO Request Boreham House To note the <u>correspondence</u> between Andrew Bush (HDC Arboricultural Officer) and RPC.
x)	Parish Council Planning comments To note the update
xi)	Local Plan Consultation To note the update
FC200-23/24	Correspondence Update (for noting only)
FC201-23/24	Chairman's Report (for noting only) • APM
FC202-23/24	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 11 th December 2023 – 14 th January 2024) • Hall Booking Charges wef 1st January 2024 • Holy Trinity £1000 contribution to new JH defibrillator received with thanks • December meeting actions: Clerk to write to WSCC Highways to advise RPC noted the report of the County Councillor and would give this further consideration after the meeting with Adam Bazley in January and before our next FCM. In the interim RPC would like to ask what is holding up the movement of the 40mph speed limit sign. Response: As explained in the report, WSCC highways are looking holistically at an overall package of measures i.e. not moving a sign out of context of considering other measures. Mr Ian Myhill , Principal Transport Improvements Officer, is the officer working on the scheme. • Churchmans Meadow Path – aware the weather and amount of rain has washed away some of the coating of the path. The Open Spaces Warden is monitoring this and this will be added for further discussion at the next HROS meeting. • Horsham Matters launches its 'Helping Hands' campaign to put spotlight on isolation • Holman Bench, Church St x The Ridge – refurbishment now complete, special thanks to Cliff Walton and Richard Beeson. • Rudgwick Hall - Spring Clean up - Friday 12th January Rudgwick Parish Council website
FC203-23/24	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • Gatwick Airport FASl South Airspace Change Proposal Update
FC204-23/24	Finance • Payments made/received December; • Detailed Receipts & Payments by budget heading December; • Bank Reconciliations for December: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; • Payments to be made

	• Transfer of £15,000 from Lloyds Savings Account to Lloyds Business Account;
FC205-23/24	Rudgwick Hall Roof To receive and resolve.
FC206-23/24	New Initiative for Small Business Growth – Shared Premises Scheme To receive and resolve.
FC207-23/24	Rudgwick tennis Club consent required for works To receive and resolve.
FC208-23/24	Committees and Working Groups Appointment of New Members for the 2023/24 municipal year To confirm committees/working groups membership for new Cllrs
FC209-23/24	RPC Website To receive and resolve.
FC210-23/24	Climate and Environment Group and RPC Easy Wins Update To receive and note.
FC211-23/24	Churchmans Meadow Tree maintenance works To receive and resolve.
FC212-23/24	Electrical works at KGV To receive and resolve.
FC213-23/24	TCWG Update To receive and resolve.
FC214-23/24	New laptop for the Assistant Clerk To receive and resolve.
FC215-23/24	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.
FC216-23/24	Little Street and Tennis Club Lease Reviews To receive and approve
FC217-23/24	Date of next Meeting: 12th February 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 15th January 2024 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC194-23/24	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC195-23/24	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>
FC196-23/24	<u>Minutes of Council Meeting of 11th December 2023</u> Recommendation: To receive for approval the minutes as an accurate record of the Council Meeting of 11th December 2023 and for the Chairman to sign these.
FC197-23/24	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC198-23/24	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.
FC199-23/24	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 report on the schedule of 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 report on the schedule of 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 the correspondence between Ms Barbara Childs (HDC Director of Place) and the reply from RPC . Acknowledgement received of Stage 2 complaint (04.01.2024). A written response will be sent to the PC within 20 working days.
ix)	TPO Request Boreham House To note the correspondence between Andrew Bush (HDC Arboricultural Officer) and RPC.
x)	Parish Council Planning comments To note update – email sent to Guy Everest as per December Actions, no further response to date. Following our December council meeting, the concerns relating to the parish comments when considering planning applications, was discussed and the below correspondence circulated to all Councillors. It was requested that a follow up response was required, requesting that greater care is taken to ensure this doesn't happen again in the future. <u>Letter submitted to Guy Everest, Chair of HDC Planning Committee re the Parish Council comments not always being included on HDCs Planning Portal.</u>
xi)	Local Plan Consultation To note the transcriptions of the Cabinet Meeting and Extraordinary Council Meeting held 11 December 2023, re the Horsham District Draft Local Plan 2023 – 2040: Regulation 19 Consultation.
FC200-23/24	Correspondence Update (for noting only) Recommendation: To resolve to note correspondence update. •
FC201-23/24	Chairman's Report (for noting only) • APM
FC202-23/24	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates from (11 th December 2023 – 14 th January 2024) • Hall Booking Charges wef 1st January 2024 • Holy Trinity £1000 contribution to new JH defibrillator received with thanks • December meeting actions: Clerk to write to WSCC Highways to advise RPC noted the report of the County Councillor and would give this further consideration after the meeting with Adam Bazley in January and before our next FCM. In the interim RPC would like to ask what is holding up the movement of the 40mph speed limit sign. Response: As explained in the report, WSCC highways are looking holistically at an overall package of measures i.e. not moving a sign out of context of considering other measures. Mr Ian Myhill, Principal Transport Improvements Officer, is the officer working on the scheme. • Churchmans Meadow Path – aware the weather and amount of rain has washed away some of the coating of the path. The Open Spaces Warden is monitoring

	this and this will be added for further discussion at the next HROS meeting. • Horsham Matters launches its 'Helping Hands' campaign to put spotlight on isolation • Holman Bench, Church St x The Ridge – refurbishment now complete, special thanks to Cliff Walton and Richard Beeson. • Rudgwick Hall - Spring Clean up - Friday 12th January Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC203-23/24	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • Gatwick Airport FAS1 South Airspace Change Proposal Update – Cllr Alker will be attending the virtual meeting 24th January 2024.
FC204-23/24	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 December; • Detailed Receipts & Payments by budget heading December; • Bank Reconciliations for December: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; • Payments to be made • Transfer of £15,000 from Lloyds Savings Account to Lloyds Business Account;
FC205-23/24	Rudgwick Hall Roof Recommendation: To receive and discuss options available for funding the roof works required and approve actions to be undertaken Community Ownership Fund: prospectus - GOV.UK (www.gov.uk)
FC206-23/24	New Initiative for Small Business Growth – Shared Premises Scheme Recommendation: To receive documentation received from HDC and discuss and approve actions to be undertaken.
FC207-23/24	Rudgwick tennis Club consent required for works Recommendation: To receive and approve RTC request, for consent to carry out urgent drainage works for the outside of the courts. See report
FC208-23/24	Committees and Working Groups Appointment of New Members for the 2023/24 municipal year Recommendation: To receive and approve committees/working groups membership for new Cllrs Councillors have registered interest as follows: Complaints Committee (four members): Cllr Buckley, Cllr Maclachlan, Cllr P Kornysky, Cllr Wild. Finance Policies and Human Resources Committee (four plus CM/VCM): Cllr Burse, Cllr Buckley, Cllr P Kornysky, Cllr S Kornysky, Cllr Thompson, Cllr Wild (Vice)

	Halls, Recreation and Open Spaces Committee (seven members): Cllr Burse, Cllr Haynes, Cllr Buckley, Cllr P Kornysky, Cllr S Kornysky, Cllr Maclachlan, Cllr Ryan. Planning Committee (seven members) Cllr Buckley, Cllr Haynes, Cllr S Kornysky, Cllr Maclachlan, Cllr Ryan, Cllr Thompson 1 x Vacancy, Emergency Planning, Resilience and Community Safety Group (four including two councillors): Cllr Burse, Cllr Thompson, Cllr Alker 1 x vacancy. Traffic Calming Working Group: (No maximum, with min two councillors): Cllr Haynes, Cllr P Kornysky, Cllr S Kornysky Drainage Working Group: (No maximum, with min two councillors): P Thompson, A Haynes Climate and Environmental Working Group: (No maximum, with min two councillors): Cllr R Burse, Cllr A Ryan Representatives on Outside Organisations Communities Against Gatwick Noise Emission PC Forum (CAGNE): Cllr Alker
FC209-23/24	RPC Website Recommendation: To receive update on RPC website and discuss and approve actions to be undertaken.
FC210-23/24	Climate and Environment Group and RPC Easy Wins Update Recommendation: To resolve to note the Climate and environmental Group and the RPC Easy Wins document and discuss and approve actions to be undertaken.
FC211-23/24	Churchmans Meadow Tree maintenance works Recommendation: To resolve to confirm a date for maintenance to the trees planted in Churchmans Meadow, to fit the new tree canes and guards and confirm Cllr assistance.
FC212-23/24	Electrical works at KGV Recommendation: To receive update on Electrical works at KGV required and discuss and approve actions relating to this.
FC213-23/24	TCWG Update Recommendation: To receive verbal update and discuss and approve actions to be undertaken. • TRO Updates • Highways meeting with Adam Bazley • Traffic Calming Consultation 24th February 2024
FC214-23/24	New laptop for the Assistant Clerk Recommendation: To resolve to approve new Parish Office IT equipment
FC215-23/24	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.
FC216-23/24	Little Street and Tennis Club Lease Reviews Recommendation: To receive and approve the update from the T & F group.

FC217-23/24	Date of next Meeting: 12th February 2024, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 12th February 2024, at 7.00 pm.
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