



## RUDGWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 12<sup>th</sup> February 2024 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

**Present:** Councillors S Alker, D Buckley (Chairman), R Burse, P Kornycky, S Kornycky, I Maclachlan, A Ryan, S Torn, P Thompson and R Wild, R Landeryou (Horsham District (HD) Councillor

**Also, present** Anna Clayton – Clerk and one member of the public.

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| FC218-23/24 | <p><b>Apologies for Absence</b><br/>Apologies were received from Cllr Alex Haynes West Sussex County Councillor Christian Mitchell and <b>noted</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| FC219-23/24 | <p><b>Declarations of Interest</b><br/>It was unanimously <b>resolved to note</b> that no Declarations of Interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made.</p> <p>Cllr P Kornycky declared an interest in item FC230-23/34 Finance (expenses)<br/>Cllr R Burse declared an interest in item FC225-23/24 Planning DC/23/2048</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| FC220-23/24 | <p><b><u>Minutes of Council Meeting of 15<sup>th</sup> January 2024</u></b><br/>It was unanimously <b>resolved</b> for the minutes as an accurate record of the Council Meeting of 15<sup>th</sup> January 2024 and for the Chairman to sign these.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| FC221-23/24 | <p>It was unanimously <b>resolved</b> to adopt the previously approved minutes as an accurate record of the <a href="#">Halls Recreation and Open Spaces Committee Meeting 12<sup>th</sup> July 2023</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| FC222-23/24 | <p>It was unanimously <b>resolved</b> to adopt the previously approved minutes as an accurate record of the <a href="#">Halls Recreation and Open Spaces Committee Meeting 1<sup>st</sup> November 2023</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| FC223-23/24 | <p><b>District and County Councillors Reports</b> (for noting only)<br/>It was unanimously <b>resolved to note HD Councillor Landeryou's report</b>.<br/>The consultation on the Local Plan finishes at the end of the month.<br/>The only area of concern is the addition of the Sussex Topiary to the GRTB sites.<br/>A meeting with Catherine Howe was requested. In the published Reg19 document, she felt there would be little value in meeting. The evidence is in the document. She has suggested we put any concerns in writing to her and she will look at them.<br/>Help offered with the consultation responses if needed.<br/>The budget is going to the council next week, as is the plan for the Capitol.<br/>This week there is a planning committee review scheduled.<br/>Planning officers have long expressed their view that we should do away with the north/south committees for just one and reduce the number of members sitting on it.<br/>Of 22 Councils in West and East Sussex and Surrey, only 4 have more than one committee and only Horsham have every member sitting on them.<br/>Non committee member participation 3-5 minutes as PC's and cannot vote.</p> |

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|             | <p>RPC expressed their concerns over the issues with the Planning Portal, comments noted and HD Councillor Landeryou to progress, liaising with Emma Parkes.</p> <p>It was unanimously <b>resolved to note</b> <a href="#">West Sussex County Councillor Christian Mitchell's report</a>.</p> <p>The Chairman formally thanked both Cllrs.</p> |
| FC224-23/24 | <p><b>Public Speaking Session</b></p> <p>A Rudgwick resident spoke in relation to item FC234-23/24 Rudgwick Parish Bus Stops, requesting further stops required in Rudgwick for return journeys into the village.</p>                                                                                                                          |
| FC225-23/24 | <p><b>Planning</b></p> <p>To report on:</p>                                                                                                                                                                                                                                                                                                    |
|             | <p>Cllr S Kornycky proposed the applications are dealt with by delegated powers as the HDC Planning Portal is unavailable to view documents. RPC have requested an extension to comment – 23.2.24. Awaiting confirmation of this extension.</p>                                                                                                |
| i)          | <p><b>Current Planning Applications</b> were resolved unanimously and <b>noted</b> for comment to Horsham District Council (HDC).</p>                                                                                                                                                                                                          |

**Applications considered at Rudgwick Parish Council Meeting 12<sup>th</sup> February 2024**

| Application No                           | Applicant                                                    | Reason for Application                                                                                                        | Recommendation |
|------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------|
| <a href="#">DC/23/0103</a><br>26.01.2024 | Woodfalls Stud,<br>Loxwood Road,<br>Rudgwick                 | Erection of a 2 bedroom rural workers (equestrian) dwellinghouse and a single storey equestrian building                      |                |
| <a href="#">DC/24/0140</a><br>26.01.2024 | Swaynes,<br>Guildford Road,<br>Rudgwick                      | Installation of external door opening, new glazing and associated internal and external adjustments (Householder Application) |                |
| <a href="#">DC/24/0141</a><br>26.01.2024 | Swaynes,<br>Guildford Road,<br>Rudgwick                      | Installation of external door opening, new glazing and associated internal and external adjustments (Listed Building Consent) |                |
| <a href="#">DC/23/2048</a><br>31.01.2024 | Hornshill Farm,<br>Chestnuts,<br>Guildford Road,<br>Rudgwick | Erection of a detached carport, metal shed, and wooden log store (Part Retrospective)                                         |                |

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| ii) | It was unanimously <b>resolved to note</b> Planning Applications made under |
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|             | <a href="#">delegated powers</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| iii)        | It was unanimously <b>resolved to note</b> the Schedule of <a href="#">Planning Decisions</a> made by Horsham District Council on previous applications;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| iv)         | It was unanimously <b>resolved to note</b> no new applications being considered/determined by the Planning Inspectorate (for noting only).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| v)          | It was unanimously <b>resolved to note</b> that there are no new planning applications being considered at Planning Committee North (for noting only)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| vi)         | It was unanimously <b>resolved to note</b> no new Planning Compliance issues being considered by HDC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| vii)        | It was unanimously <b>resolved to note</b> To report on the schedule of <a href="#">outstanding Planning Compliance</a> Issues being considered by HDC (for noting only).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| viii)       | <b>Oakfield</b> - HDC misapplication of Policy RNP2 (Housing Mix to meet local needs)<br>To note the contents of the <a href="#">letter</a> from Jane Eaton in response to your Stage 2 complaint, to file and keep under review.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|             | Cllr Alker left the meeting at 7.24pm and returned at 7.27pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| ix)         | <b>TPO Request Boreham House</b><br>To note the <a href="#">TPO request</a> 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.<br>RPC to share the <a href="#">HDC reply dated 8.2.24</a> with neighbours, decision to leave at a stage 1 complaint.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| x)          | <b>DC/21/1339 Construction of Sand School and Stable Block</b><br>To note the contents of a <a href="#">letter</a> sent to Guy Everest, requesting further information on the planning issues relating to DC/21/1339. No response to date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| xi)         | <b>Local Plan Consultation</b><br>To discuss and agree a <a href="#">response</a> to the Local Plan Consultation (closes 01.03.2024).<br><a href="#">Local Plan Regulation 19   Horsham District Council</a><br>To compile and submit response.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| FC226-23/24 | <b>Correspondence Update</b> (for noting only)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| FC227-23/24 | <b>Chairman's Report</b><br>It was unanimously <b>resolved to note</b> Chairman's announcements: <ul style="list-style-type: none"> <li>• LGA peer review of HDC, the Chairman gave an update, was a productive meeting.</li> <li>• APM update approval of the draft agenda, ready for publication in the Parish magazine.</li> <li>• TCWG - final prep for exhibition, WSCC Highways meeting with County, update on TROs and speed limit.</li> <li>• Traffic Calming 2<sup>nd</sup> consultation event will be Sunday 17<sup>th</sup> March at 2:30pm till 4pm at RH.</li> <li>• Planning. Response for Local Plan Consultation, discussed under Planning and response to be compiled.</li> <li>• Tennis club works – Meeting with the club to establish works required to improve the drainage. Courtesy meeting to seek approval for a</li> </ul> |

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|             | professional contractor to undertake works, to enable all four courts to be useable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| FC228-23/24 | <p><b>Clerk's announcements/decisions</b> (for noting only)</p> <p>It was unanimously <b>resolved to note</b> Clerk's Weekly Updates (from 15<sup>th</sup> January 2024 – 11<sup>th</sup> February 2024)</p> <ul style="list-style-type: none"> <li>• Rudgwick Parish Council Co-op Grant Application submitted 15.1.24 grant for the Pickleball equipment at Rudgwick Hall – awaiting a response</li> <li>• 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.</li> <li>• New defib has been fitted at JH</li> <li>• Carpark water leak has been fixed</li> <li>• <a href="#">Revised National Planning Policy Framework</a> – for noting</li> <li>• Traffic Calming 2<sup>nd</sup> consultation event will be Sunday 17<sup>th</sup> March at 2:30pm till 4pm at RH.</li> <li>• New SID now in situ in Cox Green.</li> <li>• New signage under RH kitchen hatch installed.</li> </ul> <p><a href="http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/">http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/</a></p> |
| FC229-23/24 | <p><b>Parish Council representatives on outside Organisations</b></p> <p>It was unanimously <b>resolved to note</b> there were no reports received and updates provided verbally.</p> <ul style="list-style-type: none"> <li>• <a href="#">Gatwick Airport FASI South Airspace Change Proposal Update</a> - Cllr Alker attended and gave a verbal update from a meeting.</li> </ul> <p><a href="#">Stage 3 GAL FASI ACP Inform Workshops 2024 v1.0</a><br/> <a href="#">GAL FASI FOA Metric v1.0</a><br/> <a href="#">GAL FASI QA Jan 2024 v1.0</a></p> <ul style="list-style-type: none"> <li>• WSALC Chairs forum 23<sup>rd</sup> January 2024</li> <li>• Governance Peer Review 1<sup>st</sup> February 2024</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| FC230-23/24 | <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• It was unanimously <b>resolved to note</b> payments/transfer made/received/ Detailed Receipts &amp; Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank</li> <li>• <a href="#">Payments made/received</a> January;</li> <li>• <a href="#">Detailed Receipts &amp; Payments</a> by budget heading January;</li> <li>• Bank Reconciliations for January: Lloyds: <a href="#">Business</a>, <a href="#">Savings</a>, <a href="#">Deed</a> and <a href="#">NS&amp;I</a> Accounts;</li> <li>• <a href="#">Monthly Bank Reconciliation</a>;</li> <li>• <a href="#">Payments to be made</a></li> </ul> <p>Proposed by Cllr R Wild and seconded by Cllr R Burse</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| FC231-23/24 | <p><b>Actions from the Halls, Recreation and Open Spaces Committee Meeting 24<sup>th</sup> January 2024.</b></p> <p>It was unanimously <b>resolved to and action</b> the recommendations from the <a href="#">Halls, Recreation and Open Spaces Committee Meeting 24<sup>th</sup> January 2024, draft minutes.</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| FC232-23/24 | <p><b>Internal Audit – Mulberry &amp; Co three-year engagement term</b></p> <p>It was unanimously <b>resolved to approve</b> the appointment of Mulberry &amp; Co as internal auditors for a three-year term at a fixed cost of £65 p/h plus expenses, until the end of</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|             | the 2025/26 financial year audits.<br>Proposed by Cllr R Wild and seconded by Cllr R Burse.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| FC233-23/24 | <b>RPC Website</b><br>It was unanimously <b>resolved to receive</b> the update and discuss the Clerks recommendations, circulated to all Cllrs. Further information to be collated on the preferred website provider and emailed to Cllrs, to enable a provider to be chosen.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| FC234-23/24 | <b>Rudgwick Parish Bus Stops</b><br>It was unanimously <b>resolved to receive</b> the verbal update from Cllr P Kornicky, correspondence relating to this matter is being dealt with. West Sussex County Councillor Christian Mitchell to respond with an update. To follow up in a month.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| FC235-23/24 | <b>Ground Maintenance</b><br>It was unanimously <b>resolved to approve</b> Grasstex as the ground maintenance contract for King George V Field/Churchmans Meadows/Foxholes 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<br>Proposed by Cllr A Ryan and seconded by Cllr R Wild.                                                                                                                                                                                                                                                                                                                                                       |
| FC236-23/24 | <b>Flagpoles KGV</b><br>It was unanimously <b>resolved to approve</b> the use of the three flagpoles situated to the front of KGV, the tenant has been consulted and approves. Ensure flags used are approved and appropriate for the location.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| FC237-23/24 | <b>Pennthorpe MUGA</b><br>It was unanimously <b>resolved to approve</b> the Clerk contacting Pennthorpe to arrange a meeting to discuss the Pennthorpe MUGA and future plans/working together in the community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| FC238-23/24 | <b>Water compliance</b><br>It was unanimously <b>resolved to approve</b> expenditure of £1340.00 for the Musketeer water treatment contracts for George V Changing Rooms. Jubilee Hall. Rudgwick Village Hall. Rudgwick Youth Club. (Little Street to be invoiced directly) due for renewal on 01 <sup>st</sup> March 2024.<br><br>It was unanimously <b>resolved to approve</b> the <a href="#">Water Compliance Checklist</a> and to implement changes, FO has requested she is not held accountable for these changes, she seeks guidance from professional bodies and collates this information for the Council, to enable an informed decision to be made.<br>Proposed by Cllr S Torn and seconded by Cllr S Alker. |
|             | Cllr Alker left the meeting at 8.36pm and returned at 8.37pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| FC239-23/24 | <b>Climate and Environment Group</b><br>It was unanimously <b>resolved to note</b> the <a href="#">Climate and environmental group</a> update and <b>approve</b> expenditure of £200 for the Go Greener Group, which will be used towards funding for signage. Cllr Burse to liaise with the Go Greener Group and Clerk on signage. Proposed by Cllr A Ryan and seconded by Cllr S Kornicky.                                                                                                                                                                                                                                                                                                                             |
| FC240-23/24 | <b>RH Flooring</b><br>It was unanimously <b>resolved to approve</b> a resolution to spend up to £5000.00 for the refurbishment of the RH floor, Contractor to be approved subject to quotation approval. Clerk to liaise with Facilities Officer and provide further information to Cllrs.                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|             | Proposed by Cllr S Kornysky and seconded by Cllr A Ryan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| FC241-23/24 | <p><b>KGV Building<br/>Fire Alarm/Electrical</b></p> <p>It was unanimously <b>resolved to note</b> the <a href="#">update</a>.<br/> <a href="#">KGV/Little Street EICR Actions completed</a><br/> <a href="#">Electrical Installation Certificate Little street</a><br/> <a href="#">KGV Solar Inspection</a></p> <p>These certificates satisfactorily conclude the documentation of all the electrical work recently carried out, arising from the EICR dated 3<sup>rd</sup> October 2023.</p> <p>It was unanimously <b>resolved to receive and accept</b> the electrical certification, to include TMS report dated 24<sup>th</sup> January, together with the Sussex Solar report of their inspection on 4<sup>th</sup> 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.</p> <p>Proposed by Cllr S Kornysky and seconded by Cllr R Burse.</p> |
| FC242-23/24 | <p><b>Rudgwick Football Club</b></p> <p>It was unanimously <b>resolved to approve</b> the Tournament Request for Friday 29<sup>th</sup> March and support the event, on the condition that no commercial food outlets are permitted at the event. The recommendation is to liaise with the tenant of Apple Tree Café and utilise the services of this existing on-site facility, supporting the local business within the Rudgwick community. RPC to be kept informed of the plans put in place for the day and to communicate any changes to the original request if necessary. Parking must be monitored to ensure minimal disruption to businesses located on the field and to field users and hall hirers.</p>                                                                                                                                                                                                                                                                 |
| FC243-23/24 | <p><b>RH Hall Storage</b></p> <p>It was unanimously <b>resolved to defer</b> this agenda item to the March meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| FC244-23/24 | <p><b>Date of next Meeting: 11<sup>th</sup> March 2024, at 7.00 pm</b></p> <p>It was <b>resolved to note</b> the date of the next meeting as 11<sup>th</sup> March 2024, at 7.00 pm</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

There being no other business, the Chairman closed the meeting at 9.05 pm

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**Councillor D Buckley**  
**Chairman**

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**Date**