



RUDGWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 13th January 2020 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

Present: Councillors D Buckley (Chairman), P Thompson (Vice-Chairman), M Ellis, A Gormley, A Haynes, S Kornysky, R Landeryou (Parish/ Horsham District Councillor), I Maclachlan and W Manson.

Also, in attendance: Parish Clerk Jonna Foote and six members of the public.

FC175 -19/20 Apologies for Absence

Apologies from West Sussex County Councillor C Mitchell were received and **noted**.

FC176-19/20 Declarations of Interest

A Declaration of Interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct was made by Cllr Gormley, regarding agenda item FC181-19/20 Planning (DC/19/2333 – Quince Farm, Naldretts Lane, Rudgwick). This was **agreed** and **noted**.

FC177-19/20 Minutes of Council Meeting of 9th December 2019

It was **resolved to approve** the [Minutes](#) of the Council Meeting held on 9th December 2019, with the following amendments (see below) as accurate records; and for the amended planning comments to be sent to Horsham District Council Planning Department.

Applications for consideration at Rudgwick Parish Council Meeting 9 th December 2019			
Applic. No	Applicant	Reason for Application	Recommendation
DC/19/2364 21.11.2019	Mill Hill House, Guildford Road. Rudgwick	Application to confirm the use as a single dwelling house began more than four years before the date of this application (Lawful Development Certificate - Existing)	No comment
DC/19/2354 19.11.2019	Lock Barn, Havenhurst Farm, The Haven, Billingshurst	Prior approval for a proposed change of use to convert two existing oak framed barns into dwellings	No objection subject to the environmental report being noted. objection

FC178-19/20 Chairman's announcements

The Chairman made the following announcement, this was received and **agreed to be noted**:

- Hawkrigge/Mount Green Housing Association
It was brought to the council attention that during recent emergencies:
 - (Hawkrigge tenant having suffered a stroke) the provision of emergency access was inadequate;
 - power cut, affecting lighting and alarm system (pull cord), the emergency generator did not function, and emergency helpline was ineffective.

It was agreed for the Clerk to write to Mount Green Housing Association and the electricity company to make them aware of the relevant issues.

It is important to note that Hawkrigge/Mount Green Housing Association provides social, sheltered housing to its tenants, care is the responsibility of the tenant/extended family.

FC179-19/20

District and County Councillors Reports

The following reports were received and **noted**.

West Sussex County Council (WSCC) Councillor Christian Mitchell submitted the following report:

- East Sussex County Council Executive appointed to work half the week at WSCC;
- The Coughlan report into WSCC Children's Services has been discussed and released;
- Budget 2020/21 will see a core council tax increase of 1.99% with an additional 2% specifically for Adult Social Care, resulting in a 3.99% increase. WSCC continues to face rising demand in many of the services and faces a challenging year.
- Sussex Police Precept are awaiting details from HM Government regarding the block grant;
- HDC budget has not yet been settled.

Horsham District Council (HDC) Councillor Richard Landeryou reported:

- At the recent Horsham North Planning Committee, the Chair of Rudgwick Parish Council, WS County Councillor, Lower Beeding and Nuthurst/Rudgwick District Councillors spoke in favour of the re-instatement of six bungalows at Pathfield Close (DC/18/2747) for which the District Councillor thanked them. However, the application was approved, subject to an amendment to Condition 10 with regard to materials etc to be approved in consultation with Local Member, Chair and Vice Chair of Planning Committee North, confirming the importance of the Rudgwick Neighbourhood Plan. Head of Planning admitted that there was currently no provision for bungalows for elderly residents in the Local Plan.
- The application for four additional sites at The Sussex Topiary, The Haven (DC/19/1362) was refused;
- The Chief Executive will be shown around Rudgwick on the 14th February 2020.

In response to questions District Cllr Landeryou confirmed he was unable to provide further information on the two development sites within Rudgwick that he was unable to divulge at the December 2019 council meeting.

He also confirmed that he would investigate the Planning Advisory Commission Report that was supposed to have been published before the end of December 2019.

FC180-19/20

Public Speaking Session (for noting only)

A Rudgwick resident commented on Rudgwick Metals discharge notice (DISC/19/0374); This was to be discussed at the Barleycroft liaison group meeting. The Sussex Topiary Enforcement appeal had been withdrawn – the building in question has been removed from the site.

Planning application DC/19/2573, applicant provided detailed information, explaining that note had been taken from objections (location, hours of operation) from the last application, consultation with nearby property owners had taken place and had resulted in the current planning application.

A Rudgwick resident commented on the fact that Hawkridge Housing Association Committee as trustees had a duty to act in the best interests of the Association, and this had been achieved by the transfer of Hawkridge to Mount Green Housing Association, with Rudgwick residents remaining assured of priority in the allocation of tenancies. Proper due diligence was observed in the process of the transfer, which ensured the future of the flats at Hawkridge. In the past the Hawkridge Committee apparently interpreted the requirement that persons eligible for tenancies at Hawkridge should be "in necessitous circumstances" without the need to take a person's financial conditions into consideration. This resulted in the fact that some tenancies were granted to persons who may have fallen outside the parameters for social housing eligibility, but it was understood that any such tenancies were being honoured by Mount Green, who are now

operating correct eligibility criteria for the social sheltered housing at Hawkridge. It is also important to remember that Hawkridge is sheltered housing and does not constitute a residential care home

FC181-19/20

Planning

To report on:

- i) Current Planning Applications were **resolved** unanimously and **agreed to be noted** for comment to Horsham District Council (HDC). (NB Councillor Landeryou did not partake in the discussions or voting; Cllr Gormley abstained from discussion and voting for DC/19/2333).

Applications for consideration at Rudgwick Parish Council Meeting 13 th January 2020			
Application No	Applicant	Reason for Application	Recommendation
DC/19/2531	Woodland at Slinfold, Guildford Road, Slinfold	Prior notification for the erection of a windowless rectangular pitched roof shed/barn with double doors for secure storage of forestry equipment, timber storage, and daytime shelter.	No objection on the condition agricultural/forestry use only. (Letter being sent to HDC planning regarding the splitting of the land/multiple prior notifications)
DC/19/2573 30.12.2019	Pennthorpe School, Church Street, Rudgwick	Creation of an all-weather sports pitch and removal of 2no. existing tennis courts	Fully supported as the sports pitch is of benefit to the village; the application addresses the water disposal (subject to the drainage being undertaken as described); it promotes children/youngsters to become more active; is accessible to the village population.
DC/19/2333 03.01.2019	Quince Farm, Naldretts Lane, Rudgwick	Renewal of temporary permission DC/14/1007 to live in mobile home on site during self build for a further 3 years	No objection
DC/19/2572 20.12.2019	Skylarks, Hermongers Lane, Rudgwick	Prior approval for the erection of a single storey agricultural building	Objection This is a prior notification application for the construction of a barn which is alleged necessary to support the agricultural holding. Yet, this same applicant has been party to declarations that all such agricultural buildings in the vicinity were unnecessary by seeking their conversion under permitted developments to residential accommodation. When this has been done, planning regulations bar such a prior notification application for a period of 10 years.

			The applicant is now claiming that barn conversions under Class Q have not been implemented as these permissions were superseded by full applications which were only successful because they could cite the permitted Class Q conversions as material fallbacks. This whole approach is unsatisfactory & should be resisted by HDC and a full planning application should be necessary.
DISC/19/0374 20.12.2019	Rudgwick Metals, Church Street, Rudgwick	Approval of Details Reserved buy Conditions 3, 10, 17, 22 and 25 to approved application DC/16/2917	Deferred until Barleycroft meeting has taken place (14.1.2020) i.e. delegated decision.
DC/20/0015 02.01.2020	Jaspers, Weyhurst Farm, Guildford Road, Rudgwick	Install 3 x 9m wooden poles (7.2m above ground)	No objection

- ii) Planning Applications [comments](#) made by Rudgwick Parish to HDC under delegated powers were **agreed to be noted.**
- iii) [Schedule of Planning Decisions](#) made by HDC in respect of previous applications and refusal of DC/19/1623 at HDC Planning Committee (North) meeting of 7th January 2020 was **agreed to be noted.**
- iv) [Appeals lodged/decided](#) (The Sussex Topiary Appeal was withdrawn and replaced by another appeal) and [200107 Notification of letter of appeal](#) by HDC in respect of previous applications were **agreed to be noted.**
- v) It was **agreed to note** that there were no enforcement updates.
- vi) It was **agreed to note** the [representation](#) made by Rudgwick Parish Council at HDC Planning Committee (North) meeting 7th January 2020 regarding DC/18/2747

FC182-19/20

Correspondence Update

It was **agreed to note S106** correspondence update.

- A meeting between S106, Traffic Calming Working Groups members, District Councillor and WSCC Area Highway Manager took place on 10th January 2020. The Area Highway Manager was challenged about WSCC accessing S106 monies allocated to Rudgwick Parish Council for specific projects. Some specific allocated S106 monies now seem to be going to be drawn down for the Downslink upkeep. The clerk clarified the parish council process for S106 monies to be allocated/drawing down. The council agreed for the clerk to write to WSCC/HDC formally declaring their interest in S106 money and wish to be consulted in WSCC S106 spending. It was reported that the Downslink is currently closed for six weeks due to the work recently undertaken to have "to settle"; it was also noted that no edging had been installed which may result in soil washing away with the current level of rainfall.
- The S106 working group is awaiting a response from HDC S106 planning department regarding the issues raised at the October meeting, as reported in the Clerk's Report.

FC183-19/20

Clerk's announcements/decisions

Clerk's announcements/decisions ([3rd-8th](#); [9th-16th](#); [17th-21st December 2019](#); [22nd December – 6th January 2020](#)) /below, were received and it was **agreed to note** these.

- Valens Water has undertaken site visits of KGV building, Youth Centre, Rudgwick and Jubilee Halls – a variety of non-compliance issues were found, and the clerk is awaiting reports to enable the council to start addressing these issues;
- Plumbing work (Supply and Fit Lockable Guards, HWS Blending Valves & Draincocks at KGV Building will be undertaken during January);
- KGV keys are being distributed to keyholders with a £30 deposit charged;
- Changing rooms were clean at last inspection and Rudgwick Football Club (Sr) have been informed;
- Electricity issues at Rudgwick Hall – currently being addressed;
- Precept request for £100,331 to be submitted to Horsham District Council this week.

FC184-19/20

Parish Council representatives on outside Organisations

It was **agreed to note** that no reports were received.

FC185-19/20

Finance

Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts were received, and signed by the Chair of the Finance, Policies and Human Resources Committee and **agreed to be noted**

It was unanimously **resolved to approve** payments to be made, proposed by Cllr Manson seconded by Cllr Kornicky and unanimously agreed.

- [Payments made/received](#);
- Detailed [Receipts & Payments by budget](#) heading December;
- Bank Reconciliation Lloyds Accounts ([RPC/KGV/Deed](#));
- [Monthly Bank Reconciliation](#);
- Payments to be made.

Rudgwick Parish Council January 2020				
Payments approved				
Inv. Date	Detail	FPI	DD	
23.12.2019	Fire Risk UK - KGV Fire Extinguisher Check	£ 120.15		
16.12.2019	RH Hire Deposit Refund	£ 50.00		
06.01.2020	RH Hire Deposit Refund	£ 50.00		
28.12.2019	RH Hire Deposit Refund	£ 50.00		
31.12.2019	Seofon - Payroll December 2019	£ 24.00		
30.12.2019	HDC - Dog/Litter Bins November 2019		£ 141.40	
03.01.2020	British Telecom - RH/JH Phone & Broadband Jan		£ 135.00	
05.01.2020	Weald Services - JH Cleaning December 2019	£ 52.50		
05.01.2020	Weald Services - RH Cleaning December 2019	£ 166.25		
06.01.2020	SSE - Unmetered Supply December 2019		£ 170.85	
02.01.2020	Business Stream - RH Water 08.11.19-02.01.20		£ 53.87	
08.01.2020	O2 December 2019		£ 11.72	
09.01.2020	Nash Environment - 1 x Apple Tree & Pruning	£ 159.92		

12.01.2020	Little Street - Solar Panels Feed in Tariff	£ 422.81		
10.01.2020	Pacer Projects - Replacement Lock/Keys	£ 180.00		
10.01.2020	Netcom IT Solutions - Email Hosting	£ 144.00		
10.01.2020	Pacer Projects - JH repair cracked wall	£ 420.00		
		£ 1,839.63	£ 512.84	
Grand Total				£2,352.47

FC186-19/20 **Internal Auditors Report**

The [internal auditor's report](#) of 5th December 2019 was received and **agreed to be noted** together with the statement by councillor Thompson that this was the first time he could recall that there were no recommended actions and the parish office staff were formally thanked for their hard work.

FC187-19/20 **New signatories for NS&I account**

It was **approved to resolve** for Cllrs Gormley and Manson to be signatories for the NS&I savings account. The Clerk will take the appropriate actions. Proposed by Cllr Landeryou seconded by Cllr Ellis and unanimously **agreed**.

FC188-19/20 **Finance, Policies and Human Resources Committee Meeting Minutes 18th November 2019**

It was **agreed to resolve** the recommended actions (FPHR 015/016/019/20/22-19/20) as recommended in the Finance, Policies and Human Resources Committee Meeting [minutes](#) of 18th November 2019. Proposed by Cllr Gormley seconded by Cllr Landeryou and unanimously **agreed**.

FPHR 015-19/20 Hourly salary increase of 30p, in line with Living Wage Increase, from 1st April 2020 for Council Wardens.

(NB Office Staff NALC salary increases have not yet been agreed at national level)

FPHR 016-19/20 Transfer £45,414 from General Reserves to Earmarked Reserves.

FPHR 019-19/20 Adopt Internal Control Policy.

FPHR 020-19/20 Write off outstanding hire debt of £108.00.

FPHR 022-19/20 Investigate possible split in current Clerk's role: Clerk's/Responsible Finance Officer duties and Facilities Management duties.

FC189-19/20 **Rudgwick Neighbourhood Plan update**

It was **agreed** to receive and **note** update.

The Chair commented on the high quality of the document. The Chair of the Steering Committee reported that around 60 people attending the meeting held on the 6th January 2020. Very few responses had been received and the Steering Committee would welcome responses from the wider community as well as those who are normally very involved in the community. It was agreed or the clerk to post notices on notice boards, website inviting comments and for hard copies of the Neighbourhood Plan to be made available at the Medical Centre and Post Office.

A grant request for £3,000 had been made and the Steering Committee had been informed that the application had been successful.

FC190-19/20 **Village Hall Day 25th January 2020 update**

It was **agreed** to receive and **note** update as provided in the Clerk's report. Councillors to confirm their availability on the day to the Parish Office as soon as possible so that Councillor badges can be prepared.

- FC191-19/20 **Rudgwick Annual Parish Meeting 9th March 2020**
 It was **agreed** to note actions to be taken to finalise the agenda:
- For the Clerk to invite the two speakers, one from the police to provide information on the role of the Policy Community Support Officer framework and one from the Kent Surrey and Sussex Air Ambulance regarding the work the organisation undertakes.
- FC192-19/20 **Rudgwick Village Walking Audit**
 It was approved **to resolve** for the clerk to take recommended actions and this was **noted**, together with the Chairman thanking those involved for their contribution and especially the Litter Warden, for the report he produced as well as the actions he has already undertaken. Flooding at The Haven was mentioned and parishioners are reminded that they can report blockage, potholes, vegetation issues at <https://love.westsussex.gov.uk/account/logon> (either by creating an account or ad hoc).
- FC193-19/20 **Equipment for Litter Warden**
 It was approved **to resolve** the purchase of equipment/access of training ([Report](#)) for the Litter Warden up to £450 plus VAT.
- FC194-19/20 **Councillors' council email addresses.**
 It was approved **to resolve** a change of server for councillors' council email addresses at a cost of £257.40 plus VAT per annum ([Report](#)) on the condition that emails (limited number) can be archived/saved.
- FC195-19/20 **Date of next meeting: Monday 10th February 2020, at 7.00 pm**
 It was agreed to **note** the date of the next meeting as Monday 10th February 2020 at 7.00 pm.

There being no other business, the chairman closed the meeting at 8.51 pm.

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Councillor D Buckley
Chairman

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Date