



RUDGWICK PARISH COUNCIL

Minutes of the virtual Meeting of the Parish Council (in adherence to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392) held on Monday 13th July 2020 at 7 pm.

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

Also, taking part: Parish Clerk Jonna Foote and three members of the public.

FC060-20/21 Apologies for Absence

Apologies were received from Cllr Gormley and Cllr Wightman and these and reasons for absence were **resolved**.

Apologies were received from West Sussex County Councillor Christian Mitchell in consideration to the meeting being a virtual meeting. This was **noted**.

FC061 -0/21 Declarations of Interest

It was **resolved to note** that no declarations of Interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made.

FC062-20/21 Minutes of Extraordinary Council Meeting of 22nd June 2020

It was **resolved to approve** the [Minutes](#) as an accurate record of the Extraordinary Council Meeting held on 22nd June 2020 and for the chairman to sign these.

FC063-20/21 Minutes of Halls, Recreation and Open Spaces Committee Meeting 28th October 2019.

It was **resolved to adopt** the [Minutes](#) approved by the Halls, Recreation and Open Spaces Committee Meeting of 28th October 2019.

FC064-20/21 District and County Councillors Reports

It was **resolved to note** County Councillor Mitchell's [Report](#) and [attachment](#) and District Councillor Landeryou's report (provided on arrival): Windacres and Pathfield planning concerns had been addressed; Horsham District Council (HDC) has appointed a specialist organisation to support the Council's initiative to reduce the Council's carbon footprint to) by 2030. Government is providing energy saving grants to individual households. HDC has lost £2.5 million in income, received a £1.47 million Government grant, a further grant has been promised but details have to be confirmed. HDC anticipates an end of year loss of £5-5.5 million, next year the Council will maintain essential services but there will be a loss of "add ons". A councillor raised the question regarding the placing of a fence by a Bridge Road resident and Cllr Landeryou confirmed this had been reported to HDC Planning Enforcement.

The Chairman thanked both Councillors for their reports and actions taken on behalf of Rudgwick Parish Council/ residents.

FC065-20/21 Public Speaking Session

A Cox Green resident emphasised again the need for access to both Tesco and Broadbridge Heath Sports' Centre (a two way bus lane in Broadbridge Heath) – a need that is deep rooted amongst the elderly/most need people in the community and for this be considered when the two way bus lane was discussed (FC069-20/21 Correspondence). A Rudgwick Football Club representative reported that the Club had submitted a request

for the placement of a fence on two sides of the King George V field to Fields on Trust and were awaiting for the decision to be made on 23rd July 2020. The Club hopes that the Council will resolve to accept the Football Foundation grant offer.

The Chairman proposed to move forward Agenda items FC075-20/21 and FC076-20/21, this was **resolved** unanimously.

FC075-20/21 King George V (KGV) field fence/ Football Foundation Grant Application

It was **resolved** unanimously **to agree** to the placing a fence on two sides of the KGV field as detailed in the [report](#), following Council/stakeholders site visit on 16th June 2020. Field in Trust permission to be received before work can be undertaken.

Proposed by Cllr Kornicky seconded by Cllr Haynes.

It was **resolved** unanimously **to sign** the Football Foundation Grant Acceptance Form on the condition that a formal confirmation in writing was received from Rudgwick Football Club regarding ownership of the goal posts.

Proposed by Cllr Manson seconded by Cllr MacLachlan.

7.17 pm Horsham District Councillor/Rudgwick Parish Councillor R Landeryou arrived and apologised for his late arrival.

FC076-20/21 King George V field hire by Football Academy

It was **resolved** unanimously* **to charge** £100 per week to Football Academy for the use of the KGV field as specified in the [report](#) and a KGV toilet use charge if this would be applicable. Rudgwick Football Club to confirm the area to be used.

Proposed by Cllr Buckley and seconded by Cllr Manson.

Councillor Landeryou abstained from voting as he joined the meeting during the discussion of the agenda item.

The Chairman proposed to return to the normal order of the Agenda this was **resolved** unanimously.

FC066-20/21 Planning

To report on:

- i) Current Planning Applications were **resolved** unanimously and **agreed to be noted** for comment to Horsham District Council (HDC).

Applications for consideration at Rudgwick Parish Council Meeting 13 th July 2020			
Application No	Applicant	Reason for Application	Recommendation
DC/20/1114 23.06.2020	9 Gaskyns Close, Rudgwick	Erection of front porch	No Objection
DC/20/0932 02.07.2020	Pathfield Close, Rudgwick	Variation of Condition 1 to previously approved application DC/18/2747 (Demolition of No.6 vacant bungalow dwellings and the erection of No.6 two storey dwellings with associated parking and landscaping) relating to elevations	No Objection, now it has been confirmed that roof tiles are red; hanging red tiles to be placed all the way round the properties ensuring the main view of the properties from Church Street is in keeping with the rest of the village.

DISC/20/0138 30.06.2020	Tittlesfold Farm, The Haven, Billingshurst	Approval of details reserved by conditions 3 and 4 of DC/19/2412	Discharge of condition noted (already submitted 29.6.2020)
DC/20/1040 03.07.2020	Vivian Cottage, Kings Road, Rudgwick	Demolition of existing single storey rear extensions. Erection of a single storey rear extension	No Objection
DISC/20/0151 18.06.2020	Rudgwick Metals Ltd, Church Street, Rudgwick	Approval of details reserved by condition 21 to approved application DC/16/2917	Objection – see below

DC/20/1040 Recent HDC drainage expert inspection report indicates that there is insufficient evidence for Condition 21 to be discharged.

Anecdotal evidence from Rudgwick parishioners confirms this, water levels are considerably higher than the outlet and the overflow seems not to function appropriately.

It should also be noted that the RoSPA report recommendations (installation of signage and a throw line) from the RoSPA report undertaken several months ago have not been actioned (13.7.2020)

- ii) Planning Applications [comments](#) made by Rudgwick Parish Council Planning Committee to HDC under delegated powers were **agreed to be noted.**
- iii) [Schedule of Planning Decisions](#) made by HDC in respect of previous applications was **agreed to be noted.**
- iv) [Appeal notices and decisions](#) reported by HDC were **agreed to be noted.**
- v) Alleged [enforcements](#) made by HDC were **agreed to be noted.**
- vi) It was **agreed to note** that no planning applications had been considered at Planning Committee North
- vii) [Loxwood Clay Pits EIA Scoping Report/ information received from Loxwood Parish Council](#) and to comment when a planning application was received, **were agreed to be noted.**
- viii) To report on DC/20/0539 CLD and DC/18/1325 Prior Approval (Class Q) [Information received from a Cox Green parishioner](#) concerning the planning process was **agreed to be noted.** It was **resolved** unanimously **to write** a formal letter to HDC Planning Department regarding the potential abuse of the process. Clerk to take action. Proposed by Cllr Ellis seconded by Cllr Manson.

FC067-20/21 **Correspondence Update**

It was **resolved** unanimously **to note** information received and

- [Letter](#) to HDC/WSCC regarding Arriva 63 bus route/bus lanes **to write** to HDC regarding the Arriva 63 bus route/ bus lanes, again emphasising the need for action to be taken;
- [Letter](#) to Rudgwick landowners regarding support for creation of allotments **to wait** for confirmation regarding meeting dates from the landowner who has indicated that he could potentially support the council with this project;
- [Letter](#) from parishioner regarding flooding due to drainage issues has been

received (acknowledged by the Clerk and subsequent updates sent).

- [Email](#) from English Regional Transport Association (ERTA) requesting support for adjoining councils regarding increase in railway lines **to provide** positive feedback as the railway line is a sensible action to pursue;
- [Email](#) from HDC: Horsham Blueprint re-designation application consultation.

FC068-20/21 Clerk's announcements/decisions

Clerk's announcements/decisions <http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/> (Clerk's Weekly updates period 1st June – 5th July 2020)/ information below was received and **agreed to be noted**

- COVID 190 risk assessments are to be formulated in adherence to Government Guidance/ Health and Safety legislation, showing due diligence in order to comply with insurance requirements.

8.20 pm Cllr Thompson left the meeting.

FC069-20/21 Parish Council representatives on outside Organisations

The following reports were received and **resolved to be noted**:

Rudgwick Youth Centre Meeting 29th June 2020 Cllr Kornysky's [report](#)

Brickworks Liaison Group Meeting 6th June 2020 Cllr MacLachlan reported that the slow down of house building has resulted in a considerable delay in the planned restoration work. It is expected that an application for the deadline to be extended by another year is to be made. The filling in of the northern section (new application) has not started yet.

FC070-20/21 Finance

It was **resolved** unanimously **to note** payments made/transfer made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation and **to approve** payments to be made.

- [Payments made/received June](#);
- [Transfer of £20,000](#) from Lloyd's Savings Account to Business Current Account
- [Detailed Receipts & Payments](#) by budget heading June;
- Bank Reconciliations for June: Lloyds: [Business](#), [Savings](#), [KGV](#), [Deed](#) and [NS&I](#) Accounts;
- [Monthly Bank Reconciliation](#);
- [Payments to be made](#) with the additional payment to Grasstex of £1,648.80.

Proposed by Cllr Buckley seconded by Cllr Kornysky.

FC071-20/21 National Savings and Investment Account (NS&I)

It was **resolved** unanimously **for Cllr Buckley and Cllr Wightman to be signatories** for the NS&I Account and for the clerk **to transfer £30,000** from NS&I account to Lloyds Savings Account as soon as signatories have been set up.

Proposed by Cllr Ellis seconded by Cllr Haynes.

FC072-20/21 Halls, Recreation and Open Spaces Meeting 22nd June 2020

It was **resolved** unanimously **to receive** the [Draft Minutes](#) of the Halls, Recreation and Open Spaces Meeting 22nd June 2020 and **to resolve** the recommendations made therein (with some minor amendments as further information had become available):

HROS06-20/21 Foxholes Copse

HROS07-20/21 King George V playing fields/ changing rooms

Field hire charges for junior cricket and adult cricket to be confirmed at the end of the season, Clerk to contact clubs.

HROS08-20/21 Rudgwick Field Hire

For Rudgwick Football Club (adults) not to be charged for 14 matches not played due to the COVID 19 pandemic; KGV changing room use for postponed matches to be charged.

HROS09-20/21 Rudgwick Lawn Tennis Club (RLTC)

HROS10-20/21 Tree Survey

HROS11-20/21 Fingerposts

To allocate £1,000 from General Reserves for the Tisman's Common fingerpost; further explore future budget.

HROS12-20/21 Rudgwick/ Jubilee Halls and King George V Building Changing Rooms

Proposed by Cllr Manson, seconded by Cllr Haynes.

FC073-20/21 Rudgwick Neighbourhood Plan update

It was **resolved** unanimously **to receive and note** Rudgwick Neighbourhood update as in the Clerk's report and information provided by the Chair of the Steering Committee at the meeting:

- To date very few responses (20) have been received;
- Some detailed responses have been received from developer/ landowner;
- Regulations have been complied with and preparation for Regulation 15 process will be started soon/completed and submitted to HDC

FC074-20/21 Traffic Calming Working Group (TCWG) / Community Speedwatch (CS) initiative

It was **resolved** unanimously **to note** the TCWG update and **to agree** to expenditure of £400 (plus VAT) for equipment as mentioned in [report](#).

FC077-20/21 Facilities Officer – update

It was **resolved** unanimously **to receive and note** information on facilities officer's update as provided in the [report](#).

FC078-20/21 Halls, Playgrounds and King George V (KGV) changing rooms opening up

It was **resolved** unanimously **for the unconditional opening** of Rudgwick Hall/ Churchman's Meadows Playgrounds on July 14th and **conditional opening** of Rudgwick/Jubilee Halls/ King George V changing rooms when Government guidelines and relevant documentation/ processes, are in place; and **to agree** to documentation as provided in [report](#).

FC079-20/21 Rudgwick Parish Council Community Activities

It was **resolved** unanimously **to consider** to take action on some of the identified Council Community Activities as mentioned in the [report](#) and for these to be included in the Rudgwick Parish Council Business Plan. The Chairman thanked Cllr Wightman for the work she undertook.

FC080-20/21 Rudgwick Parish Council Business Plan

It was **resolved** unanimously **for all councillors to shortlist those projects** in the [report](#) they consider most appropriate and submit these to the Clerk by August 15th for the formulation of a draft Rudgwick Parish Council Business Plan for discussion at the September Council Meeting.

FC081-20/21 Little Street Payment Request

It was **resolved** unanimously to meet the request From Little Street and pay £31.20 for the one-off refuse collection; and if appropriate, water charges incurred by the football club/ contractor resurfacing the car park.

- FC082-20/21 **West Sussex County Council (WSCC) Gigabit Broadband Voucher Scheme**
It was **resolved** unanimously **to explore** the WSCC Gigabit Broadband Voucher Scheme ([report](#)) further and the Chairman will mention the scheme in his Rudgwick Parish Magazine August article.
- FC083-20/21 **Electricity Contract Renewal – Street lighting**
It was **resolved** unanimously to enter into a best value electricity supply contract for Street lighting and pay an additional 0.1.p per kWh to use green energy.
- FC084-20/21 **Staffing**
It was **resolved** unanimously **to pay** the Clerk (20 hrs)/ Facilities Officer (12 hrs) for additional hours worked; **to form** an interview panel (Cllrs Buckley, Ellis, Kornicky and Landeryou and the Clerk) for the recruitment of the new Clerk and **to note** that the recruitment process is to start on 15th July 2020, with interview date in August to be confirmed.
- FC085-20/21 **Date of Annual Council Meeting: 10th August, at 7.00 pm**
It was **resolved to note** the date of the Annual Council Meeting as 10th August 2020.

There being no other business, the Chairman closed the meeting at 9.01 pm

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Councillor D Buckley
Chairman

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Date