



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

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Date: 5th February 2025

To: All Members of Rudgwick Parish Council

You are duly summoned to meeting of the Parish Council that will take place on Monday 10th February 2025 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.gov.uk/>)

FC202-24/25 Apologies for Absence

To receive and approve.

FC203-24/25 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.

FC204-24/25 Minutes of Council Meeting of 13th January 2025
(Minutes on Rudgwick Parish Website)

To receive for approval the Minutes as an accurate record of the Council Meeting held on 13th January 2025 and for the chairman to sign these.

FC205-24/25 District and County Councillors Reports (for noting only)

To receive and note reports.

FC206-24/25 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.

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 10th February 2025				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
<u>DC/25/0093</u> 21.01.2025	Windacres Farm, Church Street, Rudgwick	Prior Notification for Change of Use of Agricultural Building to a single dwellinghouse.		13.02.2025 / Determination 17.03.2025
<u>DC/25/0090</u> 21.01.2025	Monks Farm, Honeywood Lane, Okewood Hill	Prior Notification for Change of Use and extension of Agricultural Barn to 2no. dwellinghouses.		13.02.2025 / Determination 17.03.2025
<u>DC/24/1855</u> 20.01.2025	The Mucky Duck, Tismans Common, Rudgwick	Proposed redevelopment and change of use of the former public house and outbuildings The Mucky Duck (sui generis Use Class), and the adjacent residential property The Old House (Class C3), to a boutique hotel (Class C1), restaurant and bar (Class E (b) (FULL).		20.02.2025 / Determination 17.03.2025
<u>DC/24/1856</u> 20.01.2025	The Mucky Duck, Tismans Common, Rudgwick	Proposed redevelopment and change of use of the former public house and outbuildings The Mucky Duck (sui generis Use Class), and the adjacent residential property The Old House (Class C3), to a boutique hotel (Class C1), restaurant and bar (Class E (b) (Listed Building Consent).		20.02.2025 / Determination 17.03.2025
<u>DC/25/0124</u> 27.01.2025 (<u>DC/25/0104</u> – Related case)	Little Millfields, Horsham Road, Rowhook	Prior Notification for Change of Use of former stable building to 1no. dwellinghouse with associated replacement wall cladding, roofing		Not available / Determination 23.03.2025

		material, windows, doors and rainwater goods.		
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The above applications can be viewed through the Horsham District Council public access web page
<https://public-access.horsham.gov.uk/public-access/>

ii)	Schedule of 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 the schedule of new applications being considered/determined by the Planning Inspectorate (for noting only).
v)	To report on planning applications being considered at Planning Committee (North) (for noting only).
vi)	To report on alleged enforcements (for noting only).
vii)	To report on the schedule of outstanding Planning Compliance Issues being considered by HDC (for noting only).
viii)	Horsham District Council Local Plan 2023-2040 To report on the Local Plan Update and the new NPPF.
ix)	Neighbourhood Planning and Planning Reform To report on the Neighbourhood Planning and Planning Reform update.
x)	Water Neutrality To report on the Water Neutrality update.
FC208-24/25	Correspondence Update (for noting only) • VOA – awaiting response • Surrey County and WSCC contacted, response re 449SY definitive map DC/24/1967 confirmed: The Order confirms that path number 449SY falls within West Sussex County Council's boundary. • TMS – Awaiting quotation for KGV exterior lighting
FC209-24/25	Chairman's Report (for noting only)
FC210-24/25	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 13 th January 2025 – 9 th February 2025) • Churchmans Meadow tree update: 36 guards/sticks and new stakes completed, thanks to the Assistant Clerk, Cllr Ryan and our Open Spaces Warden. • Battle Rope Anchors installed at KGV. • Annual Return 2024 – submitted and confirmation of receipt received. • West Sussex Fire & Rescue Service's public consultation - share your views as part of the public consultation on the county council's website until February 27. • West Sussex Highway Network Management Plan - Feedback from the consultation was considered in updating the draft Plan and was

	reported to the Council' s Communities, Highways and Environment Scrutiny Committee (CHESC) on 25th November 2024. The Plan has now been agreed and published on the Council's website. You can find the published Plan here: Highway Network Management Plan - West Sussex County Council Rudgwick Parish Council website www.rudgwick-pc.gov.uk
FC211-24/25	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • HALC MEETING 16th January 2025 • RYC Update
FC212-24/25	Finance • Payments made/received January; • Detailed Income & Expenditure by budget heading January; • Bank Reconciliations for January: • Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; January • Payments to be made
FC213-24/25	Annual Fire Requirements To receive and resolve.
FC214-24/25	Standing Order Amendments To receive and resolve.
FC215-24/25	Financial Regulations To receive and resolve.
FC216-24/25	WSCC request for release of S106 Transport/Highways funds To receive and resolve.
FC217-24/25	Ground Maintenance To receive and resolve.
FC218-24/25	Water Compliance To receive and resolve.
FC219-24/25	Traffic Calming To receive and resolve.
FC220-24/25	Tree Works To receive and resolve.
FC221-24/25	Apple Tree Café To receive and resolve.
FC222-24/25	KGV Playing Field To receive and resolve.
FC223-24/25	Jubilee Hall Update To receive and resolve.

FC224-24/25	Date of next Meeting: 10th March 2025, at 7.00 pm
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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 10th February 2025 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC202-24/25	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC203-24/25	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>
FC204-24/25	<u>Minutes of the Council Meeting held on 13th January 2025</u> Recommendation: To receive for approval the minutes as an accurate record of the council meeting held on 13th January 2025 and for the Chairman to sign these.
FC205-24/25	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC206-24/25	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.
FC207-24/25	Planning To report on:
i)	To note the Current Planning Applications to be considered for comment to Horsham District Council (HDC).
ii)	To report on Planning Applications comments made under <u>delegated powers</u> (for noting only);
iii)	To report on Schedule of <u>Planning Decisions</u> made by Horsham District Council on previous applications (for noting only);
iv)	To note there are no new applications being considered/determined by the Planning Inspectorate (for noting only).
v)	To note there are no new planning applications being considered at Planning Committee

	North (for noting only).
vi)	To 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)	Horsham District Council Local Plan 2023-2040 To report on the Local Plan Update and the new NPPF .
ix)	Neighbourhood Planning and Planning Reform To report on the Neighbourhood Planning and Planning Reform update commissioned by WSALC.
x)	Water neutrality To report on the Water Neutrality update for the consideration of planning applications.
FC208-24/25	Correspondence Update (for noting only) Recommendation: To resolve to note correspondence update. • VOA – awaiting response • Surrey County and WSCC contacted, response re 449SY definitive map DC/24/1967 confirmed: The Order confirms that path number 449SY falls within West Sussex County Council's boundary. • TMS – Awaiting quotation for KGV exterior lighting
FC209-24/25	Chairman's Report (for noting only)
FC210-24/25	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 13 th January 2025 – 9 th February 2025) • Churchmans Meadow tree update: 36 guards/sticks and new stakes completed, thanks to the Assistant Clerk, Cllr Ryan and our Open Spaces Warden. • Battle Rope Anchors installed at KGV. • Annual Return 2024 – submitted and confirmation of receipt received. • West Sussex Fire & Rescue Service's public consultation share your views as part of the public consultation on the county council's website until February 27. • West Sussex Highway Network Management Plan - Feedback from the consultation was considered in updating the draft Plan and was reported to the Council's Communities, Highways and Environment Scrutiny Committee (CHESC) on 25th November 2024. The Plan has now been agreed and published on the Council's website. You can find the published Plan here: Highway Network Management Plan - West Sussex County Council Rudgwick Parish Council website https://rudgwick-pc.gov.uk/clerks-weekly-update/
FC211-24/25	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • HALC MEETING 16th January 2025 Minutes • RYC Update: Rudgwick Youth Centre Management Committee meeting January 20th 2025

	Fire Risk Assessment/Policy - as requested, RYC were asked if they carried out Fire Risk Assessment and had any details they could furnish to RPC Facilities Officer, as these were being looked at for all RPC buildings. RYC have now forwarded these details to FO.
FC212-24/25	Finance Recommendation: To resolve to <i>note</i> payments/transfer made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation and to resolve to approve transfer/ payments to be made. • Payments made/received January; • Detailed Income & Expenditure by budget heading January; • Bank Reconciliations for January: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; January • Payments to be made
FC213-24/25	Annual Fire Requirements Recommendation: To resolve to note the fire evacuation process and ensure all Councillors have signed the required documentation. (Documentation to be circulated at the meeting)
FC214-24/25	Standing Order Amendments Recommendation: To resolve to discuss and approve RPC Standing Orders and amendment to include confirmation of Councillor attendance and substitutions at Committee meetings. Draft revised Standing Orders – amendment to 4. e and f. Committees and Sub-Committees, Substitute Members of Committees and Sub-Committees.
FC215-24/25	Financial Regulations Recommendation: The updated Model financial regulations compile essential procedures and financial guidelines for Councils to ensure efficient and transparent financial management. Key features of the revised regulations include a user-friendly introduction to help Councils navigate the document easily. RPC revised Document to be circulated to all Cllrs
FC216-24/25	WSCC request for release of S106 Transport/Highways funds Recommendation: To receive report update and discuss and approve actions to be undertaken. Correspondence Rudgwick Section S106 funds: unspent/potential Letter 21.1.20
FC217-24/25	Ground Maintenance Recommendation: To resolve to appoint a contractor to undertake ground maintenance work for a three-year contract, 2025/28 at King George V Field/Churchmans Meadows/Foxholes. Renewal of contract due 1st April 2025. See report (Confidential report circulated to councillors)
FC218-24/25	Water Compliance Recommendation: To resolve to appoint a contractor to undertake the water management of all RPC buildings. Renewal of contract due 1st March 2025. Report to be circulated to Cllrs from Facilities Officer

FC219-24/25	Traffic Calming Recommendation: To receive update and discuss and approve actions to be undertaken. • Provide an update on the CHS applications • Update on SID Rowhook/Lynwick Street – George Fort, WSCC Highways has emailed to advise: Thank you for the proposed locations. I will have to do a site visit to ensure these locations meet the required criteria. Once I have agreed the locations, I will send out a public notice which will need to be placed out in the locations for 28 days. If there are no objections to the SIDs then a licence will be issued. • SID data – laptop
FC220-24/25	Tree Works Recommendation: To receive and approve tree works to an Oak tree situated on the KGV playing field at the cost of £350 plus VAT. Quotation attached.
FC221-24/25	Apple Tree Café Recommendation: To receive update and discuss and approve recommendations/actions to be undertaken. • An informal meeting took place on 29th January 2025, to discuss the future plans of Apple Tree Café, investigating avenues available for future use, including the sublet clause, RPC advised consultation would be required.
FC222-24/25	KGV Playing Field Events Recommendation: To receive update and discuss and approve actions to be undertaken. Report attached.
FC223-24/25	Jubilee Hall Update Recommendation: To receive update and discuss and approve recommendations/actions to be undertaken.
FC224-24/25	Date of next Meeting: 10th March 2025, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 10th March 2025, at 7.00 pm