



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

Tel: 01403 822678
E-mail clerk@rudgwick-pc.gov.uk

Date: 5th March 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 March 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/>)

FC225-24/25	Apologies for Absence To receive and approve.
FC226-24/25	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.
FC227-24/25	Minutes of Council Meeting of 10 th February 2025 (Minutes on Rudgwick Parish Website) To receive for approval the Minutes as an accurate record of the Council Meeting held on 10 th February 2025 and for the chairman to sign these.
FC228-24/25	To receive Halls, Recreation and Open Spaces Committee Meeting Minutes of council meeting 25th September 2024 for adoption.
FC229-24/25	District and County Councillors Reports (for noting only) To receive and note reports.
FC230-24/25	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.
FC231-24/25	Planning To report on:
i)	Current Planning Applications to be considered for comment to Horsham District Council (HDC).

Applications for consideration at Rudgwick Parish Council Meeting 10th March 2025

Application No	Applicant	Reason for Application	Recommendation	Official Response Date
<u>DC/25/0221</u> 26.02.2025	12 Windacres Farm Lane, Rudgwick	Conversion of loft into habitable living space with the installation of two pitched roof dormers to the rear and two rooflights to the front.		19.03.2025 / Determination 19.04.2025
<u>DISC/25/0052</u> 18.02.2025	Pennthorpe School, Church Street, Rudgwick	Application for Approval of Details Reserved by Conditions 6, 7 and 8 to approved application DC/19/2573.		19.03.2025 / Determination 15.04.2025
<u>DC/25/0225</u> 13.02.2025	4 Pondfield Road, Rudgwick	Non Material Amendment to previously approved application DC/22/1449 (Enlargement of porch and installation of pitched roof to front. Construction of new pitched roof to existing sun room, creation of covered seating area and installation of window at first floor level to rear) Demolition of existing sun room and rebuild from ground level and change the proposed pitched roof to a flat roof construction.		Not available / Determination 13.03.2025
<u>DC/25/0240</u> 18.02.2025	Pennthorpe School, Church Street, Rudgwick	Variation of condition 12 of previously approved application reference DC/19/2573 (Removal of 2no. existing tennis courts and creation of an all-weather sports (AWS) pitch) to revise the hours during which the facility		Not available / Determination 15.04.2025

		will be available for community use.		
HRA/25/0008 25.02.2025	Monks Farm, Honeywood House, Okewood Hill	Application under Regulation 77 of the Conservation of Habitats and Species Regulations 2017 relating to Prior Approval consent DC/25/0090.		Not available / Determination 22.04.2025

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).
FC232-24/25	Correspondence Update (for noting only)
FC233-24/25	Chairman's Report (for noting only) • APM Speaker Update • Devolution
FC234-24/25	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 10 th February 2025 – 9 th March 2025) • WSCC has advised FP1390 Rudgwick has been included in our 2025/26 Annual Works Programme which will deliver improvements to the path surface from where it leaves Church Street and heads westwards. • Little Street water leak cost incurred to date: - LS Roof Leak £405.00 net (50% of cost) £1,500.00 net (roof gully) £ Redecoration cost to be advised by Rebecca. • Transport Forum response to the TfSE Draft Transport Strategy Consultation - The consultation runs until Friday 7th March. The survey and supporting documents can be found here. You can respond as individuals or on behalf of

	the Council. • Flooding Update on the A281- Highways Team Update: Thank you for your report, we are aware of the issue here and a jetting job has been raised and will be carried out in due course. This jetting job is a priority 1 job, which is the most severe outside of an emergency. 2 way lights have been implemented to guard the east bound carriageway lane where there is water currently. We will know more once the jetting job is undertaken. The site is being monitored daily. Regards, Highways Team • After much investigation and negotiation, RPC will be signing a business stream wholesale contract. • Horsham District Council has moved, new address is Alberty House, Springfield Road, Horsham, RH12 2GB. • RPC website domain issues, Clerk is liaising with the website provider. Rudgwick Parish Council website www.rudgwick-pc.gov.uk
FC235-24/25	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable.
FC236-24/25	Finance • Payments made/received February; • Detailed Income & Expenditure by budget heading February; • Bank Reconciliations for February; • Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; February • Payments to be made
FC237-24/25	Actions from Halls, Recreation and Open Spaces Committee Meeting 26th February 2025. To approve to resolve the recommended actions as stated in the draft minutes.
FC238-24/25	The King George V Playing Field / Churchmans Meadow Trustee To receive and resolve.
FC239-24/25	Committee Membership To receive and resolve.
FC240-24/25	Financial Regulations To receive and resolve.
FC241-24/25	VOA (The Valuation Office Agency) Update To receive and resolve.
FC242-24/25	WSCC request for release of S106 Transport/Highways funds To receive and resolve.
FC243-24/25	Apple tree café To receive and resolve.
FC244-24/25	Signage and car park To receive and resolve.
FC245-24/25	Traffic Calming

	To receive and resolve.
FC246-24/25	Date of next Meeting: APM as 28th April 2025, at 7.30pm

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 March 2025 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC225-24/25	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC226-24/25	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>
FC227-24/25	<u>Minutes of the Council Meeting held on 10th February 2025</u> Recommendation: To receive for approval the minutes as an accurate record of the council meeting held on 10th February 2025 and for the Chairman to sign these.
FC228-24/25	To receive Halls, Recreation and Open Spaces Committee Meeting <u>Minutes of council meeting 25th September 2024 for adoption.</u>
FC229-24/25	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC230-24/25	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.
FC231-24/25	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).
FC232-24/25	Correspondence Update (for noting only) Recommendation: To resolve to note correspondence update.
FC233-24/25	Chairman's Report (for noting only) • APM Speaker Update • Devolution
FC234-24/25	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 10 th February 2025 – 9 th March 2025) • WSCC has advised FP1390 Rudgwick has been included in our 2025/26 Annual Works Programme which will deliver improvements to the path surface from where it leaves Church Street and heads westwards. • Little Street water leak cost incurred to date: LS Roof Leak £405.00 net (50% of cost) £1,500.00 net (roof gully) £ Redecoration cost to be advised by Rebecca. • Transport Forum response to the TfSE Draft Transport Strategy Consultation - The consultation runs until Friday 7th March. The survey and supporting documents can be found here. You can respond as individuals or on behalf of the Council. • Flooding Update on the A281- Highways Team Update: Thank you for your report, we are aware of the issue here and a jetting job has been raised and will be carried out in due course. This jetting job is a priority 1 job, which is the most severe outside of an emergency. 2 way lights have been implemented to guard the east bound carriageway lane where there is water currently. We will know more once the jetting job is undertaken. The site is being monitored daily. Regards, Highways Team • After much investigation and negotiation, RPC will be signing a business stream wholesale contract. • Horsham District Council has moved, new address is Alberty House, Springfield Road, Horsham, RH12 2GB. • RPC website domain issues, Clerk is liaising with the website provider. Rudgwick Parish Council website https://rudgwick-pc.gov.uk/clerks-weekly-update/
FC235-24/25	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable.

FC236-24/25	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 February; • Detailed Income & Expenditure by budget heading February; • Bank Reconciliations for January: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; February • Payments to be made
FC237-24/25	Actions from Halls, Recreation and Open Spaces Committee Meeting 26th February 2025. Recommendation: to approve to resolve and discuss the recommended actions as recommended from the Halls, Recreation and Open Spaces Committee Meeting 26th February 2025.
FC238-24/25	The King George V Playing Field / Churchmans Meadow Trustee Recommendation: To resolve to discuss The King George V Playing Field / Churchmans Meadow Trustee working document and approval for the opening of a Lloyds bank account, for the charity as per the trustee requirements. Financial Regs 18. Charities Where the council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document. The King George V Playing Field / Churchmans Meadow Trustee (This is a working document, the Clerk is seeking guidance from an internal auditor and Fields in Trust, to ensure the governing document is being adhered to, noting the obligations, required meetings and remit.)
FC239-24/25	Committee Membership Recommendation: To resolve to discuss and approve RPC Committee Membership. See report
FC240-24/25	Financial Regulations Recommendation: To resolve to discuss and approve the updated RPC Financial Regulations to ensure efficient and transparent financial management. RPC revised Document Highlighted in yellow are changes to be approved by full council. (5.15 and 5.20)
FC241-24/25	VOA (The Valuation Office Agency) Update Recommendation: To resolve to provide an update on the VOA correspondence/HDC (Milton Keynes) ad take any necessary action. See correspondence
FC242-24/25	WSCC request for release of S106 Transport/Highways funds

	Recommendation: To receive report update and discuss and approve actions to be undertaken. See correspondence
FC243-24/25	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 have been consulted and a proposal submitted for approval: • Apple Tree Café will continue to be open for football on Saturday mornings (9 - 12am) until a new tenant is found. • SFC is very keen to use the café seating space, initially for a 3-6 month trial period and if proves successful, use it on an ongoing basis. The intention will be to run “Spin” bike fitness classes from the space. This is using static bikes so there won’t be any risk to the building or structure. The process of formalising a “Sub Lease” tenancy will be costly and ultimately render the process financially unviable, if SFC doesn’t remain a longer term tenant beyond the 3-6 month trial. Therefore, with RPC permission, I approach this on more of a Commercial agreement basis rather than a Sub Lease basis. With an agreement in place similar to hiring out the halls, this could cover usage fee, hours of use, key holding responsibilities, risk assessment etc. With your permission we can get the wheels in motion very quickly, whilst mitigating huge financial outlay in legal fees.
FC244-24/25	Signage and car park Recommendation: To receive update and discuss and approve recommendations/actions to be undertaken. Signage considerations are cost, size and impact of visibility at the entrance along with number of clubs/businesses that would request their information is added. Expenditure for new white lines for the car park. See report Rudgwick Tennis Club report
FC245-24/25	Traffic Calming Recommendation: To receive update and discuss and approve actions to be undertaken. • CHS applications update • Update on SID Rowhook/Lynwick Street – George Fort, WSCC Highways has confirmed the following: 5.3.25 I am happy for the Rowhook SID to be placed out where you have denoted with the 3 what word image. Regarding the Lynwick Road, SID location it seems there is already a SID in that location so I am not sure what I will be licensing. • A281 Downs Link Crossing meeting proposal and site map
FC224-24/25	Date of next Meeting: APM as 28th April 2025, at 7.30pm Recommendation: To resolve to note the date of next Meeting: APM as 28th April 2025, at 7.30pm