



RUDGWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 10th February 2025 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

Present: Councillors S Alker, D Buckley (Chairman), R Burse, A Haynes, Maclachlan I, P Kornycky, S Kornycky, A Ryan, P Thompson (Vice Chairman), S Torn.
R Landeryou (Horsham District (HD) Councillor)
West Sussex County Councillor Christian Mitchell

Also, present Anna Clayton – Clerk and eleven members of the public.

FC202-24/25	Apologies for Absence Apologies were received from Cllr Wild and noted .
FC203-24/25	Declarations of Interest It was unanimously resolved to note that no Declarations of Interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made. Cllr Ryan declared an interest in FC222-24/25
FC204-24/25	<u>Minutes of the Council Meeting held on 13th January 2025</u> It was unanimously resolved for the minutes as an accurate record of the council meeting held on 13 th January 2025 and for the Chairman to sign these.
FC205-24/25	District and County Councillors Reports (for noting only) It was unanimously resolved to note WSCC Christian Mitchell's report . Proposed improvements at the Downslink, update Ms Gunal will be emailing the Clerk on 11.2.25 to arrange a meeting to discuss plans. It was unanimously resolved to note R Landeryou (HD) Councillor's report . The Chairman wished to record the Councils condolences upon the death of District Councillor Liz Kitchen. She had been both our County Councillor as well as a supportive Chair of Planning for HDC. The Chairman formally thanked both Cllrs for their reports.
	Cllr Torn joined the meeting at 7.11pm
FC206-24/25	Public Speaking Session Two residents spoke in relation to planning applications DC/24/1855 and DC/24/1856 The Mucky Duck. A resident spoke in relation to planning application DC/25/0093, Windacres Farm, change of use.

	A resident raised concerns in relation to a dip in the road on the A281, where there has been recent flooding issues. Logged with WSCC highways. Small flooding signs have since appeared, however not visible at night, highlighted as an area of concern.		
FC207-24/25	Planning To report on:		
	Cllr Alker left the meeting at 7.41pm and rejoined at 7.43pm		
i)	Current Planning Applications were resolved unanimously and noted for comment to Horsham District Council (HDC).		
Applications considered at Rudgwick Parish Council Meeting 10 th February 2025			
Application No	Applicant	Reason for Application	Recommendation
DC/25/0093 21.01.2025	Windacres Farm, Church Street, Rudgwick	Prior Notification for Change of Use of Agricultural Building to a single dwellinghouse.	This Change of Use Prior Notification application is to convert part of an agricultural building to a C3 Dwellinghouse under Class Q regulations. Rudgwick Parish Council (RPC) notes that the part to be converted is contained within a storage unit/barn complex. Some questions raised require clarity prior to determination. Is the conversion of part of an agricultural building, as opposed to the whole building, permitted under the regulations? RPC notes that the existing building has permission for any agricultural use (see regulatory conditions outlining usage on approved applications DC/20/0549 & DC/20/0550). However, the regulations require that a conversion might not be permitted or desirable if the location of the building whose use would change is adjacent to other uses, such as poultry farming buildings, silage storage or buildings with dangerous machines or chemicals. Whilst the building may currently just be used for agricultural storage that could significantly change within the existing use permission, thereby creating a wholly unsatisfactory location for a C3 unit. If the application is approved the development will need to comply with Habitats Regulations in respect of Water Neutrality. There is no mention of current water provision in the information submitted and how meeting the regulations (s.77) for the dwelling is proposed.

DC/25/0090 21.01.2025	Monks Farm, Honeywood Lane, Okewood Hill	Prior Notification for Change of Use and extension of Agricultural Barn to 2no. dwellinghouses.	With regard to the type of approval sought, Rudgwick Parish Council (RPC) noted the following on the previous similar application DC/24/1742, and holds the same view on this application: Transport/Siting - this barn is in an unsustainable location for conversion to 2 family homes. It is over 2 miles from the only facilities in Rowhook (namely the Chequers Inn), and further still from any schools, pre-schools, shops or access to public transport, making for complete dependence upon use of private motor vehicles for daily life. Additionally, if the application is approved the development will need to comply with Habitats Regulations in respect of Water Neutrality. There is no mention of current water provision in the information submitted and how meeting the regulations (s.77) for the dwelling is proposed.
DC/24/1855 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).	Response/Comments Rudgwick Parish Council (RPC) supports the retention of the hospitality aspects of this proposal, and is in favour of a sympathetic development of the site and the resulting welcome benefits to the local economy from provision of accommodation, dining and other facilities for visitors. However, RPC has objections to the currently submitted proposal as it has some shortcomings, raising a number of queries and issues as follows: Architectural Design, Materials and effect on Rural Street scene and Character (RNP Policies 6,7 &9, HDPF Policies 25.1, 26, 32,33,34) - The single storey copper clad extension 'block' proposed on the Western elevation of the Mucky Duck (facing Hornshill Lane and enclosing the kitchen) detracts from the character and street scene of the rural lane, as currently designed. A change of design and shape and use of materials more in keeping with the rest of the building, and in line with RNP & HDPF policies, could stop this looking so obtrusive and out of place.

			-The copper cladding for the replacement Conservatory at the Old House, despite being at the rear of the house, is out of place with the Grade 2 listed character of the building. The house is shown as enclosed behind a wall and therefore does not require linking so starkly to the rest of the development, as suggested. Materials more in keeping with the building and its character and setting should be chosen. - The contemporary design of the multi purpose room is not an issue, as it is situated at the rear of the building away from the street scene. However the copper cladding could be replaced with a material more in keeping with those chosen for the rest of the Mucky Duck building. Parking & Traffic (HDPF Policies 41.2, 10.2, RNP Policy 9.4) - RPC has yet to be convinced that the on site car parking provision is sufficient to accommodate the increase in visitors and provide for staff car parking without resulting in overspill parking, possible safety issues and disruption to the rural character of Hornshill Lane. (A Group Travel Note, which may provide further information, is mentioned in the planning statement but it appears to have been omitted from the planning documents provided). - Concerns for safety at the junction of Hornshill Lane and Loxwood Road from the increased traffic generated by the proposal, exiting on a bend. RPC notes the mention of traffic measures for the junction submitted by the applicant to WSCC Highways during the pre application advice stage. Could this pre app detail be made available in the planning documents? Perhaps the applicant might consider revisiting this issue. An RTA fatality occurred on Loxwood Road, close to the Mucky Duck, August 2020 (Sussex Police Operation Flagstone). Further material considerations: Lighting (NPPF para 198 c, HDPF Policy 24, RNP policy 9.5) - Should approval be granted a condition will be required to provide a lighting strategy and address the possibility of the
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			increased lighting required for the outdoor dining and catering facilities proposed and a consideration of the effects of such on the habitats, local amenity and the rural setting, outside the Rudgwick BUAB. Noise (NPPF 198 a) - A similar condition will be required to ensure that a comprehensive noise mitigation plan is provided to give local amenity protection from any increase in traffic and the provisions of the new facilities. Waste treatment and Drainage (HDPF Policies 35 & 38) - Concerns have been expressed, as to the adequacy of the both the existing septic tank drainage shared by the Old House and a neighbouring property, and the waste water treatment system for the Mucky Duck, bearing in mind the presumed increase in visitors and usage post development. It is expected that the Environment Agency will be consulted and any considerations raised by them will be satisfactorily addressed by the applicant prior to determination. Appropriate conditions should be added to any approval granted to ensure future efficiency and safety. Fire escape provision in Mucky Duck building - If approval is granted a condition should be attached to address fire escape/evacuation provision for the top floor of the Mucky Duck building, in line with building and safety regulations.
DC/24/1856 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	Response/Comments Rudgwick Parish Council (RPC) supports the retention of the hospitality aspects of this proposal, and is in favour of a sympathetic development of the site and the resulting welcome benefits to the local economy from provision of accommodation, dining and other facilities for visitors. However, RPC has objections to the currently submitted proposal as it has some shortcomings, raising a number of queries and issues as follows:

		(Class E (b) (Listed Building Consent). Architectural Design, Materials and effect on Rural Street scene and Character (RNP Policies 6,7 &9, HDPF Policies 25.1, 26, 32,33,34) - The single storey copper clad extension 'block' proposed on the Western elevation of the Mucky Duck (facing Hornshill Lane and enclosing the kitchen) detracts from the character and street scene of the rural lane, as currently designed. A change of design and shape and use of materials more in keeping with the rest of the building, and in line with RNP & HDPF policies, could stop this looking so obtrusive and out of place. -The copper cladding for the replacement Conservatory at the Old House, despite being at the rear of the house, is out of place with the Grade 2 listed character of the building. The house is shown as enclosed behind a wall and therefore does not require linking so starkly to the rest of the development, as suggested. Materials more in keeping with the building and its character and setting should be chosen. - The contemporary design of the multi purpose room is not an issue, as it is situated at the rear of the building away from the street scene. However the copper cladding could be replaced with a material more in keeping with those chosen for the rest of the Mucky Duck building. Parking & Traffic (HDPF Policies 41.2, 10.2, RNP Policy 9.4) - RPC has yet to be convinced that the on site car parking provision is sufficient to accommodate the increase in visitors and provide for staff car parking without resulting in overspill parking, possible safety issues and disruption to the rural character of Hornshill Lane. (A Group Travel Note, which may provide further information, is mentioned in the planning statement but it appears to have been omitted from the planning documents provided). - Concerns for safety at the junction of Hornshill Lane and Loxwood Road from the increased traffic generated by the proposal, exiting on a bend. RPC notes the mention of traffic measures for the junction submitted by the applicant to
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			floor of the Mucky Duck building, in line with building and safety regulations.
DC/25/0124 27.01.2025 (DC/25/0104 – 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 material, windows, doors and rainwater goods.	It is believed that stables (equestrian use) differ from agricultural usage in planning terms. However the building is classified the details show the presence of asbestos, which is concerning when conversion development to market housing is proposed. This needs a full investigation and a satisfactory mitigation strategy should be provided before any development commences. There are some other dwellings nearby and a PROW. It is suggested that signage is provided during any work carried out, for protection and to alert nearby residents and users of the PROW to the work being undertaken. If the application is approved the development will need to comply with Habitats Regulations in respect of Water Neutrality. There is no mention of current water provision in the information submitted and how meeting the regulations (s.77) for the dwelling is proposed.

	Cllr Alker left the meeting at 8.15pm and rejoined at 8.18pm
ii)	It was unanimously resolved to note Planning Applications comments made under delegated powers (for noting only);
iii)	It was unanimously resolved to note the Schedule of Planning Decisions made by Horsham District Council on previous applications;
iv)	It was unanimously resolved to note no new applications being considered/determined by the Planning Inspectorate.
v)	It was unanimously resolved to note no new planning compliance issues being considered by HDC (for noting only).
vi)	It was unanimously resolved to note the report on the schedule of new planning compliance issues being considered by HDC
vii)	It was unanimously resolved to note the report on the schedule of outstanding Planning Compliance Issues being considered by HDC.
viii)	Horsham District Council Local Plan 2023-2040 It was unanimously resolved to note the update. Local Plan Update and the new NPPF.

ix)	Neighbourhood Planning and Planning Reform It was unanimously resolved to note the Neighbourhood Planning and Planning Reform update commissioned by WSALC.
x)	Water neutrality It was unanimously resolved to note the Water Neutrality update for the consideration of planning applications
xi)	Cllr Maclachlan gave an update on Land East of Swains Cottage, Tismans Common, DC/13/2191. HDC confirmed the application was lawfully implemented within the 3-year timescale and therefore, the correct planning permissions are in place allowing the work to proceed. HDC advised that the movement of the electricity pole does not fall within the jurisdiction of the planning department and advise was provided around contacting the electricity company further about this.
FC208-24/25	Correspondence Update (for noting only) It was unanimously resolved to note the 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 It was unanimously resolved to note Chairman's announcements: • Prepared an email to the landowner to the northern end of Jubilee Hall, in relation to future plans for the hall. • Parking at the Church, no marshalling organised at a recent funeral at the church. Feedback from many residents on the parking surrounding the church and roads nearby. Clerk to contact the church to ensure that when large events take place, parking measures are considered.
FC210-24/25	Clerk's announcements/decisions (for noting only) It was unanimously resolved to note 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 It was unanimously resolved to note no reports received. • 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 It was unanimously resolved to note 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 Proposed by Cllr P Kornysky and seconded by Cllr R Burse
FC213-24/25	Annual Fire Requirements It was unanimously resolved to note the fire evacuation process and for all Councillors to sign the required documentation.
FC214-24/25	Standing Order Amendments It was unanimously resolved to agree and approve the 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. Cllr P Kornysky requested that ex-officio members are discussed at a future meeting. Proposed by Cllr P Kornysky and seconded by Cllr S Kornysky
FC215-24/25	Financial Regulations It was unanimously resolved to agree to adopt 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 and included on the March agenda for final approval. Proposed by Cllr A Ryan and seconded by Cllr S Alker
FC216-24/25	WSCC request for release of S106 Transport/Highways funds It was unanimously resolved to note the update and approve for the Clerk to liaise with Cllr P Kornysky and respond to Suzanne Shaw, HDC. Correspondence Rudgwick Section S106 funds: unspent/potential Letter 21.1.20

	Cllr Alker left the meeting at 8.44pm
FC217-24/25	Ground Maintenance It was unanimously resolved to approve to appoint the contractor that had a proven track record of good service with the Council as well as providing value for money, Grasstex to undertake ground maintenance work for a three-year contract, 2025/28 at King George V Field/Churchmans Meadows/Foxholes at a cost of £6,298+ VAT per annum for a 3-year contract. Proposed by Cllr P Kornicky and seconded by Cllr A Haynes
FC218-24/25	Water Compliance It was unanimously resolved to approve expenditure of up to £1600 on the Water Compliance contract renewal due 1st March 2025 and for the contract, chosen contractor and requirements to be discussed and confirmed at the HROS committee meeting on 26th February 2025. Proposed by Cllr P Kornicky and seconded by Cllr S Kornicky
FC219-24/25	Traffic Calming It was unanimously resolved to note the update and for the Clerk to action: • CHS applications – Clerk to write to Adam Bazley, copying in WSCC Mitchell and District Cllr Landeryou, advising disappointment with the conclusion and process. RPC require an urgent meeting in person, due to time limitations with S106 funds for the projects. • 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 – Cllr Thompson is working on the data collection with RPC Cllrs.
FC220-24/25	Tree Works It was unanimously resolved to approve expenditure of £350 plus VAT and approve tree works to an Oak tree situated on the KGV playing field. Quotation attached. Proposed by Cllr A Ryan and seconded by Cllr P Kornicky
FC221-24/25	Apple Tree Café It was unanimously resolved to note the update: • 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 It was unanimously resolved to note the update and request, however RPC felt more information was required to enable them to make an informed decision, more details on plans, how much of the field to be used, numbers etc. Report attached.
FC223-24/25	Jubilee Hall Update It was unanimously resolved to note the update: • Cllr A Haynes has returned the JH plans to the parish office.

	• Clerk to liaise with the Chairman and contact the landowner adjacent to JH to meet to discuss future plans. • S106 funds incorrectly allocated have enabled a further £14,980 to be used on the future renovations. • Clerk to check on Book Exchange PLI query.
FC224-24/25	Date of next Meeting: 10th March 2025, at 7.00 pm It was resolved to note the date of the next meeting as 10 th March 2025, at 7.00 pm

There being no other business, the Chairman closed the meeting at 8.57 pm

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Councillor D Buckley
Chairman

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Date