

# RUSPER PARISH COUNCIL

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Minutes of the Ordinary Meeting held in the Village Hall on Tuesday 29<sup>th</sup> March 2016 at 8.00pm

**Present:** Cllrs. G. Hill (Chairman), G. Sallows (vice Chair), R. Allen, G. Hussey, V. Saunders, D. Lawton and A. Sheridan  
WSCC & HDC Cllr. E. Kitchen  
L. Bannister (Clerk)

**1 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs. Forrest and Sole.

**2 DECLARATIONS OF INTEREST**

None.

**3 MINUTES OF THE PREVIOUS MEETING**

These were agreed and duly signed by Cllr. Hill.

Cllr. Hussey has looked into whether or not there are signs available to advertise the defibrillator at the store. There are lots available ranging from £10-£25 plus VAT. It was agreed to get three signs, which Cllr. Hussey will order. It was also agreed that the Clerk will email the local organisations (eg the school) to let them know where the defibrillator is located. GH  
Clerk

Cllr. Allen hasn't yet put information on the website about the ivy killing trees, but will do so soon. RA

**4 OPEN FORUM**

No members of the public were at the meeting, and so no questions were raised.

**5 PLANNING**

A Planning Sub Committee meeting was held on Tuesday 15<sup>th</sup> March to review some of the below applications and give recommendations to the Council. No decisions were made at this meeting. A copy of the Minutes to this meeting are attached.

DC/16/0345 Thatched Barn Cottage, East Street

There have been no objections raised on this application by neighbouring properties to the PC. It was therefore agreed to comment on this application as follows:

‘Rusper PC does not object to this application, but want to be sure that there is enough space to get vehicles in and out of the gates without the need for the vehicle to either partially or wholly obstruct the road.’

DC/16/0580 Pool Barn Cottage, Normans

This is also in the Normans site. It was agreed to comment on this application as follows:

‘Rusper PC objects to the additional access on the grounds of road safety and the effect of this additional access on this rural location. Rusper PC believes that there is already sufficient access to the property. If it is likely that this application will be accepted, we would ask that the aboricultural officer visits the site to give a view as a significant amount of trees and hedgerow are affected.’

*Cllr. Kitchen arrived*

DC/16/0475 Old Park, Horsham Road

It was agreed to comment as per the recommendation given by the Planning Subcommittee.

DC/16/0533 Old Park Farm, Horsham Road

It was agreed to comment on this application as follows:

‘Rusper PC does not have any objections to this application.’

DC/16/0421 Nunnery North Lodge

It was agreed to comment on this application as per the recommendation given by the Planning Subcommittee.

DC/16/0477 Midwinter Farm, The Mount

It was agreed to comment on this application as follows:

‘Rusper PC objects to this application on the grounds of the proximity of the building to the road, and the size of the building.’

DC/16/0500 Crooked Chimneys, Wimland Road – we have been consulted on this application

Rusper PC has been consulted on this application in error. It is an application for a lawful certificate.

DC/16/0276 Scrag Copse Farm

This application has been refused.

DC/15/2622 Ifield Court Hotel

This application has been refused. However, this site is still being used to park cars. The Clerk will contact HDC to find out when they intend to put a stop notice on this development.

Clerk

DC/16/0564 Fisher Clinical Services, Langhurst Wood Road

It was agreed to comment on this application as follows:

‘Rusper PC does not object to this application, but would ask that the employees continue to use the A264 for access.’

**6 REPORTS FROM LOCAL AUTHORITIES**

Cllr. Kitchen did not have any update to give.

**7 INCINERATOR LETTER**

Cllr. Kitchen mentioned that she is in favour of incineration. She believes that technology has moved forward enough that it is preferable to landfill sites. This was not agreed by members of Rusper PC.

Warnham PC has put together a letter which has been sent to Jeremy Quin MP, and it was agreed that Rusper PC will send a similar letter of their own. The Clerk will put together a draft letter and send around to members to approve.

Clerk

**8 STREETLIGHTS**

Streetlights have inspected all of the lights in the Parish and put together a schedule of work that needs to be done. The total amount quoted is £1,115 plus VAT. Cllrs. Hill and Sallows will go around and inspect these streetlights to decide what work is necessary to take place, and report back at the next meeting.

GS/GH

The Clerk will locate the contract to find out what the terms are.

Clerk

## 9 WEBSITE

Cllr. Allen suggested that the website host is changed from parishcouncil.net to 1and1.co.uk. The total costs for the first year would be:

Hosting: 12 x £0.99 plus VAT = £14.26

Email: £28.66

TOTAL: £42.92

Annual payment for the website is due at the end of this month. Cllr. Allen is unhappy with the service received so far, and reported that the website isn't easy to update.

Cllr. Allen is happy to put together a website with input from members. It was agreed that Cllr. Allen should put something together as soon as possible. RA

Cllr. Allen will check to see if we can keep the same domain name.

It was agreed that Cllr. Allen can go ahead and switch to 1and1.co.uk.

## 10 CO OPTION

Valerie Bender would like to become a Councillor, and will be co opted at the next meeting.

This will leave RPC with one further seat to fill. There are two prospective applicants for this – Richard Gatt and Mr Powis.

## 11 NEIGHBOURHOOD PLAN

### Appointment of Chair

It was agreed that Cllr. Allen will act as chairman.

### Report from subcommittee meeting (Minutes from this meeting attached below)

It was briefly discussed to define what a Neighbourhood Plan is to be able to produce a mailshot asking for members to join. Members who attended were going to research what other PC's have used. This will be discussed at the next meeting so that a mailshot can be designed.

Cllr. Allen had an idea to have some boards up at the Mayday event so people can write what they like about Rusper, what they dislike, and what they would like to see in the future. The Mayday committee have agreed to this.

The whole PC will form the Steering Group, and extra members of the public will be asked to join (via the mailshot).

### Meeting dates

It was agreed that these will be held on the Tuesday before the full Council meeting every month at 8pm, after or before the Planning meeting. The Clerk will book the hall for this and send around a list of dates to all members. Clerk

Cllr. Sheridan has the information that was sent out by Nuthurst PC, and will circulate this to everyone. AS

It was agreed to send the mailshot before Mayday.

## 12 LITTER WARDEN

We are now required to report the litter warden's income to HMRC (unless she is registered as self employed for tax purposes). There is a form that she needs to complete, which the Clerk will send to her. Clerk

It was agreed that we will also raise the litter warden's wages to meet the minimum wage of

£7.20.

### 13 REPORTS FROM REPRESENTATIVES

#### Gatwick

Cllr. Lawton has nothing to report from GATCOM. They are currently considering the arrivals review, which Rusper PC has already sent a letter about. Action groups in Kent are trying to put more aircraft movements over the East. The arrivals proposal affects Warnham, Slinfold and Billingshurst the most as this is the point Gatwick are proposing bringing in the arriving aircraft. The next meeting is in May.

Cllr. Hill told Cllr. Lawton that there was an issue with the car park at the Ifield Court Hotel that he felt should be brought up at a CAGNE meeting. The Clerk is to remind Cllr. Lawton what this development is so that he can consider this.

#### Recreation ground

Cllr. Sallows reported that the broken netting has been taken down. There are at least two conifers that came down at the weekend in Capel Road. There is still a conifer that needs to be removed as it appears that it will fall. Cllr. Sallows will get some quotes to deal with this.

GS

#### Parking

There has been a complaint about parking from the back of the Wayside development. Their planning permission says they are supposed to be able to park at the rear of their site, but they have boarded up and are parking in the High Street instead.

A resident in East Steet has sent a letter complaining that a child was nearly knocked down by a speeding vehicle because of the way vehicles are parking. He has also heard of two other incidents. His daughter has been given a notice for parking on the verge, and queried why other cars have not had the same notice (it appeared that the notice was left by Rusper PC, but this in fact was not the case). Cllr. Sallows has spoken to this resident, and will now start to put up notices, taking a picture when he does so and noting the registration numbers.

GS

There are also some notices that can be used for the car park opposite The Plough, which Cllr. Sheridan will find and print off so that they can start to be used again.

AS

Cllrs. Saunders and Forrest are due to speak to the owners of The Plough to suggest that they pay the rates, in return for a peppercorn rent of the car parking for their customers to use. They will also ask for permission for their toilets to be used.

VS/CF

#### Licence application

The licence application at Holmbush Farm is going to committee.

#### Litter

Cllr. Hussey is aware of several lanes in the Parish where litter is an issue. He has checked with WSCC, and they say that if these are reported to them, they will arrange to come and clear the litter. Cllr. Hussey will make this report. It was also suggested that Rusper PC could run their own clean-up day. This will be organised at the next meeting. The Clerk will ask HDC if they have any supplies that could be used.

GH

#### Maintenance

The car park fence and the post at the playground have been replaced.

Cllr. Hussey has identified seven fingerposts that are in urgent need of replacement, however there is only the budget for three this year. The three scheduled to be replaced first are Langhurst/Orltons Lane, Partridge Lane and Langhurst Lane/Green Lane. These will roughly cost £1,000 each as there is a lot of work involved. It was agreed that Cllr. Hussey could instruct this work. Cllr. Hussey will send around a list of all of the fingerposts in the Parish, and

GH

how they should be prioritised.

It will be decided at the next meeting whether or not there is enough money in the budget to repair any others.

It was agreed that tenders from other grass cutting firms would be obtained with a view to deciding which company to use in 2017/18.

#### **14 CLERK'S REPORT**

St Catherine's Hospice has requested a donation. It was agreed that as most members already donate on a personal level, not to make a donation from the PC.

Millfields will be going to committee on 10<sup>th</sup> May. Cllr. Sallows has spoken to the case officer. The case officer has agreed with the applicant that a time extension could be granted until April. Cllr. Sallows has asked the case officer to confirm whether or not a time extension could be granted and to let us know so that it doesn't become a statutory right of appeal. They are currently speaking to the applicant about the volume of social housing.

The AGM is due to be held in May. There isn't usually anything special planned for this meeting, but it was agreed that this year it will be advertised in the Parish Magazine to encourage people to come along and find out about the Neighbourhood Plan. Clerk

*Cllr. Lawton left the meeting*

#### **15 FINANCES**

##### Reconciled accounts & bank statements

These were agreed and duly signed by Cllr. Sheridan along with the bank statements.

##### Invoices to pay

There is still an issue with the bank as the new mandate has not yet been updated. The Clerk will complete a new mandate and arrange for members to sign this. This means that there are no cheques to pay invoices (the new cheque book was sent to an old address). It was therefore agreed that the following invoices would be paid by bank transfer, which will be actioned by two signatories:

CF/VS

Litter Warden – £113.27  
Salary for Clerk (March) - £469.30  
WSALC subscriptions - £355.69  
NALC subscriptions - £80.98  
Red Kite Fencing (car park fencing) - £1,275  
SLCC (membership for Clerk) – £103  
SSALC Ltd (Chairs briefing) - £66  
Streetlights (invoice for photocell replacement) - £96.60

The Clerk has been paid the following by bank transfer:

Salary for Clerk (November - February) – £1,642.55

Cheques need to be written for R Hurst and the Chichester Diocese for £50 each for the ground rent. This will be done when a cheque book is received.

#### **16 DATE OF NEXT MEETING:**

There will be a meeting of the Planning and Neighbourhood Plan Sub Committees on Tuesday 19<sup>th</sup> April at 8pm.

The next full Council meeting will be on Tuesday 26<sup>th</sup> April at 8pm.

The meeting closed at 22.15 pm

LEANNE BANNISTER  
CLERK

# RUSPER PARISH COUNCIL

---

Minutes of the Planning Sub Committee Meeting held in the Village Hall on Tuesday 15<sup>th</sup> March 2016 at 8.00pm

**Present:** Cllrs. G. Hill (Chairman), G. Sallows (Vice Chair), R. Allen, G. Hussey and V. Saunders  
L. Bannister (Clerk)

**1 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs. Sheridan and Lawton.

**2 DECLARATIONS OF INTEREST**

None.

**3 PLANNING**

The following applications were discussed, and responses were suggested to be put to the full Council at the next Council meeting.

DC/16/0345 Thatched Barn Cottage, East Street

Cllr. Sallows will visit this site and provide a suggested comment.

DC/16/0421 Nunnery North Lodge, Horsham Road

Recommendation to Council: Rusper PC strongly objects to this application because as a Council we are in favour of protecting the environment. This site needs to maintain its sustainability as the Parish already has issues with surface water flooding.

DC/16/0475 Old Park, Horsham Road

Recommendation to Council: Rusper PC does not object to this application, but does have a concern over the height of the roof as this will be visible from the road.

LEANNE BANNISTER  
CLERK

*The meeting closed at 8.15 pm*

# **RUSPER PARISH COUNCIL**

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Minutes of the Neighbourhood Plan Sub Committee Meeting held in the Village Hall on Tuesday 15<sup>th</sup> March 2016 at 7.00pm

**Present:** Cllrs. G. Hill (Chairman), G. Sallows (Vice Chair), R. Allen, G. Hussey, and V. Saunders  
L. Bannister (Clerk)

**1 APOLOGIES FOR ABSENCE**

Apologies were given by Cllrs. Lawton and Sheridan.

**2 DECLARATIONS OF INTEREST**

None.

**3 ITEMS TO BE DISCUSSED AT NEXT MEETING**

The following items will be discussed at the next full Council meeting:-

- Appointment of Chairman to this committee (Cllr. Allen has put himself forward for this).
- When the meetings will be held – it was suggested that these could take the place of the Planning Subcommittee meeting on the third Tuesday of each month.

**4 PREPARATION OF MAILSHOT**

It was decided that members of the subcommittee will research how other Parish Councils have advertised the formation of their Steering Groups to recruit members.

It was felt that Rusper PC needs to be clear about what a Neighbourhood Plan can achieve so that they can portray this in the mailshot.

Cllr. Allen suggested that a table at the Mayday celebration could be used to publicise the Neighbourhood Plan.

LEANNE BANNISTER  
CLERK