

RUSPER PARISH COUNCIL

Minutes of the Ordinary Meeting held in the Village Hall on Tuesday 23rd February 2016 at 8.00pm

Present: Cllrs. G. Hill (Chairman), G. Sallows (vice Chair), R. Allen, C. Forrest, G. Hussey, V. Saunders and A. Sheridan
WSCC & HDC Cllr. E. Kitchen
L. Bannister (Clerk)
2 x members of the public – Mrs Wilkinson and Valerie Bender

Prior to the commencement of the meeting Sally Wilkinson introduced herself. Her husband has been in touch with Rusper PC about the parking and planning application at Ifield Court Hotel.

Valerie Bender is interested in becoming a councillor so was there to view the meeting.

1 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Lawton and Sole.

2 DECLARATIONS OF INTEREST

Cllr. Sheridan has a financial interest in payroll for the Clerk as a director of the firm appointed to process the payroll.

3 MINUTES OF THE PREVIOUS MEETING

These were agreed and duly signed by Cllr. Hill.

4 PLANNING

A Planning Sub Committee meeting was held on Tuesday 16th February to review the 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/15/2622 Ifield Court Hotel, Charlwood Road

All of the work at the site has now been completed, despite the fact the planning application has not yet been permitted. Cars have now started parking there. It was agreed to object to this application due to the following reasons:-

GS/
Clerk

- The increased traffic volume will have an impact on the access lane which is not suitable for high volumes of traffic.
- The increased traffic will have an adverse effect on neighbours to the site.
- The hours of operation will impact on neighbours to the site.
- The light pollution will affect neighbours.

The Clerk and Cllr. Sallows will put this together into a comment to send to HDC.

Fisher Clinical Services, Langhurstwood Road

There have been few complaints received about this company, and they seem to be conscious to ensure their traffic doesn't go through the village and instead access via the A264.

EN/16/0031 Langhurst Farm

Compliance officers from HDC have visited the site and confirmed that the residential type fittings will now be removed from the building. The building should be built as per their drawing – 7.3 metres in height with just one 4 metre wide shutter opening. They will continue to monitor the situation and have asked the site owner to remove the lorry trailers from the site in the near future.

Despite this, it has been noticed that window openings are still being built on the first floor and the trailers have not been removed. The Clerk will report this to HDC.

Clerk

Cllr. Kitchen has heard that HDC were going to put a stop notice on this building, and will check what is happening with it.

DC/16/0161 Crooked Chimneys, Faygate

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

DC/16/0267 Scragg Copse Farm, Prestwood Lane (prior approval)

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

DC/15/2184 Crooked Chimneys APPEAL

The applicant has made an appeal to the refusal of this application (for a second storey extension to the garage).

DC/16/0125 Ifield Court Farm

Details had only been received for this application the day before the meeting. It was agreed that all members will review the details online and give their comments to the Clerk so that a comment can be made to HDC.

All/
Clerk

5 PREMISES LICENCE APPLICATION – HOLMBUSH FARM

This is an application for the August Bank Holiday (26th August) for sale and supply of alcohol, live music, films and various other items. Members felt they could not comment on this application as there was not enough detail included. It was agreed that the Clerk will contact HDC and find out the following:-

Clerk

- What is the size of the area that the licence relates to?
- How many people are they hoping to attract?
- How is the event going to be policed?

6 REPORT FROM CLLR. KITCHEN

Cllr. Kitchen reported that WSCC do not have a fund to repair fingerposts, this must be funded by the Parish.

Cllr. Kitchen would like Rusper PC to organise a ‘Clean for the Queen’ day as the litter in the Parish is terrible.

Ivy in the area is killing the trees. Could Rusper PC publicise this to encourage land owners to cut back their ivy? Cllr. Allen will put something together to go on the website.

RA

Cllr. Hill asked Cllr. Kitchen whether she thought it was worth reporting Ifield Court Hotel to GATCOM for acting before they had planning permission. Cllr. Kitchen doesn’t think this is the right forum to do this as they will just refer the matter to the local authority.

7 STREETLIGHTS

Maintenance Contract

The contract ends on 31st March 2016. The Clerk will find out if there are any other companies that could tender for this contract.

Clerk

Disconnection

This costs £283 plus VAT per supply. Some members of the Council believe this was done 3/4 years ago. The Clerk will look into this to find out whether or not this was done.

8 GROUNDS MAINTENANCE CONTRACT

The Clerk has been unable to find the contract that was signed last year. However, members remember that this was only for one year. The Clerk and Cllr. Hussey will obtain quotes from other companies whilst trying to source the contract with Sussex Land Services.

GH/
Clerk

9 GACC MEMBERSHIP

It was agreed to join GACC and pay the £10 fee. This will be paid at the next meeting.

10 NEIGHBOURHOOD PLAN

Area designation

This has been approved. The Parish boundaries show that some of the Kilnwood Vale development will be in Rusper Parish. So Rusper will be eligible for CIL money from this development.

Grants

£2,500 has been received from HDC.

Next steps

There is a neighbourhood planning roadshow on 9th March. This will be attended by two members of the Council.

The Neighbourhood Plan now needs to be promoted within the Parish to invite people to help. It was agreed that a Neighbourhood Plan subcommittee will be formed to put together some information to be posted to residents. All members of the Council are invited to be part of this subcommittee. The Clerk will arrange a date and time for a meeting to be held.

Clerk

Cllr. Kitchen left the meeting

11 REPORTS FROM REPRESENTATIVES

Cllr. Sallows reported that the sports club have met and still have issues because the lease needs to be renewed.

Cllr. Hussey reported that the car park fencing work will commence on 9th March. There will be an inspection at the playground at the end of March.

Cllr. Allen attended a HALC meeting and sent a report about this to members of Rusper PC.

Cllr. Allen has been looking into options for improving the broadband in the Parish for a dual funded amount. Cllr. Sheridan has spoken to several parishioners about this and they are in favour of improving the service.

12 TOILET FACILITIES IN RUSPER

GH has been out with Fiona to look at the toilet in Newdigate. Fiona found out from the warden of the church in Newdigate that this is wholly used for the church. It is operated by the blue radar key system which is held in the church and by blue badge holders. The facilities have rounded corners so are easy to keep clean. The church maintains it themselves.

There is a community toilet scheme where businesses are asked to make their facilities available to the public for a contribution. This could be a possibility for Rusper.

There are toilets in the village hall – could these be adapted so that they are accessed via a key that could be held elsewhere? The access into the hall could be made more secure so that people using the facilities cannot get into the hall.

It was suggested that as The Plough may be reopening, an agreement could be made with them

to make their facilities available to the public when they are open. This could be done alongside the lease of the car park.

13 LEASE OF CAR PARK

It was agreed that The Plough will be approached by Cllrs. Forrest and Saunders to agree a new lease of the car park. This will include:-

- The Plough taking over the rates for the car park
- A peppercorn ground rent
- Maintenance of the car park
- Use of their facilities by the public

CF/VS

14 CLERK'S REPORT

The Clerk reported as follows:-

- The accounts and budget will now be put on the website.
- All emails that are just for information only will be saved to Dropbox for members to view when they are able. The Clerk will only send out emails where a response is needed. This will be trialled to see how it works.
- An application has been made for VAT to be returned. This totals £9,731.
- All emails will now be sent to the dedicated rusper-pc addresses. Cllr. Allen can set this up for any members that need help.
- The planning department is due to go paperless in April. Cllr. Sallows has a projector that he can bring to the next meeting to trial how it will work.

Mrs. Wilkinson and V. Bender left the meeting

- The Operation Watershed fund is returning soon.
- WSCC are considering removing the Community Support Team who are responsible for small scale street scene improvements.
- The next meeting with Britaniacrest is on Monday 29th February. This will be from 6pm-9pm. Cllrs. Hill, Forrest and Saunders will attend. The Clerk will let Cllr. Lawton know about the meeting in case he wants to attend.

It was agreed to send a letter about the proposed incinerator. Members believed that Cllr. Lawton had already drafted something and if so this can now be sent. This should also be sent to WSCC.

Cllrs. Forrest and Hill have been to the bank and they do have documents stored for Rusper PC. Cllr. Hill has copies of these documents.

There will be a community led development event on 23rd March in Pulborough. The Clerk will book two members onto this.

Cllr. Lawton has asked if Mole Valley can be pressed to clarify further about what they intend to do about the traveller sites. The Clerk will contact them.

The Clerk has booked annual leave for 23-24 March and 4-8 April.

15 FINANCES

Reconciled accounts & bank statements

There are no updated accounts as no bank statement has been received due to the mandate not having been updated yet.

Lloyds have asked that Cllr. Sole sign the bank mandate again as her signature differs from their records. As Cllr. Sole was not at the meeting, Cllr. Sallows signed instead.

The Mayday committee will shortly be refunding the money for the defibrillator. It was suggested that signs could be put up advertising where the defibrillator is. Cllr. Hussey will ask the company who supplied it if they have any signs that we could use. GH

Internal audit

This was completed by Peter J Consultants last year, and the Clerk will instruct him again.

Payroll for Clerk

Rusper PC now has a PAYE number. The Clerk will sign up to the free government pension administration scheme, although intends to opt out.

Invoices to pay

It was agreed that the following could be paid:-

- Litter warden - £197.06 was paid for December and January, and a cheque for £73.97 was signed for February.
- BT –£97.93 for line rental. The Clerk will set up a Direct Debit to pay this in future.

16 ANY OTHER BUSINESS

Cllr. Hussey is meeting a company who will quote to repair each fingerpost. Cllr Hussey will then decide which posts need repairing most urgently.

Cllr. Lawton has prepared an email to be sent regarding the review of landing/departures at Gatwick. It was agreed that this can be sent.

Cllr. Sheridan has looked into the ownership of The Plough, but couldn't find who would be responsible for the lease of the car park.

17 DATE OF NEXT MEETING:

There will be a meeting of the Planning Sub Committee on Tuesday 15th March at 8pm.

The next full Council meeting will be on Tuesday 29th March at 8pm.

The meeting closed at 22.05 pm

LEANNE BANNISTER
CLERK

RUSPER PARISH COUNCIL

Minutes of the Planning Sub Committee Meeting held in the Village Hall on Tuesday 16th February 2016 at 8.00pm

Present: Cllrs. G. Hill (Chairman), R. Allen, G. Hussey, and C. Forrest
L. Bannister (Clerk)

1 APOLOGIES FOR ABSENCE

None.

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/15/ DC/15/2622 Ifield Court Hotel, Charlwood Road

Recommendation to Council: Rusper PC strongly objects to this application. It is also suggested that Cllr. Lawton raises this with GATCOM as the applicant has already started Gatwick parking at this site, even though the application has yet to be decided.

Fisher Clinical Services, Langhurstwood Road

Recommendation to Council: As this site is not in close proximity to its neighbours, it is unlikely to have an effect on them and therefore Rusper PC does not have any objections. However, Rusper PC would like all traffic to and from the site to enter via the A264 and not through Rusper.

A site visit will be arranged.

DC/15/0161 Crooked Chimneys, Faygate

Recommendation to Council: Rusper PC object to this application as the proposed development is out of proportion to the house.

DC/16/0276 Scragg Copse Farm, Prestwood Lane

Recommendation to Council: This has never been used for agricultural purposes, and on that basis Rusper PC objects to this application. It was noted that there will be restrictions on this site due to its proximity to the Gatwick runway. There have been enforcement enquiries relating to this site.

LEANNE BANNISTER
CLERK

The meeting closed at 20.45pm