

Rudgwick Parish Council

Weekly Clerk's Update: 21 – 27 June 2025 (Agenda July 2025)

To: Parish Councillors

c.c: Christian Mitchell (West Sussex County Councillor)
Richard Landeryou (Horsham District Councillor)

From: Anna Clayton

The weekly update provides information regarding:

- Announcements/delegated decisions by the Clerk
- Planning information
- Correspondence/communications from parishioners
- Correspondence/communications from outside organisations

List of organisations that communicate with the Council on a regular basis.

- AIRS (Action in Rural Sussex)
 - APCAG (Association of Parish Councils Aviation Group)
 - CAGNE (Communities Against Gatwick Noise Emission)
 - CPRE (Campaign to Protect Rural England)
 - HALC (Horsham Association of Local Councils)
 - HDC (Horsham District Council)
 - NALC (National Association of Local Councils)
 - WSALC (West Sussex Association of Local Councils)
 - WSCC (West Sussex District Council)
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Clerk's announcements/delegated decisions:

- The fallen tree along the Riverside Walk has been removed by Maximus Tree Surgeons

GENERAL REMINDER: If you wish to speak face to face to a member of staff, please contact the Clerk on 07927 702321 during her office working hours (Monday – Wednesday 9.30 – 15.30).

Applications for noting at Rudgwick Parish Council Meeting

Applications for noting at Rudgwick Parish Council Meeting 14 th July 2025	
Application No:	Response/Comments:

Applicant:	
Reason for Application:	
Official Response Date:	

Applications for consideration at Rudgwick Parish Council Meeting

Applications for consideration at Rudgwick Parish Council Meeting 14th July 2025	
Application No: <u>DISC/25/0192</u> 19.06.2025	Response/Comments:
Applicant: Pilgrims Rest, Cox Green	
Reason for Application: Approval of details reserved by conditions 5 to approved application DC/24/1715.	
Determination Deadline: Not available / Determination 14.08.2025	
Application No: <u>DISC/25/0186</u> 11.06.2025	Response/Comments:
Applicant: Oakfield, Cox Green	
Reason for Application: Approval of details reserved by condition 8, 9,10,11,12 and 13 to approved application DC/23/0235.	
Determination Deadline: 15.07.2025 / Determination 06.08.2025	
Application No: <u>DC/25/1047</u> 26.06.2025	Response/Comments:
Applicant: 23 Summerfold, Rudgwick	
Reason for Application: Prior Approval for the erection of a single-storey rear larger home extension, which would project 4.00 mtrs from the rear elevation, comprising a	

maximum height of 3.60 mtrs and an eaves height of 3.00 mtrs.	
Official Response Date: 17.07.2025 / Determination 07.08.2025	

Decisions

HDC Council Decisions – Rudgwick Parish Council Meeting 14 th July 2025	
Application No:	Response/Comments:
Applicant:	
Reason for Application:	
Official Response Date:	

Applications going to Committee

Applications going to Committee – Rudgwick Parish Council Meeting 14 th July 2025	
Application No:	Response/Comments:
Applicant:	
Reason for Application:	
Official Response Date:	

Appeals Lodged / Appeals Determined

New Appeals Lodged / Determined – Rudgwick Parish Council Meeting 14 th July 2025	
Application No:	Response/Comments:
Applicant:	
Reason for Application:	
Official Response Date:	

New Planning Compliance Issues

New Planning Compliance Issues – Rudgwick Parish Council Meeting 14th July 2025	
Application No: EN/25/0211 – 24.6.25	Response/Comments:
Address: Amber Wood Honeywood Lane Okewood Hill Surrey	
Nature of Complaint: Alleged: erection of cabins and siting of caravans/mobile homes in the woodland, being used for residential occupation. Conversion of mess accommodation into residential accommodation. Laying water pipes under public footpaths.	
Official Response Date:	

Parish Councils Website

Rudgwick Parish Council's New Website is now live!

<https://rudgwick-pc.gov.uk>

Correspondence

Email dated 27.06.2025 from WSCC

Headline of emergency situation

The UKHSA and Met Office has issued an AMBER Heat-Health Alert for parts of England, including the Southeast between 12:00 on Friday 27th June and 18:00 on Tuesday 1st July.

View details of the warning on the [Weather Health Alerts \(opens in new tab\)](#) site.

Hot weather can affect your health. The people most likely to be affected are the elderly, the very young, and people with pre-existing medical conditions.

Please follow this advice to keep cool and comfortable and reduce health risks:

- Shut windows and pull down the shades when it is hotter outside. If it's safe, open them for ventilation when it is cooler.
- Avoid the heat: stay out of the sun and don't go out between 11am and 3pm (the hottest part of the day).
- Keep rooms cool by using shades or reflective material outside the windows. If this isn't possible, use light-coloured curtains and keep them closed (metallic blinds and dark curtains can make the room hotter).
- Have cool baths or showers and splash yourself with cool water.
- Drink cold drinks regularly, such as water and fruit juice. Avoid tea, coffee and alcohol.
- Plan ahead to make sure you have enough supplies, such as food, water and any medications you need.
- Identify the coolest room in the house so you know where to go to keep cool.
- Wear loose, cool clothing and a hat if you go outdoors.
- Check up on friends, relatives and neighbours who may be less able to look after themselves.

Also, please don't forget about the **animals** in your care and view the top tips for keeping pets cool in hot weather by using the [RSPCA \(opens in new tab\)](#) link below.

For more information go to:

- UK Health Security Agency [Adverse Weather Health Plan \(opens in new tab\)](#)
- UKHSA & Met Office [Weather Health Alerts \(opens in new tab\)](#)
- NHS Choices [Heatwave: be prepared \(opens in new tab\)](#)
- WSCC [Dealing with extreme weather \(opens in new tab\)](#)
- WSCC [https://www.westsussex.gov.uk/campaigns/heat-alert/ \(opens in new tab\)](https://www.westsussex.gov.uk/campaigns/heat-alert/)
- WSCC [Preparing for emergencies \(opens in new tab\)](#)
- Follow us on Twitter for regular updates [@WSCCNews \(opens in new tab\)](#) [@WSCCResilience \(opens in new tab\)](#) [@wspublichealth \(opens in new tab\)](#)
- RSPCA [Top tips for keeping pets cool in hot weather](#)

Email dated 26.06.2025 from AirS

We have moved!

The logo features five stylized human figures in blue, orange, yellow, and purple, arranged in a circle with their arms raised, forming a star-like shape.

Action in rural Sussex

We have moved!



We are excited to announce that Action in rural Sussex has moved to new premises in Lewes. This gives us a permanent home, with offices and meeting spaces to enable us to develop our work with rural communities and reach even more people.

Our new address is:

**47 Western Road
Lewes
East Sussex
BN7 1RL**

You are receiving this email because you work for another community based organisation working in rural Sussex or have engaged with one of our services such as the Community Buildings Service, Community Led Housing, the Lost Woods Project or another of our rural community based projects.

If you do not wish to receive emails from us you can unsubscribe from this mailing list at any time by clicking the link at the bottom of this email.

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Our mailing address is:
**Action in rural Sussex,
47 Market Street
Lewes
East Sussex BN7 1RL**

info@ruralsussex.org.uk

Email dated 26.06.2025 from WSCC June 2025 Parish Briefings

I have included both June briefing recordings, associated slides and FAQ documents, in case you were unable to attend both sessions.

Community Highway Schemes briefing on 4 June 2025

Briefing video: [WSCC Parish Virtual Briefing - Community Highway Scheme refresher session - Meeting Recording.mp4](#)

Community Highways Schemes briefing slides attached.

Community Highways Scheme FAQ Document is attached.

Survey for Community Highways schemes briefing link: <https://s.surveyplanet.com/e4z9jy20>

Highway Network Management team 23 June 2025

Slides:  [Highways Network Management Briefing.pptx](#)

Recording:  [WSCC Virtual Briefing - Highways Network Management Team-20250623_140031-Meeting Recording.mp4](#)

Highway Network Management Team briefing FAQ Document is attached.

Highway Network Management briefing Survey: <https://s.surveyplanet.com/0264bqaz>

We would really appreciate it if you can take some time to complete the surveys to help us identify any improvements for future briefings.

If you experience any issues with access, please let me know.

Best wishes.

Zoe Capel CMgr FCMI

Highways Customer Service Manager

Local Highway Operations

Highways, Transport & Planning

West Sussex County Council

(Please note my working hours are Mon-Fri, 8:30am-5pm)

Location: Durban House. Address. Durban Road Bognor Regis West Sussex PO22 9RE

Contact Telephone: Internal: | External: | Mobile: 07394 204203

E-mail: Zoe.Capel@westsussex.gov.uk

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Rights of Way information is not definitive.

 Did you know you can follow West Sussex Highways on Twitter? [@WSHighways](https://twitter.com/WSHighways)

We've launched our new website www.westsussex.gov.uk

Email dated 26.06.2025 from NALC Chief Executives Bulletin

Events and meetings

- On 23 June 2025, we hosted our sold-out in-person conference, Power Shift 2025, in London, a one-day event dedicated to putting parish and town councils at the forefront of meaningful devolution. Five themed sessions explored key areas, including the English Devolution Bill, shaping devolution deals, financial challenges, real-world case studies, and strategies for engaging with metro mayors and combined authorities. Speakers emphasised the importance of local leadership and the need to equip parish and town councils with the tools and resources to deliver real change. Speakers shared practical advice on funding models, partnership working and aligning local priorities with wider regional strategies. The conference

highlighted the growing potential of parish and town councils, urging them to maintain momentum, strengthen collaboration, and ensure that these councils are central to shaping the next phase of local governance. Thank you to everyone who was involved. You can [read more about the conference](#) on our website.

- Our [national network](#) for young councillors met online on 19 June 2025 and was joined by Leigh Middleton, the chief executive of the National Youth Agency, who spoke about their priorities and work in youth leadership, programmes, qualifications, intelligence, and local delivery support. Some data on young people he shared included that 85% of their waking hours are spent outside of school, and 25% leave school without achieving five GCSEs. In comparison, 22% are persistently absent, one in five report not having a trusted adult in their life, and approximately 1.2 million young people are currently unemployed or not in education or training. He highlighted and praised the growing role parish and town councils are playing in providing facilities and support for young people. The meeting also shared experiences of local government reorganisation, the involvement of councils in emergency planning, promoting the network to more young councillors, and ideas to develop its work, such as mentoring.
- In this week's meeting between NALC and county associations, the Royal British Legion provided an update on the responsibilities and limitations of local branches in managing Remembrance parades. They also outlined some of the support they offer including the [Councillor Network](#). The meeting also addressed the government's decision to end funding for the neighbourhood planning support programme and outlining our plans to lobby for continued support. Finally, there was a discussion on the implications of neighbourhood area committees under local government reorganisation.
- Thank you to the Surrey Association of Local Councils for the opportunity to brief members on several topics, including the latest position on allowing [remote meetings](#), Martyn's Law, and changes to the [Practitioners' Guide](#). Our chair, Cllr Keith Stevens and I also spoke at the [Kent Association of Local Councils Planning Conference](#) on 20 June 2025. We emphasised that parish and town councils should seize this opportunity to engage in planning processes, underlined our lobbying efforts on the new Planning and Infrastructure Bill, and highlighted practical successes such as securing over £7.5 million in government funding for parish-led neighbourhood planning and community asset projects. Keith also joined Cambridgeshire and Peterborough Association of Local Councils at the Huntingdonshire District Councils' [Town and Parish Forum](#) on 19 June 2025, where he took part in a panel session on devolution and reorganisation.
- I met with CPRE chief executive Roger Mortlock on 18 June 2025 to thank them for their efforts in our joint publication with CPRE on [how to respond to planning applications](#), which has now received nearly 1,000 downloads. We will also update the other two planning publications on [neighbourhood planning](#) and [planning explained](#). We also took the opportunity to share our members' disappointment that the [government had removed financial support for neighbourhood planning](#). We

agreed to work together and with other partners to seek to mitigate the consequences of this decision.

Resources

- [In this week's blog](#), our partner, Utility Aid, shares why supporting the [Star Council Awards](#) is more than just a sponsorship. It's a celebration of the people powering communities, from recognising the often-unsung heroes to spotlighting innovative, sustainability-focused projects. The blog highlights why visibility and appreciation matter. With a shared commitment to community development and climate resilience, Utility Aid is proud to champion the parish and town councils that lead with heart and purpose.
- The [2025 edition of the Practitioners Guide](#) contains a new Assertion 10 covering digital and data compliance. In addition to requirements related to email management and website accessibility, there is a new requirement for smaller authorities (excluding parish meetings) to have an IT Policy (1.54). To assist authorities with meeting this new requirement, the Government Digital Service has provided a [template IT policy](#). It is crucial to personalise the template for the specific use of your authority and add links to guidance where needed. Some authorities may already have a policy covering the use of IT equipment by members and officers, such as an acceptable use policy, which would satisfy this requirement. Please note that the guide applies to the Annual Governance and Accountability Return for the financial year commencing on or after 1 April 2025 and ending on 31 March 2026.
- The Martyn's Law Steering Group has [published a new resource to help parish and town councils get ready for the Terrorism \(Protection of Premises\) Act 2025](#). With the legislation not expected to come into force until spring 2027, the government has built in a 24-month implementation period to give councils and businesses time to prepare. During this time, the steering group will issue a series of advice notes. The first resource offers clear, practical steps parish and town councils can take now, even before formal compliance is required, to contribute to community safety. It explains the background, purpose and key elements of Martyn's Law, the new responsibilities for Standard and Enhanced Tier premises, how the new rules will affect public events, depending on size and venue type, and what parish and town councils can do now to start preparing.

Support

- In our response to the Department for Energy Security and Net Zero's consultation on proposals to mandate the installation of solar canopies on new outdoor car parks, [we are calling on the government to empower parish and town councils to take the lead on small-scale renewable energy and electric vehicle \(EV\) initiatives](#). We urged ministers to make it easier for parish and town councils to install solar

canopies on new car parks and develop electric vehicle charging infrastructure, particularly where councils are managing or developing their car parks. You can read our complete response on our website.

- Following the government's announcement that it'll legislate to allow remote attendance and proxy voting at council meetings, which we had lobbied for, officials convened two urgent meetings with sector bodies, of which we are a part, to initiate their engagement on the next steps. While the focus of the meeting was beginning to identify barriers, risks, challenges and support, the meetings also identified the need for joint work on contributing to guidance, assessing virtual meeting tech maturity, assessing skills and training deficit, new burdens considerations and investment required, and identifying existing good practice (such as licensing committees). We have offered to work with officials and will have further meetings involving parish and town councils, as well as county associations.
- The [government has backed our long-standing calls](#) by laying a statutory instrument before parliament to raise the audit threshold for smaller authorities from £6.5 million to £15 million. This change, which, alongside the [Smaller Authorities' Audit Appointments](#) (SAAA), we have vigorously championed, is a significant step forward in easing the audit burden on growing parish and town councils. The statutory instrument is subject to the affirmative procedure, meaning it must be approved by both the House of Commons and the House of Lords before the minister can sign it off. If approved, the amendment to the Local Audit and Accountability Act 2014 will take effect from the 2025/26 financial year. The current £6.5 million threshold will remain in effect for the 2024/25 year.

Email dated 19.06.2025 from NALC
Chief Executives Bulletin

Events and meetings

- Our [Scrutiny Committee](#) met on 12 June 2025 and was joined by our external auditors, Milton Avis, who confirmed that our annual accounts for 2024/25 were unqualified and reflected a strong balance sheet and growth in membership. The Annual Report and Accounts were signed off and will be reported to the [National Assembly](#) and our [Annual General Meeting](#) on 13 November 2025. The committee also conducted a review of our treasury management and banking policy. It began discussions on how to develop our investment strategy.

- We were invited by the think tank Re:State to a roundtable hosted by building safety, fire and local growth minister Alex Norris MP to discuss the government's vision for the future of communities. The roundtable included discussions on the opportunities for communities to have a say in the future of their area and play a part in improving it, ensuring they can take control of local assets and spaces. We emphasised the key role parish and town councils play in communities, how they can be supported, and how more places could benefit from hyperlocal democracy. Other attendees included the Local Government Association, Locality, Plunkett UK and Power to Change.
- Our chair, Cllr Keith Stevens and head of policy and communications, Justin Griggs, have been raising the profile of the sector at several events over the last week. They've attended parliamentary receptions hosted by our public affairs agency, Connect, and the planning think tank, Planning Futures. Both provided opportunities for us to engage with parliamentarians and discuss issues such as devolution, local government reorganisation and planning reform. It was also great to see Haverhill Town Council in Suffolk [shortlisted in the LGC Awards](#) for their work on youth and family support.
- We are working closely with the Association of Democratic Services Officers on matters of mutual interest, including the successful campaign to enable parish and town councils to meet remotely and pushing for a stronger standards regime. I spoke at their first webinar this week on how they could work more closely with county associations to promote the sector's role in devolution and local government reorganisation. I was pleased to hear West Northamptonshire Council's positive comments on their work with the Northamptonshire Association of Local Councils.

Support

- On 11 June 2025, the chancellor announced the outcome of the 2025 [Spending Review](#), which sets out planned spending totals for all government departments for the next three to four years. Day-to-day spending is expected to increase from £517.5 billion in 2025/26 to £583.9 billion in 2028/29, representing an average real-term increase of 1.2% per year. Over half of the increase will be allocated to the Department of Health and Social Care, with education and defence accounting for the remainder. Investment spending is expected to increase from £131.3 billion in 2025/26 to £151.9 billion in 2029/30, representing an average real-term increase of 1.8% per year. The Ministry of Housing, Communities and Local Government (MHCLG) anticipates a 1.4% reduction in its resource spending during the Spending Review period, alongside a flat capital budget. A £39 billion new affordable homes programme was the key announcement. A new growth mission fund will directly support local economic growth, investing £240 million of capital from 2026/27 to 2029/30 in projects that have an economic regeneration focus. Additionally, the government has confirmed 25 trailblazer neighbourhoods to receive long-term investment funding of up to £20 million. These form part of the 350 places that will

receive support, with further details and additional places to be announced in due course. However, we were [disappointed that as a result of the Spending Review, MHCLG has axed funding to support neighbourhood planning](#). We are currently engaging with Locality and other organisations involved in supporting neighbourhood planning. We will provide further information as it becomes available and will continue making representations to the government.

- [We'll be attending the Local Government Association's Annual Conference](#) in Liverpool from 1 to 3 July 2025. It's the largest event in the local government calendar, drawing over 1,500 key players. We're teaming up with the Society of Local Council Clerks on a joint stand to champion parish and town councils. Don't miss our fringe event on their role in devolution and reorganisation, featuring Alex Norris MP, The MJ, Suffolk Association of Local Councils and our chair, Cllr Keith Stevens. You can also catch Falmouth Town Council, our Star Council Awards multiple-category finalists, in the Innovation Zone. Find us at Stand C45 or drop us a line at policycomms@nalc.gov.uk — we'd love to connect with you!
- The [Smaller Authorities Proper Practices Panel](#) (SAPPP) has initiated a review of proper practices, which are the standards for governance and accounting that smaller authorities must adhere to. SAPPP, along with the [Smaller Authorities' Audit Appointments](#) (SAAA), has engaged the Chartered Institute of Public Finance and Accountancy (CIPFA) to carry out this review. CIPFA has already undertaken an exercise to understand how the current [Practitioners' Guide](#) could be improved. SAPPP, supported by CIPFA, will now prepare a sector-wide consultation on the issues, which will open in the autumn. You can [read more](#) about this project on our website.

Resources

- I'm excited to [unveil the all-new digital edition of Local Councils Explained](#), a must-read guide for anyone involved in parish and town councils, which already has over 2,500 downloads! Fully updated for today's legal and digital landscape, our free resource for members offers instant access to practical advice, model procedures, and the latest legislation. From running lawful meetings to managing budgets, safeguarding data, and engaging your community, this resource is packed with essential insights. Whether you're a newly elected councillor or a seasoned clerk, read the full article to discover how this indispensable tool can support your parish or town council's success.
- [In this week's blog](#), CPRE, the countryside charity, shares how parish and town councils can play a vital role in protecting and promoting the countryside we all cherish. From planning support and campaign guidance to affordable rural housing and environmental stewardship, CPRE offers valuable tools and partnerships to help parish and town councils shape a greener, more sustainable future. With their centenary on the horizon, CPRE invites you to join their mission and be part of the next 100 years of countryside advocacy.

