



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: 9th July 2025

To: All Members of Rudgwick Parish Council

You are duly summoned to a meeting of the Parish Council that will take place on Monday 14th July 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/>)

FC068-25/26	Apologies for Absence To receive and approve.
FC069-25/26	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.
FC070-25/26	Minutes of Council Meeting of 9th June 2025 (Minutes on Rudgwick Parish Website) To receive for approval the Minutes as an accurate record of the Council Meeting held on 9 th June 2025 and for the chairman to sign these.
FC071-25/26	District and County Councillors Reports (for noting only) To receive and note reports.
FC072-25/26	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.

FC073-25/26	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 14th July 2025				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
<u>DC/25/1047</u> 26.06.2025	23 Summerfold, Rudgwick	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.		17.07.2025/ Determine 07.08.2025
<u>DC/25/0425</u> 03.07.2025	1 Barnsfold Cottages, Barnsfold Lane, Rudgwick	Application to confirm the continuous residential use in contravention of Condition 3 of application ref RW/64/62 for a period in excess of ten years (Lawful Development Certificate - Existing).		24.07.2025 / Determine 19.08.2025
<u>DC/25/0948</u> 06.06.2025	Wagtails Farm, Okehurst Road, The Haven	Siting of mobile poultry structures (Lawful Development Certificate - Proposed).		Not available / Determine 01.08.2025

The above applications can be viewed through the Horsham District Council public access web page <https://public-access.horsham.gov.uk/public-access/>

ii) 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 for comment on any appeal notices and decisions;
v)	To report on alleged enforcements (for noting only).
vi)	To report on planning applications being considered at Planning Committee North.
vii)	To report on the schedule of outstanding Planning Compliance issues being considered by HDC (for noting only).
viii)	Loxwood footpath appeal Update To receive and be noted.

ix)	Bucks Green Housing Development Task & Finish Group – Welbeck Land To receive and be noted.
FC074-25/26	Correspondence Update (for noting only) • <u>RPC RESPONSE: Valuation Office Agency Complaint Response - Business Rates Account Ref 6376211</u> 30.06.2025 • <u>Jane Eaton HDC response to Stage Two complaint – 27.06.25</u> • <u>BA report no 10430 – HDC– date of receipt 27.06.25</u> • <u>West Sussex Fire & Rescue Service has today launched a public consultation on its proposals for its next Community Risk Management Plan.</u> This plan will set out the direction of the fire service for the next four years. Consultation closes 22.9.25
FC075-25/26	Chairman’s Report (for noting only) •
FC076-25/26	Clerk’s announcements/decisions/Correspondence (for noting only) To receive Clerk’s Weekly Updates (from 9 th June – 13 th July 2025) • Overground pathway at cox green reported • Giant hogweed – Email consultation 17.6.25 Works completed at the agreed cost of Quotation Price: £600. To be invoiced at the end of works in 2025 (£300) and the same end of June 2026 Allan Snuggs T/A Home & Gardens • Fallen tree by pumping station removed • Rudgwick Parish Council requested Real Time Information (RTI) displays be installed at two more bus stops. These will be for the stop at Hawkridge and also the stop in Bucks Green by the bus shelter. – Advised: these two bus stops have been added to the list. The displays for Tranche 3 have already been ordered and installation is due between October 2025 and February 2026. • Downs Link Crossing - Consultation Feedback submitted in relation to the fence as per the June FCM actions. • FO laptop requires factory resetting, unable to do remotely as files corrupted. Once IT contractor has resolved the laptop will be available for the SID data. • KGV Water Tanks - CWST 2 ball valve has started showing signs of wear. The copper has started to corrode in the water, leading to a stagnant effect on the surface as shown in photo. Ball valve will need to be replaced with a new plastic one which will prevent any issues in the future. Quote provided. • RoSPA inspections have taken place and reports and actions will be available at the September FCM. • £50 donation from RPC in memory of Cllr Bob Burse, supporting Myeloma UK
FC077-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • Neighbourhood Plan Workshop 19 June • Highway Network Management team 23 June 2025 • HALC and HDC meeting on 19 June 2025 • Planning Training 12th June with SALC/ESALC
FC078-25/26	Finance To consider for approval/ noting: • Payments made/received June; • Detailed Income & Expenditure by budget heading June;

	• Bank Reconciliations for May: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation June; • Payments to be made.
FC079-25/26	KGV Water tanks To consider and resolve.
FC080-25/26	Reform of Planning Committees: Technical Consultation – GOV.UK To consider and resolve.
FC081-25/26	WSCC Highways/Traffic Calming To consider and resolve. • Rudgwick CHS New and Existing • SID Update • Rudgwick Traffic Calming Initiative - fee proposal
FC082-25/26	Trusteeship To receive and resolve.
FC083-25/26	Staffing To receive and resolve.
FC084-25/26	Date of next Meeting: 8th September 2025, at 7.00 pm

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 14th July 2025 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC068-25/26	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC069-25/26	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>
FC070-25/26	Minutes of Council Meeting of 9th June 2025 Recommendation: To receive and resolve the Minutes an accurate record of the Council Meeting held on 9th June 2025 and for the Chairman to sign these.
FC071-25/26	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC072-25/26	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.
FC073-25/26	Planning To report on:
i)	Current Planning Applications to be considered for comment to Horsham District Council (HDC).
ii)	To report on Planning Applications comments made under delegated powers (for noting only);
iii)	To report on Schedule of Planning Decisions made by Horsham District Council on previous applications (for noting only);
iv)	To report on Schedule of new applications being considered/determined by the Planning Inspectorate.
v)	To report on schedule of new Planning Compliance issues being considered by HDC (for noting only).

vi)	To note there are no planning applications being considered at Planning Committee.
....	To report on the schedule of outstanding Planning Compliance issues being considered by HDC (for noting only).
viii)	Loxwood footpath appeal The applicant has so far failed to lodge any evidence to support the appeal and at least two deadlines to do so have now passed. As a result, the planning inspectorate has cancelled the three-day judicial hearing and reverted to written submissions. If the applicant fails to submit any supporting evidence this too may be cancelled.
ix)	Bucks Green Housing Development Task & Finish Group – Welbeck Land To provide an update from the meeting with Welbeck Land Developers on Wednesday 11 th June 2025.
FC074-25/26	Correspondence Update (for noting only) • RPC RESPONSE: Valuation Office Agency Complaint Response - Business Rates Account Ref 6376211 30.06.2025 • Jane Eaton HDC response to Stage Two complaint – 27.06.25 • BA report no 10430 – HDC– date of receipt 27.06.25 • West Sussex Fire & Rescue Service has today launched a public consultation on its proposals for its next Community Risk Management Plan. This plan will set out the direction of the fire service for the next four years. Consultation closes 22.9.25
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FC076-25/26	Clerk’s announcements/decisions/ Correspondence Update (for noting only) To receive Clerk’s Weekly Updates (from 9 th June – 13 th July 2025) • Overground pathway at cox green reported • Giant hogweed – Email consultation 17.6.25 Works completed at the agreed cost of Quotation Price: £600. To be invoiced at the end of works in 2025 (£300) and the same end of June 2026 Allan Snuggs T/A Home & Gardens • Fallen tree by pumping station removed • Rudgwick Parish Council requested Real Time Information (RTI) displays be installed at two more bus stops. These will be for the stop at Hawkrigde and also the stop in Bucks Green by the bus shelter. – Advised: these two bus stops have been added to the list. The displays for Tranche 3 have already been ordered and installation is due between October 2025 and February 2026. • Downs Link Crossing - Consultation Feedback submitted in relation to the fence as per the June FCM actions. • FO laptop requires factory resetting, unable to do remotely as files corrupted. Once IT contractor has resolved the laptop will be available for the SID data. • KGV Water Tanks - CWST 2 ball valve has started showing signs of wear. The copper has started to corrode in the water, leading to a stagnant effect on the surface as shown in photo. Ball valve will need to be replaced with a new plastic one which will prevent any issues in the future. • RoSPA inspections have taken place and reports and actions will be available at the September FCM. • £50 donation from RPC in memory of Cllr Bob Burse, supporting Myeloma UK

FC077-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • Neighbourhood Plan Workshop 19 June Parish Briefing CHS and CTROs Refresher June2025 Community Highway Scheme Q&A • HALC and HDC meeting on 19 June 2025 Minutes of Joint Meeting, Attendance List, Local Government Reorganisation & Devolution, Asset Transfer, Government planning committee consultation May 2025 • Planning Training 12th June with SALC/ESALC
FC078-25/26	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 June; • Detailed Income & Expenditure budget heading June; • Bank Reconciliations for June: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation June; • Payments to be made.
FC079-25/26	KGV Water tanks Recommendation: To receive information, RPC to approve actions and expenditure to be undertaken. RPC Water Compliance provider Howletts has advised that the CWST 2 ball valve has started showing signs of wear. The copper has started to corrode in the water, leading to a stagnant effect on the surface as shown in photo. Ball valve will need to be replaced with a new plastic one which will prevent any issues in the future or tank can be decommissioned. Please see Report Options: 1) Replace Copper Ball with a Plastic Ball on CWST 2. Clean & Disinfect CWST 2. £650.00 2) Alternatively, if sites water usage can be restricted to CWST 1 we would recommend for this tank to be drained, cleaned and decommissioned. It has previously been recorded that CWST 2 has become stagnant due to low water usage. £550.00 Quote
FC080-25/26	Reform of Planning Committees: Technical Consultation – GOV.UK Recommendation: To receive information relating to Reform of planning committees: technical consultation - GOV.UK. There is an 8 week consultation running from 28th May. RPC to approve response/actions to be undertaken. Cllr S Kornycky agreed to draft a response at the June FCM and complete ahead of the July meeting for approval.
FC081-25/26	WSCC Highways/Traffic Calming Recommendation: To receive information, RPC to approve response/actions to be

	undertaken. • Rudgwick CHS New and Existing • S106 Highways Funds - Church Street Rudgwick Traffic Calming Initiatives A highly significant factor in taking this step is the recognition that S106 funds under DC/15/0679 have a 'spend deadline' of 12th January 2027 and with a deed wording restricting application to Church Street or Queen Elizabeth Road. The funds available are £62,280 albeit some £3,000 will by now have been allocated to improved road signage/markings by the Kings Head (also on Church Street) which is currently being implemented this year. Rudgwick Traffic Calming Initiative - fee proposal Highway Schemes - Carrigeway build-out and 20mph limit, Watts Corner to Village Hall Existing Footway, Footway Widening – Rudgwick Hall to Watts Corner • SID Update 1) Installation in Rowhook and Lynwick Street, make/model of the socket is required to progress. 2) Wilbar have advised: On a routine maintenance run we will make sure the batteries are charging if solar and change the batteries if not (the parish would supply spare batteries to rotate and we would charge them at our offices) and check the device is running correctly. Obtain the data if required and send to the Parish's contact and move the device location or spin the SID's direction to conform with WSCC guidelines. From our experience the SID's work better if they are moved or change direction, devices that are left in one location in the same direction lose the effect over time as people become accustomed to them. Our cost to carry out the visit which will include all devices in that parish is £150+VAT but given we work closely with you I can look to reduce this depending on how many devices you have.
FC082-25/26	Trusteeship Recommendation: To receive information from the Clerk, RPC to approve actions to be undertaken. The Interim Internal Audit highlighted clarity on the Trustee status. The Clerk has investigated and documented the findings. • Report • Confirmation of a Management Agreement in July 2020 (no separate Trustee bank account required) • Update Terms of Reference • Update Website • Arrange a future Meeting
FC083-25/26	Staffing Recommendation: To resolve to approve overtime payments for the Clerk and Assistant Clerk for additional hours to cover annual leave. Update on recruitment. Update on arrangement of next FPHR Meeting Update on arrangement of next HROS Meeting Clerk – 15.5 hrs Assistant Clerk – 3 hrs

FC084-25/26	Date of next Meeting: 8th September 2025, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 8th September 2025, at 7.00 pm.
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