



RUDGWICK PARISH COUNCIL  
Parish Office  
Rudgwick Hall  
Bucks Green  
Rudgwick  
West Sussex  
RH12 3JJ

Tel: 01403 822678

E-mail [clerk@rudgwick-pc.gov.uk](mailto:clerk@rudgwick-pc.gov.uk)

**Date: 8<sup>th</sup> October 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 13<sup>th</sup> October 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/>)

|             |                                                                                                                                                                                                                                                                                                               |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FC111-25/26 | <b>Election of Vice Chairman for the municipal year 25/26</b><br>i) To elect a Vice Chairman<br><br>ii) Vice Chairman to sign his/her Acceptance of Office                                                                                                                                                    |
| FC112-25/26 | <b>Apologies for Absence</b><br>To receive and approve.                                                                                                                                                                                                                                                       |
| FC113-25/26 | <b>Declarations of Interest</b><br>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. |
| FC114-25/26 | <b>Minutes of Council Meeting of 8<sup>th</sup> September 2025</b><br>(Minutes on Rudgwick Parish Website)<br>To receive for approval the Minutes as an accurate record of the Council Meeting held on 8 <sup>th</sup> September 2025 and for the chairman to sign these.                                     |

|             |                                                                                                                                                                                                                                             |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FC115-25/26 | <b>To receive draft Minutes of the Planning Committee Meeting of 22<sup>th</sup> September 2025</b>                                                                                                                                         |
| FC116-25/26 | <b>Co-option of new Councillors</b>                                                                                                                                                                                                         |
| FC117-25/26 | <b>District and County Councillors Reports</b> (for noting only)<br>To receive and note reports.                                                                                                                                            |
| FC118-25/26 | <b>Public Speaking Session</b> (for noting only)<br>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. |
| FC119-25/26 | <b>Planning</b><br>To report on:                                                                                                                                                                                                            |
| i)          | Current Planning Applications to be considered for comment to Horsham District Council (HDC).                                                                                                                                               |

| <b>Applications for consideration at Rudgwick Parish Council Meeting 13<sup>th</sup> October 2025</b>                                                                                                                                                                                                                                                                                                                                                                                    |                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Application No:</b><br><a href="#">DC/25/1535</a> 24.09.2025<br><b>Applicant:</b><br>Stane Cottage, Waterlands Lane, Rowhook<br><b>Reason for Application:</b><br>Erection of a single storey side and rear extension to main dwelling and single storey side extension to existing garage.<br><b>Official Response Date:</b><br>23.10.2025 / Determination 19.11.2025                                                                                                                | <b>Response/Comments:</b> |
| <b>Application No:</b><br><a href="#">DC/25/1513</a> 22.09.2025<br><b>Applicant:</b><br>9 Woodfield Road, Rudgwick<br><b>Reason for Application:</b><br>Non Material Amendment to previously approved application DC/25/1107 (Erection of a single storey rear extension and raised patio to replace existing) for the removal of roof lantern and division of picture window to create 3no. window panes.<br><b>Official Response Date:</b><br>Not available / Determination 20.10.2025 | <b>Response/Comments:</b> |
| <b>Application No:</b><br><a href="#">DC/25/1496</a> 17.09.2025<br><b>Applicant:</b><br>Little Millfields, Horsham Road, Rowhook<br><b>Reason for Application:</b><br>Internal and external alterations to existing outbuilding to provide ancillary accommodation (Householder Application).<br><b>Official Response Date:</b><br>23.10.2025 / Determine 14.11.2025                                                                                                                     | <b>Response/Comments:</b> |

|                                                                                                                                                                                                                                                                                      |                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Application No:</b><br><a href="#">DC/25/1497</a> 17.09.2025                                                                                                                                                                                                                      | <b>Response/Comments:</b> |
| <b>Applicant:</b><br>Little Millfields, Horsham Road, Rowhook                                                                                                                                                                                                                        |                           |
| <b>Reason for Application:</b><br>Internal and external alterations to existing outbuilding to provide ancillary accommodation (Listed Building Consent).                                                                                                                            |                           |
| <b>Official Response Date:</b><br>23.10.2025 / Determine 14.11.2025                                                                                                                                                                                                                  |                           |
| <b>Application No:</b><br><a href="#">DC/25/1398</a> 01.09.2025                                                                                                                                                                                                                      | <b>Response/Comments:</b> |
| <b>Applicant:</b><br>Pantiles, Cox Green                                                                                                                                                                                                                                             |                           |
| <b>Reason for Application:</b><br>Variation of Condition 1 of previously approved application DC/24/0586 (Erection of a front and rear two-storey extension including internal remodelling and erection of a single storey detached pool room) Relating to the floor and elevations. |                           |
| <b>Official Response Date:</b><br>23.10.2025 / Determine 29.10.2025                                                                                                                                                                                                                  |                           |
| <b>Application No:</b><br><a href="#">DC/25/1377</a> 02.09.2025<br>'Applicants have responded, and their comments have been uploaded to the system.'                                                                                                                                 | <b>Response/Comments:</b> |
| <b>Applicant:</b><br>Field House, Cox Green                                                                                                                                                                                                                                          |                           |
| <b>Reason for Application:</b><br>Fell 1x Oak Tree                                                                                                                                                                                                                                   |                           |
| <b>Official Response Date:</b><br>23.09.2025 / Determination 22.10.2025                                                                                                                                                                                                              |                           |

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) | <b>Local Plan Update</b><br>To receive and be noted.                                                           |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ix)         | <b>Bucks Green Housing Development Task &amp; Finish Group – Welbeck Land</b><br>To receive and be noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| x)          | <b>Government Planning Reforms</b><br>To receive/resolve and be noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| FC120-25/26 | <b>Correspondence Update</b> (for noting only) <ul style="list-style-type: none"> <li>HDCIR:8700- Internal Review Response - <i>Rudgwick Parish Council request a FOI for the pre application planning advice that we understand was given to the developers (Welbeck Land) for the site called Land north of Guildford Road, Bucks Green, Rudgwick.</i><br/>HDC concluded that they were incorrect in stating that no information was held. This was an error for which they apologise. Pre-application advice letter has since been provided to RPC.</li> <li>HALC Advice - CIL - Self Builds in The Rudgwick Parish – Clerk emailed HALC for advise on 16.9.25, awaiting response.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| FC121-25/26 | <b>Chairman’s Report</b> (for noting only) <ul style="list-style-type: none"> <li></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| FC122-25/26 | <b>Clerk’s announcements/decisions/Correspondence</b> (for noting only)<br>To receive Clerk’s Weekly Updates (from 8 <sup>th</sup> September 2025 – 12 <sup>th</sup> October 2025) <ul style="list-style-type: none"> <li>Tree Survey completed 3.10.25</li> <li>Tree training to be arranged for the staff, to enable the staff to manage and monitor Parish Council trees between tree surveys which take place every 18 months.</li> <li>Cllr Code of Conduct Training on Thursday 2 October</li> <li>Scouts Church Rd Rudgwick: Horsham District Council have advised they are happy for the Scouts to submit a proposal for this site</li> <li>RH Floor joist/repair update</li> <li>Local Government Pension Scheme (LGPS) – 2024/2025 Employer Performance</li> <li>Jubilee Hall New Boiler installed</li> <li>VOA Complaint – September FCM action<br/>It was unanimously resolved to note the update from Cllr P Kornicky, next action to liaise with HDC Richard Landeryou and facilitate a meeting with Dominic Bradley, Director of Resource to clarify some aspects of procedure.<br/><b>Please note there is no further update on this at this time.</b></li> <li>Code of Conduct Training - Tuesday 2 October – recording link circulated to all Cllrs</li> <li>Horsham District’s ‘Winter Warm Ups’ events taking place this October - The Bridge in Broadbridge Heath on Tuesday 21 October, 10am-3:30pm<br/>Chanctonbury Leisure Centre in Storrington on Thursday 23 October, 10am-4pm</li> </ul> |
| FC123-25/26 | <b>Parish Council representatives on outside Organisations</b> (for noting only)<br>To receive reports if applicable. <ul style="list-style-type: none"> <li><b>WSALC Chairs Forum - 18th September</b></li> <li><b>RYC management committee meeting 22.9.25 update</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FC124-25/26  | <b>Finance</b><br>To consider for approval/ noting: <ul style="list-style-type: none"> <li>• Payments made/received September;</li> <li>• Detailed Income &amp; Expenditure by budget heading September;</li> <li>• Bank Reconciliations for September: Lloyds: Business, Savings, Deed and NS&amp;;</li> <li>• Monthly Bank Reconciliation September;</li> <li>• Payments to be made.</li> <li>• Transfer £20,000 from the Lloyds Business to the Lloyds Savings Account.</li> <li>• Financial Regulations 2.6 – Appoint a member other than the Chair or a cheque signatory to verify bank reconciliations for all accounts produced by the RFO.</li> </ul> |
| FC0125-25/26 | <b>S137 Grant Applications</b><br>To consider and resolve.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| FC0126-25/26 | <b>Committees and Working Groups Appointment of New Members for the 2025/26 municipal year - To confirm committees/working groups/vice chair membership for new Cllrs</b> To receive and note.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| FC127-25/26  | <b>HDC Emergency Keyholder Contact</b><br>To consider and resolve.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| FC128-25/26  | <b>Parish and Neighbourhood Council Climate Action Network Representative</b><br>To consider and resolve.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| FC129-25/26  | <b>KGV Hirer Agreement Rudgwick Football Club</b><br>To consider and resolve.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| FC130-25/26  | <b>Cricket Club advertising boards</b><br>To consider and resolve.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| FC131-25/26  | <b>Rudgwick day 4<sup>th</sup> July 2026 – Update and Car Park Arrangements</b><br>To consider and resolve.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| FC132-25/26  | <b>Churchmans Meadow Fencing</b><br>To consider and resolve.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| FC133-25/26  | <b>Exterior Lighting KGV</b><br>To consider and resolve.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| FC134-25/26  | <b>Jubilee Hall Project</b><br>To consider and resolve.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| FC135-25/26  | <b>WSCC Highways/Traffic Calming</b><br>To consider and resolve. <ul style="list-style-type: none"> <li>• Church Street Traffic Calming Update</li> <li>• SID (Rowhook) Update</li> <li>• Update on WSCC implementation of markings and signage (post is already there) to apply the parking restrictions in the Co-Op layby.</li> </ul>                                                                                                                                                                                                                                                                                                                      |
| FC136-25/26  | <b>Winter Maintenance Plan Update</b><br>To receive and resolve.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|             |                                                                        |
|-------------|------------------------------------------------------------------------|
|             |                                                                        |
| FC137-25/26 | <b>Staffing</b><br>To receive and resolve.                             |
| FC138-25/26 | <b>Date of next Meeting: 10<sup>th</sup> November 2025, at 7.00 pm</b> |

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 13<sup>th</sup> October 2025 at 7.00 pm

### Clerk's Report

To be read in conjunction with the Agenda

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FC111-25/26 | <b>Election of Chairman and Vice Chairman for the municipal year 25/26</b><br>To elect a Vice Chairman<br><b>Recommendation:</b><br><ol style="list-style-type: none"> <li>1. To elect a Vice Chairman in accordance with Standing Order 5.e.;</li> <li>2. The Vice Chairman to sign the Declaration of Acceptance of Office.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| FC112-25/26 | <b>Apologies for Absence</b><br><b>Recommendation: To resolve to receive and approve apologies.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| FC113-25/26 | <b>Declarations of Interest</b><br><b>Recommendation: To receive any Declarations of Interest from Members of the Council and resolve for these to be <i>noted</i>.</b><br>Members are advised to consider the agenda for the meeting and determine in advance if they have a <b>Personal, Prejudicial or a Disclosable Pecuniary Interest</b> 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 <b>Prejudicial Interest</b> (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 <b><i>a Member has an interest should be sought before attending the meeting.</i></b> |
| FC114-25/26 | <a href="#"><b>Minutes of Council Meeting of 8<sup>th</sup> September 2025</b></a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|             |                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | <b>Recommendation: To receive and resolve the Minutes an accurate record of the Council Meeting held on 8<sup>th</sup> September 2025 and for the Chairman to sign these.</b>                                                                                                                                                                                                                        |
| FC115-25/26 | To receive <a href="#">draft Minutes of the Planning Committee Meeting of 22<sup>th</sup> September 2025</a>                                                                                                                                                                                                                                                                                         |
| FC116-25/26 | <b>Co-option of new Councillors</b><br><b>Recommendation: To resolve to co-opt new members as Councillors and for the Councillors to sign the Declaration of Acceptance of Office. (Applications circulated to councillors – in confidence)</b>                                                                                                                                                      |
| FC117-25/26 | <b>District and County Councillors Reports</b> (for noting only)<br><b>Recommendation: To receive and note reports.</b>                                                                                                                                                                                                                                                                              |
| FC118-25/26 | <b>Public Speaking Session</b> (for noting only)<br>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.                                                                                                                                                          |
| FC119-25/26 | <b>Planning</b><br>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 <a href="#">delegated powers</a> (for noting only);                                                                                                                                                                                                                                                                                           |
| iii)        | To report on Schedule of <a href="#">Planning Decisions</a> made by Horsham District Council on previous applications (for noting only);                                                                                                                                                                                                                                                             |
| iv)         | To report on the schedule of new <a href="#">applications being considered/determined</a> by the Planning Inspectorate.                                                                                                                                                                                                                                                                              |
| v)          | To report on schedule of <a href="#">new Planning Compliance</a> issues being considered by HDC (for noting only).                                                                                                                                                                                                                                                                                   |
| vi)         | To note there are no planning applications being considered at Planning Committee.                                                                                                                                                                                                                                                                                                                   |
| vii)        | To report on the schedule of <a href="#">outstanding Planning Compliance</a> issues being considered by HDC (for noting only).                                                                                                                                                                                                                                                                       |
| viii)       | <b>Local Plan Update</b><br>To receive update (for noting only). No further update since letter dated <a href="#">18<sup>th</sup> August 2025</a> submitted to the Inspector.                                                                                                                                                                                                                        |
| ix)         | <b>Bucks Green Housing Development Task &amp; Finish Group – Welbeck Land</b><br>To receive update: <ul style="list-style-type: none"> <li>• <a href="#">Parish council observations</a> submitted to HDC.</li> <li>• RPC to arrange a meeting with Welbeck and the PC task and finish group – date to be confirmed.</li> <li>• Communications with Sussex Police re Speedwatch, ongoing.</li> </ul> |
| x)          | <b>Government Planning Reforms</b>                                                                                                                                                                                                                                                                                                                                                                   |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | <p>To receive update:</p> <ul style="list-style-type: none"> <li>Delegation of Planning Applications &amp; loss of call-in rights – email sent to Trevor Leggo 14<sup>th</sup> July, response followed up 15<sup>th</sup> September and 6<sup>th</sup> October. Response received 7.10.25:</li> </ul> <p>‘No update from NALC as yet but I expect it to be covered at the SALC Conference on 4th November where NALC and Steve Tilbury will be in attendance.</p> <p>It is interesting that we are not receiving concerns from other towns and parishes.’</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| FC120-25/26 | <p><b>Correspondence Update</b> (for noting only)</p> <ul style="list-style-type: none"> <li>HDCIR:8700- Internal Review Response - <i>Rudgwick Parish Council request a FOI for the pre application planning advice that we understand was given to the developers (Welbeck Land) for the site called Land north of Guildford Road, Bucks Green, Rudgwick.</i><br/>HDC concluded that they were incorrect in stating that no information was held. This was an error for which they apologise. Pre-application advice letter has since been provided to RPC.</li> <li>HALC Advice - CIL - Self Builds in The Rudgwick Parish – Clerk emailed HALC for advise on 16.9.25, awaiting response.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| FC121-25/26 | <p><b>Chairman’s Report</b> (for noting only)</p> <ul style="list-style-type: none"> <li></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| FC122-25/26 | <p><b>Clerk’s announcements/decisions/ Correspondence Update</b> (for noting only)</p> <p>To receive Clerk’s Weekly Updates (from 8<sup>th</sup> September 2025 – 12<sup>th</sup> October 2025)</p> <ul style="list-style-type: none"> <li>Tree Survey completed 3.10.25</li> <li>Tree training to be arranged for the staff, to enable the staff to manage and monitor Parish Council trees between tree surveys which take place every 18 months.</li> <li>Cllr Code of Conduct Training on Thursday 2 October</li> <li>Scouts Church Rd Rudgwick: Horsham District Council have advised they are happy for the Scouts to submit a proposal for this site</li> <li><a href="#"><u>RH Floor joist/repair update quote for routine maintenance varnish combined with repair works approved at the September FCM. 40% reduction on cost, total (includes a discount of £187.68) £281.52 ex vat.</u></a></li> <li>Local Government Pension Scheme (LGPS) – 2024/2025 Employer Performance</li> <li>Jubilee Hall New Boiler installed</li> <li>VOA Complaint – September FCM action</li> </ul> <p>It was unanimously resolved to note the update from Cllr P Kornicky, next action to liaise with HDC Richard Landeryou and facilitate a meeting with Dominic Bradley, Director of Resource to clarify some aspects of procedure. <b>Please note there is no further update on this at this time.</b></p> <ul style="list-style-type: none"> <li>Code of Conduct Training - Tuesday 2 October – recording link circulated to all Cllrs</li> <li>Horsham District’s ‘Winter Warm Ups’ events taking place this October - The Bridge in Broadbridge Heath on Tuesday 21 October, 10am-3:30pm<br/>Chanctonbury Leisure Centre in Storrington on Thursday 23 October, 10am-4pm</li> </ul> |
| FC123-25/26 | <p><b>Parish Council representatives on outside Organisations</b> (for noting only)</p> <p>To receive reports if applicable.</p> <ul style="list-style-type: none"> <li><b>WSALC Chairs Forum - 18th September</b></li> <li><b>RYC management committee meeting 22.9.25 update</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| FC124-25/26 | <p><b>Finance</b></p> <p><b>Recommendation: To resolve to <i>note</i> payments/transfer made/received/ Detailed Receipts &amp; Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation and to resolve to approve transfer/payments/appointments to be made.</b></p> <ul style="list-style-type: none"> <li>• Payments <a href="#">made/received</a> September;</li> <li>• <a href="#">Detailed Income &amp; Expenditure</a> by budget heading September;</li> <li>• Bank Reconciliations for September: Lloyds: <a href="#">Business</a>, <a href="#">Savings</a>, <a href="#">Deed</a> and <a href="#">NS&amp;I</a>;</li> <li>• <a href="#">Monthly Bank Reconciliation</a> September;</li> <li>• <a href="#">Payments to be made.</a></li> <li>• Transfer £20,000 from the Lloyds Business to the Lloyds Savings Account.</li> <li>• <a href="#">Financial Regulations 2.6</a> – Appoint a member other than the Chair or a cheque signatory to verify bank reconciliations for all accounts produced by the RFO.</li> </ul> |
| FC125-25/26 | <p><b>S137 Funding applications</b></p> <p><b>Recommendation: To resolve to approve the following grant applications:</b></p> <ul style="list-style-type: none"> <li>• St Catherine's Hospice - £500<br/>(<a href="#">Application</a>, <a href="#">accounts</a>, <a href="#">additional information</a>)</li> </ul> <p>Constitutions are confirmed by Clerk.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| FC126-25/26 | <p><a href="#">Committees and Working Groups</a> Appointment of New Members for the 2025/26 municipal year - To confirm committees/working groups membership for new Cllrs</p> <p><b>Recommendation: To resolve that new members are to be appointed.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| FC127-25/26 | <p><b>HDC Emergency Keyholder Contact</b></p> <p><b>Recommendation: To resolve to confirm the appointment of two Cllr contacts to submit to HDC as keyholders for both RH and Jubilee, that reside in the village for emergency contact if required outside of office hours or extreme weather conditions.</b></p> <p>Cllr David Buckley is currently noted and a replacement required for Cllr Thompson.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| FC128-25/26 | <p><a href="#">Parish and Neighbourhood Council Climate Action Network Representative</a></p> <p><b>Recommendation: To receive and resolve to agree a new representative.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| FC129-25/26 | <p><b>KGV Hirer Agreement Rudgwick Football Club</b></p> <p><b>Recommendation: To receive information, RPC to approve response/actions to be undertaken.</b></p> <p><a href="#">See Report</a> from the September meeting as item deferred.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| FC130-25/26 | <p><a href="#">Cricket Club advertising boards</a></p> <p><b>Recommendation: To receive information, RPC to approve response/actions to be undertaken.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| FC131-25/26 | <p><b>Rudgwick day 4<sup>th</sup> July 2026 – Update and Car Park Arrangements</b></p> <p><b>Recommendation: To receive information on Rudgwick day 4<sup>th</sup> July 2026 – Update and Car Park Arrangements, RPC to approve response/actions to be undertaken.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| FC132-25/26 | <p><b>Churchmans Meadow Fencing</b></p> <p><b>Recommendation: To receive information from Cllr inspection to ascertain whether the fence is removed or repaired, as per the September FCM approval, RPC to approve actions to be undertaken.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | <p><b>FC105-25/26 Churchmans Meadow Fencing</b></p> <p>It was unanimously <b>resolved to approve</b> expenditure up to £1000.00 on the repairs to the broken fencing, however Cllrs requested to inspect the fencing prior to a decision being made, on whether the fence is removed or repaired.</p> <p><a href="#">Quotation</a> – Rudgwick Fencing / <a href="#">Photographs</a></p> <p>Proposed by Cllr P Thompson seconded by Cllr A Haynes and agreed unanimously</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| FC133-25/26 | <p><b>Exterior Lighting KGV</b></p> <p><b>Recommendation: To approve further expenditure of £605.80 plus VAT for the exterior lighting at KGV and the supply and install replacement LED lighting fittings to external recessed luminaires to the front elevation of King George V Building and Little Street Porch and to remove movement sensor to the KGV Building and replace with internally mounted manual light switch as required.</b></p> <p>Work to date has included and cost:</p> <ul style="list-style-type: none"> <li>• Install PIR – LS Foyer – All for the sum of £164.87 plus VAT</li> <li>• Install PIR – next to middle door – All for the sum of £128.97 plus VAT</li> <li>• Install external light/with external booster switch – All for the sum of £256.42 plus VAT</li> </ul> <p>TMS engineer has advised that the PIR (dawn to dusk/motion) overrides the switches in the Meter cupboard. Therefore, options advised are:</p> <p>The soffit light bulbs will be replaced with LED bulbs and we then have the option to;</p> <ul style="list-style-type: none"> <li>• Turn the soffit lights on and off from inside the building (PIR will be disconnected). Lights will not come on when Surrey Fitness camp unlocks KGV building.</li> <li>• PIR will continue to control lights, but the cost of the electricity will be greatly reduced (approx. 0.10p per bulb per day).</li> </ul> <p>Both options advised to Little street for comment.</p> |
| FC134-25/26 | <p><b>Jubilee Hall Project</b></p> <p><b>Recommendation: To receive information, RPC to approve actions to be undertaken:</b></p> <ul style="list-style-type: none"> <li>• The commencement of the registration forthwith of our title.</li> <li>• Transfer £2500 from Traffic Calming EMR to fund</li> <li>• Update on (Church) Kings Head project</li> <li>• LED lighting now new Boiler installed (S106 or HDC Climate Fund)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| FC135-25/26 | <p><b>WSCC Highways/Traffic Calming</b></p> <p><b>Recommendation: To receive information, RPC to approve response/actions to be undertaken.</b></p> <ul style="list-style-type: none"> <li>• Church Street Traffic Calming Update</li> <li>• SID (Rowhook) Update</li> <li>• Update on WSCC implementation of markings and signage (post is already there) to apply the parking restrictions in the Co-Op layby.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| FC136-25/26 | <p><b>Winter Maintenance Plan</b></p> <p><b>Recommendation: To receive and resolve to note Rudgwick Parish Magazine article and actions to be undertaken.</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Insert for RP Magazine November</a> – Submitted to the Parish Magazine 1.10.25</li> <li>• <a href="#">RPM Insert page 1 Winterplan</a> (2024 copy – to be amended if necessary)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | <ul style="list-style-type: none"> <li>• <a href="#">RPM Insert page 2 Winterplan</a> (2024 copy – to be amended if necessary)</li> </ul>                                                                                                                                                                                                                                                                                                                                     |
| FC137-25/26 | <p><b>Staffing</b></p> <p><b>Recommendation:</b> To resolve to approve overtime payments for the Clerk and Assistant Clerk for additional hours to cover annual leave/workload – Sept.</p> <p>To resolve to approve a decision and expenditure for the outsourcing HR/H&amp;S/Fire Risk Assessments for RPC. <a href="#">See report</a>, <a href="#">supporting docs</a></p> <p>Clerk – 4 hrs<br/>Assistant Clerk – 11 hrs (4hrs were for the Planning Committee meeting)</p> |
| FC138-25/26 | <p><b>Date of next Meeting:</b> 10<sup>th</sup> November 2025, at 7.00 pm</p> <p><b>Recommendation:</b> To resolve to note the date of the next meeting as 10<sup>th</sup> November 2025, at 7.00 pm</p>                                                                                                                                                                                                                                                                      |