



RUDGWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 13th October 2025 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

Present: Councillors D Buckley (Chairman), R Gardiner-Hill, A Haynes, P Kornysky, S Kornysky, I Maclachlan, A Ryan, S Torn.

Also, present Anna Clayton – Clerk
Public: two attendees

The Chairman recorded his thanks to the departing Vice Chairman Cllr Paul Thompson, expressing RPC thanks for his commitment to the Parish Council and grateful of his years of service to RPC.

FC111-25/26	Election of Vice Chairman for the municipal year 25/26 It was unanimously resolved to elect Cllr Ian Maclachlan as Vice Chairman for the municipal year 2025/26.in accordance with Standing Order 5.e.; Proposed by Cllr P Kornysky seconded by Cllr R Gardiner-Hill. It was resolved for the Vice Chairman's Declaration of Acceptance of Office be signed.
FC112-25/26	Apologies for Absence Apologies were received from R Landeryou (Horsham District (HD) Councillor) and West Sussex County Councillor Christian Mitchell and noted. Cllr Alker was absent.
FC113-25/26	Declarations of Interest It was unanimously resolved to note that no Declarations of Interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made.
FC114-25/26	<u>Minutes of Council Meeting of 8th September 2025</u> It was unanimously resolved for the Minutes an accurate record of the Council Meeting held on 8th September 2025 and for the Chairman to sign these. Request made from the chair of the FPHR committee for Standing orders & Financial Regs to be re-evaluated at the next Finance meeting, to ensure a full review is completed and this proposal brought to full council for approval at the December meeting.
FC115-25/26	It was unanimously resolved to receive <u>draft Minutes of the Planning Committee Meeting of 22th September 2025</u>
FC116-25/26	Co-option of new Councillor There were no applications received for the two vacancies, closing date will be extended and added to the November agenda for consideration.
FC117-25/26	District and County Councillors Reports (for noting only) It was unanimously resolved to note:

	Cllr. Tricia Youtan, Councillor for Itchingfield, Slinfold and Warnham Ward - representative (Horsham District (HD) Councillor) report: I will try to keep your PC up do date in HDC Cllr Landeryou’s absence and will attend your PC meetings whenever possible. The overriding news as far as HDC is concerned that due to the latest information from HM government we are as a district no longer protected in any way by water neutrality and therefore we are now subject to numerous developer requests to reassess the applications we refused due to water neutrality and also to new developments that are not in any neighbourhood plans. It is regrettably expected that two large locations will now be put up including Buck Barn and Kingsfold. Both these will put forward huge development and there will be any other smaller but nevertheless unwanted developments. It will take some time before the Planning officers work out the exact ramifications for our villages and I will certainly ensure that as soon as further more specific information is forthcoming you will be advised. Should there be any specific matters or issues that I can help you and your residents with then please feel free to contact me and I will do my best to help. West Sussex County Councillor Christian Mitchell was not in attendance at the meeting and reported no further updates to share since the last September meeting. The Chairman formally thanked both Cllrs for their updates.
	It was unanimously resolved to move item FC129-25/26
FC129-25/26	KGV Hirer Agreement Rudgwick Football Club It was unanimously resolved to receive information from RFC and discuss the hirer agreement amendments and pitch hire requests. Clerk to update the hirer agreement for signing. Revised agreement
FC118-25/26	Public Speaking Session A representative from RFC was able to answer questions in relation to FC129-25/26 KGV Hirer Agreement Rudgwick Football Club.
FC119-25/26	Planning To report on:
i)	Current Planning Applications were resolved unanimously and noted for comment to Horsham District Council (HDC).
Applications considered at Rudgwick Parish Council Meeting 13th October 2025	
Application No: DC/25/1535 24.09.2025	Response/Comments: Rudgwick Parish Council (RPC) notes that Pre Application advice was sought, and that it was favourable to the house extension, but less favourable to the annex proposed at that stage, so the annex size has, according to the application form, been reduced and connected to the garage. This application (termed a single storey extension) however is still of considerable overall size. The GIA increases by approaching 60% according to the details of the applicants CIL form.
Applicant: Stane Cottage, Waterlands Lane, Rowhook	
Reason for Application: Erection of a single storey side and rear extension to main dwelling and single storey side extension to existing garage.	

Official Response Date: 23.10.2025 / Determination 19.11.2025	It is also noted that the proposal for the garage is termed as single storey side extension, however it would appear that it is not simply single storey, as there is also an upper storey shown to be built over the existing ground floor of part of the garage block. The description is therefore misleading and not representative of what is being proposed. The 1st floor plan for the garage 'extension' proposes kitchen/dining, lounge, bedroom and bathroom areas. The accommodation provided in this application lends itself to the development of another new home, and would provide a single, stand alone new dwelling, not essential to its countryside location, and not dependent on the main dwelling for facilities, as any ancillary accommodation must be. RPC therefore objects to the proposal as it is development in the countryside in conflict with HDPF Policy 26, & Policy 28, paras 3 and 4.
Application No: DC/25/1513 22.09.2025 Applicant: 9 Woodfield Road, Rudgwick Reason for Application: 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. Official Response Date: Not available / Determination 20.10.2025	Response/Comments: No Objection to the application being treated as a Non Material Amendment, or to the details of the proposal.
Application No: DC/25/1496 17.09.2025 Applicant: Little Millfields, Horsham Road, Rowhook Reason for Application: Internal and external alterations to existing outbuilding to provide ancillary accommodation (Householder Application). Official Response Date: 23.10.2025 / Determine 14.11.2025	Response/Comments: Response/Comments: Whilst having no objection to the principle of what is being proposed, Rudgwick Parish Council (RPC) has some comments as follows: • RPC understands that hedges, trees and vegetation have been removed from the area recently and it would appear from the evidence provided that there is little screening between Little Millfields dwelling (listed building) and the existing outbuilding. This may affect the setting of the listed building. • It is noted that there are 2 sets of patio doors proposed on the front elevation, including ones on what appears to be

	the bathroom. Privacy, views and aspect from the listed building must be protected so, whilst the exact orientation of the outbuilding is not totally clear from the proposal, this must be investigated. • The materials and finishes used on the proposal, particularly with its proximity to the listed building, should not detract from the setting. RNP Policies 6, 7.2 and HDPF Policy 34 apply. • Any approval should be conditioned to tie the outbuilding to the main dwelling, and ensure that it remains ancillary to and dependent on the facilities of this main dwelling, to avoid any future conflict with HDPF Policy 28.
Application No: DC/25/1497 17.09.2025	Response/Comments: Response/Comments: Whilst having no objection to the principle of what is being proposed, Rudgwick Parish Council (RPC) has some comments as follows: • RPC understands that hedges, trees and vegetation have been removed from the area recently and it would appear from the evidence provided that there is little screening between Little Millfields dwelling (listed building) and the existing outbuilding. This may affect the setting of the listed building. • It is noted that there are 2 sets of patio doors proposed on the front elevation, including ones on what appears to be the bathroom. Privacy, views and aspect from the listed building must be protected so, whilst the exact orientation of the outbuilding is not totally clear from the proposal, this must be investigated. • The materials and finishes used on the proposal, particularly with its proximity to the listed building, should not detract from the setting. RNP Policies 6, 7.2 and HDPF Policy 34 apply. • Any approval should be conditioned to tie the outbuilding to the main dwelling, and ensure that it remains ancillary to and dependent on the facilities of this main dwelling, to avoid any future conflict with HDPF Policy 28.
Applicant: Little Millfields, Horsham Road, Rowhook	
Reason for Application: Internal and external alterations to existing outbuilding to provide ancillary accommodation (Listed Building Consent).	
Official Response Date: 23.10.2025 / Determine 14.11.2025	
Application No: DC/25/1398 01.09.2025	Response/Comments: Rudgwick Parish Council (RPC) takes a dim view of retrospective type applications in general. In this case the development was seemingly not constructed strictly in accordance with the approved plan (DC/24/0586) and was the subject of an Enforcement complaint as such. This application seeks a Variation of Condition to regularise the situation. The main issue is with the Velux type window now in place on the
Applicant: Pantiles, Cox Green	
Reason for Application: 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.	South West elevation and its potential effect upon the privacy and amenity of the neighbouring property (Little Broome), which it overlooks. This window was not approved in application DC/24/0585.
Official Response Date: 23.10.2025 / Determine 29.10.2025	It would appear from the application that the window is intended to give light to an atrium or gallery. If the internal construction can be confirmed as being in accordance with the approved plans, this should ensure that the window is currently over 1.7 metres above a floor. However, this does not ensure against further internal alterations at a future date, which may place the window less than 1.7 metres above a future floor/mezzanine/gallery, thus affecting the privacy and amenity of the neighbour. There was a previous approval (DC/22/1789, not constructed) on an application for this property to be demolished and rebuilt, and that approval made provision for obscure glass to be fitted at similar such upstairs windows, thereby protecting neighbours' privacy. The superseding application DC/24/0586 did not have this condition attached as there were no such windows proposed in that application, so there was no need. For the avoidance of doubt, RPC request that a condition be attached to any approval of this application for obscure glass to be fitted at any Velux type windows which face neighbouring properties, to prevent any future issues of overlooking, potentially affecting the privacy and amenity of neighbours.
Application No: DC/25/1377 02.09.2025 `Applicants have responded, and their comments have been uploaded to the system.' Applicant: Field House, Cox Green Reason for Application: Fell 1x Oak Tree Official Response Date: 23.09.2025 / Determination 22.10.2025	Response/Comments: Background In 2023 Rudgwick Parish Council (RPC) was initially very disappointed that planning permission was granted to build a house in the field adjacent Oakfield outside of the settlement boundary but accepted that it was perhaps inevitable, given that the tilted balance was operable. Fortunately, the impact on the rural street scene of Cox Green was mitigated somewhat by the planned retention of the TPO Oak (T30) and the proposed replacement of the removed street-facing native hedge (shown on 1871 edition of Ordnance Survey). The extensive RPA of the protected Oak also meant that significant greenspace surrounding it would be kept as such, maintaining the long established pleasant open rural feel there. Unfortunately, the Oak has not survived the works in good shape. RPC considers that allowing virtually the maximum theoretical encroachment into the RPA for driveway and car park space construction will have been a major factor, especially if (as is now claimed) the tree was not in the best of health. If true, then no encroachment should have been allowed for this (at least) 150-year-old tree to thrive. In considering options, RPC therefore would support a long-term protected landscape solution that correlates with the above and maintains the same ambience of street scene for Cox Green.

Detailed Comments

Rudgwick Parish Council (RPC) having now further considered the DC/25/1377 application details notes that the existing tree (T30, protected by TPO), together with its root protection area, affords some protection to a considerable area of green space from future development i.e. extension of hard standing or driveway. This would not necessarily be the case were the tree to be replaced.

Faced therefore, with the scenario of felling the tree versus retaining it, and with no guarantee or future certainty that any replacement(s) could be protected by TPO, RPC (with some regret for the new occupants of the property) requests that efforts are made to try and save the existing tree first and review in 2 years, as suggested by the applicant's tree consultants.

However, there is a further matter to be resolved before a decision can be made over the future of the tree. RPC have asked several times why it is possible or appropriate for the current owners of Field House to include it at all in the Landscaping plan submitted for their property in DISC/25/0186 and amended in DC/25/1377.

This Landscape Plan was submitted when Field House was named as Oakfield, being part of a 3 house development on a site called Oakfield (name of the original single property on the site). But the red line boundary of Field House in the submitted Landscape Plan of DISC/25/0186 (still called Oakfield at that point in time) **excludes part of the site of the tree and the tree itself**, being consistent with the originally granted planning approval for Field House, then noted as 'land adjacent to Oakfield' plot, in DC/23/0235.

The documents submitted in this approved application DC/23/0235, for the plot now known as Field House, clearly display the oak tree in question as being outside the red line boundary for Field House. See the submitted site plan, design statement and planning statement on the application details.

However, the Tree Protection Plan for Oakfield in approved application DC/24/0625 relates to the part of the site where the original dwelling of Oakfield stood (recently demolished and replaced). So this is the plot now adjacent to Field House. This Tree Protection Plan clearly shows the protected tree **within** the red line boundary for Oakfield (the original house/plot) and again **outside** the red line boundary for the plot now known as Field House.

Having trawled through the innumerable applications relating to the whole of the 'Oakfield' site (covering now 3 dwellings), there are no documents displayed relating to any application which gains approval for changes to the red line boundary relating to this tree.

Therefore, it would seem apparent that the tree in question (T30) is sited within the redline boundary of Oakfield itself (the original and main dwelling), not Field House, and would be subject to the

	Discharge of Conditions relating to application DC/24/0625. There have been no applications as yet for discharge of conditions on this application in relation to landscape. Recognising that the number of applications relating to the whole 'Oakfield' site may have caused some confusion, decisions on determining or discharging outstanding applications DC/25/1377 & DISC/25/0816 should be halted until the redline boundary position has been properly investigated and the situation formally and officially rectified.
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ii)	It was unanimously resolved to note Planning Applications comments made under delegated powers (for noting only);
iii)	It was unanimously resolved to note the Schedule Planning Decisions made by Horsham District Council on previous applications;
iv)	It was unanimously resolved to note applications being considered/determined by the Planning Inspectorate.
v)	It was unanimously resolved to note the new Planning Compliance issues being considered by HDC (for noting only).
vi)	It was unanimously resolved to note there are no planning applications being considered at Planning Committee.
vii)	It was unanimously resolved to note the report on the schedule of outstanding Planning Compliance being considered by HDC.
viii)	Local Plan Update It was unanimously resolved to note. No further update since letter dated 18th August 2025 submitted to the Inspector.
ix)	Bucks Green Housing Development Task & Finish Group – Welbeck Land - It was unanimously resolved to note. Parish council observations submitted to HDC. - RPC to arrange a meeting with Welbeck and the PC task and finish group – date to be confirmed. Communications with Sussex Police re Speedwatch, ongoing - Clerk to action and send: Land North of Guildford Road DC/25/1269 - Clerk to write for clarification on actual numbers of people that are on the housing register for Rudgwick.
x)	Government Planning Reforms It was unanimously resolved to note Delegation of Planning Applications & loss of call-in rights – email sent to Trevor Leggo 14th July, response followed up 15th September and 6th October. Response received 7.10.25: '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.

	It is interesting that we are not receiving concerns from other towns and parishes.'
FC120-25/26	Correspondence Update (for noting only) It was unanimously resolved to note the correspondence update. - 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> 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. - HALC Advice - CIL - Self Builds in The Rudgwick Parish – Clerk emailed HALC for advise on 16.9.25, awaiting response.
FC121-25/26	Chairman's Report It was unanimously resolved to note Chairman's announcements. Two Parish Councillor vacancies
FC122-25/26	Clerk's announcements/decisions (for noting only) It was unanimously resolved to note Clerk's Weekly Updates (from 8th September 2025 – 12th October 2025) - Tree Survey completed 3.10.25 - 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. - CLlr Code of Conduct Training on Thursday 2 October - Scouts Church Rd Rudgwick: Horsham District Council have advised they are happy for the Scouts to submit a proposal for this site 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. - Local Government Pension Scheme (LGPS) – 2024/2025 Employer Performance - Jubilee Hall New Boiler installed - VOA Complaint – September FCM action It was unanimously resolved to note the update from CLlr P Kornysky, next action to liaise with HDC Richard Landeryou and facilitate a meeting with Dominic Bradley, Director of Resource to clarify some aspects of procedure. Please note there is no further update on this at this time. Clerk to contact CLlr Roger Noel and CLlr Tricia Youtan. - Code of Conduct Training - Tuesday 2 October – recording link circulated to all CLlrs - Horsham District's 'Winter Warm Ups' events taking place this October - The Bridge in Broadbridge Heath on Tuesday 21 October, 10am-3:30pm Chanctonbury Leisure Centre in Storrington on Thursday 23 October, 10am-4pm Rudgwick Parish Council website https://rudgwick-pc.gov.uk/clerks-weekly-update/
FC123-25/26	Parish Council representatives on outside Organisations It was unanimously resolved to note the reports received. WSALC Chairs Forum - 18th September

	• RYC management committee meeting 22.9.25 update All groups attending RYC, increase in numbers. Uptake on the 3.30 session yr7 & yr8. Update on the MUGA area for the winter months. Will be added to the next HROS meeting for discussion.
FC124-25/26	Finance It was unanimously resolved to note 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 September; • Detailed Income & Expenditure by budget heading September; • Bank Reconciliations for September: Lloyds: Business, Savings, Deed and NS&I; • Monthly Bank Reconciliation September; • Payments to be made. • Transfer £20,000 from the Lloyds Business to the Lloyds Savings Account. • 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. Cllr P Kornycky to take on this responsibility. D Buckley, Cllr I Maclachlan and Cllr S Torn to sign the amended account documentation. Proposed by Cllr P Kornycky and seconded by Cllr A Ryan
FC125-25/26	S137 Funding applications It was unanimously resolved to approve the grant application: • St Catherine's Hospice - £500 (Application, accounts, additional information) Agreed Cllr P Kornycky seconded by Cllr A Haynes
FC126-25/26	Committees and Working Groups Appointment of New Members for the 2025/26 municipal year - To confirm committees/working groups membership for new Cllrs It was unanimously resolved to agree to defer the item until all new Cllrs are appointed.
FC127-25/26	HDC Emergency Keyholder Contact It was unanimously resolved to agree 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. Cllr David Buckley is currently noted and Cllr Simon Torn will be added.
FC128-25/26	Parish and Neighbourhood Council Climate Action Network Representative It was unanimously resolved to agree to defer this item until the November meeting.
FC130-25/26	Cricket Club advertising boards It was unanimously resolved to approve for Cricket Club signage to stay in situ all year.
FC131-25/26	Rudgwick day 4th July 2026 – Update and Car Park Arrangements It was unanimously resolved to agree to receive information on Rudgwick day 4th July 2026 and Car Park Arrangements, the 4th July clashes with Pennthorpe Speech day, ongoing talks on date. Discussion on a potential pedestrian access into RH carpark.
FC132-25/26	Churchmans Meadow Fencing

	It was unanimously resolved to approve the removal of the fencing.
FC133-25/26	Exterior Lighting KGV It was unanimously resolved to approve no further action, waiting until January for HDC climate fund to open, with the following recommendations for the installation of replacement LED lighting fittings/remove movement sensor to the KGV Building and replace with internally mounted manual light switch as required. RPC intends to replace the soffit light fittings at KGV with LED versions. This is a non-trivial cost and so RPC intends to seek a grant from HDC's climate fund. The next round of this fund will not make awards until 1st March 2026. RPC will therefore not undertake the change until March 2026 but intends to do so then regardless of the outcome of the grant application. In the interim there are 2 options: A - Disconnect the soffit lights until they are replaced (the one(s) by the LS entrance could remain). This is no worse than the previous situation over a number of years as the switch for these lights has been in a secure area not accessible to any user. B - Leave them operational (triggered by PIR sensor) pending the work next year and incur the additional electricity cost. As LS are responsible for 90% of electricity costs, this is a really a decision for LS. RPC is content with either option A or B and will arrange the disconnection if Option A is chosen. Switching: 1 - LS entrance 'lobby' is now by PIR and will remain as such. 2 - Other soffit lights are also now by PIR but it has been suggested that a manual switch inside the building but not in a secure area might be preferable. RPC has already incurred the cost of installing the PIR switching. If users prefer this to be changed to a manual switch (as in 2 above) then there will be further cost (estimate up to £100). If RPC is successful with the grant application, then it would be content to fund this additional cost, but if not then it would seek a contribution from users at that time. But if users want to change the switching now (i.e. before March next year) it would expect users to fund the full cost. So, users may prefer to see if the PIR switching causes any issues, of course always assuming that Option A (disconnect) is not taken.
FC134-25/26	Jubilee Hall Project It was It was unanimously resolved to note the update and approve the following actions: • The commencement of the registration forthwith of our title. • Transfer £2500 from Traffic Calming EMR to fund • Update on (Church) Kings Head project – Meeting taken place, no further update at this stage, exploring possibilities. • LED lighting now new Boiler installed (£106 or HDC Climate Fund)
FC135-25/26	WSCC Highways/Traffic Calming It was unanimously resolved to note the update from Cllr P Kornysky, • Church Street Traffic Calming Update - WSCC Highways/Traffic Calming -

	Church Street attachment approved by RPC 13.10.25 for presentation to WSCC (Andy Ekinsmyth – Head of Transport and Network Operations. • SID (Rowhook) Update – no further update at time of meeting. Clerk to follow up. • Update on WSCC implementation of markings and signage (post is already there) to apply the parking restrictions in the Co-Op layby.
FC136-25/26	Winter Maintenance Plan It was unanimously resolved to approve the Rudgwick Parish Magazine article for the December edition and update the winter plan inserts with updated information. Clerk to liaise with Cllr P Kornycky on Winter plan inserts. • Insert for RP Magazine November – Submitted to the Parish Magazine 1.10.25 • RPM Insert page 1 Winterplan (2024 copy – to be amended if necessary) • RPM Insert page 2 Winterplan (2024 copy – to be amended if necessary)
FC137-25/26	Staffing It was resolved to approve overtime payments for the Clerk and Assistant Clerk for additional hours to cover annual leave/workload – Sept. Clerk – 4 hrs Assistant Clerk – 11 hrs (4hrs were for the Planning Committee meeting). It was unanimously resolved to approve using Worknest over a 60-month contract (with 36-month break clause) for H&S and Fire Risk Assessments at a cost of £2,400.00 per annum. To include HR at a cost of £1,350.00 per annum to be added on at a later date (within 9 months of commencement of contract). Worknest have agreed to honour the combined fee for using all three services at a total annual expenditure of £3,750.00. See report, supporting docs Proposed by Cllr P Kornycky seconded by Cllr R Gardiner-Hill.
FC138-25/26	Date of next Meeting: 10th November 2025, at 7.00 pm It was resolved to note the date of the next meeting as 10th November 2025, at 7.00 pm

There being no other business, the Chairman closed the meeting at 8.59 pm

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Councillor D Buckley
Chairman

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Date