

Rudgwick Parish Council

Weekly Clerk's Update: 8th – 14th November 2025 (Agenda December 2025)

To: Parish Councillors

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

From: Anna Clayton

The weekly update provides information regarding:

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

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

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

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

Applications for noting at Rudgwick Parish Council Meeting

Applications for noting at Rudgwick Parish Council Meeting 8 th December 2025	
Application No: DC/25/1760 30.10.2025	Response/Comments:
Applicant: Gravel Pits, Tismans Comman	

Reason for Application: Erection of an equipment barn on existing concrete base.	
Official Response Date: Not available / Determination	
Application No: DC/25/1638 04.11.2025	Response/Comments:
Applicant: Morelands Barn, Naldretts Lane, Rudgwick	
Reason for Application: Variation of condition 1 of previously approved application reference DC/25/0439 (Conversion of an existing barn into a dwelling, erection of side extensions. Erection of a detached garage with ancillary accommodation over (revisions to extant planning permission DC/21/2842)) for changing approved plans with new proposed plans.	
Official Response Date: Not available / Determination 30.12.2025	
Application No: DC/25/1628 13.11.2025	Response/Comments:
Applicant: 8 Thurne Way, Rudgwick	
Reason for Application: Erection of a single storey rear extension, conversion of garage into habitable living space, and alterations to fenestration.	
Official Response Date: 04.12.2025 / Determination 24.12.2025	

Applications for consideration at Rudgwick Parish Council Meeting

Applications for consideration at Rudgwick Parish Council Meeting 8 th December 2025	
Application No:	Response/Comments:

Applicant:	
Reason for Application:	
Official Response Date:	

Decisions

HDC Council Decisions – Rudgwick Parish Council Meeting 8 th December 2025	
Application No:	Response/Comments:
Applicant:	
Reason for Application:	
Official Response Date:	

Applications going to Committee

Applications going to Committee – Rudgwick Parish Council Meeting 8 th December 2025	
Application No: DC/24/1855 07.11.2025	Response/Comments: HDC RECOMMENDATION: To delegate approval to the Head of Development and Building Control subject to appropriate conditions and the consideration of any comments from Natural England in response to the Appropriate Assessment.
Applicant: The Mucky Duck, Tismans Common	
Reason for Application: Proposed redevelopment and change of use of the former public house and outbuildings The Mucky Duck (sui generis Use Class), and the adjacent residential property The Old House (Class C3), to a boutique hotel (Class C1), restaurant and bar (Class E (b) (FULL).	
Official Response Date:	
Application No: DC/24/1856 07.11.2025	Response/Comments: RPC RECOMMENDATION: To approve Listed Building Consent subject to appropriate conditions.
Applicant: Old House, Tismans Common	

Reason for Application: Proposed alterations and extension to The Old House to facilitate a change of use from Class C3 to C1.	
Official Response Date:	

Appeals Lodged / Appeals Determined

New Appeals Lodged / Determined – Rudgwick Parish Council Meeting 8 th December 2025	
Application No:	Response/Comments:
Applicant:	
Reason for Application:	
Official Response Date:	

New Planning Compliance Issues

New Planning Compliance Issues – Rudgwick Parish Council Meeting 8 th December 2025	
Application No: EN/25/0378 15.10.2025	Response/Comments:
Address: Windacres, Church Street,	
Nature of Complaint Alleged: 'Tractor Shed' has been erected under DC/20/1071 that is 'not reasonably necessary' for the extent of agricultural activity at the site holding.	
Official Response Date:	

Parish Councils Website

Rudgwick Parish Council's New Website is now live!

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

Correspondence

Email dated 10.11.2025 from WSCC

**Footpath 3806 - West Sussex County Council (Petworth No. 1: Loxwood (Addition of a Footpath))
Definitive Map Modification Order 2023**

Just to keep you updated on the above DMMO, which was confirmed by the Planning Inspectorate on 27 August 2025.

This footpath has been assigned the following path number: **FP 3806**.

Please find a scan of the updated Definitive Map attached and the Confirmed Order attached.

[Loxwood FP 3806 Updated Definitive Map Extract Part 1](#)

[Loxwood FP 3806 Updated Definitive Map Extract Part 2](#)

[PINS Confirmed Order and Plan](#)

Do not hesitate to contact me if you have any queries.

Kind regards, Anita Rice

Anita Rice | Legal Assistant, Environment Team

Legal Services, West Sussex County Council

Tel: 0330 222 8649

Email: anita.rice@westsussex.gov.uk

Address: County Hall, West Street, Chichester, West Sussex PO19 1RQ

Email dated 13.11.2025 from WSCC

Getting ready for winter weather, support for unpaid carers, free weight management help and more!

Residents' eNewsletter



Preparing our roads for winter weather

Our highways team has spent the first six months of this financial year delivering essential works to keep West Sussex moving this winter, whatever the weather brings.

While there has been a continued focus on repairing safety defects such as potholes, ensuring that the highways network is prepared for winter weather has been a top priority. Between 1 April and 30 September 2025, we have:

- Completed 164.6 miles of surfacing and large-scale patching
- Fulfilled 8 large scale and 25 small scale capital drainage schemes
- Repaired 13,977 potholes
- Cleansed 45,793 drainage gullies
- Carried out 250 drainage jetting jobs

But it's not just the rain that can cause disruption, falling temperatures and falling trees can also make roads difficult to navigate.

We've recently carried out checks on our gritting vehicles and completed a test drive of all routes to ensure there are no issues when using the 9,000 tonnes of salt we keep in our highways depots.

We have also removed 1,277 diseased or dangerous trees, cut back vegetation and cleaned roadside signs to improve visibility and keep our roads, footways, and public rights of way safe.

[Find out more](#)



Be prepared for winter disruption

While we're busy preparing for the winter weather, there are also steps you can take to prepare for any possible disruption to power, water, and other services caused by storms and cold snaps.

Older people – particularly those who are not online or who live alone – can be more quickly and severely affected when services are disrupted.

The Sussex Resilience Campaign aims to help older people across Sussex who are not online, and those who support them, take practical steps to be ready for whatever winter brings.

These situations are rare, but being prepared means you can feel confident and in control.

Taking three simple steps now will help you be ready for whatever winter brings:

- Join the Priority Services Register – free extra support for those who need it.
- Pack a “just in case” bag – having some essentials to hand makes all the difference.
- Know who you can call – write a list of key numbers to keep with your bag.

For more information on staying safe in emergencies, call 0800 998 7103 for free or visit the Sussex Police webpage below.

[Find out more](#)



Support for unpaid carers

This Carers Rights Day (20 November) we're encouraging carers to 'know your rights, use your rights'!

As an unpaid carer, knowing your rights will help you learn about what you're entitled to. This will help you feel more confident when asking for what you need.

If you or someone you know is an unpaid carer you can:

- If you're over 18 and provide regular unpaid care for someone you can ask for a carers assessment to see what support might be available to you.
- Ask your GP practice to identify you as a carer on your patient record. You can request a free flu jab if you are in receipt of carer's allowance or are the main carer for an older or disabled person.

- If you are or know a carer under the age of 18, please advise them that they have the right to a young carers assessment to identify their needs and access tailored support. Young carers approaching their 18th birthday have the right to a transition assessment. Support and information for young carers can be found [here](#).

Visit the Carers Support West Sussex website

Help shape the West Sussex Carers Strategy

We're reviewing our joint Carers Strategy with the NHS and we'd like your feedback on what the priorities should be. The strategy guides how we identify and support unpaid carers across the county. Carers of all ages are encouraged to take part. To find out more please email carercommissioning@westsussex.gov.uk or call 0330 2226111.



Investing to protect the environment

A flood management scheme in the Upper Beeding area is the first project to benefit thanks to our plans to invest £2.5 million to boost nature recovery.

We're investing £100k with the Ouse and Adur Rivers Trust towards the Adur Adaptation Project, which aims to equip the area to deal with the increased risk of flooding caused by climate change.

The initiative supports the council's new [Local Flood Risk Management Strategy](#) and is part of a wider £10 million capital investment to protect the environment.

Photo shows: Councillor Deborah Urquhart, Cabinet Member for Environment and Climate Change, Councillor Paul Marshall, Leader, and Leigh Whitehouse, Chief Executive, during a visit to the Adur Adaptation Project.

Find out how we're giving nature a helping hand



Feel your best this autumn - explore free weight management support

As the days get shorter and the festive season approaches, it's the perfect time to build healthy habits.

West Sussex residents have access to a range of free weight management services to support healthier living this autumn. Whether you prefer in-person guidance or digital tools, there's something to suit your lifestyle.

Gro Health is your free digital wellbeing and weight management programme, designed to support you in creating lasting lifestyle changes that boost your energy, confidence, and wellbeing.

Eligible residents can access Gro Health free for 12 months and become part of a friendly, supportive online community focused on eating well and feeling great.

[Join Gro Health today](#)



Have a heart this White Ribbon Day

We're working with the South East Community Rail Partnership to create environments at stations where kindness, safety, and awareness come first, and anyone experiencing abuse, harassment or feeling unsafe knows support is available.

On White Ribbon Day (November 25) volunteers will be at stations to hand out knitted white hearts, handmade and donated by West Sussex residents, as a visible symbol of compassion and support to rail passengers and staff.

[The White Ribbon campaign](#) calls on men and boys to stand against violence towards women and girls, but its message is one for everyone — to challenge behaviours that normalise abuse and to create spaces where respect and safety are the norm.

On the rail network, anyone who feels unsafe can text the British Transport Police discreetly on 61016, or in an emergency, always call 999.

[Find out about support available](#)

More news



Head to our [Newsroom](#) to find all the latest news.

- The government's [Connect to Work programme in West Sussex](#) provides employment advisors offering one-to-one support to people who have difficulty finding work due to disabilities, health problems and other complex issues.
- We are making it [easier than ever for residents to recycle everyday items](#), like toothpaste tubes, both at home and at local Recycling Centres, helping to reduce waste and support a greener future.
- The council is writing to the Government to urge them to [lower business rates for hospitality and night-time businesses](#), in a bid to boost local economy and protect jobs across the county.
- We need volunteers to help with our school admissions appeals. People from all walks of life are welcome, no specific qualifications are needed, just fairness and impartiality. Full training is provided and expenses paid. Email appealsadministrator@westsussex.gov.uk to find out more.
- [Have your say on proposed improvements](#) to walking, cycling and public transport around Victoria Business Park in Burgess Hill. These ideas aim to support sustainable travel and strengthen one of Mid Sussex's key employment hubs. Survey closes: 28 November 2025.
- The NHS is [offering free vaccinations for those at higher risk of serious complications from flu and Covid-19](#). Make sure you check your eligibility before booking an appointment as the criteria are different for each. Those eligible can book a vaccination appointment via the NHS App, the [NHS website](#), through their local GP practice, or by calling 119. If you're eligible you can also get a Covid-19 vaccination without an appointment. [Find a walk-in session near you](#).
- Movember raises awareness of men's health issues. This year, we're particularly highlighting Abdominal Aortic Aneurysm (AAA) screening, offered to men in the year they turn 65. It detects swelling and potential weakness in the wall of the aorta, a major blood vessel, which can be life-threatening if left untreated. Early detection allows for effective monitoring or treatment. If you receive a screening invitation, please take up the opportunity up. West Sussex men aged 65 and over who missed their appointment, have not been screened before, or want to self-refer [can find out more here](#).

Did you know?



If you're looking to buy an unusual gift this Christmas, visit the [Sussex Pictures](#) website to choose from a range of products, including framed and canvas prints, mouse mats, jigsaw puzzles, coasters, and cushions.

All images feature local people and places from historic collections held at our West Sussex Record Office.

STOPPING SMOKING

IT'S WELL WORTH IT

Smokefree
West Sussex

READY TO QUIT SMOKING?

Smokefree West Sussex is here to help you.

westsussexwellbeing.org.uk/smokefree

or call: 0330 222 7980

Email dated 13.11.2025 from TfSE

In Connections... TfSE Board Updates, M27 Road Closures and ATE Webinars

Connections

News and views from the region's
voice for strategic transport



TfSE's New Transport Strategy Approved by Partnership Board

Our Partnership Board approval follows almost two years of development, with input from local authorities, key transport operators, stakeholders, and a twelve-week public consultation receiving 865 responses.

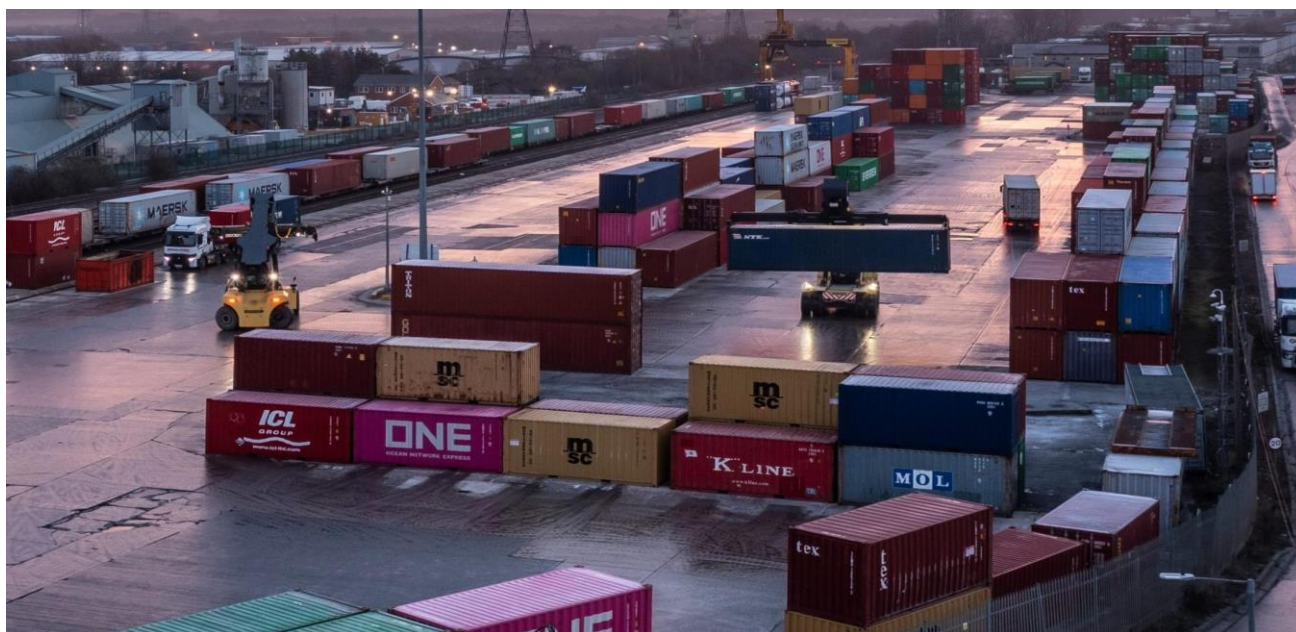
We will continue to support our local transport authority partners through the development of tools such as the analytical framework and Centre of Excellence, strengthening regional planning opportunities and delivery capability in line with the strategy.

Intermodal Rail Freight Interchange Study

We are supporting local transport authorities to gain a greater understanding of the challenges facing the logistics industry, following recent research highlighting the lack of sufficient rail freight interchanges in the region.

TfSE's [Intermodal Rail Freight Interchange](#) study found that without additional and/or expanded rail freight interchanges, particularly those for the intermodal sector, prospects for achieving the Government's 75% rail freight growth target are likely to be limited.

The study, developed in consultation with local authorities and industry stakeholders, was approved by TfSE's Partnership Board last month. It identified a number of challenges including the lack of suitable sites in the region, and called for closer cooperation between local authorities, operators and other stakeholders, including central government to address the situation.



Regional Travel Habits Revealed in New TfSE Study

Our new [Regional Travel Survey](#) (RTS) shows travel across the South East has rebounded since the pandemic, although the overall number of trips remains slightly below pre-Covid levels.

Cars remain the most common way to travel followed by walking, with convenience, cost and journey time shaping people's travel choices, underlining the challenge of making public transport attractive and accessible.

Adopted by our Partnership Board in October, the survey gathered insights from 6,800 people who logged over 18,000 individual journeys across autumn 2024, and spring 2025.

This large dataset offers valuable comparisons between regional and local travel patterns, helping us and local transport authorities better understand behaviour at a local level.

We'll share the findings with local authorities and explore further uses of the data, including with strategic partners and universities.

The full report can be accessed via our [Centre of Excellence](#).



State of the Region Report Highlights Changes in the South East

Our new [State of the Region](#) report shows how the region is changing across key economic, social and environmental areas linked to transport.

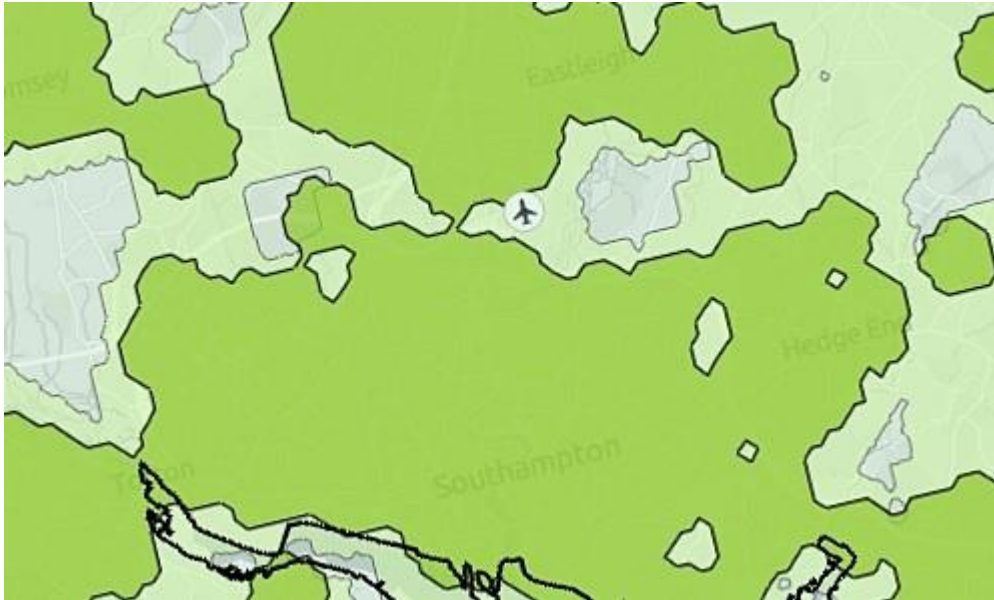
Building on the inaugural report in 2023, our latest report uses open-source data and partner insights to track progress against indicators in the new Transport Strategy.

The report, adopted by our Partnership Board this week, highlights that while carbon dioxide emissions have risen since their 2020 low, they remain below pre-pandemic levels. Highway delays, however, have reached a record high in 2024, exceeding the previous decade's average.

Electric vehicle use and charging infrastructure have grown since the last report, and the national fare cap has made bus travel more affordable. More people can now reach Heathrow

and Gatwick within an hour thanks to rail improvements, although weather-related delays have increased.

Presented through an interactive ArcGIS platform, the data will help local authorities and transport planners explore regional and local trends to inform future decision-making.



Active Travel England Webinar: Key Learnings from Doncaster

Active Travel England is hosting a webinar next month to share key insights into a system-led approach to active travel.

City of Doncaster Council will highlight learnings from the last ten years in their approach to increase walking, wheeling and cycling across their borough.

The webinar will provide a look into how they were able to attract and increase investment to their projects, highlighting the importance of a 'collaborative and community focused approach'.

This webinar is for community engagement professionals, transport professionals and anyone working to create healthier and more active communities.

You can sign up to the webinar [here](#) and find more information about further webinars by signing up to the ATE [newsletter](#).



M27 road closure over Christmas period

A **full closure in both directions** between J9–J11 of the M27 in Hampshire is scheduled from 8pm, 24 December 2025 to 4am on Sunday 4 January 2026.

Hampshire County Council has advised road users to expect severe delays and to plan ahead during the festive period. The closure is planned to install a new dual carriageway underpass beneath the motorway, a major component of the J10 improvement scheme.

Road users should be advised in addition to the road closure:

There will be a signed diversion route along the A27, which is mostly two lanes in each direction, during the closure.

Drivers will be able to exit the M27 westbound at Junction 11 and eastbound at Junction 9, but there will be no westbound entry to the M27 at Junction 11 and no eastbound entry at Junction 9.



Email dated 13.11.2025 from WSCC

West Sussex County Council fostering partnership with Chichester College Group gets national praise



news release

West Sussex County Council fostering partnership with Chichester College Group gets national praise

West Sussex County Council's Fostering Service has gained national recognition for its pioneering partnership with Chichester College Group, the first formal collaboration of its kind between a local authority fostering agency and a college group in the UK. The Fostering Network, the UK's leading fostering charity, has commended the initiative and plans to use it as a model for similar partnerships nationwide.

This partnership is designed to boost foster carer recruitment and raise awareness of fostering opportunities among education professionals and families. Chichester College Group, which educates over 25,000 students and employs around 2,500 staff across seven campuses in West Sussex, has now become an accredited Fostering Friendly Employer, officially adopting the policy on 9 October 2025.

While West Sussex County Council has seen strong foster carer recruitment in 2025, there remains a pressing need for homes for older teenagers. Currently, 33% of children in care are aged 16 to 17, yet only 13 are placed with Supported Lodgings Hosts. As a Fostering Friendly Employer, Chichester College Group will help share fostering messages with staff and the families of students, encouraging more people to consider whether they could offer a safe, stable home to a young person.

If just 1% of the college group's staff became Foster Carers or Supported Lodgings Hosts, it could transform the lives of at least 25 vulnerable young people. Promoting fostering to the

families of students could encourage even more to consider becoming foster carers, potentially helping many more children and young people in need of a home.

Councillor Jacquie Russell, West Sussex County Council Cabinet Member for Children, Young People and Learning, said: "We're delighted to welcome Chichester College Group to our growing family of Fostering Friendly Employers. Their commitment to fostering and proactive approach to raising awareness will help us create safe, stable homes for vulnerable children and young people.

"This partnership reflects the ambitions of our Council Plan - to support families, strengthen communities, and ensure every child has the opportunity to thrive. Together with Chichester College Group, we can help more young people achieve their full potential by providing the stability, support and meaningful relationships they need."

Jo, a WSCC foster carer and Chichester College Group employee, said: "As both a stayovers (weekend) foster carer and a Pastoral Support Tutor at Northbrook College, I am very happy to hear about this exciting new partnership. Everyone at Fostering West Sussex has been so supportive and encouraging to us as a family, as have my managers at Chichester College Group. Fostering has been a huge learning curve, and you never stop learning as every child is unique and has their own story and experiences, but we love it!"

Dan Joyce, Partnerships Manager at The Fostering Network, said: "The Fostering Network is proud to welcome Chichester College Group to the Fostering Friendly Scheme and we are delighted to see how this underpins their partnership with West Sussex Council.

"Across the UK there are over 250 registered Fostering Friendly Employers, providing supportive fostering policies for over 750,000 employees. We see this partnership as an opportunity to drive further adoption of Fostering Friendly policies across the country, and this allows us to showcase the benefit of collaborative working across local communities."

The partnership will include a programme of joint initiatives throughout the academic year, including:

- Screenings of a new national fostering film across five campuses in early 2026 (open to the public).
- Bespoke training sessions for staff on fostering, Supported Lodgings, therapeutic parenting and more.
- Regular newsletter updates and promotional materials in staff areas.

Could you transform a child's life?

By becoming a foster carer or Supported Lodgings Host with West Sussex County Council, you'll join a community of carers, receive dedicated professional support, targeted training, and a competitive financial package—up to £32,346* per year for foster carers and around £15,496* per year for Supported Lodgings Hosts (per child/young person).

*Fee dependent on experience, age of child and duration of time in your care. Additional fees available for specialist roles.

Contact Fostering West Sussex on 0330 222 7775 or visit the [Fostering West Sussex Website](#) for more information.

Email dated 13.11.2025 from WSCC

Repeat offender: Crawley business fined for illicit nicotine pouches and selling to a minor

NEWS RELEASE



Repeat offender: Crawley business fined for illicit nicotine pouches and selling to a minor

A Crawley business and its director have been fined for selling illicit nicotine pouches and for the unlawful sale of a nicotine-containing e-liquid to a minor.

Crawley Luggages Ltd, which operates Broadway Home Store in Queens Square, Crawley, was inspected by trading standards officers on 19 March 2025. During the inspection, officers seized 126 packets of nicotine pouches that failed to meet UK labelling and packaging regulations.

This was the second time the business had been found selling non-compliant nicotine products. A similar seizure occurred in January 2025, after which the business was issued a formal warning.

Following complaints about underage vape sales, Broadway Home Store was subjected to a test purchase on 27 March 2025. A 16-year-old, working with trading standards officers, successfully purchased a bottle of nicotine-containing e-liquid without being asked for proof of age or ID.

The sale was witnessed by an officer, who identified the seller as Ravinder Singh, director of Crawley Luggages Ltd.

This was not the first such incident. In March 2023, Singh sold a disposable e-cigarette to a 17-year-old girl during a previous test purchase, with warnings issued to both the business and its director at the time.

Although the business correctly refused a sale to a 14-year-old boy during a test in June 2025, the repeated breaches prompted officers to pursue legal action.

On 9 October 2025, Crawley Luggages Ltd and Ravinder Singh appeared at Crawley Magistrates' Court. Both pleaded guilty to:

- Two offences under the Consumer Protection Act 1987 for breaches of assimilated Regulation (EC) No 1272/2008
- One offence under the Children and Families Act 2014 for the underage sale

Each defendant was fined a total of £1,376, comprising a £652 fine, £260 victim surcharge and £464 in costs.

Cllr Duncan Crow, Cabinet Member for Community Support, Fire and Rescue, said: "This is the second successful prosecution for underage vape sales that West Sussex County Council has brought to court in recent months.

"Supporting our Council Plan aim of keeping people safe from vulnerable situations, trading standards officers regularly work with underage volunteers to conduct test purchases of e-cigarettes, alcohol, tobacco and other age-restricted products.

"In appropriate cases, businesses that sell age-restricted products to children could face criminal prosecution, and licensed premises could have their licence reviewed."

If any residents have concerns about businesses selling age-restricted products to children, they can report this at <https://www.westsussex.gov.uk/business-and-consumers/trading-standards-information-for-consumers/report-an-incident-or-issue-to-trading-standards/>.

Email dated 13.11.2025 from NALC
Chief Executives Bulletin

Events and meetings

- In this week's meeting with county associations, there was a discussion on the subject of community governance reviews and how they can impact the role of clerks where there are amended boundaries and responsibilities, and our partners WorkNest gave their professional advice on how to handle it. The Cheshire Association of Local Councils gave an update on our joint recruitment campaign for local government with the Local Government Association. There were also updates on the [proper practices consultation](#), [our elections](#), [committees](#), [national networks](#) and [events](#).
- Last Thursday, the [Improvement and Development Board](#) (IDB) met to discuss producing a new National Improvement Strategy and talk about the Twenty-First Century Councillor. It is very conscious that proposals for local government reorganisation could mean significant changes for the sector. The IDB also restated its commitment to ensuring [civility and respect](#) are a priority for our sector. The IDB were also pleased that nearly 2,000 parish and town councils have signed up to the [Civility and Respect Pledge](#) and over 2,000 councillors have downloaded the [Statement of Assurance](#).
- On Tuesday, our solicitor, Gary Barker, gave a legal update for the Oxfordshire Association of Local Councils. He covered current topics affecting parish and town councils, such as guidance on council duties as charity trustees, new recycling duties and recent cases we've advised on.
- Last Thursday, we met with the Action with Communities in Rural England chief executive, Corinne Pluchino, and rural evidence manager, Paul Dixon, last week to review evidence from our recent joint survey on flooding. We will share the results in due course. Both organisations also agreed to work with the Environment Agency to develop user-friendly materials with practical information and assistance for parish and town councils to help them become more flood-resilient. You can [find out more about emergency planning](#) on our website.

Resources

- [In this week's blog](#), Breaking Barriers Innovations highlights how coastal communities are tackling deep-rooted challenges like economic inactivity and poor health through collaborative, place-based action. Now spanning 16 sites, the network is driving change by sharing practical solutions and securing national recognition. Parish and town councils can play a key role in connecting sectors and addressing transport barriers to help shape a healthier, more resilient coastal future.
- We're [pleased to introduce our new IT Policy](#), designed to help parish and town councils meet the requirements set out in paragraph 1.54 of the proper practices. Compliance with this requirement is tested under Assertion 10 of the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return). The template policy helps parish and town councils to set expectations for appropriate use of equipment and systems, raise awareness of risks associated with IT use, safeguard the council's data and digital assets, clarify what constitutes acceptable and unacceptable use, and outline the consequences of policy breaches. You can [download the template policy](#) on our website.

Support

- We are pleased to announce that voting is now open for our 2025 [governance elections](#). This year, we have received a strong list of candidates who are stepping forward to help

shape the future of local government on the national stage. Voting is open from 10 November to 28 November 2025. All parish and town councils in membership are encouraged to take part in this vital process to choose their representatives on our Larger Councils Committee and Smaller Councils Committee. Each council can cast one vote per election. It is important to note that larger parish or town councils should only vote in the Larger Councils Committee election, and smaller parish or town councils should only vote in the Smaller Councils Committee election. Please [visit our website to register to cast your vote](#).

- We have urged the government to act quickly on strongly welcomed moves to strengthen standards in local government, warning that further delay would risk undermining public confidence in local democracy and the success of devolution. The government has accepted key recommendations [we made earlier in the year](#) and long-standing proposals to make the standards system fairer, stronger and more consistent. However, we have warned that slow delivery would weaken the impact of these reforms and prolong the challenges some parish and town councils face in dealing with poor conduct. You can [read our full statement](#) on our website.
- We have [urged the government to act quickly in legislating for the reforms in its response to the consultation on standards and conduct](#) in local government. The government has accepted key recommendations we made earlier in the year, such as a mandatory national code of conduct, requiring councillor co-operation in misconduct investigations, restoring meaningful sanctions (including suspension and disqualification of repeat offenders), and reinstating standards committees with independent members. However, we warned that further delay would risk undermining public confidence in local democracy and the success of devolution. Without timely change, parish and town councils may continue to struggle to address issues such as bullying and harassment, deterring candidates and eroding leadership in local government. We will continue to engage with the government on taking these reforms forward.
- The Smaller Authorities Proper Practices Panel (SAPPP) and the Chartered Institute of Public Finance and Accountancy (CIPFA) have [launched a new joint consultation to gather views on the proper practices](#) that guide how smaller authorities are governed and manage their finances. SAPPP and CIPFA want to hear from councillors, clerks, auditors and anyone with an interest in local governance, particularly on how accounts are presented and internal auditor competency. Your input will help shape the next generation of proper practices and the accompanying guidance for smaller authorities. The consultation closes on 2 January 2026.
- Assertion 10 can feel like a big responsibility, covering data protection, transparency, and accessibility. But help is here. We have announced a new free event, [Assertion 10 Made Simple: Strengthening Governance and Compliance](#), on 2 December 2025, to learn more about our suite of brand-new resources to make compliance simpler, clearer, and more achievable for every parish and town council.
- Thank you to so many parish and town councils for responding to [our joint call with the Local Government Association and Royal British Legion](#) to honour the nation's heroes at recent armistice events. These events included remembrance services and ceremonies, wreath laying and local wartime history projects, with this year especially poignant as the 80th anniversary of VE and VJ Days.

Email dated 12.11.2025 from WSCC

County Council launches drive to boost nature recovery in West Sussex



news release

County Council launches drive to boost nature recovery in West Sussex



A natural flood management scheme in the Upper Beeding area is the first project to benefit from an investment from West Sussex County Council as part of an overall planned £2.5 million drive to boost nature recovery.

The Ouse and Adur Rivers Trust (OART) will benefit from £100k over the next 5 years towards the Adur Adaptation Project, a 10-year partnership project, working with natural processes to improve the condition and function of the River Adur and reduce the impact of flooding.

The project will benefit residents of the Adur Valley by helping to equip the area to deal with the increased risk of flooding caused by climate change.

OART is working with the Environment Agency and West Sussex County Council on the project which seeks to reduce peak water flows by 10% by introducing a nature-based flood management scheme.

The £2.5 million planned county council investment in nature recovery and climate resilience is part of a wider £10m capital investment earmarked to protect the environment, agreed by the Full Council in February 2024.

Councillor Deborah Urquhart, West Sussex County Council Cabinet Member for Environment and Climate Change, said: “Many areas of the county have experienced firsthand the destruction and inconvenience flooding can cause. The Upper Beeding and Bramber area is at risk of flooding regularly unless action is taken to slow down and store more water.

“Our contribution towards this nature-based scheme will help with the creation of wetland habitat and floodplain woodland to create water storage in the landscape. This will protect the environment by making the area more resilient against climate change, enhancing biodiversity and improving water quality.”

WATCH Deborah speaking about the project:

https://youtube.com/shorts/r5hC_24ntks?feature=share

The investment comes as the county council has recently published its Local Flood Risk Management Strategy 2025–2030 to set out how it will manage local flood risks from surface water and groundwater.

The strategy uses a catchment-based approach to managing flood risk as well as recognising the role of nature-based solutions for managing water. The Upper Adur where this project is located has been identified as a priority catchment area.

Deborah Urquhart recently visited the area to help volunteers with the creation of a ‘leaky dam’, alongside the county council’s Leader, Paul Marshall, and Chief Executive, Leigh Whitehouse.

A leaky dam is a simple, nature-based structure built across small streams or drainage channels to slow down the flow of water without completely blocking it. These dams are typically made from natural materials like logs, branches, and brushwood, and they allow water to 'leak' through or around them gradually.



Councillor Paul Marshall said: “Protecting the environment underpins everything we do as a county council, and we take seriously the commitments made in Our Council Plan and Climate Change Strategy.

“This investment is the first of many initiatives we plan to support through our ongoing work with key local partners. Through this series of investments, we aim to help the county mitigate and adapt to the effects of climate change by using the natural environment around us.”

WATCH Paul speaking about the project:

<https://youtube.com/shorts/MQ6juSexPjw?feature=share>

Peter King, Director of the Ouse & Adur Rivers Trust, said: “We are delighted to be working with West Sussex County Council and the Environment Agency to deliver projects which provide multiple benefits across the Adur Valley. From reducing the impact of flooding to mitigating drought and improving wetland habitat for a variety of species this partnership will enable positive change at the scale it is needed to boost nature recovery and provide local resilience against some of the impacts of climate change”

Find out more about the climate action the county council is taking by [signing up to their monthly Environment and Climate Change eNewsletter.](#)

Find out more about the Adur Adaptation Project, including volunteering opportunities, at: <https://oart.org.uk/projects/adur-adaptation-project>

Email dated 12.11.2025 from HDC
Food waste collections are coming!

Recycling and Waste News



**Horsham
District
Council**





Food waste collections are coming!

Food waste collections are coming to the Horsham District! We will be adding weekly food waste recycling collections to your bin collections in spring 2026.

Collections are due to start from March 2026 and the exact date will depend on where in Horsham District you live. Your refuse and recycling collections will continue as usual every other week: these new food waste collections are an additional service.

We will be writing to all households in January 2026 about how the service will work and delivering starter packs to all households from February 2026. You will receive a 23-litre grey bin with an orange lockable lid, a 5-litre internal kitchen caddy, an instructional leaflet and a roll of liners to get you started.

[Find out more about food waste collections](#)



Christmas bin collections

There will be no collections on Christmas Day, Boxing Day or New Year's Day. Our crews will be working on Saturday 27 December, Saturday 3 January and Saturday 10 January to catch up. Your waste and recycling collections will be back to the normal schedule from Monday 12 January.

Garden waste collections will be suspended from week commencing 22 December and will resume on 6 January. We will continue to empty all dog bins and litter bins throughout the District during Christmas week.

Click the button below to view your personalised collections calendar or download the Horsham District Council app to get collection reminders straight to your phone,

[Check your bin calendar](#)

Stay connected



Albery House, Springfield Road
Horsham,
West Sussex,
RH12 2GB



**Horsham
District
Council**

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Email dated 11.11.2025 from WSCC

New transport proposals aim to ease congestion and improve safety in Horsham



NEWS RELEASE

New transport proposals aim to ease congestion and improve safety in Horsham

West Sussex County Council is inviting feedback on proposals to improve two key routes in Horsham, aiming to make everyday journeys safer, quicker and more sustainable.

The proposals focus on Rusper Road (between the town centre and Mowbray) and Guildford Road (between the town centre and Broadbridge Heath), both vital routes for accessing schools, workplaces and local services.

Heavy traffic on both roads causes regular congestion, noise and air pollution, affecting nearby communities and making walking, cycling and bus travel less appealing. The proposed improvements aim to ease traffic flow, improve safety for all road users and encourage more sustainable travel choices, especially for short, local journeys.

The council is considering a range of targeted measures, including:

- Improved crossings for pedestrians and cyclists
- Bus priority features to reduce bus delays
- Road layout changes to reduce congestion and improve safety
- A 'Dutch' style roundabout with a segregated cycle track and pedestrian priority over other road users at crossing points

Cllr Joy Dennis, Cabinet Member for Highways and Transport at West Sussex County Council, said: "We know how frustrating it can be to be held up in traffic on these busy roads, especially when you're just trying to get to work, school or the shops. These proposals are about making everyday travel easier and safer for everyone, whether you're walking, cycling, catching the bus or driving.

"We're committed to creating a transport network that works better for local people and supports sustainable travel, as reflected in Our Council Plan. I really encourage residents, businesses and regular visitors to take part in the consultation and help shape the future of transport in Horsham."

You can view the plans and complete the online survey at: <https://yourvoice.westsussex.gov.uk/horsham-transport>.

Drop-in events will also be held to give people the opportunity to view the proposals in person and speak to members of the project team:

- Monday 24 November, 3pm to 7pm at The Blackbridge Community Centre, Three Acres, Horsham, RH12 1RS
- Tuesday 2 December, 10am to 2pm at Horsham Park Barn, North Street, Horsham, RH12 1RJ

Feedback from this consultation will help us to refine the designs and determine next steps.

Please note: the scheme is at an early stage and subject to securing central Government grant funding. Construction is unlikely to begin for several years.

The consultation closes at 23:55 on Monday 22 December 2025.

Email dated 11.11.2025 from CCD Local TransportPlan Horsham Transport Improvements - Stage 2 Consultation

We are writing to update you on our proposals to improve walking, cycling and public transport proposals in Horsham between Mowbray and the town centre via North Street, Kings Road and Rusper road, and between Broadbridge Heath and Town centre via the A281 Guildford Road. Following an initial engagement period earlier this year, we have developed feasibility design proposals for these two corridors.

By encouraging more walking and cycling, particularly for shorter journeys such as trips to education, and improving public transport, we can help to create safer, more pleasant places in which to live, work and do business.

The proposals

The main proposals being considered include:

- Bus priority measures at Harwood Road/Kings Road roundabout to improve bus journey times
- Improvements to some junctions, including 'Dutch' style roundabout at Parsonage Road/Kings Road junction
- Improved cycle infrastructure, including segregated cycle tracks and on-road cycle lanes
- New or improved crossings for pedestrians and cyclists

Have your say

You can find out more about our proposals by visiting <https://yourvoice.westsussex.gov.uk/horsham-transport> where you can also have your say by

completing our on-line survey. The consultation closes at 11.55pm on Monday 22nd December 2025.

We are also holding two drop-in events so that you can view our proposals and speak to members of the project team:

- **Monday 24 November:** Blackbridge Community Centre, Three Acres, Horsham, RH12 1RS – 3pm to 7pm
- **Tuesday 2 December:** Horsham Park Barn, North Street, Horsham, RH12 1RJ – 10am to 2pm

If you would like any of the materials in alternative formats, or have any questions, please email us at LTP@westsussex.gov.uk or by telephone on 01243 642105 and we will do our best to assist you. If you are deaf or hard of hearing and have an NGT texting app installed on your computer, laptop or smartphone, you can contact us on 18001 01243 642105.

You are receiving this email as An individual or representative of a group or organisation we understand to have an interest in sustainable transport infrastructure in the local area. Please email LTP@westsussex.gov.uk if you know longer wish to receive updates about the proposals.
LTP@westsussex.gov.uk

Kind regards,

Transport Planning & Policy Team
West Sussex County Council

Email dated 06.11.2025 from Sussex Police
Supporting those who need help after facing crime



**Supporting people
who have
experienced or
witnessed crime**

This week my Office held one of our biannual Funding Network events for specialist services across the county that support survivors of crime.

Over 30 individuals from 20 Sussex services attended the event. They were given space to discuss any challenges they face and areas for collaboration that would support their collective work to help those who have experienced or witnessed crime.

We are seeing an increasing demand on services with a particular emphasis on victims and survivors presenting with mental health needs. Helena Croft MBE, CEO of Streetlight, led a discussion about mental health needs raised by sexual violence and facilitated a Q&A for service providers seeking more information.

The event also offered a training session delivered by the Cyber Resilience Centre to help charities protect themselves from online attacks, improve online safety and be aware of dangers facing the charity sector.

I am proud to support so many charities and groups who seek nothing else but to support those who need help after facing crime. Events like this foster growth across the county and drive improvements where needed, ensuring that Sussex residents have access to the highest quality support services.

I recently had the pleasure of joining the Bexhill Neighbourhood Board to welcome the Southeast Regional Adviser for the Ministry of Housing, Communities and Local Government (MHCLG) to the town.

In my role as PCC I am a statutory member of all three Neighbourhood Boards across Sussex.

This visit provided an opportunity to introduce the MHCLG Adviser to Bexhill with a walkabout through the town with Chair of the Board, Abi Newbury, followed by

discussions on the Board's developing plans towards a 10-year vision which seeks to transform the town centre and surrounding areas, increasing residents' pride in their town.

It was a very positive meeting, which highlighted the effective collaboration already underway to deliver on the priorities set out in Bexhill's 10-year vision. It also gave MHCLG an insight into the inner workings of a Neighbourhood Board. Bexhill is a bustling town full of potential and charm and I look forward to my continued involvement on the Board.

Vacancy: Visitor Experience Coordinator at the Old Police Cells Museum

Last year I offered to take over the responsibility for the Old Police Cells Museum at Brighton Town Hall to safeguard the existence of the museum and its heritage collection of over 1,000 assets, artefacts and memorabilia relating to the history of policing in Sussex.

The museum has been closed temporarily while essential building works have been carried out and it will shortly reopen to the public.

Sussex Police is currently recruiting a Visitor Experience Coordinator for the museum. This interesting and varied role will be 'front of house' - promoting the museum as a visitor destination and ensuring a range of information and services are available, including liaising with schools regarding educational visits.

More information about the role and how to apply is available on the [Sussex Police website](#).



Katy Bourne OBE
Sussex Police & Crime Commissioner

FRIDAY FORCE FOCUS

Peacehaven mosque arson - investigation update

As a result of information and evidence that has come to light during ongoing enquiries, Counter Terrorism Policing South East (CTPSE) is now leading an investigation into an arson which took place at Peacehaven Mosque on 4 October.

Two men – Ricky Ryder, 38, of Richington Way in Seaford, and Jack Slowey, 34, of Mayfield Avenue in Peacehaven - were previously charged with arson with intent to endanger life and were remanded in custody following a hearing at Westminster

Magistrates' Court. They are due to appear at the Central Criminal Court on 14 November.

An additional arrest was made on Friday, 31 October where a 69-year-old man from Newhaven was detained in connection with this investigation. He was bailed until 30 January 2026 pending further enquiries.

CTPSE will continue to work closely with Sussex Police, building on their extensive and thorough investigation up until this point.

Officers are in place to support the community and they are ensuring any concerns are heard and acted upon.

If you have any information which could assist the investigation, please visit [the public portal](#).



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