



RUDGWICK PARISH COUNCIL

Parish Office
Rudgwick Hall
Bucks Green
Rudgwick
West Sussex
RH12 3JJ

Tel: 01403 822678

E-mail clerk@rudgwick-pc.gov.uk

Date: 3rd December 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 8th December 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/>)

FC159-25/26	Apologies for Absence To receive and approve.
FC160-25/26	Declarations of Interest To receive any declarations of interest by councillors on any matters to be considered at the meeting and notifications of changes to members' Register of Interests. Any clarification on whether a Member has an interest should be sought before attending the meeting.
FC161-25/26	Minutes of Council Meeting of 10th November 2025 (Minutes on Rudgwick Parish Website) To receive for approval the Minutes as an accurate record of the Council Meeting held on 10 th November 2025 and for the chairman to sign these.
FC162-25/26	To receive Minutes of Halls, Recreation and Open Spaces Committee Meeting of 26th February 2025 for adoption.

FC163-25/26	To receive Minutes of Finance, Policy and Human Resources Committee Meeting of 13th August 2025 for adoption.
FC164-25/26	District and County Councillors Reports (for noting only) To receive and note reports.
FC165-25/26	Public Speaking Session (for noting only) The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.
FC166-25/26	Planning To report on:
i)	Current Planning Applications to be considered for comment to Horsham District Council (HDC).

Applications for consideration at Rudgwick Parish Council Meeting 8th December 2025	
Application No: DC/25/1803 20.11.2025	Response/Comments:
Applicant: Wagtails Farm, Oakhurst Road, The Haven	
Reason for Application: Siting of temporary rural workers dwelling and associated works (Retrospective).	
Official Response Date: 11.12.2025 / Determination 01.01.2026	
Application No: DC/25/1903 20.11.2025	Response/Comments:
Applicant: 20 Furze Road, Rudgwick	
Reason for Application: Alteration to ground floor rear door. Installation of front rooflights, rear rooflights and a rear dormer. Conversion of loft into habitable living space (Lawful Development Certificate - Proposed).	
Official Response Date: Not available / Determination 15.01.2025	
Application No: DC/25/1873 27.11.2025	Response/Comments:
Applicant: Bucks Cottage, Tismans Common	
Reason for Application: Fill in open well in upper floor (over pool), Installation of new partition. Replacement of 1no. window like for like on the West elevation (Lawful Development Certificate - Proposed).	
Official Response Date: Not available / Determination 22.01.2026	

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)	Bucks Green Housing Development Task & Finish Group – Welbeck Land To receive and be noted.
ix)	Field House DC/25/1377 To consider and resolve.
FC167-25/26	Correspondence Update (for noting only) - HALC Advice - CIL - Self Builds in The Rudgwick Parish – Clerk emailed HALC for advise on 16.9.25, chased 20.10.2025, 03.11.25 and 12.11.25, awaiting response. - Statutory Consultation on Local Government Reorganisation. The consultation link is: https://www.gov.uk/government/collections/west-sussex-local-government-reorganisation the consultation closes on 11th January 2026. - Footpath 3806 - West Sussex County Council (Petworth No. 1: Loxwood (Addition of a Footpath)) Definitive Map Modification Order 2023. Footpath 3806 - West Sussex County Council (Petworth No. 1: Loxwood (Addition of a Footpath)) Definitive Map Modification Order 2023. Definitive Map Extract Part 1 and Part 2. - Mole Valley District Council: Adoption of Design Codes
FC168-25/26	Chairman's Report (for noting only)
FC169-25/26	Clerk's announcements/decisions/Correspondence (for noting only) To receive Clerk's Weekly Updates (from 8 th November – 5 th December 2025) - Clerk continuing to liaise with Little Street re PIR lighting at KGV. - VOA Complaint – September FCM action Date for meeting with Cllr Roger Noel and Cllr Tricia Youtan to be confirmed. Items for discussion currently include, Business Rates issue (VOA and HDC Revenues & Benefits), Land North of Guildford Road (Bucks Green) and Mucky Duck DC/24/1856. - Councillor Training – Cllr David Palmer and Cllr Gabriel Luchian both attended training sessions in November 2025. - The application for Rudgwick Hall to continue to receive Small Business Rates Relief has been approved by HDC.

	• St Catherines Hospice have formally thanked RPC for the S106 grant. • Replacement pump has been installed in KGV changing rooms. • Rudgwick Housing Register Numbers – HDC have raised a FOI request, waiting for a response 25th November 2025. • Kings Head Asset of Community Value Application Update • WSCC Highways have advised the Church Street drains (Gaskyns Close – Orchard Hill) will be jetted in December 2025. • Rudgwick Primary Artsmark Award. • Office Christmas Opening times.
FC170-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • RYC Management Meeting 17th November 2025
FC171-25/26	Finance To consider for approval/ noting: • Payments made/received November; • Detailed Income & Expenditure by budget heading November; • Bank Reconciliations for October: Lloyds: Business, Savings, Deed and NS&; • Monthly Bank Reconciliation November; • Payments to be made. • Set a minimum value for RPC assets detailed on the Asset Register (£250.00).
FC172-25/26	Parish Council Budget and Precept for the financial year 1st April 2026 to 31st March 2027 To consider and resolve.
FC173-25/26	Rudgwick Magazine Financial Contribution To consider and resolve.
FC174-25/26	Internal Auditors Internal Report To receive and resolve. (to note contents of internal audit and action any recommendations)
FC175-25/26	Actions from Halls, Recreation and Open Spaces Committee meeting 17th November 2025. To receive, discuss and approve the recommended actions as recommended from the HROS Meeting 17 th November 2025.
FC176-25/26	Actions from Finance, Policies and Human Resources Committee meeting 25th November 2025. To receive, discuss and approve the recommended actions as recommended from the FPHR Meeting 25 th November 2025.
FC177-25/26	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 To consider and resolve.
FC178-25/26	Jubilee Hall Project To consider and resolve.
FC179-25/26	Little Street/Spin Studio

	To consider and resolve.
FC180-25/26	WSCC Highways/Traffic Calming To consider and resolve. • Church Street Traffic Calming Update • CHS Update from WSCC • Watts Corner
FC181-25/26	Churchman's Meadow Orchard To consider and resolve.
FC182-25/26	Annual Parish Meeting 2026 To consider and resolve.
FC183-25/26	Worknest To consider and resolve.
FC184-25/26	Staffing To receive and resolve.
FC185-25/26	Date of next Meeting: 12th January 2026, at 7.00 pm

Filming of Parish Council Meetings and use of social media

During this meeting the public are allowed to film the Council or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices/ Amazon Alexa devices should be switched to silent/ off for the duration of the meeting. The Parish Council will be recording the meeting, members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as a person having given consent to being recorded (photographed, film or audio recording), at the meeting by any person present.

RUDGWICK PARISH COUNCIL

Annual Council Meeting on Monday 8th December 2025 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC159-25/26	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC160-25/26	Declarations of Interest Recommendation: To receive any Declarations of Interest from Members of the Council and resolve for these to be <i>noted</i>. Members are advised to consider the agenda for the meeting and determine in advance if they have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. (Please refer to flow chart provided prior to the meeting). If a Member has a declarable interest, they are reminded that this must be declared at the start of the meeting. Details of the interest will be minuted. Where a Member has a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), they are reminded that they must withdraw from the meeting room after making representations/ asking questions. If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must not take part in the discussions of the item at all, participate in any voting and unless the Chairman has given a dispensation, withdraw from the meeting room. Any clarification on whether <i>a Member has an interest should be sought before attending the meeting</i> .
FC161-25/26	Minutes of Council Meeting of 10th November 2025 Recommendation: To receive and resolve the Minutes an accurate record of the Council Meeting held on 10th November 2025 and for the Chairman to sign these.
FC162-25/26	To receive Minutes of Halls, Recreation and Open Spaces Committee Meeting of 26th February 2025 for adoption.
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FC166-25/26	Planning To report on:
i)	Current Planning Applications to be considered for comment to Horsham District Council (HDC).
ii)	To report on Planning Applications comments made under delegated powers (for noting only);
iii)	To report on Schedule of Planning Decisions made by Horsham District Council on previous applications (for noting only);

iv)	To report on the schedule of new planning applications being considered/determined by the Planning Inspectorate .
v)	To report on schedule of new Planning Compliance issues being considered by HDC (for noting only).
vi)	To report on the schedule of planning applications being considered at Planning Committee .
vii)	To report on the schedule of outstanding Planning Compliance being considered by HDC (for noting only).
viii)	Bucks Green Housing Development Task & Finish Group (Welbeck) To receive update: Bucks Green Housing Estate
ix)	Field House DC/25/1377 Recommendation: To receive information, RPC to approve response/actions to be undertaken. Cllr P Kornycky advised he would draft a potential complaint to bring to the December meeting for discussion, to be considered.
FC167-25/26	Correspondence Update (for noting only) - HALC Advice - CIL - Self Builds in The Rudgwick Parish – Clerk emailed HALC for advise on 16.9.25, chased 20.10.2025, 03.11.25 and 12.11.25, awaiting response. - Statutory Consultation on Local Government Reorganisation. The consultation link is: https://www.gov.uk/government/collections/west-sussex-local-government-reorganisation the consultation closes on 11th January 2026. - Footpath 3806 - West Sussex County Council (Petworth No. 1: Loxwood (Addition of a Footpath)) Definitive Map Modification Order 2023. Footpath 3806 - West Sussex County Council (Petworth No. 1: Loxwood (Addition of a Footpath)) Definitive Map Modification Order 2023. Definitive Map Extract Part 1 and Part 2.
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	- Rudgwick Housing Register Numbers – HDC have raised a FOI request, waiting for a response 25th November 2025. - Kings Head Asset of Community Value Application Update - WSCC Highways have advised the Church Street drains (Gaskyns Close – Orchard Hill) will be jetted in December 2025. - Rudgwick Primary Artsmark Award - The school vision is to display a range of art pieces from across the school. This would mean seven pieces of art, of which the average size would be no more than A4. They would be happy to shrink the art works to A5 if this would work better with any available space. They would intend to change the display every term (3-4 times a year). They would not need any specific access for visits; just let the parents know that their child's art has been chosen for the display which can be viewed if visiting the hall for a group/meeting. It would be lovely for the children to know that their art is seen by the wider community outside of our school walls. Consideration on whether a viable request with hall hire and available wall space. Office Christmas Opening times.
FC170-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. RYC Management Meeting 17th November 2025 – Cllr S Kornysky to update
FC171-25/26	Finance Recommendation: To resolve to <i>note</i> payments/transfer made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation and to resolve to approve transfer/payments/appointments to be made. Payments made/received November; Detailed Income & Expenditure by budget heading November; - Bank Reconciliations for November: Lloyds: Business, Savings, Deed and NS&I; Monthly Bank Reconciliation November; Payments to be made. - Set a minimum value for RPC assets detailed on the Asset Register (£250.00).
FC172-25/26	Parish Council Budget and Precept for the financial year 1st April 2026 to 31st March 2027 Recommendation: To resolve to approve the Rudgwick Parish Council 2025/26 budget and forecast 2026/27 for discussion and approval of the proposed precept of £126,633 (rounding to £126,640) representing a 4.50% increase (RPI Inflation increase) (Band D of £87.83 and £3.78 per year increase). Budget 2026/27. Precept Options
FC173-25/26	Rudgwick Magazine Financial Contribution Recommendation: To receive information, RPC to approve actions to be undertaken: Proposal to increase contribution wef 1/4/2026 to The Rudgwick Magazine. At the moment RPC contributes on the basis of 4p per copy. So, on a print run of 1500 that is £60 per month. From 1/4/2026 the Printer Cost will be £1.02 per copy (increased from 99p per copy). The request is to increase the RPC contribution to 5p per copy, but with the increase phased over 4 years i.e. an increase of 0.25p per copy per year for 4 years. This would increase RPC's current contribution of £60 per month to £75 per month but with the phasing adding just £3.75 monthly (£45 per annum). A Rudgwick Magazine budget statement will be

	supplied. Rudgwick Mag Accounts 2026
174-25/26	Internal Auditors Internal Report Recommendation: To recommend to the Full Council to note the contents of the Interim Internal Audit Year Ended 31 March 2026 (Please note the precept noted under D. BUDGET, PRECEPT AND RESERVES is incorrect and notes last years precept amount. We are awaiting the amendment and new report to reflect the 2025/26 precept of £122,000 from the auditor.) To consider and resolve. • GDPR Training • Assertion 10
175-25/26	Actions from Halls, Recreation and Open Spaces Committee meeting 17th November 2025. To receive, discuss and approve the recommended actions as recommended from the HROS Meeting 17th November 2025.
176-25/26	Actions from Finance, Policies and Human Resources Committee meeting 25th November 2025. To receive, discuss and approve the recommended actions as recommended from the FPHR Meeting 25th November 2025.
FC177-25/26	Committees and Working Groups Appointment of New Members for the 2025/26 municipal year - To confirm committees/working groups membership for new Cllrs Recommendation: To resolve that new members are to be appointed
FC178-25/26	Jubilee Hall Project Recommendation: To receive information, RPC to approve actions to be undertaken: • The commencement of the registration forthwith of our title. See fee proposal report • Update on (Church) Kings Head Project • Feasibility of undertaking the roofing work only, just lean-to or all? Potential advantage - ensures no loss of the £5,500 S106 (deadline January 2027) and will add value (if disposed) and improve the EPC rating (roof insulation added). We can also easily tap into the 'windfall' S106 of circa £15K giving an overall budget of £20K). • Mike Zullo's fee proposal indicates circa £2,500 to get us through to a planning application submission (without undertaking any works). So, if we can get HDC approval to the overall project, we could progress, leaving just £3K of S106 to spend before the deadline (and we may spend £1,250 of this on LED lighting if we don't get a grant from HDC). • Reports from Mike Zullo – Existing elevations, existing plans, existing section, proposed elevations opt 1, defect photos selection, proposed elevations opt 2, proposed roof plan opt 1, proposed floor plan opt 2, proposed roof plan opt 2, proposed floor plan opt 1, proposed section opt 1, proposed section opt 2 • Fee Proposal
FC179-25/26	Little Street/Spin Studio Recommendation: To receive information, RPC to approve actions to be undertaken: • FC243 (10/3/2025) minuted the RPC approval to a trial of 3-6 months before formalising. Review after 3 months. Update required from Little Street tenant. RPC will need to decide if the sub-letting should be formalised (or not) to comply

	with the terms of the lease. • Agree the terms for Surrey Fitness alongside a review of the sub-lease.
FC180-25/26	WSCC Highways/Traffic Calming Recommendation: To receive information, RPC to approve response/actions to be undertaken. • Church Street Traffic Calming Initiative Update • CHS Update from WSCC • Watts Corner Cllr P Kornicky to give an update.
FC181-25/26	Churchmans Meadow Orchard Recommendation: To receive information, RPC to approve actions to be undertaken: • Cllr Ryan requested the Churchmans Meadow Orchard project, that was started by Cllr Burse, is discussed at the DEC FCM to progress. Looking for RPC to support the idea.
FC182-25/26	Annual Parish Meeting 2026 • Consider guest speakers and format for the Annual Parish Meeting.
FC183-25/26	Work Nest Recommendation: To receive information, RPC to approve actions to be undertaken: • Work nest contract commencement date amended to 1st January 2026. • Landlord responsibility for Fire Risk Assessment at RYC - recently discussed at the Finance Meeting. See actions
FC184-25/26	Staffing Recommendation: To resolve to approve overtime payments for the Clerk and Assistant Clerk for additional hours to cover workload – November. Clerk – 12.5 hrs Assistant Clerk – 15.5 hrs • Recruitment, discussion on the future possibility of recruiting a Facilities Warden.
FC185-25/26	Date of next Meeting: 12th January 2026 at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 12th January 2026, at 7.00 pm