

Rudgwick Parish Council

Weekly Clerk's Update: 29th November – 5th December 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)

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 12 th January 2025	
Application No: DC/25/1981 04.12.2025	Response/Comments:

Applicant: Southdown House, The Summer House, Church Street, Rudgwick	
Reason for Application: Use of ancillary accommodation as part holiday let / part annexe (Retrospective).	
Official Response Date: 25.12.2025 / Determination 27.01.2026	
Application No: DC/25/1927 24.11.2025	Response/Comments:
Applicant: 10 Roundabouts Cottages, The Haven	
Reason for Application: Conversion of loft into habitable living space with the installation of 2no. rooflights to the front elevation and a rear dormer. (Lawful Development Certificate - Proposed).	
Official Response Date: 25.12.2025 / Determination 19.01.2026	Response/Comments:
Application No: DC/25/1928 04.12.2025	
Applicant: 10 Roundabouts Cottages, The Haven	
Reason for Application: Erection of a single storey side and rear extension.	Response/Comments:
Official Response Date: 25.12.2025 / Determination 19.01.2026	
Application No: DC/25/1929 04.12.2025	
Applicant: 10 Roundabouts Cottages, The Haven	Response/Comments:
Reason for Application: Construction of double garage.	

Official Response Date: 25.12.2026 / Determination 19.01.2026	
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Applications for consideration at Rudgwick Parish Council Meeting

Applications for consideration at Rudgwick Parish Council Meeting 8 th December 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	

Decisions

HDC Council Decisions – Rudgwick Parish Council Meeting 8 th December 2025	
Application No: DC/24/1003	Response/Comments: Permitted / RPC – Objection subject to further clarity as to whether the kitchenette, mentioned in the supporting evidence (Water Neutrality report) and in previous application DC/23/0426, will be incorporated in the living area, as this would render the proposal in breach of HDPF Policies 26 & 28. If permission for the proposal is granted, it should be subject to a condition that it is not used for commercial let and is entirely ancillary to the main dwelling for occasional and recreational use only.
Applicant: Hornshill House, Guildford Road, Rudgwick	
Reason for Application: Change of use and conversion of existing stable block to residential annex and store and the installation of two air source heat pumps.	
Official Response Date:	
Application No: DC/25/1398	Response/Comments:

Applicant: Pantilles, Cox Green	Permitted / RPC - 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.
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) to form additional dormer window to front elevation, two east facing rooflights and one south facing rooflight.	
Official Response Date:	

Applications going to Committee

Applications going to Committee – Rudgwick Parish Council Meeting 8 th December 2025	
Application No:	Response/Comments:
Applicant:	
Reason for Application:	
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
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Application No:	Response/Comments:
Address:	
Nature of Complaint	
Official Response Date:	

Parish Councils Website

Rudgwick Parish Council's New Website is now live!

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

Correspondence

Email dated 04.12.2025 from NALC

Chief Executives Bulletin

Announcements

- We are delighted to announce our new chair, Cllr Iain Hamilton, and Cllr Sue Baxter and Cllr David Francis as vice-chairs for finance and resources and member services, respectively. Cllr Hamilton, the representative of the Merseyside Association of Local Councils, has served as chair of our [Larger Councils Committee](#) for the past two years. During his time as leader of Halewood Town Council, the council were crowned our [Star Council Awards](#) Council of the Year in 2017. Joining him as vice-chair (finance and resources) is Cllr Baxter, the first woman to have chaired NALC, from 2016 to 2021. Cllr Baxter is the representative of the Worcestershire County Association of Local Councils and currently sits on Wythall Parish Council and has also served as our vice-president, representing the organisation and the sector at a national level. Cllr Francis continues in post as vice-chair (member services). Currently a councillor for Newton on the Moor and Swarland Parish Council and the representative of the Northumberland Association of Local Councils, he has been instrumental in shaping publications, briefings and new initiatives such as the website. You can [read more about the leadership team](#) on our website.
- We are thrilled to announce the prestigious [Star Council Awards finalists](#). After an exhaustive evaluation process, our expert panel of judges has selected these exceptional individuals, parish and town councils and county associations as the best

in their respective categories. The Star Council Awards celebrate excellence and innovation in the parish and town council sector, and this year's finalists have genuinely exemplified these qualities. We received a record number of nominations from across the country, showcasing the remarkable achievements and contributions within the sector. The winners of the Star Council Awards will be announced at our Parliamentary Reception on 24 February 2026 at the House of Lords. Visit our website to [see if you made it as a finalist](#).

Events and meetings

- Our legal manager and senior solicitor, Jane Moore, attended the Lawyers in Local Government Governance (LLG) Conference last Friday. The LLG president, Paul Turner, spoke on the seismic change across local government. Reorganisation, devolution, and the forthcoming Planning and Infrastructure Bill all signal a transition, highlighting both opportunities and challenges in navigating the landscape. On remote meetings, he welcomed recent government announcements, noting how vital they are for modern governance. The conference also marked the launch of their professional body, the Association of Monitoring Officers, established out of the need to create a safe space for monitoring officers, deputy monitoring officers and aspiring monitoring officers, and will be live from January 2026.
- Earlier this week, Jane also delivered a legal update to the Surrey Association of Local Councils covering the recent developments on standards, remote meetings and workers' rights and highlighted examples of cases we have advised on, as well as any current or upcoming issues.

Resources

- [In this week's blog](#), Oswestry Town Council shares its inspiring journey to plant 17,000 trees, one for each resident, as part of its pledge to become carbon neutral by 2030. What began as a free tree scheme grew into a community-wide movement, with residents, schools, sports clubs and volunteers transforming green spaces and creating biodiversity corridors. From hedging at Gatacre Playing Field to rewilding canal routes, the project has strengthened connections between people and nature while delivering lasting environmental benefits.
- We've launched a [brand-new Assertion 10 Hub](#), providing parish and town councils with a comprehensive collection of tools, guidance and policies to help strengthen governance and compliance with the new Assertion 10 of the Annual Governance Statement. The hub brings together several new and existing resources, including a refreshed IT Policy, a Data Protection Roadmap, and the upcoming The Good Councillors Guide to Website Accessibility, which will be added next year.

Support

- Last Wednesday, we held an inspiring event focusing on [the art of communication and navigating tough decisions](#). The event explored practical strategies for parish and town councils to communicate clearly and consistently. It highlighted how effective communication can strengthen trust, improve engagement, and help parish and town councils manage challenging situations with confidence. Daniel Purchase from Breakthrough Communications and Sharon Groth and Polly Inness from Whitney Town Council delivered a clear message that communication is not just about sharing information, it's about creating relationships and trust. You can [read more about the event](#) on our website.
- Yesterday, more than 650 attendees joined our event on making Assertion 10 simpler to understand and strengthening governance and compliance. The event drew attention to several resources, including our [Assertion 10 Hub](#), the [Data Protection Roadmap](#) and an [IT Policy](#), all designed to help parish and town councils strengthen data protection and information management in line with the requirements.
- There's still time to [share your views](#) in the Smaller Authorities Proper Practices Panel (SAPPP) and the Chartered Institute of Public Finance and Accountancy (CIPFA) consultation on the proper practices that guide how smaller authorities are governed and manage their finances. The proposals aim to strengthen clarity, transparency and usability across financial reporting and governance requirements. SAPPP is particularly interested in hearing views on how accounts are presented and internal auditor competency. The consultation closes on 2 January 2026.
- The Chancellor of the Exchequer, Rachel Reeves MP, presented her [Autumn Budget](#) to Parliament on 26 November 2025. There were no rises in income tax, national insurance or VAT, a new High Value Council Tax Surcharge on properties worth £2 million or more from April 2028 and Mayors to gain a new tourist levy power on overnight stays. Minimum wage for 18 to 20-year-olds rises to £10.85, and National Living Wage increases to £12.71. 0.5% reduction in departmental budgets in 2028/29 compared with the 2025 Spending Review baseline. £2 billion a year for road maintenance by 2029/30, £48 million to increase planning system capacity and £18 million over two years to renew up to 200 playgrounds. £13 billion flexible funding for seven Mayoral Strategic Authorities (MSAs), a new Local Growth Fund of £902 million over four years for 11 MSAs and five place-based budget pilots to test pooling public service budgets, and considering allocating MSAs a direct share of business rates from across their region to support mayors in driving growth.

Email dated 03.12.2025 from WSCC

How we're using digital and AI to improve services across WSCC

Digital and AI special edition



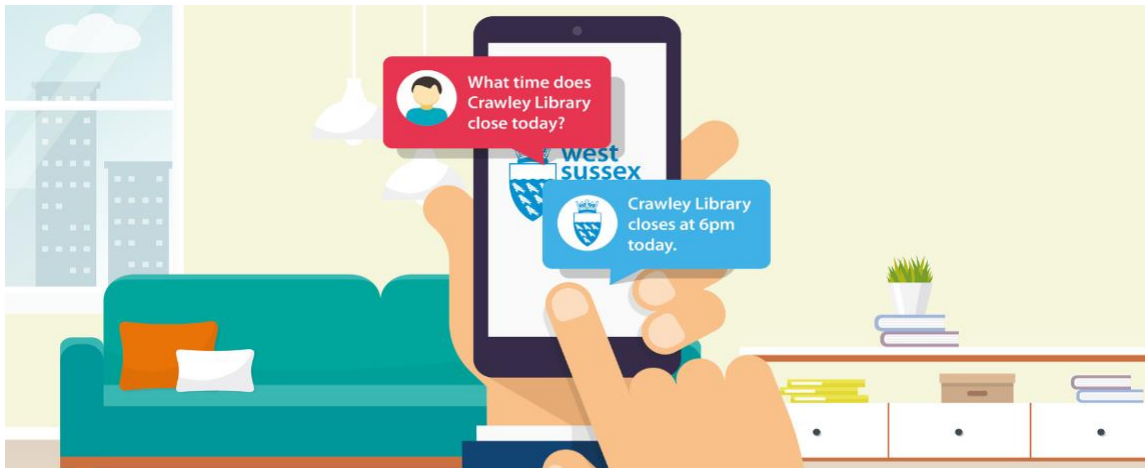
Welcome to this special edition of our Residents' eNewsletter, dedicated to all things digital and artificial intelligence (AI).

Earlier this year we launched our Digital Strategy which outlined how we'd use technology to improve everyday life for our residents, businesses, and communities.

Our goal is to make council services easier to access, more user-friendly, and efficient while ensuring everyone can benefit from the opportunities digital technology offers. By making the most of the opportunities new digital technology and infrastructure can bring, we can deliver better services for all.

In this special edition newsletter, you'll hear about our Artificial Intelligence (AI) chat and voice assistants which will be available 24/7 to help you get quick answers to common questions, when it's convenient for you, and without waiting in a queue. We're also working on a new website which you can learn more about and discover the support available for building your confidence using digital technology.

What's new & how it can help you



Our new AI assistants will be available on our website or via the phone and use safe, responsible artificial intelligence (AI) to help with everyday queries. They're designed to:

- Save you time by answering simple questions instantly.
- Be available 24/7, day and night, whenever you need support.
- Allow our staff to have more time to focus on more complex or sensitive enquiries.
- Provide more choice in how you contact us - whether online, by phone, or in person.

This means faster help for straightforward queries, and more focused support when you need it most.

[Find out more](#)

How to use AI assistants

How do AI Assistants work?



 Online - chat assistant: available to use now for some services, more available soon

- On pages where the AI assistant is available, you will find a chat icon at the bottom of the page
- Type your question (for example, “How do I report a pothole?”).
- The AI assistant will guide you to the right information instantly. If you’re unable to find answers to your question, you can ask to speak to a person and you’ll be connected to our Customer Service team during normal working hours (Monday - Friday, (9am - 5pm). Opening hours may differ between services, you can check opening hours [here](#).

 By phone - voice assistant: available soon

- When you call our Customer Service Centre, the AI assistant will answer first.
- Ask your question in your own words (for example, “How do I renew my library book?”).
- If your enquiry is more complex or you need to speak to a person, you will be transferred to a member of our team.

 [Top tips for using the new AI assistants](#) and more support are available on our [Digital Strategy News and Resources Hub](#).

Need help with anything digital? Continue reading to find out what support is available for using digital tools.

A new West Sussex County Council website is coming in the New Year



We're upgrading our website to a modern AI platform used widely across local government so that you can continue to find clear, consistent, and reliable information.

The new site will keep all the service information you rely on, whilst integrating more ways to get help, including optional chat and voice assistants available 24/7. No matter how you contact us, you will see and hear the same accurate information across the website, AI assistants, text services, and social channels.

Information will update from a single source - this means if something changes, like opening hours or service details, changes will be reflected everywhere, helping you get answers you can trust.

We are managing the transition carefully so access to services continues without disruption. This update is an investment in a more reliable and future-ready digital service for West Sussex.

Extra support using digital and AI



If you are new to digital and AI or would like some extra support, we have a range of free resources to help you build confidence online:

- [Library Digital Volunteers](#): one-to-one help in local libraries, from setting up an email account to using our chat and voice assistants.
- [Helpsheets](#): step-by-step guides, including “[How to use our chat and voice assistants](#)” and “[Staying safe online](#).”
- [Learn My Way](#): free online courses, including an introduction to AI and how it can help in everyday life. You will learn how AI is developing and the benefits it brings through an easy-to-follow introduction module. To access the content, you will need to sign up - it's free and gives you access to all topics.
- [Staying safe online](#): practical tips to protect yourself when using the internet.

These services are designed to make sure everyone can benefit from digital tools.

[Discover support for digital tools](#)

Digital Inclusion, Access and Safety



We want every resident in West Sussex to have the skills, confidence and access they need to get online and stay connected. That's why we lead the [Digital Inclusion, Access and Safety Partnership](#), bringing together organisations across the county to tackle digital exclusion.

Through this partnership, residents can access:

- [Digital support](#) - use our interactive map to find help with skills, data, devices, and free Wi-Fi.
- [Devices and data](#) - information on where to get low-cost digital devices, data plans, and affordable broadband.
- [Digital skills and safety](#) - practical tools and guidance to help you build digital confidence and stay safe online.

[Find out more](#)

Answers to common queries



Want to know more about how AI is being used at WSCC? We have answered your most common questions to help you feel informed and reassured.

[Read our FAQs on Artificial Intelligence](#)

Keeping your data safe



Your privacy is important to us. When you use our website or digital tools, including

chat or voice assistants, you choose what information to share. These tools offer general guidance and do not require personal details.

Any data you provide is handled securely and in line with UK data protection law. We only collect what is needed to deliver a service, and we never sell your information.

We continue to review our systems to make sure they meet high security standards as technology evolves, so residents can use our digital services with confidence.

Making best use of resources

We are committed to making it as easy as possible for you to access council services, whenever and however works best for you. Our new chat and voice assistants are one more way we're giving residents a voice and helping you get the support you need.

These improvements also reflect [Our Council Plan](#) commitment to make the best use of public resources. Modern digital tools help us deliver services more efficiently, keep information accurate, and increase staff availability for residents who need more tailored support.

This is a positive step forward in making our services more accessible, responsive and convenient for everyone.

Did you receive this eNewsletter from a friend? [Sign up here](#).

Email dated 01.12.2025 from Mole Valley District Council
Mole Valley District Council: Adoption of Design Codes

I am writing to tell you that, on 25 November 2025, Mole Valley District Council adopted:

- The Ashted Design Code
- The Bookham & Fetcham Design Code
- The Dorking Design Code (parts 1 and 2)
- The Leatherhead Design Code

Design Codes Adoption Statement

These documents act as an update and simultaneously cancel the following documents:

- The Built-Up Areas Character Appraisal for Ashted (2010)
- The Built-Up Areas Character Appraisal for Bookham & Fetcham (2010)
- The Built-Up Areas Character Appraisal for Dorking, North Holmwood and Pixham (2010)
- The Built-Up Areas Character Appraisal for Leatherhead (2010)

The design codes were produced and amended following a consultation which took place between May and July 2025.

Should you wish to apply for a judicial review, you should apply to the High Court by 25 February 2026 at: generaloffice@administrativecourtoffice.justice.gov.uk

The documents can be viewed online at the Council's website ([Supplementary Planning Documents, Guidance and Policy Statements - Mole Valley District Council](#)) or in hard copy at the following locations:

Mole Valley District Council Offices Pippbrook, Dorking, RH4 1SJ	Mon-Fri: 9.00-14.30
Ashted Library Woodfield Lane, Ashted, KT21 2BQ	Mon, Tues, Thurs, Fri: 10.00-13.00 and 14.00-17.00 Sat: 9.30-17.00
Beare Green Village Hall Merebank, Beare Green, RH5 4RD	Mon & Wed: 10.00-12.15
Bookham Library Townshott Close, Great Bookham, KT23 4DQ	Mon, Tues, Thurs, Fri: 10.00-13.00 and 14.00-17.00 Sat: 9.30-15.00
Dorking Library St Martin's Walk, Dorking, RH4 1UT	Mon, Wed, Fri: 9.30-17.30 Tues, Thurs: 9.30-19.00 Sat: 9.30-17.00
Leatherhead Library The Mansion, Church Street, Leatherhead, KT22 8DP	Tues-Sat: 9.30-17.00

Yours sincerely,

The Planning Policy Team



Email dated 01.12.2025 from HDC Planning Compliance
Monthly Planning Compliance Team statistics for November 2025

During November 2025, we received 21 new Planning Compliance investigations.

The closure statistics for November are shown below:

Year	Month	Complaints Closed	Reasons Closed				Closed within 90 days	Closed over 90 days	% Closed within 90 days
			No Breach	Breach Ceased	Plan App. Received	Not Expedient			
2025	November	86	18	21	25	19	38	48	44.19
Total for 2025		86	18	21	25	19	38	48	44.19%

Two enforcement notices were issued in November , as follows:

EN/25/0004	Land at Copse Wood, otherwise known as Plot 12, Dukes Paddock, Dukes Hill, Bramble Lane, Thakeham (EN) Without planning permission, construction on the Land of a timber dwellinghouse in the approximate position shown outlined in blue on the attached Plan and marked as 'The Building'.
EN/25/0352	Land at Copse Wood, otherwise known as Plot 12, Dukes Paddock, Dukes Hill, Bramble Lane, Thakeham (EN) Without planning permission, the making of a material change of use of the Land from agricultural to a residential use together with the erection of a single dwellinghouse in the approximate location shown edged in blue on the attached plan ("the Building").

No appeal decisions have been received during this time, however four further appeals against enforcement notices issued in September and October have been received and validated by the Planning Inspectorate:

- 1 Greenacres Farm, West Chiltington Lane, Billingshurst, West Sussex, RH14 9DR- to be dealt with as an Informal Hearing
- 2 Greenacres Farm, West Chiltington Lane, Billingshurst, West Sussex, RH14 9DR- to be dealt with as an Informal Hearing
- Land south of Delspride, Kent Street, Cowfold, Horsham RH13 8BB also known as Lot 3, CC Dance Studio, Kent Street, Cowfold, Horsham, West Sussex, RH13 8BB- to be dealt with as an Informal Hearing
- Woodside Equestrian Centre, Forest Road, Colgate, West Sussex, RH12 4TF

We therefore now have 10 outstanding decisions on appeals relating to enforcement notices previously issued.

I hope this is helpful- if you have any questions on individual cases, or any other planning compliance matters, please contact me.

Kind regards, Madeleine

Madeleine Hartley

Planning Compliance Team Leader

Telephone: [01403 215168](tel:01403215168)

Email: Madeleine.Hartley@horsham.gov.uk



Email dated 01.12.2025 from HDC

Your Climate and Environment newsletter from Horsham District Council - December 2025

Climate Action News



December 2025

In these newsletters we share with you how Horsham District Council and our partners and communities across the District are working to reduce carbon emissions and improve the local environment.

Look out for updates on Council and community initiatives and events, national campaigns, plus suggestions on how you too can make a difference. If you have any comments or suggestions please [email communications@horsham.gov.uk](mailto:emailcommunications@horsham.gov.uk)

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Continuing our journey toward net zero carbon emissions



We have cut our carbon emissions by 63% since 2019

Horsham District Council continues its journey toward net zero carbon emissions, as outlined in our recently published annual Carbon Reduction Report 2024-25.

The journey towards net zero was never going to see ongoing year on year reductions in our carbon emissions. After five years of ongoing reductions in our carbon emissions, last year we saw a slight increase. However, we are happy to say that overall we have reduced our direct carbon emissions by 63% since 2019/20.

This reduction has been achieved thanks to fleet upgrades including new electric vehicles and switching to hydrogenated vegetable oil. Parkside's new Combined Heat and Power unit also cut electricity emissions.

Gas and electricity use rose slightly in 2024/25 due to a colder winter, warmer summer, extended theatre programming at The Capitol, and improved occupancy in our temporary housing. For the Capitol, this reflects last year's panto being the most successful in the Council's history and for Housing, it illustrates the hard work to minimise the amount of time that people have to spend in B&B accommodation. This success in service delivery has had an impact on our carbon emissions.

That said, we expect emissions for 2025/26 to be lower as a result of building moves and energy upgrades. We will continue our work to drive down carbon emissions, and we remain committed to our 2030 net zero goal for direct emissions and 2050 for indirect emissions.

[Read more](#)

Heat Pump Open Afternoon - 6 December



8 The Quarries, Mannings Heath, RH13 6SW
Saturday 6 December, 2-4pm

Nuthurst Parish Carbon Busters are running an open invitation for residents to see the installation and operation of a new Heat Pump, installed by Revolution Heating, which is part of the Heat Geek group. Find out what changes are required in your heating system and how it runs.

Carbon Busters plan to provide refreshments so if you would like to attend please contact carbonbusters@nplink.org to give them an idea of numbers.

Nuthurst Carbon Busters

Get ready for a climate friendly sustainable Christmas!



As Christmas approaches there are plenty of ways for you to celebrate sustainably this year, from thoughtful gift-giving and eco-friendly wrapping, to buying party outfits second hand, or hosting a low-waste party. We have come up with some useful ideas to get you started.

If you have your own sustainable holiday tips and suggestions please [let us know](#) and we can add them to our webpages. Thank you!

And finally, don't forget to [download our mobile app](#) to keep up to date with your Christmas and New Year bin collection times. Check when your next recycling and waste collection day is, search for what can and can't be recycled, find your nearest recycling site, and more. You will also receive personal notifications letting you know when to put your bin out and also if there is a delay to collecting your recycling or waste.

Sustainable Christmas Celebrations

Putting Inspiring Green Futures at the heart of our draft Annual Plan 2026-27



Supporting people and communities

Inspiring greener futures

Building a thriving local economy

Always listening, learning and improving

Horsham District Council

Have your say on our draft Annual Plan 2026/27

Your voice matters

The Annual Plan sets out what the Council will focus on and deliver next year.

The consultation ends on 7 December 2025:

www.horsham.gov.uk/consultations

Our draft 2026-27 Annual Plan puts Inspiring Green Futures at its heart. Our draft projects include to:

- Produce new Management Plans for District sites in order to create nature-diverse places for people to live in.
- Help residents and businesses waste less and recycle more through food waste collections.
- Create safer routes for walking and recycling.

What environmental projects are important to you? Take our Annual Plan 2026-27 survey to tell us what matters to you.

The survey closes on Monday 7 December.

Complete the Annual Plan 2026-27 survey

Food waste collections are coming



Weekly household food waste collections will launch across the District in the spring of 2026. The exact dates will depend on where you live and what days your bins are currently collected. Your collection day will not change, and your food waste recycling bin will be collected weekly on the same day as either your recycling or general waste bin.

Did you know that more than 40% of the rubbish, by weight, in an average Horsham District bin is food waste? Plate scrapings, tea bags, coffee grounds and banana peels: no matter how little food you waste, it's really important that it is recycled. Your food recycling bin will always be emptied no matter how little it contains.

We will be writing to all households in January 2026 about how the service will work, as well as adding more information about the new service to our Food Waste webpages.

[Visit our Food Waste webpages](#)

See how our Green LEAP funding has supported sustainable businesses



We have been offering Green LEAP grants of up to £5,000 for climate-friendly businesses that demonstrate how they plan to develop their climate ambitions. Be inspired by some examples of how local businesses have been using their Green LEAP grants to help future-proof their business:

Green LEAP inspirational stories

Green LEAP is now closed but if you need support in achieving your business climate ambitions, please contact our Enterprise Team at

Business.Support@horsham.gov.uk

And why not **[sign up to our fortnightly business email newsletters](#)** full of news, advice and information straight to your inbox.

Supporting your Net Zero business plans

Winter recycling reminder



As the rain sets in, it's important to keep your recycling bin lid closed. Wet recycling can't be processed at our Materials Recycling Facility because moisture causes materials to stick to machinery and other recyclables. Wet recycling could contaminate the whole recycling collection.

Why is this important?

Recycling helps to fight climate change by reducing the energy needed to produce new products from raw materials, which cuts down on greenhouse gas emissions. It also reduces the amount of waste decomposing in landfills which releases methane, a potent greenhouse gas. Please ensure your recycling is clean and dry.

Winter opening times at West Sussex Recycling Centres

Did you know that our West Sussex Recycling Centres have switched to their winter opening hours? All 11 centres, including those in Horsham and Billingshurst, will be open from 9am to 4pm on selected days until 31 March 2026.

[Check Recycling Centre opening hours](#)

Useful Links

[Read how we are tackling climate change](#)

[Get involved in climate action](#)

Find out about our [Community Climate Fund](#)

[Explore our Wilder Horsham District programme](#)

[Read our latest climate action blog posts](#)

[Visit the West Sussex Climate Action Hub](#)

Stay connected



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



**Horsham
District
Council**

Email dated 28.11.2025 from Sussex Police
Speaking up for victims of stalking



**Sussex
Police & Crime
Commissioner**

KATY BOURNE OBE



WE SPEAK UP

On White Ribbon Day (25th November) people around the world stand up and speak up against violence against women and girls (VAWG). This is one of the Government's top national risks to public safety and one of the key public priorities in my Police and Crime Plan for Sussex.

My commitment to tackling VAWG includes being the first PCC in the country to pilot perpetrator programmes to change the behaviour of stalking and domestic abuse perpetrators, to help stop re-offending. Thanks to our successful pilots, perpetrator programmes are now in place across the country and I continue to fund and support these in Sussex.

In 2024/25 alone, more than 2,000 victims of stalking were supported by Veritas Justice – our dedicated advocacy service supporting people affected by stalking across Sussex by providing free and confidential advice. I have been pleased to fund Veritas for over 10 years - from their start-up helping up to 50 individuals in their first year, to the vital organisation we are lucky to have today.

Sussex Police was the first in the country to implement and lead the use of Stalking Protection Orders (SPOs) a powerful, court-mandated tool that imposes legal conditions on a perpetrator.

Through the proactive use of SPOs, survivors of stalking are receiving the security and protection they desperately need from their perpetrator. This allows them to start navigating their way back to 'normal' life and beginning the process of healing.

Thanks to my relentless focus, Sussex Police will use every available legal tool to manage persistent high-harm perpetrators and place immediate, court-mandated restrictions on their behaviour to improve the safety of all, especially women and girls.

Victoria's experience (below) shows how stalking can devastate lives far beyond emotional harm. It affects every aspect of a person's life, from their health to their sense of safety. This case really demonstrates the difference it makes when professionals work together, recognise the signs early and respond in a co-ordinated, trauma-informed way.

Helping survivors move from fear towards recovery

After a short relationship ended, Victoria found herself subjected to a frightening campaign of stalking. The behaviour escalated quickly - persistent contact, monitoring and unwanted attention that left her feeling constantly watched and unsafe.

What began as emotional distress soon became a serious health crisis. The sustained fear and anxiety caused her pre-existing condition to worsen, leading to hospitalisation and long-term health complications, including seizures. The stalking also left her exhausted, hypervigilant and struggling to sleep, affecting every part of her life and the wellbeing of her family.

Once professionals recognised the full extent of the harm - both physical and psychological - agencies worked closely together to ensure Victoria received the right support at the right time. Through Veritas Justice's advocacy and partnership with health services and police, Victoria remained engaged with the criminal justice process and the police secured a Stalking Protection Order, providing vital safety and space to recover.

If you are being subjected to any suspicious or unwanted behaviour, no matter how minor it may feel, please report it to Sussex Police. They really are here to help and care.



Katy Bourne OBE
Sussex Police & Crime Commissioner

FRIDAY FORCE FOCUS

Tens of thousands of illicit goods seized across Sussex in national intensification period

Sussex Police officers have seized a large quantity of illicit cigarettes, tobacco and illegal vapes from premises across the county and 18 people have been arrested after a month-long operation.

These results follow Sussex Police's involvement in Operation Machinize; a National Crime Agency (NCA)-coordinated operation to tackle illegal goods, money laundering and exploitation linked to cash-intensive businesses.

Throughout October, Sussex Police partnered with agencies such as Trading Standards and the Home Office's Immigration Enforcement to conduct targeted activities across the county.

Multi-agency warrants and discovery visits took place at 76 different premises and addresses throughout Sussex.

Across **West Sussex**, officers conduct multiple warrants with Trading Standards and Immigration Enforcement at 35 retail premises including car washes, barber shops and convenience stores. As a result of these warrants, over £30,000 in cash was seized, as well as tens of thousands of cigarettes and multiple kilos of tobacco, and 17 people were arrested.

Officers in **Brighton and Hove** conducted several discovery visits at multiple cash-intensive businesses across the area to build intelligence in relation to safeguarding of workers.

In **East Sussex**, officers also conducted safeguarding and discovery visits with officers from the Immigration Compliance Enforcement team, Department of Work and Pensions (DWP) and Home Office Immigration Financial Investigators. The multi-agency visits took place at 19 premises including nail bars, car washes and barber shops.

Operations such as Machinize provide opportunities to intensify the Force's focus on cracking down on criminality and building intelligence to support its year-round commitment to tackling money laundering and keeping vulnerable people safe from exploitation.

Highways, Transport and Planning



****Correction: Date for the Parish Briefings****

Parish Briefings - Wednesday 17 December

We are delighted to invite you to **two** upcoming briefings, on Wednesday 17 December, designed to strengthen collaboration and resilience across our communities:

Briefing 1: Local Flood Risk Management Strategy 2025

Time: 09:00-10:00

This session will:

- Increase understanding of the Flood Risk Management Team's role in safeguarding communities.
- Introduce the new Local Flood Risk Management Strategy (LFRMS) 2025 and its key objectives.
- Share practical steps parishes can take to help manage local flood risk.

Please stay on the meeting for:

Briefing 2: Social Value

Time: 10:00 – 11:00

Format: Virtual briefing hosted by West Sussex County Council in partnership with VolkerHighways

Key aims:

- What is Social Value?
- Why is Social Value important in West Sussex?
- How WSCC and VolkerHighways are working together to deliver Social Value
- Opportunities for Parish and Town Councils to get involved.

This session will provide insights into how you can contribute to and benefit from social value initiatives, helping to strengthen community outcomes across West Sussex.

Please note: The sessions will be recorded.

[Join the meeting here](#)

Meeting ID: 347 927 533 999 87

Passcode: xw2g6K2Z

West Sussex Highways prepared for winter weather

West Sussex County Council's (WSCC) highways team have spent the first six months of this financial year delivering essential works to strengthen the resilience of the county's road network ahead of the winter season. These efforts aim to keep West Sussex moving - whatever the weather brings.

While repairing safety defects such as potholes remains a key focus, preparing the highways network for winter weather has been a top priority. Between 1 April and 30 September 2025, the team has:

- Completed 164.6 miles of surfacing and large-scale patching
- Delivered 8 large scale and 25 small scale capital drainage schemes
- Repaired 13,977 potholes using both 'sawn and sealed' and 'spray injection' patching methods
- Reduced the average time between receiving a report of a pothole and carrying out the repair to 12 days
- Cleansed 45,793 drainage gullies
- Carried out 250 drainage jetting jobs and 491 iron work replacement or reset works

[Read more here](#)

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

WSCC 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.

[Find out more](#)

Consultation on proposed new bus service for Chichester city centre

West Sussex County Council is considering proposals to introduce a new subsidised service for Chichester city centre.

Under the proposals, the existing 46/47 service from Parklands and the 50 service from Graylingwell would be combined into one higher frequency bus route into Chichester city centre. The new service would also be extended to Minerva Heights, providing improved connections for new residential communities in the west of Chichester and Graylingwell.

The initiative, partly funded by the development at Minerva Heights, aims to ensure bus services remain sustainable in the longer term, while helping to reduce congestion in Chichester city centre.

For most passengers, the proposed changes would mean a more reliable and accessible service. However, some passengers, particularly in Parklands, may face reduced frequency or longer walks to alternative stops.

[Find out more and complete the survey here](#)

Winter Cycling Tips

Keep warm

Thin layers are best, ideally with thermals, warm socks and gloves. An under-helmet hat is a good idea....



Wear Hi-Vis

With lower daylight levels, bright or light-coloured clothing, or ideally high vis, is useful to be more visible.

Use Lights

Putting your lights on during the day when it's dull or cloudy helps you be more easily seen, and of course it's essential at night. Rechargeable lights are well worth it and you can charge up easily.

Get a grip

Tyres should normally be pumped up to be as hard as an apple, but when it's colder they are better a little bit softer to increase grip.



Go slow and pedal carefully

Going slower enables you to see more and avoid hazards such as icy patches. Pedals can also be slippery when it's wet, so pedalling carefully is important.

Consider Road positioning

The gutter is where the slush and ice accumulates, and driving by the kerb is not recommended in any weather. Cyclists are advised to ride in the primary ('follow-me') position or the secondary ('pass me') position.

Revisit your route & keep an eye on weather

You may need to replan your route if for example the roads are unlit, or don't get gritted. And if the weather is really bad you may need to pick a different mode of transport.

Ash Dieback



Pictures show works in progress, a large ash tree suffering from ash dieback disease – removed from the side of the highway and the significant internal decay from the diseased tree.

WSCC are now into the felling season and ash dieback tree removal works are underway.

Scheduled works will be taking place at the following locations:

- A264 Five Oaks
- A22 Lewes Road, East Grinstead
- A2037 Henfield / Small Dole

Traffic management will be in place whilst we undertake essential works to the ash trees positioned along the highways edge that have succumbed to ash dieback disease. Natural regeneration will take place over the coming year.

Private landowners should look to have:

- any remedial works to ash trees undertaken during the winter months,
- check for tree preservation orders,
- check for conservation areas
- check whether there is a requirement for a felling licence.

For more information on ash dieback visit our webpage @ [Ash dieback - West Sussex County Council](#)

Extra guidance for homeowners and those with ash trees on their land is available @ <https://treecouncil.org.uk/science-and-research/ash-dieback/public-guidance/>



Natural regeneration after tree works have been completed

Planned Delivery Scheme Updates

Key local pedestrian route restored at Whites Bridge

The White Bridge Link a vital pedestrian route used by walkers and cyclists to cross the River Adur connecting the local communities of Steyning, Upper Beeding and Bramber closed in August 2023 has now been re-opened.

The White Bridge, which is owned by WSCC and is a public right of way, was originally built in 1903 but closed in August 2023 after a structural inspection found it

to be in poor condition and beyond economic repair. Following this development work began in early 2024 to design and fund a new footbridge. This development was done in conjunction with the Environment Agency, Southern Gas Network, The White Bridge Link Project, Parish Councils and the landowners.

The works to re-open this link started in Mid-May 2025 to divert the existing gas main off the old bridge to under the River Adur, this was then followed by the removal of old bridge, construction of new foundation and new bridge lifted on 2 October funded by WSCC. The bridge replacement works were combined with funding from the Wilson Memorial Trust to complete outstanding footpath resurfacing works as part of the White Bridge Link project on the east side of the river, creating a sound, weather-proof pathway' surface all the way between Steyning and Upper Beeding.



Aerial photograph showing the new bridge being placed



Opening ceremony – cutting of ribbon by Roger Potter - Chair White Bridge Link Project Steyning and District Community Partnership with Cllr Joy Dennis – WSCC Cabinet member for Highways and Transport.

WS Highways Utility Projects Update

This section provides updates on projects being carried out by utility companies across the West Sussex Highways Network.

Upcoming Gas Network Improvements in Bersted

Southern Gas Network will be carrying out essential works on North Bersted Street, Bersted, to fully replace the gas main and its connections to all residential properties. The project is scheduled to run from 5 January 2026 to 8 May 2026.

To facilitate these works, there will be a **24-hour road closure** from the Royal Oak pub to the dead end outside number 82. These improvements are critical to ensure the safety and reliability of the gas supply.

If you need further information about these works, you can contact SGN Customer Service Team by email Customer@sgn.co.uk or alternatively you can call them on 0800 912 1700. For travel and route diversion, follow <https://one.network/?tmi=GB41782035>

Essential Power Network Upgrades in Crawley

UK Power Networks is currently undertaking a project to replace underground electricity cables between Three Bridges and Fleming Way as part of our ongoing investment in the local electricity network.

Installation of new electricity cables within the carriageway on Tinsley Lane from 8 September to 16 December 2025. To complete the work as quickly and safely as possible, a daytime road closure will be in place on Tinsley Lane between 08:30 and 18:30. Outside these hours, two-way traffic lights will be in operation.

From 5 January 2026, works will move to Hazelwick Avenue (Northbound) with a road closure in place for approximately 6 weeks. This will be followed by temporary traffic lights from 16 February 2026 to 10 April 2026, operating between 08:00 and 18:00.

If you have any specific concerns, you can contact our customer care team on 0800 028 4587 or care@ukpowernetworks.co.uk.

Gas Replacement Works Scheduled in Chichester

Gas main replacement works will commence on the A286 Birdham Road, Chichester, from 5 January 2026 and are expected to last approximately 10 weeks. The project will be carried out by Southern Gas Network under multi-way traffic lights. These essential works are necessary to maintain a safe and reliable gas supply for the community.

If you need further information about these works, you can contact SGN Customer Service Team by email Customer@sgn.co.uk or alternatively you can call them on 0800 912 1700. For travel and route diversion, follow <https://one.network/?GB145940789>

Old Gas Pipes Replacement in Horsham

Southern Gas Network will be replacing old pipes in Springfield Road, between St John the Evangelist and the Horsham United Reform Church, Horsham from Monday 5 January 2025

To ensure everyone's safety, Springfield Road will be closed to motorists between these two locations. Alternative access routes for affected properties, shops and businesses will be indicated with signage on the road.

From Monday 26 January. The works will be carried out in the Albion Way area, Horsham. There will be lane closure in both direction and the works will be carried out in two phases lasting an approximate six weeks combined.

Please click [here](#) if you need further information. You can also contact SGN Customer Service Team by email Customer@sgn.co.uk or call them on 0800 912 1700. For travel and route diversion, follow <https://one.network/?GB146909796>

Updates from VolkerHighways - Reactive Maintenance Contractors

Road Safety Week

During National Road Safety Week we delivered our Road Safety Assembly to 6 different primary schools across the county with our lovely mascot Kerby the Cone. We reached approximately 2,000 children with the vital message of how to stay safe on our roads. By educating young people on road safety, we're helping to reduce risks, build awareness, and create safer environments for future generations.



Road Safety Assembly

Keep up to date  

Facebook, X Bluesky & WhatsApp

Updates on emergency reports are posted every day and project updates are posted frequently on the West Sussex Highways Facebook [@West Sussex Highways](#), X [@WSHighways](#), and Bluesky [@wshighways.bsky.social](#) accounts.

Did you know you can get gritter alerts, grass cutting updates and up to date information on road issues on WhatsApp? You can follow silently or opt for alerts to notify you when we share an update. To find us open WhatsApp and select "Updates"

from the bottom menu, then simply search for WSHighways or click the link
- [WSHighways](#).



The poster features a background image of a rural landscape with rolling hills and a cloudy sky. A large black rectangular area on the left contains white text. A pink speech bubble icon with a building inside is positioned above the main text. A pink banner at the bottom left contains white text. A white banner at the bottom center contains black text. On the right side, a vertical black bar contains white logos for various local authorities.

Shaping West Sussex

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The Government has launched a formal consultation on Local Government Reorganisation for our area.

Have your say until 11.59pm
on 11 January 2026

Find out more: www.shapingwestsussex.org

Logos on the right side of the poster include:

- ADUR DISTRICT COUNCIL
- ARUN DISTRICT COUNCIL
- CHICHESTER DISTRICT COUNCIL
- Crawley
- Horsham District Council
- MID SUSSEX DISTRICT COUNCIL
- west sussex county council
- WORTHING BOROUGH COUNCIL