

FC190-25/26	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.
FC191-25/26	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 12th January 2026	
	Response/Comments:

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 resolve.
ix)	Oakfield Oak Tree (Field House DC/25/1377) To receive and resolve.
x)	Sussex Topiary DC/24/1502 & EN/25/0372 To receive and be noted.
xi)	Highway Boundary Information To receive and resolve.

FC192-25/26	Correspondence Update (for noting only) •
FC193-25/26	Chairman's Report (for noting only) • Letter of thanks from parish resident. • Annual Parish Meeting Agenda deadline is the March 9th meeting
FC194-25/26	Clerk's announcements/decisions/Correspondence (for noting only) To receive Clerk's Weekly Updates (from 6 th December 2025 – 11 th January 2026) • Rudgwick Housing Register Numbers - HDC FOI responded with the attached chart on the number of people currently on the housing register for properties in the parish of Rudgwick, the actual information requested was for the number of people currently on the housing register for properties in the parish of Rudgwick <u>that had a Rudgwick connection and noted Rudgwick as their number one priority for housing.</u> • Kings Head Asset of Community Value Application submitted 15.12.25 • Staff tree training date confirmed for Monday 16th February 2026 • Worknest commencement 1.1.26 • Flooding on the A281 Update - Highways Team Update: Thank you for your enquiry regarding the water levels at this location. During my inspection today (18.12.25), I observed active flooding on the carriageway. I am aware of the historic drainage issues in this area during periods of heavy rainfall and have immediately arranged an emergency call-out for two-way traffic lights. These measures are being implemented to slow traffic and ensure safe passage through the affected section. Regarding a long-term solution, I can confirm that an investigation into the culvert running beneath the road is scheduled for January 6, 2026. This assessment will determine the scope of larger-scale works required to resolve this ongoing issue permanently. • F3 bootcamp have contacted the office to volunteer their services, Clerk in communication over possible options. • KGV loss of water supply, 6.1.26, Southern Water called to attend.
FC195-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. •
FC196-25/26	Finance To consider for approval/ noting: • Payments made/received December; • Detailed Income & Expenditure by budget heading December; • Bank Reconciliations for December: Lloyds: Business, Savings, Deed and NS&; • Monthly Bank Reconciliation December; • Payments to be made. • Transfer £15,000 from the Lloyds savings account to the Lloyds Business account.
FC197-25/26	S137 Funding applications • 4 Sight Vision support To receive and resolve.

FC198-25/26	Tree Survey Works To consider and resolve.
FC199-25/26	Little Street Sub-lease To consider and resolve.
FC200-25/26	Surrey Fitness Charges To consider and resolve.
FC201-25/26	Jubilee Hall Update/Title Deeds To consider and resolve.
FC202-25/26	WSCC Highways/Traffic Calming Update To consider and resolve.
FC203-25/26	Churchman's Meadow Orchard • Tree Guards To consider and resolve.
FC204-25/26	Annual Parish Meeting 2026 To consider and resolve.
FC205-25/26	Staffing To receive and resolve.
FC206-25/26	Date of next Meeting: 9th February 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 12th January 2026 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC186-25/26	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC187-25/26	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> .
FC188-25/26	<u>Minutes of Council Meeting of 8th December 2025</u> Recommendation: To receive and resolve the Minutes an accurate record of the Council Meeting held on 8th December 2025 and for the Chairman to sign these. Amendment required to item FC177-25/26 <u>Committees and Working Groups</u> Appointment of New Members for the 2025/26 municipal year - To confirm committees/working groups membership for new Cllrs As Vice Chairman of the Parish Council, Cllr Ian Maclachlan, to be added to all Committees and noted as an ex-officio member.
FC189-25/26	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC190-25/26	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.
FC191-25/26	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 <u>delegated powers</u> (for noting only);
iii)	To report on Schedule of <u>Planning Decisions</u> 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 note there are no new Planning Compliance issues being considered by HDC (for noting only).
vi)	To note there are no planning applications being considered at Planning Committee (for noting only).
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 Estate Access • Road Safety Audit • Email response from Sussex Police • Update following WSCC Highways Teams meeting 17th December 2025 with Ian Gledhill at WSCC.
ix)	Oakfield Oak Tree (Field House DC/25/1377) To receive update: • Formal Complaint, Will Jones Objection and Oak Tree Photo submitted to HDC 12/12/2025 15:20. Acknowledgement of receipt received 19/12/2025 08:53, response within 10 working days. • HDC response Stage 1 Complaint Ref 8410 - Formal Complaint - Oakfield Oak Tree received 7.1.26
x)	Sussex Topiary DC/24/1502 & EN/25/0372 To receive update: • Sussex Topiary DC/24/1502 & EN/25/0372
xi)	Highway Boundary Information Recommendation: To receive information, RPC to approve response/actions to be undertaken. • Pantiles Boundary Information
FC192-25/26	Correspondence Update (for noting only) •
FC193-25/26	Chairman's Report (for noting only) • Letter of thanks from parish resident. • Annual Parish Meeting Agenda deadline is the March 9th meeting
FC194-25/26	Clerk's announcements/decisions/ Correspondence Update (for noting only) To receive Clerk's Weekly Updates (from 6 th December 2025 – 11 th January 2026) • Rudgwick Housing Register Numbers - HDC FOI responded with the attached chart on the number of people currently on the housing register for properties in the parish of Rudgwick. There are currently 15 households who have a

	connection to Rudgwick on the housing register. Please note that households wishing to apply solely based on a local connection may do so only when a local connection scheme is available for the relevant parish. At present, there is no local connection scheme in place for Rudgwick; consequently, the number of applications under the local connection category is lower than it would be if such a scheme were available. In relation to households that have indicated Rudgwick as their first priority, we are unable to report on this, as applicants are not asked to rank their preferences. Instead, households are invited to select from 36 areas in which they would be willing to be rehoused, and they may choose as many areas as they wish. These selections are not recorded in any order of preference. Households are advised to select only those areas in which they are genuinely willing to be rehoused, as refusal of a suitable offer in a chosen area will result in removal from the housing register. • Flooding on the A281 Update - Highways Team Update: Thank you for your enquiry regarding the water levels at this location. During my inspection today (18.12.25), I observed active flooding on the carriageway. I am aware of the historic drainage issues in this area during periods of heavy rainfall and have immediately arranged an emergency call-out for two-way traffic lights. These measures are being implemented to slow traffic and ensure safe passage through the affected section. Regarding a long-term solution, I can confirm that an investigation into the culvert running beneath the road is scheduled for January 6, 2026. This assessment will determine the scope of larger-scale works required to resolve this ongoing issue permanently. • F3 bootcamp have contacted the office to volunteer their services, Clerk in communication over possible options. • KGV loss of water supply, 6.1.26, Southern Water called to attend.
FC195-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable.
FC196-25/26	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 December; • Detailed Income & Expenditure by budget heading December; • Bank Reconciliations for December: Lloyds: Business, Savings, Deed and NS&I; • Monthly Bank Reconciliation December; • Payments to be made. • Transfer £15,000 from the Lloyds savings account to the Lloyds Business account.
FC197-25/26	S137 Funding applications Recommendation: To resolve to approve the following grant applications: • 4 Sight Vision support - £170 (application, accounts, additional information) Constitutions are confirmed by Clerk.
FC198-25/26	Tree Survey Works Recommendation: To receive information, RPC to approve actions to be undertaken. • Report HS2 & HS3 Remedial Works (HS2 = £3,440.00 net)

	• TCR-671-25 Rudgwick Parish Council • Appendix 1 TCR-671-25 Rudgwick Parish Council Table of Results • Appendix 2 TCR-671-25 Dwg01 Rudgwick Parish Council Rudgwick Recreation Ground • Appendix 2 TCR-671-25 Dwg02 Rudgwick Parish Council Churchmans Meadow • Appendix 2 TCR-671-25 Dwg03 Rudgwick Parish Council Fox Holes Wood • Maximus Tree Care Quote RPC Churchmans Meadow Quote • Maximus Tree Care Quote RPC Playing Field Quote • Maximus Tree Care Quote Rudgwick Fox Holes Wood Quote
FC199-25/26	Little Street Sub-lease 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 from Little Street tenant. <i>We have not yet put a formal agreement in place as the current Hire Agreement is working very well and covers everything we need. It arrangement is working very well from an operational and practical perspective for both parties and has significantly helped not having the financial burden of the Apple Tree Cafe. If RPC want to formalise this, we can look into a very simple sub lease contract but I would like to avoid needing to draft in solicitors and legal costs</i> RPC will need to decide if the sub-letting should be formalised (or not) to comply with the terms of the lease. Hire agreements in place circulated to Cllrs confidentially. • Agree the terms for Surrey Fitness alongside a review of the sub-lease.
FC200-25/26	Surrey Fitness Charges Recommendation: To receive information, RPC to discuss future charges, annual renewal of hirer agreement commences 1.6.26. Surrey Fitness Camps Hirer Agreement November 2024 Sept 2024 HROS Field user charge agreements and Licences It was resolved unanimously to recommend to the Full Council to resolve: 1. Field User Charges – Propose to increase the annual fees for Surrey Fitness Camp to £500.00 from £360.00. To be included on the October FCM for discussion. Licence agreement to be formalised to include use of equipment, council property, damages and terms of use.
FC201-25/26	Jubilee Hall Update/Title Deeds Recommendation: To receive information, RPC to approve actions to be undertaken: • The commencement of the registration forthwith of our title. See updated fee proposal report. Decision approval for instruction of solicitor • Mike Zullo – Fee Proposal • Approval to carry out: 2) Once a layout has been agreed: Draw up the full set of drawings for the planning application. £600.00 3) Prepare supporting documents for the planning application and submit the application via the planning portal. £300.00 4) Planning application fees to be paid on your behalf: Fee are changing on the 1st of April 2025, so I have allowed a budget based on the new fees. (net value) £485.00 Planning Portal admin fee: (net value) £58.33 Cost of O.S. Map: £50.00

	5) Structural engineering: calculations: Check condition of building against the previous survey to see if further movement has occurred. Produce structural calculations for the proposed extension and restraining the original roof structure. £850.00 This item reduced to: £400.00 Budget for this under the CP EMR for the Jubilee Hall Project
FC202-25/26	WSCC Highways/Traffic Calming Recommendation: To receive information, RPC to approve response/actions to be undertaken. Church Street Traffic Calming - Update on WSCC feasibility work Cllr P Kornicky to give an update.
FC203-25/26	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. (this item was deferred) - Tree Guards – Open Spaces Warden reported that approx. 20 tree guards have disappeared from around the trees in CM. Last year we purchased 30 guards/stakes from Wilding Network at a cost of £100. (30 x biodegradable guards and canes (£3 per unit) - £90 Delivery - £10 Total: £100) Consideration over next steps and actions required
FC204-25/26	Annual Parish Meeting 2026 Consider guest speakers and format for the Annual Parish Meeting.
FC205-25/26	Staffing Recommendation: To resolve to approve overtime payments for the Clerk and Assistant Clerk for additional hours to cover workload – December. Clerk – 4hrs Assistant Clerk 7.5–hrs
FC206-25/26	Date of next Meeting: 9th February 2026, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 9th February 2026, at 7.00 pm