



RUDGWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 8th December 2025 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

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

Also, present Anna Clayton – Clerk

Public: One attendee

FC159-25/26	Apologies for Absence Apologies were received from R Landeryou (Horsham District (HD) Councillor), West Sussex County Councillor Christian Mitchell, Cllr Roger Noel (Horsham District (HD) Councillor), Cllr A Ryan and noted.
FC160-25/26	Declarations of Interest It was unanimously resolved to note Declarations of Interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made: Cllr P Kornysky declared an interest in item FC173-25/26 Rudgwick Magazine Financial Contribution and would refrain from voting on this agenda item. Cllr D Buckley declared an interest in item FC169-25/26 Clerk's announcements/decisions Rudgwick Primary School.
FC161-25/26	Minutes of Council Meeting of 10th November 2025 It was unanimously resolved for the Minutes as an accurate record of the Council Meeting held on 10th November 2025 and for the Chairman to sign these.
FC162-25/26	It was unanimously resolved to receive Minutes of Halls, Recreation and Open Spaces Committee Meeting of 26th February 2025 for adoption.
FC163-25/26	It was unanimously resolved 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) It was unanimously resolved to note: West Sussex County Councillor Christian Mitchell's report. The Chairman formally thanked West Sussex County Councillor Christian Mitchell for his report.
FC165-25/26	Public Speaking Session

	There were no public speakers.	
FC166-25/26	Planning To report on:	
i)	Current Planning Applications were resolved unanimously and noted for comment to Horsham District Council (HDC).	
Applications considered at Rudgwick Parish Council Meeting 8 th December 2025		
Application No: DC/25/1803 20.11.2025		This is a retrospective application for a structure that has been in place for over 18 months (as evidenced by the enforcement case raised in May 2024 - EN/24/0216). A business case should be provided as evidence to show that the dwelling is essential to this countryside location. There is no formal business case available on record currently, and without the evidence it is not possible for a judgement on the viability of the business for the foreseeable future to be made, and therefore whether a temporary approval of this somewhat delayed proposal submission for a rural dwelling is a reasonable solution to the breach of planning rules. Rudgwick Parish Council objects to the application, as in the in the absence of a business case there is insufficient evidence to prove that the need is justified.
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		RPC has no objection to the application.
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		RPC questions the validity of this application as an LDC proposal.
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).	The pool house was permitted in 1999 (RW/38/99) with a condition that 'the building shall not be extended or altered in any way, unless permission is granted by the LPA.' There was no first floor in the 1999 plans, and obviously since that time there has been some sort an upper floor installed (as mentioned in the current proposal), and stairs have been installed. There is no evidence on file of any permission being granted by the LPA for these alterations. The date that the alterations were made is therefore a crucial consideration to any decision, and evidence of when and how the changes to the building were made should be provided and verified first. There is also the matter of evidence of whether building regulations were observed when making the changes. Rudgwick Parish Council (RPC) expects further investigation to be carried out in order to determine whether an LDC application is appropriate currently, or if perhaps a full retrospective planning application may be deemed necessary to regularise the situation, for both the building alterations and the use of the building's upper floor as ancillary accommodation. Should any type of approval be recommended, RPC expects that there will be a condition in place for the ancillary accommodation. This condition should note that the ancillary accommodation must be occupied solely for purposes ancillary to the occupancy and enjoyment of Bucks Cottage, and should not be severed, used as a separate unit of accommodation or occupied for any other purposes, in order not to conflict with HDPF Policies 26 & 28.
Official Response Date: Not available / Determination 22.01.2026	

ii)	It was unanimously resolved to note Planning Applications comments made under delegated powers (for noting only);
iii)	It was unanimously resolved to note the Schedule Planning Decisions made by

	Horsham District Council on previous applications;
iv)	It was unanimously resolved to note new planning applications being considered/determined by the Planning Inspectorate .
v)	It was unanimously resolved to note the new Planning Compliance issues being considered by HDC (for noting only).
vi)	It was unanimously resolved to note planning applications being considered at Planning Committee .
vii)	It was unanimously resolved to note the report on the schedule of outstanding Planning Compliance being considered by HDC.
	Cllr S Kornycky stressed the importance to all Cllrs on responding to planning application sent via email for comment, to ensure RPC meet the response deadlines for submission.
	Cllr S Alker left the meeting at 7.37pm and returned at 7.40pm
viii)	Bucks Green Housing Development Task & Finish Group – Welbeck Land It was unanimously resolved to note. Bucks Green Housing Estate – Cllr P Kornycky gave a verbal update. RPC meeting with WSCC Highways representative arranged for 17th December.
ix)	Field House DC/25/1377 It was unanimously resolved to agree to submit a complaint to HDC. Cllr P Kornycky has drafted a potential complaint, documentation noted below has been circulated to all Cllrs for comment. Clerk to submit the complaint by Friday 12th December. Oakfield Oak Complaint, Oakfield Picture, Will Jones Objection.
FC167-25/26	Correspondence Update (for noting only) It was unanimously resolved to note the correspondence update. - 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.
FC168-25/26	Chairman's Report It was unanimously resolved to note Chairman's announcements. Tree Reduction Order, highlighted the concern over the cost of £700
FC169-25/26	Clerk's announcements/decisions (for noting only) It was unanimously resolved to note Clerk's Weekly Updates (8th November-5th 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 S137 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 - 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. Jubilee Hall notice board to be moved to RH as a possible display on the RH stage. Liaise with Rudgwick Primary School on details. • Office Christmas Opening times. • Flooding A281 Smithers Farm-Hayes Lodge – Reported to WSCC Highways. Rudgwick Parish Council website https://rudgwick-pc.gov.uk/clerks-weekly-update/
FC170-25/26	Parish Council representatives on outside Organisations It was unanimously resolved to note the reports received. • RYC Management Meeting 17th November 2025 – Cllr S Kornicky to update, actions covered in FC175 -25/26
FC171-25/26	Finance It was unanimously resolved to note payments/transfer made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation and to resolve to approve transfer/ payments to be made. • Payments made/received 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). – (ensure it includes gifted items, land/buildings/items of value with nominal cost are included on the Asset Register.)

	Proposed by Cllr P Kornycky and seconded by Cllr R Gardiner-Hill.
FC172-25/26	Parish Council Budget and Precept for the financial year 1st April 2026 to 31st March 2027 It was unanimously resolved 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 Proposed by Cllr P Kornycky and seconded by Cllr S Alker
FC173-25/26	Rudgwick Magazine Financial Contribution It was unanimously resolved to approve the 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 Proposed by Cllr R Gardiner-Hill and seconded by Cllr S Kornycky
FC174-25/26	Internal Auditors Internal Report It was unanimously resolved to approve 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.) It was noted on page 12 of the audit report that The FSCS (Financial Services Compensation Scheme) deposit limit is noted as £85,000 (report submitted on 18th November). In the UK this increased from £85,000 to £120,000 per person, per firm, effective December 1, 2025. The Chairman thanked the Clerk and the Assistant Clerk for their work on this. It was resolved to note: • GDPR Training – Looking at quotes for training for staff and all Cllrs. Will update at the Jan meeting. • Assertion 10 – Attended training, policies to be updated for the January agenda.
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 17th November 2025.
FC176-25/26	Actions from Finance, Policies and Human Resources Committee meeting 25th

	<u>November 2025.</u> To receive, discuss and approve the recommended actions as recommended from the FPHR Meeting 25th November 2025. It was unanimously resolved to approve FPHR 023-25/26 Hall Hire and Field Charges It was unanimously resolved to approve item FPHR 024-25/26 Standing Orders and Financial Orders Proposed by Cllr A Haynes and seconded Cllr R Gardiner-Hill
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 It was unanimously resolved to appoint new members: Finance Policies and Human Resources Committee – Cllr David Palmer Halls, Recreation and Open Spaces Committee – Cllr R Gardiner-Hill & Cllr G Luchian HALC & WSALC voting member – Cllr S Torn Committees and Working Groups Appointment of Members for the 2025/26 municipal year Complaints Committee (four members): Cllr Buckley, Cllr Maclachlan, Cllr P Kornycky, Cllr Torn. Finance Policies and Human Resources Committee (min four/max nine): Cllr Buckley, Cllr P Kornycky, Cllr S Kornycky, Cllr Palmer, Cllr Torn. Halls, Recreation and Open Spaces Committee (min four/max nine): Cllr Haynes, Cllr Buckley, Cllr Gardiner-Hill, Cllr P Kornycky, Cllr S Kornycky, Cllr Luchian, Cllr Maclachlan, Cllr Ryan. Planning Committee (all RPC members) Cllr Alker, Cllr Buckley, Cllr Gardiner-Hill, Cllr Haynes, Cllr P Kornycky, Cllr S Kornycky, Cllr Luchian, Cllr Maclachlan, Cllr Palmer, Cllr Ryan, Cllr Torn. Emergency Planning, Resilience and Community Safety Group (four including two councillors): Cllr Alker, Cllr Torn. Traffic Calming Working Group: (No maximum, with min two councillors): Cllr P Kornycky, Cllr S Kornycky, Cllr Torn. (Review and revise terms of reference at a later date, if amended to Active Travel Working Group.) Drainage Working Group: (No maximum, with min two councillors): Cllr Alker, Cllr Haynes Climate and Environmental Working Group: (No maximum, with min two councillors): Cllr Ryan Bucks Green Housing Development Task and Finish Group: (six maximum councillors): Cllr Buckley, Cllr P Kornycky, Cllr S Kornycky, Cllr Maclachlan, Parish Councillor Vacancy (reserve), DC Richard Landeryou Appointment of Chairmen and Vice Chairmen of Committees for the 2025/26

	municipal year Complaints Committee: Cllr Buckley (Chair) Finance, Policies and Human Resources Committee: Cllr P Kornychy (Chair), Cllr S Torn (Vice) Halls, Recreation and Open Spaces Committee: Cllr Haynes (Chair), Vacancy (Vice) Planning Committee: Cllr S Kornychy (Chair), Cllr Buckley (Vice) Emergency, Planning, Resilience and Community Safety Group: Cllr Alker (Chair); Vacancy (Vice) Traffic Calming Working Group: Cllr P Kornychy (Chair) Drainage Working Group: Vacancy (Chair) Climate and Environmental Working Group: Vacancy (Chair) Bucks Green Housing Development Task and Finish Group: Cllr S Kornychy (Chair), Cllr D Buckley (Vice) Representatives on Outside Organisations • Rudgwick Youth Centre Management Steering Group: Cllr S Kornychy • Communities Against Gatwick Noise Emission PC Forum (CAGNE): Cllr Alker • HALC Voting Members: Cllr P Kornychy and Cllr S Torn • WSALC Voting Members: Cllr P Kornychy and Cllr S Torn
FC178-25/26	Jubilee Hall Project It was unanimously resolved to approve the recommendations noted: • The commencement of the registration forthwith of our title. See fee proposal report – Clerk to contact Surrey Hills Solicitors for a fee proposal as a third comparison. • 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 - Approval in principle, further quotations required, HROS Committee to progress this.
FC179-25/26	Little Street/Spin Studio

	It was unanimously resolved to approve for the Clerk to contact Little Street for an update, to check what formal agreement is in place between Orchard Studio/Surrey Fitness. • 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.
	Cllr A Haynes left the meeting at 8.46pm and returned at 8.48pm
FC180-25/26	WSCC Highways/Traffic Calming It was unanimously resolved to note: • Church Street Traffic Calming Initiative Update - email confirmation <i>'With regards 'the way forward' document that the Parish has produced, you can take this email as formal acceptance by WSCC of the points made in that document. We're confident that we'll be able to produce a design that addresses the issues in the village, and that means the S106 monies will be spent in good time.'</i> WSCC advised by the end of the year they will come back with their proposals, including the widening of the pavement at Watts Corner. • CHS Update from WSCC • Watts Corner Cllr P Kornysky gave a verbal update.
FC181-25/26	Churchmans Meadow Orchard It was unanimously resolved to defer this item to the January 2026 meeting. 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 The Chairman asked RPC to consider possible guest speakers and format for the Annual Parish Meeting.
FC183-25/26	Work Nest It was resolved to approve the recommendations: • 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 – Clerk to contact Worknest to establish costings to include RYC FRA.
FC184-25/26	Staffing It was resolved to approve overtime payments for the Clerk and Assistant Clerk for additional hours to cover annual leave/workload – Nov. Clerk – 12.5 hrs Assistant Clerk – 15.5 hrs Recruitment, discussion on the future possibility of recruiting a Facilities Warden – The Chairman suggested this could be noted in the Parish Magazine. Proposed by Cllr S Alker seconded by Cllr A Haynes.
FC185-25/26	Date of next Meeting: 12th January 2026 at 7.00 pm It was resolved to note the date of the next meeting as 12th January 2026, at 7.00 pm

There being no other business, the Chairman closed the meeting at 8.54 pm and wished everyone a very Merry Christmas.

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Councillor D Buckley
Chairman

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Date