



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: 4th February 2026

To: All Members of Rudgwick Parish Council

You are duly summoned to a meeting of the Parish Council that will take place on Monday 9th February 2026 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/>)

FC207-25/26	Apologies for Absence To receive and approve.
FC208-25/26	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.
FC209-25/26	Minutes of Council Meeting of 12th January 2026 (Minutes on Rudgwick Parish Website) To receive for approval the Minutes as an accurate record of the Council Meeting held on 12 th January 2026 and for the chairman to sign these.
FC210-25/26	District and County Councillors Reports (for noting only) To receive and note reports.

FC211-25/26	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.
FC212-25/26	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 9th February 2026

Application No: DC/25/1923 26.01.2026 Supplementary documents.	Response/Comments: 30.12.2025 - RPC believes that there are documents missing from the file and asked for the file information to be corrected or missing details to be supplied.
Applicant: The Old Stables, Guildford Road, Rudgwick	
Reason for Application: Erection of an implement store for machinery for equestrian use.	
Official Response Date: 11.02.2026 / Determination 27.01.2026 (not updated)	

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 and Overall Development

	To receive and resolve.
x)	NPPF Consultation To receive and resolve.
xi)	Examination of the Horsham Local Plan To receive and be noted.
FC213-25/26	Correspondence Update (for noting only) • 4 Sight Vision support S137 Thanks
FC214-25/26	Chairman's Report (for noting only)
FC215-25/26	Clerk's announcements/decisions/Correspondence (for noting only) To receive Clerk's Weekly Updates (from 12 th January – 8 th February 2026) • Signage to entrance lighting, looked into solar options and quoted approx. £2.5k + VAT for supply, delivery and installation. • Climate Fund Grant application submitted 27.1.26 • Little Street Sub-lease – tenant has confirmed they will draft and send to RPC for approval. • Sports England, Active Places – Annual site audit completed. • Productive Highways Steward Meeting with Cllrs. • New Bus stop sign, Bucks Green • HALC date change • Churchmans Meadow Orchard - guards and canes ordered and awaiting delivery • WSALC Updates to Planning Training 23.2.2026 - Cllr Paul Kornicky attending. • HDC meeting with the Parish Councils in Horsham District, focusing on HDC new Annual Plan for 2026/27 10.02.2026 – Cllr David Buckley attending. • West Sussex Pension Fund 2025 Valuation - Initial Results • Rudgwick Primary Artsmark Award, pictures now on display at Rudgwick Hall.
FC216-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • RYC Management Committee Meeting 19.1.26
FC217-25/26	Finance To consider for approval/ noting: • Payments made/received January; • Detailed Income & Expenditure by budget heading January; • Bank Reconciliations for January: Lloyds: Business, Savings, Deed and NS&; • Monthly Bank Reconciliation January; • Payments to be made.
FC218-25/26	Churchmans Meadow Fencing and drainage To consider and resolve.
FC219-25/26	Churchman's Meadow Community Orchard Project To consider and resolve.

FC220-25/26	WSCC Highways/Traffic Calming Update To consider and resolve.
FC021-25/26	Rudgwick Hall Community Climate Fund Application To consider and resolve.
FC222-25/26	Assertion 10 To consider and resolve.
FC223-25/26	Premises Warden To consider and resolve.
FC224-25/26	Staffing To receive and resolve.
FC225-25/26	Date of next Meeting: 9th March 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 9th February 2026 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC207-25/26	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC208-25/26	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>
FC209-25/26	Minutes of Council Meeting of 12th January 2026 Recommendation: To receive and resolve the Minutes an accurate record of the Council Meeting held 12th January 2026 and for the Chairman to sign these.
FC210-25/26	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC211-25/26	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.
FC212-25/26	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 the schedule of 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 issues being considered by HDC (for noting only).
viii)	Bucks Green Housing Development Task & Finish Group (Welbeck) To receive update, including: - Meeting with District Councillor Roger Noel 28.01.2026 Sussex Police involvement Rudgwick Parish Councils final consultation response submitted 4.2.26
ix)	Oakfield Oak Tree and Overall Development Recommendation: To receive information, RPC to approve response/actions to be undertaken. - Oakfield Oak Complaint Escalation (Field House DC/25/1377) 30.01.2026 - HDC have confirmed the complaint has been registered under stage 2 of our Complaints Procedure and that you will receive a written response within 20 working days. - Oakfield overall site (3 properties) Biodiversity.
x)	NPPF Consultation Recommendation: To receive information, RPC to approve response/actions to be undertaken. WSALC Briefing - Neighbourhood Plans and the New National Planning Policy Framework (NPPF) January 2026 NPPF Consultation (Formal consultation closes 10th March 2026)
xi)	Examination of the Horsham Local Plan To receive update. Examination of the Horsham Local Plan
FC213-25/26	Correspondence Update (for noting only) 4 Sight Vision support S137 Thanks
FC214-25/26	Chairman's Report (for noting only)
FC215-25/26	Clerk's announcements/decisions/ Correspondence Update (for noting only) To receive Clerk's Weekly Updates (from 12 th January – 8 th February 2026) - Signage to entrance lighting, looked into solar options and quoted approx. £2.5k + VAT for supply, delivery and installation. Climate Fund Grant application submitted 27.1.26 - Little Street Sub-lease – tenant has confirmed they will draft and send to RPC for approval. - Sports England, Active Places – Annual site audit completed. - Productive Highways Steward Meeting with Cllrs. - New Bus stop sign, Bucks Green

	• HALC date change • Churchmans Meadow Orchard - guards and canes ordered and awaiting delivery • WSALC Updates to Planning Training 23.2.2026 - Cllr Paul Kornysky attending. • HDC meeting with the Parish Councils in Horsham District, focusing on HDC new Annual Plan for 2026/27 10.02.2026 – Cllr David Buckley attending. • West Sussex Pension Fund 2025 Valuation - Initial Results Town & Council Pool Drat 2025 results. Rudgwick Parish Council Draft 2025 valuation results. • Rudgwick Primary Artsmark Award, pictures now on display at Rudgwick Hall.
FC216-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable.
FC217-25/26	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 January; • Detailed Income & Expenditure by budget heading January; • Bank Reconciliations for January: Lloyds: Business, Savings, Savings £15k transfer, Deed and NS&I Interest; • Monthly Bank Reconciliation January; • Payments to be made.
FC218-25/26	Churchmans Meadow Fencing and drainage Recommendation: To receive information, RPC to approve actions to be undertaken: • Fencing: A Pondfield Road resident has expressed concerns in relation to the absence of a fence, people are cutting through the bushes to leave the field - perhaps this decision can be re-visited, especially since budget was previously allocated? Also, the fencing separating the meadow from our private drive remains in disrepair. • Drainage: A Pondfield Road resident has expressed concerns in relation to the drainage, the water run-off from the new path to the playground into the road. This has only been an issue since the new pathway to the playground was constructed. Prior to that the excess water had access to run directly into the land drain at the lowest point in the field which was constructed for this purpose.
FC219-25/26	Churchman's Meadow Community Orchard Project Recommendation: To receive information, RPC to approve actions to be undertaken and to nominate a Cllr to take this project over to completion. Steyping Community Orchard Rudgwick Document , summarises the communication between Bob and Roger Brown from Steyping Community Orchard. https://www.steyningcommunityorchard.org/ Response from Steyping Community Orchard .
FC220-25/26	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 Kornysky to give an update.
FC221-25/26	Rudgwick Hall Community Climate Fund Application Recommendation: To receive information, RPC to approve actions to be undertaken: RH Solar Battery and Replacement Curtains quotes Supporting documentation Cllr Rachel Gardiner-Hill to give an update.
FC222-25/26	Assertion 10 Recommendation: To receive information, RPC to approve actions to be undertaken: Clerk's Assertion 10 Report IT Policy – based on the NALC model Information and Data Protection Policy - based on the NALC model - Accessibility Statement – based on the NALC model ICO Publication Scheme – based on the ICO model Data Protection and GDPR Information Security Training Policy – based on the NALC model Clerk to collate a training plan (investigating information/costs for online training) for the completion of: Data protection and information security training for all Councillors.
FC223-25/26	Premises Warden Recommendation: To receive information, RPC to approve actions to be undertaken.
FC224-25/26	Staffing Recommendation: To resolve to approve overtime payments for the Clerk and Assistant Clerk for additional hours to cover workload – January. Clerk – 8hrs Assistant Clerk – 8.5hrs
FC225-25/26	Date of next Meeting: 9th March 2026, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 9th March 2026, at 7.00 pm