



RUDGWICK PARISH COUNCIL
Parish Office
Rudgwick Hall
Bucks Green
Rudgwick
West Sussex
RH12 3JJ

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Date: 4th March 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 March 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/>)

FC226-25/26	Apologies for Absence To receive and approve.
FC227-25/26	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.
FC228-25/26	Minutes of Council Meeting of 9th February 2026 (Minutes on Rudgwick Parish Website) To receive for approval the Minutes as an accurate record of the Council Meeting held on 9 th February 2026 and for the chairman to sign these.
FC229-25/26	District and County Councillors Reports (for noting only) To receive and note reports.

FC230-25/26	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.
FC231-25/26	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 March 2026

Application No: DC/26/0378 24.2.2026	Response/Comments:
Applicant: Sussex Topiary Naldretts Lane Rudgwick	
Reason for Application: Notice of intention to open a campsite for 60 days under permitted development rights.	
Official Response Date: Determination 20.4.2026	

The above applications can be viewed through the Horsham District Council public access web page <https://public-access.horsham.gov.uk/public-access/>

ii)	Planning Applications comments made under delegated powers (for noting only);
iii)	Planning Applications considered at the RPC Planning Committee meeting 02.03.2026. Minutes to be included on RPC agenda 11.05.2026 (for noting only);
iv)	Schedule of Planning Decisions made by Horsham District Council on previous applications (for noting only);
v)	To report/consider for comment on any appeal notices and decisions;
vi)	To report on alleged enforcements (for noting only).
vii)	To report on planning applications being considered at Planning Committee North.
viii)	To report on the schedule of outstanding Planning Compliance issues being considered by HDC (for noting only).
ix)	Bucks Green Housing Development Task & Finish Group – Welbeck Land To receive and resolve.
x)	Oakfield Oak Tree To receive and resolve.

xi)	Examination of the Horsham Local Plan - Council announce re-opening of Local Plan examination To receive and be noted.
xii)	NPPF Consultation To receive and resolve. • NPPF Consultation (Formal consultation closes 10th March 2026) • CPRE NPPF Response
FC232-25/26	Correspondence Update (for noting only)
FC233-25/26	Chairman's Report (for noting only) • APM
FC234-25/26	Clerk's announcements/decisions/Correspondence (for noting only) To receive Clerk's Weekly Updates (from 9 th February - 8 th March 2026) • County Council Elections Thursday 7 May - Polling Station – RH confirmed • WSCC Highways communications over replacement bollard at the junction of the Haven by Tollgate House • Tree canes & guards CM – Update • Worknest H&S visit took place on Monday 23rd Feb 2026 • North Downslink tree felling • Attended Parish Clerk Briefing on the Community Governance Review with HDC. • Kings Head Asset of Community Value Decision Letter, Final Decision and Notice to Sell. • SLN cleaning contractor have served notice, last cleaning date 23.3.26, new cleaner to be sourced. • RPC have instructed Wellers Law Group to commence the registration forthwith of our title for Jubilee Hall, at the fees quoted of £950 plus VAT to £1,200 plus VAT. • Little Street Sub-lease Update
FC235-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • Around the District Meeting 10th Feb at 6pm – Cllr D Buckley • HALC Meeting 25th Feb at 7pm – Cllr P Kornysky & Cllr Simon Torn • WSALC Neighbourhood Planning Training 23rd Feb 2026 – Cllr P Kornysky
FC236-25/26	Finance To consider for approval/ noting: • Payments made/received February; • Detailed Income & Expenditure by budget heading February; • Bank Reconciliations for February: Lloyds: Business, Savings, Deed and NS&I; • Monthly Bank Reconciliation February; • Payments to be made.

FC237-25/26	Tennis Club To consider and resolve.
FC238-25/26	Churchmans Meadow Fencing and drainage Update To consider and resolve.
FC239-25/26	Tree Warden To consider and resolve.
FC240-25/26	WSCC Highways/Traffic Calming Update To consider and resolve.
FC041-25/26	Rudgwick Hall and Jubilee Hall/KGV Community Climate Fund Application Update To provide an update.
FC242-25/26	Business Car Insurance To consider and resolve.
FC243-25/26	Bench donation request - Furze road To consider and resolve.
FC244-25/26	Website Accessibility Statement To consider and resolve.
FC245-25/26	Assertion 10 Data Protection Training To consider and resolve.
FC246-25/26	Worknest Health and Safety Update To consider and resolve.
FC247-25/26	Premises Warden Update To consider and resolve.
FC248-25/26	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed.
FC249-25/26	Staffing To receive and resolve.
FC250-25/26	Date of next Meeting: 11th May 2026, at 7.00pm APM as 27th April 2026, at 7.30pm

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 March 2026 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC226-25/26	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC227-25/26	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>
FC228-25/26	Minutes of Council Meeting of 9th February 2026 Recommendation: To receive and resolve the Minutes an accurate record of the Council Meeting held 9th February 2026 and for the Chairman to sign these.
FC229-25/26	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC230-25/26	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.
FC231-25/26	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 note schedule of Planning Applications considered at the RPC Planning Committee meeting 02.03.2026. Minutes to be included on RPC agenda 11.05.2026 (for noting only);
iv)	To report on Schedule of Planning Decisions made by Horsham District Council on previous applications (for noting only);

v)	To report on the schedule of new planning applications being considered/determined by the Planning Inspectorate .
vi)	To report on the schedule of new Planning Compliance issues being considered by HDC (for noting only).
vii)	To note there are no planning applications being considered at Planning Committee (for noting only).
viii)	To report on the schedule of outstanding Planning Compliance issues being considered by HDC (for noting only).
ix)	Bucks Green Housing Development Task & Finish Group (Welbeck) To receive update:
x)	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 – written response received from HDC.
xi)	Examination of the Horsham Local Plan Recommendation: To receive and note information. Horsham Local Plan Update
xii)	NPPF Consultation Recommendation: To receive information, RPC to approve response/actions to be undertaken. NPPF Consultation (Formal consultation closes 10th March 2026) CPRE NPPF Response
FC232-25/26	Correspondence Update (for noting only)
FC233-25/26	Chairman's Report (for noting only) APM
FC234-25/26	Clerk's announcements/decisions/ Correspondence Update (for noting only) To receive Clerk's Weekly Updates from (9 th February - 8 th March 2026) - County Council Elections Thursday 7 May - Polling Station – RH confirmed - WSCC Highways communications over replacement bollard at the junction of the Haven by Tollgate House - Tree canes & guards CM – Update - Worknest and H&S visit took place on Monday 23rd Feb 2026 - North Downslink tree felling - Attended Parish Clerk Briefing on the Community Governance Review with HDC. - Kings Head Asset of Community Value Decision Letter, Final Decision and Notice to Sell. - SLN cleaning contractor have served notice, last cleaning date 23.3.26, new cleaner to be sourced. - RPC have instructed Wellers Law Group to commence the registration forthwith of our title for Jubilee Hall, at the fees quoted of £950 plus VAT to £1,200 plus

	VAT. • Little Street Sub-lease Update • Tree Training completed by Clerk, Assistant Clerk and Wardens
FC235-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • Around the District Meeting 10th Feb at 6pm – Cllr D Buckley HDC Annual Plan 2026/27 • HALC Meeting 25th Feb at 7pm HALC: Squires Planning Presentation – Cllr P Kornicky & Cllr Simon Torn • WSALC Neighbourhood Planning Training 23th Feb 2026 – Cllr P Kornicky
FC236-25/26	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 February; • Detailed Income & Expenditure by budget heading February; • Bank Reconciliations for February: Lloyds: Business, Savings, Deed and NS&I; • Monthly Bank Reconciliation February; • Payments to be made.
FC237-25/26	Tennis Club Update and Proposal Recommendation: To receive information, RPC to approve actions to be undertaken. Rudgwick Tennis have been in contact with the Parish Office: <i>The tennis clubs require constant maintenance and improvement of facilities and we're just taking stock of our floodlight's situation, which is explained in full in the attached document.</i> <i>Essentially, we are wondering if Rudgwick Parish Council (RPC) might consider giving the tennis club a one- or two-year holiday from paying rent on the lease over the courts. As you will be aware, rental for 25/26 was £678. A two-year holiday from paying this charge would effectively give the club over £1,300 towards the light project, which would be a significant help towards our £35,000 goal. Rest assured we are asking around as widely as we can, coordinated by a working group to the club committee who have experience in fundraising. We hope to access one or two grants and some low-interest rate loans from members, to help us reach the target and are thinking 'out of the box' as widely as we can to make this work.</i> <i>When considering our request, you might wish to note that the club currently has 173 members of which 68 live in the RH12 postcode area of Rudgwick and its surrounding hamlets. The RPC would accordingly be confident that a substantial proportion of the beneficiaries of any generosity of the RPC would be residents of Rudgwick.</i>
FC238-25/26	Churchmans Meadow Fencing and drainage Recommendation: To receive update, RPC to approve actions to be undertaken. Cllrs arranged a Churchmans Meadow site visit on 10th February 2026 - See report

	Please note, no further action has been taken since the Feb FCM to ascertain boundary information, for hedgerow cutting and ownership before committing to approval of hedge cutting works.
FC239-25/26	Tree Warden Recommendation: To receive information, RPC to approve response/actions to be undertaken. Draft Tree Works /Tree Preservation Order (TPO) Application Assessment Form – Draft suggestion from the Village Warden – To be discussed and approved.
FC240-25/26	WSCC Highways/Traffic Calming Recommendation: To receive information, RPC to approve response/actions to be undertaken. • Traffic Calming Update 9th Feb 2026 • WSP Church Street General Arrangement Drawing • HTP Delivery Programme 2026/27
FC241-25/26	Rudgwick Hall and Jubilee Hall/KGV Community Climate Fund Application Update Recommendation: To receive update, RPC to approve actions to be undertaken. • Jubilee Hall Planning update – The planning and listed building consent for the work at the Jubilee Hall received.
FC242-25/26	Business Car Insurance Recommendation: To receive information, RPC to approve actions to be undertaken. Information is still being sourced, to be circulated at the meeting.
FC243-25/26	Bench Donation Request – Furze Road Recommendation: To receive information, RPC to approve actions to be undertaken. See report
FC244-25/26	Website Accessibility Statement Recommendation: To receive information, RPC to approve actions to be undertaken: As part of Assertion 10 training session attended, it was noted that the Accessibility Statement on Rudgwick Parish Councils website is 2.1AA not 2.2AA. RPC to contact the website provider for the updated wording of the policy to comply with the latest 2.2AA version. Vision ICT, the website provider has advised that a website MOT is required at a cost of £145 to review the site content against the latest WCAG 2.2 AA guidelines, identify any areas where updates may be needed, and provide a clear action plan to bring everything fully in line with the regulations. See report
FC245-25/26	Assertion 10 Data Protection Training Recommendation: To receive information, RPC to approve actions to be undertaken: • As per Assertion 10 and the approved RPC Data Protection and GDPR Information Security Training Policy – based on the NALC model, Cllrs and staff to undertake the required online training every two years. The Clerk and Assistant Clerk training is covered under the Worknest contract but Cllr training via Worknest has been quoted at £54 per course per person or £97 per person for all topics. Breakthrough Communications, to run an in-house two-hour Parish Council focused training session, the investment for the council would be £595 plus VAT. This would include provision of handouts for all of the delegates.

	Southwater Parish Council recommended Highspeed training, which would be online training and the preferred training for Cllrs at a cost of £26 per person (£52 for both Data Protection and GDPR and there is a 10% reduction on 10 or more training courses bkd) See report.
FC246-25/26	Worknest Health and Safety Update Recommendation: To receive information, RPC to approve actions to be undertaken: Worknest H&S visit took place on Monday 23rd February. Review of building and General Risk Assessment and report submitted with 49 total actions raised through the Worknest Portal: • 5 High • 36 Medium • 8 Low Clerk and Assistant Clerk to work through actions and provide regular updates. HR Provision: NALC Chief Execs Bulletin part of this update that we get this Worknest service via WSALC – Clerk has contacted Worknest to confirm, see report.
FC247-25/26	Premises Warden Recommendation: To receive information, RPC to approve actions to be undertaken. Cllr feedback to date: • Weekly or monthly workflow? • Fixed time jobs such as every Monday = check showers, monthly (?) fire alarms. Seasonal checks Could be done flexibly to suit post holder • Ad hoc /emergency response (e.g. hall fire alarm) requiring overtime? • Provision of mobile phone (cost?) • Line manager should be the Clerk = more work for clerk Please also note that with the cleaners serving notice, could this be incorporated into the role or do RPC keep this contracted out separately?
FC248-25/26	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed.
FC249-25/26	Staffing Recommendation: To resolve to approve overtime payments for the Clerk and Assistant Clerk for additional hours to cover workload – February Clerk – 15hrs Assistant Clerk – 13.5hrs Recommendation: To resolve to approve the salary points proposed for the Clerk and Assistant Clerk to be applicable from 1st April 2026. Confidential documents to be circulated to Cllrs.
FC250-25/26	Date of next Meeting: Recommendation: To resolve to note the date of next Meeting: 11th May 2026, 7.00pm APM as 27th April 2026, at 7.30pm