



RUDGWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 9th March 2026 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

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

Also, present Anna Clayton – Clerk

Public: Four attendees

Cllr R Landeryou (Horsham District (HD) Councillor)

Cllr Roger Noel (Horsham District (HD) Councillor)

FC226-25/26	Apologies for Absence There were no apologies for absence received. Cllr G Luchian was absent.
FC227-25/26	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:
FC228-25/26	<u>Minutes of Council Meeting of 9th February 2026</u> It was unanimously resolved for the Minutes as an accurate record of the Council Meeting held on 9th February 2026 and for the Chairman to sign these. Amendment to the February minutes: FC223-25/26 Premises Warden It was unanimously resolved to agree to draft a job specification for the role. Clerk to check previous spec for the Warden roles for guidance. Agreement for the role to be for 5 hours per week on the National Living Wage.
FC229-25/26	District and County Councillors Reports (for noting only) It was unanimously resolved to note: Cllr Roger Noel (Horsham District (HD) Councillor) report: - HDC CEO Jane Eaton has reconfirmed that the unitary authority areas will be announced next Monday 16th March 2026. - Mayoral elections have been postponed for this year, County elections will be on 7th May 2026. This will be for electing the new County Cllrs for just one year before WSCC becomes a shadow authority, there is still questions on how this will affect everyone. Once the new unitary authorities have been announced in Sussex, there will be a Structural changes order in Parliament, which is expected to take around 9 months to complete. Horsham will be working with its new partners which will

	be announced next week, to put in place different departments which will be required for single unitary authority. • Budgets, It was agreed that fees and charges across the Council's services would increase, raising Council Tax in the District by £ 5.15 a year (2.94%) on a Band D property and all precept submissions agreed. Capital programme is now £35 million over the next two years, which will leave very little in the reserves. • Food Waste collection service, starting Monday 16th March, District will be phased in over 4 weeks and be fully operational by 13th April. All residents should now have their new boxes. Cllr Noel to check on delivery for Rudgwick residents as the boxes have not been delivered yet. • Part of the budget has been allocated to a Wellbeing Strategy, which is to be rolled out across the District. The new Active Wellbeing Strategy will identify the role of the Council and its partners in supporting people to be active. It will establish the future vision, outcomes and objectives for a broader Active Wellbeing service and identify what steps the Council and its partners will need to take to deliver this. The new Active Wellbeing Investment Strategy will focus on the Council's four main leisure facilities (Pavilions in the Park, The Bridge Leisure Centre, Billingshurst Leisure Centre and Steyning Leisure Centre). It will seek to identify what investment may be required to better meet local needs, to support wider health and wellbeing and to secure a sustainable future for these important community assets. • Members briefings, Cllrs at HDC are now receiving regular briefings on Council Strategy which has been put in place to replace the old Cabinet Meetings. Officers recently briefed on the HDC housing strategy, housing register shows we need 700 houses currently, however there is a shortfall of 470 nominated premises. Members also briefed on HDC electrical vehicles provision within the fleet of vehicles, which not only includes rubbish collection vehicles but a fleet of vans used to collect coffee pods, batteries and textiles on a regular basis from residents. Distance and terrain from regular rubbish collection vehicles is proving to be challenging and hoping to get all vehicles electric by 2030. • Recent briefings have been on the NPPF plan, now starting on the 21st April 2026 for 2 or 3 days and the new inspector, Jonathan Bore is expected to hold exploratory meetings on housing numbers and needs is expected to be discussed. Stage Two is scheduled for September 2026, covering overall strategy and site selection. Questions: 1) Update on Bucks Green Housing Development, Meeting with the Case Officer, Sam Whitehosue. Cllr Noel advised: Met, he has agreed all the alternations the Parish Council wanted to make in terms of access/pedestrian crossings would be agreed by the officers. Only point of contention left is the speed camera which Sussex Police support however the funding is under scrutiny. Cllr Noel advised he would bring this forward to the officers attention. 2) Around the District Meeting and Horsham Annual Plan, Sporting facilities and Conservations area. Request to clarify the provision for younger sporting clubs and review of the conversation area in Rudgwick. The Chairman formally thanked Cllr Roger Noel (Horsham District (HD) Councillor) for his report. No report was received from WS County Cllr Mitchell.
FC230-25/26	Public Speaking Session

	Two members of the public spoke in relation to application no DC/26/0378 Sussex Topiary Naldretts Lane Rudgwick, highlighting objections and concerns on noise, pollution, traffic/speed, sewage, single track road and the continued use of caravans on site and in advertising.
	The Chairman requested that public speaking for item FC237-25/26 was addressed prior to the discussion of this agenda item.
FC231-25/26	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 9th March 2026	
Application No: DC/26/0378 24.2.2026	Response/Comments: Rudgwick Parish Council (RPC) objects to this notification, as it has to the notifications in the previous 4 years (and as has HDC), and asks that the following reasons and material considerations be taken into account by the LPA: • The site has a significant planning history and the same reasons for objection in the past remain current - disturbance of residents and the peaceful countryside setting on a narrow lane, particularly from the noise, drainage/sewage issues/run off from the site, traffic and VRU safety. • An application for a permanent campsite on the site has been refused by HDC and dismissed by a Planning Inspector at appeal DC/21/2102. The reasons that the Inspector gave for dismissing the appeal included those mentioned in the previous bullet point • Caravan pitches are advertised widely by the applicants but RPC understands that the site does not have a licence to allow caravans. It is RPC's understanding that this is required under Class BC. • Are 60 days spread over a such a wide period from April - September acceptable under the regulations for seasonal campsites? It was the understanding of RPC that the 60 days allowance was introduced to cover the school summer holidays
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	

	period, and so should be a period of 60 days running from June/July to September. It would be helpful to have clarification on this matter. - Seasonal campsites need to provide facilities, but they should be removed at end of season and the countryside restored as it was. Does this happen at Sussex Topiary, or are they using permanent facilities? It is our understanding that national permitted development rights do not allow permanent works to support temporary uses. Planning Inspectors have supported the position of a number of Authorities at appeals, reinforcing that temporary camping uses do not require permanent infrastructure (source: New Forest National Park). - Have the permanent facilities buildings in use at this site been granted planning approval? In the light of the above mentioned RPC request that this notification is refused. If the camp site is used it should be monitored by LPA to check: - Usage by caravans and whether a licence is required - Days of usage comply with those applied for - Any facilities/infrastructure used by seasonal campsite are removed and the countryside restored
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ii)	It was unanimously resolved to note Planning Applications comments made under delegated powers (for noting only);
iii)	It was unanimously resolved 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)	It was unanimously resolved to note the schedule of Planning Decisions made by Horsham District Council on previous applications.
v)	It was unanimously resolved to note the schedule of new planning applications being considered/determined by the Planning Inspectorate .
vi)	It was unanimously resolved to note the schedule of new Planning Compliance issues being considered by HDC (for noting only).

vii)	It was unanimously resolved to note there are no planning applications being considered at Planning Committee (for noting only).
viii)	It was unanimously resolved to note the schedule of outstanding Planning Compliance issues being considered by HDC (for noting only).
ix)	Bucks Green Housing Development Task & Finish Group (Welbeck) It was unanimously resolved to note update. The T&F group are continuing to respond as and when required with help and support. Update: Landscape officer is content with the widened landscape buffer of trees, plan showing different height of houses, no higher than 1.5 storeys which is positive. Informal discussion with the case officer, concerns over the speed camera funding and securing of this. Clerk to liaise and look at facilitating a meeting either in person or online with Sussex Police, RPC to join forces to fight for the approval of funding and installation of the speed camera. Cllr Noel updated that the controlled crossing confirmed, the pavement from site to bus stop now shown in plan and confirmed VRU entrance/exit to Lynwick St. Cllr Noel to request and establish a reasoning for the decision not to support the installation of the speed camera.
x)	Oakfield Oak Tree and Overall Development It was unanimously resolved to note. • Oakfield Oak Complaint Escalation (Field House DC/25/1377) 30.01.2026 – written response received from HDC. Still awaiting a full response from HDC in relation to the Biodiversity. RPC to consider next steps and Ombudsman, once a full response has been received.
xi)	Examination of the Horsham Local Plan It was unanimously resolved to note • Horsham Local Plan Update
xii)	NPPF Consultation It was unanimously resolved to approve the NPPF consultation response; and for the Clerk to submit. • NPPF Consultation (Formal consultation closes 10th March 2026) • CPRE NPPF Response
	It was unanimously resolved to move agenda item FC237-25/26 Tennis Club Update and Proposal
FC230-25/26	Public Speaking Session The Chair of Committee of Rudgwick Tennis Club spoke in relation to agenda item FC237-25/26 and gave an update and clarification on the Clubs proposal.
FC237-25/26	Tennis Club Update and Proposal It was unanimously resolved to approve a letter of support to Rudgwick Tennis Club, supporting any future request to the Climate fund and available grants, including the S137 grant. The request for a one- or two-year holiday from paying rent on the lease over the courts, was deferred depending on the fundraising outcome and other avenues investigated first by the club.

FC232-25/26	Correspondence Update (for noting only) It was unanimously resolved to note the correspondence update.
FC233-25/26	Chairman's Report It was unanimously resolved to note Chairman's announcements. • APM – The Chairman gave an overview of a items/speakers for the APM on the 27th April 2026. • Parking outside the Co-Op – raised in the Parish Magazine.
FC234-25/26	Clerk's announcements/decisions (for noting only) It was unanimously resolved to note Clerk's Weekly Updates (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 – Circulated document, to be addressed via email communication. • Tree Training completed by Clerk, Assistant Clerk and Wardens • Potholes - Road heading towards Little Street reported and Wilbar Associates will be addressing as part of their training sessions. • Attended WSALC Clerks Networking Rudgwick Parish Council website https://rudgwick-pc.gov.uk/clerks-weekly-update/
	Cllr Alker left the meeting at 8.25pm and returned at 8.27pm.
FC235-25/26	Parish Council representatives on outside Organisations It was unanimously resolved to note the reports received. • 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 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 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. Proposed by Cllr S Kornycky and seconded by Cllr R Gardiner-Hill
FC238-25/26	Churchmans Meadow Fencing and drainage It was unanimously resolved to note the update and defer any works until after the nesting season and review. 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 It was unanimously resolved to agree to defer the item to the May meeting. 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 It was unanimously resolved to note the update. • 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 It was unanimously resolved to note the confirmation of the Community Climate Fund application for LED Replacement Lighting - JH Interior & KGV External Luminaires has been successful for the awarded sum of £1,668. It was unanimously resolved to note the Jubilee Hall Planning update – The planning and listed building consent for the work at the Jubilee Hall received.
FC242-25/26	Business Car Insurance It was unanimously resolved to note and approve that RPC employees using vehicles for business use, should ensure they have Business use included on their policy. Costs incurred to be covered by RPC. (Subject to Clerks verification and approval of documents) Action Required: Vehicle Use (Non-Goods)- Controls Recommendation Implement a system for drivers using their own vehicles on company business to annually submit evidence of the drivers licence (e.g. By providing screen shots of first three pages of DVLA Licence pages), valid insurance certificate clearly stating inclusion of Business Use, and hard or electronic copies of the current MOT certificate or evidence of MOT exemption.
FC243-25/26	Bench Donation Request – Furze Road It was unanimously resolved to approve in principle, however more details are required, land ownership, cost, exact location, maintenance, to enable RPC to make a recommendation for approval.

	See report
FC244-25/26	Website Accessibility Statement It was unanimously resolved to note the Clerk advised RPC of the statutory requirements as stated, the advice received and note that RPC councillors have been made aware of this advice. The website provider (Vision ICT) had provided a link that was circulated to the Council. However, this link was not accessible. The Chairman deferred the item to the next meeting once all information is available, to enable the Council to make an informed decision. 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
9.00pm	The Chairman Cllr D Buckley proposed the meeting be extended by 15 minutes, this motion was seconded by Cllr P Kornysky.
FC245-25/26	Assertion 10 Data Protection Training It was unanimously resolved to note the increase of the current licence count from 5 to 16. RPC currently has freemium until 01/01/2027 as part of the Worknest contract, with the cost being £215 + VAT for 5 users. The bracket RPC require is 11-17 which is £657.00. Worknest e-Learning is to be provided free of charge for the first 12 months of the agreement (01/01/2026 – 01/01/2027). After this the fee of £657.00 + VAT will become chargeable. However, if RPC do not wish to continue with this beyond the free 12-month period. RPC can cancel the e-learning element by giving not less than 1 month's notice in writing. Therefore the Clerk will set up the required e learning training for all Cllrs and advise once done, to ensure RPC are compliant 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.
FC246-25/26	Worknest Health and Safety Update It was unanimously resolved to note: The Worknest H&S visit took place on Monday 23rd February and the review of building and General Risk Assessment and report submitted with 49 total actions raised through the Worknest Portal. 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 It was unanimously resolved to note the Cllr feedback and that the role would be mentioned at the APM. RPC felt taking on the cleaning of the halls was not part of the remit for the role

	however they saw the overseeing of the cleaning as part of the job description. Suggestions were made for the Clerk to contact local halls and primary school for their cleaning contractor details and recommendations. 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
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 It was resolved to approve overtime payments for the Clerk and Assistant Clerk for additional hours to cover annual leave/workload – Nov Clerk – 15hrs Assistant Clerk – 13.5hrs It was unanimously resolved to receive and note the confidential update and approve the following salary points proposed for the Clerk and Assistant Clerk to be applicable from 1st April 2026. Clerk Job Grade LC3 (33-36) - LC3 33.5 half an increment salary point progression. Assistant Clerk Job Grade LC2 (24-28) – LC2 26 one increment salary point progression To note the National Living Wage to increase to £12.71 in April 2026 Proposed by Cllr S Kornysky seconded by Cllr A Ryan.
FC250-25/26	Date of next Meeting: 11th May 2026, 7.00pm APM as 27th April 2026, at 7.30pm It was resolved to note the date of the next meeting: 11th May 2026, 7.00pm APM as 27th April 2026, at 7.30pm

There being no other business, the Chairman closed the meeting at 9.15 pm

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Councillor D Buckley
Chairman

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Date