



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

Tel: 01403 822678
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Date: 8th July 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 13th July 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.org.uk/>)

FC072-26/27	Apologies for Absence To receive and approve.
FC073-26/27	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.
FC074-26/27	Minutes of Council Meeting of 8th June 2026 (Minutes on Rudgwick Parish Website) To receive for approval the Minutes as an accurate record of the Council Meeting held on 8 th June 2026 and for the chairman to sign these.
FC075-26/27	District and County Councillors Reports & Questions (for noting only) To receive and note reports/updates.
FC076-26/27	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.

FC077-26/27	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 13th July 2026				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
<u>DC/26/1005</u> 22.06.2026	Hatches, Lynwick Street, Rudgwick	Erection of a single storey barn/store (Lawful Development Certificate – Proposed).		Not available
<u>DC/26/0582</u> 01.07.2026	26 Furze Road, Rudgwick	Erection of a single storey rear extension.		Not available

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).
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)	Horsham District 2045: Notice of Scoping Consultation and Call for Sites To receive and resolve.
FC078-26/27	Correspondence Update (for noting only)

	• Letter from the Chairman of Horsham District Council
FC079-26/27	Chairman's Report (for noting only) • The Blue Ship PH The Haven
FC080-26/27	Clerk's announcements/decisions/Correspondence (for noting only) To receive Clerk's Weekly Updates (from 8 th June – 12 th July 2026) • Furze Road Bench Update – Bench to be installed at the beginning of August. • Tree bathing open space – Village Warden noted the overgrown area and inaccessibility to members of the public, would like Council support in the area and will add in strimming as and when required to his remit. • Parish and Town Council Climate Action Network meeting, July 21, 2026, 6-7pm online – Please contact for teams link if attending. • Community Governance Review consultation response submitted - papers will be published on 14 July, for Governance Committee, which will include detailed proposals and the responses to the initial consultation. I expect that we will consult on RPC's proposal, to gain a better understanding. Warnham Parish Council have been consulted. • Potential Asbestos debris to roller cricket shed – quote received and added to the HROS meeting in August for further discussion. • Active Travel Project Officer from HDC has been in contact to understand current ambitions for increasing active travel by Rudgwick Parish Council. Cllr P Kornicky to meet with the officer. • Pest Control site visit arranged for KGV and RH. • RH – Curtain order submitted and deposit paid, 4 – 5 weeks from 1st July for fitting. • Little Street Sub Lease – communication with Surrey Hills – ongoing • WSRT, Western Sussex Rivers Trust – Suggest grant application • First meeting of the newly formed Human Resources and Policies Committee took place on Tues 7th July. Draft minutes and recommendations will be available at the September FCM. Premises Warden advert to be included in the August Parish Magazine. The HRP Committee and Chair, Cllr Gardiner-Hill and Clerk(s) working on a job description.
FC081-26/27	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • RYC Update – Meeting 22nd June 2026 • RYC WORK NEST ASSESSMENT MAY 2026 – RESPONSES • HALC meeting - 22nd June 2026 • Notice of HALC AGM - Save The Date - 6th August 6.30pm
FC082-26/27	Finance To consider for approval/ noting: • Payments made/received June; • Detailed Income & Expenditure by budget heading June; • Bank Reconciliations for June: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation June; • Payments to be made.

FC083-26/27	S137 grants To receive and resolve.
FC084-26/27	Worknest – The Employment Law/HR service To receive and resolve.
FC085-26/27	Housing Needs Survey Quote To receive and resolve.
FC086-26/27	Church Street Bus Stops To receive and resolve.
FC087-26/27	Rudgwick Tennis Club To receive and resolve.
FC088-26/27	Jubilee Hall Update To receive and be noted.
FC089-26/27	WSCC Highways/Traffic Calming To consider and resolve.
FC090-26/27	CM Community Orchard To consider and resolve.
FC091-26/27	Date of next Meeting: 14th September 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 13th July 2026 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC072-26/27	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC073-26/27	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>
FC074-26/27	<u>Minutes of Council Meeting of 8th June 2026</u> Recommendation: To receive and resolve the Minutes an accurate record of the Council Meeting held on 8th June 2026 and for the Chairman to sign these. Cllr has requested an amendment to the draft minutes: FC047-26/27 Leader of Horsham District Council, Cllr Martin Boffey District and County Councillors Reports (for noting only) <i>Amended to:</i> • RPC concerns over a representative from the District Council at parish meetings, felt there has been little contact, representation to or feedback from HDC and the situation is getting concerning, recommendation was to consider cabinet member. <i>The most important and major concern is the non-representation of Rudgwick on any HDC meetings or matters. Lack of Rudgwick voice within HDC is the primary issue. Cllr Boffey's recommendation was to consider a cabinet member if we have no HDC representative from Rudgwick, so for planning or anything else, suggested that RPC go direct to the cabinet member responsible for the area where we have an issue, query, or want to raise something etc, particularly if our District Councillor representative is not available.</i>
FC075-26/27	District and County Councillors Reports & Questions (for noting only) Recommendation: To receive and note reports/updates.
FC076-26/27	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.
FC077-26/27	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 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.
vii)	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 Recommendation: To receive information, RPC to approve response/actions to be undertaken.
x)	Oakfield Oak Tree Recommendation: To receive information, RPC to approve response/actions to be undertaken.
xi)	Examination of the Horsham Local Plan - Council announce re-opening of Local Plan examination Recommendation: To receive and note information. • Horsham District Local Plan (HDLP) Proposed main modifications Rudgwick
xii)	Horsham District 2045: Notice of Scoping Consultation and Call for Sites Recommendation: To receive information, RPC to approve response/actions to be undertaken. • Horsham District 2045 – Notice of Scoping Consultation and Call for Sites
xiii)	Rudgwick Parish Council (RPC) Planning Issues Recommendation: To receive information, RPC to approve response/actions to be undertaken. • HDC response to RPC Planning Issues.
FC078-26/27	Correspondence Update (for noting only) • Letter from the Chairman of Horsham District Council
FC079-26/27	Chairman's Report (for noting only) • The Blue Ship PH The Haven
FC080-26/27	Clerk's announcements/decisions/ Correspondence Update (for noting only) To receive Clerk's Weekly Updates (from 8 th June – 12 th July 2026)

	- Furze Road Bench Update – Bench to be installed at the beginning of August. Tree bathing open space – Village Warden noted the overgrown area and inaccessibility to members of the public, would like Council support in the area and will add in strimming, as and when required to his remit. - Parish and Town Council Climate Action Network meeting, July 21, 2026, 6-7pm online – Please contact for teams link if attending. - Community Governance Review consultation response submitted - papers will be published on 14 July, for Governance Committee, which will include detailed proposals and the responses to the initial consultation. I expect that we will consult on RPC's proposal, to gain a better understanding. Warnham Parish Council have been consulted. - Potential Asbestos debris to roller cricket shed – quote received and added to the HROS meeting in August for further discussion. - Active Travel Project Officer from HDC has been in contact to understand current ambitions for increasing active travel by Rudgwick Parish Council. Cllr P Kornycky to meet with the officer. - Pest Control site visit arranged for KGV and RH. - RH – Curtain order submitted and deposit paid, 4 – 5 weeks from 1st July for fitting. - Little Street Sub Lease – communication with Surrey Hills – ongoing - WSRT, Western Sussex Rivers Trust – Suggest grant application. - First meeting of the newly formed Human Resources and Policies Committee took place on Tues 7th July. Draft minutes and recommendations will be available at the September FCM. Premises Warden advert to be included in the August Parish Magazine. The HRP Committee and Chair, Cllr Gardiner-Hill and Clerk(s) working on a job description.
FC081-26/27	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. RYC Update – Meeting 22nd June 2026 RYC WORK NEST ASSESSMENT MAY 2026 – RESPONSES HALC meeting - 22nd June 2026 Notice of HALC AGM - Save The Date - 6th August 6.30pm
FC082-26/27	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 to be made. Payments made/received June; Detailed Income & Expenditure by budget heading June; - Bank Reconciliations for June: Lloyds: Business, Savings, Deed and NS&I Accounts; Monthly Bank Reconciliation June; Payments to be made.
FC083-26/27	S137 Funding applications Recommendation: To resolve to approve the following grant applications: St Catherine's Hospice - £500 (Application, accounts, additional information) Constitutions are confirmed by Clerk.
FC084-26/27	Worknest – The Employment Law/HR service Recommendation: To receive update and discuss and approve actions to be

	undertaken. Approval to include HR at cost of £1,350.00 per annum, to coincide with our current Worknest 60-month H&S and Fire Risk Assessments at a cost of £2,400.00 per annum contract, which commenced on the 1st January 2026. HR to be added within 9 months of commencement of contract, by the 30th September 2026. RPC to confirm the commencement date. (This was discussed at the HRP Committee Meeting on the 7th July 2026)
FC085-26/27	Housing Needs Survey Quote Recommendation: To receive update and discuss and approve actions to be undertaken. AirS Quotation We can confirm that full package based on a response rate of up to 30%: £5722.80 + VAT as per quote dated 13th May 2026. If Parish Council provide C5 envelopes, print address labels, stuff envelopes (with survey and return envelope) and deliver : £3967.80* + VAT If Parish Council print surveys, provide C5 envelopes, print address labels, stuff envelopes (with survey and return envelope) and deliver: £3179.40* + VAT *Plus approximately £30-£40 (TBC) for delivery of franked return envelopes to the Parish Council. The survey is A4 and has 8 sides, made up of two A3 sheets folded in half, and stapled on the fold. Ideally the C5 envelopes would be the self seal type. We can provide an excel sheet with the addresses to be printed onto labels. First line should read 'The occupier'. 'If undelivered return to xxx' should also be added, so you will need a big sticker or a separate sticker for this. Ideally there would be another large label saying 'Important - Rudgwick Housing Needs Survey'. If you are to undertake the posting, all surveys should ideally be delivered on the same day, or if necessary over two days, and it is crucial that every household receives the survey so this will need some consideration. You would need to find a way to package up groups of surveys to suit delivery routes.
FC086-26/27	Church Street Bus Stops Recommendation: To receive update and discuss and approve actions to be undertaken. Meeting with Sam Pitwell Sam Pitwell, Project Officer – Local Transport Improvements Highways, Transport & Planning Place Services, WSCC diarised for Thursday 15th July.
FC087-26/27	Rudgwick Tennis Club Recommendation: To receive update and discuss and approve actions to be undertaken. Email received from the Tennis Club: <i>Thank you for your ongoing support with our floodlights upgrade. A few things I wanted to ask, relating to promoting the tennis club in view of growing our membership to benefit from our recently improved facilities (court resurfacing and floodlights etc).</i>

	<i>One idea is to hold a big Open Day next Spring with other organisations at the Rudgwick Playing Fields, namely the Junior Football Club, Little Street and the Fitness & Spin Studio. They are all keen to hold a joint event, where we can showcase our individual activities to our different audiences. We have provisionally chosen a date of Saturday 20th March, which works well for our coach and sits just before our new subs year starts. However, we wanted to check the date and concept with Rudgwick Parish Council. Please would you let me know if this sounds ok before we make further plans?</i> <i>Secondly, we wondered if it were possible to put up a temporary banner on our tennis netting that faces the Playing Fields, that we could change from time-to-time, such as promoting the Open Day (as above) and our coaching courses this summer. We understand, and appreciate, it is a requirement of our lease with RPC to ask for their permission in so doing. Aside from our permanent sign by the car park, this would essentially detail the event including a website link, QR code and contact email address. We would also like to include on the banner the logo of a sponsor, eg the logo of a printing company, in exchange for them giving us a slightly reduced printing cost. We recognise the huge footfall at the Playing Fields and the use of a banner prior to events would help convey that we are open to the wider public, as opposed to a closed off, private club. As per the LTA, we are keen to get more people playing tennis and offering our fantastic facilities to that end.</i> <i>I appreciate there may be size, and other, limitations on any permitted banner(s) and would be grateful if you could please let me know what these might be.</i> HDC info: Based on the Outdoor Advertisements and Signs Government Guidance (https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers) Class 2(C) permits notices or signs which relate to: _ any religious, educational, cultural, recreational, medical or similar institution; or _ any hotel, inn or public house, block of flats, club, boarding-house or hostel; <i>provided that the advertisement is displayed at the premises and does not exceed 1.2 square metres in area.</i> ** The Cricket Club signage is a permitted size of 150cm x 50cm ** Update on: LED Floodlights upgrade project at Rudgwick Tennis Club: Work to take place week of 24th August 2026. Advised it shouldn't take more than 5 working days, weather permitting. Car Park requested to be shut during this time, Little Street, Cricket Club and Orchard Wellness have all been advised and they are happy with this.
FC088-26/27	Jubilee Hall Update Recommendation: To receive update and discuss and approve actions to be undertaken. • S106 utilisation prior to main works
FC089-26/27	WSCC Highways/Traffic Calming Recommendation: To receive update and discuss and approve actions to be undertaken. • Update on Church Street Traffic Calming following interaction with Peter Lau

	WSSC • Active Travel Meeting with Katie Traylen on Wednesday 15th July - Bucks Green Pavement • Watts Corner resurfacing and CHS request for 2-lane exit (CHS application) • new SID sites in Bucks Green • TRO for James Paul lay-by to have part dedicated for police use - mobile speed unit • AutoSpeedwatch potential initiative • Sussex Police & Crime Commissioner – Speed Camera review – Letter sent to Katy Bourne 8.7.26
FC090-26/27	CM Community Orchard Recommendation: To receive update and discuss and approve actions to be undertaken. February 2026 FC219-25/26 Churchman’s Meadow Community Orchard Project It was unanimously resolved to note the information provided, RPC to continue with the project, Cllr Ryan to lead the project to completion. Request for village support, Chairman to mention at the APM. RPC recognise Cllr Burse’s previous dedication and work on the project, suggestion to dedicate in Bob’s memory. Steyping Community Orchard Rudgwick Document, summarises the communication between Bob and Roger Brown from Steyping Community Orchard. https://www.steypingcommunityorchard.org/ Response from Steyping Community Orchard. <u>One response received from a resident after the APM:</u> I was at the Parish AGM last night and was interested to hear about the proposal to try and progress the Community Orchard project initiated by Bob Burse. I had a chat with Ashley Ryan after the meeting and she suggested that I let you have my details as being someone who would potentially be interested in helping out in some capacity with this project. As a resident living in close proximity to Churchman's Meadow and interested in the environment it would be nice to be able to help this vision materialise. Hopefully others will also register their interest.
FC067-26/27	Staffing Recommendation: To resolve to approve overtime payments for the Clerk and Assistant Clerk additional hours. All staff appraisals have been completed for 2025/2026. Clerk – 19.5 hrs Assistant Clerk – 3.5 hrs
FC070-26/27	Date of next Meeting: 14th September 2026, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 14th September 2026, at 7.00 pm.