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: 7th October 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 12th October 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/)

FC121-26/27	**Apologies for Absence** To receive and approve.
FC122-26/27	**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.
FC123-26/27	**Minutes of Council Meeting of 14th September 2026** (Minutes on Rudgwick Parish Website) To receive for approval the Minutes as an accurate record of the Council Meeting held on 14th September 2026 and for the chairman to sign these.
FC124-26/27	**District and County Councillors Reports & Questions** (for noting only) To receive and note reports/updates.
FC125-26/27	**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.

FC126-26/27	**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 12th October 2026				
Application No	**Applicant**	**Reason for Application**	**Recommendation**	**Official Response Date**
DISC/26/0321 23.09.2026	The Mucky Duck, Tismans Common	Approval of details reserved by condition 6 to approved application DC/24/1855		Not available / Determine 18.11.2026

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)	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** To receive and resolve.
x)	**Examination of the Horsham Local Plan** To receive and be noted.
xi)	**Rudgwick Parish Council (RPC) Planning Issues** To receive and resolve.
FC127-26/27	**Correspondence Update** (for noting only)
FC128-26/27	**Chairman's Report** (for noting only)
FC129-26/27	**Clerk's announcements/decisions/Correspondence** (for noting only) To receive Clerk's Weekly Updates (from 14th September – 11th October 2026)

	• Tismans Common Project – phone box completed and noticeboard ordered. Defibrillator Training RH dates, TBC. • Insurance policy for Rudgwick Parish Council renewed 1st October 2025 Invoice received for additional premium payment for the 3 x telephone box kiosks in the village, additional sum of £48.93 • RH curtains to be replaced, approx. installation will be November. • Cricket Club Shed - Meeting arranged with the cricket club for wed 14th October to look at possible locations. • Community Governance Review – Boundaries to remain as existing. • Little Street Sub lease update • Missing post box opposite Pennthorpe has been reported to Royal Mail. Case ref: 14763034 • Safe guarding leads, all hirers have been contacted. • HDC Representation in Rudgwick, email sent to HDC's CE (Jane Eaton) and Monitoring Officer (Lauren Kelly). • Churchman's Meadow - Oak Tree – Resident reported concerns, tree surgeon diarised to look at it 7th October and will report back findings. • RH Playground, Village Warden painting play equipment. • Little Street Roof reported leaking again, Hazelhurst Roofing contacted again to attend site.
FC130-26/27	**Parish Council representatives on outside Organisations** To receive reports and resolve. • **HALC** Call for a Special Meeting regarding HALC Update on the Current Position of HALC HALC Planning Notes of Interest no. 1, no. 2, no. 3 • RYC Management committee meeting on Monday 28th September • HDC Around the District meeting – 29th September – Report from Cllr Dave Palmer
FC131-26/27	**Finance** To consider for approval/ noting: • Payments made/received September; • Detailed Income & Expenditure by budget heading September; • Bank Reconciliations for July: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation September; • Payments made/received September; • Transfer £30,000 from the Lloyds Current account to the Lloyds Savings account.
FC132-26/27	**S137 grants** To receive and resolve.
FC133-26/27	**Annual Fire Requirements** To receive and note.
FC134-26/27	**Accessibility -Website** To receive and resolve.
FC135-26/27	**Policies** To receive and resolve.

FC136-26/27	**Little Street Insurance** To receive and resolve.
FC137-26/27	**Jubilee Hall** To receive and resolve
FC138-26/27	**KGV** • **CCTV** • **Parking Signs** To receive and resolve
FC139-26/27	**Tismans Common Street Lighting** To receive and resolve.
FC140-26/27	**Southern Water - Burst water main at Hardham Water Supply Works** To receive and resolve.
FC141-26/27	**Food Waste Collection** To receive and resolve.
FC142-26/27	**WSCC Highways/Traffic Calming** To consider and resolve. • Church Street Traffic Calming / S106 HDC-WSCC • Watts Corner Update • Average Speed Cameras • TRO Loxwood Road • Pedestrian Crossing – Pennthorpe/Church Street
FC143-26/27	**SIDs Installation x 3 and Maintenance** To consider and resolve.
FC144-26/27	**CM Community Orchard** To consider and resolve.
FC145-26/27	**Staffing** To receive and resolve.
FC146-26/27	**Date of next Meeting: 9th November 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 12th October 2026 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC121-26/27	**Apologies for Absence** **Recommendation: To resolve to receive and approve apologies.**
FC122-26/27	**Declarations of Interest** **Recommendation: To receive any Declarations of Interest from Members of the Council and resolve for these to be *noted.*** 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 ***a Member has an interest should be sought before attending the meeting.***
FC123-26/27	**Minutes of Council Meeting of 14th September 2026** **Recommendation: To receive and resolve the Minutes an accurate record of the Council Meeting held on 14th September 2026 and for the Chairman to sign these.**
FC124-26/27	**District and County Councillors Reports & Questions** (for noting only) **Recommendation: To receive and note reports/updates.**
FC125-26/27	**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.
FC126-26/27	**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 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.
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** It was unanimously **resolved to note** the update from the Bucks Green Housing Development Task & Finish Group.
ix)	**Oakfield Oak Tree** **Recommendation: To receive information, RPC to approve response/actions to be undertaken.** Correspondence with HDC
x)	**Examination of the Horsham Local Plan** **Recommendation: To receive and note information.** RPC response to be circulated at the meeting – consultation closed 24th August 2026 Examination of the Horsham Local Plan 2023 -2040
xi)	**Rudgwick Parish Council (RPC) Planning Issues** **Recommendation: To receive information, RPC to approve response/actions to be undertaken.** • Delaying tactics • Enforcement • Tismans Alternative Provision
FC127-26/27	**Correspondence Update** (for noting only) •
FC128-26/27	**Chairman's Report** (for noting only)
FC129-26/27	**Clerk's announcements/decisions/ Correspondence Update** (for noting only) To receive Clerk's Weekly Updates (from 14th September – 11th October 2026) • Tismans Common Project – phone box completed and noticeboard ordered. Defibrillator Training RH dates, TBC. • Insurance policy for Rudgwick Parish Council renewed 1st October 2025 Invoice received for additional premium payment for the 3 x telephone box kiosks in the village, additional sum of £48.93 • RH curtains to be replaced, approx. installation will be November. • Cricket Club Shed - Meeting arranged with the cricket club for wed 14h October to look at possible locations. • Community Governance Review – Boundaries to remain as existing. • Little Street Sub lease update • Missing post box opposite Pennthorpe has been reported to Royal Mail. Case ref: 14763034 • Safe guarding leads, all hirers have been contacted. • HDC Representation in Rudgwick, email sent to HDC's CE (Jane Eaton) and Monitoring Officer (Lauren Kelly). • Churchman's Meadow - Oak Tree – Resident reported concerns, tree surgeon

	diarised to look at it 7th October and will report back findings. • RH Playground, Village Warden painting play equipment. • Little Street Roof reported leaking again, Hazelhurst Roofing contacted again to attend site.
FC130-26/27	**Parish Council representatives on outside Organisations** To receive reports and resolve. • **HALC** Call for a Special Meeting regarding HALC Update on the Current Position of HALC HALC Planning Notes of Interest no. 1, no. 2, no. 3 • RYC Management committee meeting on Monday 28th September • HDC Around the District meeting – 29th September – Report from Cllr Dave Palmer
FC131-26/27	**Finance** **Recommendation: To resolve 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 September; • Detailed Income & Expenditure by budget heading September; • Bank Reconciliations for July: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation September; • Payments made/received September; • Transfer £30,000 from the Lloyds Current account to the Lloyds Savings account.
FC132-26/27	**S137 Funding applications** **Recommendation: To resolve to approve the following grant applications:** • Citizens Advice in West Sussex - £500 (Application, accounts, additional information) Constitutions are confirmed by Clerk.
FC133-26/27	**Annual Fire Requirements** **Recommendation: To resolve to note the fire evacuation process and ensure all Councillors have signed the required documentation.** (Documentation to be circulated at the meeting)
FC134-26/27	**Accessibility -Website** **Recommendation: To receive and resolve to approve and note:** WCAG 2.2AA & Website Accessibility Our website provider Vision ICT is currently undertaking the following: As part of the MOT (£145), we review your 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. **Request for the following:** Under Clerks Update on the website – request for only 3 months to be viewed. Approval to delete old documents no longer required. Agendas are not a legal requirement to be displayed once minutes have been agreed, request to take these off the website. This will avoid lengthy time spent making old documents accessible that are not required on the website.

FC135-26/27	**Policies** **Recommendation: To resolve to adopt the policies:** IT Policy (no change) Social Media Policy (new policy) Social Media Policy Appendix Data Protection Impact Assessment – Use of Social Media
FC136-26/27	**Little Street Insurance** **Recommendation: To receive and resolve to approve:** Request to extend payment terms of the annual insurance invoice, ideally over 6 months to support cash flow.
FC137-26/27	**Jubilee Hall** **Recommendation: To receive update and discuss and approve actions to be undertaken.** • S106 utilisation prior to main works • Jubilee Hall Task and Finish Group • Refurbishment of downstairs toilet update • Quotation for new chairs for the hall (using same supplier and matching the RH chairs) • Noticeboard
FC138-26/27	**KGV** • **CCTV – quotation** • **Parking Signs – Request made from Little Street and Junior Football for additional signage, due to continued parking issues.** Both the Fottball Club and Little Street feel better signage is needed at the top by the skate park, specifically directing footballers where to park. The problem is once they are down the lane there is nowhere to go, as the tennis club don't like them parking by the courts, so the Little Street car park becomes the obvious place to park. Please can you let me know your thoughts and advise a quick solution to this problem before I start getting complaints from customers that they have nowhere to park when visiting Little Street. I have spent many a day in the past asking people to park elsewhere and not got the best reception! **Recommendation: To receive update and discuss and approve actions to be undertaken.**
FC139-26/27	**Tismans Common Street Lighting** **Recommendation: To receive update and discuss and approve actions to be undertaken.** Email received from resident: There is a low height streetlight on Tismans Common Road on the junction at Hornshill. Would it be possible to switch this off later at night? Or remove it completely ? Perhaps RPC could direct me to how this can be requested? It's not in character with the rural setting and is bright and visible from the old listed cottages particularly in the winter months.
FC140-26/27	**Southern Water - Burst water main at Hardham Water Supply Works** **Recommendation: To receive update and discuss and approve actions to be undertaken** Burst water main at Hardham Water Supply Works

FC141-26/27	**Food Waste Collection** **Recommendation: To receive update and discuss and approve actions to be undertaken – see correspondence**
FC142-26/27	**WSCC Highways/Traffic Calming** **Recommendation: To receive update and discuss and approve actions to be undertaken.** • Church Street Traffic Calming / S106 HDC-WSCC – Meeting with WSCC Highways has been postponed, new date to be rearranged. • Watts Corner Footpath – Update prior to meeting with WSCC highways • Average Speed Cameras. Consider purchase & siting of AutoSpeedWatch cameras by RPC • TRO Loxwood Road –original TRO application Map • Signage outside the CO-OP
FC143-26/27	**SIDs Installation x 3 and Maintenance** **Recommendation: To receive update and discuss and approve actions to be undertaken.** **Wilbar have quoted:** Our price to supply and erect three NAL sockets including traffic management at the locations requested below will be £3,383+VAT With regards to maintenance on six devices our cost per maintenance visit would be £300+VAT and that would include moving them around as requested.
FC144-26/27	**CM Community Orchard** **Recommendation: To receive update and discuss and approve actions to be undertaken. See information**
FC145-26/27	**Staffing** **Recommendation: To resolve to approve overtime payments for the Clerk and Assistant Clerk for additional hours.** Clerk – 3 hrs Assistant Clerk – 11 hrs
FC146-26/27	**Date of next Meeting: 9th November 2026, at 7.00 pm** It was **resolved to note** the date for the next Council Meeting as 9th November 2026, at 7.00 pm.