

Memo (Agenda February 2018 - Appendix C)

To: Parish Councillors

c.c: Nigel Jupp (County Councillor) & Toni Bradnum (District Councillor)

From: Sarah Hall

Date: 23rd January 2018 (Weeks commencing 8th & 15th January 2018)

Re: COUNCILLORS' BRIEFING NOTE

I have outlined below a number of recent developments for your information.

(1) **Planning Applications Issued**

| Number | Applicant & Reason | |
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| DC/17/2854 10/01/2018 | Proposed erection of a three bay detached garage, car port and log store to front of existing dwelling. 13 The Birches, Mannings Heath, Horsham | Planning agenda 17/01/2018 |
| DC/18/0051 11/01/2018 | Variation of Condition A to approved application DC/14/1368 (Ancillary accommodation to main dwelling, including home office, loft and replacement of existing dilapidated garaging) to allow amendments to roof and fenestration Keatings, Nuthurst Street, Nuthurst | Planning agenda 17/01/2018 |

(2) **Correspondence**

| Document | |
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| <p>Take NALC's Local Councillor Census Survey Email dated 8th January 2018, from Anna Beams, SALC</p> <p>The diversity commission has been formed by NALC to promote and increase the diversity of councillors in local councils.</p> <p>NALC thinks it is vital that diversity is promoted in a sector that strives for equality and fair representation of the community and the diversity commission wants your help to make this a success.</p> <p>So how can you get involved?</p> <p>Take our local councillor census survey The diversity commission wants to do something ground-breaking. For the first time ever they will be carrying out a national census survey of all of England's local councils. They want to know what local councils look like to establish how diverse local councils currently are. This will drive the work the commission does but it doesn't happen without you. The survey takes 10 minutes to fill out and should be carried out by all local councillors. The more local councillors who take the survey, the better our evidence base will be. Take the survey here.</p> <p>Tell us your thoughts on diversity – become a diversity champion Is your council a diversity champion? Should others follow your example? Let us know! We want to hear examples of what your local council is doing to encourage</p> | For information |

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| <p>a diverse audience to get involved and what challenges you may be having. There are 4 optional questions for you to answer and we will be sharing your stories at some point in the New Year. Tell us here.</p> <p>Form a diversity pledge We want you to take action. We are asking councils to form pledges of what action they will take locally to encourage diversity. So far, we have had MPs and organisations pledge their support but we want local councils signed up too. Submit your diversity pledge here or see what others have pledged here.</p> <p>For more information on any of the above please visit www.nalc.gov.uk/diversitycommission or contact diversitycommission@nalc.gov.uk</p> | |
| <p>Planning Committee (North) Minutes - 9th January 2017 Email dated 16th January 2018, from horsham@moderngov.co.uk</p> <p>Please find a link to the minutes below: View this item on the web site</p> | For information |
| <p>Sussex Lund to reopen for applications in February 2018 Email dated 16th January 2018, from Samantha Nicholas, High Weald</p> <p>Sussex Lund, the grants programme established by Lisbet Rausing and Peter Baldwin, will re-open for new applications on 19 February 2018. Potential applicants are strongly encouraged to contact the High Weald AONB team – who are administering the fund in partnership with Lund Trust – for advice on developing their project.</p> <p>Sussex Lund supports projects that improve the ecology and landscape of the High Weald Area of Outstanding Natural Beauty. Successful applications in 2017 include hedge-laying and restoration, wildflower meadow creation and removal of invasive species. The fund is open to anyone who has a project that will significantly benefit the landscape of the High Weald. This includes charities, community groups, schools, churches, councils, farmers and landowners. The application deadline is Sunday 15 April 2018.</p> <p>For an informal discussion about your project prior to submitting your application, please contact the High Weald team on 01424 723014 or email sussexlund@highweald.org. Further information can also be found on the High Weald AONB website: www.highweald.org/look-after/sussex-lund</p> | For information |
| <p>ITV - New TV Programme is looking for Grandparents to take part Email dated 16th January 2018, from Grace, Shiver TV</p> <p>I work for a television company called Shiver Productions and we are developing a new television programme for one of the major broadcasters. We are looking for vibrant, fun and outgoing grandparents who have 3 or more adult (18+) grandchildren who they would like to spend more time with.</p> <p>In the programme, grandparents will spend one-on-one time with their multiple grandchildren in an attempt to get to know them better and see if they can offer any help. They will learn about the pressures their grandchildren face, the lifestyle choices they make, their hopes for the future and what, if anything, is standing in their way of achieving them. And it should be a fun experience!</p> <p>Filming for the programme will not take place straight away, this is the initial casting stage and we are only hoping to speak to people over the phone. If you are selected to be on the programme our Production team will arrange all the logistics for you!</p> | For information |
| <p>Minutes from HALC Meeting 9th January 2018 Email dated 18th January 2018, from Beverley Bell, HALC Secretary</p> | For information |

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| <p>1.0 Attendance and Apologies for Absence</p> <p>2.0 Guest Speaker: Judith Packer, Voluntary Sector Relationship Manager, Public Health at West Sussex County Council</p> <p>2.1 Judith sent her apologies accompanied with some notes for circulation to members. Judith has offered to attend a future meeting.</p> <p>3.0 Approval of Minutes of the Meeting on 18 September 2017.</p> <p>3.1 It was AGREED that the minutes should be approved and signed as a correct record.</p> <p>4.0 Matters arising from item 3.0 – not on the agenda below.</p> <p>4.1 Reply from Area Highways Manager Chris Stark to our letter:</p> <p>All highways are inspected in accordance with our Highway Maintenance regime. A class roads are inspected monthly, scaling down to unclassified roads (generally small residential roads and narrow country lanes) that are only inspected annually. These inspections cover all highway assets that includes signs and road markings. So, signs and road markings are not inspected separately unless we have an enquiry and send someone out to have a look on an ad hoc basis.</p> <p>Maintenance is determined by need, there is no set time frame. Our intervention level for road markings is when 75% of the marking is no longer clearly visible. This would normally be the catalyst for maintenance, subject to resources but will be determined also by the priority of the marking. Areas with double white line systems and junctions with higher speed roads are a priority over centre lines on country roads or residential / urban streets.</p> <p>Some signs also have a higher priority over others. Regulatory signs (the round ones plus Give Way) and some high profile triangular signs and chevrons have a higher priority than less important warning signs and information / direction signs. The usual criteria for maintenance is that the sign face is no longer clear (could be dirty or worn) or is obscured by vegetation, or the post is damaged and has fallen over or will do so shortly. If it is a little bit scruffy (rust spots or hanging at a jaunty angle) then it will not be a priority for repair.</p> <p>Across the county we have a shared budget for signs and lines, that often barely covers a tenth of the work needed. In Horsham district we are disadvantaged by having the A24, as Traffic Management costs to work on signs or lines here is not proportionate to the cost of the work, being far in excess. We therefore try to defer works on some roads until we have other maintenance needs and can get better value for money. This will mean some sign or road marking defects existing for some time before they are fixed. It's not something I am happy about, but have to deal with given the level of resource available.</p> <p>4.2 Members would like to invite Chris Stark to a future meeting and said his presentation at a recent meeting had been really informative.</p> <p>4.3 The Chairman and Secretary met with HDC's new Director of Community Services Adam Chandler. He asked how HDC could communicate better with Parish Councils and it was suggested that contact details for the Heads of Service would be helpful.</p> <p>5.0 SSALC Training Programme</p> <p>5.1 The Chairman circulated copies of the SSALC training programme. She said</p> | |
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SSALC also offer bespoke training. The Vice Chairman asked members to let SSALC know if there is anything missing from the training programme.

5.2 A question was asked about the training passport. No decision has been made yet, but it would enable members to take ownership of their own training programme.

6.0 General Data Protection Regulations (GDPR)

6.1 Beverley reported from recent NALC legal topic notes that the Data Protection Bill was published on 14 September 2017 and aims to modernise data protection laws to ensure they are effective in the years to come. The GDPR has direct effect across all EU member states and has already been passed. This means organisations will still have to comply with this regulation and we will still have to look to the GDPR for most legal obligations. However, the GDPR gives member states limited opportunities to make provisions for how it applies in their country. One element of the DP Bill is the details of these. It is therefore important the GDPR and the Bill are read side by side.

6.2 NALC will be providing a GDPR Guidance Note and Toolkit in January including action plans, checklists and a plain English briefing on the law.

6.3 NALC is of the view that Clerks cannot be Data Protection Officers so are looking at the following options: • Working with County Associations to ensure that Councils have access to reputable firms that understand the sector. • Looking to see if it may be cost effective to work with a supplier to provide a national service which Councils can access, delivering economies of scale. NALC are also exploring working with a legal firm who would provide a DPO on demand service at £350. • Setting up a sector led body (either with or without SLCC) building on the success of the SAAA to provide a national DPO service and other support.

6.4 NALC has issued a briefing note on Data Protection Officer as required by the GDPR. Based on the drafting of the GDPR and the guidance from the Article 29 Working Party, it is NALC's view that most Clerks and RFOs cannot be designated as a Council's DPO. This is because although they may satisfy some requirements of the job, they will not satisfy all of them which are: • An absence of conflicts of interest (which may arise from responsibilities as a Clerk/RFO and may include processing activities) • Independence • Expert knowledge of data protection law and practices and related professional ethics to effectively advise and influence full Council • Adequate time to perform DPO role

6.5 Beverley will circulate the NALC briefing notes to all members.

6.6 SALC are running courses on GDPR: • Tuesday 30 January 2018 at Bletchingley Golf Club • Tuesday 06 February 2018 at Chichester Park Hotel

6.7 The Chairman suggested looking at reciprocal arrangements with other Parish Councils. The Vice Chairman said that SSALC are investigating options to provide the service to Parish Councils.

6.8 Members were reminded that they should have a separate email address for Parish Council business as emails on Parish Council business are subject to the provisions of the Freedom of Information Act 2000.

7.0 Impact of Parking Charges

7.1 Pulborough Parish Council has not been contacted by the Leader of Horsham District Council as discussed at the annual meeting of HDC and HALC. Beverley will follow this up.

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| <p>7.2 Members asked if the incentive of a second free parking disc would continue; Beverley will find out.</p> <p>8.0 Reports from Representatives on Outside Bodies:</p> <p>8.1 Standards Committee – No new Code of Conduct issues. 8.2 WSALC – Bank closures in villages is a concern; the mobile bank van is not suitable for disabled access. It was agreed to add banks and post offices to a future agenda. SSALC would like Parish Councils to complete their online survey about the health and wellbeing project as their funding has run out, and they would like to ascertain the value of the project before submitting an application for further funding. 8.3 SSALC – No report. 8.4 Community Safety Partnership – The Chairman said JAG has been meeting every other month to discuss Police issues with HDC, Age UK and housing associations, but the meetings have been placed on hold to re-evaluate what has been achieved. The Police are invited to every HALC meeting and had been expected this evening, but may have had operational matters to attend. 8.5 CPRE – No report. 8.6 CLC – There may be some Community Initiative Funding available at the end of the financial year. The Chanctonbury CLC is looking at emergencies and community resilience. The WSCC Officer will be invited to a future meeting of HALC.</p> <p>9.0 Members Questions and Comments. 9.1 The Vice Chairman attended the NALC Conference where Liz Leggo presented the Health and Wellbeing Project to a national audience. NALC are working with Angela Rippon to encourage dementia friendly communities. 9.2 Kent, East Sussex and West Sussex are working through the South East Region County Associations (SERCAF) to make changes at NALC.</p> <p>10.0 Date of Next Meeting</p> <p>Wednesday 18 April 2018 at the Henfield Hall Thursday 26 July 2018 at Coolham Village Hall Monday 17 September 2018 at Rudgwick Village Hall</p> | | | | | | | |
| <p>New Approach to Funding Email dated 19th January 2018, from talkwithus@westsussex.gov.uk</p> <p>West Sussex County Council is proposing to change its approach to grant funding to voluntary and community groups from 2018/19.</p> <p>Current arrangements for County Council grant funding to voluntary and community organisations are complex and varied. There are three member funds: Members' Big Society Fund, Community Initiative Fund, and Small Grants Fund, with no single point of entry, and each with different criteria, application forms, maximum award values and decision making processes. Challenges of complexity, risks of duplication, lack of consistency and reducing budgets have resulted in a new approach being proposed to be adopted.</p> <p>We hope to streamline our current three grant pots, moving to one, which will reduce confusion about the funds we have available. We propose to move to an online crowdfunding model where we will pledge support to projects from our single funding pot, alongside others who may wish to contribute to the projects.</p> <p>We will introduce the proposed new approach at drop-in sessions which will run from 6pm - 6.45pm before the next round of County Local Committee (CLC) and Joint Area Committee (JAC) meeting.</p> <p>You are invited to come along to find out more about how crowdfunding works.</p> <p>The dates and venues of those drop in sessions are:</p> <table border="1" data-bbox="263 1966 1257 2029"> <tr> <td>19/02/18</td> <td>North Horsham</td> <td>County Hall North (Parkside), Horsham</td> </tr> <tr> <td>06/03/18</td> <td>North Chichester</td> <td>Wisborough Green Village Hall</td> </tr> </table> | 19/02/18 | North Horsham | County Hall North (Parkside), Horsham | 06/03/18 | North Chichester | Wisborough Green Village Hall | <p>For information</p> |
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| 07/03/18 | Chanctonbury | The Steyning Centre, Steyning | |
| <p>Do not worry if you cannot attend the session. We will be running more detailed training and promotional activities from April 2018 to help people to understand and engage with the new approach. Please keep an eye on the funding pages on our website for further information.</p> <p>The events will also be advertised with the agenda for the main CLC/JAC meetings, details of which will be added to the CLC pages of our website 5 days before the meeting. There is also likely to be a short update on this new approach to grant funding at the main CLC/JAC meeting which will start as usual at 7pm.</p> <p>If you have any questions about the events please email talkwithus@westsussex.gov.uk or call 03302224525.</p> | | | |

Sarah Hall,
Clerk to the Parish Council