

# Memo (Agenda April)

**To: Parish Councillors**

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

**From:** Sarah Hall

**Date:** 15th March 2019 (week commencing 11<sup>th</sup> March 2019)

**Re:** COUNCILLORS' BRIEFING NOTE

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

(1) **Planning Applications Issued**

Number	Applicant & Reason	Consultation Closes	NPC Meeting
<a href="#">DC/19/0499</a> 04.03.2019	Prior approval for a proposed change of use of agricultural building to a dwelling house Copsale Stables, Copsale Road, Copsale	Neighbour 26/03/2019 Standard 01/04/2019	Planning Committee 20/02/2019

(2) **HDC Decisions**

Number	Applicant & Reason	PC Observation	HDC Decision
DC/19/0075	Installation of an array of 20 no. solar Panels Hards Farm Cottage, Kerves Lane, Horsham	No objection, with conditions	HDC Permitted

(3) **Appeals**

Number	Applicant & Reason	PC Observation	HDC Decision
DC/18/0846	Erection of two detached dwellings including associated landscaping, amenity space, garages and parking with widening of existing access off Nuthurst Street. Land North of Keatings Nuthurst Street Nuthurst	Objection	HDC Refused

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## Correspondence

Email dated 12<sup>th</sup> March 2019, from Tracy Robbins, HDC  
Planning Compliance (Enforcements)

Message sent on behalf of Emma Parkes – Head of Development Management

Dear Parish Clerks

I am writing to inform you that due to a resourcing issue there may be a delay in investigating planning compliance (enforcement) complaints when compared to our target timescales in the Councils Enforcement plan.

We are working hard to resolve this and have appointed a new permanent member of staff who will be starting with us in a month, and we have also employed some temporary staff.

Please bear with us at this difficult time and we will ensure any disruption to the service is as minimal as it can be.

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**Email dated 7<sup>th</sup> March 2019, from a resident in Greens Lane, MH  
New Road Sign Greens Lane**

The residents of Greens Lane propose replacing the somewhat dilapidated existing sign, at the junction with Golding Lane - and also want to put up a new, matching sign on the south side of the road - so that it can be seen by people driving south on Golding Lane. As requested I have attached photo of the suggested location.

We think ownership of this land may fall within the Parish Councils remit - hence this approach - and you indicated that it might need to go before the next PCC meeting in April.

In terms of design etc - I have checked again with Jenny Smith at HDC - we are using their preferred contractor BEL signs - and she is fine with what's proposed.



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**Email dated 12<sup>th</sup> March 2019, from Mannings Resident  
Footpath junction Church Road & Pound Lane**

Thank you for your call this morning. In addition to my email below, an extension of the pavement would in fact match the other side of the grass, where the pavement already extends alongside the grass leading to the Church Road side of the access road (now driveway) to the old village stores. In the light of recent layout changes to the access road outside the village store, such an extension would, I feel, make access to the buses a lot safer. For your information, the primary school bus leaves at 8.10am, with parents and children walking to the bus from 8am, and there are parents collecting children and crossing the road away from the bus at around 3.45pm. I appreciate you looking into this matter.

As a resident of Mannings Heath and mother of two children catching their school buses from outside the former Mannings Heath Village Stores, I wanted to flag up an issue following the recent changes. The buses for St Andrew's, Millais and The Forest School stop outside the old shop on the Church Rd side and it was previously

possible to walk along the access road directly outside the old shop before its opening time when the road was relatively unused by cars, in order to reach where the buses stop. Now, alternative walking routes now need to be used as the access road is fenced off whilst modifications are made after the shop's closure. This means that there is now no complete concrete path to get to where the buses stop from walking from Pound Lane, which many school children walk alone to reach. Whereas before, I would walk with my primary school age daughter and cross the road close to the 17 and 89 bus stop to get to the aforementioned place where the bus stops, now the alternative is to cross in the same place (from the 17 bus stop) and walk the remaining steps on the grass until where the pavement stops an area where dog mess often lies uncollected) or to avoid the grass, we must walk in the road, facing those driving with purpose to get to the work in the morning. If we continue as far as the post box and cross there, it is almost as dangerous as crossing on a crossroads, where cars approach quickly from Golding Lane, Winterpit Lane, Pound Lane and Church Road. I have noticed that in the afternoons when I collect from the St Andrew's school coach, crossing over from the grassed area where the pavement stops direct to the point where the post box is, can be precarious as it is impossible to see past the coach for any fast moving cars.

The solution which I would most like to flag up is that adjoining the grass in front of the village stores there is a part-pavement which stops. Continuing that pavement the short distance up to the old shop's driveway would avoid paving to walk over the grass and potentially damaging the grass, and would connect seamlessly with crossing the driveway of the old shop and connecting with the ongoing pavement allowing parents and children to cross further down Pound Lane at a point closer to opposite the 17 bus stop. Pedestrians would need to cross at this point anyway as there is no pavement further down Pound Lane on that side.

As you may tell, I feel strongly about this issue, as I would like to at some point allow my daughter independence to walk the short distance alone to catch the bus when she is old enough and with the recent changes making crossing the road precarious I do not feel confident about this. I would hope that with the old access road to the shop having been used by many for this very purpose, that the changes would warrant a sensible reaction to that change by extending the pavement for a short distance to secure the safety of parents, children and local residents taking the same route. Of course we could all walk on the grass but with dog mess a regular feature there and mud in the inter months, it is not ideal and there may be already plans to extend the pavement but I wanted to raise this with you in case you already knew about plans the Council may have in place to compensate for the new layout, which has caused me to notice the above acutely since the closure of the shop last Sunday.

Apologies for the wordy descriptions, I would be happy to clarify them in person if you are able to meet, perhaps even at a time when the school buses are present. If you are unable to assist I would be happy to take this further personally for the safety of pedestrians, particularly those using school buses, and would be grateful for your guidance on this and for any help you are able to offer on this matter.

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**Email dated 12<sup>th</sup> March 2019, from SSALC  
SSALC Weekly Update**

#### **SALC Bi-annual Meeting with Giles York, Chief Constable, Sussex Police**

On Friday 24<sup>th</sup> May 2019, SALC representatives will be holding their biannual meeting with Giles York, Chief Constable of Sussex Police.

If you have any strategic or unresolved topics that you would like to be raised at the meeting could you please return them directly to Anna Beams at [anna.beams@ssalc.co.uk](mailto:anna.beams@ssalc.co.uk) by close of business on **Thursday 9<sup>th</sup> May 2019** at the latest.

For regular news updates please visit  
[www.ssalc.co.uk](http://www.ssalc.co.uk)

### Elections FAQs

Following the recent, fully booked elections briefings organised by SSALC we have compiled a list of frequently asked questions for your reference.

We are of course happy to assist with any queries that you may have that that cannot be answered in this document, please don't hesitate to get in touch.

[Read FAQ Document](#)



### Independent Custody Visiting

Independent custody visiting is a statutory function of all Police & Crime Commissioners.

The Sussex Police & Crime Commissioner's Office has over 45 volunteers who visit custody centres across the county to observe and report on the conditions they find and to check on the welfare of detainees. Independent Custody Visitors (ICVS) visit police custody centres unannounced, at any time of the day or night, in pairs. They check on the conditions in custody, talk (with consent) to detainees and write up their findings. This is a vital role, helping the public feel reassured that there is independent oversight of detainee's welfare and the conditions in which they are kept in custody in Sussex.

Volunteers come from a range of backgrounds, ages and experience but what is common to all is the satisfaction gained from giving a few hours a month to their local community.

If you would like to find out more about becoming an ICV visit:

[www.sussex-pcc.gov.uk](http://www.sussex-pcc.gov.uk)

Tel: 01273 481561

Email: [pcc@sussex-pcc.gov.uk](mailto:pcc@sussex-pcc.gov.uk)

### Maps and Mapping Data Survey

Ordnance Survey (OS) is working with the [Geospatial Commission](#) on a survey looking at how local councils use maps, and to help OS understand how they can better support the use of maps and mapping data within local councils. It's open until 21 March 2019 and we would like to encourage as many councils as possible to

respond, even if you aren't a frequent user of OS data or maps! If you haven't received the survey and would like to get involved and share your views, please email [insights@os.uk](mailto:insights@os.uk)

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**Legal Updates**

**For regular legal updates please visit**  
[www.ssalc.co.uk](http://www.ssalc.co.uk)

**Money Laundering is a Dirty Business**

Parish Councils need to be aware of the opportunities for money launderers - this document outlines what to look out for

**Read Full Document**

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**Homes (Fitness for Habitation) Act 2018**

This document provides guidance and advice to landlords of domestic rented properties about the minimum standards required to let domestic property under the [Homes \(Fitness for Human Habitation\) Act 2018](#) ('the Act').

Parish Councils that rent out residential properties should be aware of the new Act.

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**Email dated 14<sup>th</sup> March 2019, from Tracy Robbins, HDC  
Invitation for the New Chairman to attend HDC's Annual Reception**

For the attention of Parish & Neighbourhood Council Chairman

14 March 2019

HORSHAM DISTRICT COUNCIL ANNUAL RECEPTION ON WEDNESDAY 22<sup>nd</sup> MAY AT 7.00 PM IN THE PARK SUITE GROUND FLOOR, PARKSIDE, CHART WAY, HORSHAM RH12 1RL

We would be pleased if you could join the Chairman and Members of the Council for the Annual Reception which will be held on Wednesday, 22<sup>nd</sup> May 2019 at 7.00pm in the Park Suite, Ground Floor, Parkside, Chart Way, Horsham RH12 1RL.

The Reception will follow the Annual Meeting of the Council which will be held in the Main Conference Room, Ground Floor, Parkside (County Hall North) at 6.00pm and to which you are also cordially invited.

When you reply, in order that provision can be made for allocated seating, please let me know if you will be attending the Annual Meeting prior to the Reception.

Please note, that car parking is free in the BT Exchange Car Park, North Street, after 5pm and is a short walk across the road to Parkside. Please see location map attached.

Yours sincerely  
Tracey Robbins  
Personal Assistant to the Chairman

RSVP: E-mail address for replies to: [Tracey.Robbins@horsham.gov.uk](mailto:Tracey.Robbins@horsham.gov.uk) or telephone 01403 215259 by Friday 10 May 2019

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**Email dated 14<sup>th</sup> March 2019, from [westsussex@public.govdelivery.com](mailto:westsussex@public.govdelivery.com)  
CLC Draft Minutes 25<sup>th</sup> February 2019**

To view the updated page click on the link below. The unconfirmed minutes for the meeting of the [North Horsham County Local Committee](#) held on 25 February 2019 have been published and are available on our website.

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Email dated 16<sup>th</sup> March 2019, from Beverley Bell, HALC  
HALC Agenda – 25<sup>th</sup> March 2019

Dear Member

You are hereby invited to a Meeting of HALC to be held on:

**Monday 25 March 2019**  
7.30pm – 9.30pm  
at **Barns Green Village Hall**  
**Muntham Drive, Barns Green RH13 0PT**

**AGENDA FOR THE HALC MEETING**

1. Welcome, attendance and apologies - please sign in on arrival.
- 2. Guest Speaker: Sgt Phil Badman, Sussex Safer Roads Partnership**
3. Approval of Minutes of the Meeting on 23 January 2019.
4. Matters arising from item 4 – not on the agenda below.
5. Elections 2019.
6. SSALC Training Programme 2019.
7. Health and Wellbeing Update.
8. Reports from Representatives on Outside Bodies:
  - Standards Committee
  - WSALC
  - Sussex Surrey ALC

- Community Safety Partnership
- CPRE
- CLC

9. Members Questions and Comments.

10. Date of Next Meeting – Tuesday 25 June 2019

**Email dated 15<sup>th</sup> March 2019, from Melanie Stowell, HDC  
Copsale Hall Grant application for S106**

Dear Nuthurst Parish Council

We have received an application that will be considered for S106 funding at the next Planning Obligation Panel meeting on 1<sup>st</sup> April.

Please let me have any comments you might have and these will be passed on to the panel.

Do let me know if you require any further information.

Kind regards  
Melanie

**APPLICATION FOR ALLOCATION OF SECTION 106 FUNDING  
PANEL MEETING**

**Reference: TBC**  
**Name of Applicant: Copsale Village Hall**  
**Proposed allocation of funding: Improvements to the Village Hall**  
**Parish/Neighbourhood: Nuthurst Parish Council**

**1.0 Project/Scheme Details**

<b>Project Summary</b>	The funding will be used for part of a large projects of improvement includes disable access and facilities, indoor toilets, increase kitchen reconfiguration of the internal space.
<b>Project cost</b>	£205,465
<b>Amount of s106 Funding sought through POP</b>	£2,633
<b>Other Funding Sources</b>	Own funding £28,000 Sussex Community Foundation - £5,000 They have a number of funding applications pending including the lottery Leader
<b>General Section 106 CF and OSSR remaining in area before this application</b>	Community Facilities - £2633.61 OSSR - £0

**2.0 Funding Source(s)**

Reference	Location of development	Type	Prescribed use	Amount requested
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DC/12/0778	Ghyll House Farm, Broadwater Lane	CF	Community Centre and Halls Contribution B: solely towards the provision or improvement of community centres and halls in the parish of Nuthurst in the district of Horsham.	£2,333.61
DC/12/1447	Land at Furzefield, Broadwater Lane	CF	Provision or improvement of community centres and halls in the parish of Nuthurst in the district of Horsham	£300.00

### 3.0 Response to consultation

Consultee	Response
Local Members	Sent for consultation
Parish Council	Sent for consultation
HDC Parks Department/Leisure Department	Sent for consultation
Planning Obligation Officer	Sent for consultation

### 4.0 Assessment criteria

		YES	NO	COMMENT
a)	<u>Compliance with Legal Agreement</u>  Is the proposed use of funding consistent with legal agreements?	Yes		
b)	<u>Compliance with Section 106 funding guidelines</u>  Does the project/scheme constitute capital expenditure?	Yes		
c)	<u>Compliance with CIL regulations</u>			
d)	<u>National and Local Planning Policy</u>  Is the proposed use consistent with Planning policy?			
e)	<u>Parish/Community Action Plan</u>			

	Does the project form part of the Parish/Community Action Plan			
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## 5.0 Recommendation/Conditions/Actions Required

### 5.1

Recommendation	To award funding subject to the results of the consultation.
Conditions/Actions Required	

### Email dated 15<sup>th</sup> March 2019, from NALC Chief Executive Bulletin

#### National Assembly

NALC's own parliament, National Assembly, which brings together councillor representatives from each of the 43 county associations, met on 13 March in London. In advance of the draft minutes being available, here are a few highlights:

- Unanimous support for a motion expressing strong concern that local (parish and town) councils are not eligible to apply for government funding such as for high streets and parks, calling for immediate action to give local councils the opportunity to access these and other funds to help them build strong communities. Our chairman Cllr Sue Baxter will be raising this issue with local government minister Rishi Sunak MP next week when they meet; Sue is also meeting the housing and planning minister Kit Malthouse MP the same day
- We held a really interesting and informative session on health and well-being, with insightful and well-received presentations from the Essex and East Sussex county associations on their own work, followed by feedback from councillors on projects their county association or local councils were involved in; we will be sharing the notes of this session shortly
- Councillors received an update on the Committee on Standards in Public Life report on ethical standards, then gave feedback on promoting councillor training, agreeing to set up a small task and finish group to take this forward
- Other issues considered included handling of motions to the Annual General Meeting, National Assembly and Policy Committee, feedback on the operation of the governance structure, and given events in Westminster agreement not to hold this year's parliamentary Lobby Day on the same day as July's meeting of National Assembly

#### Local elections

In advance of the forthcoming local elections, we've updated and republished Legal Topic Note L01-19 on the code of recommended practice on local authority publicity which provides guidance on the pre-election (purdah) period. You can find this in the member's area of the website, login required.

- Rishi Sunak MP has written to principal authorities in England about changes which remove the requirement that each candidate's home address must be published during the election process and be included on the ballot paper. You can read more [here](#).
- And our latest elections video as part of our #MakeAChange campaign features [Cllr Clare Horrocks](#), Sutton Coldfield Town Council, who is also a member of NALC's Larger Councils Committee, and [Cllr Andrew Cooper](#), Northwich Town Council.

### **NALC Star Councils 2019**

I'm delighted that today we launched NALC's Star Councils 2019! Our prestigious and popular national awards recognise the achievements of the sector and celebrate the positive impact local councils, county associations, local councillors and clerks make to their communities. All you need to know, including how to apply, is on the [dedicated page on the NALC website](#). Last year we received record entries and I'm sure this year will be just as hotly contested. The deadline is 28 June, so do apply and good luck!

### **Visit to Salisbury City Council**

I was very pleased to visit Salisbury City Council last week with NALC's vice chairman (finance), Cllr Keith Stevens, and meet the mayor, Cllr Mike Osment, and leader, Cllr Jeremy Nettle. We heard first-hand about the brilliant things they are doing in challenging times such as their community development team which is helping to get people physically active and promote health and well-being, commercially successful crematorium, environmental services team with clearly branded vehicles working in partnership with other agencies to keep the city and its parks clean and tidy, their ambitions for the future including a joint bid to the High Street fund, continuing work on asset transfer and next year's National Armed Forces Day, and their particularly impressive teenage market to showcase young people's talent (which I would comment to other councils).

### **And finally...**

A date for your diary: 8 May 2020. This represents an important milestone in the history of our communities, our nation, and indeed the world. The 8th May 1945 was the day, 75 years ago, that peace broke out and brought an end to nearly six years of war. VE Day 75, which has been extended to cover the weekend of 8 – 10 May 2020, will be an international celebration of peace and we are encouraging our councils to take part in this unique celebration/commemoration. More information in next week's bulletin.