

# Memo (Agenda April)

**To: Parish Councillors**

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

**From:** Sarah Hall

**Date:** 29<sup>th</sup> March 2019 (week commencing 25<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       |
|--------------------------|--|---------------------|-------------------|
| DC/19/0629<br>20.03.2019 | Surgery 1 x Willow<br>Willow House, 4 The Quarries, Mannings Heath | 10/04/2019          | FPC<br>03/04/2019 |

(2) **HDC Decisions**

| Number     | Applicant & Reason   | PC Observation               | HDC Decision          |
|------------|--|------------------------------|-----------------------|
| DC/19/0130 | Erection of a new dwelling by extension of existing outbuilding.<br>Hards Farm Cottage, Kerves Lane, Horsham | No objection with conditions | HDC Permitted         |
| DC/19/0182 | Change of use of existing building to holiday let<br>Hawthorns, Bar Lane, Southwater                         | Objected to the application  | Application withdrawn |

(3) **Appeals**

| Number | Applicant & Reason | PC Observation | HDC Decision |
|--------|--------------------|----------------|--------------|
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## Correspondence

Email dated 25<sup>th</sup> March 2019, from Anna, Beams, SSALC  
SSALC Weekly Update

## Accessible Website Regulations

SSALC has received enquiries from a number of small councils regarding compliance with the Accessible Website Regulations. We can confirm that all parish councils must have websites that are compliant with the Regulations and as far as we understand, there are no exemptions.

Where a council has a website designed and maintained by a national provider, adjustments will be routinely carried out to ensure compliance but where the site has been developed by someone in the parish or a provider who is no longer trading, this will be more difficult.

Nigel Hillier of VisionICT will be giving a presentation on this subject at the Clerks Networking Day on Thursday 4th April at the AMEX Stadium, Brighton. Nigel will also be available all day to answer any questions you may have and hopefully put aside some of your fears! Booking is now closed for the networking day however if you would like to attend and have not yet booked please contact [anna.beams@ssalc.co.uk](mailto:anna.beams@ssalc.co.uk) by Tuesday evening at the latest

## Further Information

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## Latest News

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

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## Elections

The last few weeks have been particularly busy on election advice. Now most, if not all Election Authorities, will have published Notice of Election when nominations can be received. It is also the start of the purdah period - please contact the SSALC office if you need any advice regarding Purdah. It is 'business as usual' for all Parish Councils. A point of note - Councils should be cautious about making major decisions which could be interpreted as giving incumbent Councillors a 'platform' for their election. Sometimes such a Decision is required and cannot wait until after the election. This is fine but worth including the reasons for the need to make the decision at this time.

*Anne Bott, DCEO, SSALC*

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## Updated Annual Governance and Accountability Return (AGAR)

The updated 2018/19 AGAR has been sent to external audit firms by Smaller Authorities Audit Appointments (SAAA). These are likely to be issued to local councils by their auditors from 25 March, so keep an eye out!

A number of improvements have been made including a separate form for parish meetings, updated flowcharts, and a detailed and a new briefer *Step by Step* at a glance guide with key dates – these are available on the SAAA website in the [guidance](#) section.

Last year saw a significant change from the old regime which by and large was successfully introduced and embraced by the sector. Inevitably, there were some teething problems which hopefully can be ironed out this year. But here are two lessons: firstly, please read the instructions and guidance provided by your auditors and in the AGAR before attempting to complete the appropriate form; secondly, completed forms must be returned to the auditor by the statutory deadline of 30 June, either by email or post, but not both.

## AGAR Digital Transformation Project

We are proposing a change to the current paper based AGAR in favour of an on-line form and submission process. The AGAR form and associated guidance will not change. The idea being, an on-line digitised system will be quicker, more accurate and cheaper.

The idea is that the form will be self-calculating and will lead the user through the various steps of completion with prompts and help screens. On conclusion of each stage, the system would notify the next party in the process (i.e. the nominated internal auditor and then nominated external auditor) with a prompt to take action. The populated form and associated attachments would be made available for reading/downloading via the system.

We have some questions that will help us to understand your level of interest in this digital transformation project and would be very grateful if you could complete a short survey

[Complete Survey](#)

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Email dated 15<sup>th</sup> March 2019, from Elizabeth DePauley, HDC  
Planning Obligation Panel Agenda

**Planning Obligations Panel**  
**Monday, 1st April, 2019 at 5.00 pm**  
**Cowdray Room, Parkside, Chart Way, Horsham**  
**Agenda**

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**1. Apologies for absence**

**2. Minutes**

To approve the notes of the Panel held on 10 December 2018

**3. Declarations of Members' Interests**

To receive any declarations of interest from Members of the Panel

**4. Underspent and/or Cancelled Projects: None to report**

To consider the following applications for the allocation of funds arising from planning obligations:

**5. Applicant: Friends of Station Road Gardens, Billingshurst**

**Project Cost: £13,048 Amount Sought: £11,748**

**Purpose of Funding:** To install new play equipment for younger children

**6. Applicant: The Women's Hall, Billingshurst Project Cost: £50,000**

**Amount Sought: £37,583.61**

**Purpose of Funding:** To make improvements to the hall's kitchen and toilets  
Public Document Pack

**7. Applicant: Broadbridge Heath Parish Council Project Cost: £40,000**

**Amount Sought: £40,000**

**Purpose of Funding:** Landscaping to improve access to the new Village Ctr

Centre

**8. Applicant: Horsham District Scouts Project Cost: £132,500**

**Amount Sought: £12,111.36**

**Purpose of Funding:** To provide a building for an indoor caving facility

**9. Applicant: Copsale Village Hall Project Cost: £205,465**

**Amount Sought: £2,633**

**Purpose of Funding:** Improvements to the village hall including disabled access and facilities

**10. Delegated applications**

Details of applications for allocation of funds arising from planning obligations for determination under delegated authority: **None**

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**Email dated 27<sup>th</sup> March 2019, from Gatwick Airport Community Engagement  
Invitation to discover Gatwick**

**The 2018/19 season of our Discover Gatwick programme**, a series of events where representatives of the local community they could learn more about Gatwick and how we are leading the way in enhancing the experience of our passengers and in managing a highly efficient and responsible airport, is drawing to a close with two final events until the Autumn.

We value good relationships with our neighbours and the wider community across the region and these events provide an important opportunity for open dialogue. The feedback from attendees at these events has been very positive and we would be pleased to invite members of local parish councils, neighbourhood and community groups to join one of the next 'behind the scenes' event to learn more about how the operational aspects of the airport.

Dates currently available:

**Tuesday 21<sup>st</sup> May 2019**

**Tuesday 18<sup>th</sup> June 2019**

We will ensure that the agenda (which we anticipate will run from approximately 9am to 2pm) will allow time for questions and discussion as this provides an important opportunity for us to understand the key areas of interest from community representatives.

We would be grateful if you would register your interest by emailing [community@gatwickairport.com](mailto:community@gatwickairport.com) stating which date you would prefer. These events are proving very popular and we may therefore need to restrict the number of attendees from any one group.

*Please note that in order to participate in the event, you will need to hold photographic ID, i.e. passport or photo card driving licence.*

If you do have questions, please do not hesitate to get in touch.

Regards, Community Engagement Team

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**Email dated 27<sup>th</sup> March 2019, from WSCC  
Temporary Road Closure, Hammerpond Road**

**WEST SUSSEX COUNTY COUNCIL  
TEMPORARY TRAFFIC REGULATION**

## HAMMERPOND ROAD, PLUMMERS PLAIN

NOTICE IS hereby given that in pursuance of the provisions of Section 14(2) of the Road Traffic Regulation Act, 1984, as amended, the use of (and parking on) **Hammerpond Road, Plummers Plain** from junction with **Grouse Road to Church Lane** is temporarily prohibited from **16/04/19 at 09.30 until 16/04/19 at 15.00**

**The restriction will be in place day-time only 09.30 to 15.00**

This closure is necessary to allow **Balfour Beatty to carry out urgent carriageway repairs on behalf of WSCC** Emergency vehicle, Residential and Pedestrian access will be maintained at all times via the diversion route The alternative route for traffic will be signed via **Golding Lane, Church Road, Winterpit Lane, Church Lane and vice versa**

This restriction will be effective for a maximum of 5 days from the start date given above Any queries about the effect of the closure on traffic using the highway please contact West Sussex County Council on 01243 642105

Any queries about the works please contact **Balfour Beatty on 01243 642105**  
Dated **27 March 2019**, Matt Davey

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### Email dated 27<sup>th</sup> March 2019, from NALC NALC Weekly Bulletin



NALC launches Star Council Awards 2019  
NALC has launched its prestigious Star Council Awards for 2019 to recognise those making a positive impact in the local council sector.

[Continue reading](#)



Report highlights state of rural services in England  
A new report looking at rural services shows basic mobile calls are not possible in a third of homes and residents are losing bus services.

[Continue reading](#)



Rules on publication of candidate addresses altered

Rishi Sunak MP has written to leaders of principal authorities informing them of changes to the rules around publication of candidate addresses.

**Continue reading**



Have your say on the Audit Code of Practice consultation

The National Audit Office has issued a consultation on the new Code of Audit Practice which is due to come into force by 1 April 2020.

**Continue reading**

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**Email dated 27<sup>th</sup> March 2019, from No Incinerator 4 Horsham  
Grant Request from No Incinerator 4 Horsham**



**No Incinerator 4 Horsham Community Group**

Website: [www.ni4h.org](http://www.ni4h.org)  
Email: [NoIncinerator4Horsham@gmail.com](mailto:NoIncinerator4Horsham@gmail.com)

27th March 2019

**Ref: Planning Appeal APP/P3800/W/18/3218965 – Former Wealden Brickworks**

Dear Nuthurst Parish Council,

The purpose of this letter is to ask the Parish Council to approve Ni4H's application for a contribution (grant/donation) towards the costs of standing against the above planning appeal.

As you will be aware, there are plans to build a huge commercial and industrial incinerator in Horsham, importing up to 230,000 tonnes per annum of residual commercial and industrial waste and/or residual municipal solid waste from across 6 counties. The proposed 36-metre-high building and 95-metre-high permanently lit chimney would be the first things people would see as they approached Horsham by road, rail, bicycle or on foot, the proposed stack being higher than the Statue of Liberty.

Local residents have a right to put their views across to the Planning Inspector at the Public Inquiry, which is due to commence on 29<sup>th</sup> October 2019. No Incinerator 4 Horsham (Ni4H) is a peaceful, non-political Community Group of local residents who object to this proposal. At the Public Inquiry, Ni4H understands that West Sussex County Council will be defending one ground for refusal of the planning application.

Ni4H is urgently seeking £50,000 for professional advice including technical expert reports and a barrister to defend other reasons, representing the thousands of local people who object to this proposal.

Ni4H is inviting the Parish Council to contribute the sum of £300 to assist in enabling the group to be represented professionally at the Public Inquiry.

Funds may be transferred in the following ways:

- Bank Transfer: Sort code 20-42-58 Account number 63387127
- Cheque: please contact us for details
- Debit card, credit card or PayPal via this link [https://www.paypal.com/cgi-bin/webscr?cmd=\\_s-xclick&hosted\\_button\\_id=3B6C72B5B4VD4&source=url](https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=3B6C72B5B4VD4&source=url)

Further information is available on Ni4H's website [ni4h.org](http://ni4h.org) including briefing papers on Incineration Overcapacity, Energy Recovery and Disposal. In addition, an Appeal Facebook page has been set up to facilitate engagement with the appeal process:

<https://www.facebook.com/No-Incinerator-4-Horsham-Appeal-Campaign-346607489515044/>

Also, this petition respectfully requesting that the appeal is dismissed by the Planning Inspector has already been signed by 1,404 people: <https://www.change.org/p/planning-inspectorate-dismiss-the-appeal-for-planning-permission-for-the-proposed-horsham-incinerator>

Many thanks, Kind regards,

**No Incinerator 4 Horsham Community Group**

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Email date 30<sup>th</sup> March 2019, from Beverley Bell, HALC

HALC Minutes

**Minutes of the HALC Meeting  
Monday 25 March 2019  
Barns Green Village Hall  
7.30pm**

**1.0 Attendance and Apologies for Absence**

Summary: 16 of the 32 Parish Councils and all three of the Neighbourhood Councils were represented.

**2.0 Guest Speaker: PS Phil Badman, Roads Enforcement, Sussex Police**

2.1 PS Badman said the Sussex Safer Roads Partnership (SSRP) includes Sussex Police, East and West Sussex Fire and Rescue Services, ESCC, WSCC, Brighton & Hove Council and Highways England.

2.2 The National Police Chiefs Council is running a three week campaign on the fatal four: seat belts, speeding, drink/drug driving and mobile phones.

2.3 SSRP is working locally on safe pass – overtaking motorcyclists, motorbike enforcement. Most at risk group are 50 – 125cc and 500+cc motorbikes.

2.4 SSRP attend road traffic collisions, run Operation Crackdown and help with Community Speed Watch.

2.5 To assist with speed management, SSRP look at collision history, Operation Crackdown, 100 vehicle counts, Community Speed Watch, engineering options and enforcement through the Police and mobile camera team.

2.6 Operation Ride looks at motorcycling offences through data, intelligence, locations, resources, enforcement and education event, such as at Whiteways on the A29 Coldwaltham/Bury Hill area.

2.7 A question was about the speed reduction from 40 to 30 at Clays Hill, Steyning that is being ignored, PS Badman said he would look at the data.

2.8 Concerns were raised about Swan Corner and Church Hill, Pulborough and near misses.

2.9 PS Badman agreed for Parish Clerks to contact him direct with Parish Council concerns, Beverley to circulate his email address to Clerks only.

2.10 Val Court reminded Councillors to report Policing concerns through SSALC to raise at the twice yearly meeting with the Chief Constable. She added that the local JAG meeting has been cancelled twice due to lack of business.

### **3.0 Approval of Minutes of the Meeting on 23 January 2019.**

3.1 It was AGREED that the minutes should be approved and signed as a correct record.

### **4.0 Matters arising from item 3.0 – not on the agenda below.**

4.1 Horsham Town Community Partnership was put in contact with Metrobus to consider local maps in bus shelters in Horsham.

### **5.0 Elections 2019**

5.1 Beverley provided details from the Electoral Commission of key dates for the forthcoming Parish Council elections:

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parishand-community-council-elections-in-england-and-wales>

5.2 Notice of election must be displayed in your parish in the same manner as Parish Council meetings are advertised at the latest by 26 March 2019, when the pre-election 'purdah' period commences.

5.3 Delivery of nomination papers by 4.00pm on Wednesday 03 April 2019.

### **6.0 SSALC Training Programme 2019**

6.1 Beverley reported that the SSALC training programme 2019 is available to download from the SSALC website, no need to log in.

6.2 Trevor Leggo said SSALC are launching the training passport for new Councillors in the Horsham district to log their training and the Council with the most completed passports will win an award.

### **7.0 Health and Wellbeing Update.**

7.1 Paul Richards is the Health and Wellbeing Project Manager for SSALC, the project won an award from NALC last year. The Vice Chairman met with representatives from the county associations in Kent, Surrey, Sussex and Essex to discuss the wellbeing agenda. WSALC would like to know what individual Parish Councils are doing to support wellbeing in their community.

7.2 Trevor Leggo said there is a special report on the Loneliness Campaign at the Clerks Networking Day in April.

### **8.0 Reports from Representatives on Outside Bodies:**

8.1 Standards Committee – met on 13 March 2019 and discussed the new report on Standards and the Code of Conduct, a link to the full report is in the SSALC newsletter which all Parish Councillors should be receiving.

8.2 WSALC – next meeting 18 April 2019.

8.3 SSALC – no report.

8.4 Community Safety Partnership – need more feedback from Parish Councils, please let Beverley know about any community safety concerns in your parish.

8.5 CPRE – Susie Fischel is being updated by CPRE.

8.6 CLC – Next meeting North Horsham 17 June 2019 and Chanctonbury 03 July 2019.

### **9.0 Members Questions and Comments.**

9.1 HDC Governance Panel is meeting on 24 April to look at reducing the number of Councillors on the Planning Committee and increasing the number of representations to call an application into Committee. HALC members were very concerned that HDC are planning this change with no consultation with

Parish Councils and AGREED to write to HDC requesting a deferral of the decision to allow for full consultation. Parish Councils were urged to lobby their District Councillors about these proposed changes. Trevor Leggo reminded Councillors that Parish Councils have a right to be notified about planning applications, but they are not a statutory consultee.

9.2 It was agreed to raise Planning Committees at WSALC to find out if other districts are making these changes.

9.3 Our Chairman Val Court announced that she is not standing as a Parish Councillor again after 29 years service to Nuthurst Parish Council. The Vice Chairman presented Val with a gift to thank her for 12 years service on HALC of which she has been Chairman for 8 years. Val thanked everyone involved for their guidance, knowledge and words of wisdom.

#### **10.0 Date of Next Meeting**

Tuesday 25 June 2019 Steyning Centre

Guest Speaker: Mr Keith Budden Vice Chairman East Hampshire District

Council to talk about GDPR

Meeting closed at 9.30pm.

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**Email date 30<sup>th</sup> March 2019, from NALC  
Chief Executives Bulletin**



### **Chief executive's bulletin - 29 March 2019**

NALC on Radio 4's You and Yours

BBC Radio 4's consumer affairs programme, You and Yours, this week included a story on increases in local (parish and town) council precepts, and includes an interview with me where I explain how our councils are doing more and taking on more responsibilities, this is leading to small increases in precept, and as councils

respond to local needs and priorities this will see variation in services across the country. You can [listen again](#) on BBC's iPlayer (registration required), the story is 20.20 to 26.15.

#### Council tax statistics 2019/20

Staying on the subject of precepts, on Wednesday the Ministry for Housing, Communities and Local Government (MHCLG) published council tax statistics for 2019/20, with our analysis showing the average increase in the small share of council tax raised by our councils increasing by a penny a day. Other headlines include: total precepts increase by £36 million to £554 million; the average Band D precept up by £3.65 per year, or 1p per day, from £64.04 to £67.69. You can read more including our response [here](#).

#### Booking open for NALC Annual Conference

I'm delighted to let you know you can now book your places at this year's Annual Conference and Exhibition, which will be held at the DoubleTree by Hilton Hotel in Milton Keynes on 28/29 October 2019. This is the biggest event in the NALC calendar and I'm again keen again to build on last year's sold out event make it even better. More information including how to book is on the NALC website [here](#). County associations have today been sent details separately about their booking arrangements.

#### LCR Spring and renewals

- Our senior communications officer and *LCR* editor, Marie Dill, last week interviewed Dr Jane Martin who is on the Committee on Standards in Public Life, about its recently published report on [local government ethical standards](#). Just one highlight from the conversation was her answer to a question on what surprised her most about the report. She said: "What surprised me most, if I'm honest, was the absolute need for some sanctions to be introduced. There was complete agreement about that, and personally, I came in asking does this system need more teeth, but also recognising the importance of local government being responsible for its own ethical standards and the important benefits of that. There were some

sceptical voices, people who didn't think it was necessary, but by and large officers, councillors, everybody felt that this was something that was needed." You can read more of this interview in the Spring issue, due out in April. If you don't already subscribe to *LCR*, go to [www.nalc.gov.uk/lcrmagine](http://www.nalc.gov.uk/lcrmagine) to find out more.

- It's that time of year again when we let you know that your subscription to *LCR* is due for renewal. And I'm pleased to say that again prices have been frozen for 2019/20. Information on how to renew your subscription will be sent out shortly, so keep an eye out for it!

### NALC Star Councils 2019

We recently launched NALC's Star Councils Awards 2019, our prestigious and popular national awards which recognise the achievements of the sector and celebrate the positive impact local councils, county associations, local councillors and clerks make to their communities. More information on categories, how and where to apply is on the [dedicated page on the NALC website](#) – nomination deadline is 28 June.

And finally

*This year's **Volunteers Week** is on 1-7 June and is about celebrating the huge range of people who give their time in so many ways, and is a chance to say thank you for the fantastic contribution millions of volunteers make across the UK. I'm again keen for our sector to get involved to raise awareness of the brilliant work of England's 100,000 councillors, who give their time to hold public office, and the countless volunteers our councils work with. Please drop us a line at [policycomms@nalc.gov.uk](mailto:policycomms@nalc.gov.uk) to let us know what you have planned so we can share more widely – thank you!*

