

Memo (Agenda May 2019)

To: Parish Councillors

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

From: Sarah Hall

Date: 26th April 2019 (week commencing 22nd April 2019)

Re: COUNCILLORS' BRIEFING NOTE

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

(1) **Planning Applications Issued**

| Number | Applicant & Reason | Consultation Closes | NPC Meeting |
|--|--|----------------------|---------------------------|
| DISC/19/0106 17.04.2019 | Approval of details reserved by condition 3 to approved application DC/18/1960 Woodlands Farm, Broadwater Lane, Copsale | Not available | Email consultation |
| DC/19/0763 26.04.2019 | Change of use of land for 4 no. park homes and change of use of existing buildings to provide 2 no. holiday lets Hawthorns, Bar Lane, Southwater | 17.05.2019 | FPC 15.05.2019 |

(2) **HDC Decisions**

| Number | Applicant & Reason | PC Observation | HDC Decision |
|-------------------|--|------------------------------|----------------------|
| DC/18/1283 | Removal of Condition Number 5 to previously approved application DC/17/1165 (Proposed siting of a temporary agricultural worker's dwelling for three years and the erection of a twin-span polytunnel for livestock housing). Removal sought to facilitate permanent siting of approved agricultural workers dwelling. Top Paddock, Kerves Lane, Horsham | No objection with conditions | HDC Permitted |

(3) **Appeals**

| Number | Applicant & Reason | PI Decision |
|--|--|-------------------------|
| APP/Z3825/W/18/3202116 (DC/17/2534) | Full application for a 5 pitch proposed site for settled gypsy accommodation Land behind Millers Mead, Nuthurst Street | Appeal Withdrawn |
| APP/Z3825/W/18/3214122 (DC/17/2294) | Erection of a two storey three bedroom detached house on the former public house garden amenity space | Appeal Allowed |

| | | |
|--|--|--|
| | Dun Horse Inn, Brighton Road, Mannings Heath | |
|--|--|--|

(4) Enforcement Numbers

| Number | Nature of Complaint | Date | HDC Action |
|--------|---------------------|------|------------|
|--------|---------------------|------|------------|

Correspondence

**Email dated 23rd April 2019, from CAGNE
Free Talk on the Impact of Aviation on Local Communities and the Planet**

Date - Wednesday 12th June 2019 -Time - 7.30-9pm
At Lingfield and Dormansland Community Centre, High Street, Lingfield, RH7 6AB

Lingfield Parish Council is hosting an environmental talk concerning aviation. Organised by CAGNE, Communities Against Gatwick Noise and Emissions, in conjunction with CPRE, Campaign to Protect Rural England, Surrey and Kent branches.

**Talk subject - The Impact of Aviation Growth on Local Communities and Climate Change by Tim Johnson
Director of Aviation Environment Federation.**

Tim Johnson is the Director of the Aviation Environment Federation (AEF), a Non Governmental Organisation (NGO) dedicated to tackling aviation’s environmental impacts, and has nearly thirty years expertise in the aviation, environmental and planning field.

He is a lead representative for the international environmental NGOs at the United Nations' International Civil Aviation Organisation (ICAO) where he co-leads groups set up by the Committee on Aviation Environmental Protection (CAEP) to develop the standards and recommended practices to reduce aircraft noise and emissions.

Tim is a member of the Department for Transport’s External Advisory Group and represents community and environmental interests on the DfT's Airspace Modernisation Board and the Airspace and Noise Engagement Group.

He also sits on Sustainable Aviation’s Advisory Panel and ACI’s Airport Carbon Accreditation Advisory Board.

AEF was founded in 1975 as a voice for local community groups impacted by airports, airfields and flight paths. Today it represents over 50 organisations throughout the UK.

**Email dated 25th April 2019, from WSCC
West Sussex Crowd Funding**

Dear Colleagues,

As you may be aware, last summer West Sussex County Council launched West Sussex Crowd - an online crowdfunding initiative enabling communities to make projects happen. So far, 'The Crowd' has provided local groups with a platform to present more than 120 shared ideas unite communities and raise funds to deliver sustainable projects. Here, individuals can run a crowdfunding campaign on behalf of their group, promote it among supporters and residents of direct benefit, plus demonstrate community demand by attracting monetary pledges towards their fundraising target. In addition to this, eligible projects can also pitch for a share of the county council's £280,000 Community Initiative Fund, with grants of up to £5,000 available.

In Year 1, the council gave its backing to a variety of enterprising projects floated on The Crowd, all of which pledge to produce in line with the authority's priorities as set out in [The West Sussex Plan](#).

To date, more than 1,900 backers, made up of local people, businesses and organisations, have accessed the platform and donated across all projects countywide. I'm proud to report that £456,700 to 75 projects have gone on to be successfully funded having achieved their crowdfunding target. Meanwhile, we are encouraged by a further [19 exciting projects currently crowdfunding](#) and would warmly welcome your organisation's involvement and support.

Many Parish and Town Councils have already pledged to projects in their local area. If your organisation is interested in supporting future projects, there are three ways in which you can get involved:

1. **Pledge** – it only takes a few clicks to register a Spacehive account, log-in and start pledging to projects. [Click here to find out more about current crowdfunding campaigns](#). Let us know if you need supporting pledging to a project. Once you've submitted your pledge, your organisation's name, logo and the amount you have pledged will be visible on the project's page. [Click here](#) if you are interested in staying up to date and potentially pledging to projects on a semi-regular basis. Spacehive will then email you with a list of current campaigns approximately three times per year and you can choose which projects to back.
2. **Partner**: If you would like to support projects on a more regular basis, you can become an official supporter with a profile outlining your offer of funding or in-kind support/resources. This [two-page overview](#) provides more information on the reasons why some organisations chose this option. If you are interested in going a step further such as establishing your own community fund on the platform, please let us know and we can discuss this further.
3. **Promote**: Spread the word about live campaigns and the opportunity to crowdfund by reaching out to audiences through your channels or events. If you are interested in promoting the initiative, please let us know and we'll arrange for Spacehive to share some resources with you.

County Local Committees will be allocating funds to projects for the next round during June & July. See [here](#) for more information on how people can get involved. We are also running two free workshops in [Crawley](#) and [Haywards Heath](#) on the 7th of May if you would like to come along and learn more; other workshops are available on request.

We have already seen a range of inspiring projects come to life across the county. With your help, even more projects can come forward and get funded.

Please let us know if you have any questions.

Yours sincerely, Debbie Kennard
Cabinet Member for Safer, Stronger Communities

Email dated 26th April 2019, from WSCC
Adult Services Spring Newsletter

Welcome to my Spring 2019 newsletter. With the worst of the cold weather is behind us with the promise of warmer days ahead and no doubt many of you are looking forward to holidays and a welcome break from your busy working lives.

In January this year we welcomed our new Director of Adults' Services, Paul McKay. Many of you will already have met Paul, who has been busy attending events and meetings across the county. I know he has been impressed with the commitment and hard work of our staff and by our positive working relationships with partners. I'm looking forward to working closely with Paul over the coming months to deliver our Adults' Services programme of improvement which is already making good progress.



Along with other local authorities across the country, we continue to work against a background of severe financial constraints. This has meant that I have had to take some very difficult decisions in the past few months to enable the County Council to approve a balanced budget for 2019/2020. Despite that, the Adults and Health budget is now over £205m, which is £11m higher than last year, or an increase of over 5%. This maintains the trend of the recent past - the proportion of the net revenue budget allocated to Adults' Services has risen to 36%, having been less than 32% in 2015/16. Some of this has been possible because the Council reluctantly approved a 4.99% increase in Council Tax, which includes a 2% increase specifically for adult social care. The outlook for the future is equally challenging, so there is no room for complacency and we will need to continue to identify ways to deliver services more sustainably in line with the ambition set out in the Vision and Strategy for Adult Social Care, which was published in March.

Our Vision and Strategy sets out how we will work together with people needing social care support, family and friend carers, our partners as well as our staff to achieve our vision for adults with care and support needs in West Sussex to live healthy and independent lives. Quite rightly, there is an emphasis on ensuring that we are really working collaboratively and equally with our stakeholders and partners - this means working in co-production. You can read the full Vision and Strategy [here](#) and you find out about our Co-production Statement of Intent later in this newsletter.



Amanda Jupp

Sharing our Performance – Your Local Account 2017-18 Image

Our annual report sets out how Adults Services are performing and showcases our work during the year. Developed with people who use our services, family and friend carers and other stakeholders, the Local Account, sets out how well we have been doing against national priorities, highlights our successes and areas where developments are underway, and how our budget was spent.





Supporting Lives Connecting People

You may recall that in one of my newsletters last year I explained that with the support of the National Development Team for Inclusion (NDTi), we were further developing our community-led support approach to delivering adult social care. This has been informed by feedback gathered from a wide range of stakeholders during a three-month period of engagement in 2017.

In West Sussex we call this approach 'Supporting Lives, Connecting People'. It focusses on supporting people as early as possible to help prevent their needs from deteriorating while building on people's strengths and support networks to enable them to be as independent as possible.

People will be invited to a 'Talk Local' session where they can have a face-to-face chat with a member of our Adults' Services team. These sessions will take place in local community venues and will give people an opportunity to talk about their situation, what's working well in their lives and what needs to change.

We will of course continue to support people with more complex needs and those who may not be able to attend a Talk Local session.

I am pleased to report that thanks to the hard work of our dedicated social care teams and their managers, we recently introduced the first phase in the Western area (Bognor Regis, Chichester and Pulborough). Later this year, we will be rolling out to other parts of the county – next in our Northern area (Crawley, Horsham and Mid Sussex) in June, and then in the Southern area (Shoreham, Worthing, and Littlehampton) in September.

Well done and thank you to all those involved in helping us to successfully reach this stage of the implementation.

If you would like further information please contact:
supportinglives.connectingpeople@westsussex.gov.uk

Co-Production Statement of Intent and Principles

We will work in equal partnership with people who use our services, family and friend carers, staff and partner organisations to realise our Vision and Strategy for Adults' Services. To guide our approach, Adults' Services held a series of focus groups with our stakeholders to co-produce a set of principles which will serve as the reference point for all our work.



The principles are a powerful demonstration of Adults' Services commitment to co-production and they provide clear expectations of how people will be treated by us when we work together. Quite rightly this will enable them to hold us to account.

To read our Co-Production Statement of Intent and principles visit the Professional Zone of the West Sussex Connect to Support website [here](#).



Lifelong Services

In early June 2018 I welcomed the news that Dave Sargeant has taken over as the new interim Head of Lifelong Services in early January 2019. Prior to this, Dave was the interim Director of Adults' Services and I enjoyed working with him over a number of months. I'm, therefore, very confident that he will successfully drive forward this programme of work. This includes improving co-working with education, implementing 'My Plan', a planning and assessment tool designed collaboratively between staff and customers, and the creation of an online

information 'Wiki' website for young adults aged 14-25 years old to support their transition to independence and adulthood. The Wiki can be found [here](#).

Delayed transfers of care

I'm delighted to be able to report that the number of people in West Sussex whose discharge from hospital has been delayed, is at its lowest level in more than three and a half years.

Our staff, together with NHS colleagues, helped to ensure that for five out of the last six months the level was below the national minimum set by government - November 2018 saw the lowest level since April 2015! Well done!

I thank everyone involved for their hard work and commitment. There will be further investment and joint-working with NHS partners to continue this vital work.



Preventing Falls in West Sussex

In March I attended one of a series of Slipper Swap events where older people traded in their old worn-out slippers for a brand new pair, to help prevent falls. These Slipper Swaps have been well attended and popular with older residents.

The County Council is investing heavily in a number of initiatives to help prevent falls and has already provided over £750,000 to employ specialist Falls Champions to help those most at risk.

A new video is now available for those working in health and social care about the current ways to have conversations with people who may be at risk of falling. Please take a few minutes to watch the video [here](#). There's also a booklet with instructions on how to do 'The Super Six' - six simple gentle exercises that help improve balance and build muscle strength. For more details and to download a booklet visit our [website](#).

We also have a number of [videos](#) showing people how equipment can be used in their homes to help them be as independent as possible.

New Proud to Care website launched!

The County Council's care recruitment team have launched a new website, www.proudtocarewestsussex.com. It aims to be the

Proud to Care
WEST SUSSEX

'go-to-place' for people to search for care jobs in West Sussex, as well as find out information about working in care, top tips for applicants, apprenticeships plus lots more.

The website showcases a range of films and case studies from people currently working in care which are designed to inspire others and promote the great career opportunities available within the sector.

If you know anyone who may be considering working in care please let them know about this website, or for more information, please email the team: proudtocare@westsussex.gov.uk

Extra Care Housing welcomes its youngest visitors for new wellbeing sessions

Nursery school children and pensioners have become firm friends as part of an experimental session that brings the two age groups together.

Every fortnight, a group of 3-4 year olds attended Abbotswood Extra Care Housing in Rustington for hour-long sessions to play games, tackle puzzles, build towers and read stories together.



The sessions have had a real positive impact on all involved.

It is hoped that similar sessions will be developed in other Extra Care housing schemes across the county in the near future.



Residential short break service for carers of younger people with dementia

The County Council has worked closely with people with early onset dementia and their carers to co-produce a short break service pilot which has proved to be a huge success.

Twice yearly, the breaks at Roffey Park Conference Centre provide space for carers, and the person they care for, to relax and enjoy a whole host of therapeutic activities including art workshops, cooking, swimming, holistic therapies, walks and mountain biking. Carers have the opportunity to relax, knowing that the person they care for is being well looked after and also having a great time.

I would like to extend a huge thank you to all the staff and partners who have worked hard to deliver such a worthwhile service.

Key decisions since December 2018

- Minimum Income Guarantee for people of working age – 2 January 2019
- Local Assistance Network – 2 January 2019
- Housing related Support 2 January 2019
- Review of fees paid to providers 11 March 2019
- Contract arrangements for community advice (Citizens Advice) – 11 March 2019
- Technology-enabled care – 29 March 2019
- Tobacco Control Strategy 9 April 2019

- Approval of the Adults' Services Vision and Strategy 9 April 2019

All Cabinet Member decisions can be found on the County Council website under 'Decisions' [here](#).

**Email dated 26th April 2019, from NALC
Chief Executives Bulletin**

Judicial review outcome

I'm delighted to let you know the court has concluded a decision by Slough Borough Council to abolish two parish councils was flawed and should be quashed. The recent judicial review case of Britwell Parish Council v Slough Borough Council has given us some helpful guidance on the interpretation of the law and government guidance on community governance reviews – hopefully, this will also deter other principal authorities! Well done to all colleagues involved in supporting the parish councils, especially colleagues at the Berkshire Association of Local Councils. We will be updating our own legal guidance in due course, and you can read the court judgment at <https://www.bailii.org/ew/cases/EWHC/Admin/2019/998.html>

***The Telegraph* article on local elections**

Some of you will have no doubt seen *The Telegraph* on 23 April about the forthcoming local elections and reports of councils struggling to fill seats. While the story is behind the paywall I thought you might be interested in the quote they used from me: "We are pretty upfront about the challenges that the forthcoming local elections faces, given what's happening in Westminster and the fact people lead such busy and changing lives, but it is far from doom and gloom. We already have across the country more than 100,000 people, real hyperlocal heroes, who are spending their time and energy helping their communities. This should be celebrated and recognised more. But reform is needed to the whole local election process and better collection of national data, and NALC will continue to press the government and other organisations such as the Electoral Commission on these. Local councils are actually becoming one of the most important parts of local government as they are closest to the people and covering the issues that really matter in a time of real disenchantment. They are the only growing part too as several are created each year." Over the Summer we plan to undertake another review of the local elections in tandem with the Diversity Commission, so do look out for that which I'd really appreciate your help with.

Consultations

There's still time to tell us your views on two consultations which are underway on audit and highways. Next week we will be responding to the [National Audit Office Code of](#)

Practice consultation, you can read more in our [news story](#) but do get your skates on and send comments by close of play on 30 April to chris.borg@nalc.gov.uk. We'll also be responding to the Department for Transport [consultation on Traffic Commissioners](#), more time on this one and again views to Chris by 11 June 2019, [click here](#) to read the news story. We recently submitted a response to the Housing, Communities and Local Government Select Committee Inquiry into Local Government Finance, log in to the members' area of the NALC website [here](#) for our response.

Borrowing approval guidance

This week we've added to the [Development Tools section](#) of the member's area of the website five really helpful documents which local councils should refer to when submitting an application for borrowing approval. These include a presentation from Shafi Khan, Ministry of Housing, Communities and Local Government to the recent county officers finance day, a handy tips sheet, a hints and tips note, a resident questionnaire, and a template cash-flow forecast table.

CiLCA Trainers Forum

Our policy officer, Jessica Lancod-Frost, attended the latest Certificate in Local Council Administration (CiLCA) Trainers Forum held in Birmingham yesterday. Over 25 recognised CiLCA trainers came together with Elisabeth Skinner and Di Morgan from the Society of Local Council Clerks (SLCC) and experienced trainer Kim Bedford to discuss a range of issues including the latest report from the awarding body Ascentis, linking CiLCA to the Local Council Award Scheme, quality assurance of training and how to handle multiple referrals for the same module.

Salisbury litter free

Following our recent visit to Salisbury, it came as no surprise to me, nor Cllr Keith Stevens our vice-chairman (finance), the city is the [cleanest place in England and one of the best places to live!](#) Well done everyone at the City Council.

Management Board minutes

Just to let you know the draft minutes of the meeting of the Management Board held on 2 April are now available in the member's area of the [website](#) (login required).

And finally...

One of the quickest ways to keep up-to-date with NALC is by following us on [Twitter](#). Whilst it has its fair share of critics, it's the best place to find the latest NALC news, conference updates and speaker announcements, promotional offers on publications, campaign videos, useful funding opportunities and more. You can follow NALC on [Twitter](#), [Facebook](#), [YouTube](#) and [Instagram](#).

Email dated 25th April 2019, from Nigel Jupp
CLC's Monday 17th June 2019

YOUR VOICE

— COUNTY LOCAL COMMITTEE —

Save the date of your next local meeting:

Monday 17 June 2019 @ 7pm
County Hall North, Main Conference Room,
Chart Way, Horsham, RH12 1XH



**Do you have a question for your local councillor?
Questions can be submitted in advance to:
talkwithus@westsussex.gov.uk**

Pitch for Community Initiative Funding by **28 May 2019**

WWW.WESTSUSSEXCROWD.ORG.UK



North Horsham County Local Committee
Telephone 0330 22 24525
Email talkwithus@westsussex.gov.uk
Website www.westsussex.gov.uk/talkwithus
Facebook www.facebook.com/horshamtalkwithus

Email dated 26th Aril 2019, from Glen Chipp, Chief Executive
Proposed Changes to the governance of the Councils planning process

All,

A lot of Parish Councils have written to me about the proposed changes to the governance of the Council's planning process.

Recommendations from Governance Committee were discussed at Council this week. Highlights of the recommendations that were approved are as follows:

- Members can opt out of sitting on a Planning Committee if they decide to on an annual basis. If Members do opt out they are still encouraged to attend training.
- That the scheme of delegation of responsibilities to Committees in the Council's Constitution with regard to call-in of planning applications be amended as follows: "Where a Local Ward Member requests it, such requests to be in writing (to include e-mail) and sent to the Head of Development", and "Where eight or more persons in different households living within the district or close to the neighbouring authority boundary or where bodies make a written representation (to include email), which discloses a material planning consideration within the consultation period and is inconsistent with the Head of Development's recommendation."
- Site visits will continue as per the Constitution but Planning Officers will facilitate a site visit to sites where access is restricted.
- A code of practice is to be produced which sets out general rules for Member and officer communication at the pre-application stage.
- The existing two area-based Planning Committees will be retained.
- The section in the Council procedure rules of the Constitution which deals with public speaking on agenda items will be amended to allow Parish Council or Neighbourhood Councils to speak for up to five minutes instead of two minutes on Planning applications.
- These changes will be reviewed after 12 months of operation.

If you have any queries on the above, please contact our Head of Legal, Democratic Services and Monitoring Officer, Sharon Evans at sharon.evans@horsham.gov.uk.

Brgds.Glen Chipp
 Chief Executive

**Email dated 26th April 2019, from Nicky Fuller, AGE UK Horsham
 Community Transport Network Event**

Date: 14 May 2019 **Time:** 9.30am – 1.30pm

Venue: Billingshurst Centre, Roman Way, Billingshurst, West Sussex RH14 9QW

Refreshments:

Directions and Parking: *The Community and Conference Centre is located close to the centre of Billingshurst, on Roman Way. Limited parking is available at the venue, with on street parking also available on adjacent roads. The venue is a 20 minute walk from Billingshurst Railway Station. A map can be found on the Conference Centre's webpage here.*

Anticipated participants: those who currently provide, or who have an interest in providing, local transport solutions for vulnerable adults (it is anticipated that these are mainly voluntary or charitable schemes).

Dear Colleague,

We need you help and input.

During 2017 Age UK Horsham District, the Horsham District Older Peoples Forum, HealthWatch West Sussex, Horsham District Council and West Sussex County Council worked together to produce a report on older people's experience of travelling to and from hospital.

<http://www.healthwatchwestsussex.co.uk/wp-content/uploads/2017/10/Horsham-District-Insight-on-Hospital-Admissions-Report-October-2017-1.2-published.pdf>

From that work there was a follow up discussion with partners like yourselves in 2018 and one of the tasks from those discussions was to set up a network of local partners who deliver or are interested in delivering local voluntary/charitable transport solutions.

It was felt that there are some common challenges and learning and that it would be useful to talk with each other. From a community perspective it is also felt that it would be helpful to look at what community transport gaps there may be, not just for older people but for any marginalised group in our district.

We have been working with WSCC Transport and Communities teams, Community Transport Sussex, the Voluntary Sector Support provided by Horsham District Council and Alzheimer's Society to identify how best to support this ask.

We would value your input into the next stage of the discussions and anticipate that the session will be a combination of information about what support is on offer to you locally and how we begin to share ideas and plug gaps. You will also have the opportunity to speak to those below about how they may be able to help you deliver valuable services in your area.

At the event we will hear from:

- Bill Leath, Transport Bureau Manager, Highways and Transport, West Sussex County Council
- Matt Roberts, Community Transport Sussex
- Rachel Evans, Horsham District Voluntary Sector Support
- And of course myself as CEO for Age UK Horsham District and my colleague Martin Bruton who is the Chair of the Horsham District Older Peoples Forum.

But the key part of the session is to hear from you and I would urge you to participate.

Please note a light lunch and refreshments will be provided.

If you would like to join us please contact info@ageukhorshamdistrict.org.uk or call **01403 260560**

Thank you and I look forward to seeing you there