

Memo (Agenda May 2019)

To: Parish Councillors

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

From: Sarah Hall

Date: 4th May 2019 (week commencing 29th 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
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
DC/19/0888 26.04.2019	Prior approval for a proposed change of use from (Class B1 (a) to a dwelling house (Class 3) The Stables, Broadwater Lane, Copsale	17.05.2019	FPC 15.05.2019
DISC/19/0109 24.04.2019	Approval of details reserved by condition 8 on DC/17/1166	Not available	FPC 15.05.2019

(2) **HDC Decisions**

Number	Applicant & Reason	PC Observation	HDC Decision
DC/19/0499	Prior Approval for a proposed change of use of agricultural building to a dwellinghouse Copsale Stables, Copsale Road, Copsale	Objections	Application Withdrawn

(3) **Appeals**

Number	Applicant & Reason	PI Decision
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(4) **Enforcement Numbers**

Number	Nature of Complaint	Date	HDC Action
EN/19/0164	Alleged extension of residential curtilage into adjoining agricultural land Mayfield, Pound Lane, Mannings Heath	25 th April 2019	

Correspondence

Email dated 30th April 2019
SSALC Weekly Bulletin

Latest News

For regular news updates please visit
www.ssalc.co.uk

K6 Phone Box competition 2018 / 2019



At its meeting on 18th April, The WSALC Board was delighted to welcome the winners of the K6 phone Box competition, organised in association with Sussex Heritage Trust. The award ceremony was hosted by the WSALC Board this year because all three winning entries came from within the County.

In first place and awarded a SSALC voucher for £500 was Ansty & Staplefield PC with its imaginative entry of '*Brook Street Library*' - an adaptation that not only accommodated shelves of books but two folding seats.

Second place and a £300 voucher was awarded to Parham PC for its '*Greatham Poetry Booth*' entry, echoing the literary legacy for which the area is renowned.

In third place and a £100 voucher was Sutton & Barlavington PC with its well stocked and conveniently sited '*Information Point*' aimed at walkers and cyclists many of whom drop down from the South Downs Way and into this very small community.

Chichester architect and artist Neil Holland was present to represent the Heritage Trust, Neil commended the winners for their imagination and measures to preserve an iconic feature of our countryside.

WSALC President, Michael Chater presented the awards and hoped this would encourage many more entries for this years competition.

NALC Star Council Awards 2019

The National Association of Local Councils (NALC) has launched the 2019 Star Council Awards and is calling for entries from councils, councillors, clerks and county associations across the country. The awards offer an excellent opportunity for community champions in the local council sector (and the organisations they represent) to receive national recognition for the real and positive difference they make locally. Categories this year include young councillor (aged 18-30), councillor, clerk, council and county association project of the year. Full details and the link to the application form can be found [here](#). The deadline for applications is 28 June 2019.

Legal Updates

For regular legal updates please visit
www.ssalc.co.uk

NALC Legal Update April 2019

The latest update containing details of use of Council Seal, Judicial Review - Community Governance Review and recent NALC legal guidance can be found on our website [here](#)

Upcoming Events

Please note that we are no longer able to take bookings for bespoke councillors training as all available slots are filled, there are plenty of spaces still available on our planned sessions - please see link to programme below for dates and booking details.

Councillors Briefing & Awareness Updates



This 3 hour training session is designed to give new Councillors basic training on legal procedures. The training is delivered by experienced presenters and is an essential step to becoming an efficient, legally compliant Councillor.

Councillor Briefing & Awareness Updates are suitable for new Councillors and are also a useful refresher course for experienced Councillors.

To see a complete list of the Councillors & Chairs training on offer please visit the SSALC website by following the link below.

COUNCILLORS TRAINING PROGRAMME

Email dated 30 April 2019, from Rachael Swann, Carer Support West Sussex New Chief Executive Appointment

I am delighted to let you know that we have appointed **SONIA MANGAN** as our new Chief Executive.

Sonia is currently with Age UK Horsham District where she has been Chief Executive for 3 years. Sonia brings a wealth of leadership experience. Before moving to Horsham Sonia spent 25 years in Cumbria and held Chief Executive roles for three different charities - an Age UK group, a sight support charity and a large mental health charity. Having started her career as a nurse Sonia worked in adult care and health services in London before moving to Cumbria. She has a masters degree in Dementia Studies.

We are also delighted to say that our outgoing Chief Executive, Jennie Musgrove will continue working with CSWS as an advisor to our Board of Trustees.

We are really looking forward to Sonia joining us at this exciting time for CSWS - she will start with us around the middle of July.

Regards, Rachael Swann

Acting Chief Executive, Carers Support West Sussex

Email dated 30th April 2019, from WSCC WSCC Town & Parish News April 2019

Issue 2 | April 2019

Tis the season for grass cutting

The grass cutting season for urban areas is now underway and will be followed shortly by rural areas. Information on grass cutting and schedules are on the [WSCC website](#). We tweet the daily whereabouts of our grass cutting contractor - so why not follow us on Twitter using @WSHighways.



Some parish councils have entered into agency agreements with us where they, or an appointed contractor, undertake 'green works' to areas of the public highway,

supplementing the work carried out by WSCC. If you'd like to find out more about this and if it could work in your area, you can contact us using this [online form](#).

On a more light-hearted note, we have decided to rename our fleet of mowers – using grass cutting related puns. If you'd like to see the other selected names, just visit our [Twitter page](#). Or if you have any better suggestions, feel free to Tweet them to us.

NEW Proud to Care website launched!



Our care recruitment team have launched a new website, www.proudtocarewestsussex.com.

The website has been designed as the 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.

With a growing elderly population and increased demand for support the new website is just one of the ways we are supporting local care providers with the recruitment and retention challenge.

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

WSCC's community funding window closes 28 May

We need your help in making communities aware of next month's deadline to apply to the Community Initiative Fund (CIF).

Eligible groups are encouraged to create a crowdfunding campaign and pitch to CIF via [West Sussex Crowd](#) by Tuesday 28 May.

In the platform's first year, more than £420,000 in pledges has been generated across all campaigns – of which over £237,000 was donated by residents, local businesses and partner funds.

The county council has so far awarded £174,676 to 75 successful campaigns West Sussex-wide.

In order to be eligible for consideration at the next County Local Committee meeting, proposed projects must intend to use funding towards:

- Purchase of equipment;
- Venue or equipment hire;
- Building works, renovation or repair;



- Advertising/promotion for a community event.

To request a digital poster for display on your community noticeboards, please email talkwithus@westsussex.gov.uk

In your communications with residents, please direct your communities to view the fund's eligibility criteria at www.westsussexcrowd.org.uk

New app launches for armed forces community

A brand new mobile app has launched to help members of the armed forces community in West Sussex and the south east access support.



The free Forces Connect app is aimed at serving personnel, veterans, and their families as well as public sector organisations to help them find local services and organisations offering support.

The app was commissioned by Forces Connect South East, a partnership comprising West Sussex County Council, and the councils of Surrey, Kent, East Sussex, Brighton and Hove and Medway and Sussex NHS which secured Ministry of Defence grant funding for projects which make it easier for military personnel to access support.

To download the app, search 'Forces Connect' in Apple's App Store or the Google Play Store.



Start well, live well, age well: the strategy for a healthier West Sussex

On 25 April the new **West Sussex Joint Health and Wellbeing Strategy** was launched.

From giving youngsters the best start in life, to supporting people through their working years, through to helping people enjoy their later years, the new strategy outlines a number of key ways to reduce health inequalities for our residents at every stage of their lives.

The strategy focuses on areas including reducing infant mortality and smoking during pregnancy, supporting parents to create a safe and healthy home, and reducing social isolation and risks of nasty falls in our older population. There is also a strong focus on making health everyone's business by encouraging people to move away from significant risks such as smoking, physical inactivity and poor diet to healthier lifestyles.

Its purpose is to improve the health and wellbeing of residents, and reduce the gaps in health and wellbeing between communities, while ensuring joined-up working across services.

[The strategy](#) can be viewed and downloaded via the WSCC website.



Fancy a Taste of Spring?

The new Taste West Sussex magazine is out now! Full of features about local food and drink producers, plus the chance to win some fabulous prizes.

These include a professional paella party at home worth £300, and four bumper hampers bursting with edible goodies courtesy of a clutch of West Sussex businesses.

If you would like copies of the free magazine for your parish/town halls, email taste@westsussex.gov.uk

You can also visit the webpage at:

www.westsussex.gov.uk/taste

Our latest communication campaigns

Take a look at three of our latest communication campaigns:

Tackling Textiles

Preventing Falls

How will the UK leaving the EU affect me?

Feel free to share these links, and the information contained within, to help keep your residents updated and informed.



Have your say on local issues that affect you

Have your say on matters that affect you and your local communities - and get your residents to do the same - by visiting our **Have Your Say Consultation Hub**. From major road schemes and Joint Area Action Plans, to premises licence applications and safeguarding in our schools; we want to hear your residents' views to help shape future policy and decisions.

Some of our main public consultations open right now include:

- **Sexual Health Services Survey**
- **Post-16 Transport Policy Statement 2019**

Go to the [Have Your Say Consultation Hub](#) for all the newest consultations

Your Voice: The People's Panel

Alternatively, encourage your residents to join **Your Voice: The People's Panel** where they'll be regularly consulted about a number of important local issues. Once registered they'll receive links to surveys, reports and outcomes and occasionally links to other public surveys.



[Find out more information and subscribe here.](#)



Get in touch!

If you have any questions about what you've read, or you'd like to share some of the work your town or parish council is doing for us to highlight in future newsletters, email us at:

townandparishcouncilnews@westsussex.gov.uk

Follow us on social media

Don't forget you can also follow West Sussex County Council on social media for all the latest news and updates. Just click on one of the social media links at the bottom of this email.



Do you have an event coming up?



If you would like to promote an event in your area you can use the [events calendar](#) on our website.

You can search for West Sussex events [here](#).

[Manage your preferences](#) | [Help with your account](#)



This email was sent to nuthurstparishclk@btinternet.com by West Sussex County Council, County Hall, West Street, Chichester PO19 1RQ · 01243 777100



**Email dated 2nd May 2019, AONB
AONB Partnership Event**

How can the High Weald AONB Partnership help your Parish? Event

2 July 2019, 4pm to 6.30pm at the Crowborough Community Centre

This year marks the launch of the High Weald AONB Management Plan 2019-2024; the 70th anniversary of the legislation that created National Parks and Areas of Outstanding Natural Beauty; and the High Weald AONB Partnership's 30th anniversary.

To celebrate we are offering the 100 parish and town councils in the area an opportunity to meet the AONB Partnership's staff team; find out about our work with parish councils, residents, land managers and schools; and discuss joint working.

If a representative from your Parish or Town Council would like to join us at this event, find out more or book here: <https://highwealdparishevent.eventbrite.co.uk>

Due to the number of parishes that may attend the event, if you have more than one representative that would like to book, please contact Samantha Nicholas s.nicholas@highweald.org or Sarah Watson sarah.watson@highweald.org.

We look forward to meeting you and finding out more about how we can help your Parish or Town.

Email dated 3rd May 2019, from Horsham Older Persons Forum
Next meeting Wednesday 29th May 2019

The weather is confusing as are politics at the moment. What local issues are also confusing or troubling for local older people at the moment? Do you know? Do you have an issue to raise at the Forum? Are you involved in a project or initiative that you'd like to share with the Forum?

Our next public meeting will be on **Wednesday 29th May 2019 10.30am - 1pm** (tea/coffee 10.15am) at the **Steining Centre**, Saxon Room, Fletchers Croft, Steyning.

All local councillors and professionals with an interest in older people, are also encouraged and welcome to attend.

The Forum continues to work on initiatives including Community Transport, promoting Mobility Scooter Training, Hospital Bag tag project and Dementia Friendly Horsham District.

Our MP Question Time meeting will be on 10.30am - 1pm Friday 22nd November 2019 with Rt.Hon Nick Herbert MP for Arundel & South Downs.

Thank you for your continuing support for local older people and the Horsham District Older Peoples Forum.

Email date 3rd May 2019, from SSALC
West Sussex Civilian Military Partnership

The West Sussex Civilian Military Partnership Board are hosting a 'Your Army' briefing in West Sussex which provides an ideal opportunity for representatives from Parish / Town Councils to attend and find out more about the Army and the wider Armed Forces community and how the Armed Forces Covenant and the 11 Inf Bde Engagement strategy can assist them locally.

It is often assumed that as an area has no permanent military base it is ineligible for covenant support, however it is possible to access Covenant Trust Fund grants to support local commemoration activities, promote community integration and enhance service delivery where this also supports the wider service community.

Secondly, the briefing will highlight to parishes how accessible Covenant Trust Fund grants can be for the right project. Grants of up to £20,000 for appropriate projects are available through the fund.

The event is being held at Fontwell Racecourse on the evening of 22 May 19. Parish council representatives can register to attend, free of charge by following this link: <https://www.eventbrite.co.uk/e/an-evening-with-your-army-in-the-south-east-tickets-59825260966>

Email dated 3rd May 2019, from WSCC

West Sussex Vision and Strategy for Adult Social Care Launch Events on 6 and 19 June - Invitation

Amanda Jupp, Cabinet Member for Adults and Health and I would like to invite you to attend one of two events which are being held in June to celebrate the launch of our recently published [West Sussex Vision and Strategy for Adult Social Care](#).

I'm delighted to have the opportunity to be able introduce myself to delegates as the new Director of Adults' Services, both informally before the events start, and then more formally during the opening presentation when I shall be outlining:

- the Adult Social Care Vision and Strategy 2019-2021;
- key areas of our Improvement Programme and how our services will continue to evolve; and
- proposals for working together with people who use our services, family and friend carers, our partners and stakeholders, to deliver our Vision and Strategy.

These will be interactive sessions and Amanda and I would very much appreciate your participation in the discussions. We would like to hear your views on the Vision and Strategy and about how you think our partners and stakeholders can be involved and influence implementation. We will be inviting delegates at the events to register their interest in working with us over the coming months and in the longer-term.

To book a place on one of the events please click the relevant link below.

[2pm \(refreshments and informal networking from 1.30pm\), Thursday 6 June, K2, Pease Pottage Hill, Crawley, RH11 9BQ](#)

[10.30am \(refreshments and informal networking from 10am\), Wednesday 19 June, Assembly Room, North Street, Chichester, PO19 1LQ](#)

I do hope you, or a colleague on your behalf, can attend one of the events and I look forward to meeting you, or your representative

If you have any queries please contact James Ironside on 03302 222534 or email james.ironside@westsussex.gov.uk or Fung-Yee Hite on 03302 228954 or email fung-yee.hite@westsussex.gov.uk.

Email dated 3rd May 2019, WSCC

WSCC E-Newsletter May 2019

Top tips to support independent living

In West Sussex there are over 197,000 residents aged 65 and over, and with this figure set to rise, the importance of supporting people to live in their own homes, for as long as possible, is a key priority for the county council.

With this in mind, we have created a suite of videos that offer top tips to help people stay independent in later life.

The videos have been designed to provide information on the range of equipment available to support people, struggling with everyday tasks.

You can watch the full collection of **Independent Living** videos on our YouTube channel.

To get more advice on helping you stay independent, visit our website, West Sussex Connect to Support, or you can phone our Adults' CarePoint on **01243 642121**.

Renewing your library books online – made easy!



Did you know you can renew your library items and books online? It's quick and easy!

Simply visit our [website](#), click on 'Renew a library item' and click on the green button. You'll need to log into your online library account first using your library card number and PIN.

Once you've logged in, simply click on the bright green buttons alongside the item/s you wish to renew and you're done!

You can also do this by downloading the West Sussex libraries app for free, from your smart phone app store.

Apply for community funding by 28 May

Do you belong to a community group with a project idea in need of funding support?

There are three weeks left to apply to the £280k Community Initiative Fund (CIF) during its first funding round of 2019/2020.

Groups are encouraged to access [West Sussex Crowd](#), create a crowdfunding campaign and pitch to CIF by **Tuesday 28 May**.

One year on since its launch and 75 successful campaigns later, the platform has raised more than £450,000 in pledges donated by residents, local businesses and partner funds.



WEST SUSSEX
C R O W D

Find out if your group is eligible to apply. Visit the [website](#) for more information.

To discuss a new idea or existing project, call 033 022 25075 or email talkwithus@westsussex.gov.uk.

Celebrating West Sussex apprentices



On **Monday 20 May** we'll be celebrating apprentices across West Sussex at the annual Apprentice Graduation Ceremony at The Hawth, Crawley.

The ceremony is open to residents that have completed a Higher/Degree or Advanced Apprenticeship between 1 January 2018 to 28 February 2019.

Spaces are still available and attendance to the ceremony is free of charge for you and two guests.

Apprentices will enjoy a traditional graduation ceremony with guest speakers and photographs.

We are encouraging employers across the county to come along with their apprentices to join in the celebrations and they can also attend The Federation of Small Businesses (FSB) business reception on the day.

Registration details and more information is available on our website.

How safe do you feel online?

Keep up to date with all the latest online safety advice by signing up to our new **Stay Safe Online E-Newsletter**

This will share helpful tips, information, upcoming events, training and news each month to help you and your family stay safe.

To sign up visit the website and register or login to your account and tick 'Staying Safe Online' to subscribe.

For regular top tips about online safety, start following us on Twitter @WSxSafeOnline



West Sussex's Budget Challenge - follow-up survey



Reminder: We're still looking for feedback on your understanding of our budget challenges.

The 2019/2020 county council Budget was approved and confirmed in February.

We released our Budget Challenge survey in December 2018, where 55% of respondents said they wanted more information about the budget.

Taking this on-board, we increased our digital and traditional communication efforts and we now want to know whether this worked and made a difference to your understanding of our budget challenges.

Please complete our **five-minute survey** to let us know, before **Tuesday 7 May**.

Latest headlines:

Pagham Harbour to Medmerry cycle link opens

New guide to help autistic children manage anxiety

Have your say on sexual health services



#SaveTimeGoOnline

1. How can I request a birth/marriage/death copy certificate? Order a copy or make amendments [here](#).
2. How do I book a Registrar for my wedding? Click [here](#) for details on how to book.
3. How do I report a pothole? You can report it quickly via Love West Sussex.
4. How do I find out where our grass cutting crews are working? Click [here](#).

Email dated 3rd May 2019, NALC Chief Executives Bulletin

Meeting with housing minister

Our chairman, Cllr Sue Baxter, and head of policy and communications, Justin Griggs, met the housing minister, Kit Malthouse MP, this week, primarily to discuss neighbourhood planning. You can read our news story [here](#), and below is a more detailed summary:

- Sue welcomed his engagement with NALC and the Hampshire Association of Local Councils, in particular through Lobby Day, outlining the important role of local (parish and town) councils in building strong communities and potential to help government and the country tackle the challenges it faces, but to make the most of this opportunity we will need help from principal councils and government, particularly through the Comprehensive Spending Review
- NALC is a longstanding supporter of neighbourhood planning but wants neighbourhood plans to be given more weight and protection, Sue highlighted [Where next for neighbourhood plans?](#), which had previously been sent to the minister
- Sue pressed for greater involvement in the supporting programme run by Locality, and for this to be opened as soon as possible, but also requested parallel direct work with NALC and county associations to promote and support neighbourhood planning
- Issues the minister raised included refreshing and renewing neighbourhood planning including slimming down the process (you can read more in his *LCR* article!), relationships with principal authorities and tensions with neighbourhood planning groups, the challenge of getting communities feeling more in control of development while balancing the overarching need for more housing, and local councils directly or working with others to provide housing

- It was agreed to work together on visits to councils and a roundtable to learn from our councils about their neighbourhood planning experience, and involvement in the review of neighbourhood planning including research which is due to be tendered shortly

On the neighbourhood planning support programme, the government did anticipate opening for grant and technical support in early April but due to the local elections were restricted by the pre-election period. This may affect qualifying bodies including local councils looking to claim from the programme in the current financial year, which we raised with the minister, but more information on the 2019/20 support programme is expected soon!

Lords report on the rural economy

I was pleased to see a House of Lords Select Committee back [NALC's call for a rural strategy](#) in their report on the rural economy and also support our longstanding policy objective on council tax referendums! Hugely welcome also was the recognition of our role in supporting local economies where the report said: *"Town and parish councils should be encouraged to use their discretionary powers to promote local growth through strategic investment, asset management and service delivery"*. Sue attended a roundtable event on 1 May hosted by the Committee's chairman Lord Foster for stakeholders to discuss the report. You can read more in our news story [here](#), or make yourself a cup of tea (or pot!) and settle down to digest all 235 pages of the [full report](#).

LCR Spring 2019 and renewals

The latest edition of *LCR* is now out. Discover a whole range of articles, from our cover star Dr Jane Martin of the Commission for Standards in Public Life, who talks candidly about the *Local Government Ethical Standards* report. Plus read what housing minister Kit Malthouse MP says about the future of housing in the Neighbourhood Planning special, how devolution has impacted one local council and the top tips to becoming a better recruiter... and so much more!

Additionally, information on renewing your *LCR* subscription has been sent out, so look out for it. Renew your subscription by 28 May to keep receiving this information-packed magazine. If you don't already subscribe to *LCR* go to www.nalc.gov.uk/lcrmagine, for more information.

Staffing update

Just to let you know Charlotte Eisenhart joined us this week as our new head of member services – welcome Charlotte!

VE Day 75 plans announced

Organisers of VE Day 75 next year have announced more details of planned activities taking place over the weekend of 8-10 May 2020, and are encouraging all local (parish and town) councils to get involved. You can read more in our news story [here](#) including the letter to all local

councils.

Historic England review

Local councils with an interest in heritage may be interested in a **tailored review** of Historic England which is currently being undertaken by the Department for Culture, Media and Sport. This is the first review of Historic England to take place since the organisation was split into two separate bodies in 2015: an Arm's Length Body operating under the name Historic England, and a charity called The English Heritage Trust (trading as English Heritage). There's an **online survey** or email views to **albteam@culture.gov.uk** by 9 May.

And finally...

Congratulations to everyone elected as a local councillor following yesterday's local elections. Sue and I, along with other NALC colleagues, look forward to meeting many of you throughout the year at local and national meetings and events. Don't forget you can stay up to date about how we are working with county associations to promote and support you and your councils on our **website**, sign up to receive our weekly **newsletter**, subscribe to **LCR**, and follow us on social media on **Twitter** (or me **@NALCchiefexec**), **Facebook**, **YouTube** and **Instagram**.