

# Memo (Agenda July 2019)

**To: Parish Councillors**

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

**From:** Sarah Hall

**Date:** 28<sup>th</sup> June 2019 (week commencing 24<sup>th</sup> June 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
<a href="#">DC/19/1236</a> 14.06.2019	Non material amendment to previously approved application DC/19/0297 (Erection of two storey rear extension, fenestration and external alterations. Erection of a front porch) Relating to the removal of doorway and insertion of an additional window to the south elevation. Coombe Cottage, Church Road, Mannings Heath	No date (non material amendment)	FPC 03.07.2019
<a href="#">DC/19/0326</a> 20.06.2019	Erection of an agricultural barn to provide storage for machinery required to maintain the plots of land. Land North of Raylands Park, Jackrells Lane, Southwater	18.07.2019	FPC 03.07.2019
<a href="#">DISC/19/0178</a> 14.06.2019	Approval of details reserved by conditions 3, 5 and 10 on DC/17/2216 Hawthorns, Bar Lane, Southwater	No date (approval of matters reserved)	FPC 03.07.2019

(2) **HDC Decisions**

Number	Applicant & Reason	PC Observation	HDC Decision
<a href="#">DC/19/0855</a>	Prior Approval for a proposed change of use from an office (Class B1(a)) to a dwellinghouse (Class C3) The Stables, Broadwater Lane, Copsale	Objection	Prior Approval Required and PERMITTED

(3) **Appeals**

Number	Applicant & Reason	PI Decision
	No new appeals	

(4) **Enforcement Numbers**

Number	Nature of Complaint	Date	HDC Action
<a href="#">EN/19/0258</a>	<b>Alleged breach of condition 2 of DC/14/1368 (occupation of garage to be solely for purposes ancillary to the occupation and enjoyment of Keatings).</b> Keatings, Nuthurst Road, Nuthurst	24.06.2019	
<a href="#">EN/19/0266</a>	<b>Alleged breach of pre-commencement conditions 3, 5, and 10 of DC/17/2216</b> Hawthorns, Bar Lane, Southwater	25.06.2019	

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## Clerks Update

- Two large 'park homes' have been installed at Hawthorns, Bar Lane over the weekend, prior to the discharge of conditions 3, 5 and 10 on DC/172216. This has been brought to the Enforcement Teams attention, along with the small wooden barn on the site has being partially converted into a habitable building (holiday let).
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## Correspondence

### Email dated 24<sup>th</sup> June 2019, from a resident in Gaggewood Wildlife Area

We live in Gaggewood and have a fairly large grass area between us and the houses over the road. Rather than the council always cutting this right down to ground level during Spring / Summer we would like to propose a small area (3m x 8m?) be kept longer to allow wildlife to use it etc. This area could be staked out with wooden stakes (as they have done for the grass area on Church Lane in the village) to ensure it doesn't get cut and to give the council grass cutting teams a visible sign of where it is.

What are your thoughts on this? We are currently getting agreement from all the neighbours.

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### Email dated 24<sup>th</sup> June 2019, from Age UK Horsham Letter from Age UK Horsham & NHW

The following link to a letter from **Age UK Horsham District** is sent out as part of the ongoing Partnership support effort between *Horsham District NHW* and *Age UK Horsham District*.

Also, please note the following weather warning for later this week which is aimed particularly at older and/or more vulnerable members of our communities:

**Temperatures are likely to exceed 30 degrees celsius by day and 15 degrees celsius by night between Thursday 27th and Saturday 29th of June.**

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### Email dated 24<sup>th</sup> June 2019, from Age UK Horsham Become a Dementia Friend

Please find below a link to details on becoming a Dementia Friend event;

<https://www.nuthurstparishcouncil.co.uk/dementia-friends-bcc-27-june-2019/>

## Latest News

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

### Toilet Tax Bill enters Parliament

Legislation to end the toilet tax entered Parliament this week, which when enacted will save the sector millions of pounds. This has been a key campaign over the last few years to exempt local (parish and town) councils from paying business rates on toilets they own or manage. The snappily titled **Non Domestic Rating (Public Conveniences) Bill** received its First Reading in the House of Lords on 18 June and NALC will be working with Parliamentarians in both Houses, including Scott Mann MP, who chairs the All Party Parliamentary Group on Local Democracy and has been championing this issue, along with Liz Truss MP and local government minister Rishi Sunak MP.

### NALC Briefing on Loneliness

Councils of all sizes have a key role to play in tackling loneliness. NALC are hopeful they will secure further government support to continue to promote this work.

[Read full document](#)

## Legal Updates

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

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### Email dated 24<sup>th</sup> June 2019, from SSALC NHS Patient Roundup June 2019

Please find a link below to the NHS Crawley and NHS Horsham and Mid-Sussex Clinical Commissioning Groups - June Patient Roundup;

<https://www.nuthurstparishcouncil.co.uk/patient-roundup-june-2019/>

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### Email dated 25<sup>th</sup> June 2019, from PCSO Erica Baxter Recap and update, hello again from the Horsham District Rural Initiative!

Just one of my periodic contact emails with some information and an invitation to stay in touch!

Do, as always, feel welcome to pass on the whole or parts of this email to anyone you feel may like to see it. From several recent conversations I am aware that some of the Horsham District Parish Councils have gained new clerks or councillors since I visited – hello! - and it would be really helpful to introduce those people to the ongoing work of the Horsham District Rural Initiative (HDRI).

So, the first part of this mail is [a bit of a recap](#) ☺

The initiative is run by your Prevention Team (previously known as Neighbourhood Policing Team) based at Horsham Police Station and it is in place to maximise communication with our wide rural communities and thereby provide appropriate support. [Communication is a two-way thing of course](#), and the posters provided to all Parishes cover how to hear from us and how to report to us – [if your posters have deteriorated or got lost please let me know and I'll post you some more](#).

[Reporting](#) is crucial, and community members who do report issues, including suspicious activity, are contributing the information we need to work in a way that suits the needs of your area. Reports may, for instance, indicate a rise in antisocial behaviour or rural thefts, and from that knowledge we can start by conducting directed patrols then develop more police and joint agency working if the situation needs it. [If the reports only go onto social media it doesn't matter how many there are - we don't know about it and therefore nothing happens!](#)

I mentioned [suspicious activity](#) specifically because at times, and particularly for rural areas, a report can provide a 'jigsaw piece' of information that directs enquiries about crime in the locality and, for rural areas, police investigative opportunities can't often include the street CCTV or high volume house-to-house visits of urban areas. If it catches your attention because it seems suspicious to you then it probably is! [Note all details that you safely can of the vehicle/person/behaviour then tell police](#): for crime in progress call 999, and if not urgent then report online via our website. Or for complete anonymity call Crimestoppers 0800 555 1111 .

[Hearing from us is important too](#), and some of the variety of work we do is shown on our Twitter account @horsham\_police . [You can view the 'feed' without doing Twitter yourself](#) – just do a search for Horsham Police Twitter. Any that end #27123 are posted by me and usually come from the rural district – we finish with our 'collar number', so you can get to know who is doing what!

Another really useful tool for getting information is 'In The Know' – it's an email messaging system regularly used by [Sussex Police, Horsham Police, Countrywatch, Neighbourhood Watch and many other partners](#). You limit the messages to your area by postcode then choose only the subjects you want from a list, that way you control who you hear from, and each message has options at the bottom to reply, forward or rate the content. Search 'Surrey and Sussex In The Know' online to join in.

[So far](#) the HDRI work has included [meeting with every Parish Council](#), usually but not exclusively meeting with the Clerk to discuss the needs and concerns of the Parish, and the way Policing can support rural communities including the important messages about communication, above. Many other meetings have been held too; [Community Wardens](#), and [Rangers](#) for rural amenities, and representatives for larger rural organisations have joined in. [These emails](#) , sent every 4-6 weeks, help to ensure that we stay in touch, that communities keep in touch, and that there is an easy way to ping back an email if there's a small query or something else I might be able to help with. [No reporting via me though!](#), all reports of crime or incident really must go through the proper systems in order to be recorded.

[Shopwatch](#) runs off an app now and PCSO Adrian Bell is getting that rolled out to any retail premises who would like to join in – the system is free of charge and helps to build a retail community safer from crime.

[Community Speedwatch](#) is the current main focus because a distinct majority of Parishes raised speeding as their key concern. The plan is to get as close to [blanket coverage for Horsham District](#) as possible – it's strength in numbers you see, to deliver a message that everyone has to bear speed in mind wherever they drive in Horsham District. The system has proven benefits and is well worth putting into place, I can help with that.

'PPAF' is the Police Property Act Fund, which can contribute up to [£500 in 3 years to a community group](#) who have an unfunded project – requests can be made via an email to me, and the rural district has benefitted in several ways recently which is great news.

[That's just some of the work](#), but hopefully the above gives a useful general overview.

[Unfortunate news](#) : currently there should be a strong awareness of some breaks into cars parked in rural car parks. I expect that this affects every Parish because although the breaks are around the South Downs area, the visitors parking come from all our communities and beyond.

Please be assured that Sussex Police are well aware of the incidents that have been reported to us, our records as of last night show **one** occasion of several vehicles being targeted at Kithurst Hill car park, and **two further** occasions of single vehicles being targeted in rural parking areas. You may remember that there was a series of similar breaks last year and, due to the reports received at that time, Sussex Police were able to put into motion various actions which concluded with those responsible being put in prison. [The first report of a similar car break this season](#) obviously therefore triggered our interest and Sussex Police is already prepared to put plans into motion when and where appropriate – [supporting the importance of the message above about reporting suspicious activity as well as crime](#). [In any case](#), it is good advice to arrive at a rural car park with nothing other than what you need with you. Leave any unnecessary items at home or take them with you on your walk. Then, if that means there genuinely is nothing in the glove box or under the parcel shelf, leaving these compartments open to view from outside may also prevent a speculative break. I have some orange notices saying ‘no valuables are left in this vehicle’, just ask if you’d like a few. [Police units are already conducting patrols, and the South Downs National Park Rangers and Storrington & Sullington Neighbourhood Wardens are also aware.](#)

[Out of interest](#), I’ve just realised that the paragraph above provides an example of how the [Prevention Model that we work to](#) starts with recognition of a Policing related problem for which we then plan and build a suitable response, work with partners, and continually review.

[While we’re on the subject of preventing crime...](#) there is a lot of really helpful guidance on the Sussex Police website, so here are some pointers and links. If you prefer not to click the links then just go onto our website and use the search bar with the titles that are in bold below.

**Rural Crime** <https://www.sussex.police.uk/search/?q=rural+crime+> This page is the overview and gave me 9 options to choose from.

One is entitled **Rural Crime** <https://www.sussex.police.uk/advice/advice-and-information/rc/rural-crime/> This brings up a page with several subjects to choose from, Including

**What is rural crime?** <https://www.sussex.police.uk/advice/advice-and-information/rc/rural-crime/what-is-rural-crime/>

**Country Watch** <https://www.sussex.police.uk/advice/advice-and-information/wsi/watch-schemes-initiatives/cw/country-watch/>

**Burglary** <https://www.sussex.police.uk/search?q=burglary+>

This page is the overview and gave me 27 options to choose from. Just a selection:

**Protect your home by protecting your garden** <https://www.sussex.police.uk/cp/crime-prevention/residential-burglary/protect-your-home-by-protecting-your-garden/>

**Residential burglary** <https://www.sussex.police.uk/cp/crime-prevention/residential-burglary/> another page with lots of choices

**Non residential burglary** <https://www.sussex.police.uk/cp/crime-prevention/non-residential-burglary/> sheds and business premises

**Theft from vehicle** <https://www.sussex.police.uk/search?q=theft+from+vehicle> This page is the overview and gave me 11 options to choose from.

[That’s probably more than enough for one email!](#) I do hope that you have found some of the items above to be of interest!

For the Parish Council recipients, I might see you a bit later as I’ll be at the first part of the HALC meeting as usual, tonight’s is at Steyning.

With kindest regards,  
Erica

### Media coverage

Some more positive media coverage this week in a **LocalGov** story on how our sector is increasing investment in local services and taking on more responsibilities. The piece was prompted by our recent precept analysis and includes examples and quotes from NALC, Chippenham Town Council, Longton Parish Council and Weymouth Town Council, and cites our Comprehensive Spending Review ask of a further multi-year deal on council tax referendums.

### County officers forum

I was pleased to attend the latest meeting of the County Officers Forum on 27 June hosted by CCLA, along with Charlotte Eisenhart, head of member services, Linda Hammond, member services intern, and Chris Borg, policy and development manager. It was a really positive and productive meeting covering a range of topics including planning, councillor training, website accessibility regulations and human resources services county associations provide to member councils.

### NALC calls for a referendum in Spitalfields

NALC has urged Tower Hamlets Council to hold a referendum on proposals to establish a new town council in Spitalfields and Banglatown. Our head of policy and communications, Justin Griggs, and residents from the campaign group addressed the cabinet of Tower Hamlets Council on 27 June to voice concerns directly to the mayor and councillors about the community governance review process including how results are being calculated and presented. **Read more in our news story**

### Last chance to enter the NALC Star Council Awards

There's still a few hours left to **enter** NALC's Star Council Awards! There are five categories: clerk of the year, county association project of the year, young councillor of the year, councillor of the year, and Council of the Year. You have until 11:59 pm today (28 June) to get your entries in. Winners will be announced at the awards dinner at the **NALC Annual Conference** on 28 October 2019 at DoubleTree by Hilton in Milton Keynes.

**Out and about** Along with several colleagues I was at the LGRC/NALC EXPO on 21 June, which saw around 150 people visit nearly 40 suppliers, hear demonstrations and insights through a range of talks, including by myself, our chairman Cllr Sue Baxter and Harpenden Town Council on modern local councils – **you can check out our presentation slides**

- Our senior solicitor, Jane Moore, attended the first Cumbria Association of Local Councils summer conference on 22 June in Penrith. Jane delivered presentations to the nearly 100 delegates on conduct and standards, other subjects covered throughout the day included neighbourhood planning and chairmanship. Well done Cumbria colleagues for organising such an excellent event and for such warm hospitality!
- The Planning Futures think tank held a breakfast event on neighbourhood planning on 27 June, featuring a panel of industry experts including NALC solicitor Gurvynda Paddan-White. Key themes were the importance of good working relationships between local councils and principal authorities, as well as with developers, and the Government's need to provide more practical support for local councils. Around 25 attendees from a variety of legal and planning backgrounds also engaged in some lively discussions and questions on the future of neighbourhood plans within the current legislative framework.
- Jane and Gurvynda attended the Lawyers in Local Government (LLG) annual reception on 27 June, along with colleagues from the Society of Local Council Clerks, which included a speech from the president of LLG, Lord Beecham.
- Given 90% of neighbourhood plans are being led by local councils, set up more local councils in unparished areas, was Justin's message to the All Party Parliamentary Group (APPG) for Housing and Planning on 25 June, speaking to the question of 'how do we get communities more involved in neighbourhood planning?'. Other points raised included the need for funding and support, the process to make simpler and quicker, and for plans to be given more weight and protection. The APPG was also given a copy of NALC's **new policies on neighbourhood planning and research report**.

- NALC chairman, Cllr Sue Baxter and vice-chairs, Cllr Derek Liddell and Cllr Keith Stevens, and I had a productive and positive meeting with SLCC on 24 June. Topics of discussion included joint working, improving standards & the scope to work together on climate change and home-working.

### **NALC Smaller Councils Committee**

NALC's Smaller Councils Committee met on 25 June, in advance of the minutes being made available, here are some highlights:

- The committee considered ways to increase training and is urging smaller local councils to support the training of councillors and staff – read our news story [here](#)
- Discussions took place on how governance arrangements were working two years on and whether the current audit regime was working for the very smallest councils
- Committee members gave feedback on how the recent local council elections had gone in their areas
- A paper mapping out NALC's work with rural stakeholders was endorsed

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

Huge congratulations to Falmouth Town Council and their partners in the Falmouth Town Team for scooping UK's Best Digital Project and the big one, Best Partnership, at the Town and City Management Industry Awards, beating London and Belfast in the final – well done indeed!

Email dated 28<sup>th</sup> June 2019, from SSALC  
SSALC Weekly Bulletin

#### **Chairs Networking Day**

May we remind you of the forthcoming Chairs Networking Day taking place at the Crowne Plaza Hotel, Felbridge, East Grinstead on Thursday 11<sup>th</sup> July.

This is the best opportunity in the year for Chairmen, Vice Chairmen and prospective Chairmen to meet together and exchange views on matters relating to the town and parish council Sector.

Content and presenters are being finalised but are expected to include,  
Cyber Security  
A council's responsibilities as an employer  
Policing update by a Chief or Deputy Chief Constable

The practical experiences of a Chairman of 12 years standing in a progressive rural parish council  
Open Q&A session  
In addition SSALC Chairmen would like to use the opportunity to canvass informal opinion on the training strategy and future subscription arrangements.

Held at: The Crowne Plaza Hotel, London Road, East Grinstead, West Sussex, RH19 2BH  
**for draft programme and booking form please visit [here](#)**

#### **ALC Annual Conference & Exhibition 2019 – Book Now!**

Double Tree by Hilton Hotel, Milton Keynes, 28-29 October 2019

NALC's Annual Conference and Exhibition 2019 is an essential event for anyone interested in the role of local councils in strengthening their communities. So join them and other parts of the public, private and voluntary sectors to discuss the key policy issues of the moment. There will be exciting workshop sessions on rural issues, youth engagement, council performance, cyber-crime and investment projects (with more to be confirmed). There will also be prominent keynote speakers, a full exhibition catering for your council's needs, the [Star Council Awards](#) dinner and prize giving, as well as a networking drinks reception!

[Click here](#) to book and for more information!

**Latest News**

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

### Elections to South Downs National Park Board

Parishes within the National Park were recently asked to nominate candidates to fill the 4 Sussex places on the Board. For East Sussex there were 5 candidates and following the ballot Vanessa Rowlands and Richard Waring were elected. In West Sussex there were 10 candidates, Alun Aylesbury and Andrew Shaxson were elected.

Full details of the results can be found on the [SSALC website](#).

### Legal Updates

**For regular legal updates please visit**

[www.ssalc.co.uk](http://www.ssalc.co.uk)

**Sample Accessibility Statement (Accessibility Regulations 2018)** Last November NALC issued legal briefing L09-18 on the Public Sector Bodies (Websites And Mobile Applications) (No. 2) Accessibility Regulations 2018.

The briefing referred to the government's intention to issue a model accessibility statement and the Government Digital Service has now created a sample accessibility statement for guidance which can be found [here](#).

Representatives from NALC met this week to explore further support for county associations and councils which they will be discussing with the County Officers Forum at their meeting next month.

### Upcoming Training & Events