

# Memo (Agenda September 2019)

**To: Parish Councillors**

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

**From:** Sarah Hall

**Date:** 9th August 2019 (week commencing 5<sup>th</sup> August 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/19/1554</a> 01.08.2019	Erection of a two storey side extension, part first floor extension over existing garage with the installation of a dormer window to front elevation 15 Whytings, Mannings Heath	22.08.2019	Email consultation
<a href="#">DC/19/1609</a> 07.08.2019	Prior notification for the erection of an agricultural barn Nuthurst Farm, Nuthurst Street, Nuthurst	Not available	Email consultation
<a href="#">DC/19/1614</a> 09.08.2019	Variation of condition 1 to previously approved DC/18/2714 (Erection of a two storey front, first floor front and side and single storey side extension. Replacement of existing tile hanging with render finish, replacing existing windows and internal alterations) Relating to external alterations, double garage to remain as single garage and canopy, two-storey front extension omitted and changes to porch New Brook Farm, Nuthurst Road, Maplehurst	30.08.2019	TBC

(2) **HDC Decisions**

Number	Applicant & Reason	PC Observation	HDC Decision
	No decisions HDC weekly planning update 5 <sup>th</sup> August 2019		

(3) **Appeals**

Number	Applicant & Reason	PI Decision
	No new appeals lodged and no updates	

(4) **Enforcement Numbers**

Number	Nature of Complaint	Date	HDC Action
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<a href="#">EN/19/0363</a>	<b>Alleged: Creation of an access road without planning permission</b> Land North of Pippins, Golding Lane, Mannings Heath	09.08.2019	
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## Clerks Update

- The felling of trees on land (including WSCC land) North of "Pippins" off Golding Lane and opposite Hammerslea has been reported to WSCC, the Forestry Commission and Will Jones at HDC.
- NALC Model Financial Regulations issued, Clerk has updated the Parish Councils Financial Regulations accordingly.
- The Cricket Club have requested to slightly increase the size of the fenced area of the pitch, request to be included on Septembers agenda.
- Letter sent to Glen Chip re Enforcement Order EN/17/0062, removal of crossover and hardstanding between Micklepage and Windthrift, Nuthurst Street, Nuthurst.

## Correspondence

### Email dated 5<sup>th</sup> August 2019, from Age UK Horsham District Dementia Awareness Day

Caremark [Pulborough] would like to invite you to attend our Dementia Awareness Day and for the opportunity to experience the Virtual Dementia Tour on **Friday 13th September 2019 from 10:00 to 17:00** at our office location; Unit 4, The Colonnades, 17 London Road, Pulborough, West Sussex

<https://www.nuthurstparishcouncil.co.uk/wp-content/uploads/2019/08/VDT-Pulborough-V2.pdf>

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### Email dated 5<sup>th</sup> August 2019, from SSALC SSALC Bulletin

#### [NALC Chief Executive Blog](#)

Read the latest blog from Jonathan Owen, NALC CEO. Updates this week include:

**Cabinet reshuffle update**  
**Details of election research survey**  
**Tree Charter newsletter**  
**BHIB Cyber Essentials pilot for Town and Parish Councils**  
**The Village Survival Guide**  
**LGR releases Councillors' guide to handling intimidation - report**

[Read Blog](#)

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### **Katie Bourne (Sussex PCC) to Speak at NALC Conference**

We are pleased to announce that Katy Bourne, Sussex Police Crime Commissioner has been elected as the Chair of the [Association of Police & Crime Commissioners](#). In that capacity, she also sits on the Government's new national policing board which had its first meeting last week. She will also be speaking at the NALC conference in October on 'Creating Safer Communities' where there will be opportunities to question her on the Government's plans to recruit additional police officers.

Additionally, NALC have announced an exciting line-up for their youth engagement workshop which highlights how to engage young people in local politics. The panel is: Amanda Chetwynd-Cowieson, chair at British Youth Council; Kayleigh Wainright, head of membership & policy at UK Youth, Rachael Farrington, founder of Voting Counts, Jason Arthur, director of strategy and communications at Step Up to Serve and Cllr Sam Foulde-Hughes, at Kingston Council and former British Youth Parliament councillor.

Make sure you [buy your tickets](#) before they sell out!

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## Upcoming Training & Events

### **\*\*New\*\* Clerks Development Day**

Wednesday 18th September 2019 - 09:30 until 15:30  
Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ

This networking and information day is a fantastic introduction to implementing a Personal Development Plan and mapping out your individual personal training plan. You will receive an introduction to each training module, meet the highly skilled SSALC trainers and staff and have the opportunity to discuss your needs with them. You will also be able to network with fellow new clerks to build up a support system amongst your peers.

This event is **free of charge** and is suitable for new clerks/assistant/deputy clerks & office staff and also those who are unsure of their next steps.

[further details and booking form](#)

### **COMING UP IN SEPTEMBER!**

#### **Appraisals & HR Workshop**

Tuesday 3rd September 2019 - 1000 until 1300  
Sackville House, Lewes, BN7 2FZ  
[further details & booking form](#)

#### **Budget Planning & Precept Setting Workshop**

Wednesday 4th September 2019 - 1000 until 1300

Sackville House, Lewes, BN7 2FZ

Tuesday 10th September 2019 - 1000 until 1300  
Bletchingley Golf Club, Redhill

Wednesday 11th September 2019 - 1000 until 1300  
Chichester Park Hotel, Chichester  
[further details & booking forms](#)

**Neighbourhood Planning Briefing & Awareness**  
Thursday 5th September 2019 - 1800 until 2100  
Crowne Plaza Hotel, East Grinstead  
[further details & booking form](#)

**\*NEW\* Introduction to the Planning Process**  
Thursday 12th September 2019 - 1800 until 2100  
Lodge Hill, Pulborough  
[further details & booking form](#)

**Planning Update (Surrey)**  
Thursday 19th September 2019 - 1800 until 2100  
Mercure Boxhill, Dorking  
[further details & booking form](#)

**Health & Safety and Risk Assessment Workshop**  
Thursday 19th September 2019 - 1000 until 1600  
Avisford Park Hotel, Arundel  
[further details & booking form](#)

**\*NEW\* Business Planning Workshop**  
Friday 13th September 2019 - 1000 until 1530  
Sackville House, Lewes  
[further details & booking form](#)

**Operational Management**  
Tuesday 24th September 2019 - 1000 until 1600  
Sackville House, Lewes  
[further details & booking form](#)

**Legal & Finance Day**  
Thursday 26th September 2019 - 0930 until 1600  
AMEX Stadium, Brighton  
[further details & booking form](#)

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**Email dated 5<sup>th</sup> August 2019, from Age UK Horsham  
Interim CEO**

As you may be aware Sonia Mangan stepped down from her post of CEO at Age UK Horsham District in June 2019, having now taken up the post of Interim CEO I thought I would take this opportunity to make contact with you to introduce myself.

This is a link to our website which contains a brief profile of me: <https://www.ageuk.org.uk/horshamdistrict/about-us/ceo/>

I look forward to working alongside you in the coming months to ensure the continued delivery of high quality services for older people living in the Horsham District.

Please feel free to contact me if you have any questions or would like to meet, I am also very happy to come to one of your meetings to talk about the work of Age UK Horsham District.

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**Email dated 6<sup>th</sup> August 2019, from HDC  
HDC Latest News 06.08.2019**

Please find a link to HDC's latest news below:

<https://www.nuthurstparishcouncil.co.uk/wp-content/uploads/2019/08/Horsham-District-Council-Latest-News-08.08.2019.pdf>

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**Email dated 6<sup>th</sup> August 2019, from Age UK Horsham  
Annual Fund Raising Quiz 8<sup>th</sup> November 2019**

Please find below a link to Age UK Horshams annual fund raising quiz;

<https://www.nuthurstparishcouncil.co.uk/wp-content/uploads/2016/09/Age-UK-Poster-for-annual-2019-quiz.pdf>

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**Email dated 7<sup>th</sup> August 2019, HDC  
Horsham District recycling News**

Please find below a link to Horsham District recycling news;

<https://www.nuthurstparishcouncil.co.uk/wp-content/uploads/2019/08/Horsham-District-Recycling-News-07.08.2019.pdf>

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**Email dated 8<sup>th</sup> August 2019, from Neighbourhood Watch  
Landmark Neighbourhood Watch Survey launched**

Please find below a link to the Neighbourhood Watch Landmark survey;

<https://www.nuthurstparishcouncil.co.uk/wp-content/uploads/2019/08/Neighbourhood-Watch-Landmark-Neighbourhood-Watch-Cybercrime-Survey-Launched.pdf>

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**Email dated 8<sup>th</sup> August 2019 from NHW  
Horsham NHW Committee Meeting**

Please find below a link to the details of Horsham NHW Committee Meeting 12<sup>th</sup> August;

<https://www.nuthurstparishcouncil.co.uk/wp-content/uploads/2019/08/Horsham-Nhw-Committee-Meeting-On-Monday-12-August.pdf>

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**Email dated 8<sup>th</sup> August 2019 from Age UK Horsham  
Public Consultation on Mental Health Plans Launched**

Please find a link to further information on the consultation below;

<https://www.nuthurstparishcouncil.co.uk/wp-content/uploads/2019/08/Public-Consultation-on-Mental-Health-Plans-Launched.pdf>

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**Email dated 8<sup>th</sup> August 2019, from HDOPF**  
**Next Public Meeting 3<sup>rd</sup> September 2019**

The next public meeting is fast approaching, **10.30am - 1 pm on Tuesday 3rd September**, Bramber Room, Roffey Millenium Hall, Crawley Road, Horsham RH12 4DT. Tea/coffee 10.15am

After a brief AGM, we have 3 excellent guest speakers

1. Philip Lansbury, a solicitor with Kreston Reeves, Horsham (and a trustee of Age UK, Horsham District) explaining the importance of Wills & Powers of Attorneys.
  2. Philip Mockett, HDC Community Link Advisor;  
& time permitting:
  3. Alexandra Nevatt, Impact Initiatives, Connector Plus Co-ordinator, Henfield Haven
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**Email dated 9<sup>th</sup> August 2019, from NALC**  
**Chief Executives Bulletin**

**Model Financial Regulations**

I'm delighted that this week NALC published our updated Model Financial Regulations for England and Wales. This includes easy-to-use templates to create financial regulations for member councils that are up-to-date with the current legislation and regulations, and guidance to help complete the templates. The financial regulations can be accessed under Templates in the member's area of the website or from your county association. You can read more in our news story [here](#).

**Local Government Brexit bulletin**

The Ministry of Housing, Communities and Local Government (MHCLG) have published their latest Local Government Brexit Bulletin providing an update on recent developments to councils, including on the Local Government Brexit Funding Announcement, a recent meeting of the Brexit Delivery Board, events and publications. You can sign up to receive the bulletin by emailing [lgengagement@communities.gov.uk](mailto:lgengagement@communities.gov.uk).

**Neighbourhood planning**

I was pleased to read that 25 neighbourhood plans were passed in July according to the [All things neighbourhood planning](#) website. This really useful resource provides an overview of plans and summarises some of their content, and as you'd expect they are very diverse including: cycle and pedestrian ways, tackling flooding, solar gain and geothermal heating, dark skies policies, biodiversity maps, healthy air policies, housing for older people, a nursery, vacant shops, second homes in coastal communities, and even cataloguing and preserving the genetic diversity of fruit trees in parish orchards! I was particularly struck by [Goring Parish Council's](#) explanation of why it did a neighbourhood plan – "to be in charge of our own destiny" – which I think is a fantastic slogan for neighbourhood planning. And don't forget there is plenty of advice and support available for neighbourhood planning via Locality (funded by MHCLG) including how to apply for funding support, you can find out more [here](#). This week they **published** basic demographic and other information on neighbourhood planning areas and you can download a free report tailored to your area.

**Peer review update**

Further to discussions with the Local Government Association, I'm delighted to report we have secured additional support for a second peer review pilot this financial year. NALC's Larger Councils Committee has a long-standing ambition to introduce a peer review scheme for our largest councils, modelled on the [LGA's approach](#), as a tool for improvement, and we have invited the Super Councils Network to put themselves forward to take part.

## Local councils and climate change

I was interested to learn at least 29 local councils have declared a climate emergency according to the [Campaign Against Climate Change](#), in response to warnings of the effects from the United Nations, the World Health Organisation and others. In NALC's recent LCR poll on climate change, 85% of respondents said local councils have a role to play in tackling climate change, but with 80% yet to have a climate change plan. As a response to this, I am delighted to announce we are hosting a climate change plenary panel at the annual conference which will cover practical tips on combatting climate change in communities – watch this space for more details but you can sign up to attend the conference [here!](#) And at their last meeting, our Policy Committee agreed to include climate change in next year's campaigns. If you have any stories about your council's work on climate change, and what you think our campaign should include, please let us know at [policycomms@nalc.gov.uk](mailto:policycomms@nalc.gov.uk).

## DIS

The next issue of DIS has been circulated to subscribers today. DIS is a fortnightly publication keeping you up-to-date to with the latest news, events and funding opportunities. All coming from the local government sector. [Subscribe today to get your copy of DIS](#)

## Out and about

Several NALC colleagues have been out and about visiting county associations this week: the Kent Association of Local Councils hosted Beverley Brown, finance and administration officer, and Farhana Miah, executive officer on 7 August for a visit to their office; and Charlotte Eisenhart, head of member services, and Linda Hammond, member services intern, went to see the Essex Association of Local Councils on 9 August to find out more about their Local Council Award Scheme accreditation panel and discuss how NALC could better support county associations in this important initiative.

## And finally...

Our surveys of [councillors](#) and [councils](#) about May's local elections have received over 2,000 responses so far! Don't panic, there's still plenty of time to share your views as the closing date is 27 September.

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**Email dated 9<sup>th</sup> August 2019, from SSALC  
SSALC Weekly Bulletin**

## SDNPA Parish Workshops

The SDNPA will be holding a series of Parish Workshops in October 2019. This round of workshops will focus on the recently adopted South Downs Local Plan. The workshops will provide an opportunity for Town and Parish Councillors to learn more about the South Downs Local Plan, in particular some of the unique aspects of the plan such as our Ecosystem Services and Dark Night Sky policies.

An agenda will be circulated nearer the time. If you would like to book a place please email [planningpolicy@southdowns.gov.uk](mailto:planningpolicy@southdowns.gov.uk).

The workshops will be held on

**Tuesday 15<sup>th</sup> October - East Sussex Parishes Workshop, Lewes Town Hall Assembly Rooms, Lewes: 18:30 – 21:30**

**Wednesday 23<sup>rd</sup> October - West Sussex Parishes Workshop, South Downs Centre, Midhurst: 18:30 – 21:30**

**Tuesday 29<sup>th</sup> October - Hampshire Parishes Workshop, Meon Hall, Meonstoke: 18.30 - 21:30**

Delegated places will be limited to 2 Councillors per parish. You can attend a workshop in a neighbouring county if this is easier, as the subject matter will be the same.

