

Memo (Agenda October 2019)

To: Parish Councillors

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

From: Sarah Hall

Date: 28th September 2019 (week commencing 23rd September 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/19/1910 18.09/2019	Prior Notification to install 1 x 9m pole (7.3m above ground) Barnfields House Broadwater Lane Copsale	Not available	FPC 02.10.2019
DC/19/1119 (amended description)	To Outline application for the erection of 5.No dwellings (comprising 2no. 2-bed affordable rent, 1no. 2-bed shared ownership, and 2no. 3-bed shared ownership) with all matters reserved accept for access' from 'Outline application for the erection of 5. No dwellings (shared ownership) with all matters reserved accept for access' Land at Millers Mead, Nuthurst Street, Nuthurst	10.10.2019	FPC 02.09.2019
DC/19/1938 23.09.2019	Prior Approval for a proposed change of use of agricultural building to a dwellinghouse Copsale Barn, Copsale Road, Copsale	Not available	FPC 02.09.2019

(2) **HDC Decisions**

Number	Applicant & Reason	PC Observation	HDC Decision
DC/19/1490	Variation of condition 1 and removal of condition 3 to previously approved application DC/19/0739 (Erection of single storey extension to rear elevation and insertion of first floor window to rear elevation) Relating to removal of window to first floor east elevation and installation of window to north elevation with changes to ground floor rear elevation Mayfield, Pound Lane, Mannings Heath	No Objection	HDC Permitted

(3) Appeals

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

(4) Enforcement Numbers

Number	Nature of Complaint	
EN/19/0464 24.09.2019	Alleged: Private residences used for lets for parties and large family gatherings Walnut Barn and Walnut Cottage, Kerves Lane, Horsham	

Clerks Update

- Cllr O Hydes & Cllr D Livingstone attended the AirS Neighbourhood Planning Session on 17th September
- Cllr D Cotton attended the SSALC Health & Safety and Risk Assessment Workshop on 19th Sept 2019
- The Clerk will be attending the SSALC Legal & Finance Day on 26th September
- Cllr D Cotton & the Clerk attended Mannings Heath Community Councils AGM
- Rialtas Suite, the accounts package the Parish Council are purchasing will be installed on 17th October and the Clerk will be given training
- Cllr D Cotton is looking into populating 'Parish on Line' a mapping system which the Parish Council has access too
- The Clerk has reported the blocked footpath opposite the Dun Horse to both WSCC PROW and HDC.

Community Speed Watch Data



Town/Parish Council Report for Nuthurst Parish Speedwatch Group.

	Reporting between 29-08-2019 and 29-09-2019	
Current Volunteers	=	21
Summary for this Period		
Number of Sessions this period	=	7
Total Vehicles exceeding limit	=	59
DVLA Valid vehicles	=	56
Accuracy	=	94%
Maximum Speed recorded in 30 limit	=	49 mph(+63%)
Maximum Speed recorded in 40 limit	=	51 mph(+27%)
Police Actions this Period		
Case Closed	=	1
Letter Sent	=	54
Pending	=	1
Overall		
My group started Recording* on	=	30-05-2019
Number of Sessions since start date	=	23
Vehicles recorded exceeding limit since start date	=	157
Maximum Speed recorded in 30 limit	=	49mph(+63%)
Maximum Speed recorded in 40 limit	=	60mph(+50%)

Date	Time	Type Operator1	Location Traffic Heading Operator2 Operator3	Operator4	Recorded	Letters
05-09-2019	07:30 -> 08:30	BOOKED	Pound Lane-50 yards from the bottom of Pound Lane traffic heading East		5	5
06-09-2019	07:00 -> 09:00	BOOKED	Pound Lane-50 yards from the bottom of Pound Lane traffic heading East			
10-09-2019	07:30 -> 08:30	BOOKED	Nuthurst Street-Jctn of Harriot Close near bus stop next to School traffic heading North East		19	16
11-09-2019	16:30 -> 17:30	BOOKED	Golding Lane-Grass Verge at jctn of lane to Cricket Pitch traffic heading South			
17-09-2019	16:30 -> 17:30	BOOKED	A281 south of Horsham-On the grass island by the Dun Horse Pub. traffic heading South		2	2
18-09-2019	07:30 -> 08:30	BOOKED	Nuthurst Street-Jctn of Harriot Close near bus stop next to School traffic heading North East		18	18
23-09-2019	08:00 -> 09:00	BOOKED	A281 Brighton Road-Lane entrance opposite Dun Horse Pub traffic heading North West		3	3
26-09-2019	07:30 -> 08:30	BOOKED	Nuthurst Street-Jctn of Harriot Close near bus stop next to School traffic heading North East			12 11
					Totals	59 55

Correspondence

Email dated 23rd September 2019, from HDC
 Planning Committee North Agenda 1st October 2019

Please find below a link to the agenda for the Planning Committee North meeting on 1st October, there are no applications in the Parish included on the agenda;

[View this item on the web site](#)

WEST SUSSEX COUNTY COUNCIL TEMPORARY TRAFFIC REGULATION

GOLDING LANE, MANNINGS HEATH

NOTICE IS hereby given that in pursuance of the provisions of Section 14(2) of the Road Traffic Regulation Act, 1984, as amended, the use of (and parking on) **Golding Lane, Mannings Heath** from junction with **Hamperpond Road to the junction with Brighton Road** is temporarily prohibited from **08/10/19 at 09:30 until 08/10/19 at 15:00**

The restriction will be in place day-time only between 09:30 – 15:00

This closure is necessary to allow **Balfour Beatty to undertake pothole repairs in the carriageway**

Emergency vehicle, Residential and Pedestrian access will be maintained at all times

The alternative route for traffic will be signed via **Hamperpond Road, St Leonards Road, Brighton Road, Church Road and vice versa**

This restriction will be effective for a maximum of 5 days from the start date given above

Any queries about the effect of the closure on traffic using the highway please contact West Sussex County Council on 01243 642105

Any queries about the works please contact **Balfour Beatty – 01243 642105**

**Email dated 24th October 2019, from Horsham District Cycling Forum
New county-wide design guidance for cycling / Forum AGM Tuesday 1st October**

New county-wide design guidance for cycling

We're pleased that West Sussex has finally published its Cycling Design Guide. There is now a clear vision of what local planning authorities should expect of developers.

Specifically written for West Sussex, the Guide is for Local Planning Authorities who consult WSCC for advice on any road and transport issues that affect proposals submitted for planning permission.

You can download the document here:

https://www.westsussex.gov.uk/media/13164/cycling_design_guide.pdf

Forum AGM Tuesday 1st October

Our AGM will take place at 7:30pm in County Hall North, WSCC, Parkside, Chart Way, Horsham.

We have lots to discuss, including HDC's long-term plan to develop a cycle network for Horsham and an update on the town centre contraflows scheme. We really value your input so please do join us!

Please enter by the side entrance. There is covered cycle parking available.

You can view the agenda here:

<http://www.hdcf.org.uk/wp-content/uploads/2019/09/HDCF-AGM-Agenda-1st-October-2019.pdf>

Regards, Peter Silburn

Secretary, Horsham District Cycling Forum - Working to make cycling safe, convenient and attractive for everyone

Email dated 24th September 2019, from SSALC
SSALC Bulletin

West Sussex ALC AGM & Conference 2019

We look forward to welcoming you to our 2019 AGM & Conference. This year we have an exciting programme to include presentations from your County Council and Sussex Police,

West Sussex ALC AGM & Conference

Avisford Park Hotel, Yapton Lane, Walberton, Arundel, BN18 0LS.

Thursday 3rd October 2019 - 09:45 to 15:30

The cost per delegate for this event is £60 + VAT

Agendas and booking form

(IMPORTANT: Please note that there is no charge for attending the AGM only however, it is vital that we are aware of your attendance, could you please therefore complete a booking form by following the link above and note in the comments box if you wish to leave following the AGM)

NALC Chief Executive Bulletin

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

**Meeting with the new chairman of LGA
Larger Councils Committee
Meeting with Redmond Review
Liberal Democrat party conference
Labour party conference
Conservative party conference and NALC event**

[Read Blog](#)

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.

The workshops will be held on

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

Wednesday 23rd October - West Sussex Parishes Workshop, South Downs Centre, Midhurst: 18:30 – 21:30

Tuesday 29th 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.

SSALC Training Survey

Please remember to complete the SSALC Training Survey if you have not already done so. Your input will be used to plan the training programme for next year and therefore your responses are extremely valuable to us!

[Complete Survey](#)

Upcoming Training & Events

EVENTS COMING UP IN OCTOBER!

Introduction to Project Management

Tuesday 8th October 2019 - 1000 until 1600

Sackville House, Lewes

[further details & booking form](#)

New Clerks Induction

Wednesday 16th October 2019 - 0930 until 1530

Sackville House, Lewes

[further details & booking form](#)

Planning Update (West Sussex)

Thursday 17th October 2019 - 1800 until 2100

Billingshurst Centre, Billingshurst

[further details & booking form](#)

VAT Training

Tuesday 22nd October 2019 - 1000 until 1300

Crowne Plaza Hotel, East Grinstead

[further details & booking form](#)

Stress Management

Thursday 31st October 2019 - 1000 until 1600

Sackville House, Lewes

[further details & booking form](#)

Email dated 25th September 2019, from NALC
NALC Newsletter



NALC meets the new chairman of LGA

NALC held its first meeting with Cllr James Jamieson, the new chairman of the Local Government Association (LGA) to discuss several items to work together on.

Continue reading



NALC meets Sir Tony Redmond about local audit

NALC met with Sir Tony Redmond to share the experiences of local (town and parish) councils with the current audit regime. NALC raised several issues including the need for an audit regime that is effective.

Continue reading



NALC urges Lib Dems to back powers for local councils

The forthcoming Queen's Speech must include legislation to give local councils more powers to help them build strong communities, NALC has told the Liberal Democrat party at their annual conference.

Continue reading



NALC publish activity report on the local council sector

NALC published a quarterly report highlighting its activity within the sector. The report sets out what it has done on behalf of England's 10,000 local councils to help them build stronger communities.

Continue reading

Member updates

Chief executive's blog

Agenda papers for Policy Committee on 1 October 2019

Letter dated 24th October 2019, from AirS Invitation to AirS AGM 17th October 2019

AirS are holding their AGM on 17th October 2019, at 5.30pm, Buxted Park Hotel, Station Road, Buxted TN22 4AY

If you would like further information or to attend the AGM please advise the Clerk

Email dated 26th September 2019, from HDC Paperless Planning



Publication Date: DRAFT

From 1st November 2019 Parish and Neighbourhood councils will no longer receive a paper copy of planning applications including plans and associated documents. Access to planning documents will be electronic using the online Public Access system.

This document has been prepared to explain paperless planning, and to help Parish and Neighbourhood Councils make the switch.

Background

Much of the planning process at Horsham District Council is now handled electronically, with applications received by applicants in an electronic format. Applications handled by the Development Management Team are determined by Officers without the need to print plans and consultees consider applications using electronic methods.

Some Parish and Neighbourhood Councils have already moved to an electronic way of working, self funding in technology to enable this to happen, which gives us the confidence to roll out electronic working to all Parish and Neighbourhood Councils.

The Town and Country Planning Act 1990 places a duty on Horsham District Council to notify the Parish Council about planning applications relating to land in the Parish. To comply with the duty, Horsham District Council must either (a) send the Parish Council a copy of the application; or (b) indicate to the Parish Council the nature of the development, which is the subject of the application, and identify the land to which it relates. We comply with our duty by supplying a link to the application and advice on accessing Public Access in the consultation letter.

Benefits of a paperless system

We have made good progress so far in reducing paper in the planning process, and the main benefits include:

- A cost-effective and environmentally friendly method of consultation, because it removes the need to print paper and post documents.
- Viewing applications electronically means the reader can be confident they are viewing the most up-to-date information about all current applications, including comments from other interested parties such as local residents – these are all published online.
- Provides the opportunity for all Parish and Neighbourhood Council Members to view the documents online before meetings and enable better preparation.
- Enables Parish and Neighbourhood Councils to comply with the Data Protection Act (<https://www.gov.uk/dataprotection/the-data-protection-act>) by not keeping paper copies of applications in councillors'/clerks' homes or out on desks in offices

How to view and comment on planning applications online

Find an application

The easiest way to view and comment on planning applications online is to click the following link, which takes you directly to our Public Access system:

<https://public-access.horsham.gov.uk/public-access/>

From here you can search all applications. You will need to enter a keyword, reference number, postcode or address in order to search. You can also filter by Current or Decided.

View all documents that relate to an application and make a comment

Once you have found your application, you can take the following actions:

- Click Comments to make a comment
- Click Related Documents, then View associated documents to view and download the proposed plans, as

well as any consultation responses and representations submitted to the application

- You can also sort by date or document type by clicking on the date or document type box at the top
- Click Track to ensure you receive email updates when the application is updated. Please note you will need to register an email address for this service

How to download documents from Public Access

If you find a document that you wish to save on to your machine or on to a memory stick, you can download it when you open it.

- In Internet Explorer, when you open a document a toolbar will appear at the bottom centre of the screen. Click the Save a copy icon to save the document.
- In Google Chrome, when you open a document there will be a Download button in the top right corner of the document window, under the web address bar
- In Microsoft Edge, click anywhere on the document and the toolbar will show at the top. The Save icons is in the top right corner
- In Firefox, when you open a document there will be a Download button in the top right corner of the document window, under the web address bar
- In Safari on an iPad or iPhone, click the Up arrow icon ('Share'). Scroll along the bottom row options until you see Save to Files. You can save to your iPad or iPhone.

The main reason to download a document is if you think you will want to refer to it when you do not have internet access.

Troubleshooting

Below are the answers to the most common issues around moving to a paperless systems.

We don't have access to the internet where our meetings are held, or if we do the broadband speed is very slow. How should we view documents?

- Consider downloading all documents in a location with a good Wi-Fi connection (for instance, a home or office) ahead of the meeting using the advice above
- Consider moving meetings to a venue that has Wi-Fi internet access
- If the mobile internet signal – such as 3G or 4G - in your area is good, purchase a mobile internet dongle to access the internet over a phone signal
- If you have a mobile phone with internet access, you can connect your laptop to your phone and use your mobile phone's data allowance. To set this up, search for how to set up your phone as a Wi-Fi hotspot – the instructions vary depending on your phone's make and model.

Some parish councillors do not have internet access at home.

- Parish councillors could view the documents at the Parish office, if there is one, or from a public computer at a local library or the Horsham District Council offices
- If the councillor has a computer but no internet access, the clerk could download the documents using the advice above and save them onto a memory stick for the councillor

We will need to purchase new equipment to help facilitate this change. How can we cover the costs?

- Savings in administration costs, postage and storage will help recoup costs

We currently don't have the skills to process electronic consultations and use Public Access. Who can we ask to help us?

- We are committed to supporting Parish and Neighbourhood councils who are key stakeholders and can arrange (subject to demand) coaching at our offices. If you would like to take advantage of this contact Manny Singh on 01403 215190 or email manny.singh@horsham.gov.uk to express your interest. Alternatively seek advice from neighbouring councils who use electronic communication to find out how they have made the switch

How do we do site visits without a paper copy supplied?

- Download the documents before the site visit and take your device along with you
- If your device has mobile internet – such as a phone or tablet – you can use the internet on the site visit
- Review the plans online beforehand and don't take plans to the site visit
- Consider using Google Earth and Streetview

We need paper copies of plans so we can take measurements

- Adobe Reader can be used to take measurements on PDFs. Download Adobe Reader here: <https://get.adobe.com/uk/reader/>
- A guide to Adobe Reader's measuring tool can be viewed here: https://helpx.adobe.com/acrobat/using/grids-guides-measurements-pdfs.html#measure_the_height_width_or_area_of_objects

Further Information and support

We are committed to supporting Parish and Neighbourhood councils who are key stakeholders and can arrange (subject to demand) coaching at our offices. If you would like to take advantage of this contact Manny Singh on 01403 215190 or email manny.singh@horsham.gov.uk to express your interest. If there is any further information which you consider could assist you in this transition then again please do contact Manny.

Useful Links

Horsham District Council Development Management Online:
www.horsham.gov.uk/planning

Planning Applications:
<https://www.horsham.gov.uk/planning/view-and-comment-on-planning-application>

Email dated 27th September 2019, from HDC Latest News

Having trouble viewing this email? [View it as a Web page.](#)



Horsham AmeriCARna is back

Sunday 29 September

Horsham's iconic AmeriCARna celebration of all things American makes a welcome return on Sunday 29 September expanding right across the town centre to include the newly redeveloped Piries Place, Park Place and Parkside Council offices.



The event is brought to you by Horsham District Council and a variety of partners who have donated their time and talents to help make the day a success.

[Event details](#)

New employment hubs for Storrington and Horsham

The Council, in partnership with Specialist Employment Training and Advice Services (SETAS), is delighted to now offer two new Work Information and Support Hubs (WISH).

Since 2018 WISH has successfully operated three WISH hubs on a weekly basis in Billingshurst, Henfield and Southwater, helping more than 30 people find work and has been helping more than 70 people develop their employability skills.



[Read more](#)

Join the recycling revolution

2018 was the year that Britain woke up to recycling. 2019 is the year to take action.

Thanks to your hard work, Horsham District now recycles more than ever before with over 50% being collected and recycled. But there's still plenty that we can do to reduce, re-use and recycle even more. Join the recycling revolution and reduce your waste:



- Source second-hand clothes rather than buying from new. Oxfam have launched their **#SecondHandSeptember** campaign to encourage the re-use of clothing

- Check out [West Sussex Recycles for a full A-Z](#) of what you can and can't recycle at home or at your local household waste recycling site
- Take advantage of the free resources from the [Love Food Hate Waste campaign](#)
- [Recycle Now's 5 easy steps to reduce your waste.](#)

Find out more about [Recycle Now's 2019 campaign](#) and get involved yourself.

Capitol proud to host BBC Radio Sussex auditions

BBC Radio Sussex will be holding auditions to find the next generation of new radio stars at **Horsham's Capitol** on Saturday 28 September.

The "New Voices" recruitment drive is part of the BBC's biggest ever local talent search with open auditions set to take place across England and the Channel Islands.

[Read more](#)

Annual Horsham District Council Civic Service

The Annual Horsham District Council Civic Service will be held at **Horsham Parish Church of St. Mary the Virgin** in The Causeway, Horsham on Sunday 6 October at 6.30pm and everyone is welcome to attend.

Chairman, Cllr Kate Rowbottom, would like everyone to come and enjoy this special service. This year we are combining our service with the Harvest Festival choral evensong at St Mary's.

What's coming up

- [Colourful Places by Sarah Duffield at Horsham Museum & Art Gallery](#)
- [Horsham District Libraries 2019 Reading Challenge](#)
- [Sussex Comedian of the Year – the Grand Final!](#)
- [Bat Walk at Chesworth Farm](#)
- [The Lady Vanishes at The Capitol Theatre](#)
- [Tree and Wood and Leonardslee Gardens](#)



**Email dated 27th September 2019, from NALC
Chief Executives Weekly Bulletin**

Labour party conference

Our head of policy and communications, Justin Griggs, was in Brighton on Sunday and Monday at the Labour Party autumn conference. Somewhat overshadowed by the Supreme Court announcement, attention was also focussed on Labour's position on Brexit and the role of their deputy leader. Our [news story](#) has more including our call for Labour to support the creation of new local councils.

Conservative party conference and NALC event

Our chairman, Cllr Sue Baxter, other NALC colleagues, head to Manchester on Sunday for the Conservative Party conference. On Sunday night we are jointly hosting an event with the Epilepsy Society raise awareness of hidden disabilities and the role local government (including our councils) can play to improve people's quality of life. Our event will take place at the Radisson Blu Hotel (outside of the secure zone but right next to the main conference hotel and venue) from 20.30 – 10.00 with speakers including NALC, Epilepsy Society, Alzheimer's Society, government ministers – and we may even have a special guest or two! If you're at the conference do come along and please feel free to promote the event. If you are also attending the conference and would like to help us promote our sector drop Justin a line at justin.griggs@nalc.gov.uk

Improvement and Development Board

The Improvement and Development Board met on 25 September. Representatives from the Society of Local Council Clerks (SLCC) and the Local Government Association, alongside NALC colleagues, were in attendance. Updates were provided on improvement and development initiatives including the Local Council Award Scheme, Peer Review and the Certificate in Local Council Administration. The board also noted SLCC was developing a master's degree with De Montfort University, and welcomed Pamela Roberts, Ministry of Housing, Communities and Local Government, for a discussion on improving sector support.

Smaller Councils Committee

The Smaller Councils Committee met on 24 September, in advance of the draft minutes is available, here are a few highlights:

- Charlotte Eisenhart, head of member services, presented a paper on early priorities for member services and invited smaller councils to give feedback on how NALC can best serve them
- The committee discussed the internal audit system and the Redmond Review into local government audit and urged the Joint Panel on Accountability and Governance to strengthen its guidance on internal audit
- The committee considered the government's response to the House of Lords Rural Economy Report
- Cllr Lillian Burns presented a report on the Rural Services Network annual conference

Locality roundtable and localism report

Autumn isn't just conferences and events season, it's popular for launching research and reports too! One of particular interest to us is from Locality, who in partnership with Power to Change and Local Trust, are working with four principal authorities (including Cornwall Council and their work with local councils) as part of their **Commission on the Future of Localism** project to show how to create 'power partnerships' between local government and communities through an action research project. Lord Kerslake launched their latest report on 26 September at a roundtable meeting in London, which NALC attended, you can read it [here](#).

Out and about

Our senior solicitor and legal services manager, Jane Moore, was at the Sussex and Surrey Associations of Local Councils well attended legal and finance day held at the AMEX Stadium, Brighton, on 26 September. Jane gave a presentation on the Website Accessibility Regulations and the code of conduct and standards.

- Chippenham Town Council hosted a meeting of the Wiltshire and Swindon larger councils on 25 September, which Justin attended. Subjects included devolution, peer review, climate change and local government finance.

And finally...

I was pleased to read in the Evening Standard on 25 September the call by think tank Centre for London for more parish power to put Londoners in control of their neighbourhoods. Barriers they highlight preventing more local councils being created include the rules and needing the approval of the London Boroughs. We've written a letter in response saying this blockage urgently needs removing! You can read the article [here](#) and the Centre for Cities publication Act Local: Empowering London's Neighbourhoods [here](#)
