

Memo (Agenda September 2019)

To: Parish Councillors

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

From: Sarah Hall

Date: 31st August 2019 (week commencing 26th 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
DC/19/1685 27.08.2019	Creation of dropped kerb 1 Crofton Cottages Church Road Mannings Heath	To be confirmed	FPC Meeting 04.09.2019
DC/19/1119 28.08.2019 (amended)	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	11.09.2019	FPC Meeting 04.09.2019
DC/19/1761 29.08.2019	Erection of a single storey rear extension and demolition of existing garage and erection of a single storey garage with habitable living room Pikefield Bungalow, Sedgwick Lane, Horsham	19.09.2019	Planning 18.09.2019
DC/19/1765 30.08.2019	Erection of No 3 polytunnels Land opposite Colstaple Farm, Colstaple Lane, Horsham	20.09.2019	Planning 18.09.2019
DC/19/1766 30.08.2019	Repositioning of an existing access and creation of an access track to serve the holding Land opposite Colstaple Farm, Colstaple Lane, Horsham	20.09.2019	Planning 18.09.2019

(2) **HDC Decisions**

Number	Applicant & Reason	PC Observation	HDC Decision
DC/19/1500	Land Parcel at 518747 128789 Sedgwick Lane Horsham Prior notification for the erection of a steel framed extension to an existing agricultural building (DC/16/1055), constructed of cement fibre roof, concrete panel walls to rear and side with timber cladding to rear and gable end.	No objection with conditions	Prior approval not required

(3) **Appeals**

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

(4) **Enforcement Numbers**

Number	Nature of Complaint	Date	HDC Action

Clerks Update

- The meeting to discuss Enforcement issues with Glen Chipp and Barbara Childs has been confirmed for 7th October 2019.
- Cycling issues in the Parish will be discussed at the Roads & Footpath Committee meeting on 16th September.

Correspondence

Email dated 29th August 2019, from Process Matters 2
GDPR Bulletin 2



Timescales for responding to a subject access request

Following a ruling by the Court of Justice of the European Union (CJEU), timescales for responding to a subject access request (SAR), as well as other individual rights requests have changed to reflect the day of receipt as 'day one', as opposed to the day after receipt. For example, a SAR received on 3 September should be responded to by 3 October.

It is important to have a procedure in place to handle such requests. I recommend that you work to a 28 day response time. Working part-time or lack of staff are not reasons to miss the response deadline. It is therefore important to consider who will deal with requests if the Clerk or Manager are not available.

If I am registered as your DPO you should make contact with me as early in the process as possible.

A checklist and further advice are available [on the ICO's website](#) by following the link.

Email dated 29th August 2019, from HDC
HDC Latest News

Please find a link below to HDC latest news:

**Email dated 29th August 2019, from HDC
JAG Meeting**

In advance of the next JAG meeting, I am pleased to provide a link to the reporting form for Parish issues.

If your parish has any issues to raise, please complete the form to report community issues for consideration by the JAG membership.

Please note that the JAG meetings are to discuss **crime and anti-social behaviour only**. For road safety/speeding issues and for the state of roads/pavements please contact WSCC.

****Note that this form in no way replaces the need to contact Sussex Police or the other emergency services in real time on either 999 or 101 for non-emergencies.****

WEST SUSSEX COUNTY COUNCIL
TEMPORARY TRAFFIC REGULATION

SEDGWICK LANE, HORSHAM

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) **Sedgwick Lane, Horsham** from junction with **Sedgwick Park to junction with Broadwater Lane** is temporarily prohibited from **18/09/19 at 09.30 until 19/09/19 at 16.00**

The restriction will be in place day-time only 09.30 to 16.00

This closure is necessary to allow **Balfour Beatty to carry out carriageway patching works on behalf of WSCC**

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

The alternative route for traffic will be signed via **Coltstaple Lane, Kerves Lane, Brighton 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 on 01243 642105**

Dated **29 August 2019**

Matt Davey
Director of Highways, Transport and Planning

**Email dated 28th August 2019, from Shipley Parish Council
Shipley Parish Neighbourhood Plan – Pre-Submission Consultation**

Dear Consultee

As part of the requirements of the Localism Act 2011 and Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 (as amended), Shipley Parish Council is undertaking Pre-Submission Consultation on the Shipley Draft Neighbourhood Plan. As a body that we are required to consult, we are hereby seeking your views on the Draft Neighbourhood Plan.

The Neighbourhood Plan sets out a vision for Shipley that meets national and local planning guidelines whilst protecting the character of Shipley Parish. The document contains guiding policies for new development as well as protection policies relating to the green environment, built heritage and community facilities.

The pre-submission consultation runs from **Monday 2nd September 2019 until Sunday 13th October 2019** and you can view our Neighbourhood Plan documents and give us your feedback via www.shipleyparishcouncil.org.uk from Monday 2nd September onwards (hard copies available on request from the parish clerk on 07481 803124 or email via shipleyparishclerk@gmail.com).

The closing date for representations is **13th October 2019** and these can be emailed to shipleyparishclerk@gmail.com) or sent by post to:

The Parish Clerk, Dawtreys, Bracken Lane, Storrington, RH20 3HR.

Yours faithfully
Shipley Neighbourhood Plan Steering Committee

Email dated 29th August 2019, from HDOPF
HDOPF AGM & Meeting

Dear Horsham District Older Peoples Forum Supporter

Just a reminder that our next public meeting is next **Tuesday, 3rd September**, 10.15am for tea/coffee, 10.30am - 1 pm. It's in the Bramber Room of the Roffey Millenium Hall. There is 'pay & display' parking at the rear (free if you have bought the HDC district car parking pass).

We have 3 excellent guest speakers (after a very brief AGM)

1. Philip Lansbury, solicitor, on Wills & Powers of Attorney.
2. Philip Mockett, HDC Community Link Advisor.
3. Alexandra Nevatt Henfield Haven Impact Initiatives Connector Plus

I attach the draft Agenda.

I always learn a lot from our meetings and meet such great people!

Thank you for your valued support and we look forward to seeing you next Tuesday.

HDOPF are now registered for the [HDC Community Lottery](#). Please, if you can, support us when you buy tickets.

Martin Bruton, Chairman
[Horsham District Older Peoples Forum](#)
07840 966124

Email dated 30th August 2019, from NALC
Chief Executives Bulletin

Induction day

A reminder that our next induction day will take place on 17 October 2019. Our induction days are run to enable new staff at county associations, new councillors on committees and councillors on new member

councils to meet our officers and find out more about our work. For more information and to register your place, please contact farhana.miah@nalc.gov.uk.

Consultations

Please tell us your views on the [consultation](#) underway on proposed reforms to support the deployment of 5G and extend mobile coverage by emailing claire.goldfinch@nalc.gov.uk by 11 October. NALC will also be responding to the government's [review](#) into local government audit, again please send your views to NALC by 18 October, click [here](#) to read the news story.

Out and about

- Our head of member services, Charlotte Eisenhart, together with Andrew McRae, county officer at the Staffordshire Parish Councils Association, Lisa Horritt, clerk to Doxey Parish Council, Creswell Parish Council and Salt and Enson Parish Council and Adam Keppel-Green, clerk to Knutsford Town Council, Gawsworth Parish Council and SLCC board member attended a meeting at the Information Commissioners Office (ICO) to discuss the future of GDPR compliance for the sector. The ICO has consulted extensively with the sector and produced a [range of materials](#) to support the key concerns of local councils, I would thoroughly recommend a read of these.
- Charlotte also attended the annual south-west county officers conference in Tiverton on 27 August. Topics discussed included NALC's developing member services strategy, proposals for additional HR services from NALC, and changes to the Local Council Award Scheme accreditation process.

And finally...

NALC has signed up to become a [dementia-friendly organisation](#) and is calling on all local (parish and town) councils to follow suit by becoming [Dementia Friends](#). A dementia-friendly community can be defined as a place or culture in which people with dementia and their carers are empowered, supported and included in society, understand their rights and recognise their full potential.
