

Memo (Agenda October 2019)

To: Parish Councillors

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

From: Sarah Hall

Date: 8th September 2019 (week commencing 2nd 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/19/1800 03.09.2019	Erection of a livestock/storage building Land Opposite Coltstaple Farm, Coltstaple Lane, Horsham	26.09.2019	Planning 18.09.2019
DC/19/0744 06.09.2019	Erection of a two storey side extension of existing annexe accommodation Woodfield, Copsale Road, Maplehurst	20.09.2019	Planning 18.09.2019

(2) **HDC Decisions**

Number	Applicant & Reason	PC Observation	HDC Decision
DC/19/1609	Prior notification for the erection of an agricultural barn Nuthurst Farm Nuthurst Street Nuthurst	No objection	Prior approval not required
DC/19/1235	Demolition of existing dwelling, garage and outbuilding and erection of a two storey detached dwelling with link attached car port/garage and associated works Barnfields House, Broadwater Lane, Copsale	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	Date	HDC Action
	No new Enforcement Numbers		

Clerks Update

- Monthly Community Speed Watch Data to be included on briefing notes
- Cllr D Cotton and the Clerk have carried out the Annual Asset check, remedial actions will be reported to the next Open Spaces & General Maintenance Committee meeting
- Reported faulty street lights outside Coombe Cottage/Ingleside and at the bus stop in Pound Lane to SSE

Community Speed Watch Data



Town/Parish Council Report for Nuthurst Parish Speedwatch Group.

Reporting between 30-05-2019 and 05-09-2019

Current Volunteers	=	21
Summary for this Period		
Number of Sessions this period	=	15
Total Vehicles exceeding limit	=	97
DVLA Valid vehicles	=	82
Accuracy	=	84%
Maximum Speed recorded in 30 limit	=	47 mph(+56%)
Maximum Speed recorded in 40 limit	=	60 mph(+50%)
Police Actions this Period		
Case Closed	=	1
Case filed	=	1
Letter Sent	=	79
Sold/Intrade	=	1
Overall		
My group started Recording* on	=	30-05-2019

Number of Sessions since start date	=	16
Vehicles recorded exceeding limit since start date	=	98
Maximum Speed recorded in 30 limit	=	47mph(+56%)
Maximum Speed recorded in 40 limit	=	60mph(+50%)

Date	Time	Type	Location Traffic Heading	Operator1	Operator2	Operator3	Operator4	Recorded	Letters
06-06-2019	12:00 -> 13:00	BOOKED	A281 Brighton Road-Lane entrance opposite Dun Horse Pub traffic heading North West						
14-06-2019	07:30 -> 08:30	BOOKED	A281 south of Horsham-On the grass island by the Dun Horse Pub. traffic heading South					3	3
18-06-2019	07:30 -> 08:30	BOOKED	A281 Brighton Road-Lane entrance opposite Dun Horse Pub traffic heading North West					2	2
19-06-2019	10:00 -> 11:00	BOOKED	A281 Brighton Road Monks Gate-Monks Gate traffic heading North					1	1
21-06-2019	07:30 -> 08:30	BOOKED	A281 Brighton Road-Lane entrance opposite Dun Horse Pub traffic heading North West						
21-06-2019	16:30 -> 17:30	BOOKED	Pound Lane-50 yards from the bottom of Pound Lane traffic heading East					1	1

24-06-2019	07:30 -> 08:30	BOOKED	A281 Brighton Road-Lane entrance opposite Dun Horse Pub traffic heading North West		
27-06-2019	08:00 -> 09:00	BOOKED	A281 Brighton Road-Lane entrance opposite Dun Horse Pub traffic heading North West	3	3
03-07-2019	08:00 -> 09:00	BOOKED	Nuthurst Road-Nuthurst Road Maplehurst outside Old Cottage Farm traffic heading South		
05-07-2019	07:30 -> 08:30	BOOKED	A281 Brighton Road-Lane entrance opposite Dun Horse Pub traffic heading North West	2	2
08-07-2019	07:30 -> 08:30	BOOKED	Nuthurst Street-Jctn of Harriot Close near bus stop next to School traffic heading North East	25	24
10-07-2019	16:30 -> 17:30	BOOKED	Nuthurst Street-Nuthurst Street concrete pad opposite Harriots Close on main road. traffic heading South East	2	2
17-07-2019	07:30 -> 08:30	BOOKED	Golding Lane-Mannings Heath outside Parish Hall traffic heading North East		
19-07-2019	17:00 -> 18:00	BOOKED	Golding Lane-Grass Verge at jctn of lane to Cricket Pitch traffic heading South		
23-07-2019	16:30 -> 17:30	BOOKED	Pound Lane-50 yards from the bottom of Pound Lane traffic heading East	6	6
25-07-2019	07:30 -> 08:30	BOOKED	Nuthurst Street-Jctn of Harriot Close near bus stop next to School traffic heading North East	15	14
29-07-2019	07:30 -> 08:30	BOOKED	A281 Brighton Road Monks Gate-Monks Gate traffic heading North	10	9
31-07-2019	16:30 -> 17:30	BOOKED	A281 Brighton Road Monks Gate-Monks Gate traffic heading North	2	2
28-08-2019	08:00 -> 09:00	BOOKED	A281 Brighton Road Monks Gate-Monks Gate traffic heading North	9	
29-08-2019	07:30 -> 08:30	BOOKED	Nuthurst Street-Jctn of Harriot Close near bus stop next to School traffic heading North East	16	12
Totals				97	81

The **type** field shows if the Session was

Ad-Hoc - one not booked using the Campaign Calendar.

Booked - one in the Campaign Calendar awaiting results or with zero offenders(shown in yellow).

Scheduled - one in the Campaign Calendar with records booked to this session.

NOTE:- **Recorded** column is the total number of vehicles recorded during this session.

Letters column is the total number of Offence letters sent for this session.

* Start Date is date of first recorded internal batch id not necessarily your groups original start date.

Correspondence

Email dated 31st August 2019, from NHW
NHW AGM Monday 16th September 2019

In the know
Surrey and Sussex



TO: All Coordinators – please forward this message to your deputies and members.

Notice is given of **Horsham District NHW Association's Annual General Meeting (AGM)** to be held at **7.15pm on Monday 16 September 2019** in the **Stanley Room at Billingshurst Community and Conference Centre, Roman Way, Billingshurst, West Sussex RH14 9QW**. All members are welcome - the guest speakers will be John Hayward-Cripps, CEO of the National Neighbourhood Watch Network and Inspector Jim Loader from Sussex Police.

You can access the supporting documents for the AGM here (1) [Agenda](#) (2) [Minutes of the 2018 AGM](#) and (3) The [Draft accounts for financial year 2018-2019](#).

If anyone wishes to be considered to join the Committee, including the Executive posts of Chair, Vice-Chair, Treasurer, Secretary and Minutes Secretary then please contact the Secretary, Ken Broomfield, by email at secretary.horshamnhw@outlook.com or by telephone, 01403 730380. If you would just like to attend the AGM, please let Ken know anyway.

With kind regards,

Ken Broomfield
Secretary, Horsham District NHW Association

Email dated 2nd September 2019
HDC Recycling & Waste News

Please find below a link to HDC's latest recycling & waste news;

<https://www.nuthurstparishcouncil.co.uk/wp-content/uploads/2019/09/HDC-Recycling-Waste-News.pdf>

Email dated 2nd September 2019, from HDC
Dog related issues

Dog related issues and who to contact



Stray dogs	Report to the Council's Environmental Health team: publichealth.licensing@horsham.gov.uk or call 01403 215407 .
Barking dogs	Report to the Council's Environmental Health team: publichealth.licensing@horsham.gov.uk or call 01403 215407 .
Dog fouling	Contact Hop Oast to arrange for the fouling to be removed: www.horsham.gov.uk/dogfouling or call 01403 733144 .
Dog on dog attacks / out of control dogs	Collect as much information as possible and send to communitysafety@horsham.gov.uk or call 01403 215100 .
Dog on human attacks / dangerous dogs	If there is an immediate threat to human or animal life call 999 . Otherwise report to the police on 101 . The Council does NOT have a Dog Warden Service and cannot deal with dangerous dogs.

L19 CS21

Email dated 3rd September 2019, from Age UK Horsham
Strictly Vintage 5th October 2019

2019 Strictly Vintage Evening Dance, we do hope you will be able to join us this year. The event will take place on Saturday 5th October 2019 from 7pm to 10pm with doors opening at 6.45pm.

Once again **The Royal British Legion Dance Band** will play for us. There will also be the usual games and prizes for our 'Best Dressed', and new this year a bottle tombola instead of a raffle! **Tickets are £12.50 per person**, which includes a welcome drink and nibbles.

We anticipate demand for tickets will be high again, so if you are interested in joining us for this event, **don't delay in booking your ticket/s please call us on 01403 751304**, email us at fundraising@ageukhorshamdistrict.org.uk or pop in and see us in the Fundraising Office at Age UK Horsham District. All ages and abilities are welcome, as always.

As you no doubt recall, fundraising events such as our Strictly Vintage Dances are vital in ensuring that the team of staff and volunteers at local, independent charity Age UK Horsham District can carry on supporting older people throughout the Horsham District whatever their needs may be.

Email dated 3rd September 2019, from SSALC
SALC Bulletin

NALC Chief Executive Bulletin

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

**NALC Induction Day
Consultations
NALC Out & About**

[Read Blog](#)

NALC Legal Update: September 2019

Updates in this edition include:

**Non-councillors – under 18s?
Quorum
Carers' allowances
Use of stock images
LTN 22 (Disciplinary and Grievance Arrangements)
LTN 33 (Councillors' allowances)**

[Read Legal Update](#)

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

Wednesday 23rd October - West Sussex Parishes Workshop, South Downs Centre, Midhurst: 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.

GDPR - Three Top Issues for Town & Parish Councils

Stacey Egerton, Senior Policy Officer of the ICO's Public Services Engagement Team, highlights some of the top issues facing Town & Parish Councils in respect of GDPR

Read the full article [here](#)

Reporting crime and other incidents to the Police

Many of you will be aware that Sussex Police are in the process of reviewing and improving the way in which the 101 non-emergency service is delivered. To help achieve this an Independent Advisory Group has been established to work with the Police and offer advice on improvements and the actions that emerge. The Group

comprises people from a representative cross section of organisations in East Sussex, West Sussex and Brighton & Hove all of whom bring experience to the meetings.

Good progress is being made and call waiting times have reduced over recent weeks and with the introduction of technological improvements it is hoped these call response times will be maintained.

One aspect that has become apparent is the confusion that people have in whether they should call 101 or 999 and the Police will soon be running a campaign to make this position clearer but in the meantime it might be helpful to follow the guidance below :

Call 101 for incidents that do not require an immediate response such as vehicle theft, damage to property or anti -social behaviour.

Call 999 for an immediate response where life is in danger, violence is being used or threatened, or a crime is in progress.

Non- emergency reports can also be made on line by accessing the website www.sussex.police.uk

As Chairman of the IAG I am grateful to all those who attend and contribute and from 'our world' the following Clerks, Louise Chater, North Mundham PC, Anna Chambers, West Chilington PC and Santi Gil, Lindfield Rural PC.

Planning Update

Communities to see how housing developers cash benefits them thanks to new planning rules

Read the full article [here](#)

Email dated 3rd September 2019, from HDC HDC Community Safety Update

Please find below a link to the HDC Community Safety Update;

<https://www.nuthurstparishcouncil.co.uk/wp-content/uploads/2019/09/HDC-Community-Safety-Update.pdf>

Email dated 3rd September 2019, from HALC HALC Agenda – Thursday 12th September 2019

You are hereby invited to the HALC meeting to be held on:

Thursday 12 September 2019 - 7.30pm – 9.30pm at Beeson House, Southwater RH13 9LE

AGENDA FOR HALC MEETING

1. Welcome, attendance and apologies - please sign in on arrival.
2. Election of HALC Representative to the Standards Committee.
3. Update from Sussex Police.
4. Guest Speaker: Horsham District Council – review of the Horsham District Planning Framework.
5. Guest Speaker: Dr Roger Smith, Campaign for the Protection of Rural England (CPRE).
6. Guest Speaker: Cllr Ian Hare, Chairman of Pulborough Parish Council to discuss the Footpath Charter.
7. Guest Speaker: Mr Chris Stark WSCC Area Highways Manager – Improving Places and Spaces.
8. Approval of Minutes of the Meeting on 25 June 2019.
9. Matters arising from item 8 – not on the agenda below.
10. Annual Meeting of HALC and HDC.
11. Reports from Representatives on Outside Bodies:
 - Standards Committee
 - WSALC

- Sussex Surrey ALC
 - Community Safety Partnership
 - CPRE
 - CLC
12. Members Questions and Comments.
13. Date of Next Meeting – To be arranged.
-

**Email dated 4th September 2019, from Age UK Horsham
Full of Life Event – 2nd October**

Please find below a link to the Full of Life event below;

<https://www.nuthurstparishcouncil.co.uk/wp-content/uploads/2016/09/Age-UK-Full-of-Life-Poster.pdf>

**Email dated 4th September 2019, from Sussex Police
Sussex Country Watch News Letter**

Please find below a link to the latest Sussex Country Watch newsletter, this includes details of the Angling Trust Fisheries Enforcement Workshop:

<https://www.nuthurstparishcouncil.co.uk/wp-content/uploads/2019/09/Sussex-Countrywatch-Newsletter.pdf>

**Email dated 5th September 2019, from WSCC
Former Wealden Brickworks**

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 78**

Site Address:	Former Wealden Brickworks (Site HB), Langhurstwood Road, Horsham, West Sussex, RH12 4QD
Description of development:	Recycling, Recovery and Renewable Energy Facility and Ancillary Infrastructure
Application reference:	WSCC/015/18/NH
Appellant's name:	Britaniacrest Recycling Ltd
Appeal reference:	APP/P3800/W/18/ <u>3218965</u>
Appeal start date:	14 January 2019

I write to inform you that the Inquiry into the above appeal will start at **10.00am on Tuesday 29 October 2019** and is expected to continue for twelve days over three weeks, excluding Mondays, i.e.:

- Tuesday 29 October – Friday 1 November;
- Tuesday 5 November – Friday 8 November; and
- Tuesday 12 November – Friday 15 November.

It will be held at the **Horsham Sports Club, Cricketfield Road, Horsham RH12 1TE.**

The appeal will be determined through the **Inquiry** procedure. The procedure to be followed is set out in the Town and Country Planning (Hearing and Inquires Procedure) (England) (Amendment) Rules 2013.

We have forwarded all of the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

Members of the public may attend the Inquiry. Although you do not have a legal right to speak, the Inspector will normally allow you to do so. A guide to taking part in Inquiries can be requested from West Sussex County Council (using the details above) or downloaded from the planning portal website:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/514292/taking-part_planning-inquiry_April_2016.pdf

The Inspector, appointed by the Secretary of State under paragraph 1(1) of schedule 6 to the Town and Country Planning Act 1990, will attend at the place, date and time shown above to decide the appeal. The Inspector appointed is **Ian Jenkins BSC CEng MICE MCIWEM**.

Appeal documents are available for inspection on our website (<https://westsussex.planning-register.co.uk/Planning/Display/WSCC/015/18/NH> - see 'post decision' folder); or at County Hall, Chichester, West Sussex PO19 1RH during normal office hours.

When made, the decision will be published on the Planning Inspectorate's website (<https://acp.planninginspectorate.gov.uk/> - search by the appeal reference 3218965) and on our own website (details above).

Horsham Sports Club is fully accessible by all including those with disabilities and mobility issues. If you require any assistance or details please let me know as soon as possible.

Yours faithfully

Jane Moseley, County Planning
Tel: 033022 26948
email: jane.moseley@westsussex.gov.uk

County Planning, [West Sussex County Council](#) | Location: Northleigh, County Hall, Chichester, West Sussex PO19 1RH
Tel: 0330 2225 777 | E-mail: planning.applications@westsussex.gov.uk

Email dated 6th September 2019, from HDC
HDC Latest News

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



Latest news

and information

Major retailers sign up to help local rough sleepers

Horsham's branches of **John Lewis** and **Waitrose** added their names to a growing list of local outlets who have signed up to help support rough sleepers across the Horsham District.

The Council launched the new initiative in partnership with local community group **Horsham Matters** and non-profit organisation **Greater Change** to help combat homelessness in the Horsham District in July this year, giving local residents and visitors a more effective way of donating directly to people living on the streets.



[Read more](#)

Horsham's food and drink showcased at its very best at this year's Big Nibble festival

Walking fruit salads, aperitifs in the afternoon, a gin launch, live cookery demonstrations, beers and gin trails and a debut appearance for a fruit and vegetable band – it could only be at Horsham's Big and Little Nibble 2019 food and drink festival.



Take a look at what went on at Horsham's infamous food and drink celebration last weekend.

[Read more](#)

Planning application submitted for new Horsham school

A planning application has been submitted for a new school at the North of Horsham development site. Outline permission was granted for the development of the North of Horsham site in 2018 and this included the provision of education facilities.



The current application is the Reserved Matters application (ref: DC/19/1730) to assess the details of the school, including its design and layout.

[Read more](#)

Proudly supporting Zero Waste Week

This week is #ZeroWasteWeek, a national campaign to encourage us all to reduce, re-use and recycle more. Check out the [hashtag on Twitter](#) for lots of interesting hints and tips. We've got three ideas to get you started:



1) Get yourself a re-usable water bottle and a re-usable coffee cup and ditch the single-use versions for good. It's free to refill your water bottle - check out the [Refill app](#) for more details - and lots of local businesses offer incentives for using a reusable cup, such as a discount or a loyalty card stamp

2) Visit [Horsham Repair Cafe](#) this Saturday, September 7. Run in partnership with Sussex Green Living and [Earthkind](#), the monthly event has a refill store of dry goods, a repair station for electronics and stalls selling zero-waste bath products

3) Love your leftovers. There are plenty of ways to re-use leftovers from dinner as a base for a second meal. Visit [Love Food Hate Waste](#) for ideas

[Read more](#)



Council flies the Red Ensign to support Merchant Navy Day

The Council showed its support for the national 'Fly the Red Ensign for **Merchant Navy Day**' campaign at its Park House building on Tuesday 3 September.

The campaign raises awareness of our island nation's dependence on Merchant Navy seafarers - past, present and future.

TT KIDZ table tennis is coming to Horsham

An exciting new Table Tennis programme exclusively for 7 to 11-year-old girls and boys is coming to Horsham this September.

Horsham Table Tennis Club is working with the **Council's Sports Development team** to launch a new initiative to help youngsters develop a new sporting habit.

[Read more](#)

Sign up for business information support

Think Horsham District Open for business Sign up

© Toby Phillips Photography

Horsham District Council

This banner features a blue background on the left with white text and a 'Sign up' button. On the right, there is a photograph of a modern building with a blue roof and a lion logo. The text 'Horsham District Council' is visible in the bottom right corner of the image area.

Stay connected



Parkside, Chart Way, Horsham,
West Sussex,
RH12 1RL

HORSHAM DISTRICT
YEAR OF
CULTURE
2019



Horsham
District
Council

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Email dated 6th September 2019, from NALC
Chief Executives Weekly Bulletin

The Princess Royal to attend NALC Annual Conference

The big announcement this week (aside from the goings-on in Parliament) was that **The Princess Royal, Princess Anne, will be attending our Annual Conference** on 29 October. I hope you will agree this is amazing news as she will be the highest-profile special guest we've ever had at an NALC event. Our chairman, Cllr Sue Baxter, met Princess Anne last year at an event on rural loneliness and isolation, wherein her speech she touched on the important role of local (parish and town) councils in communities. Since then Sue and other colleagues, including vice-chairman (finance) Cllr Keith Stevens, have been working hard behind the scenes to secure her attendance. I think it's really

important we have a good turnout at the conference, so can I encourage county associations and councils to **book your places** if you haven't already done so.

Spending Round 2019

Chancellor Sajid Javid delivered the **Spending Round 2019** on 4 September in Parliament, setting out departmental spending plans for 2020/21. Headlines for local government include: principal authorities will have access to a £1.5 million social care down payment next year; an increase in business rate baseline levels to match inflation; £54 million of new funding to reduce homelessness; £241 million towards the regeneration of town centres through the Towns Fund in 2020/21; the Fairer Funding Review delayed until 2020/21 which will consider business rates retention. Ahead of the Spending Round, **we restated our ongoing call for flexible and diverse funding**; we will be continuing to press this with the government including through the local government finance settlement.

NALC Finance and Scrutiny Committee

NALC's Finance and Scrutiny Committee met on 3 September, in advance of the draft minutes being made available, here are some highlights:

- The Committee was pleased to welcome Simon Young from our auditors, Milton Avis. He presented the final audited accounts for the year to 31 March 2019, which were received with an unqualified report, noting that changes in income were reflected in matching changes to cost of sales and that expenses were well controlled. Scrutiny work requested by the Committee had given additional assurances that sound systems are in place and are operating as expected. The committee warmly welcomed and agreed to the report, which will be presented to the annual general meeting on 28 October
- Councillors received the first quarter management accounts and noted a small gain against the budget
- All three heads of service reported on income and expenditure, providing assurances with these were proceeding in accordance with requirements and are expected to meet budgets for year-end
- Updates on the risk register and General Data Protection Regulation were noted

Certificate in Local Council Administration

The Certificate in Local Council Administration (CiLCA) operations group – which provides management oversight of the CiLCA qualification and reports to the Improvement and Development Board – met via teleconference on 4 September. Items discussed included plans for webinar training, the revised referrals policy and updates on the latest statistics.

DIS

The latest 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. **You can subscribe today to get your copy of DIS.**

And finally...

Next week from 9 – 13 September is Communities Week, an annual celebration of the workpeople, organisations and businesses across the country do, day in day out, to improve their neighbourhoods. I'm really keen for as many county associations and local councils as possible to get involved and promote your brilliant work using #CommunitiesWeek2019. So do think about how you can use this moment to talk to the public about what your mission is when it comes to building strong communities, what impact have you had this year and what more do you have coming down the track to make your communities even stronger. Here are a few things you can do:

- Tweet or post on Facebook or Instagram to mark the beginning of the week - saying why it matters to you! You can also copy in your key partners or volunteers to like, share and help promote the week to a wider audience.
- Do you have any pictures or footage of your work with communities? If so, could you post or repost this content?
- If you have time, think about going out and capturing an interview or two with an employee who isn't afraid of the limelight – and perhaps include some footage of your community projects in action. Use a mobile phone if you have no access to a camera.

- You could also ring up a journalist in your local paper and ask to do an interview about your projects to coincide with Communities Week. Or maybe you'd like to write a comment piece to go in the paper. Each paper will have a Newsdesk or editorial number and these are often available on your local paper's website.

Email dated 6th September 2019, from Steyning Parish Council
Steyning Neighbourhood Development Plan Regulation 14 Consultation

Steyning Neighbourhood Development Plan 2019-2031 Regulation 14 Consultation

FAO: Nuthurst Parish Council

I am writing on behalf of Steyning Parish Council to invite your comments on the Draft Neighbourhood Development Plan for the Parish (known as the "Steyning Community Plan").

The Steering Committee have been working on the plan since 2018 and have used the responses from previous community consultations to develop the draft plan.

This is a formal public consultation being run in accordance with Regulation 14 of The Neighbourhood Planning (General) Regulations 2012. The consultation period runs from **Friday 6th September 2019 till midnight on Friday 18 October 2019**.

What is this consultation about?

During this consultation we are consulting on the draft plan and associated evidence base. We are looking to gather the views of all stakeholders, particularly those who live, work or carry on business in the Parish. These views may relate to the proposed policies, the content and wording of the plan, whether the evidence base is appropriate/correct, whether anything the plan is missing, or anything else you would like to bring to our attention. Please be as specific as possible when providing your comments. If you have any views on the documents, we want to hear them so that we can take them into account moving forward.

Once these views have been gathered the plan and its associated documents will be amended as necessary before being submitted to Horsham District Council for examination.

How can you view the Consultation Documents?

The consultation documents and Response Form can be viewed in the following ways:

1. Online by visiting www.steyningcommunityplan.co.uk or www.steyningpc.gov.uk where the documents are available to view and download.
1. Visiting the Parish Council office during office hours (weekdays 9.00am – 4.00pm) at The Steyning Centre, Fletcher's Croft, Steyning BN44 3XZ where hard copies are available to view. Should you wish to take a copy home this can be printed for you by the Parish Council but there will be a charge to cover printing costs.
2. Attending one of the two Drop-In Consultation Events being held at The Steyning Centre, Fletcher's Croft, Steyning BN44 3XZ. The first will be on **Saturday 21st September 2019 (9.00am - 12.00pm)** and the second on **Saturday 5th October 2019 (12.00pm - 8.00pm)**. All welcome to attend either session where Councillors will be in attendance to discuss the plan with you.

How can you respond to this consultation?

All responses to this consultation must be received on the Response Form provided prior to the end of the consultation period (midnight on Friday 18 October 2019) and must include a name, address and, if relevant, the organisation you are representing.

Response Forms can be submitted:

- **By Email:** send your completed Response Form to clerk@steyningpc.gov.uk. Please note that this is the preferred response method and will save much volunteer/staff time collating your comments. If possible, please complete the response form on your computer and email the completed word file to us.
- **In Person:** take your completed Response Form to the Parish Council office at The Steyning Centre, Fletcher's Croft, Steyning BN44 3XZ.
- **By Post:** send your completed Response Form to *Steyning Community Plan Consultation, Steyning Parish Council, The Steyning Centre, Fletcher's Croft, Steyning BN44 3XZ*

What will we do with your data?

All personal information will be processed in accordance with the Parish Council's Data Protection Policies which are detailed on its website (www.steyningpc.gov.uk) or can be obtained from the Clerk.

A summary of all representations received will be made public when the plan is submitted to Horsham District Council for examination. This may include verbatim comments received.

Contact details of private individuals will not be published publicly.

Need more information/help?

If you have having difficulty accessing the consultation documents, submitting your response or need help with anything else please contact the Parish Council office on 01903 812042 during office hours (weekdays 9.00am – 4.00pm) and someone will be happy to assist.

John Fullbrook, Clerk to the Council
