

# Memo (Agenda December 2019)

**To: Parish Councillors**

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

**From:** Sarah Hall

**Date:** 17<sup>th</sup> November 2019 (week commencing 11th November 2019)

**Re:** COUNCILLORS' BRIEFING NOTE

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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="#">DISC/19/0328</a> 07/11/2010	<b>Approval of matters reserved by conditions 5 and 6 (slab level) on <a href="#">DC/19/0953</a></b> Land to the rear of Little Homefield, Brighton Road, Mannings Heath	Not available	Email consultation

(2) **HDC Decisions**

Number	Applicant & Reason	PC Observation	HDC Decision
<a href="#">DC/19/1938</a>	<b>Prior Approval for a proposed change of use of agricultural building to a dwellinghouse</b> Copsale Barn, Copsale Road, Copsale	Objection	<b>Prior Approval Refused</b>

(3) **Appeals**

Number	Applicant & Reason	PI Decision
	No updates	

(4) **Enforcement Numbers**

Number	Nature of Complaint	HDC Action
<a href="#">EN/19/0560</a>	Alleged: Erection of an outbuilding exceeding 2.5 metres and close to boundary edge Mayfield, Pound Lane, Horsham	

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**Clerks Update**

- Pole mounted light at the junction of Golding Lane & Pound Lane reported to SSE
- Risk Assessments for Parish Council Assets Completed by Cllr D Cotton and the Clerk

- District update on information held on Public Open Space and Community Facilities completed by Cllr D Cotton and the Clerk
- Finance Committee discussed 2020/21 budget, proposal to go to Full Parish Council 4<sup>th</sup> December
- Cllr J Chaytor & Clerk attended HDC & HALC Annual meeting
- Councillors & Clerk attended Thakeham Homes Open Session on 13<sup>th</sup> November at Copsale Hall.
- RHS chased re the dispatch of the Rosa Rugosa (ordered 13<sup>th</sup> October 2019)

## Community Speed Watch Data 09.11.2019



### Town/Parish Council Report for Nuthurst Parish Speedwatch Group.

Reporting between 17-10-2019 and 17-11-2019

Current Volunteers = 22

#### Summary for this Period

Number of Sessions this period = 6  
 Total Vehicles exceeding limit = 32  
 DVLA Valid vehicles = 31  
 Accuracy = 96%  
 Maximum Speed recorded in 30 limit = 43 mph(+43%)  
 Maximum Speed recorded in 40 limit = 51 mph(+27%)

#### Police Actions this Period

Case filed = 1  
 Letter Sent = 21  
 Pending = 9

#### Overall

My group started Recording\* on = 30-05-2019

Number of Sessions since start date = 32  
 Vehicles recorded exceeding limit since start date = 217  
 Maximum Speed recorded in 30 limit = 49mph(+63%)  
 Maximum Speed recorded in 40 limit = 60mph(+50%)

Date	Time	Type	Traffic Heading	Location	Recorded	Letters	Vehicles	Percent
22-10-2019	07:30 -> 08:30	BOOKED		Golding Lane-Mannings Heath outside Parish Hall				n/a%
			traffic heading North East					
23-10-2019	16:30 -> 17:30	BOOKED		Pound Lane-In the lay-by just West of Rycroft Meadow				n/a%
			traffic heading West					
28-10-2019	07:30 -> 08:30	BOOKED		Nuthurst Street-Jctn of Harriot Close near bus stop next to School	6	6	60	10%
			traffic heading North East					
01-11-2019	07:30 -> 08:30	BOOKED		Nuthurst Street-Jctn of Harriot Close near bus stop next to School 7	7		7	0
			traffic heading North East			n/a%		
07-11-2019	07:30 -> 08:30	BOOKED		Nuthurst Street-Jctn of Harriot Close near bus stop next to School 5	4		4	60
			traffic heading North East			8%		

08-11-2019	08:00 -> 09:00	BOOKED	A281 Brighton Road Monks Gate-Monks Gate				
		traffic heading North		5	5	706	0%
14-11-2019	15:00 -> 16:00	BOOKED	A281 Brighton Road Monks Gate-Monks Gate				
		traffic heading North		4		370	1%
15-11-2019	07:30 -> 08:30	BOOKED	Nuthurst Street-Jctn of Harriot Close near bus			stop next to 78	School
		traffic heading North East		5			6%
Totals				32	22		

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.

## Correspondence

### Email dated 11<sup>th</sup> November 2019, from HDC

#### JAG Meeting

In 2016 the Joint Action Group (JAG) was relaunched with the purpose is to prevent crime and disorder, tackle anti-social behaviour and make Horsham District a safer place for all.

Following Chief Inspector Leadbeatter's recent promotion, the group will now be chaired by interim Inspector Michelle Palmer-Harris with the first meeting with these new arrangements being held tomorrow morning.

If your parish has any issues to raise, please complete the following form to report community issues for consideration by the JAG membership, noting that the JAG meetings are to discuss **crime and anti-social behaviour only**. If you wish to raise either road safety issues or the state of roads/pavements please contact Sussex Police or WSCC.

**Please note that the following JAG reporting 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.**

[http://ebusiness.horsham.gov.uk/outreach/COM\\_JAG.ofml](http://ebusiness.horsham.gov.uk/outreach/COM_JAG.ofml)

It is important that Parishes report anti-social behaviour to this forum, to enable the Council and Police to work together to prevent disorder across the district. If anti-social behaviour isn't reported to this forum the meetings may be cancelled.

With kind regards,  
Debra

#### Debra Young

Administrator - Community Safety

Telephone: 01403 215642

Email: [Debra.Young@horsham.gov.uk](mailto:Debra.Young@horsham.gov.uk)



### Email dated 13<sup>th</sup> November 2019, from HDC

#### HDC Recycling & Waste News

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



# Recycling and waste news

for the Horsham District

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## New ID system at Household Waste Recycling Sites starts December 1

From December 1 you will need to bring one form of identification when you visit the West Sussex County Council Household Waste Recycling Sites. This can be:

- A current driving licence
- TV licence
- Council Tax or utility bill from the last year

Surveys have shown that on average one in ten people using HWRS closest to the county borders live outside of West Sussex. This system is designed to ensure the use of the Household Waste Recycling Sites is limited to West Sussex residents only.

[Find out more](#)

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## Tips for a low-waste Christmas

With Christmas around the corner, we're starting to think about shopping, food orders, wrapping and cards. Here are three ways you can reduce what ends up in the bin this year:

- Consider the packaging when you buy a present: plenty of gifts come loose or in recyclable packaging
- Looking for cards and wrapping? Choose recyclable versions. Simple paper wrap can be recycled but foil or glitter-decorated paper cannot
- Consider buying rechargeable batteries for kids' toys. The energy needed to manufacture a battery is 50 times more than the energy it gives out



## How we help our residents to recycle more

It might not be the most glamorous job in the world, but conducting waste audits is a great way for us to help our residents recycle more. We carry out our audits before allocating larger household bins.

Everything in this picture was found in a household waste bin, and it could all be recycled. This accounted for 30% of the bin's contents. We're committed to increasing recycling rates and reducing waste.



## Tips to recycle more



### Email dated 13<sup>th</sup> November 2019, from SSALC Councillor Training Sessions

Due to high demand, further Councillor Briefing and Awareness Training sessions have been added to the SSALC 2019/20 training programme.

These training sessions are designed to give councillors at all levels of experience training and guidance on procedural and legal matters and are delivered by experienced and knowledgeable presenters – *the sessions are suitable for new councillors and also for experienced councillors as a refresher.*

There are also a few places remaining on the **brand new Local Government Finance Workshop**, a course designed to equip Councillors with an understanding of Local Government Finance. Including budget and precept calculations,

exploring financial reports, longer term financial planning and year-end figures & audit, through presentations, workshop exercises and sharing of best practice ideas.

To book on any of the below please visit the [SSALC website](#).

### **\*NEW\* Local Government Finance Workshop for Councillors**

Date: Tuesday 26<sup>th</sup> November 2019

Time: 18:00 to 21:00

Venue: Emmanuel Centre, Harrier Lane, Battle, TN33 0FL

The cost per delegate for this event is £70 + VAT

### **Councillors Briefing & Awareness**

Date: Tuesday 11<sup>th</sup> February 2020

Time: 18:00 to 21:00

Venue: Uckfield Civic Centre, Uckfield, TN22 1AE

The cost per delegate for this event is £70 + VAT

### **Councillors Briefing & Awareness**

Date: Tuesday 25<sup>th</sup> February 2020

Time: 18:00 to 21:00

Venue: Avisford Park Hotel, Yapton Lane, Arundel, BN18 0LS

The cost per delegate for this event is £70 + VAT

### **Councillors Briefing & Awareness**

Date: Tuesday 10<sup>th</sup> March 2020

Time: 18:00 to 21:00

Venue: Mercure Box Hill Burford Bridge Hotel, At the Foot of Box Hill, Dorking RH5 6BX

The cost per delegate for this event is £70 + VAT

**Please advise the Clerk if you would like to attend.**

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**Email dated 14<sup>th</sup> November 2019, from AirS  
Social Media Workshop**

**VILLAGE HALLS & COMMUNITY BUILDINGS BULLETIN**  
**Important news from the AirS Village Halls & Community Buildings Advisory Service**

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November 2019



*Social Media Training Designed Specifically for Community Groups*

AirS has partnered up with Brighton-based digital marketing agency, [Digital Firefly](#) to offer two social media workshops. These 2hr workshops have been designed specifically for village halls and community buildings.

**Session overview:**

This session will introduce the main differences and benefits of each major social media platforms and help you understand how to use them.

We'll discuss the current state of social media marketing and the principles to follow in order to see success from your social media strategies, from explaining what metrics are and choosing the right ones to measure to creating content and engaging audiences.

This session is suitable for any community group or organisation looking to learn more about using social media to see real life results.

By the end of the session you'll have a better grasp of social media and how to use it to your benefit and the benefit of your communities and audiences.

**Tuesday 10th December 2019**

**6.30pm – 8.30pm**

**Pulborough Village Hall, Swan View, Pulborough RH20 2BF**

**Wednesday 22nd January 2020**

**6.30pm – 8.30pm**

**Battle Memorial Hall, 81 High St, Battle TN33 0AQ**

**Prices:**

£24 per person for AirS Subscribers

£30 per person for Non-Subscribers

For more information, please email [villagehalls@ruralsussex.org.uk](mailto:villagehalls@ruralsussex.org.uk)

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**Email dated 15<sup>th</sup> November 2019, from NALC  
Chief Executives Bulletin**

**NALC writes to political party leaders**

NALC's chairman, Cllr Sue Baxter, has written an open letter to political party leaders calling for their General Election manifestos to empower communities. Sue's letter also offers three asks – set out in more detail in our Prospectus for Ultra-Localism which we attached – of the political parties to help build strong, thriving and resilient communities. You can read more in our news story here. But we need your help too! I'd be really grateful if county associations and local (parish and town) councils could send our letter to candidates standing for election, and for you to call for their support and to engage with you during the next Parliament. If you need any help with this please drop a line to [policycomms@nalc.gov.uk](mailto:policycomms@nalc.gov.uk)

**Get involved in #OurDay next week**

As you know, promoting the brilliant work of our councils is an important part of our work, and I want to again appeal to you to get involved in this year's #OurDay on 19 November. #OurDay is an annual social media marathon organised by the Local Government Association (LGA) and gives everyone who works or volunteers in public services – including our councils and county associations – the chance to highlight how they improve the quality of life of their residents. I'd really like to see as many councillors, clerks, council and county association staff as possible getting involved and shouting from the rooftops about the work you are doing to benefit your communities. You can get involved by simply tweeting about what you are proud of using #OurDay and tagging [@NALC](#) and [@LGAComms](#) in your tweets. Find out more information and resources to help you via the [LGA website](#).

**Out and about**

Jane Moore, senior solicitor and legal services manager, attended the Warwickshire Association of Local Councils (WALC) annual conference and annual general meeting on 9 November and delivered a workshop session on standards in public life. Thank you to WALC colleagues for the invite and particularly for what I understand was a fabulous lunch in the Shire Hall!



- Our head of policy and communications, Justin Griggs, was in Birmingham for a meeting of the City Council's community governance cross-party working group on 6 November to continue to provide advice and support on the creation of new local councils.
- And Charlotte Eisenhart, head of member services, is in Hull today attending the East Riding and North Lincolnshire Local Councils Association's annual conference. The day covers a wide range of topics including risk, internal audit and civic protocols; Charlotte joined a 'question time' style panel session and delivered a workshop on the Local Council Award Scheme.

### **CiLCA Trainers' Forum**

Member services intern Linda Hammond attended this week's CiLCA Trainers' Forum at the Radisson Blue Edwardian Hotel, London. Elisabeth Skinner and Kim Bedford from the Society of Local Council Clerks (SLCC) facilitated the event which had 17 attendees. This forum forms an integral part of the CiLCA review process. Engaging conversations took place considering each unit, the assessment process, discussions around training and administration of the qualification. Trainers also shared their experiences and insights regarding training and this will be expanded upon in a subsequent forum. The next CiLCA Trainers' Forum will be in Sheffield on 21 November.

### **Local Council Award Scheme National Accreditation Panel**

This week Charlotte and Linda Hammond, member services intern, hosted two briefing sessions this week, via Zoom conference call, for the national accreditation pilot of the Local Council Award Scheme (LCAS). This covered what LCAS is, the criteria for the scheme, the assessment process and how the scheme benefits the sector, with qualitative feedback. Special thanks to the following panel members: Wendy Amis, Mike Deegan, Caron Ballantyne, Cllr Mike Tew, Sally Longmate, Gill Lungley, Cllr Derek Killingworth, Julie Lawes, Cllr Gladwyn Gratton and Cllr Cecilia Harper. [Find out more about the Local Council Award Scheme](#) and look out for our promotional campaign.

### **Smaller Councils Committee elections**

Voting has opened for elections to our Smaller Councils Committee, so can I urge all smaller councils (with an electorate under 6,000) to have their say and vote for the three candidates they want to represent the interests of smaller councils at a national level – information on candidates and the link to vote is [here](#), deadline is 17.00 on Friday 13 December.

### **Redmond Review into local government audit**

The [Redmond Review](#) into local government audit has extended its consultation from 22 November to 20 December. NALC is currently shaping its response, so if you haven't already completed the online NALC survey

please do so [here](#). We are specifically now looking for examples and information on how local councils handle their audit reports when they receive them such as reporting to council and committees, communicating with local people and addressing points picked up by the auditor – so please e-mail examples to [claire.goldfinch@nalc.gov.uk](mailto:claire.goldfinch@nalc.gov.uk) as soon as you can and by 29 November.

**And finally...**

Following the visit by Her Royal Highness The Princess Royal, to our recent Annual Conference, Sue has received a lovely letter from the Palace thanking her for the warm welcome and sending her best wishes. The letter also says Her Royal Highness was “delighted to have the opportunity to join you at the NALC Annual Conference to meet everyone involved. It was very interesting and informative morning, the quiz was certainly very entertaining and taxing!”. The quiz was during the interactive workshop on transport planning where The Princess took part in some group work with Sue and the Lord Lieutenant!