

# Memo (Agenda February 2021)

**To: Parish Councillors**

cc: Nigel Jupp (County Councillor) & Toni Bradnum (District Councillor)

**From:** Sarah Hall

**Date:** 17<sup>th</sup> January 2021 (week commencing 11th January 2021)

**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="#">DC/20/2551</a> 06.01.2021	Stationing of a mobile home within the curtilage (Certificate of Lawful Development - Proposed). 6 Forest Close, Mannings Heath	Neighbour Consultation 28.01.2021	Planning 20.01.2021
<a href="#">DC/20/2021</a> 05.01.2021	Erection of stables with access and hardstanding. Coltstaple Farm, Coltstaple Lane, Horsham	03.01.2021	Planning 20.01.2021

**(2) Delegated Decisions (Email Consultations)**

Number	Applicant & Reason	Comments by	Councillors

**(3) HDC Decisions**

Number	Applicant & Reason	Comment to HDC	HDC Decision
<a href="#">DC/20/1826</a>	Fell 1 x Conifer 22 Whytings, Mannings Heath	No objection	Permitted
<a href="#">DC/20/2180</a>	Erection of a single storey front extension and construction of a porch. Erection of single storey rear extension. Erection of a first floor side extension over existing ground floor. 2 Forest Close, Mannings Heath	No objection in principal	Permitted
<a href="#">DC/20/2365</a>	Fell 1 x Ash and Surgery to 1 x Eucalyptus (Works to Trees in a Conservation Area). Old Post Office, Nuthurst Street, Nuthurst	No objection with condition	Permitted

**(4) Appeals**

Number	Applicant & Reason	PI Decision

## (5) Enforcement Numbers

Number	Nature of Complaint	HDC Action

## (6) Committee

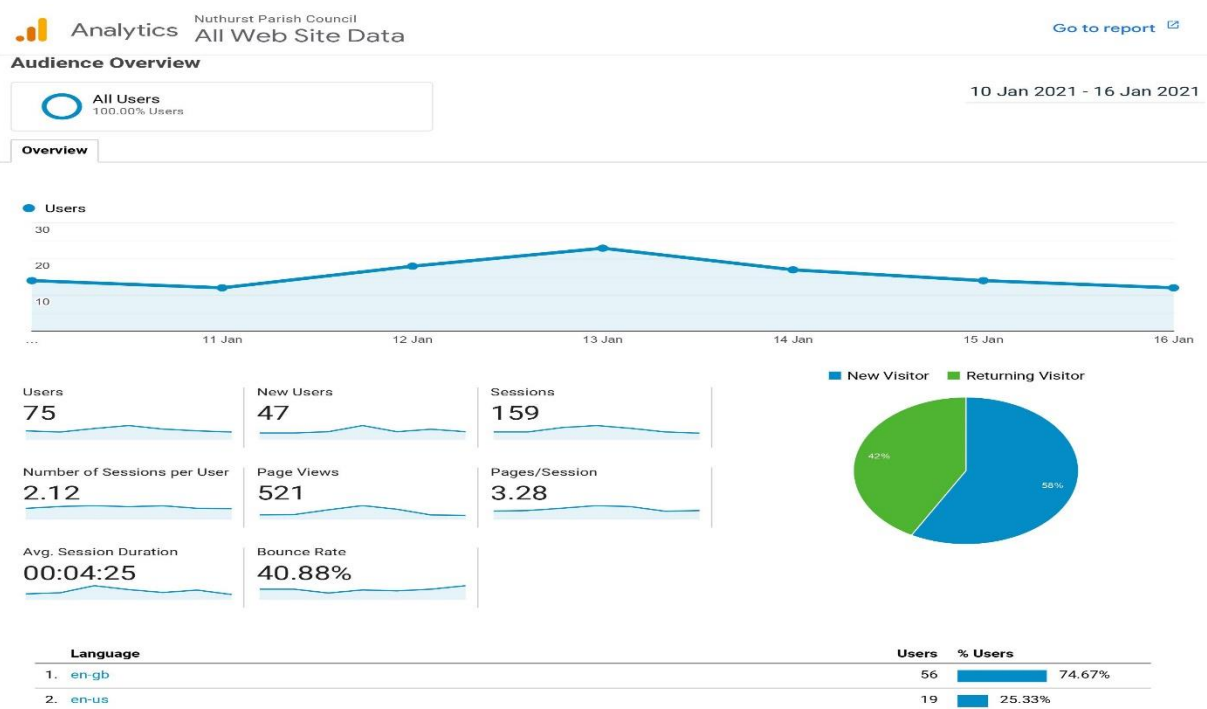
Number	Applicant & Reason	Comment to HDC	HDC Recommendation

## Community Speed Watch Data



Town/Parish Council Report for Nuthurst Parish Speedwatch Group – no data

## Website Analytical Data



## Clerks Update

- SSE have eventually fitted the new lantern outside Coombe Cottage, Church Road and UKPN have been asked to reconnect the electricity supply.

## Correspondence

Email dated 11.01.2021 from HDC  
2021 Census

The census is coming – Sunday 21 March. It's easy to take part.

If you, or anyone you know, needs help, there's plenty available. For more information, visit [www.census.gov.uk](http://www.census.gov.uk)



The census  
is here

Sunday **21 March**

By taking part, you will help inform decisions about the things that matter to you and your community. If you need help to fill in your census form, we've got it covered. Visit [www.census.gov.uk](http://www.census.gov.uk) to find out more.

it's about us  
census 2021

Email dated 11.01.2021 from WSCC

Your Town and Parish Council News - Special edition COVID-19 update - Vaccinations - Support

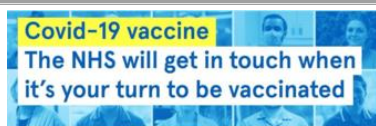


## TOWN AND PARISH NEWS

Working together on behalf  
of our communities



**Issue 23 | Special edition COVID-19 news January 2021**



### Vaccination rollout

To help you answer questions from residents on the vaccine rollout in West Sussex [please view updated details here](#).

The website also includes what residents can expect when they have their vaccination and a detailed list of FAQs, [which can be found here](#). This page also provides contact details if you have a question or want to give feedback.

### National lockdown restrictions

You can familiarise yourself with the new lockdown restrictions in full by [visiting the GOV.UK website](#)

There are campaign resources including posters that you can download [here](#).



You can also help us get the message out about the new lockdown rules by sharing this information within your community messaging groups (e.g. Whatsapp, Facebook,

emails etc.) and with friends, family and people in your community who might not otherwise see it.

Further COVID-19 information, including data about incidence rates in West Sussex, is available [on our website](#).



## Support for residents

Please reassure residents they can still get help from the county council's [Community Hub](#) in confidence by calling 033 022 27980 or by completing the [online form](#). The Hub is open seven days a week between 8am-8pm.

Mental health support is available 24 hours a day, seven days a week, by calling the [Sussex Mental Healthline](#) on 0800 0309 500.

Support for people at risk of harm as a result of domestic abuse is available from the [WORTH Specialist Domestic Abuse Service](#) by calling 07834 968539 or 033 022 28181, or emailing [DomesticAbuseServicesCentral@westsussex.gov.uk](mailto:DomesticAbuseServicesCentral@westsussex.gov.uk). This service is available Monday-Friday, 9.00am-5.00pm.

[Support is available](#) to employers and the self-employed, including sole traders and limited company directors. You may be eligible for loans, tax relief and cash grants, whether your business is open or closed.

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## Keeping in touch

Please share the information in this newsletter widely within your communities.

For daily updates, residents can follow us on social media [@WSCCNews](#) and [@WestSussexCC](#).

We are also now on [nextdoor](#), the app designed with communities in mind. Your residents can follow the link and join the conversation.

Thank you for your support. Keep safe.

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CORONAVIRUS

KEEP  
WEST  
SUSSEX  
SAFE

west  
sussex  
county  
council



Visit our website for the  
latest advice and updates »

SPREAD THE MESSAGE NOT THE VIRUS  
#KEEPWESTSUSSEXSAFE

Is this the right e-newsletter for you?

This e-newsletter is for Town and Parish councillors and clerks in West Sussex. If you are a resident, we recommend you sign up for our Residents' e-newsletter, which has information targeted to you. Sign up for our e-newsletters [here](#).



[Manage your preferences](#) | [Help with your account](#)

Email dated 12.01.2021 from WSCC  
COVID 19 Response

### Response to COVID-19 - West Sussex

This briefing aims to update you on the response across our local NHS system in West Sussex to the ongoing COVID-19 pandemic, in particular the vaccination programme.

### Latest position in West Sussex

The number of confirmed cases is rapidly increasing across West Sussex, in line with national trends. There were 5,755 new confirmed cases of COVID-19 in West Sussex in the seven days to 6 January 2021. This is a continued increase from the previous week.

### Managing demand on NHS services

The demand for all NHS and care services across Sussex continues to be significant due to the high infection rates of COVID-19 in the community. In some places, we are now seeing triple the number of COVID-19 positive hospital inpatients compared with the first peak back in the spring, and numbers are still increasing.

Staff across the NHS and local authorities are working tirelessly to ensure they continue to provide safe consistent care; hospitals, community teams, mental health services, social care, GP practices and the NHS111 telephone service are incredibly busy, but remain open.

As you will have seen the Sussex Resilience Forum declared a Major Incident on Wednesday

(January 6) to best respond to unprecedented pressures of Covid-19 on the county.

A major incident is a recognition of national demand and puts all agencies in Sussex in the best possible position to come together to tackle the virus. It is a well-recognised and rehearsed escalation that can be expected at times of exceptional need - a major incident was also in place during the summer of 2020.

We agreed the decision would allow the SRF to step up and strengthen its response still further. This may include making more use of volunteer help, preparing in detail for extra capacity needed across services and considering requests for extra support from national government if necessary

In terms of current impact on services, the position is:

**Discharge** - at times, to ensure we can treat patients who need urgent care quickly and to maintain the highest standards of safety for all our patients, this will mean some patients are discharged from hospitals into community settings which may not be their first choice. Our teams are working to have conversations with families and manage this with each individual in the best possible way;

**Planned operations** - at this time the system is continuing to provide cancer, urgent elective operations and diagnostics, but some routine, planned operations are being delayed in order to respond to the increase in demand. These decisions are never taken lightly and are temporary measures only.

**Maternity services** - due to the significant pressure on our ambulance service, immediate changes are being made to maternity services to ensure that all births can take place as safely as possible. Whilst the ambulance trust is prioritising urgent 999 calls, this means that support for all emergencies from the ambulance service will be stretched and response times may be delayed. This includes attending home addresses for complications that can arise during home births, and attending for complications that can arise at stand-alone midwife led units where women/people may need to be transferred to another maternity unit.

The safety of births is our priority, so across West Sussex the decision has been made to suspend planned homebirths and births at stand-alone midwife led units including Eastbourne Hospital at this time. Our teams are working to ensure that our maternity services are as accommodating as possible and the home birthing teams and midwife-led unit midwives will be available to continue to provide care if you were planning a home birth or a midwife-led unit birth.

The situation continues to be monitored regularly and there are system calls every day. We will continue to keep you updated.



**When will I (gepz) my jab kiL**

Vaccines are being rolled out in GP-led vaccination services, hospital hubs and

Visit our website for the full

NHS

LX  
J\* ESW3

KEEP SUSSEX SAFE

This week the Sussex vaccination programme has launched a new campaign to provide clear public information to members of the public, patients and our partners.

The campaign will build over the coming days including promotion on social media, newspapers, community groups, and with partners.

We recognise the high interest from across our communities in the vaccination programme and we hope that this campaign can help to support our communities as we continue the roll out of this vital protection.

#### Update on the vaccination programme in West Sussex

There are a number of ways in which the vaccination is being rolled out to our communities:

- **A GP-led vaccination service** is where those who are in the first priority groups living in our local community will initially receive their vaccination. This involves groups of local GP practices working together to provide the vaccination to their collective patients at one location. This means that you may not receive the vaccination at your local GP; you may be required to travel to a different location nearby.
- **Hospital hubs** - local hospitals across the country have begun giving the vaccine to people over 80 who are attending for a planned appointment and frontline health and care staff. You will only receive your vaccination in this way if you have an appointment at your hospital.
- **Roving service** - the vaccine will be taken into care homes and into people's own homes if they cannot attend a vaccination site. This is being stepped up over the coming weeks as more supplies of the vaccines become available.
- **Large vaccination centres** - each county will have one large vaccination centre which will be able to give the vaccine to large numbers of people. The large vaccination centres that will service your area will be at the Brighton Centre and this is likely to be up and running at the end of the month.



### **Latest position on GP led vaccination services for West Sussex residents**

To date there are 13 GP led vaccination services in West Sussex which have started vaccinating their patients who are over the age of 80. Seven further services go live at the end of this week:

We recognise that some people will have to travel further than others to get their vaccination depending on where they live in the local area. If anyone is concerned about how they will travel to get a vaccine during lockdown, it should be noted that, under the national guidance, it is permissible to receive a lift from someone or there are community transport providers offering this support in terms of transport for medical appointments. You can find information about community and non-emergency transport on the West Sussex County Council website, or call the community hub on 033 022 27980.

#### **Horsham district**

*Christ's Hospital Blue Coats, for patients at:*

- Cowfold Surgery
- Rudgwick Medical Centre
- The Courtyard Surgery
- Village Surgery

*Park Surgery, for patients at:*

- Holbrook Surgery
- Orchard Surgery
- Park Surgery
- Riverside Surgery

*The Glebe Surgery, for patients at:*

- The Glebe

#### **How the GP led vaccination services are working**

Each site that has gone live had an initial delivery of vaccine with 975 doses to provide the first vaccination to their patients. Some have ordered further supplies and have completed a second session of first doses to their patients. This will now be an ongoing process with the sites ordering vaccine and inviting in more of their over 80 registered population.

The Government guidance on the timing of the second dose has been updated and is now over a 12 week period. All of our vaccination services will be working to adhere to the guidance and invite their patients back for their second dose in the 12 week period.

We are working to vaccinate as many people as possible as quickly as possible, but deploying a vaccine at this scale is unprecedented. Timing will be dependent to a large extent on manufacturing timescales and supply.

We would please ask all partners to encourage the public not to call their GP practice to find out more about the vaccination programme and to make an appointment. GP practices are incredibly busy at the moment providing their day to day care for patients and they have seen an increase in calls to their teams to ask about the vaccination programme and when it will be available. We are working with all GP practices to have clear information on their websites and working with community partners to ensure we can share the latest updates in our communities.

## **Hospital hubs**

Hospital hub vaccination services in Sussex were launched at the Royal Sussex County Hospital in Brighton on 08 December 2020. Teams at the hospital have been vaccinating those over the age of 80 who were attending the hospital and health and care staff.

In West Sussex, Worthing Hospital went live as a hospital hub two weeks ago, and Princess Royal Hospital in Haywards Heath, St Richard's Hospital and East Surrey Hospital (for residents in the north of the county) went live last week.

Princess Royal Hospital was one of the first in the country to use the new Oxford AstraZeneca vaccine when it started vaccinating last week.

Other hospital hubs in Sussex include The Conquest Hospital in Hastings and Eastbourne Hospital.

## **Vaccinations in care homes**

Older people in care homes have been identified as the top priority group for the vaccine by the Joint Committee on Vaccinations and Immunisations due to their high risk from COVID-19. Care staff are also in the top priority.

As of 12 January, a total of 75 care homes in Sussex. This includes two homes in Brighton and Hove; 31 in East Sussex and 42 in West Sussex. Many more homes across our patch will be vaccinated this week, and we will update you on numbers again in the next briefing.

We are working in partnership with care homes to roll out the vaccination programme across Sussex and intend to vaccinate all care homes by mid-February 2021, subject to vaccine supply, with all care homes with residents over 65 years old scheduled for vaccination by the end of January. We will confirm details to each home individually. This will include the appropriate information sharing and consents required, including any additional considerations such as mental capacity and safeguarding.

## **Vaccinations for health and care staff**

As the COVID-19 vaccination programme continues to expand across Sussex we're working to ensure that every member of our health and care workforce has the opportunity to be vaccinated as quickly as possible.

The Joint Committee on Vaccination and Immunisation (JCVI) recommended that health and care staff are among the first people to be offered the vaccine in order to prevent death and protect health and social care staff and systems.

With more locations and vaccines available, we are now able to invite all health and care workers to book a vaccination at one of the six hospital-based vaccination sites across Sussex.

Appointments are available for all paid or employed health and care staff working in Sussex, including:

- All NHS staff from primary (including general practice and general dental practice), community and secondary care
- Staff of independent and third sector health and care providers
- Care and care home staff in public, private and not for profit sectors.

For the workforce to receive a vaccination, they must present photographic staff ID when

attending along with confirmation of the appointment, which will be provided when they book.

If they do not have photographic staff ID, they should bring alternative photo ID (e.g. passport, photo-card driving licence, or a national ID card) with a payslip or letter of authorisation from your employer. They must have a booked appointment as you will not be vaccinated without an appointment.

### More information

We continue to publish all of the latest information on the vaccine of the [Sussex Health and Care Partnership website](#) including a public FAQ, which you may find useful.

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### Email dated 12.01.2021 from NALC Open Letter to Councillors

Looking back to my open letter just twelve months ago, no-one could have foreseen the coronavirus pandemic which has changed our lives and the country in so many ways since.

It was my contention then, that as the first tier of local government, England's 10,000 local (parish and town) councils can be at the centre of a movement of community change. That never before has it been so important for local councils to play our full part in this, to realise our potential to help bring the country and our communities back together after recent challenging years. And that we have a key role to play in the new decade ahead, we must be up for this challenge, and be ambitious for our communities.

Which is why I am immensely proud of how local councils mobilised so quickly to be at the forefront of the initial response to the coronavirus, **stepping up to support our communities** and play a vital role in the national effort to tackle the pandemic.

Co-ordinating emergency plans and volunteers to collect and deliver medicines and shopping. Acting as information hubs to provide guidance, advice and support from the government and other agencies. Helping businesses including publicising their online services. Establishing emergency grant funds such as supporting food banks. Continuing to maintain our never more important green spaces. Holding remote meetings to keep local democracy going which has seen an increase in people attending and watching.

All this cements the already crucial role local councils play as a unit of solidarity and natural focus of community effort in building strong and resilient communities.

My contention, therefore, remains – but is even firmer, and even more resolute.

Yet while 2020 was an undoubtedly the year of the response, recent events mean right now and over the coming weeks and months, our response role must continue or in some cases be stepped back up.

I know many councils are already doing just this and I want to again thank and pay tribute to all councillors, staff and volunteers, plus colleagues at NALC and in county associations, for your efforts. You are real unsung superheroes of local democracy and our communities.

We have reason to be optimistic, however, as the roll-out of the vaccines gives hope that many

aspects of our national and community life will soon return. Back albeit different, with new ways of working, a greater appreciation of our immediate locality and the many things we previously took for granted, which I am sure will stick. Better in so many ways.

But our resolutions for 2021 must also look beyond the response, this must also be a year for a reset, a year to rethink the change needed to support the recovery and focus on the rebuilding of our communities. I want to set three rethinks for the year ahead which challenge all of us through a series of pledges to take action on, as we build back stronger, better communities.

### **Rethink relations**

Where local councils work well, this is in no small part down to relationships and partnerships. Good, positive and effective relations, both within and outside the council, are the keys to delivering for our people and places.

Most local councils are well run, with clerks and council staff working as a team with councillors to deliver their ambitions for the community. But all too often we hear about the negative impact behaviour can have, by clerks, councillors and residents. NALC remains committed to promoting and supporting good governance and the highest standards of conduct and behaviour in councils.

I pledge to work with county associations and the Society of Local Council Clerks (SLCC) on a civility project aimed at improving conduct and behaviour, as well as with the Local Government Association (LGA) on support and guidance. I ask you to pledge to take part in training opportunities and the Local Council Award Scheme and consider the new national model code of conduct developed by the LGA which we have contributed to.

Councils across all tiers are increasingly recognising the added value that greater partnership working brings to services and local people. Strong, enduring partnerships – not just with principal authorities but other agencies such as health, police and voluntary sector – ensure local councils can play their part in tackling the challenges our communities face.

I pledge to work with the LGA to encourage good relations between the tiers, share good practice and develop appropriate guidance. I ask you to pledge to build positive links with your principal authority plus other partners and to ask yourself how you can help them.

This awful crisis has demonstrated how important our sector is to local areas, and we will continue to make the case to the government and others that we should be at the heart of building back communities, further devolution and community empowerment. I am particularly keen for us to maintain a focus on forging good relations with Members of Parliament (MPs) and indeed parliament in general.

I pledge that NALC and county associations will be strong voices for the sector, that we will continue to promote *A prospectus for ultra-localism*, speaking up for and championing local councils – your fantastic work as well as the issues you face – to government officials and ministers, political parties, the media and opinion formers. I ask you to pledge to engage positively and regularly with your MP, tell them what you are doing, invite them to events, but ensure they too know the issues you face and take them up on your behalf. Only by doing this together, nationally and locally, will we ensure our sector gets the recognition and support it deserves.

### **Rethink ambitions**

Our relevance as the first tier of local government rests firmly on supporting and improving our communities and being at the heart of local place-shaping. We should rightly be ambitious for

our people and places.

This will be increasingly important as the country rebuilds following the pandemic and in tackling the existential threat posed by the climate emergency. Many of the best councils, of all sizes, in both urban as well as rural areas, are already addressing these issues. Such as through neighbourhood plans, supporting the local economy and high streets and town centres, setting up community businesses, working with others to develop climate action plans, promoting health and wellbeing, addressing loneliness and building dementia-friendly communities.

I pledge that NALC and county associations will encourage and support your ambitions, providing the tools you need to make a difference, building on our work to date on our big themes of **health and wellbeing**, **climate change**, and our recent guide on **community business**. Sharing good practice will remain at the heart of what we do through our case study collections such as *Points of Light*, **LCR magazine**, and our programme of online events aimed to enthuse and inspire you. Young people – who have been particularly impacted by the pandemic – is our next big theme and we will raise awareness of the work of local councils with and for young people. I ask you to pledge to actively encourage your council to work with residents and your partners to ambitiously shape the future development of your place. Making full use of the resources and powers you have, including attaining the general power of competence – a power of confidence and innovation – to make it easier for you to make the vital difference your community and the country needs. And to place young people's current and future needs firmly on your agenda.

### **Rethink engagement**

Our 100,000 councillors are the closest democratic representatives to residents. They can play a key role in restoring faith in democracy and confidence in how our country is governed and decisions which affect our lives. But we cannot simply rely on the ballot box every four years to deliver this.

Communities thrive when people get involved, give up their time and come together to take action on the issues they care about. The pandemic has provided a real boost to this community spirit and my big aspiration for the year ahead is for all councils to build on this newfound civic pride, to find ways to keep new volunteers motivated and actively involved in the wider life of their community as the pandemic recedes.

It is by local councils being ambitious and realising your potential that I am sure more people will come forward as they recognise and appreciate the difference local councils really can make.

I pledge through NALC's **Make a Change campaign** to work with county associations to promote local elections, encourage more people to stand, and provide resources and information to assist local councils. I ask you to pledge to actively seek out and encourage more people to come forward to be a councillor. If you know someone who cares about where they live, ask them to stand. Make sure your council's activities and processes attract a wide and diverse mix of people of all backgrounds and ages. Provide time and resources to publicise, support and encourage elections and see them as the lifeblood of your democratic credibility.

The best councils continuously communicate with residents of all ages and from all backgrounds; online, in print and in person. They regularly engage with and consult people on key issues such as budget decisions, help residents to get involved through volunteering, provide opportunities to come together through events, and support community hubs and village halls for activities and people to meet when rules allow.

I pledge that NALC, as well as county associations, will communicate regularly with you, providing the information you need to do your job and on what we are doing on your behalf, through our [website](#), social media channels, newsletters, bulletins, and opportunities to come together. I ask you to pledge to ensure you are engaging and communicating effectively with your residents and to use the flexibility to hold remote meetings to connect people with your important work.

I have never known a more challenging time for the first tier of local government. Yet it is a time so equally exciting and full of opportunity. A time where I know local councils will continue to be ambitious for our communities and make a change.

I pledge this to a year to help build back stronger, better communities, and I hope you will too.

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**Email dated 12.01.2021 from HDC**

**Community Safety Winter 2021: New Year's resolutions | Join Community Speedwatch | Consultation on extension of Public Space Protection Order | Safer Internet Day 2021**



# Community Safety

In Horsham District

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# New Year's resolutions

At the beginning of each new year most of us promise to get fit, eat more healthily, take up a new hobby or achieve certain ambitions, but there are also some safety-related resolutions you might want to include on your list:

**Never** leave your car idling to heat up in the morning – it can easily be stolen

**Ensure** you have smoke alarms fitted and checked regularly

**Winter** maintenance checks on your car are essential, for example tyres, coolant and oil

**You** should never reveal personal or financial details to a cold caller

**Ensure** you have your chimney swept each year before you light a fire

**Arrange** regular boiler checks and install a carbon monoxide detector

**Regularly** update your computer software to protect against viruses



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## Join a local Community Speedwatch group

**Community Speedwatch** is a national initiative where active members of local communities, with the support of the police, monitor speeds of vehicles using speed detection devices.

Vehicles exceeding the speed limit are referred to the police with the aim of educating drivers to reduce their speeds. In cases where education is blatantly ignored and evidence of repeat or excessive offences is collated, enforcement and prosecution can follow.

There are a number of Community Speedwatch groups operating in the district. If you would like to join an existing group, or set up one in your local area, you can find more details by following the button below.



[Community Speedwatch website](#)

Horsham Community Speedwatch is currently looking for volunteers to operate sessions in Kings Road, Harwood Road, Comptons Lane, St. Leonards Road, and Brighton Road.

You will need to have access to the Internet and be over 18 years old. For further information, please **email the speedwatch team**.

# Consultation on extension of Public Space Protection Order

There is currently a **Public Spaces Protection Order (PSPO)** in force across the Horsham District. This went live on 1 April 2018 and expires on 31 March 2021.

We would like to renew the Order for a further three years (1 April 2021 - 3 March 2024) and also include new prohibitions and would like to hear your views.

We are currently running a survey on our website until the end of January and would love to have your feedback. Follow the button below to share your views.



[Take the survey](#)

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## Personal safety in the community

The Council's latest campaign features a **series of short videos about personal safety** which aim to help reduce the chances of becoming a victim of crime by taking a few relatively simple precautions.

The series includes an introduction to your legal rights to protect yourself from harm, mental health information and advice, as well as a brief look at a variety of different self-defence disciplines delivered across the County.



[Read more](#)



# Safer Internet Day 2021

This year the national Safer Internet Day is on Tuesday 9 February with the theme 'An internet we trust: exploring reliability in the online world'.

The day will be celebrated globally with the slogan 'Together for a better internet'.

The internet has an amazing range of information and opportunities online, but can young people separate fact from fiction? Tips and advice for people aged 3-7, 7-11, 11-18 and parents/carers are available on the Safer Internet Day website. Follow the button below to view the top tips.

## Safer Internet Day Top Tips

There is also **Social Media Guides** available on the website which explain a bit more about the safety features available on popular social networks.



## Stay connected



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



Horsham  
District  
Council

Email dated 12.01.2021 from WSCC

Top tips for businesses to survive... and hopefully grow.... in 2021

# RECOVER & **RISE** DIGITAL TRAINING

BE CONFIDENT.  
HAVE IMPACT.



JANUARY 2021



Book your **free** places from nine  
online digital courses.



A series of online workshops aims to give West Sussex small businesses a robust toolkit to survive – and hopefully grow - in 2021.

The [West Sussex Recover & Rise in 2021](#) programme is a series of free workshops, supported by West Sussex County Council and run by Creative Bloom, Shake It Up Creative and Rume2.

Topics covered include goal setting and business planning, plus critical digital skills like social media, Google Analytics and Search Engine Optimisation.

Creative Bloom, Shake It Up Creative and Rume2 all have significant experience in helping to develop local businesses.

Bob Lanzer, county council Cabinet Member for Economy, said: “The county council recognises that these are unprecedented times for everyone - they are exceptionally challenging for many businesses and we are committed to doing what we can to support them.

“The online workshops have been designed to respond to what businesses are telling us they need.”

Please note: only West Sussex-based businesses are eligible for the workshops [Sign up to workshops](#)

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**Email dated 13.01.2021 from WSCC**

**Bus pass rules relaxed to help people get to early-morning COVID-19 vaccinations**

news release  
13 January 2021

### **Bus pass rules relaxed to help people get to early-morning COVID-19 vaccinations**

To help pensioners and vulnerable people get to their COVID-19 vaccination appointments, concessionary bus pass holders can travel for free in West Sussex before 9.30am from Monday (18 January).

The temporary relaxation of the rules aims to help concessionary bus pass holders travel to early-morning vaccination appointments. The relaxation will continue until schools fully reopen.

Roger Elkins, Cabinet Member for Highways and Infrastructure, said: "Where possible, we want to support the vital vaccination programme and we hope this move will make things a little easier for older and vulnerable people to get to early-morning appointments.

"Thanks go again to the bus operators who have supported us in this move."

More information about the county council's bus pass is available [online](#).

**Notes to editors:**

Bus operators in West Sussex include: Arriva - [www.arrivabus.co.uk](http://www.arrivabus.co.uk), Compass Travel - [www.compass-travel.co.uk](http://www.compass-travel.co.uk), Stagecoach - [www.stagecoachbus.com](http://www.stagecoachbus.com), Sussex Coaches – [www.sussex-coaches.co.uk](http://www.sussex-coaches.co.uk)

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**Email dated 13.01.2021 from HDC**

**Rampion 2 launches first consultation on initial proposals**

Dear Parish Clerk,

I thought you might like to know that E.ON are undertaking their first public consultation on initial proposals for Rampion 2 (an extension to the existing off-shore windfarm off the Sussex coast). This starts tomorrow. This is an early stage to raise awareness of the scheme - formal community consultation will be later this year. I am sending this to you as you may like to share this with your local community and direct people to the Rampion virtual exhibition.

Below are some details sent to us by E-ON / Rampion 2:

*An informal consultation has been opened seeking feedback on initial proposals to expand the Rampion Wind Farm off the Sussex coast. Rampion 2 could create clean, renewable electricity to power over one million homes in the UK in addition to Rampion's existing generation.*

*Feedback from this first consultation will help refine more detailed proposals which will be prepared for a second consultation later this year.*

*An offshore 'Area of Search' is being assessed to identify the optimum site for a maximum of up to 116 turbines, the same number as the existing Rampion Offshore Wind Farm. A subsea export cable is proposed to bring the power ashore under Climping beach, with an underground onshore cable route required to bring the power inland to connect to the national transmission grid at Bolney, where three potential sites are being considered for a new substation.*

*You can visit our 'virtual village hall' exhibition and give your feedback from 14<sup>th</sup> January to 11<sup>th</sup> February at [www.Rampion2.com](http://www.Rampion2.com)*

Kind regards, Sarah.

**Sarah Hogben**

Communications and Marketing Officer

Email: [Sarah.Hogben@horsham.gov.uk](mailto:Sarah.Hogben@horsham.gov.uk)



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**Email dated 13.01.2021 from AGE UK**

**Covid 19 - Vaccinations & Support - latest briefing updates 12th January 2021**

### **National Shielding Service – Clinically Extremely Vulnerable**

The government have reinstated the National Shielding Support Service (NSSS.) Any residents classed at Clinically Extremely Vulnerable are encouraged to register on the NSSS [here](#). Please find the definition for Clinically Extremely Vulnerable [here](#) (scroll down to the bottom of the page.) This definition is narrower than what was included in wider shielding of spring 2020. Individuals will receive a letter if they are classed as CEV and be given guidance on how to stay safe in coming weeks.

Once registered on the NSSS, residents will be re-directed to their local authority for practical support and in our case that is West Sussex County Council's Covid-19 Community Hub. They can also access priority supermarket slots. Residents who have had priority slots before this lockdown will continue to have access to these too.

As always, residents can get support with shopping, medication etc. even if they do not fit the CEV criteria from the WSCC Hub or NHS Responders. We know many residents are already linked with your Hubs or individual volunteers so might contact the Hub if they need anything too.

If you are aware of any residents who are struggling with the process, with getting the support they need or you'd like some advice on where to send somebody, please do get in contact and I can help.

### **Covid-19 Vaccination Programme – Volunteering & Community Transport to vaccination sites**



HDC Community Development & Voluntary Sector Support have been bolstering some logistics for the vaccination roll out in the Horsham District. The programme has been led by the NHS. We appreciate there are lots of different things going on at the same time in regards to the vaccinations, but the primary route is through the NHS.

Here are some useful links if anyone one is interested in volunteering:

- NHS Covid-19 Vaccination Steward Volunteer roles can be found here: <https://nhsvolunteerresponders.org.uk/i-want-to-volunteer/volunteer-roles/steward-volunteer> We expect these stewarding roles will be especially needed going forward as they increase the sites and number of people being vaccinated.
- Sussex NHS trust has [a list of job or volunteer opportunities](#) too.

The other volunteer route is through the local surgeries who have had volunteers of their own to support on the vaccination days. Note of caution - Storrington surgery were contacted today and they already had too many volunteers!

Community Transport West Sussex are already helping with transport to some vaccination sites and HDC are in contact with them as they plan for an increase in transport requirements. However, If any residents with a scheduled vaccination appointment need transport to attend, the first point of contact should be their surgery to organise this. Any further updates on this will follow soon.

As ever, do let us know if there is anything we can do to help. If there is anything else you'd like more information on, get in contact and it could be included in a future Hub Update.

Kind regards, **Lucie Melvin**

Community Development Graduate Trainee

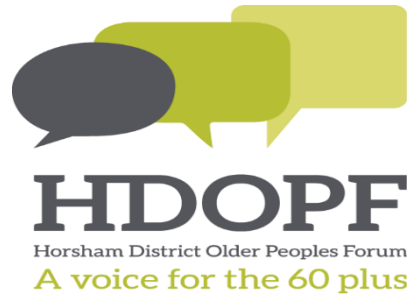
**Email:** [Lucie.Melvin@horsham.gov.uk](mailto:Lucie.Melvin@horsham.gov.uk)

I'd also point out the valuable role of our local Neighbourhood Watch (NHW) schemes who are active in looking out for and helping their neighbours. See [www.ourwatch.org.uk](http://www.ourwatch.org.uk)

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

The Horsham District Older Peoples Forum (HDOPF) is an independent, non-political, voluntary group that is free to attend and take part in. It acts as the 'ears' and gives a 'voice' for people aged 60 and over who reside in the Horsham District Council area or who cares for someone who is. The Forum exists for anyone to raise issues that relate to or affect local older people. The Forum holds quarterly public meetings around the district. We take action where possible on issues that are raised i.e take up with local councils or with a project; we also act as an information hub and consultative group for anyone seeking the views of older people in the district on particular plans, topics or schemes that may affect older people. The Forum is pleased to circulate and publicise information and any events that may be of interest to local older people or carers.

The Forum is actively working towards an 'Age-Friendly' and 'Dementia Friendly' Horsham.



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Email dated 14.01.2021 from HDC

Business: Employment and skills for local people - we need your help



Horsham  
District  
Council

**Stay connected**

## **Business support and information**

From Horsham District Council

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**14 January 2021**

In this email, we at Horsham District Council are looking to the future by highlighting a number of employment support activities for local people. But to get the District's economic recovery on track, we need your help.

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# Employment and skills for local people

In the current pandemic-hit climate the economy has been greatly affected, as we know our businesses are only too aware. Unemployment numbers have tripled across the Horsham District and are expected to rise further as the furlough scheme draws to a close at the end of April 2021.

Part of the Council's Economic Recovery Programme is to help as many people into work as possible.

Whilst the successful [Journey to Work](#) and [WISH](#) programmes are continuing to operate virtually, the Council is excited to be setting up two new projects to help specific target groups.

[Visit our website for information about all our employment schemes](#)

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## Horsham Youth Employment Hub

The Horsham Youth Employment Hub (**YWISH**) launches at the end of January 2021, with the specific purpose of supporting 18-24-year olds find work, training and careers advice.

This service will be provided in partnership with the Department for Work and Pensions and Horsham Jobcentre Plus.



[Find out about YWISH](#)

## Gatwick Diamond Youth Hubs

**Wednesday 3 February 11:30am - 12 noon**

All local businesses and invited to the digital launch of the **Gatwick Diamond Youth Hubs** and find out what is being done to support local young people and make our economy stronger.



Gatwick Diamond Youth Hub  
Digital Employer Launch  
Wednesday 3 February  
11.30am-12 noon

[Register your place](#)

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# Employment support for people over 24 years old

The Council will also be providing a support service for those local people over the age of 24 years who have been impacted by the pandemic, with the aim of helping them get back on track.

Visit our [website](#) for more information about how to engage with this, or any of the other programmes.



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# How local employers can support the local workforce

Helping people find work relies heavily on employers supporting the programmes and providing work-related opportunities.

Support could include: providing new jobs, [Kickstart placements](#), [apprenticeships](#), [traineeships](#), volunteering, work experience or providing advice and mentoring.

## How you can help

Below are a few ways that employers can help support the local workforce:

- Provide work related opportunities for the participants on [our various programmes](#)
  - Notify the Council of any recruiting you are doing or planning to do - we are looking to hold recruitment fairs in the early part of 2021
  - Knowing the jobs that employers have coming up allows us to match the skills of our customers with suitable roles
  - Provide in kind or financial support (sponsorship) to the new Youth Hub (YWISH) project
  - Create new Kickstart placements or apprenticeships for local people
  - Offer your staff as volunteer mentors for people looking to upskill and improve their employability
  - Provide school-work experience placements for school students in June/July 2021
-

# We are here to help

We appreciate and understand that local businesses have suffered throughout the pandemic and that there are challenging times ahead. We are here to offer whatever help we can so please do contact us. If you can help us, we would most appreciate your support.

For any employment or recruitment questions or requests for support, please contact Leigh Chambers on 01403 215264 or by email, [leigh.chambers@horsham.gov.uk](mailto:leigh.chambers@horsham.gov.uk)



## Stay connected



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



**Horsham  
District  
Council**

Email dated 14.01.2021 from NALC  
NALC COVID 19 Update

NALC has reviewed and updated its coronavirus information. This includes an update on the local council elections. See the update below:

### **Local council elections**

On 13 January, Cabinet Office minister, Chloe Smith MP responded to an urgent question in the House of Commons and confirmed May's local elections will go ahead as planned, but this would be kept under review. NALC has asked the government to make a swift decision should this situation change.

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### **Email dated 14.01.2021 from Age UK**

At Age UK West Sussex Brighton & Hove we know many older people are struggling during lockdown and we have a new initiative to help keep local older people warm and well this Winter by providing meal deliveries, advice and support to those who need it most. We would be extremely grateful if you are able to help us promote this initiative, in your Parish Magazines, on social media and your websites and direct anyone who is interested to us.

Below is the text we have been using on our social media campaign to let people know about it and attached is the press release and some photos, as well as our logo. Anything you can do to help us publicise this campaign and reach as many local older people as possible would be really appreciated. If you would like any further information, please don't hesitate to get in touch.

Thank you so much in advance.

#### **Keep warm and well this Winter!**

As we enter a period of increased Covid-19 restrictions, Age UK West Sussex, Brighton & Hove partnering with West Sussex County Council (WSCC), we have received funding to deliver nutritious home-cooked meals, wellbeing and energy advice to over 50's across West Sussex, Brighton & Hove. Our Winter Warmer campaign runs from now, until the end of March 2021.

For a suggested donation of just £2, we can deliver delicious frozen meals and desserts direct to your door by a friendly volunteer, along with energy checks, information and advice.

Please call us on 01903 731 800 if you, or someone you know might be interested in finding out more about our Winter Warmer campaign, or any of our services. Alternatively email us at [info@ageukwsbh.org.uk](mailto:info@ageukwsbh.org.uk)

We can deliver up to 2 – 3 times each week, if freezer space is an issue and menus change regularly. Please contact Age UK West Sussex Brighton & Hove to discuss any specific needs or dietary requirements.

**Jo Prodger**

**Fundraising Coordinator**

Age UK West Sussex, Brighton & Hove

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### **Email dated 14.01.2021 from WSCC Support for Families during the Pandemic**

As things have been moving at speed nationally over this week this short guide hopefully provides information around the different support available for families including children eligible for FSM Vouchers and support for those who have been financially impacted by the Pandemic.



This is not a comprehensive list as I know there are other local Hardship grants, foodbanks and other networks providing support.

**Free School Meals** - There has been some questions around the Free School Meals below overview hopes to provide further information or links including criteria and process FAQ's.

- The eligibility criteria for a child to be entitled to a free school meal or free school meal voucher are set out nationally <https://www.gov.uk/apply-free-school-meals>
- Schools hold lists of identified children within their school of those who are eligible and will have access to vouchers through nominated contractors to provide lunches for any child. Schools access vouchers (normally electronically) for each eligible child on their list directly from the nominated contractors providing FSM vouchers, they are not issued by Government or WSCC to individual schools.

### **Free School Meal Vouchers**

- School Holidays – Christmas and February Half Term (West Sussex County Scheme)
  - COVID Winter Grant Scheme – Government provided funds to upper tier authorities to support families with at least 80% earmarked to support with food and essential utility costs. Decision Details 7<sup>th</sup> December 2020  
[https://westsussex.moderngov.co.uk/documents/s20559/FRC02\\_20\\_21\\_COVID\\_Winter\\_Grant\\_Scheme%20Report.pdf](https://westsussex.moderngov.co.uk/documents/s20559/FRC02_20_21_COVID_Winter_Grant_Scheme%20Report.pdf)
  - £675,000 has been allocated to support children eligible for Free School Meals (FSM) over the Christmas and February school holidays within West Sussex. Eligible families are entitled to a £30 (£15 per week) food voucher per child, distributed by their school, which can be used in a variety of supermarkets to cover the two-week December break. This mirrors the national approach used during the Easter and summer holidays and will be replicated for the February half-term.
  - Every school in West Sussex (including Academy's and Free Schools) were contacted via school news letter who would have contacted parents on their eligibility lists. Many of who would have participated in the previous National FSM Voucher schemes earlier in the year.
  - Free School Meal Voucher scheme providers are Edenred and Wonde
  - Redeeming Vouchers - The providers have a list of main supermarket and retail chains that have signed up to accept the vouchers <https://www.edenred.co.uk/dfe-freeschoolmeals-administrators/>  
<https://www.wonde.com/free-school-meals>
- Term Time – 4<sup>th</sup> January to 18<sup>th</sup> January
  - Schools have an obligation to provide free lunches to eligible children in school and those learning from home
  - They have been working with their catering suppliers to provide food parcels for eligible children learning from home

- National Lockdown 3 - Term Time from 18<sup>th</sup> January (National Government Scheme)
  - Government announced on 13<sup>th</sup> Jan 2021 that the National Voucher Scheme will be available from Monday 18<sup>th</sup> January
  - Free School Meal Voucher National scheme provider is Edenred  
<https://www.edenred.co.uk/dfe-freeschoolmeals-administrators/>
  - FAQ's for parents on the scheme and how it works can be found on their website  
[https://www.edenred.co.uk/Documents/Select/clients/SelectGrocery\\_FSM\\_Parent\\_CarerFAQs.pdf](https://www.edenred.co.uk/Documents/Select/clients/SelectGrocery_FSM_Parent_CarerFAQs.pdf)
  - Every School in West Sussex (including Academy's and Free Schools) have been contacted today 13<sup>th</sup> January as soon as the Government announcement has been made. Including information on the national scheme reopening with the aim to move over to the Government scheme commencing Mon 18<sup>th</sup> Jan.

### **Other support available**

Apart from the FSM Vouchers other support is available for families who are experiencing financial hardship during the pandemic. This includes support with fuel or utility bills, council tax and rent as well as food.

- WSCC Community Hub Families with children who aren't eligible for FSM but who are experiencing financial hardship are encouraged to contact the Community Hub in confidence to seek practical support and advice. The Hub will be open seven days a week between 8am-8pm on 033 022 27980 <https://www.westsussex.gov.uk/fire-emergencies-and-crime/coronavirus-covid-19-advice-and-information/community-hub-covid-19/>
- WSCC Children Services will be supporting families and most vulnerable children. They also work closely with the Community Hub on requests for support where appropriate
- Horsham DC <https://www.horsham.gov.uk/coronavirus/coronavirus-housing,-council-tax-and-benefits> or <https://www.horsham.gov.uk/community/managing-your-money-and-debt-advice>
- Citizen Advice along with advice, have a number of grant funds that can support families <https://www.advicewestsussex.org.uk/horsham/> and
- Supporting residents facing fuel hardship this winter - To support residents who are facing fuel hardship this winter, the DWP Covid Winter Grant Scheme has been launched by Citizens Advice in West Sussex (North, South, East) and Arun and Chichester Citizens Advice in partnership with the County Council.

What can it do It can help with paying for gas, electric and water bills, boiler repairs, purchasing blankets, slow cookers, heaters. Other help may also be available such as mobile phone top ups, energy advice, benefit checks referrals for specialist debt advice.

Examples of who could be eligible:

- Families who have had to claim Universal Credit and don't have significant savings
  - Families on Universal Credit, home schooling and worried about heating their home
  - Families in debt and struggling to pay their gas or other bills
  - Care leavers on a low income
  - People with disabilities who are worried about putting their heating on.
- Government expansion of the Holiday Activities and Food Programme statement  
<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>  
The government announced that the Holiday Activities and Food programme will expand in 2021. Disadvantaged children in England will be offered free healthy meals and enriching activities over the Easter, summer and Christmas holidays next year. Local authorities will receive separate funding to co-ordinate delivery. Some may co-ordinate it themselves, and others may choose to work with another organisation to co-ordinate provision on their behalf. The programme will make free places available to children who are eligible for free school meals for a minimum of 4 hours a day, 4 days a week, 6 weeks a year. This would cover 4 weeks in the summer, and a week's worth of provision in each of the Easter and Christmas holidays. Funding to local authorities would reflect the participation rate among eligible children, based on what we have seen in the pilot stage of this programme. We will work with local authorities over the coming months and will put in place additional measures to support them, including guidance and best practice based on our pilot phase.
- 

**Email dated 15.01.2021 from HDC**  
**Local Plan Update**

As you will be aware, the Council is in the process of preparing the next stage in its Local Plan called a Regulation 19 document. Once agreed, this document will be published for a formal 'period of representation' where comments can be made on the Council's proposals.

In advance of the publication of this document, the Strategic Planning team has taken the opportunity to seek some advice on the Local Plan preparation process. The advice that has been provided to the Council has not identified any significant omissions in terms of the matters that the plan is seeking to address. We were however made aware of new requirements about the timing of work with organisations such as Highways England and Natural England. This work now needs to be concluded as far as possible before the publication of our Regulation 19 document. Whilst this work is ongoing, it does mean we need more time to finish this work before we can publish the local plan for comment.

This means that the timetable for the Plan will have to change by a few weeks. The revised timescale will be finalised once we have a clearer picture of how long the additional work will take. However it is currently envisaged that the Regulation 19 document will be published in the spring of 2021. You can find out more about the Local Plan process on our website. <https://www.horsham.gov.uk/planning/local-plan>

Kind regards,

**Catherine Howe**  
Head of Strategic Planning  
Email: [Catherine.Howe@horsham.gov.uk](mailto:Catherine.Howe@horsham.gov.uk)



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### Email dated 15.01.2021 from HDC, from Manny Singh

A short note to advise you that I will be leaving my post at the council on the 25<sup>th</sup> January and will be moving to a post as Planning Services Improvement Manager at Wealden District Council.

I wanted to write to thank you all for your support over the years that I have been in post - it always makes the job easier when you have receptive people around you who are all working to make a difference to the communities that we serve.

It has been a pleasure working with you and your members and I wish you every success for the future.

Best wishes, Manny

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### Email dated 15.01.2021 from Sussex Police Support is still available in lockdown



Hello

In the first week of the latest national lockdown, more than 400 vulnerable people reached out for help to victim support agencies across Sussex.

Worryingly though, domestic abuse referrals have begun to decrease, with one specialist support service seeing a fall of nearly 40% in referrals compared to late December.

Although the Government has made it clear that individuals are permitted to leave their homes if they are escaping domestic abuse, I'm concerned that there may still be many across the county who are suffering in silence.

Support services across Sussex are still accessible for all victims during lockdown and there are many ways in which people can discreetly reach out for the help and support they need.

Safe Space Sussex is an online directory of local services which has a new search tool so that victims of any crime can find the help they need within seconds. It also has a 'leave site now' button that users can press to quickly exit the site.

Sussex Police have issued advice on how a victim of crime can covertly let a call handler know they are in danger. The '55' technology is for those too scared to speak, to alert a



call handler to the fact they need help by pressing 55 on their mobile phone once they've dialled 999.

The Government has also announced that, as part of a national campaign, victims of domestic abuse will be able to safely access support from thousands of pharmacies across the UK.

The 'Ask for ANI' scheme allows those suffering from abuse to discreetly signal that they need help. By asking for ANI, a trained pharmacy worker will offer a private space where they can understand if the victim needs to speak to the police or would like help to access support.

There will be an on-going sign-up process and I'm asking all pharmacies across Sussex to get involved and help in the fight against domestic abuse by providing another safe space. If you or someone else is in immediate danger, always dial 999 and ask for the police.

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### Regular roads policing updates

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I'm pleased that Sussex Police have this week launched their new Four Weekly Roads Policing Update which you can read [here](#).

Chief Constable Jo Shiner is committed to reducing the number of people who are killed or seriously injured on our roads and officers are carrying out a number of targeted and proactive operations to make our roads safer. The teams and volunteers will be keeping this page updated with all the latest news on this activity so you can read some of the work happening in your local area.



Katy Bourne OBE  
Sussex Police & Crime Commissioner



HAVE YOUR SAY IN OUR LATEST POLL

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Email dated 15.01.2021 from CAGNE  
CAGNE 7<sup>th</sup> AGM



The CAGNE Annual General Meeting will take place on Friday 5<sup>th</sup> February 2021 virtually at 7pm – Agenda attached [https://mcusercontent.com/0b329a9ce3db16eca4cd930c8/files/05c76c22-1a15-43e1-8d13-fced78cf6075/Annual\\_General\\_Meeting\\_2021.pdf](https://mcusercontent.com/0b329a9ce3db16eca4cd930c8/files/05c76c22-1a15-43e1-8d13-fced78cf6075/Annual_General_Meeting_2021.pdf)

We invite you to attend by registering your interest with your email address here.

<https://www.eventbrite.co.uk/e/cagne-agm-2021-tickets-135860826389>

You will then be sent the online link closer to the event which will enable you to attend.

Participants in the AGM are asked to submit questions to CAGNE in advance of the meeting by **no later than Sunday 31st January 2021.**

Any questions should be e-mailed to [cagneagm2021@gmail.com](mailto:cagneagm2021@gmail.com) no later than the above date.

All questions must be accompanied by postal location (to assist with airspace questions) and email address.

**Please note that we will only accept questions that are aviation or environment related.**

AGM is due to close at 9.30pm.

We look forward to welcoming you to our 7<sup>th</sup> AGM.

Sally Pavey, Chair of CAGNE, On behalf of CAGNE committee

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#### **Email dated 15.01.2021 from NALC Chief Executives Bulletin**

##### **Onward report says give every area local councils**

I was absolutely delighted to see local (parish and town) councils recognised and at the heart of a new report published this week, which among its proposals urges the government to pave the way for every area to have local councils. [The Policies of Belonging](#) by think tank Onward is supported by a cross-party coalition of MPs (including Danny Kruger MP who contends now is the time for local councils to be given new esteem is his recent piece on [NALC blog](#)) and leading civic organisations. The report calls for ministers to hand power and capital back to communities after the pandemic to repair Britain's fraying social fabric. I particularly liked [this media coverage from the Mirror](#) which led on the 'right to self-government' proposal. You can read more in our [news story](#), including our reaction by our chairman, Cllr Sue Baxter, which also featured in [Onward's social media coverage](#) of the



report. Huge credit to Sue for influencing this report as last year she met with Lord O'Shaughnessy – who is a member of Onward's advisory board – to brief him on the sector following a speech he gave at an event where he said he was “a big believer in parishes and towns” – fantastic to see Sue's lobbying and his enthusiasm reflected in the report!

### **May's local elections**

For those local councils due to having elections on 6 May, I know the big question on your mind is will they take place as scheduled or be postponed. Responding to an urgent question in the House of Commons on 13 January, [Cabinet Office minister Chloe Smith MP said](#) May's local elections will go ahead, but that the government was keeping this position under review. We are continuing to stay in close contact on this issue with county associations and the government.

### **Local Council Award Scheme**

It's great to see the Local Council Award Scheme get the New Year off to a positive start with over twenty applications. Good luck to all those councils who will be assessed by our national panel next month! In her New Year [open letter](#), our chairman, Cllr Sue Baxter, highlights the importance of good governance and I want to add my encouragement for councils to get involved in the Scheme. More than ever, recognition of our local councils is needed and participation in the Scheme is vital to championing this, demonstrating a commitment to the continuous improvement and standards set by the sector, for the sector. Do check out more information on the Local Council Award Scheme [here](#).

### **Toilets Bill**

As a result of pressure by NALC and the All-party parliamentary group on local democracy, the 'toilets bill' continues its passage through the House of Lords next week. We're urging the government to get this bill over the line as local councils continue to face financial pressures as a result of Covid funding to the local government not reaching local councils. Helpfully our former president Lord Lytton also raised this and other issues with Lord Greenhalgh, minister for building safety and communities, this week. I'm really grateful to John – who is also a founder member of the local democracy group – for pushing to get the bill through, urging a rethink on the government's approach to Covid funding, and pressing for remote meetings to continue after May.

### **BHIB Councils Insurance winter checklist**

NALC's partners, BHIB Councils Insurance, have produced a handy winter checklist for local councils. It's free to download and is full of tips and guidance on keeping your buildings safe, preventing slips and trips, protecting your staff and dealing with hazardous road conditions. Further information, including on the advice and support BHIB Councils Insurance can offer, can be found [here](#).

### **NALC Policy Committee**

NALC's Policy Committee held its first meeting of the year on 12 January, here's a summary:

- The committee considered a policy motion from the Kent Association of Local Councils on the rights of the travelling community and supported the aim of retaining a balance between the needs of communities and travellers, in the housing policies of local plans
- Agreed proposals for NALC's next big theme on young people comprising a dedicated webpage, a case studies publication, events, lobbying for powers and funding, encouraging young people to stand for election and setting up a young councillors network

- Received updates to ongoing work on the planning white paper, local elections and NALC's Make a Change campaign, health and well being, and climate change including supporting a policy statement by the task and finish group
- Noted the publication by the Local Government Association of the Model Code of Conduct which would be considered by the Management Board and National Assembly
- Agreed on the importance of **Lobby Day** to engage with MP's, build relations and raise key national and local issues; and encouraged all county associations and councils to get involved.

#### Latest DIS

Direct Information Service 956 (DIS) came out this week, our fortnightly update on news, government statements and consultations, planning, rural affairs, funding opportunities, events and a recap of NALC's biggest stories. You can find out more and get the latest news directly to your inbox [here](#).

#### And finally...

In 2020 we helped dozens of local councils and county associations with their recruitment by raising the profile of job roles and helping attract the best candidates. Our bronze, silver and gold packages are tailored to your needs, using our unique communication channels and extensive reach to get your advert out to the right audience. You can find out more [here](#) or do get in touch with [silvia.nicole@nalc.gov.uk](mailto:silvia.nicole@nalc.gov.uk).

Email dated 15.01.2021 from HDC

**Business: National Lockdown business support grant funding | COVID-Secure materials for your business | Guidance for landlords and tenants**



Horsham  
District  
Council

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## Business support and information

From Horsham District Council

## National Lockdown business support package grants

Grant funding is now available for the National Lockdown period January 5 to February 15. This funding is available for businesses that have had to close and receive a rates bill.

The rate of payment for businesses will be:

- Properties with a rateable value of £15,000 or under: £6,001 (A £2,001 grant and a £4,000 lockdown payment)
- Properties with a rateable value of more than £15,000 and less than £51,000: £9,000 (a £3,000 grant and a £6,000 lockdown payment)
- Properties with a rateable value of £51,000 or over: £13,500 (£4,500 grant and a £9,000 lockdown payment)

Click the button below to begin your application and select Business Support Package.

[Apply for a grant](#)

Businesses that have had to close but do not receive a rates bill and businesses that can remain open but are struggling can [apply for the discretionary scheme](#). The discretionary scheme is currently being reviewed.

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## Virtual Horsham shopping portal set to grow

The Virtual Horsham online purchasing portal is set to grow from next week with the addition of more independent businesses offering all forms of remote ordering for collection or home delivery.

This latest development responds to the latest national lockdown and recognises that there are many businesses needing assistance that currently don't offer full online purchasing options.



The refresh also means that the opportunity for independent businesses to set up free profiles will be extended by another three months. Follow the link below to find out more.

[Visit Virtual Horsham](#)

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## COVID-Secure advice and materials for your business

National lockdown restrictions are currently in place. As a business, you must keep on protecting your customers and helping them to protect themselves.

We've updated our advice for business owners and operators who remain open under lockdown restrictions:

## Before their visit

- Where possible, encourage customers to phone-in, use an app, or offer another method for them to place their orders before they visit.

## Entering your business

- Calculate how many customers can queue in the shop safely to maintain 2 metres social distancing and display this result clearly at the entrance to avoid confusion.
- We recommend that you provide floor markings outside at 2-meter intervals if queues to enter the business are expected to assist with effective social distancing.
- Queues to enter the business should be managed to ensure that safe social distancing is observed, as well as to avoid causing an obstruction on the street.

## Inside your premises

- Ensure that customer ordering and waiting areas are not overcrowded by sticking the maximum customer calculation.
- Try to encourage customers to wear face coverings correctly over both their mouth and nose.
- Use floor markings to aid in effective 2-meter spacing for your customers. Try to avoid customers waiting by doors offering entry or exit from the business.

## Following their visit

- Try to encourage customers to vacate the area as soon as possible once they have collected their purchase. Gatherings in groups is not permitted by law.

## Posters to download and print

The following posters feature current government messaging. Download and print them to display in your premises.

- **Stop the spread of coronavirus: Please do not gather in groups**
- **Hands face space: Please do not gather in this area**
- **Welcome: We continue to be open for takeaway service**

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# Guidance for landlords and tenants

The guidance for landlords and tenants in the private and social rented sectors has been updated following the introduction of national lockdown restrictions in England.

This guidance is advisory and informs you about recent changes to the law. All guidance is subject to frequent updates and should be checked regularly for currency.

[Read the updated guidance on GOV.UK](#)

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# Upcoming training

## HMRC Webinar – Self-Employment Income Support Scheme Grant Extension

Friday 15 January 2021 11:45 - 12:45

## West Sussex Recover & Rise #2: Perfect Product / Service

Friday 15 January 2021 12:00 - 13:30

## West Sussex Recover & Rise #3: Goal, Objective & KPI Setting

Tuesday 19 January 2021 12:00 - 13:30

## Why Email Marketing Is More Powerful Than Social Media

Wednesday 20 January 2021 09:30 - 11:30

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**Read Our District magazine online:**  
**[www.magazine.horsham.gov.uk](http://www.magazine.horsham.gov.uk)**



**Horsham District Council**

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Email dated 15.01.2021 from WSCC

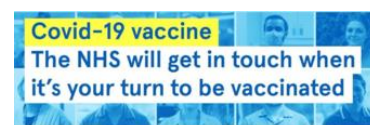
West Sussex COVID-19 News – Vaccines update - Business help - Skills courses - and more



- Vaccination rollout latest
- Latest COVID-19 figures
- Recover and Rise for local businesses
- Every Mind Matters
- Set aside an hour to skill
- Fire safety education goes online
- Online help from our libraries
- Lockdown fire safety tips

## Vaccination rollout latest

The NHS in Sussex continues its rollout of the COVID-19 vaccination – this is the largest vaccination programme ever undertaken by the NHS. [The Sussex Health and Care Partnership website](#) has details on the rollout, including [when you can expect to get your jab](#) and details of [vaccination scams](#) to be aware of.



In order to help elderly and vulnerable people get to their COVID-19 vaccination appointments, concessionary bus pass holders can travel for free in West Sussex before 9.30am from this Monday (18 January).

Concessionary bus pass holders can currently travel free of charge in West Sussex, off-peak - which is weekdays 9.30am -11pm - and all day at weekends and bank holidays. From Monday, this temporary relaxation will allow them to also travel for free before 9.30am.



More information about the county council's bus pass scheme is available [here](#).

## Latest COVID-19 figures



National restrictions remain in place. Cases in West Sussex have been rising and although we may have seen a plateau in cases, we must act like we have it to stop the spread.

The latest COVID-19 infection rate across West Sussex, for the seven days up to 9 January, is **640.9 per 100,000**. This is still above the national average for England of **622.3 per 100,000**.

### Latest coronavirus cases for West Sussex.

We cannot let our efforts slip until we have beaten the virus - it is your responsibility to keep yourself and others safe.

### Follow National lockdown restrictions and remember:

- You cannot leave your home to meet socially with anyone you do not live with or are not in a [support bubble](#) with (if you are legally permitted to form one).
- You may exercise on your own, with one other person, or with your household or support bubble.
- Indoor gyms and sports facilities [will remain closed](#). Outdoor sports courts, outdoor gyms, golf courses, outdoor swimming pools, archery/driving/shooting ranges and riding arenas must also close.
- If you think you may have any coronavirus symptoms, isolate immediately and book a test. There is availability at your local walk or drive-through sites that may be closer than you think.

You can [book a test online](#) or by calling 119 to get an appointment to visit a test site.

## Recover and Rise for local businesses



A series of online workshops aims to give West Sussex small businesses a robust toolkit to survive – and hopefully grow - in 2021.

The [West Sussex Recover & Rise in 2021](#) programme is a series of free workshops, supported by the county council and run by Creative Bloom, Shake It Up Creative and Rume2.

Topics covered include goal setting and business planning, plus critical digital skills like social media, Google Analytics and Search Engine Optimisation.

[Sign up to workshops](#)

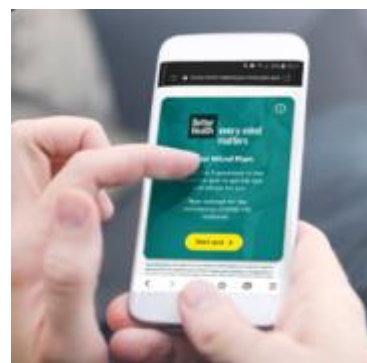
## Every Mind Matters

COVID-19 has impacted the whole country; for almost everyone, life has had to change fundamentally.

Research shows that since the start of the pandemic there has been an increase in a range of mental health conditions for adults, from low wellbeing, sleep problems and anxiety to depression.

To combat this, Public Health England is launching a Better Health - **Every Mind Matters campaign** to support the nation's mental wellbeing. It includes a free NHS-approved 'Mind Plan' and highlights their [COVID-19 hub](#) that includes tips and support on how to deal with change, cope with money worries and job uncertainty and how to look after your mental wellbeing while staying at home.

It also includes practical tips and videos from experts on dealing with [stress](#) and [anxiety](#), boosting your [mood](#), [sleeping](#) better and what you can do to help others – including advice for [parents](#) and for [children and young people](#).



## Set aside an hour to skill



Set aside just one hour a week in 2021 to take free online courses that will not only improve your skills and keep your mind active, but could also boost your future job prospects.

The government has launched a new campaign called 'An Hour to Skill'. The campaign aims to inspire people to spend one hour a week learning online with [The Skills Toolkit](#) by highlighting the ease and benefits of accessing free, high-quality online courses.

## Fire safety education goes online



With online learning now taking place, West Sussex Fire & Rescue Service has designed a Learning Zone to help parents teach little ones about fire safety.

The Learning Zone is split into Early Years, Key Stage 1 and Key Stage 2 categories, and features a range of activities – such as colouring in, videos and quizzes.

[You can find it here.](#)

## Online help from our libraries



West Sussex Libraries offers a [Remote Digital Support Service](#) with volunteers giving basic support in one-off sessions by phone or online.

Some of the things they can help you with are:

- General internet searching.
- Using email.
- Using a device to connect with others, including video conferencing.
- Staying Safe Online.

The Library Digital Support Team are available Monday - Friday between 10am and 4pm to take enquiries and arrange for a volunteer to help. They can be contacted by phone on 0330 222 3455 or email [library.digital.support@westsussex.gov.uk](mailto:library.digital.support@westsussex.gov.uk)

## Lockdown fire safety tips

Last year, our fire & rescue service attended **514 fires** in people's homes.

Therefore, the service is encouraging residents to look out for potential fire risks, which is particularly important as we're all spending more time in our homes due to the pandemic.

The fire service can also give tailored fire safety advice through their free Virtual Safe & Well Visits. To find out if you, or a loved one, is eligible, please [visit our website](#).

Thank you for your continued support.



**CORONAVIRUS**

**KEEP  
WEST  
SUSSEX  
SAFE**

 west  
sussex  
county  
council



Visit our website for the latest advice and updates »

**SPREAD THE MESSAGE NOT THE VIRUS**  
**#KEEPWESTSUSSEXSAFE**