

Memo (Agenda May 2021)

To: Parish Councillors

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

From: Sarah Hall

Date: 18th April 2021 (week commencing 12th April 2021)

Re: COUNCILLORS' BRIEFING NOTE

I have outlined below a number of recent developments for your information.

(1) Planning Applications Issued

Number	Applicant & Reason	Consultation Closes	NPC Meeting
DISC/21/0059 19.02.2021	Approval of details reserved by condition 3 on DC/20/2302. Cedar Cottage, Copsale Road, Maplhurst	01.04.2021	Planning 21.04.2021
DC/21/0496 02.04.2021	Demolition of existing garage and erection of a single storey side extension with internal alterations and a new porch. Highlands, Brighton Road, Mannings Heath	Not available	Planning 21.04.2021
DC/21/0828 08.04.2021	Replace/Relocate HV pole 618529 and Install 2 x stay wires, Replace/Relocate HV pole 618527 and install 2 x stay wires and Remove HV pole 618528 and associated overhead lines. Woolmers, Brighton Road, Mannings Heath	Not available	Planning 21.04.2021

(2) Delegated Decisions (Email Consultations)

Number	Applicant & Reason	Comments by	Councillors

(3) HDC Decisions

Number	Applicant & Reason	Comment to HDC	HDC Decision
DC/21/0086	Erection of a single storey rear extension (Certificate of Lawful Development – Proposed) Swallowfield Cottage, 2 Swallowfield Close, Mannings Heath	No objection – with comments	Refused 17.03.21
DC/21/0184	Surgery 1 x Oak 30 Lime Kiln Road, Mannings Heath	No objection	Permitted 13.04.2021

DC/21/0011	Erection of stables with access and hardstanding Colstaple Farm, Colstaple Lane, Horsham	Objection	Permitted 09.04.2021
DC/20/2551	Stationing of a mobile home within the curtilage (Certificate of Lawful Development – Proposed) 6 Forest Close, Mannings Heath	No objection with comments	Permitted 15.03.2021
DISC/19/0313	Approval of details reserved by condition 3 on DC/17/2042 Ghyll House Farm, Broadwater Lane, Copsale	Objection	Refused 03.03.2021
DISC/19/0353	Approval of details reserved by condition 3 on DC/17/2041 Ghyll House Farm, Broadwater Lane, Copsale	Objection	Refused 03.03.2021

(4) Appeals

Number	Applicant & Reason	PI Written Representation/ 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

Audience Overview

All Users
100.00% Users

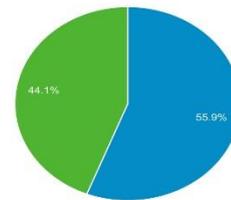
10 Apr 2021 - 16 Apr 2021

Overview



Users 82	New Users 52	Sessions 138
Number of Sessions per User 1.68	Page Views 421	Pages/Session 3.05
Avg. Session Duration 00:02:26	Bounce Rate 42.03%	

■ New Visitor ■ Returning Visitor



Language	Users	% Users
1. en-gb	63	76.83%
2. en-us	17	20.73%
3. en	1	1.22%
4. it-it	1	1.22%

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Clerks Update

- UKPN have attended the faulty lighting column on Nuthurst Road, Monks Gate and SSE will be returning next week to adjust the 'magic eye'.
- Letter submitted to HDC opposing the Buck Barn development from Nuthurst, Cowfold, West Grinstead and Shipley Parish Councils.
- Internal Auditor booked for 13th May 2021.
- Clerk attended WSALC meeting with Clerk's.

- **Planning Committee meeting cancelled because summons to meetings cannot be issued in period of mourning.**

Correspondence

Email dated 16.04.2021

Chief Executives Bulletin

His Royal Highness The Prince Philip

NALC chair Cllr Sue Baxter sent condolences on behalf of the sector on Friday — "It is with great sadness that the National Association of Local Councils (NALC) has learned of the death of His Royal Highness The Duke of Edinburgh. I know that those in the local (parish and town) council sector would join me in extending their condolences to Her Majesty The Queen and members of the Royal Family". Sue has subsequently written to HRH The Princess Royal, who attended our Annual Conference in 2019, expressing sympathy for her father's death.

National Assembly — open house session

Around 50 assembly members, county association councillors and county officers met on 13 April 2021 in NALC's latest open house session designed to consider topical issues informally. The meeting split into four breakout rooms to hold workshop sessions to discuss aspirations for the sector and what needed to address and deliver on those aspirations.

The top three aspirations were:

1. To parish of the whole of England
2. For the sector to be taken more seriously and its potential recognised by other tiers of government and the public sector
3. To secure access to additional government funding

The top four steps to address these were:

1. Improve councillor quality and representation through training and new standards regime
2. Give more powers to local councils
3. Review the General Power of Competence to enable more councils to benefit from it
4. No capping or referendum principles

NALC's Policy Committee will discuss these aspirations as part of the work to refresh the current NALC prospectus.

Assembly members also approved NALC's statement on unitary government to the current MHCLG consultation on establishing a unitary government in Cumbria, North Yorkshire and Somerset. A copy of that response will be available next week.

County Officers' Forum — Lacey Day

County Officers' Forum met on 13 April 2021, which was the annual Lacey Day. The main items discussed were updates from the CCLA, discussion on the parish borrowing application process, updates from Derek Kemp on the finance briefings, the new edition of the Practitioner's Guide and critical changes AGARs, and problems with local council banking. Representatives from the Ministry of Housing, Communities and Local Government (MHCLG)

joined the meeting to discuss parish borrowing. They were apologetic for the recent delays in processing applications and that they were now addressing the backlog, which they hoped to clear as soon as they can.

Larger Councils Committee

The next committee meeting will take place on 20 April 2021. The committee will discuss the Super Councils' Network, receive updates from national stakeholders and member services, and committee members on local council COVID-19 response. Please [read the full agenda](#) on our website.

New event on community buildings

Join our new event on community building on 23 June 2021. With lockdown ending, now is the perfect time to consider the role your village hall or community centre can play in revitalising your community. Our expert panel features Deborah Clarke, rural evidence and village halls manager at Action with Communities in Rural England and Andrew McKenzie, town clerk of Dawlish Town Council. [Find out more about this event and register your place today!](#)

Finance briefings

The accounts and audit advisor have issued two financial briefings. The first confirms the current procurement threshold figures for the model financial regulations, and the second is on VAT reverse charging rules. You will find these in the [member's area](#) in the briefings section under finance and audit.

Joint Panel on Accountability and Governance (JPAG)

JPAG has issued additional advice on treating certain COVID-related items in the 2020/21 AGAR, notably furlough monies and closure grants — [find out more](#).

New rural report by the Centre for Ageing Better

Yesterday, the Centre for Ageing Better published its [Ageing in a rural place](#) report. With roughly 70% of local councils are in rural areas, the report looks at the specific challenges that rural populations face, such as housing, employment, protection of local buildings and assets, and transport links. [Find out more about the Centre for Ageing Better work](#).

Woodland Trust wants trees to be an election priority

Ahead of 6 May, the Woodland Trust wants metro mayoral candidates to commit to protecting and planting woods and trees by increasing tree canopy cover, opposing damaging developments and improving access to nature for all. You can ask your candidates to commit to native trees by [sending an email](#).

And finally...

For LCR's next Your Say survey, we would... like to find out more about your working relationships with sector and non-sector bodies. Please help us by completing the short [three-question survey](#) by 7 May 2021.

**Email dated 16.04.2021 from WSALC
District Associations Secretary**

**West Sussex, District Associations of Local Councils
Appointment of Secretary**

Within West Sussex there are four District Associations covering Arun, Chichester, Horsham and Mid Sussex supporting the towns and parishes within each District.

Arun, Horsham and Mid Sussex DALCs are in need of a Secretary to cover the 3 or 4 meetings a year held by each DALC, a role that can be covered by one person for all three DALCs.

The WSALC Board welcomes expressions of interest from Clerks or others who might be prepared to take on the role and invites an indication of the fee expected to cover preparation, attendance and follow up for each meeting; there will also be the need for book keeping.

For further information you may contact Trevor Leggo, trevor.leggo@wsalc.co.uk or 07825 506649

Closing date for initial expressions of interest to Trevor Leggo, Thursday 29th April 2021



WSALC Limited

Email dated 16.04.2021 from WSCC

Your latest news on COVID-19 - testing - volunteers needed - back to school - and more



'Be patient, be kind'. Simple things to keep West Sussex safe

Spring is in the air, lockdown restrictions are easing and communities across West Sussex are coming back to life.

We're now in step two of the roadmap, which means we can return to non-essential shops, gyms, leisure centres, and hairdressers among other places.



We can meet outside in a group of up to six people or two households, including at outdoor cafés, restaurants, pubs and bars.

But please keep travel to a minimum and don't let your guard down yet.

If you're returning to the shops there are some simple things you can do to stay safe, as Neil Williamson from Arun District Council's Environmental Health Team explains in our latest podcast:

"Be patient and be kind to other people. Yes, it might take a bit longer to get into the business, but queue outside, keep your space, have a nice time, be safe and look after yourself and others."

[Listen to the podcast here.](#)

Follow the guidance at each location, and keep in mind the advice to 'act like you have it.'

See the [checklist of actions](#) we can all take to #KeepWestSussexSafe.

[Stay up-to-date on latest case data in West Sussex.](#)

Testing is simple, easy and accessible

To help protect our family, friends and communities, and keep us heading in the right direction on the roadmap, it's vitally important to get tested regularly and self-isolate when required.

If you don't have symptoms, make it your habit to get tested twice a week. Order tests to your home, collect locally or book a local supervised test. Collection points and test sites are available across West Sussex.

www.westsussex.gov.uk/communitytesting

If you develop any of the Covid-19 symptoms (fever, new persistent cough, or loss of taste or smell), you must self-isolate immediately and [book a PCR test](#) or call 119

See the links for details of support available if you need to self-isolate.

FIND OUT MORE

Vaccination programme - next phase begins



From this week, people aged 45 and over are now eligible to receive their COVID-19 vaccination and are invited to book an appointment.

Across the country, we are moving to the next phase of the COVID-19 vaccination programme after reaching the target to offer all those in phase 1 of the programme

a vaccination.

If you are trying to book an appointment and there are no available slots please keep trying as more will become available over the coming weeks.

Everybody in cohorts 1 to 9 – those aged 50 and over, the clinically vulnerable and health and social care workers – has been offered a vaccine, meeting the government's 15 April target.

This group accounts for 99% of all COVID-19 deaths during the pandemic, so by offering them the vaccine, the NHS is helping ensure the most vulnerable are protected from the virus. The significant milestone marks the beginning of phase 2 of the vaccination programme and people aged 45 to 49 across England can now book appointments through the [NHS booking service](#). People in this age group can also wait to be contacted by their GP-led vaccination service.

The NHS is still urging people to continue to attend vaccination appointments and book their appointment as soon as it is their turn. It comes after the government updated the advice this week about who should receive the Oxford/AstraZeneca vaccination.

As a detailed review takes place into reports of a very rare blood clotting problem affecting a small number of people who have had the Oxford/AstraZeneca vaccine, it has been announced that it is preferable for people under the age of 30 with no underlying health conditions to be offered an alternative vaccine where possible once they are eligible.

People who have already received one vaccination are encouraged to attend their appointment for their second dose, and make sure they receive the full long-lasting protection.

The NHS says the benefits of the vaccination outweighs any risk and everyone should attend their appointment. If residents are affected by the updated position, they will have the opportunity to talk through the options when it comes to their vaccination appointment.

Read more about the latest update and what people should do.

Continue to follow government guidance after vaccination

Please remember that whilst having the full course of the vaccine will reduce the chance of suffering from COVID-19, you may still be at risk of catching it and spreading it to other people. Therefore, it is important that everyone continues to follow current government guidance to stay safe.

FIND OUT MORE

Book of Condolence for His Royal Highness The Duke of Edinburgh

The funeral of His Royal Highness The Duke of Edinburgh will take place this Saturday (17 April) at 3pm in St George's Chapel, Windsor Castle. A national minute's silence will be held to coincide with the start of the funeral.



An online book of condolence is now open on Buckingham Palace's website: www.royal.uk

Residents who do not have online access can send a message of condolence to the Chairman's Office, Room 102, West Sussex County Council, County Hall, Chichester PO19 1RQ.

Because of the current COVID-19 guidance and restrictions, people are being urged to please avoid gathering in public places: for example, rather than laying flowers in a public area, you may wish to display a floral tribute at home.

FIND OUT MORE

Get help for your mental health



Coming out of lockdown can be just as worrying for many people as when restrictions are in place.

Many of us may be worried about the impact COVID-19 has had on our finances, our health or our loved ones.

That's why we'll be sharing details of organisations who can offer health, wellbeing and emotional support via our social media channels in the coming weeks. You can also visit our [website](#) which contains links to many of these organisations.

The NHS [Sussex Mental Healthline](#) is also open 24-hours a day on 0800 0309 500 to provide listening support, advice, information. It is available to anyone concerned about their own mental health or that of a relative or friend and this includes carers and healthcare professionals.

The [Preventing Suicide In Sussex](#) website also has a comprehensive list of national and local organisations and charities which offer mental health advice and support for those who are suffering themselves, or people who are worried about others.

If COVID-19 has left you with worried about your finances and paying your bills, you can get free advice from [Arun and Chichester Citizens Advice](#) and [Citizens Advice in West Sussex](#).

[FIND OUT MORE](#)

Last chance to register to vote in May

Local elections will take place on 6 May for West Sussex County Councillors and the next Sussex Police and Crime Commissioner. In some areas, district and borough councillors and town and parish councillors are also being elected.



Residents must be registered to vote several weeks ahead of election day on Thursday 6 May. **For anyone not already on the electoral register, the deadline to apply to register to vote is midnight on Monday 19 April.**

[Registering is easy and takes just five minutes online.](#) It is particularly important for anyone who has recently turned 18 or has moved home to act to ensure they are registered to vote.

We will make sure that polling stations are safe to use and that you can be confident in the arrangements for voting in person, but, as part of the county council's current drive to help Keep West Sussex Safe, residents are being encouraged to consider postal voting, rather than travelling to attend polling stations, to help stop the spread of coronavirus.

Residents can apply for a postal vote by visiting the [Electoral Commission](#) website to download, print and fill in the postal vote application form. **The deadline to apply for a postal vote is 5pm on Tuesday 20 April.** Postal votes can be temporary for these elections only and will be sent out in the run up to election day, with clear instructions on how to return them.

[FIND OUT MORE](#)

Back to school update



It's back to school for children and young people on Monday – we hope families have enjoyed the Easter break!

The government has confirmed that [face coverings](#) should continue to be worn in secondary school and college classrooms and in communal areas as a precautionary measure when students return after Easter (unless students or staff are exempt for medical reasons). It is expected that from Monday 17 May, face coverings will no longer be required in secondary schools as part of Step 3 of the government's roadmap out of lockdown – this is yet to be confirmed and will follow a government review of the data nearer the time.

You can find all the latest on how COVID-19 is affecting West Sussex schools on our [COVID-19 Education pages](#).

We know many children and young people are finding things especially difficult right now and help is available. On the school section you will find a page dedicated to support for children's emotional wellbeing which includes videos, information and where young people can go to get help if they need it.

[FIND OUT MORE](#)

ACT - Action Counters Terrorism

We are proud to support Counter Terrorism Policing's national vigilance campaign and are encouraging our



staff and the public to help the police tackle terrorism and save lives by reporting any suspicious behaviour and activity as lockdown restrictions ease.

The police work around the clock to protect us all from those wishing to do us harm. But the cooperation between everyone in the community is also a powerful defence which is why it is so important that we all play our role.

If you see or hear anything that doesn't feel right when you are out and about please report it, in an emergency call 999.

To report online and learn more about the signs to spot, visit Gov.uk/ACT.

#CommunitiesDefeatTerrorism.

FIND OUT MORE

Could you become an Independent Visitor?



Could you take an active role in supporting our children? Independent Visitors are people who give up a little time to spend it with a child aged between 8 and 17 who are cared for by the County Council. The emphasis is very much on having fun and building an attachment, whether it's spending a couple of hours going for a walk a month or doing another fun activity together, it all makes a difference to a child.

We are currently looking to recruit more Independent Visitors and are hosting [two online information events on 21 and 23 April](#) for people to find out more.

If you are interested in becoming an Independent Visitor please sign up for one of two sessions on Wednesday, 21 April at 7pm or Friday, 23 April at 11am at: <http://ow.ly/3FDd30rCZL2>

Find out more www.westsussex.gov.uk/independentvisitor or by emailing independent.visitors@westsussex.gov.uk

FIND OUT MORE

Know someone who would like to receive this eNewsletter?

If anyone you know who would like to sign up for this bulletin, please forward this eNewsletter to them and they can [sign up here](#). Thank you for your support.



Email dated 15.04.2021 from HDC

Please help to support this year's Great British Spring Clean



Dear Parish and Neighbourhood Council Clerk,

Please help to support this year's Great British Spring Clean 28 May–13 June 2021

Horsham District Council is backing **Keep Britain Tidy's annual litter campaign**, the Great British Spring Clean, and is calling on your help to please spread the word about this national campaign to help improve the environment on our doorstep. This is particularly important now that we are facing an ongoing battle with litter being strewn on the roadsides across the Horsham District and an increase in the incidences of fly-tipping.

This year our outdoor spaces and places have mattered more than ever before. They have been a sanctuary during challenging times. Keep Britain Tidy are calling on hundreds of thousands of volunteers from across the UK to join together and show some love for those special places that helped us all through lockdown.

How the Council is supporting the campaign

According to the [Government's roadmap out of lockdown](#), outdoor gatherings of up to six people (the rule of six) or two households are now permitted. In line with this guidance we are happy to once again support litter picking activity in small groups of up to six volunteers, or two households.

We can help them by providing equipment such as litter sticks and bin bags. We are doing this through the Waste and Recycling team's **Adopt A Street** initiative which is celebrating its 6th anniversary this year and now has the enthusiastic support of hundreds of volunteers across the District. These are volunteers who take pride in their neighbourhood and are happy to take ownership of the issues around litter in their area.

How you can help

Please encourage your local community to get involved. Here are some suggestions:

1. [Organise a private clean-up](#) with up to five other family members and friends and share your **#litterheroes** work on social media. Please tag **@HorshamDC** in your posts and we will share them with our residents across the District.
2. [Pledge online to do your own individual clean-up](#) - you can give as little as 15 minutes to the campaign such as picking up litter while walking the dog or on the walk to school. By making this pledge online Keep Britain Tidy can see just how many people are passionate about protecting and preserving their environment.
3. Spread the word about our **Adopt a Street** initiative and how Horsham District Council can help volunteers to keep our streets and parks clear of litter.

[Find out more on our website](#)

Why is this campaign important?

- Litter remains a huge problem across the country, causing harm to the environment and wildlife.
- The appearance of litter on roadsides is a blight on our landscape and its clearance currently costs Horsham District taxpayers in excess of £100,000 a year.
- Councils in England are having to spend over £700 million on street cleaning services every year.

What more are we doing?

As a Council we are also launching a major crackdown on highways littering by introducing new technology and recording equipment in key areas.

[Read the media release about our crackdown on litter and fly tipping](#)

I do hope that you can help to support this vital campaign.

Kind regards,
Sarah.

Sarah Hogben
Communications and Marketing Officer



Email dated 15.04.2021 from WSALC
NALC Legal Update – April 2021

Welcome to the latest legal update. We hope you had a good Easter break.

Legal team update

Work wise, the team has been actively involved in the Lawyers in Local Government (LLG)/ Association of Democratic Services Officers (ADSO)/ Hertfordshire County Council remote meetings court proceedings against the Secretary of State for Housing, Communities and Local Government. We decided it was important for our sector that NALC join proceedings as an interested party and we do what we can to enable the continuation of remote meetings. This has been a big time commitment and has required quickly becoming familiar with the relevant and unfamiliar litigation processes and procedures. We have now submitted witness evidence for Jonathan as NALC Chief Executive. This means that Jonathan can be called upon to give oral evidence at the one-day Administrative Court hearing on 21 April. The matter was transferred to the Administrative Court and is now a Judicial Review case.

Being an interested party also means that we receive all of the other parties' submissions. We also attend the weekly meeting of the sector working group, with representatives from LLG, ADSO, the LGA and others. We will of course update as and when we are able to do so. Judgment is expected before the end of April.

Period of national mourning and s.243

We confirm our advice that s.243 of the Local Government Act 1972 excludes days of mourning for clear days calculation purposes - it is the period of notice that is affected. MHCLG's position is that the period of mourning began last Friday – 9 April - which technically makes it nine days. Had the three clear days' notice for a council meetings not been completed by last Friday, the next day to be counted is next Monday (19 April).

Councils are not prevented from holding meetings where the relevant three clear days has been satisfied. The period of mourning does not make meetings themselves unlawful.

Council by-elections – holding of the annual meeting

A few of you have asked us if a council that has by-election(s) has to hold its annual meeting in accordance with the timeframes for a normal election year. The answer is no.

Paragraph 7 (1) of Schedule 12 to the Local Government Act 1972 provides that a parish council shall in every year hold an annual meeting. Paragraph 7 (2) says in a year which is a year of ordinary elections of parish councillors, the annual meeting of a parish council shall be held on, or within fourteen days after, the day on which the councillors elected at that election take office, and in any other year the annual meeting shall be held on such day in May as the parish council may determine.

A by-election does not constitute an ordinary election.

This may apply to a number of councils given the postponement of elections until 6 May for casual vacancies under the relevant Covid Regulations (see NALC Legal Briefing L03-20).

No council elections – holding of the annual meeting

We have also been asked if a council which does not have elections can hold its annual meeting on election day (6 May) when there are local elections elsewhere, e.g. principal authority and Police and Crime Commissioner elections. The fact of other elections would not preclude a parish council meeting on that day. Indeed it is advisable for councils to meet remotely while they know they still can.

Annual council meeting dates

We have also been asked about calculating the dates for when councils with elections can hold their annual meeting in accordance. Our view of paragraph 7 of Schedule 12 to the 1972 Act (wording set out above) is that councillors will take office on Monday 10 May, making the relevant 14 day meeting period Tuesday 11-Wednesday 26 May inclusive.

You may recall that the 2019 elections calculation involved a bank holiday Monday so the computation differed. This is an area where we are aware there have been different interpretations of the computation of days. We have not counted Sundays in our 14 day calculation.

Muting meetings – disruptive behaviour

We recently heard of a scenario where a council struggled with disruptive members of the public. There is nothing to prevent the clerk from muting such persons. Good practice is to control all microphones centrally (clerk or chair) and to ensure that participants (including the public and press) are muted at the beginning and their microphones only switched on when they indicate that they want to speak. The various remote meeting software systems have a lot of useful facilities to control behaviour.

Recent activity

Since the last update we have reissued LTN 37 on Freedom of Information. Legal Briefing L01-21 on pre-election publicity has also been reissued.

Gary attended the Oxfordshire ALC Larger Councils' meeting on 24 March and delivered a legal update on subjects including procurement post Brexit and remote meetings. On 10 March Jane took part in an LLG panel with colleagues from other sector bodies on standards and remote meetings.

Gary and Jane are attending Yorkshire LCA training events next week on matters code of conduct and legal update.



WSALC Limited

Email dated 15.04.2021 from SLCC Newsletter

Communities Secretary supports legal action on remote meetings

As reported in The MJ magazine, Robert Jenrick MP has backed the legal challenge on remote meetings being brought by Lawyers in Local Government (LLG), Association of Democratic Services Officers (ADSO) and Hertfordshire County Council and stated that he will be 'supporting the action...as we believe there is a case to be heard. We recognise remote or virtual meetings by councils, have widened access to local democracy and we will be keen to lock in the good work councils have undertaken during the pandemic to embrace technology. However, appropriate safeguards must be in place to ensure transparency, scrutiny and probity are maintained.'

His comments follow the letter sent out to councils last week by local government minister, Luke Hall MP, advising that government could not find time to bring forward the required primary legislation.

The legal challenge will be heard in the High Court on 21 April and SLCC will report as soon as the verdict is available.

[Click here to read the full article in The MJ magazine.](#)

Email dated 15.04.2021 from HDC

Cracking down on litter and fly-tipping and much more news



Latest news

and information

Cracking down on litter and fly-tipping

The Council has launched a major crackdown on highways littering by introducing new technology and recording equipment in key areas.

The appearance of litter on roadsides is a blight on our environment and its clearance currently costs local taxpayers around £100,000 a year.



[Find out more](#)

Less than two weeks to go until the virtual Jobs and Skills Fair

Wednesday 28 April

There are less than two weeks to go until the first virtual Horsham District Jobs and Skills Fair on Wednesday 28 April.

Visit the website on the day to browse hundreds of job vacancies from local employers and gain access to a range of free resources to help you with your job search.

Follow the button below to register your details so you can receive email updates and reminders on the day.



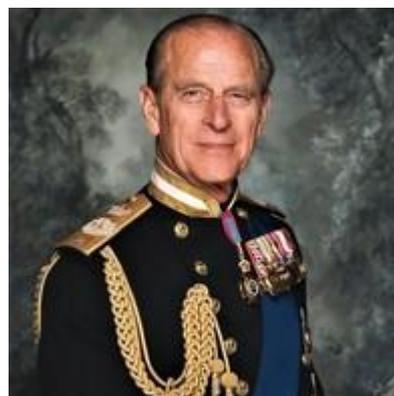
[Register now](#)

Funeral arrangements for His Royal Highness The Duke of Edinburgh

The funeral of His Royal Highness The Duke of Edinburgh will be held on Saturday 17 April at St. George's Chapel in Windsor Castle and there will be a nationwide minute's silence observed at the beginning of the service at 3pm.

We ask our residents not to travel to any Royal Residences or gather in large crowds, and mark this safely in their homes instead. The event will be televised.

If you would like to send a personal message of condolence you can visit the [Royal Family website](#).



Less than one week to go until the postal vote deadline on 20 April

Voting by post is an easy and safe way to vote in the elections on 6 May so if you want to vote this way, apply today.

To apply for a postal vote, please download and complete the [Apply to vote by post form](#) and return it to Elections team, Horsham District Council, Parkside, Chart Way, Horsham, RH12 1RL.

The deadline is less than one week away at 5pm on 20 April, so there's no time to lose.

[Visit our website for details about the upcoming elections on 6 May.](#)



Innovative assistive technology to support vulnerable local people

We strive to find innovative assistive technology to support vulnerable local people through our Community Link service, including the Walabot.

Local resident Mr Flynn recently trialed the Walabot in his mother's home, so we asked him what he thought:

"The Walabot was exactly what we were after with regards to the situation we found ourselves in with my mother. It gave me peace of mind knowing it would alert me immediately if my mother was to have a fall and I could talk to her on my mobile phone through the loud speaker on the Walabot. We tested it and it was very reliable."

To find out more about the Walabot please email community.link@horsham.gov.uk.

[Visit our website for more information about how the Community Link service could help you or someone you know](#)



It's ok not to be ok. Help is within reach

The easing of COVID-19 restrictions can have as much impact on our mental and emotional health as being in lockdown.

Don't suffer in silence. There is support available.



Visit West Sussex County Council's website for details of help and support.



Stay connected



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



Horsham
District
Council

Email dated 15.04.2021 from WSCC

Your Town and Parish Council News - Book of Condolence - COVID-19 update - Volunteers wanted - and more

TOWN AND PARISH NEWS

Working together on behalf
of our communities



Issue 28 | April 2021



Book of Condolence for His Royal Highness The Duke of Edinburgh

The funeral of His Royal Highness The Duke of Edinburgh will take place this Saturday (17 April) at 3pm in St George's Chapel, Windsor Castle. A national minute's silence will be held to coincide with the start of the funeral.

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For your residents who do not have online access, please make them aware they can send a message of condolence to the Chairman's Office, Room 102, West Sussex County Council, County Hall, Chichester PO19 1RQ.

Because of the current COVID-19 guidance and restrictions, people are being urged to please avoid gathering in public places: for example, rather than laying flowers in a public area, they may wish to display a floral tribute at home.

COVID-19 update

We are now in Stage 2 of the government's roadmap out of lockdown.



This means all non-essential shops, indoor leisure facilities (gyms) and personal care premises can now reopen.

Groups of six people or two households can now meet outside, including in outdoor hospitality areas at cafes, restaurants, pubs and bars.

Restrictions are easing, but we can't ease up yet because the virus hasn't gone away.

As new changes came in to place on Monday, we all need to keep doing our part to prevent the spread of this virus. Listen to Neil Williamson, Environmental Health Team Manager at Arun District Council talk about the importance of keeping safe as shops reopen as well as what we need to remember when we go out - Be patient, be kind. Be sure to look after yourself and others.

<https://soundcloud.com/wsc-podcast/neil-williamson>

Residents who choose to return to the shops, restaurants, high streets and outdoor venues, are asked to please plan ahead, keep travel to a minimum, be patient, give themselves time, and consider the needs of others.

Residents should follow the guidance at each location, and keep in mind the advice to 'act like you have it,' remember hands, face, space, fresh air, and keep West Sussex safe:

- Hands – wash your hands for 20 seconds with soap and ideally warm running water often, and as soon as you get home. Use hand sanitiser or gel if soap and water are not available.
- Face – wear a face covering in indoor settings where social distancing may be difficult and you will meet people you do not normally meet.
- Space – stay at least two metres away from anyone you do not live with, or who is not in your support bubble.
- Fresh air – letting in air by opening a window can disperse COVID-19 particles, while fresh air outdoors dilutes the virus and you have more space to physically distance.

Symptom-free COVID-19 test kits that can be used at home are now available.

Home testing is now available to everyone in England as part of a government drive to encourage everyone who does not have coronavirus symptoms to get tested twice a week. Visit westsussex.gov.uk for information on how to access tests.

If you test positive you must self-isolate immediately, along with everyone in your household. As soon as possible, you should also [book a follow-up PCR test](#).

If you take a PCR test within two days of the positive rapid test result, and the PCR result is negative, you will no longer be required to self-isolate.

If you test negative this does not completely rule out infection with COVID-19, as there can be false negative results. To protect yourself and others, you must continue to follow the current restrictions in place and remember: hands, face, space, fresh air.

Please remember we also have updates to the images we use across our [social channels as well as posters](#). Please share this information with friends, family and people in your community who might not otherwise see it.

Thank you for your support and let's continue to do all we can. Stop the spread of coronavirus. Act like you have it. [#KeepWestSussexSafe](#)



Vaccination Programme – next phase begins

From this week, people aged 45 and over are now eligible to receive their vaccination and will be invited to book an appointment.

Across the country, we are moving to the next phase of the COVID-19 vaccination programme after reaching the target to offer all those in phase 1 of the programme a vaccination. Everybody in cohorts 1 to 9 – those aged 50 and over, the clinically vulnerable and health and social care workers – have been offered a vaccine, meeting the government's 15 April target.

This group accounts for 99% of all COVID-19 deaths during the pandemic, so by offering them the vaccine, the NHS is helping ensure the most vulnerable are protected from the virus. Now, in addition to the groups above, people aged 45 to 49 across England can also now book appointments through the [NHS booking service](#).

If you know people who are trying to book an appointment and there are currently no available slots on the national website or after calling 119, please encourage them to keep trying as more will become available over the coming weeks. Alternatively they can wait to be contacted by their local GP-led vaccination service.

The NHS is urging everyone eligible, especially those in the first groups, to book an appointment as soon as possible.

People are also being advised to attend their booked appointments, unless they are advised to rearrange due to the latest guidance on the Oxford/AstraZeneca vaccination.

As a detailed review takes place into reports of a very rare blood clotting problem affecting a small number of people who have had the Oxford/AstraZeneca vaccine, it has been announced that it is preferable for people under the age of 30 with no underlying health conditions to be offered an alternative vaccine where possible once they are eligible.

People under the age of 30 with a booked appointment will have had their vaccination cancelled and asked to rebook so they can receive an alternative.

Anyone who has already received one vaccination, irrespective of age, will continue to receive the same vaccine they had for their first dose unless there was a severe reaction. People are encouraged to attend their appointment for their second dose, and make sure they receive the full long-lasting protection.

The NHS says the benefits of the vaccination, outweighs any risk and everyone should attend their appointment. If residents are affected by the updated position,

they will have the opportunity to talk through the options when it comes to their vaccination appointment.

[Read more about the latest update and what people should do.](#)

Continue to follow government guidance after vaccination

Please help remind everyone that whilst having the full course of the vaccine will reduce the chance of people suffering from COVID-19, they may still be at risk of catching it and spreading it to other people. Therefore, it is important that everyone continues to follow current government guidance to stay safe.

Find out more about the [Sussex vaccination programme here.](#)



Could you support a child?

Could you or any of your residents take an active role in supporting our children? Independent Visitors are people who give up a little time to spend it with a child aged between 8 and 17 who are cared for by the County Council. The emphasis is very much on having fun and building an attachment, whether it's spending a couple of hours going for a walk each month or doing another fun activity together, it all makes a difference to a child.

We are currently looking to recruit more Independent Visitors and are hosting [two online information events on 21 and 23 April](#) for people to find out more.

Anyone interested in becoming an Independent Visitor can sign up for one of two sessions on Wednesday, 21 April at 7pm or Friday, 23 April at 11am at: <http://ow.ly/3FDd30rCZL2>

Find out more about the scheme [here](#) or email independent.visitors@westsussex.gov.uk

Libraries are now open for browsing

West Sussex Libraries are now welcoming residents back through their doors for browsing and booked IT sessions.

To help residents and staff stay safe, COVID-secure measures are in place in all 36 West Sussex libraries. When visiting, residents need to wear a face covering, use hand sanitiser and follow the floor markings.



A limited pre-bookable IT service is also available in all libraries. The one-hour sessions need to be booked in advance, either by [phoning](#) or [visiting your local library](#).



'Book to Recycle' update

Please make your residents aware that a booking system is now operating at six Household Waste Recycling Sites in West Sussex – Bognor Regis, Crawley, Horsham, Littlehampton, Shoreham-By-Sea and Worthing.

The objective of the scheme is to provide fair access to as many residents as possible in any given week, in a way that's safe for staff and visitors, and avoids disruption to local residents, businesses and the highway network.

Some sites have experienced a surge in visitors at the start of booking slots. Residents are being reminded that they can arrive at any time during their booking slot, they do not need to arrive at the start. So if they book for 10:30am – 11:00am, they may arrive at any point in this period. Residents are also reminded that while the majority of sites have 30 minute booking slots, the length of booking slot is different at Bognor Regis and Shoreham, where slots are 15 minutes each.

Residents can book a slot up to 14 days in advance and must book at least one day before you intend to visit the site.

To give feedback on the trial, please email:
wastes.servicescontracts@westsussex.gov.uk

[More information about the scheme and to book a visit.](#)

New #KeepCalmGetAnAlarm launched

A new smoke alarm campaign has been launched by West Sussex Fire & Rescue Service, encouraging residents to fit their homes with working alarms and linked detectors.

The campaign – which runs until mid-May – comes as a sad result of the fire service attending four fatal fires between December and March this year.



We would really appreciate it if you could help share the message with your communities – particularly those who live in rural areas. We have [created a toolkit of resources](#) full of resources, including graphics, social media posts and an article for you to use. **Please note: the toolkit is best accessed through Google Chrome.**

If you have any questions regarding the campaign, [please contact us.](#)



Local school steps back in time

April's edition of West Sussex Unwrapped explores **185 years of Eastergate School**. The blog features archival school records from the collection, such as log books and admission registers. These fascinating documents reveal untold stories of Eastergate's pupils and teachers, and traces the important changes in education throughout the Victorian and Edwardian eras. Accompanying the

blog is wonderful film footage of the modernised school in 1970 from Screen Archive South East.

West Sussex Unwrapped is a joint initiative between **West Sussex Record Office** and **Screen Archive South East** and offers viewers a mix of films, photos, documents and facts on a range of West Sussex topics.

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.



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](#).



Email dated 14.04.2021 from Keep Britain Tidy

Only town and parish councils registered as partners will be able to order our free bin bags!

Only town and parish councils registered as partners will be able to order our free bin bags.





PARTNER WITH THE GREAT BRITISH SPRING CLEAN

In order to gain access to our free Great British Spring Clean bags and handy assets to help you engage your community in the campaign, please let us know you will join us as a partner for 2021.

If you haven't already, please complete our short survey and let us know if your Town or Parish Council will support us.

[SIGN UP HERE](#)

[NEED MORE KIT?](#)

We recently launched our own webshop, stocking all the equipment needed to carry out a safe and successful cleanup.

[SHOP NOW](#)

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Headline sponsors



Email dated 14.04.2021 from WSALC Independent Member Vacancy - Sussex Police and Crime Panel

Sussex Police and Crime Panel is looking for two Independent Members, to each serve a maximum five-year term. Applicants should live in Sussex. The Panel has the statutory task of holding Sussex Police and Crime Commissioner to account. Sussex Police have had a

significant level of interest from parish councillors when the position has been advertised in the past.

More details can be found here: <https://www.westsussex.gov.uk/jobs/job-search-details/?nPostingId=74632&nPostingTargetId=85825&id=PA8FK026203F3VBQBV7QW798C&LG=UK&mask=baconfig>



WSALC Limited
Phone 03303 450597
Website www.wsalc.co.uk
9 Pound Lane, Godalming, Surrey, GU7 1BX
Company no 8500937 registered in England

**Email dated 14.04.2021 from Calor Rural Community Fund
2 week extension for applications!**



We're extending applications!

We thought why not... with everything that's been going on recently we wanted to give as many rural communities the chance to apply as possible. So, we're extending the deadline for applications a little. You'll now have until 5pm on **Thursday 6th May** to submit your application.

Apply today

How the fund works

**Applications open
10th March - 6th May**

**Public supporting
9th June - 7th July**

**Finalists announced
28th July**

**Winners announced
11th August**

Available funding

On top of the crowd-funded donations you can raise, we're also giving away funding - totalling a fantastic £85,000, to projects off the mains gas grid, who are in need of financial support.

So, if you have a project that needs up to £5,000 in funding, or know someone that does, apply today.

[Start fundraising today](#)

£85,000 of funding up for grabs!

£5,000

11 PROJECTS

£2,500

6 PROJECTS

£1,000

5 PROJECTS

£500

20 PROJECTS

New for 2021

We're on the lookout for the UK's Rural Community Hero of the Year! If you know a special person who went the extra mile to support those in their off-grid community during 2020, why not nominate them for this exciting new prize.

[Nominate your rural hero](#)



Email dated 14.04.2021 from Sussex Police
Scams Awareness Useful Information and Resources

In the know
Surrey and Sussex





Scams Awareness Useful Information and Resources

Safe Against Scams

Find out about useful information and resources to help keep your family, friends and yourself safe from scams.

More than ever before, we have been relying on technology to enable us to work, learn and connect with each other. Inevitably, criminals have exploited and used our increased digital lives to their advantage. The pandemic has seen a rise in scams including telephone, courier and romance fraud, which have all become an increased concern. Not only is there the financial impact on victims, but the emotional impact can be even more significant.

To help raise awareness of these different types of scams, how to spot them, and what to do if you or your family become a victim, the West Sussex Community Safety & Wellbeing Team, alongside Trading Standards, are running free monthly scams awareness webinars for you to attend. The same session is running at alternate times and dates to hopefully help people be able to attend one at a time convenient for them.

Book via: <https://www.eventbrite.co.uk/o/staying-safe-online-amp-traded-standards-wscc-33051273661>.

We appreciate that people are rightly cautious about clicking links in E-mails. If you prefer, please visit Eventbrite directly by typing into your browser <https://www.eventbrite.co.uk>. There please search for 'Safe Against Scams'.

Message Sent By

Derek Pratt MBE (NWN, Administrator, Sussex)

Email dated 13.04.2021 from HDC Government Funding to help our economy

The Council has some Government funding available to help restart our local economy through projects. We're looking for proposals from parishes or the Neighbourhood Councils, as well as local businesses, that will get our businesses up and running again. Ideas could include such things as:

- running a physical or virtual event in your town, village or area that showcases local businesses;
- providing business advice or professional support packages to start-ups or businesses moving to the next stage of their development;

- working together with a group of businesses badly affected such as events, pubs or tourism to work on a promotion to get their customers back.

You can work alone or in conjunction with a neighbouring parish or Council, or local businesses. Grants available will be for sums of up to £50,000. Payment will come after the project is completed or at stages where you can provide proof to us of the work you have done. Please include details of your proposal for phased payments as part of your proposal. We will consider higher amounts for really good ideas.

If you've got a good idea you must:

- be able to submit a written proposal including timetable to us by 31 May 2021;
- be able to complete the project and draw down your grant funding by 31 March 2022;
- provide full contact details of someone who can present your proposals to the Council;
- if you propose to work with businesses they will need to pass all the usual grants fraud checks required by the Government (please see our business newsletter).

The Government has stated that projects cannot be for infrastructure or of a capital nature.

You can find the details of this call for ideas in Horsham District Council's full Council meeting of 25 March 2021.

Please email your proposal to GrowOurEconomy@horsham.gov.uk. Or if you want a wider conversation before you do so send us an email with as much detail as you have so far and someone will call you back.

I show the email we are sending out to businesses below.

If you chose to submit an idea I will confirm whether you are successful or not by the end of June 2021.

Best regards, Jane

Email dated 13.04.2021 from WSCC

GOV.UK COVID-19 Update Roadmap Step 2 : Guidance for the safe use of multi-purpose

Latest Government update to reflect Step 2 of the roadmap out of lockdown.

Including information on provision of youth facilities/activities.

- Providers of activities and provisions for children and young people (between the ages of 5-18 and youth groups up to the age of 25) and should implement the [protective measures for out-of-school setting guidance](#).
- Providers of youth services and activities should also refer to the National Youth Agency's guidance for [managing youth sector spaces and activities during COVID-19](#) as well as their accompanying tools and resources to support safe service provision.
- Providers of before or after school clubs, and other out-of-school activities operating within a community facility should also follow the [protective measure for out of school settings guidance](#). The guidance has been updated to include specific content

on what measures providers should put in place to minimise mixing between different groups of children, and to reduce the risk of infection and transmission of the virus for children, staff and parents who attends these facilities.

From 12 April, in line with the commencement of step 2 of the [COVID-19 response – spring 2021](#), out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend. You should note that some premises are only permitted to open for certain exempt activities. The [COVID-19 response - spring 2021](#) guidance provides a list of businesses and venues which must remain closed, and those that can open for certain purposes, including registered childcare and supervised activities for children or, where applicable, for education or training.

Many thanks

Sue

[Sue Furlong](#)

Community Initiatives Principal Theme Lead, Partnership and Communities Team
Communities

West Sussex County Council, Room 237, 2nd Floor, East Wing, County Hall, Chichester

Email dated 13.04.2021 from Census

Newsletter Issue 23

[View as a webpage](#)

cyfrifiad
census
2021

Newsletter for Local Authority Partners

Issue 23 | 13 April 2021

Welcome to the latest in a series of newsletters to keep you up to date with Census 2021 developments. They are usually sent on a Friday but this newsletter was held back on Friday 9 April following the sad news of the death of HRH The Duke of Edinburgh.

You can get in touch with the LA Partnership Team at 2021Census.LA.Liaison@ons.gov.uk.

What's in this issue?

- Update on census engagement activities during the mourning period for HRH The Duke of Edinburgh
- Action Fraud article
- Census field officers
- Second RAG response maps
- Press release 7 April 21 - Nine out of ten households have completed Census 2021
- Messages for LAs to emphasise to the public
- Social media update - are you one of our top 20 LAs?
- Useful links and previous newsletters

Quick links and reminders

There is still time to complete the census

[Census.gov.uk](https://www.census.gov.uk)

[Contact Us page of website](#)

[Comms Toolkit_English.pdf](#)

[Comms Toolkit_Welsh.pdf](#)

Student pages

[Downloadable resources page](#)

Working arrangements during the mourning period for HRH The Duke of Edinburgh

We paused our census engagement activities on Friday following the sad news of the death of HRH The Duke of Edinburgh. These are our working arrangements for this week and they include our plans for a cessation of engagement activities, as a mark of respect, for the funeral on Saturday 17 April:

Census field officers are knocking on doors again this week. They will stop for the whole day on Saturday 17 April.

The Contact Centre is open all week and will remain open, as planned, on Saturday morning only.

In line with central government guidance there will be minimal campaigning and promotional work this week.

Action Fraud website

Action Fraud have produced a useful Q and A guide to help keep the public safe from census related scams.

[Action Fraud article](#)

Census field officers

Our census officers are out and about, following up with non-responding households. Please remember:

- Census officers carry an ID card with their photograph and name
- Census officers work through the day to make contact with residents but will not call before 09:00 or after 20:00
- Census officers never ask for money or bank details
- Census officers never need to enter someone's home

Second RAG response maps

The second set of response maps are now available through your CEM who will also be able to explain the RAG status in more detail.

The maps show local authority areas shaded red, amber, or green at Lower-Level Super Output area (LSOA).

Please note:

- These maps relate to households not communal establishments
- They include online and paper returns received up to 11pm on Tuesday 6 April
- The codes on the side (1,2,3) are due to the parameters on the software we use, we can only plot numeric measures on the map. Therefore, the areas must be coded as 1, 2 or 3 and then coloured afterwards.

What the shadings mean:

- Green means LSOA at or above expected return rate.
- Amber means LSOA is between 0 and 7.5 % below expected return rate
- Red means LSOA is more than 7.5% below expected return rate

The expected return rates are based on characteristics of an area and how hard to count we expect it to be. So, green does not mean the same return rate between LAs or within LAs. For example, we would typically expect a lower return rate in an inner-city area than in a suburb and this will be reflected in the classifications. We do not expect a uniform return rate across England and Wales and these differences are reflected in all the maps.

The expected return rates also change over time to reflect the expected profile of returns. So, the red/amber/green classifications reflect progress at that point in time, not against final expectations.

We have chosen three points in time which best reflect the different periods in the operation.

- The first point (24 March) reflected the self-response period when a large proportion of households in each area respond before field follow-up or reminder letters land.
- This set of maps (7 April) reflects the middle of the follow-up period when all non-responding households should have received at least one reminder letter and a visit from a census officer to encourage them to respond.
- The final point (21 April) reflects the conditions towards the end of the field operation and the final push to get all outstanding households to respond.

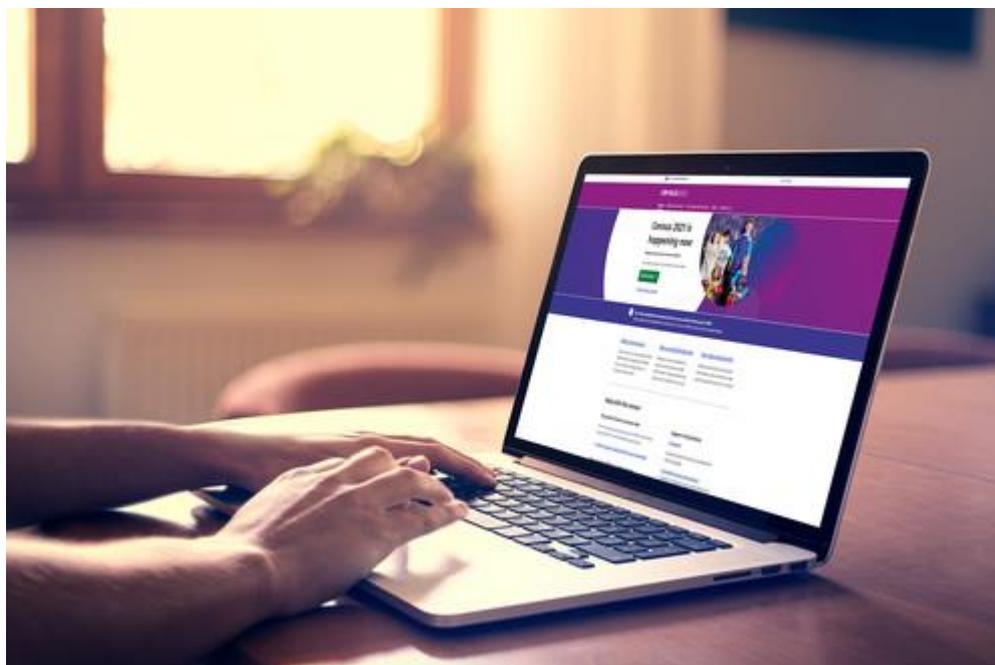
Nine out of ten households have completed Census 2021

There has been a fantastic response to Census 2021. Nine out of ten households across England and Wales have completed their questionnaire – but everyone must take part.

Read the rest of this press release in the links below:

[English press release dated 7 April](#)

[Welsh press release dated 7 April](#)



Messages for LAs to emphasise in communications to the public

We are very keen to receive your support with getting these messages across to the public. There are still people who have not completed the census in your area and we want to ensure they have the right information. Please update your communication

teams, customer services and the census information on your website, to include the following:

Census 2021 is not over

Even if you've missed Census Day there is still time to complete your census! Every household is required by law to complete the census and even though Census Day – 21 March 2021 – has been and gone, it is not too late to complete a questionnaire. We have had a great response to Census 2021 so far, but everyone needs to respond as soon as possible to avoid a fine.

Students must be counted

Students are vitally important and do count! All students need to be included in the census, and they should complete a form for their usual term-time address even if they weren't there on census day. If they're currently living at their home address, they will need to be included in the census for that household too. If you're an international student and not currently in England or Wales, but would normally be, we also want to count you. All universities and colleges have details of how to get a census form. Or go to census.gov.uk and request an access code.

You might need to complete a form for more than one address

Everyone needs to complete a return at their usual address, even if they weren't there on Census Day, as local services will still be required at both addresses. If the pandemic has changed where you are currently living, for example if you moved out of a city to a rural or holiday home prior to lockdown restrictions, or you haven't visited your city commuter flat because of lockdown, you still need to complete a census form at both addresses. Visit census.gov.uk to request an access code for your second address.

Empty houses need to be counted too

It is important that we have a census return for all houses, even if nobody usually lives there – for example holiday homes and caravans - because it's a census of housing as well as a census of population. Local councils need to know about all houses in their area so they can plan services and work out how many new houses need to be built. Visit census.gov.uk to request an access code if you own an empty house, flat or caravan.

I'm not a British citizen, should I be counted?

Yes. Everyone staying in England and Wales on Census Day, March 21, has to be counted.

Your information will never be shared

Personal census data is kept under lock and key for 100 years. No individual or their responses can be identified in the statistics we publish. In fact, your personal information can't be seen by anyone who makes decisions about you. It cannot be used by government to influence benefit claims, a residency application, immigration status or taxes, or by landlords or any other private organisation.

Why should I complete the census - it doesn't help me?

The census benefits us all by underpinning all the services every single one of us relies on. It provides information on our living arrangements, health, education and the jobs we do and the information from it will help inform policy at a local and national level for years to come. From school places to the planning of bike lanes – census information is even used when deciding where to build new supermarkets, what food to put on the shelves and how many parent and toddler spaces to put in the car park.

If you can't get online, there is support available

This is the very first time we are asking everyone to respond online if they can and we've had a terrific response. If you know someone who doesn't have the skills or confidence to do it online, help is at hand. We have census support centres across England and Wales, offering telephone and face to face support.

Visit <https://census.gov.uk/help/find-a-census-support-centre> to find a centre near you. You can also call our contact centre. Call 0800 141 2021 in England and 0800 169 2021 in Wales for help or to order a paper questionnaire.

What personal information will census officers ask for?

A field officer will only ask for a householder's name and phone number if they request a new online code. They will also ask for the householder's name if they request a paper questionnaire.

However, they will never ask to see personal documents like passports or birth certificates. Field officers will never ask for payment and they will not enter your home.

Census officers will never fine you on the doorstep

Do not be scammed. Census field officers will never ask for a payment on the doorstep. The role of field officers is to give help and encouragement to those who have not yet filled in their census questionnaire online or on paper after Census Day and direct them to the support services they need. They will be operating in the same way as a postal or food delivery visit. They also carry ID to show they are genuinely working on the census.

We will continue to support people to respond to the census but if a household refuses to fill out a questionnaire we will ultimately proceed to an interview under caution, which may be followed by a court summons, a fine of up to £1,000 and a criminal record.

You will never be asked to pay a fine online for making a mistake on your questionnaire

Do not be scammed. For a fine to be imposed your case must go to court for non-completion of the census. You will never be issued with a fine by text message, on social media or by email. Our Cyber Intelligence team is scouring the web for phishing sites and taking them down. If you find a site that looks suspicious or receive text messages with links to sites asking for money related to the census, do not engage with them. Report them to the Census 2021 Contact Centre by ringing 0800 141 2021 in England and 0800 169 2021 in Wales.

Social media update

With 316 LAs active on social media and almost 4000 census tweets between you, we would like to thank everyone for their support.

Is your LA in our top 20 list?

Tameside, Caerphilly, Slough, Enfield, Birmingham, Salford, Rochdale, Hackney, Tendring, Sheffield, Carlisle, Stratford, Medway, North Somerset, Camden, Guildford, East Suffolk, Havering, Mole Valley and Barnet.

Everyone counts

census.gov.uk



#Census2021

Email dated 12.04.2021 from Census
Census completions activities

There's still time to **take part** in the census

Filling in the census is everyone's responsibility.

We can help you complete
yours today.

it's about us
census 2021



Email dated 12.04.2021 from HDC
COVID-19: Step 2 of the roadmap out of lockdown



Horsham
District
Council

Stay connected

Coronavirus (COVID-19)

Information and advice for residents

Step 2 of the roadmap out of lockdown from 12 April

From today 12 April, England has moved to step 2 of the roadmap out of national lockdown.

Below is a short explanation of what is changing from today:

Business and activities

Opening of non-essential retail; personal care premises such as hairdressers and nail salons; and public buildings, including libraries and community centres.

Indoor leisure facilities such as gyms (but only for use by people on their own or in household groups)

Most outdoor attractions and settings including outdoor hospitality venues, zoos, theme parks, and drive-in cinemas.

Self-contained accommodation such as campsites and holiday lets, where indoor facilities are not shared with other households.

Hospitality venues will be allowed to serve people outdoors and there will be no need for customers to order a substantial meal with alcoholic drinks and no curfew, although customers must order, eat and drink while seated ('table service').

Events

Funerals can continue with up to 30 mourners.

Weddings, receptions and commemorative events such as wakes can take place with up to 15 people.

[Visit the Government website to find out what you can and cannot do](#)

Our Council services

In accordance with the Government's roadmap out of lockdown, Leisure Centres reopen from today. [Visit the Places Leisure website for all the information you need.](#)

STEP 2

At least five weeks after Step 1, no earlier than 12 April.



Indoor leisure inc. gyms
(individual or household
use only).



Rule of 6 or two
households outdoors.
No household mixing indoors.



Outdoor attractions,
such as zoos, theme parks
and drive-in cinemas.



Libraries and
community centres.



Personal care
premises.



All retail.



Outdoor
hospitality.



Indoor parent and child
groups (up to 15 people,
excluding under 5s).



Domestic overnight stays
(household only).



Self-contained
accommodation
(household only).



Funerals (30 people).
Weddings, wakes,
receptions (15 people).



Minimise travel.
No international
holidays.



Event pilots.

Buy Local

Many Horsham District businesses and shops are owned and run by local people, our neighbours and our friends.

Let's support them by choosing to Buy Local, spend our money locally, support our high streets and support local people at a time when they need it most.

It is now more important than ever that we help support our local economy thrive again. However, as we open again, we must not be complacent about the importance of following public health guidelines. Safety comes first. We must all keep playing our part to control the spread of COVID-19.



Local businesses have worked really hard so that customers can begin to get back to normality. Please be kind and patient when supporting them through these challenging times.

[Take a look at why buying local is so important for our local economy.](#)

Take your litter home

Several of our parks were left in a terrible mess following the easing of lockdown restrictions at the end of March.

While we appreciate that it is nice to be able to meet up after such a long time, it's not ok to leave litter, damage public property and meet in groups that break Government COVID rules.

It is everyone's responsibility to clear up after themselves by disposing of rubbish in the bins provided and if the bins are full please take it home with you. There is no excuse.



To deal with the anticipated increase in use as the weather improves, we will be increasing the provision of bins in Horsham Park.

Our parks and open spaces have been a sanctuary for many over lockdown – it's time to show them the respect they deserve. Please help us [Respect, Protect, Enjoy](#) and continue to follow Government guidance. Thank you.

Check in to venues with the NHS COVID-19 app

The NHS COVID-19 app is the fastest way to see if you're at risk from coronavirus. The faster you know, the quicker you can alert and protect your loved ones and community, helping to stop the spread of coronavirus.

Scanning the NHS QR code poster with the NHS COVID-19 app on arrival at a venue is the quickest and simplest way to check in securely, enabling you to receive important public health messages as fast as possible.



[Download the app](#)



Stay connected



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



**Horsham
District
Council**

**Email dated 12.04.2021 from WSCC
New Grant for local Sports Clubs - Made By Sport – Clubs in Crisis**

A new fund has just opened to support local sports clubs and community organisations who are using sport to improve young people's lives.

Please disseminate and raise awareness to the groups/organisations that utilise your facilities that support young people.

Many thanks
Sue

**Made By Sport – Clubs in Crisis
New grants programme opens today**



Made By Sport is a charity which raises awareness of the power of sport and funding for organisations that use sport to support young people across the UK. The 'Clubs In Crisis' fund is part of a wider campaign promoting sport as one of the best ways

of creating societal change for young people across many of the challenges they face today – and even more so as a result of Covid pandemic.

Sussex Community Foundation will administer the fund locally on behalf of Made By Sport, awarding **unrestricted** grants of £2,021 to clubs and community organisations who match the criteria. The total size of the Fund for Sussex is around £90,000. We are encouraging applications from clubs and community organisations **intentionally using sport to improve young people's lives** through one or more of the following outcomes (rather than simply developing and widening opportunities for participation):

- Developing life skills
- Building strong communities
- Improving mental health
- Developing employability skills
- Reducing crime and anti-social behaviour

<https://sussexgiving.org.uk/clubs-in-crisis-sports-fund-launches/>

Sue Furlong

Community Initiatives Principal Theme Lead, Partnership and Communities Team
Communities

West Sussex County Council, Room 237, 2nd Floor, East Wing, County Hall, Chichester

Email dated 15.04.2021 from CAGNE
April Meeting Minutes



© **CAGNE**TM
Aviation
Town and Parish
Council Forum

April Forum Meeting Minutes

Forum meeting Thursday 8th April 2021 - 7pm – 9pm

Draft Minutes

- The secretary had detailed that due to the keynote speakers this evening, non-members had been allowed to attend in the hope they may join the Forum.
- It was noted that Minutes need to be changed from February meeting – see changes in this link - and are not confirmed on the

website https://mcusercontent.com/0b329a9ce3db16eca4cd930c8/files/24996ec4-4824-49cf-91ea-7cb80eb8bfb8/Forum_minutes_25th_February_2021.docx.

1. **Attendees**- Salfords and Sidlow, Speldhurst, Dormansland, Hever, Lingfield, Warnham, Slinfold, Rusper, Newdigate, Turners Hill, Worth, West Hoathly, Rudgwick, Mole Valley Councillor, Mayfield and Five Ash, Ebernoe, Alfold and Mid Sussex Councillor for Liphook area
2. **Apologises for absence** - Slaugham PC
3. **Talk by NATS**

In attendance was Robin Clarke, Senior Manager – Community Engagement and Research and Andrew Burke, Customer Account Manager

NATS stated that they face incentives, 3Di, to reduce distance of planes (save CO2 and fuel) when airspace is quiet as such some new routes have been flown during quiet airspace. The challenge now is for them to continue with this and COVID has enabled them to reassess airspace.

They have also realised that they do not need to be in the office all the time and can work effectively from home. NATS has also faced redundancies.

Questions were asked about sharing the load of arrivals and the impact of TAG (Farnborough airport) on those in Liphook due to the airspace change to controlled airspace.

XMAN arrival system was explained in how it will reduce the need for holding stacks, reduce the noise as keeping planes higher for longer, and reduce fuel burn.

NATS suggest everyone visit www.nats.aero/tbs - time based separation on arrivals.

CAGNE agreed with NATS that this film is for members only and not to be shared outside of the council members or placed on social media please. CAGNE agreed with NATS that this film is for members only and not to be shared outside of the council members or placed on social media please. Sadly, the film was of very poor quality due to NATS poor internet so I have asked NATS for a copy of XMAN presentation to circulate.

It was agreed to send thanks to NATS for attending and speaking as it was felt to be most helpful and interesting.

4. **Matters raised by members –**

Gatwick Airport's campaign concerning noise returning and how to prepare residents who have become accustomed to little aircraft noise

Ebernoe thanked the Forum secretary for assistance which had help her council

to understand airspace above their parish. Parish council to reproduce details in parish newsletter.

5. **FASIS** - £5.5m government fund to restart process of modernisation of airspace – questions were asked of NATS. NATS advised that these should be taken up with Gatwick and offered to arrange a meeting with the industry body ACOG. NATS to report back.
6. **G2 is what Gatwick are calling the 2nd runway** – any councils stance on this?

Warnham said they would probably conduct a survey of residents and Slinfold thought similar. Worth said a small working party had been established before lockdown and this would probably be re-established. No other thoughts were offered.

7. **Council's AGMs** – Rusper has invited CAGNE to speak. No other council's AGM are to include aviation.
8. **Environmental talk with international climate change panel** on 24th June at 7pm Webinar – alternative technology and fuels as well as what if mitigation does not work.

Details were provided of the talk and international speakers that will cover alternative aviation fuel to fossil fuel and technology as well as an expert on climate change. Alongside a member of the WS Youth cabinet and Caroline Lucas MP.

9. Government consults on Air Passenger Duty for domestic flights seeking to reduce or remove to achieve better connectivity – deadline June 13 No councils had comment on this.

The Secretary explained that is seeks to reduce domestic air passenger duty and introduce new tiers of APD subject to distance flown.

<https://www.gov.uk/government/consultations/consultation-on-aviation-tax-reform>

The CAGNE response here - note France has just banned domestic flights when train is available - https://mcusercontent.com/0b329a9ce3db16eca4cd930c8/files/2c7a5ff5-a706-4a56-9327-fc27cf55f752/CAGNE_response_to_Gov_APD_domestic_3.21.pdf

10. **Next Gatwick Noise Community Forum meeting 11th May** – Chris Leyland of Slinfold Parish Council will take the seat on our behalf. Jim Blackmore of Salfords and Sidlow Parish Council is his second.

Workplan – attached. Members to provide feedback and any questions for Cllr Leyland to raise at the Forum meeting on 11th to the CAGNE address. https://mcusercontent.com/0b329a9ce3db16eca4cd930c8/files/91363ebf-4552-475a-aa22-c8e67efcbebc/NEX_3_IP03_NEX_2_Key_Points_and_Actions.pdf

Proposal was discussed – Gatwick are inviting ideas on how the noise forums can have a balance of community representation which is currently not the case. Cllr Leyland felt that this should be looked at and if the councils could come up with suggestions as felt

Gatwick was serious looking at ways to address this as noise groups are seemingly representing councils when councils have not been consulted.

- Slinfold stated that the workplan put forward by GACC and APCAG would not do their parish any favour and as members of the two noise groups they had not been consulted. Slinfold has as a consequence removed membership as they do not wish to be seen to be represented by these two noise groups.

APCAG detailed that Slinfold could pay more if they wished to have a say in what was put forward and that they are part of the GACC WhatsApp group where they agree things.

- Salfords & Sidlow are donors but hoped they were not being represented in this way, detailing APCAG was concerned with arrivals.
- Dormansland stated that they had not yet removed membership from GACC but the concern about representation at these meetings had been raised by previous Dormansland member.
- Warnham stated that they were not members of either noise group since GACC kept the new flight path over their parish a secret and in view of the AGM fiasco.
- Lingfield detailed that they are not happy about how randomly individuals/ councillors are selected from the NEX and placed on sub working group preventing all parties from having a say in the plans eg the workplan. There is a lack of democracy in these noise groups, and we are not happy that the secretary of this forum as the chair of CAGNE is given such a hard time as she endeavours to stand up for what is fair for all communities, especially those close to the runway.

It is proposed that Cllr Leyland will raise this matter at the NCF meeting. Please notify the Forum Secretary if you accept proposals before 11th May as below -

The two proposals are:

1. There is a geographical imbalance on the noise forums, and we would like to see a healthier balance in the representation on these noise forums. We therefore suggest that only one noise group be permitted from a set area of airspace eg Kent has 3 groups plus council representative.
2. *We raise concern that noise groups are portraying that they represent town and parish councils in what they put forward at NCF and NEX meetings. We wish it to be known that councils speak for themselves and not through noise groups appointed by Gatwick to these noise forums.*

10. Deadline for the Government Night Flight consultation second section – 31st May

- Alfold asked for help from the secretary and is to provide postcode of areas.
- Rudgwick also asked for assistance from the secretary who is happy to help.

An update of details is here that shows a much the larger area recorded as noise events that night flight impact at Gatwick compared to the traditional leq average noise metrics.

- https://mcusercontent.com/0b329a9ce3db16eca4cd930c8/files/35aade42-0278-4176-a0c3-5a9e7a3bd2b7/CAGNE_Night_Noise_response_2_2021.pdf

- Lingfield stated they had challenged Gatwick to why they need to fly at night. Gatwick's response was that Heathrow have more. Lingfield stated that residents at Gatwick suffer far more as they receive 3 times the overflight than those at Heathrow due to the routing.

11. AOB

- Dormansland asked if we could stop the flight paths that now go over her home as they did not before. The Secretary offered to assist if postcode could be provided.

Dormansland thanked the meeting as being very informative.

11. Date of next meeting –

- It was felt a June meeting was not required unless something happened as there was the environmental June meeting. Should something happen concerning G2 a meeting will be called.
- September meeting with hopefully entertain a talk by Sustainable Aviation – the DfT are assisting in facilitating this.

TAG was discussed and the Forum secretary explained the changes to airspace, the changes made through the CAA old consultation process CAP 725 which has been replaced by CAP 1616 7 stage. Airspace was moved into controlled airspace due to private jets becoming bigger and needing to be away from green airspace used by light aircraft, gliders and helicopters. This also allows for growth and concentrated routes as this airspace is busy due to peak times of Heathrow, Gatwick and TAG and will assist going forward with FASIS.

www.cagnepcforum.org.uk
cagnetatwick@gmail.com

The Forum is a separate body to CAGNE the lobbying group as such meet's councils code of conduct as it is not a noise protest group.