

## **Weekly RPC Clerks Update 3 June – 9 June 2019**

### **Clerk's announcements/delegated decisions:**

- **HDC has been contacted regarding exemption of business rates for Rudgwick Hall (29.5). Document to be sent.**
- **BT have confirmed that the heritage phone kiosk located in Church Street has been decommissioned and is now the responsibility of the Parish Council.**
- **WSCC Highways have issued a licence for Little Street to erect a sail banner on the A281.**
- **Jubilee Hall - the most recent monitoring readings indicate that the property has stabilised. I suggest that we continue the monitoring exercise until October 2019 and, if there is no substantial further movement, estimates for repair are being obtained. After repair file can be closed. Clarifying position of responsibility for repair (insurance versus Council)**
- **KGV heating not working properly Goodwins has addressed the issue and provided clarification regarding water supply to both changing rooms/Little Street.**
- **British Gas has made contact regard feed in meter reading for KGV solar panels (already provided 9.5.2019)**
- **HDC invoice for Rudgwick Hall refuse collection on a monthly rather a bi-annual basis.**

### **List of organisations that communicate with the Council on a regular basis.**

AIRS (Action in Rural Sussex)  
APCAG (Association of Parish Councils Aviation Group)  
CAGNE (Communities Against Gatwick Noise Emission)  
CPRE (Campaign to Protect Rural England)  
HALC (Horsham Association of Local Councils)  
HDC (Horsham District Council)  
NALC (National Association of Local Councils)  
SSALC (Surrey and Sussex Association of Local Councils)  
WSCC (West Sussex District Council)

### **E-MAILS/COMMUNICATION**

#### **05.06.2019 Email from HDC Neighbourhood Planning New Head of Strategic Planning**

We are delighted to announce that Catherine Howe is the new Head of Strategic Planning (effective immediately) replacing Trevor Saunders who took on the role on an interim basis. Most of you will know Catherine well from her previous role as Principle Planning Officer where she has given integral support to Neighbourhood Planning. I am sure you will join us in wishing Catherine the very best in her new role.

#### **06.06.2019 Email from WSCC Country Side Services Manager Improvements to the Downs Link**

The [Downs Link](#) is a popular Public Right of Way and promoted route that runs through your local area. We are conscious that some sections of the route can become muddy and difficult to use in the winter months and have had feedback from user groups seeking improvements to the surface.

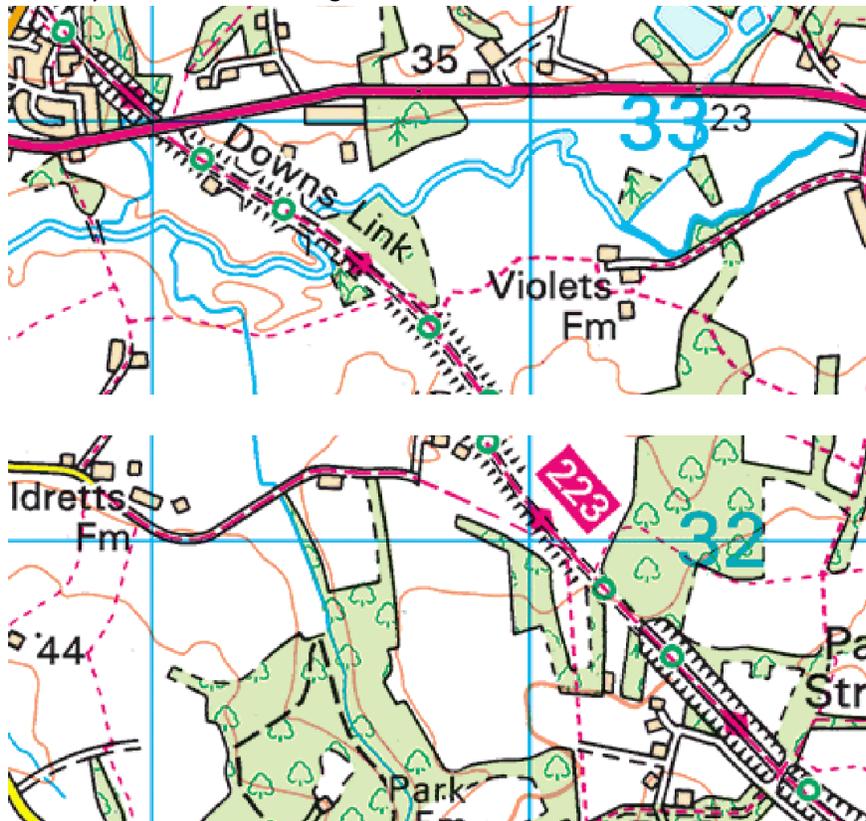
This work requires capital investment so we submitted a bid to the European Agricultural Fund for Rural Development for funds to address these problems. I am pleased to say we have been successful and will be delivering surfacing improvements to five sections along the Downs Link over the next two years. We believe this work will have a positive impact on those using the route so are delighted.

I understand you provided a letter of support to my colleague Jess Winkworth, which was submitted with the bid so I would like to take this opportunity to say thank you.

I have attached a map showing the sections the surfacing will take place. Sections 1, 4 and 5 will be delivered this year and sections 2 and 3 next year.

You will see I have copied Geraldine Fewster in on this e mail as she will be managing the works. She will make sure you are kept informed as the works progress but please feel free to get in touch with either of us if you have any further questions at this stage.

Kind Regards  
Countryside Services Manager



**07.06.2019 Email from WSCC Community Safety & Wellbeing  
Staying Safe Online Resources**

We just wanted to make you aware of these online safety resources yourselves and your communities may wish to sign up to:

Keep up to date with the latest online safety advice by signing up to our free **Staying Safe Online E-Newsletter**. This will share helpful tips, information, upcoming events, training and news each month to help you and your family stay safe. To sign up [click here](#) or visit <https://public.govdelivery.com/accounts/UKWSCC/subscriber/new> and register or login to your account and tick 'Staying Safe Online' to subscribe.

For regular top tips about online safety, start following us on Twitter [@WSxSafeOnline](#) or visit our webpage <https://www.westsussex.gov.uk/staying-safe-online>

It would be wonderful if you could share these resources with your communities and networks.

### **06.06.2019 Email from NALC NALC Newsletter**



NALC welcomes MHCLG precept revision  
NALC is pleased to see revised precept figures from MHCLG, which show that the average Band D precept increase in 2019/20 was actually 4.9% and not 5.7% as published in March.

[Continue reading](#)



Book your place at NALC and LGRC Local Council Expo

The expo aims to provide an opportunity for councillors and others in local (parish and town) councils to see the complete range of products and services that they might need.

[Continue reading](#)



Submit your entry to the Star Council Awards 2019

The awards are now open for entry. There are five categories; Clerk, County association project, Young councillor, Councillor and Council of the Year. Deadline for entries is 28 June.

[Submit your entry today](#)

## Member updates

[Chief executive's blog](#)

[ICO factsheet on data protection fees](#)

**06.06.2019 E-mails from HDC: Decision published: Contract for replacement Automatic Number Plate Recognition (ANPR) car park system, Cabinet/ Cabinet meeting/ Scrutiny Panel**

**06.06.2019 Email from WSCC**

**WSCC E-Newsletter: Make Your West Sussex Climate Pledge!**

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

[Join us on World Environment Day and take action now to reduce the impact of Climate Change in West Sussex](#)

# Make the West Sussex Climate Pledge



A major campaign to encourage us all to play a part in reducing the impact of climate change has been launched today by the County Council.

The **West Sussex Climate Pledge** asks everyone in the county to commit to making small changes in key areas:

- **Make low carbon journeys** – reducing carbon emissions and improving air quality.
- **Save water and energy** – conserving the resources around us and opting for renewable energy sources where possible.
- **Pass on plastic** – avoiding single-use plastics and recycling wherever possible.
- **Shop local** – using local produce, from local stores, to support the economy and cut down on the distance goods are transported.
- **Fight against food waste** – avoiding the wasted time and energy it takes to produce food and the cost and environmental impact of disposal.

With over 850,000 people living in West Sussex we can all work together to make a change.

Find out more and make your pledge by:

- Visiting [www.westsussex.gov.uk/maketheclimatepledge](http://www.westsussex.gov.uk/maketheclimatepledge)
- Signing up to receive the Climate Pledge [newsletter](#)
- Joining the Facebook group '[WS Climate Pledge](#)'
- Searching for [#WSClimatePledge](#) or following [@WSClimatePledge](#) on Twitter.

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Thank you for your support. Please share this email with your friends and family.

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## 06.06.2019 Email from WSCC

NB. Clerk's Note – Just form your information, if you wish to be kept informed please subscribe directly.

# TOWN AND PARISH NEWS

Working together on behalf  
of our communities



Issue 3 | June 2019



[D-Day 75: West Sussex people played their role.](#)

A West Sussex man, whose invention helped make the D-Day landings possible, is just one of the stories in a new edition of a book produced by West Sussex Record Office.

'D-Day West Sussex' explains how Lieutenant-Commander Robert Lochner, RNVR, experimented in the garden pond at his home at Linchmere near Midhurst to create 'floating sea walls' (Mulberry Harbours) which allowed supply lorries and other support vehicles to land safely on the Normandy beaches.

The book is available at the Record Office in Orchard Street, Chichester and from all public libraries in West Sussex.

Visitors to the Record Office will also be able to read the diary of a General, written just days before D-Day. This, along with other significant documents, is on display in the reception area. In the diary General Lashmer Gordon Whistler of the Royal Sussex Regiment, described how he felt before D-Day: "A very strange feeling being in England waiting for the final campaign to start. I hope I am not going to be too frightened."

Whistler took command of the 3<sup>rd</sup> Infantry Division for the final push from Normandy to Bremen in Germany.

For more information [visit the WSCC website.](#)

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#### Working to support Armed Forces Veterans.

The Veterans Hub project helps local veterans by offering comradeship and support in a welcoming group environment.



The project covers all our ex-service personnel from recently 'signed-off' men and women to those who defended the country in WW2, fought in Korea and those who have served through subsequent wars and conflicts.

The Forces Connect South East - Veterans Hubs project has funds available to support local veterans groups to achieve Hub status and to help make them sustainable. If you know of any group that might benefit from this project please ask them to contact the project's Delivery Partners by email at [simplesolutionsbusiness@gmail.com](mailto:simplesolutionsbusiness@gmail.com)

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#### Jobs in care.

Our [Proud to Care West Sussex](#) website currently has over 200 jobs in care advertised across West Sussex.

If you know anyone who is looking for a job where there's flexibility, opportunities to progress and they have the skills to help people get the best out of every day we'd love them to get in touch with us.

As part of our campaign to find more people to help work in care, we're hosting drop in recruitment events in [Haywards Heath and Burgess Hill](#) where people can meet local providers and find out more about jobs currently available.

For details on future events in Bognor Regis, Littlehampton and Worthing please email [sam.boulton@westsussex.gov.uk](mailto:sam.boulton@westsussex.gov.uk).

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#### Change a life through Fostering.

It's the small things that make the biggest difference. That's what our children in care tell us.



We've launched a new campaign asking everyone to consider if they could #changealife by fostering.

Please help us share this campaign. Our monthly [information evenings](#) are a great way to find out more and are hosted across the county with the next event taking place on 13 June in Horsham.

Take a moment to watch an interview with Harry, one of our care leavers, who recently shared his [experience of being in care](#) and follow the campaign on social media at #changealife.

You can also [download](#) our latest poster for your notice boards.



#### [Ash Dieback disease.](#)

[Ash dieback \(ADB\)](#) is a disease of ash trees, first recognised in the UK in 2012. Once infected, the disease is usually fatal. Typically, the tree becomes very brittle, snapping at the base. Although there is no treatment, a small percentage of ash may be resistant to, or tolerant of, the infection. Just over 20% of all

trees in West Sussex are ash. ADB will therefore have a significant impact on the county's habitats.

The County Council is working with [district and borough councils](#), organisations, and land owners to coordinate an approach and mitigate potential health and safety risks. There is likely to be selective felling of ash trees and reactive work this summer.

We are encouraging town and parish councils in West Sussex to check the trees they are responsible for and prepare plans to manage the impact of ADB.

More details and guidance will be sent out to you separately to help you put plans in place.



#### [Crackdown on single-use plastics launched by County Council.](#)

A plan to eliminate single-use plastics and avoid unnecessary plastic waste has been launched by West Sussex County Council.

The County Council will carry out a full audit of all the plastic it uses across its buildings and set targets for reduction as part of a Plastics Action Plan published last week.

The council has made a commitment to find alternatives to plastic wherever possible and to use recycled plastic when it isn't. The council will also ensure that where possible, plastic items they do use can be reused or recycled.

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## Boost for butterflies, bees and beetles

The importance of pollinating insects such as butterflies, bumblebees and beetles is being spelt out in West Sussex.

A new 'pollinator action plan' has been published by West Sussex County Council which sets out how these vital species can be protected.

"Pollinators are an integral part of our existence. Without them our food supply, wildlife and countryside would cease to exist," said Deborah Urquhart, West Sussex County Council Cabinet Member for Environment.



"There are over 4,000 species in the UK and impending habitat loss, pesticides and climate change are threatening their very existence."

The pollinator action plan aims to help sustain pollinator species in the county. West Sussex County Council will work with contractors and partners to deliver this plan and will encourage schools, residents and businesses to get involved.

Town and Parish Councils are invited to think about pollinators in their local areas, if not already doing so and get in touch with news of any action (including photos where possible) being taken to increase or protect habitat for pollinators.

To encourage further, we have a great offer - the first 20 councils that get in touch via [sustainability@westsussex.gov.uk](mailto:sustainability@westsussex.gov.uk) will be sent a Wildflower Seed Pack and sowing instructions. Each pack contains enough wildflower seeds to cover an area of 20m<sup>2</sup> – perhaps there's an area at your Parish Offices or you could create your own wildflower corridor with 1m<sup>2</sup> dotted throughout the parish?

Visit [www.westsussex.gov.uk/bees](http://www.westsussex.gov.uk/bees) to learn more, view the plan and find out about the small changes you can make at home too.



### Our latest communication campaigns

Take a look at three of our latest communication campaigns:

- [Carers Week](#)
- [Ofsted Inspection of Children's Services](#)
- [Preventing Falls](#)

residents updated and informed.

Feel free to share these links, and the information contained within, to help keep your



## Have your say on local issues that affect you

Have your say on matters that affect you and your local communities - and get your residents to do the same - by visiting our **Have Your Say Consultation Hub**. From major road schemes and Joint Area Action Plans, to premises licence applications and safeguarding in our schools; we want to hear your residents' views to help shape future policy and decisions.

One of our main public consultations open right now is:

- [West Sussex Special Educational Needs and Disability and Inclusion Strategy 2019-2024](#)

[Go to the Have Your Say Consultation Hub for all the latest consultations](#)

Your Voice: The People's Panel

Alternatively, encourage your residents to join **Your Voice: The People's Panel** where they'll be regularly consulted about a number of important local issues. Once registered they'll receive links to surveys, reports and outcomes and occasionally links to other public surveys.



[Find out more information and subscribe here.](#)



Get in touch!

If you have any questions about what you've read, or you'd like to share some of the work your town or parish council is doing for us to highlight in future newsletters, email us at:

[townandparishcouncilnews@westsussex.gov.uk](mailto:townandparishcouncilnews@westsussex.gov.uk)

Follow us on social media

Don't forget you can also follow West Sussex County Council on social media for all the latest news and updates. Just click on one of the social media links at the bottom of this email.



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Do you have an event coming up?



If you would like to promote an event in your area you can use the [events calendar](#) on our website.

You can search for West Sussex events [here](#).

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[Thursday, 6th June, 2019, 5.30 pm - Decision published: Contract for replacement Automatic Number Plate Recognition \(ANPR\) car park system, Cabinet.](#)

06-06-2019 06:30 PM BST

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[Thursday, 6th June, 2019, 5.30 pm - Decision published: Minutes, Cabinet.](#)

*06-06-2019 06:30 PM BST*

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[Friday, 7th June, 2019, 8.15 am - Decision sheet published: Meeting of Thursday, 6th June, 2019 5.30 pm, Cabinet.](#)

*07-06-2019 09:15 AM BST*

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[Friday, 7th June, 2019, 10.17 am - Decision published: Overview & Scrutiny Committee, Cabinet.](#)

07-06-2019 11:17 AM BST

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## **07.06.2019 Email from NALC Chief Executives Bulletin**

### **Communities Partnership Board**

Together with other community sector representatives, on 3 June I met with senior officials from the Ministry of Housing, Communities and Local Government (MHCLG) and Department for Digital, Culture, Media and Sport, to discuss a draft communities framework to help deliver the MHCLG's secretary of state, James Brokenshire MP, vision of strong communities of place and the support necessary to build them. He wants "to ensure that community voices are heard, valued and produce change so that no community is left behind." I think it will be helpful to have such a statement, although clearly, we believe local (parish and town) councils have a key role in supporting this and we will continue to press for financial, legislative and capacity support to help

them build stronger communities. The framework is likely to be published before the Summer and the government is planning a national communities week for the week commencing 9 September, so please put this date in your diary.

### **Finance and Scrutiny Committee**

Our Finance and Scrutiny Committee met on 4 June, here are a few highlights:

- councillors received the unaudited draft year end management accounts which showed a comfortable surplus as projected
- the budget for the new financial year was considered and adjustments made in the light of the year outturn, together with considering the recommendation to be made for the affiliation fee for 2020/21 – the committee agreed to recommend the increases discussed at last year’s Annual General Meeting of 3% per year for the next three years
- the committee also reviewed the risk register and received updates on General Data Protection Regulations, welcoming NALC’s success in securing cyber essentials accreditation
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### **Member Development Charter**

Charlotte Eisenhart, head of member services, met with members of the Local Government Association’s (LGA) leadership and innovation team to discuss the Member Development Charter. The LGA is considering updating this charter – which provides a robust, structured framework designed to help enhance and hone member development – and NALC and LGA agreed to work together with the ambition of opening this up to local councils, building on work already done by the Hampshire Association of Local Councils – watch this space!

### **West Midlands regional grouping of county associations**

Charlotte and I were pleased to visit county association colleagues in the West Midlands at their regional meeting this week, where amongst other topics we discussed experiences of the recent local elections and NALC will shortly be undertaking a national survey, relationships with principal authorities and a potential joint event between us to build even stronger relationships and our future work with member local councils.

**And finally...**

A memorial service for the late Cllr Kevin Wilson took place on 5 June, hosted by MK Dons Football Club and Milton Keynes Council. Our vice chairmen, Cllr Derek Liddell, and head of policy and communications, Justin Griggs, represented NALC at the well-attended event which heard moving tributes from a number of people who knew and worked with Kevin throughout his life including current and former councillors, the chairman of MK Dons, a former MP and his family. I wanted to leave you with this quote from Kevin which was on the cover of the order of service: "Don't worry. It will be all right."