

Rudgwick Parish Council

Weekly Clerk's Update 4 – 8 September 2019 (Agenda October 2019)

To: Parish Councillors

c.c: Christian Mitchell (West Sussex County Councillor)
Richard Landeryou (Horsham District Councillor)

From: Jonna Foote

The weekly update provides information regarding:

- Announcements/delegated decisions by the Clerk
- Planning information
- Correspondence/communications from parishioners
- Correspondence/communications from outside organisations

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)

Clerk's announcements/delegated decisions

Planning Information

New Applications

Delegated Applications for noting at Rudgwick Parish Council Meeting 14 th October 2019				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date

DC/19/1787 04.09.2019	Smithers Farm, Guildford Road, Rudgwick	Erection of two detached buildings for office and workshop use		25.09.2019
DC/19/1814 05.09.2019	Holy Trinity Church, Church Street, Rudgwick	Change of use of grassland to an extension of the adjacent Holy Trinity Churchyard		26.09.2019

Appeals Lodged / Appeals Decided

Appeals Lodged / Appeals Decided – Rudgwick Parish Council Meeting 14th October 2019				
Application No	Applicant	Reason for Application	RPC Recommendation	Public Inquiry/Written Representation
APP/Z3825/W/18 /3213518 (DC/18/1233)	Mill Hill House, Guildford Road, Rudgwick	Erection of a link from the back door to a small ancillary building	No Objection	Appeal Allowed
APP/Z3825/W/18 /3213523 (DC/18/1234)	Mill Hill House, Guildford Road, Rudgwick	Erection of a link from the back door to a small ancillary building (Listed Building Consent)	No Objection	Appeal Allowed

Correspondence/communications from parishioners to the Council

-

General correspondence/emails

06.09.2019, from HDC

Street Naming

Please find below for your information the postal address details of new individual properties within your parish council area

Development		Postal Address
New dwelling on land to the south of Weyhurst Farm, Guildford Road, Rudgwick, Horsham	-	Jaspers, Weyhurst Farm, Guildford Road, Rudgwick, Horsham RH12 3BA

(If there is no date shown the new address is with immediate effect).

Thank you, Regards

Andy Flack
Administration Support Officer

Telephone: 01403 215139
Email: Andy.Flack@horsham.gov.uk



05.09.2019 Email from Satswana **GDPR - September Update for Councils**

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1 Technology

We are delighted to receive news of considerable achievements within the Council community in the adoption of new technology, and must credit you for embracing change, using GDPR as a focus to improve procedures. That has to be the reason that we have so little to report by way of data threats or penetration, a credit to everybody.

One “qualification” that you might decide to advertise as a consequence is “Cyber Essentials”; you can find the details of this Government scheme here
<https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>

It has two interesting aspects, the first being the discipline that it brings to any organisation that goes through the approval process. When Satswana did it we found we learned a considerable amount and (despite our cyber background) identified many areas where we could improve our protection.

The second is that the original concept was that the Government would only engage digitally with organisations that met the standard. Now that seems to us to be a worthy idea. Do you really want to share any sort of data with a supplier who has not been as careful as you have been to protect that information?

There are a number of organisations that can provide support, and indeed you can “do it yourself”, but Satswana found training value in being supported by expert help in order to pass the exam! The Business Manager at the Trident Group has been proactive in broadcasting the benefits, and he can be contacted at aaron.mouland@tridentgroup.co.uk

2 Data Retention

The Information and Records Management Society have updated their data retention guidance for 2019 and further details can be found on their website here <https://irms.org.uk/>. The criteria can be very confusing, especially when referring to governance and legal issues, some of which may be permanently archived. However Company registered number 09329065 www.satswana.com

Contents of this document are the Copyright of Satswana Ltd 2019 © Page 2 a basic fall back rule, exactly as the legal basis for financial data, is current year plus six years.

3 Ransomware

To note that US local Councils have come under attack over the last six months. May we stress again our suggestion that you take an “archive” copy from time to time that (however out of date) would give you some history to go back to if you are attacked? The problem with ransomware is that the attacker only needs to deny you access to information that is critical to you. If your only option turns out to be to pay for release, then if they find a rich seam of people doing exactly that (as has happened in the United States) they will of course concentrate their attack on a soft target. Beware though, that they may not play by Queensberry rules, there are many examples of people paying a fee, but then not being released!

4 Brexit

With apologies for using that word, but we covered a possible risk to data access in Item 1 of our February update here <https://www.satswana.com/resource/SatswanaFebruaryUpdate.pdf> That was pending March, with October pending now perhaps it is worth a read again?

5 SAR consent

In an interesting exercise a guy (with his fiancée's consent) sent out a Subject Access Request asking for the information held on her. 40% responded without question. The good news really is that 60% did not, but we should all be aware that only the actual person concerned can give consent, and you must receive that directly. We suggest that is very applicable to the manner in which the Police are currently automatically generating requests whenever anybody is involved in a case, regardless of its relevance (paranoia that there “might be something”). It often contains an “authorisation” from the person, but we say you cannot accept that from a third party, even the Police. Our experience is that a refusal to supply unless a very specific aspect of data can be defined is normally not followed up.

6 European Representative

We will avoid using the word in 4 above again, but there may be circumstances where elements of your data holding will require you to have a continuing representative in Europe, in which case Satswana can provide that at no extra charge. (In the town of Aubusson for students of Tapestry!) Company registered number 09329065 www.satswana.com
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TOWN AND PARISH NEWS

Working together on behalf
of our communities



Issue 6 | September 2019



Have you checked out our Budget 2020/21 animation?

An animation outlining the financial pressures West Sussex County Council is facing is now live on the county council website.

You can find it on the [Budget 2020/21](#) web page, together with lots of information on the budget setting process for 2020/21. This includes the budget challenge we are facing, the national and local picture and the next steps for the county council.

Budget saving options currently being developed will go before the council's four scrutiny committees this autumn and then to a formal meeting of the Cabinet on Tuesday 26 November. All these meetings will be [webcast](#) live.

Keep checking the [Budget 2020/21](#) web page for the latest information.



Have your say on electric vehicle infrastructure in West Sussex

Last year we conducted a survey asking residents, businesses and commuters what would help them make the switch to electric vehicles.

It showed lack of public charging points as a significant factor discouraging in residents not making the switch.

We've now produced a draft Electric Vehicle strategy taking into account those results and are consulting to seek additional views before it's formally adopted.

The consultation is open from **Tuesday 27 August – Tuesday 1 October** and anyone can take part by visiting the [Have Your Say consultation hub](#).

Feel free to share the consultation link with your residents and anyone else you believe may be interested in responding.

For further information on the consultation, please email Ruth O'Brien at sustainability@westsussex.gov.uk.



Countdown to deadline for your Community Winter Salt Audit submissions

This is a final reminder that the date to receive completed audits is Monday **16 September 2019** which is less than a month away.

For any audits received after 16 September, we will be unable to organise refilling or topping up your salt supplies.

The relevant documentation and completed audits need to be emailed to active.communities@westsussex.gov.uk.



Mia recycles in West Sussex

Mia recycles is a series of short videos to help West Sussex residents cut the confusion of recycling.

The videos will follow Mia around the home as she educates her family on which items can and cannot be recycled in the bathroom, the kitchen and on a takeaway

night. Mia will be ending the series by visiting the Ford Materials Recycling Facility (MRF) to show what happens to recycling once it has been collected.

Starting from Sunday 1 September the videos can be watched from the @WSRecycles [Facebook](#) and [Twitter](#) accounts with a new video added every Sunday until 6 October.

You can find the videos and information on recycling in West Sussex by visiting the [Mia recycles webpage](#). Please share with your residents to help share the messages.



Could you be a West Sussex County Councillor?

Ahead of the next election in May 2021 the County Council is planning a series of events for people to find out more about the role of a County Councillor.

The first event has been arranged for **23 October 2019, 6pm to 8pm at County Hall North in Horsham**. This is for people who are thinking of standing for election to find out more about the role and hear from the Local Government Association (LGA), current County Councillors and officers.

Numbers for the event are limited to 65 so those wishing to attend will need to register in advance via this [link](#). To find out more you can watch a video of the Chairman of the County Council talking about her role via this [link](#) or you can find out more from our '[Be a Councillor](#)' website.

If you have any questions regarding this event please contact Amanda Drinkwater in Democratic Services: amanda.drinkwater@westsussex.gov.uk.

Our latest communication campaigns

Take a look at three of our latest communication campaigns:

- [Budget 2020/21](#)
- [Brexit](#)
- [Home Fire Safety](#)

Feel free to share these links, and the information contained within, to help keep your residents updated and informed.





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.

Our current consultations are:

- [Proposed changes to care and support at home](#)

[Go to the Have Your Say Consultation Hub](#) for details of all of our current 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

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.



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](#).

06.09.2019 Email from HDC HDC Latest News

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



Latest news

and information

Major retailers sign up to help local rough sleepers

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



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

[Read more](#)

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

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



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

[Read more](#)

Planning application submitted for new Horsham school

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



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

[Read more](#)

Proudly supporting Zero Waste Week

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



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

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

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

[Read more](#)



Council flies the Red Ensign to support Merchant Navy Day

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

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



TT KIDZ table tennis is coming to Horsham

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

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

[Read more](#)

Sign up for business information support

Think Horsham District Open for business Sign up

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Horsham District Council

Stay connected



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

HORSHAM DISTRICT
**YEAR OF
CULTURE**
2019



**Horsham
District
Council**

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06.09.2019 Email from NALC
Chief Executives Bulletin

The Princess Royal to attend NALC Annual Conference

The big announcement this week (aside from the goings-on in Parliament) was that [The Princess Royal, Princess Anne, will be attending our Annual Conference](#) on 29 October. I hope you will agree this is amazing news as she will be the highest-profile special guest we've ever had at an NALC event. Our chairman, Cllr Sue Baxter, met Princess Anne last year at an event on rural loneliness and isolation, wherein her speech she touched on the important role of local (parish and town) councils in communities. Since then Sue and other colleagues, including vice-chairman (finance) Cllr Keith Stevens, have been working hard behind the scenes to secure her attendance. I think it's really important we have a good turnout at the conference, so can I encourage county associations and councils to [book your places](#) if you haven't already done so.

Spending Round 2019

Chancellor Sajid Javid delivered the [Spending Round 2019](#) on 4 September in

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

NALC Finance and Scrutiny Committee

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

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

- Updates on the risk register and General Data Protection Regulation were noted

Certificate in Local Council Administration

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

DIS

The latest issue of DIS has been circulated to subscribers today. DIS is a fortnightly publication keeping you up-to-date to with the latest news, events and funding opportunities. [You can subscribe today to get your copy of DIS.](#)

And finally...

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

- Tweet or post on Facebook or Instagram to mark the beginning of the week - saying why it matters to you! You can also copy in your key partners or volunteers to like, share and help promote the week to a wider audience.
- Do you have any pictures or footage of your work with communities? If so, could you post or repost this content?
- If you have time, think about going out and capturing an interview or two with an employee who isn't afraid of the limelight – and perhaps include some footage of your community projects in action. Use a mobile phone if you have no access to a camera.
- You could also ring up a journalist in your local paper and ask to do an interview about your projects to coincide with Communities Week. Or maybe you'd like to write a comment piece to go in the paper. Each paper will have a Newsdesk or editorial number and these are often available on your local paper's website.

**06.09.2019 Email from Steyning Parish Council
Steyning Neighbourhood Development Plan 2019-2031**

Regulation 14 Consultation

FAO: Rudgwick Parish Council

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

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

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

What is this consultation about?

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

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

How can you view the Consultation Documents?

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

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

How can you respond to this consultation?

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

Response Forms can be submitted:

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

- **By Post:** send your completed Response Form to *Steyning Community Plan Consultation, Steyning Parish Council, The Steyning Centre, Fletcher's Croft, Steyning BN44 3XZ*

What will we do with your data?

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

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

Contact details of private individuals will not be published publicly.

Need more information/help?

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

John Fullbrook, Clerk to the Council