

Rudgwick Parish Council

Weekly Clerk's Update 23 – 29 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)
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Clerk's announcements/delegated decisions

- **The Clerk will be attending the SSALC Legal & Finance Day at the AMEX on 26th September 2019**
- **British Gas have raised a cheque for the `Feed in Tariff payment**
- **Matthew Oldfield will be carrying out various tree works on Parish Council land on 9th October, arrangements have also been made for Batscan to be on site.**
- **Ground sockets have been installed on KGV field**
- **Rudgwick Lawn Tennis Club has informed the Council that HDC has granted permission for the building of a tennis pavilion. Project now has to receive approval of Fields in Trust before work can be commenced.**
- **Moore – external auditors have approved annual accounts for 2018/19, details on website and noticeboards..**
- **Rudgwick Football club has taken the lead on clearing out the shed/KGV physiotherapy room and has made great progress this weekend.**
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Planning

Delegated Applications

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

Decisions

HDC Council Decisions – Rudgwick Parish Council Meeting 14 th October 2019				
Application No	Applicant	Reason for Application	RPC Recommendation	HDC Decision
		No decisions		

Enforcement Numbers

Enforcement Numbers – Rudgwick Parish Council Meeting 14 th October 2019	
EN/19/0458	Alleged: Development not built in accordance with approved plans Smithers Farm Guildford Road Rudgwick
EN/19/0461	Alleged: Extension of a building to provide for an additional workshop Workshop and Premises Smithers Farm Guildford Road Rudgwick

Correspondence/communications from parishioners to the Council

-

General correspondence/emails

23.09.2019 Email from HDC

Draft minutes Council meeting 4th September

Please find below a link to the draft minutes;

[Minutes published: Meeting of Wednesday, 4th September, 2019 6.00 pm, Council.](#)

23.09.2019 Email from Berkeley Homes

Barleycroft Autumn Newsletter

Welcome to our local residents newsletter.

We started the project in Spring 2018. The development will comprise of 2,3,4 and 5 bedroom properties including 19 affordable homes. The project will be built as a single phase with a staggered launch. The completion for the entire scheme is Spring 2020.

Caring for the Environment.

As part of the development we will be retaining mature trees and enhancing the biodiversity of the project with a landscaping scheme to be completed alongside the new houses.

Construction waste material gets separated and recycled responsibly with less than 3% going to landfill.

As part of the scheme we have built an attenuation pond which will encourage and sustain local wildlife.

New addition to the team.



We would like to introduce Mark Brown who has joined our site team as Site Manager and will be working along with Adam and Simon

Jobs.

We are always looking for good trades people from the local community. Please contact us directly on site if you would like to be considered.

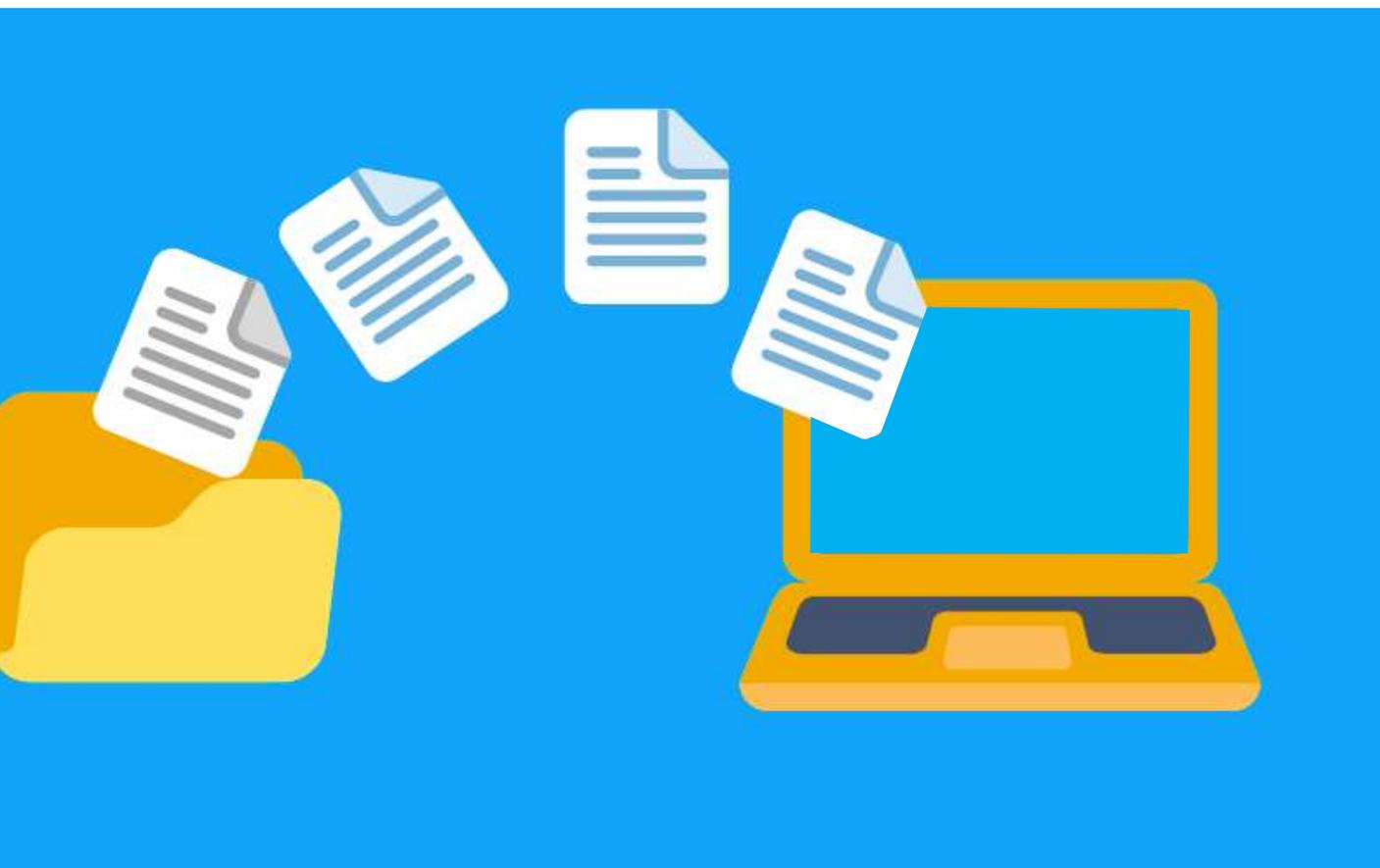
The Sales & Marketing Suite will be relaunched in October with a new show house and street scene. This will enable customers to have a true reflection of how the development will look.

Under Construction...

Phase 1 is well underway and works are progressing well. All plots are above ground level and over 50% have roofs on. The first apartment block and 4 houses are complete.



Constructors Scheme which helps us care about appearance, respect the community, protect the environment, secure everyone's safety and value their workforce.



Publication Date: DRAFT

From 1st November 2019 Parish and Neighbourhood councils will no longer receive a paper copy of planning applications including plans and associated documents. Access to planning documents will be electronic using the online Public Access system.

This document has been prepared to explain paperless planning, and to help Parish and Neighbourhood Councils make the switch.

Background

Much of the planning process at Horsham District Council is now handled electronically, with applications received by applicants in an electronic format. Applications handled by the Development Management Team are determined by Officers without the need to print plans and consultees consider applications using electronic methods.

Some Parish and Neighbourhood Councils have already moved to an electronic way of working, self funding in technology to enable this to happen, which gives us the confidence to roll out electronic working to all Parish and Neighbourhood Councils.

The Town and Country Planning Act 1990 places a duty on Horsham District Council to notify the Parish Council about planning applications relating to land in the Parish. To comply with the duty, Horsham District Council must either (a) send the Parish Council a copy of the application; or (b) indicate to the Parish Council the nature of the development, which is the subject of the application, and identify the land to which it relates. We comply with our duty by supplying a link to the application and advice on accessing Public Access in the consultation letter.

Benefits of a paperless system

We have made good progress so far in reducing paper in the planning process, and the main benefits include:

- A cost-effective and environmentally friendly method of consultation, because it removes the need to print paper and post documents.
- Viewing applications electronically means the reader can be confident they are viewing the most up-to-date information about all current applications, including comments from other interested parties such as local residents – these are all published online.
- Provides the opportunity for all Parish and Neighbourhood Council Members to view the documents online before meetings and enable better preparation.
- Enables Parish and Neighbourhood Councils to comply with the Data Protection Act (<https://www.gov.uk/dataprotection/the-data-protection-act>) by not keeping paper copies of applications in councillors'/clerks' homes or out on desks in offices

How to view and comment on planning applications online

Find an application

The easiest way to view and comment on planning applications online is to click the following link, which takes you directly to our Public Access system:

<https://public-access.horsham.gov.uk/public-access/>

From here you can search all applications. You will need to enter a keyword, reference number, postcode or address in order to search. You can also filter by Current or Decided.

View all documents that relate to an application and make a comment

Once you have found your application, you can take the following actions:

- Click Comments to make a comment
- Click Related Documents, then View associated documents to view and download the proposed plans, as well as any consultation responses and representations submitted to the application
- You can also sort by date or document type by clicking on the date or document type box at the top
- Click Track to ensure you receive email updates when the application is updated. Please note you will need to register an email address for this service

How to download documents from Public Access

If you find a document that you wish to save on to your machine or on to a memory stick, you can download it when you open it.

- In Internet Explorer, when you open a document a toolbar will appear at the bottom centre of the screen. Click the Save a copy icon to save the document.
- In Google Chrome, when you open a document there will be a Download button in the top right corner of the document window, under the web address bar
- In Microsoft Edge, click anywhere on the document and the toolbar will show at the top. The Save icons is in the top right corner
- In Firefox, when you open a document there will be a Download button in the top right corner of the document window, under the web address bar
- In Safari on an iPad or iPhone, click the Up arrow icon ('Share'). Scroll along the bottom row options until you see Save to Files. You can save to your iPad or iPhone.

The main reason to download a document is if you think you will want to refer to it when you do not have internet access.

Troubleshooting

Below are the answers to the most common issues around moving to a paperless systems.

We don't have access to the internet where our meetings are held, or if we do the broadband speed is very slow. How should we view documents?

- Consider downloading all documents in a location with a good Wi-Fi connection (for instance, a home or office) ahead of the meeting using the advice above
- Consider moving meetings to a venue that has Wi-Fi internet access
- If the mobile internet signal – such as 3G or 4G - in your area is good, purchase a mobile internet dongle to access the internet over a phone signal
- If you have a mobile phone with internet access, you can connect your laptop to your phone and use your mobile phone's data allowance. To set this up, search for how to set up your phone as a Wi-Fi hotspot – the instructions vary depending on your phone's make and model.

Some parish councillors do not have internet access at home.

- Parish councillors could view the documents at the Parish office, if there is one, or from a public computer at a local library or the Horsham District Council offices
- If the councillor has a computer but no internet access, the clerk could download the documents using the advice above and save them onto a memory stick for the councillor

We will need to purchase new equipment to help facilitate this change. How can we cover the costs?

- Savings in administration costs, postage and storage will help recoup costs

We currently don't have the skills to process electronic consultations and use Public Access. Who can we ask to help us?

- We are committed to supporting Parish and Neighbourhood councils who are key stakeholders and can arrange (subject to demand) coaching at our offices. If you would like to take advantage of this contact Manny Singh on 01403 215190 or email manny.singh@horsham.gov.uk to express your interest. Alternatively seek advice from neighbouring councils who use electronic communication to find out how they have made the switch

How do we do site visits without a paper copy supplied?

- Download the documents before the site visit and take your device along with you
- If your device has mobile internet – such as a phone or tablet – you can use the internet on the site visit
- Review the plans online beforehand and don't take plans to the site visit
- Consider using Google Earth and Streetview

We need paper copies of plans so we can take measurements

- Adobe Reader can be used to take measurements on PDFs. Download Adobe Reader here: <https://get.adobe.com/uk/reader/>
- A guide to Adobe Reader's measuring tool can be viewed here: https://helpx.adobe.com/acrobat/using/grids-guides-measurements-pdfs.html#measure_the_height_width_or_area_of_objects

Further Information and support

We are committed to supporting Parish and Neighbourhood councils who are key stakeholders and can arrange (subject to demand) coaching at our offices. If you would like to take advantage of this contact Manny Singh on 01403 215190 or email manny.singh@horsham.gov.uk to express your interest. If there is any further information which you consider could assist you in this transition then again please do contact Manny.

Useful Links

Horsham District Council Development Management Online:

www.horsham.gov.uk/planning

Planning Applications:

<https://www.horsham.gov.uk/planning/view-and-comment-on-planning-application>

Letter dated 24th October 2019 from AirS

AirS AGM 17th October 2019

AirS are holding their AGM at Busxted Park Hotel, Buxted on 17th October 2019

25.09.2019 Email from NALC
NALC Newsletter



NALC meets the new chairman of LGA
NALC held its first meeting with Cllr James Jamieson, the new chairman of the Local Government Association (LGA) to discuss several items to work together on.

[Continue reading](#)



NALC meets Sir Tony Redmond about local audit
NALC met with Sir Tony Redmond to share the experiences of local (town and parish) councils with the current audit regime. NALC raised several issues including the need for an audit regime that is effective.

[Continue reading](#)



NALC urges Lib Dems to back powers for local councils

The forthcoming Queen's Speech must include legislation to give local councils more powers to help them build strong communities, NALC has told the Liberal Democrat party at their annual conference.

[Continue reading](#)



NALC publish activity report on the local council sector

NALC published a quarterly report highlighting its activity within the sector. The report sets out what it has done on behalf of England's 10,000 local councils to help them build stronger communities.

[Continue reading](#)

Member updates

Chief executive's blog

Agenda papers for Policy Committee on 1 October 2019

24.09.2019 Email from SALC
Sussex ALC Bulletin 32-2019

West Sussex ALC AGM & Conference 2019

We look forward to welcoming you to our 2019 AGM & Conference. This year we have an exciting programme to include presentations from your County Council and Sussex Police,

West Sussex ALC AGM & Conference

Avisford Park Hotel, Yapton Lane, Walberton, Arundel, BN18 0LS.

Thursday 3rd October 2019 - 09:45 to 15:30

The cost per delegate for this event is £60 + VAT

[Agendas and booking form](#)

(IMPORTANT: Please note that there is no charge for attending the AGM only however, it is vital that we are aware of your attendance, could you please therefore complete a booking form by following the link above and note in the comments box if you wish to leave following the AGM)

[Read Blog](#)

SDNPA Parish Workshops

The SDNPA will be holding a series of Parish Workshops in October 2019. This round of workshops will focus on the recently adopted South Downs Local Plan. The workshops will provide an opportunity for Town and Parish Councillors to learn more about the South Downs Local Plan, in particular some of the unique aspects of the plan such as our Ecosystem Services and Dark Night Sky policies.

An agenda will be circulated nearer the time. If you would like to book a place please email planningpolicy@southdowns.gov.uk.

The workshops will be held on

Tuesday 15th October - East Sussex Parishes Workshop, Lewes Town Hall Assembly Rooms, Lewes: 18:30 – 21:30

Wednesday 23rd October - West Sussex Parishes Workshop, South Downs Centre, Midhurst: 18:30 – 21:30

Tuesday 29th October - Hampshire Parishes Workshop, Meon Hall, Meonstoke: 18.30 - 21:30

Delegated places will be limited to 2 Councillors per parish. You can attend a workshop in a neighbouring county if this is easier, as the subject matter will be the same.

SSALC Training Survey

Please remember to complete the SSALC Training Survey if you have not already done so. Your input will be used to plan the training programme for next year and therefore your responses are extremely valuable to us!

[Complete Survey](#)

Upcoming Training & Events

EVENTS COMING UP IN OCTOBER!

Introduction to Project Management

Tuesday 8th October 2019 - 1000 until 1600

Sackville House, Lewes

[further details & booking form](#)

New Clerks Induction

Wednesday 16th October 2019 - 0930 until 1530

Sackville House, Lewes

[further details & booking form](#)

Planning Update (West Sussex)

Thursday 17th October 2019 - 1800 until 2100
Billingshurst Centre, Billingshurst
[further details & booking form](#)

VAT Training

Tuesday 22nd October 2019 - 1000 until 1300
Crowne Plaza Hotel, East Grinstead
[further details & booking form](#)

Planning Update (East Sussex)

Tuesday 29th October 2019 - 1800 until 2100
Wellshurst Golf Club, Hailsham
[further details & booking form](#)

Stress Management

Thursday 31st October 2019 - 1000 until 1600
Sackville House, Lewes
[further details & booking form](#)

**27.09.2019 Email from HDC
Cabinet Decisions 26.09.2019**

Please find below links to decisions made from the cabinet meeting on 26th September;

<https://horsham.moderngov.co.uk/documents/g1485/Decisions%2026th-Sep-2019%2017.30%20Cabinet.pdf?T=2>

https://horsham.moderngov.co.uk/ieDecisionDetails.aspx?Id=294&LLL=0&utm_medium=email&utm_source=govdelivery

https://horsham.moderngov.co.uk/ieDecisionDetails.aspx?Id=295&LLL=0&utm_medium=email&utm_source=govdelivery

https://horsham.moderngov.co.uk/ieDecisionDetails.aspx?Id=296&LLL=0&utm_medium=email&utm_source=govdelivery

https://horsham.moderngov.co.uk/ieDecisionDetails.aspx?Id=297&LLL=0&utm_medium=email&utm_source=govdelivery

**27.09.2019 Email from HDC
HDC Latest News**

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



Latest news

and information

Horsham AmeriCARna is back

Sunday 29 September

Horsham's iconic AmeriCARna celebration of all things American makes a welcome return on Sunday 29 September expanding right across the town centre to include the newly redeveloped Piries Place, Park Place and Parkside Council offices.



The event is brought to you by Horsham District Council and a variety of partners who have donated their time and talents to help make the day a success.

[Event details](#)

New employment hubs for Storrington and Horsham

The Council, in partnership with Specialist Employment Training and Advice Services (SETAS), is delighted to now offer two new Work Information and Support Hubs (WISH).

Since 2018 WISH has successfully operated three WISH hubs on a weekly basis in Billingshurst, Henfield and Southwater, helping more than 30 people find work and has been helping more than 70 people develop their employability skills.



[Read more](#)

Join the recycling revolution

2018 was the year that Britain woke up to recycling. 2019 is the year to take action.

Thanks to your hard work, Horsham District now recycles more than ever before with over 50% being collected and recycled. But there's still plenty that we can do to reduce, re-use and recycle even more. Join the recycling revolution and reduce your waste:

- Source second-hand clothes rather than buying from new. Oxfam have launched their [#SecondHandSeptember](#) campaign to encourage the re-use of clothing
- Check out [West Sussex Recycles for a full A-Z](#) of what you can and can't recycle at home or at your local household waste recycling site
- Take advantage of the free resources from the [Love Food Hate Waste campaign](#)
- [Recycle Now's 5 easy steps to reduce your waste.](#)

Find out more about [Recycle Now's 2019 campaign](#) and get involved yourself.



Capitol proud to host BBC Radio Sussex auditions

[BBC Radio Sussex](#) will be holding auditions to find the next generation of new radio stars at [Horsham's Capitol](#) on Saturday 28 September.

The "New Voices" recruitment drive is part of the BBC's biggest ever local talent search with open auditions set to take place across England and the Channel Islands.

[Read more](#)

Annual Horsham District Council Civic Service

The Annual Horsham District Council Civic Service will be held at [Horsham Parish Church of St. Mary the Virgin](#) in The Causeway, Horsham on Sunday 6 October at 6.30pm and everyone is welcome to attend.

Chairman, Cllr Kate Rowbottom, would like everyone to come and enjoy this special service. This year we are combining our service with the Harvest Festival choral evensong at St Mary's.

What's coming up

- [Colourful Places by Sarah Duffield at Horsham Museum & Art Gallery](#)
- [Horsham District Libraries 2019 Reading Challenge](#)
- [Sussex Comedian of the Year – the Grand Final!](#)
- [Bat Walk at Chesworth Farm](#)
- [The Lady Vanishes at The Capitol Theatre](#)
- [Tree and Wood and Leonardslee Gardens](#)



Stay connected



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

HERSHAM
YEAR OF
CULTURE
2019



Horsham
District
Council

27.09.2019 Email from NALC NALC Chief Executives Bulletin

Labour party conference

Our head of policy and communications, Justin Griggs, was in Brighton on Sunday and Monday at the Labour Party autumn conference. Somewhat overshadowed by the Supreme Court announcement, attention was also focussed on Labour's position on Brexit and the role of their deputy leader. Our [news story](#) has more including our call for Labour to support the creation of new local councils.

Conservative party conference and NALC event

Our chairman, Cllr Sue Baxter, other NALC colleagues, head to Manchester on Sunday for the Conservative Party conference. On Sunday night we are jointly hosting an event with the Epilepsy Society raise awareness of hidden disabilities and the role local government (including our councils) can play to improve people's quality of life. Our event will take place at the Radisson Blu Hotel (outside of the secure zone but right next to the main conference hotel and venue) from 20.30 – 10.00 with speakers including NALC, Epilepsy Society, Alzheimer's Society, government ministers – and we may even have a special guest or two! If you're at the conference do come along and please feel free to promote the event. If you are also attending the conference and would like to help us promote our sector drop Justin a line at justin.griggs@nalc.gov.uk

Improvement and Development Board

The Improvement and Development Board met on 25 September. Representatives from the Society of Local Council Clerks (SLCC) and the Local Government Association, alongside NALC colleagues, were in attendance. Updates were provided on improvement and development initiatives including the Local Council Award Scheme, Peer Review and the Certificate in Local Council Administration. The board also noted SLCC was developing a master's degree with De Montfort University, and welcomed Pamela Roberts, Ministry of Housing, Communities and Local Government, for a discussion on improving sector support.

Smaller Councils Committee

The Smaller Councils Committee met on 24 September, in advance of the draft minutes is available, here are a few highlights:

- Charlotte Eisenhart, head of member services, presented a paper on early priorities for member services and invited smaller councils to give feedback on how NALC can best serve them
- The committee discussed the internal audit system and the Redmond Review into local government audit and urged the Joint Panel on Accountability and Governance to strengthen its guidance on internal audit
- The committee considered the government's response to the House of Lords Rural Economy Report
- Cllr Lillian Burns presented a report on the Rural Services Network annual conference

Locality roundtable and localism report

Autumn isn't just conferences and events season, it's popular for launching research and reports too! One of particular interest to us is from Locality, who in partnership with Power to Change and Local Trust, are working with four principal authorities (including Cornwall Council and their work with local councils) as part of their [Commission on the Future of Localism](#) project to show how to create 'power partnerships' between local government and communities through an action research project. Lord Kerslake launched their latest report on 26 September at a roundtable meeting in London, which NALC attended, you can read it [here](#).

Out and about

- Our senior solicitor and legal services manager, Jane Moore, was at the Sussex and Surrey Associations of Local Councils well attended legal and finance day held at the AMEX Stadium, Brighton, on 26 September. Jane gave a presentation on the Website Accessibility Regulations and the code of conduct and standards.
- Chippenham Town Council hosted a meeting of the Wiltshire and Swindon larger councils on 25 September, which Justin attended. Subjects included devolution, peer review, climate change and local government finance.

And finally...

I was pleased to read in the Evening Standard on 25 September the call by think tank Centre for London for more parish power to put Londoners in control of their neighbourhoods. Barriers they highlight preventing more local councils being created include the rules and needing the approval of the London Boroughs. We've written a letter in response saying this blockage urgently needs removing! You can read the article [here](#) and the Centre for Cities publication Act Local: Empowering London's Neighbourhoods [here](#)

28.09.2019 WSCC 4 community funding Newsletter

West Sussex 4 Community

Funding Alerts and News for the VCSE Sector

Dear Jonna Foote,

Funding News

Registering for the funding news service ensures you are kept up to date with the latest funding news. The following news articles have been published in the last week. To view the full details of any news article, simply click on its title.

26/09/2019: [Community Business Bright Ideas Fund - Deadline Extended](#)

24/09/2019: [Deadline Approaching for Funding for Heritage Projects](#)

24/09/2019: [European Maritime and Fisheries Fund \(EMFF\) – Ocean Monitoring Call Open](#)

23/09/2019: [National Lottery to Celebrate Turning 25 With New £7.5m Fund](#)

Your Funding Alerts

Funding alerts allow you to receive email notifications if new funding opportunities arise which match your search requirements. To setup a funding alert, simply run a search for funding on the site. When you are viewing search results press "Save Search". There is an option to receive funding alerts at this stage so make sure this option is ticked.

You can also set up funding alerts for a search you have already saved by enabling email alerts in the "Saved searches" area on the site.

There have been no funding changes that match your profile.