

# Rudgwick Parish Council

## Weekly Clerk's Update 19– 23 March 2020 (Agenda April 2020)

**To:** Parish Councillors

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

**From:** Jonna Foote

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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;**

- Provided support to the Rudgwick Support Community group and continuing to do so by providing information on the Parish Council website/Facebook page/Twitter are requested.
- Rudgwick Hall boiler thermostat has broken – boiler has been switched off at power source.
- KGV building and Jubilee Hall, heating has been turned off/down – water compliance (turning on taps twice a week) is being undertaken, initially by clerk/ assistant clerk until next week Monday when Open Space Warden will take on this task, as agreed with Chairman of the council.
- Tennis Club has informed clerk that courts are still being used, following social distancing criteria.
- Clerks has liaised with Open space Warden and emergency planning for closure of Rudgwick PC play facilities are in place, when required.
- Open Space Warden has reported additional signage reminding parents to supervise children/ flash flooding have been put into place in the area where the kissing gate has been washed away during recent flooding.
- Water compliance company has confirmed site visit for 30.3.2020 to start relevant actions.
- Planning comments have been submitted HDC Planning Department

- All Rudgwick Play facilities have been closed until further notice, following a request from HDC, Rudgwick Lawn Tennis Club has been asked to close the tennis courts. Tennis Club has advised the Clerk that they are adhering to national Lawn Tennis Association guidelines and will stay open until informed otherwise.
  - Clerk/assistant clerk have put together action plan for the next few weeks, with council meetings cancelled for the foreseeable future, focus will be on:
    - Obtaining and software installation second of laptop
    - Updating Scheme of Delegation to ensure “business as usual” during the corona virus period – this will be agreed by the council through electronic means as recommended by SSALC/NALC
    - Procedures to ensure financial transactions can continue
    - Support Rudgwick Community Group
    - End of Year Finance process
    - Horsham Local Plan comments – submission
    - Arranging for a third council signatory on the Lloyds Business Account
    - Closing parish office from Monday 6<sup>th</sup> April – Friday 17<sup>th</sup> April – this will allow staff to take off some of the additional hours/Annual Leave worked. Planning applications and urgent matters will be dealt with.
- This was discussed with/ agreed by the chairman of the council.

### Planning New Applications

Applications for consideration at Rudgwick Parish Council Meeting 6 <sup>th</sup> April 2020				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
<a href="#">DC/20/0562</a> 18.03.2020	Honeywood House, Horsham Road, Rowhook	Demolition of outbuildings and erection of 3.No three bedroom dwellings, including a pair of semi-detached units, with detached garages; creation of overflow car park		16.04.2020
<a href="#">DC/20/0476</a> 18.03.2020	1 Queen Elizabeth Road, Rudgwick	Retrospective application for the erection of a carport on existing driveway		08.04.2020

### Decisions

HDC Council Decisions – Rudgwick Parish Council Meeting 6 <sup>th</sup> April 2020				
Application No	Applicant	Reason for Application	RPC Recommendation	HDC Decision
<a href="#">DC/20/0090</a>	The Old Cottage, Bucks Green, Rudgwick	Erection of a first floor rear extension (Householder)	No objection	Permitted
<a href="#">DC/20/0091</a>	The Old Cottage, Bucks Green, Rudgwick	Erection of a first floor rear extension (Listed Building Consent)	No objection	Permitted
<a href="#">DC/20/0138</a>	The Homestead, Loxwood Road, Rudgwick	Removal of condition 3 to previously approved application RW/34/75 (House and garage for farm worker). Relating to the removal of	No objection	Permitted

		agricultural occupancy to house		
<a href="#">DC/20/0209</a>	Oakfield, Cox Green, Rudgwick	Demolition of existing detached garage and outbuilding. Erection of a detached two storey dwelling with associated landscaping, parking and the creation of new access	Objection	<b>Application Withdrawn</b>
<a href="#">DC/20/0333</a>	Barfield House, Cox Green, Rudgwick	Install 1 x 9m wooden pole (7.3m above ground)	No objection	<b>No comment to make</b>

### Applications going to Committee

Applications going to Committee – Rudgwick Parish Council Meeting 6 <sup>th</sup> April 2020				
Application No	Applicant	Reason for Application	RPC Recommendation	Planning Committee Date
		None		

### Appeals Lodged / Appeals Decided

Appeals Lodged / Appeals Decided – Rudgwick Parish Council Meeting 6 <sup>th</sup> April 2020				
Application No	Applicant	Reason for Application	RPC Recommendation	Public Inquiry/Written Representation
		None		

### Appeals

Appeals Lodged / Appeals Decided – Rudgwick Parish Council Meeting 13 <sup>th</sup> April 2020				
Application No	Applicant	Reason for Application	RPC Recommendation	Public Inquiry/Written Representation

### Applications going to Committee

Applications going to Committee – Rudgwick Parish Council Meeting 13 <sup>th</sup> April 2020				
Application No	Applicant	Reason for Application	RPC Recommendation	Planning Committee Date

### Enforcement Numbers

Enforcement Numbers – Rudgwick Parish Council Meeting 13 <sup>th</sup> April 2020	

Correspondence/communications from parishioners / to the Council

- Email (10.03.2020) regarding setting up a Corona virus response group to ensure vulnerable parishioners with pre-existing medical needs are supported.
- Phone call (16.03.2020) from Holy Trinity Church vicar enquiring after setting up a community group to support the vulnerable people in the current Corona-virus period.

## **Emails/correspondence from external organisations/people**

### **19.03.2020 Email from UK Power Networks**

#### **What we're doing to keep your electricity flowing**

Dear Sir/Madam,

Many are concerned about the ongoing Coronavirus public health issue and the way it has affected nearly every industry across the world.

We want to reassure you that, as the company responsible for distributing power to over 8.3 million properties across London, the South East and East of England, we know how important it is to keep electricity flowing to your home or business, especially during these uncertain times.

Our engineers are out as normal continuing their core role in maintaining your electricity network, and fixing any electrical faults that occur.

We have put into place a number of well-rehearsed contingency plans and precautions to ensure we maintain a good level of service, with high numbers of engineers and call centre staff available to support the ongoing situation.

With many of our customers now working from home and to support the wider UK economy through this very challenging period, from tomorrow evening (Friday 20<sup>th</sup> March), we will be cancelling most of our lower priority planned maintenance work. This is in order to avoid prolonged planned power cuts for people who are currently working from home.

If you or your constituents need information on a power cut, you can, as always, visit our [Power Cut Map](#) for live updates, tweet us at @UKPowerNetworks or telephone our customer service team, 24 hours a day, on 105 or 0800 3163 105. Calls are free from a landline or mobile phone.

#### **Here are some of the practical steps we are taking:**

- To ensure continued resilience in months to come, we have split key teams across different locations, and hundreds of call agents are equipped to answer customer queries while working from home
- All essential work will continue as normal, including fixing power cuts on the rare occasions they happen
- We're postponing lower priority work on electricity cables and substations, as we recognise many people are working from home and we want to minimise disruption to their lives
- We are working with other network operators and trade associations to ensure we share best practice and focus on activities that safeguards power supplies
- We have engaged with our supply chain to ensure access to the equipment and supplies we need to keep the electricity flowing

#### **What it means for you or your residents:**

- If our engineers might need to enter your home to restore your power, we'll ask you on the phone first if you are self-isolating so we can make the relevant arrangements
- National guidance has been given to our engineers, who will wear protective equipment, stay in a different room from people who are infected or self-isolating, and avoid touching surfaces
- If you live in London, the East or South East of England, then being on our Priority Services Register will ensure you will receive extra support if you experience a power cut.

- We understand that the coronavirus outbreak is a worrying time for many, and we want to make sure you have access to local services, should you need assistance during this unprecedented time.
- We are here for you 24/7 and there are over 20 ways to get in touch including our website, on Twitter @ukpowernetworks, or ring 105

### **We will continue to support those who need help the most during a power cut**

- We continue to offer free additional tailored support and guidance to customers on our Priority Services Register if they experience a power cut, reliant on electronic medical equipment or with young children.
- For more information on our Priority Services Register, please visit [www.ukpowernetworks.co.uk/priority](http://www.ukpowernetworks.co.uk/priority) to register, or call us on 0800 169 9970.

### **Thank you for your support**

This is a fast-changing situation, and we will continue to adapt so that the way we work ensures you, our customers, continue to receive the highest level of service.

We will keep you updated and will review the information on our website continuously to ensure you have the most up to date information.

Thank you for your patience and understanding during this very uncertain period.

Yours faithfully,

Michael

**Michael Horwood**  
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### **20.03.2020 Email from SSALC**

#### **Government to grant permission for pubs and restaurants to operate as takeaways as part of coronavirus response - GOV.UK**

Government to grant permission for pubs and restaurants to operate as takeaways as part of coronavirus response

Planning rules will be relaxed so pubs and restaurants can operate as hot food takeaways during the coronavirus outbreak.

Published 17 March 2020

Last updated 17 March 2020 — [see all updates](#)

[Ministry of Housing, Communities & Local Government](#) and [The Rt Hon Robert Jenrick MP](#)



- Communities Secretary confirms the government will set out measures so that pubs and restaurants can operate as hot food takeaways to serve people having to stay at home
- Relaxation of planning measures will be introduced as soon as possible and will apply for a limited period
- Currently planning permission is required for businesses to carry out this change

Planning rules will be relaxed so pubs and restaurants can operate as hot food takeaways during the coronavirus outbreak, the Communities Secretary has confirmed.

Currently, planning permission is required for businesses to carry out a change of use to a hot food takeaway. The government has confirmed regulations will be relaxed to enable businesses to deliver this service without a planning application.

The measures are the latest in a series of practical steps the government is taking to support businesses and help people who need to self-isolate, as well as vulnerable groups and older people who have been strongly advised to avoid social contact outside their homes to prevent the spread of coronavirus.

Communities Secretary Rt Hon Robert Jenrick MP said:

We are committed to doing everything we can to tackle the pandemic and support people, businesses and communities through this difficult time.

These changes will provide vital flexibility to pubs and restaurants and will ensure people are able to safely stay at home while still supporting some of the great local businesses across this country.

The government has confirmed the relaxations to planning rules will be put in place as soon as possible to provide reassurance to businesses and enable them to start providing takeaways to people quickly.

**Anna Beams**  
**Office, Training & Events Manager, SSALC Ltd**

**20.03.2020 Email from SSALC**  
**Chief Executives Weekly Update**

## Chief executive's bulletin

### **Supporting you during the coronavirus**

Just a few months ago in her New Year open letter, our chairman, Cllr Sue Baxter, said the role of local (parish and town) councils has never been more important. Back then, of course, she was talking about our contribution to things such as bringing the country

together, loneliness and isolation, health and wellbeing, and environmental sustainability. Fast forward to the current public health crisis, and those words ring even more true.

In recent days I have seen the local council sector demonstrate like never before that we will do whatever it takes to support the communities we serve.

Such as Woodbridge Town Council, Suffolk, (my own local council!), which has set-up an emergency response group of councillors and volunteers which will assist with collection/delivery of medicines, shopping, walking the dog or simply being a voice at the end of the phone. Or Hagley Parish Council, Worcestershire, which is acting as an information hub and plans to publicise restaurants offering a delivery service and contact details for NHS helplines. And Backwell Parish Council, Somerset, has a dedicated team of over 30 volunteers who can organise to have someone check in regularly with the elderly or at high-risk either by phone, Skype or FaceTime. You can read more about their work, and that of other local councils, in our newly published [Coronavirus case studies](#) publication.

But I am keen to gather more stories of how local councils are responding to the current situation to share with other local councils to provide inspiration, and very important indeed, to support our engagement with government. Please spend a few minutes to tell us what you are doing in this [short survey](#). Or you can simply email NALC at [policycomms@nalc.gov.uk](mailto:policycomms@nalc.gov.uk) or tweet us [@nalc](#).

I wanted to recap on what we're doing to support the sector, what's happened this week, and highlight a few things coming up. As you already know, we created a [dedicated webpage](#), which so far has over 45,000 hits. I want to stress that this should not be used as a substitute for government advice, however, there are some practicalities specific to local councils where we hope this information will help you plan and manage your risks. We are updating the webpage daily along with circulating mailouts and sending email updates to county officers.

We've refocused all our work on ensuring the resilience of the organisation and health and wellbeing of our staff, so we can continue to support the sector by providing guidance and information, and engaging with the government. This includes daily meetings of our corporate management team via teleconference.

We have continued to raise issues with government on any impact on the operation of our local councils, such as rules and statutory deadlines on meetings, local audit, and the financial impact such as through loss of income. This week that has included contact with ministers including writing to them directly, and liaising with officials. We have also been in touch with the Local Government Association and Public Health England.

On 19 March, our head of member services facilitated a videoconference with over 20

county officers to share information and provide support. We agreed going forward we would hold these weekly and I hope more colleagues will be able to get involved next week.

Next week auditors will be sending out AGAR forms to local councils. Please be assured that we are continuing to press the government for a change to requirement to approve annual accounts and AGAR and publish them before 1 July. We are also expecting an announcement from the government on holding meetings, but in the meantime do check out our latest advice on the coronavirus webpage.

You might also be interested to know that the local government magazine, The MJ, is being made into an ebook, each week throughout the crisis, with access anywhere, completely free, on their website each Thursday – [find out more](#).

### **And finally...**

Further to the government's commitment in the recent budget to bring forward legislation to end the toilet tax, which as you know has been a key NALC campaign, I was delighted the Non-Domestic Rating (Public Lavatories) Bill was introduced to the House of Commons and given its first reading on 18 March, with the second reading scheduled to take place on 30 March.

**20.03.2020 Email from WSCC**

**Coronavirus Guidance 20.03.2020**

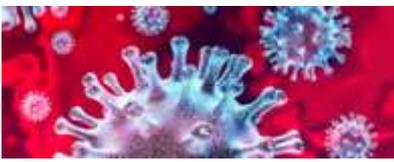


Having trouble viewing this email? [View it as a Web page](#).

[Coronavirus guidance: 20 March 2020](#)

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**All the latest news from West Sussex County Council**



## Coronavirus (COVID-19)

West Sussex County Council's Public Health team is working closely with Public Health England (PHE), which is leading the national COVID-19 response and providing messaging for the public.

The latest [Department of Health & Social Care and Public Health England information on COVID-19](#) is available to read on the Government website.

Public Health England has a regularly updated blog to answer many [frequently asked questions](#).

You can help prevent the spread of germs and infection by following [NHS advice](#):

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards
- try to avoid close contact with people who are unwell

Find out about how the [coronavirus is affecting West Sussex](#) on our website.

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### Information for parents regarding schools

On 19 March, the Government [updated its guidance for educational settings](#), which now asks that parents should keep their children at home, wherever possible. It also asks that schools remain open only for those children who absolutely need to attend.



West Sussex schools are being asked to continue to provide care for a limited number of children - children who are vulnerable, whose parents are key workers and critical to the COVID-19 response, and children who cannot be safely cared for at home. Definitions of 'vulnerable children' and 'key workers' are provided in the guidance.

The Government has also published further [information for parents and carers about the closure of schools](#) and other educational settings, which will continue to be regularly updated.

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### Help us help you!



We are focused on making sure we can continue to support the most vulnerable people in our community; those who rely on someone else to help with daily living. Some of these people can manage on their own but, as a result of social distancing, now find themselves without access to care, support or basic provisions because the support network they've relied on is no longer available to them

during this crisis.

We are finalising a new section on our website where residents can let us know about:

- someone they're worried about
- if they need support themselves

- if they can offer support and help by volunteering, or taking-up casual employment
- any businesses and organisations who want to support us.
- there will also be details of other places where you can get help or support

We know that there has been a local neighbourhood response and we want to support the continuation of community activity to build a network of support in partnership with our local council and voluntary sector colleagues.

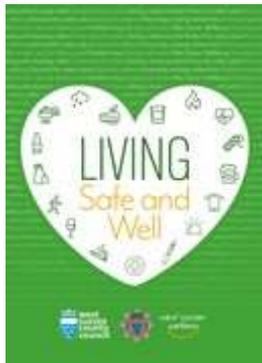
## Staying healthy and well at home

Maintaining your general health and wellbeing at home will be important in the coming weeks. Try including these ideas in your routine:



- Stay physically active – stand up from your chair regularly, move around your house, and try to get outside into the garden; check out exercise resources online, including [Super Six](#).
- Maintain a healthy diet and drink plenty – eat a variety of food groups, including protein, dairy and at least five fruit and veg a day (frozen or tinned are good), and 6-8 mugs of fluid.
- Keep connected to your friends and family – talk to people on the phone, by text or video call if you can.
- Look after your mental wellbeing – keeping busy with hobbies or learning something new can help – this [guide](#) has lots of ideas.
- Stay safe and warm at home – let natural light and fresh air in, and use this [safety checker](#).

You can also find guidance on staying safe and well at home from [Age UK](#).



## Fire service on keeping vulnerable residents safe

West Sussex Fire & Rescue Service is offering alternative ways of ensuring vulnerable residents are fire safe in their homes during the coronavirus outbreak.

The service will be offering their free Safe and Well Visits via phone, Skype and by posting a useful resource document.

The visits are a way of offering advice on how to stay safe as well as smoke detectors and other specialist fire equipment free of charge.

General fire safety advice includes:

- Smoke alarms should be on every level of the home. Check they're working regularly.
- Avoid smoking in comfortable furniture or beds #DontSnoozeAndSmoke
- Fires such as log burners should be cleaned regularly, and guards placed around any open flames.
- Electrical items should be checked, don't overload plug sockets. Don't leave anything on charge overnight.
- Try and be more careful in the kitchen. 50% of home fires start here.
- You should close your doors at night in case a fire breaks out. This will help to contain the fire/toxic smoke and prevent the spread by up to 20 minutes.

Book or refer someone for free Safe and Well advice here:

<http://bit.ly/WSFRSSafeAndWell>.

## All West Sussex Libraries closed until further notice

Following the latest Government advice, all 36 libraries in West Sussex are now closed until further notice.



Libraries provide a valuable service to residents and the library team are working on plans to offer a modified library service during these unprecedented times, which we will update people on as we know more.

For now, anyone who is currently not a member of their local library, but wants to join, can do so [online](#).

Once registered, you will have instant access to the e-library service, where there are a range of downloadable books, audiobooks, magazines, comics and newspapers.

There are also procedures in place for anyone who currently has items on loan:

- Library staff will automatically renew everything that is currently on loan and will continue to do so during the closures.
- No fines and charges will be incurred during the closure.
- Individuals do not need to call the renewals line to stop books and other items from going overdue.

More details will follow in due course, to keep up-to-date follow the library service on [Twitter](#) or [Facebook](#).



### Explore the outdoors, responsibly

These are obviously very uncertain times. However, it is important people do still get fresh air and stay fit and well while closely following government guidance.

Spring is slowly arriving in West Sussex, take a moment if you can to think of your health and wellbeing and see our wonderful outdoors, while following guidance on social distancing.

To see what we have on offer in West Sussex, visit [www.experiencewestsussex.com](http://www.experiencewestsussex.com)

Due to current circumstances all residents and visitors with bookings should contact the individual businesses to check their operating status, postponement and cancellation policies. For more information please click [here](#).

### Care workers urgently needed – can you help?

The care industry will inevitably be under enormous pressure as the coronavirus outbreak develops. Our most vulnerable residents require round the clock care and a resilient workforce is required to look after their needs at this difficult time. If you are able to step in and take on a job in care please [get in touch](#) now. Don't worry if you haven't worked in care before as full training and on-going support is given. You may have worked in the travel, leisure and hospitality industries and have the perfect skills to work in care.



Our friendly Proud to Care team can help you find the right role – email now at [proudtocare@westsussex.gov.uk](mailto:proudtocare@westsussex.gov.uk) or search for jobs [here](#).



## Registration services - changes to service

Registration offices are currently closed in: Burgess Hill, East Grinstead, Littlehampton and Storrington but appointments are available at the main hub locations.

Registering a death: In light of the current guidance, we are asking that only the main person informing us of a death, attends the appointment. We would also ask that anyone who is in self-isolation arranges for an alternative informant who has not been in contact with anyone who has the virus to collect the Medical Certificate of Death and attend the appointment. We apologise for any upset this may cause, but hope you understand the importance of protecting everyone's wellbeing. Please note, the above guidance relates to registration of death appointments.

Registering a birth: we would ask that parents consider keeping those attending the appointment to register a birth to a minimum where possible, accepting that both parents need to attend if unmarried.

For further advice please ring 01243 642122.

## Ceremonies

Following the latest public health advice we have reviewed our approach to forthcoming ceremonies at both our WSCC ceremony rooms and Licensed Venues. We will be contacting couples directly to make them aware of the precautions we are taking to ensure we can deliver ceremonies in a safe way and will publish updates and responses to frequently asked questions on our website.

Understandably, we are dealing with an unprecedented volume of calls and are working our way through postponements, cancellations and questions, whilst dealing with the most imminent ceremonies first. We are committed to maintaining this service in these unprecedented times and adhering to the statutory minimum guidelines which require the couple, two witnesses and two registrars.

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## Latest news:

[Former docs and nurses told "Your NHS Needs You" to tackle greatest global health threat in history](#)

[WSCC continues to work with bus companies to help during coronavirus outbreak](#)

[How to look after your mental wellbeing while staying at home](#)

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20.03.2020 Email from AiRS

### **Supporting Sussex's Rural Communities through Coronavirus (COVID-19)**

Action in rural Sussex (AirS) exists to help support people across rural Sussex and during this challenging time, our support to rural communities remains paramount.

We are determined to do all we can to continue working with you and to have as much positive impact through this period of uncertainty as we can. In order to do this there are a number of steps we are taking immediately to protect our team, whilst still maintaining our commitment to the services we offer.

These include:

- **Manned mainline telephone number**

Should you wish to contact us, please telephone our usual main line number 01273 473422. This number will now be redirected through to a manned mobile as our offices are now closed.

- **Our commitment to advising village halls & community buildings**

We understand that this is a very confusing time for village halls and community buildings as there has not yet been clear guidance from the Government as to the closure of public buildings such as these.

Until some such directive is issued halls can remain choose to remain open if they wish. Each individual management committee must decide what to do using the information provided by Public Health England.

We will of course continue to update and advise our village hall subscribers as and when we have the information to do so.

- **Supporting community groups**

Due to Government guidelines on social distancing, the AirS team will all now be working from home as much as possible. However, in order to continue with our core services, we are already providing remote support, therefore communications will take place via telephone, video call, e-mail and on-line meeting software. We are also setting up new communication methods for community groups and will be publicising these developments in the coming days.

- **Web based support**

We will endeavour to support our communities with advice and guidance via our website [www.ruralsussex.org.uk](http://www.ruralsussex.org.uk) the information we are being provided with is ever-changing, therefore please do keep monitoring the website for updates.

**We would like to reassure you that despite the current ever changing situation we are working hard to ensure that we continue to support our communities at the time you need it most.**

Thank you for your continued support and understanding at this critical time and please do stay safe and take care.

*Petrina*

**Petrina Mayson, CEO, Action in rural Sussex**

**Tel: 01273 407331**

**Mobile: 07825 506650**

**Supporting Sussex's rural communities through Coronavirus – COVID-19. [For guidance click here](#)**



Action in rural Sussex

Suites F7-F9, Waterside Centre

North Street, Lewes

East Sussex BN7 2PE

@ruralsussex [www.ruralsussex.org.uk](http://www.ruralsussex.org.uk) Switchboard: (01273) 473422

**20.03.2020 from AGE UK Horsham**

**Coronavirus Pandemic – we are still here for you**

## **Coronavirus Pandemic**

### **We are still here for you**

During this difficult time, we have adapted the way we work, so we can continue to be there for you when you need us.

We are offering:

- **Information and Advice:** Including information on social care, housing and welfare benefits.
- **Telephone befriending:** A friendly chat if you're feeling lonely or isolated.
- **Doorstep Deliveries:** We can deliver groceries (subject to availability) and essential medication to your doorstep, as well as knitting kits, CDs/DVDs, books and jigsaws to stave off boredom.
- **Welfare and Safety Support.** Helping the most vulnerable with tasks such as cleaning, shopping and laundry, as well as offering respite for carers.
- **Wellbeing advice.** We can share information on healthy living, nutrition, hydration and exercises that can take place in the home or garden.

If you'd like to access any of the services above, or you're worried about an older friend or family member at this time, please call us on 01403 260 560 or email [info@ageukhorshamdistrict.org.uk](mailto:info@ageukhorshamdistrict.org.uk)

20.03.2020 Email from NALC  
Coronavirus Update

## Coronavirus — information for parish & town councils

NALC has updated its dedicated webpage on the coronavirus. This includes further information on government email alerts, holding meetings, local (parish and town) councils supporting their communities and CiLCA deadlines. See the updates below:

### Email alerts from the government

If you would like to keep up-to-date with the government information as it comes out then you can sign-up to their [Covid-19 response bulletin](#).

### Holding meetings

NALC strongly encourages councillors and staff to follow government guidance on social distancing and self-isolation. This is particularly important if anyone is in an at-risk group as identified by the guidance. We would encourage local councils to consider if they need to hold scheduled meetings at all. The health and safety of councillors, staff and the public should be your primary concern. If local councils do follow government guidance on social distancing and social isolation and so they do not hold scheduled meetings, including annual council meetings, NALC's opinion is that the likelihood of a successful legal challenge is low.

We are expecting government guidance on holding meetings remotely early next week, and NALC will also produce further guidance next week. In the meantime, if local councils decide to not hold meetings and take decisions by email or other remote methods NALC feels it's likely that afterwards if there were a challenge that the courts will accept that exceptional times called for exceptional measures. In the absence of government guidance, we would suggest for now only taking decisions remotely for truly urgent issues. In this case, local councils should evidence their decision making as best they can, for example by asking councillors to confirm their votes by email to the clerk for the clerk to keep as a record of the decision.

### Local councils supporting their communities

Local councils are ideally placed to inform and support residents as they already do in so many spheres — from assisting during flooding and other emergencies to supporting vulnerable or lonely people. And this will almost certainly be the case in the current situation.

Cllr Sue Baxter, chairman of NALC, met Nigel Huddleston MP (DCMS minister and their representative on COBRA) on NALC's Lobby Day on 10 March, who saw a potentially big role for parishes during the current period, including keeping an eye on vulnerable people and encouraging new volunteers to come forward to help.

NALC has also engaged with Public Health England and communicated the desire from local councils to support their communities and the need for information on how best to do this within the scope of government advice on social distancing. PHE is launching further guidance to support community activities next week which we will share widely.

We know already the coronavirus has affected every community in a multitude of ways, with local councils doing a brilliant job in difficult circumstances. Playing their part to support the community and its residents, businesses and groups at this challenging time.

Such as Woodbridge Town Council, Suffolk, which has set-up an emergency response group of councillors and volunteers which will assist with collection/delivery of medicines, shopping, walking the dog or simply being a voice at the end of the phone. Or Hagley Parish Council, Worcestershire, which is acting as an information hub and plans to publicise restaurants offering a delivery service and contact details for NHS helplines. And Backwell Parish Council, Somerset, has a dedicated team of over 30 volunteers who can organise to have someone check in regularly with the elderly or at high-risk either by phone, Skype or FaceTime.

You can read more about their work, and that of other local councils, in our newly published [Coronavirus case studies](#) publication.

But we want to continue to gather your stories about how local councils are responding to the current situation. Which we can share with other local councils to provide inspiration, and importantly to support our engagement with government. Please spend a few minutes to tell us what you are doing in this [short survey](#). Or you can simply email NALC at [policycomms@nalc.gov.uk](mailto:policycomms@nalc.gov.uk) or tweet us [@nalc](#).

#### CiLCA deadlines pushed back

In light of the ongoing Covid-19 situation, all CiLCA candidates who are currently registered will be granted an additional 3 months to complete their portfolio. This extension will be automatically granted for all candidates and you will not need to contact the CiLCA Administrator. This automatic extension will be reviewed at the end of June. In the meantime all registered candidates who have attended relevant training should continue to submit work when it has been completed to an appropriate standard. New candidates are reminded that they should not register for CiLCA until they have a training programme in place.

This information forms part of a NALC's dedicated webpage on the coronavirus. It should not be used as a substitute for government advice, however, there are some practicalities specific to local (parish and town) councils where we hope this information will help you plan ahead and manage your risks. If you would like further advice and support on any of these topics for your local council then please [contact your local county association](#). This is a fast-moving situation and we will be updating the webpage regularly.

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**20.03.2020 Email from Came & Co  
Local Council Insurance**



Dear Jonna Foote

At Came & Company, our clients come first. As a partner to you and your organisation, we have been closely monitoring the impacts of Coronavirus (COVID-19) and implementing measures to ensure that we are able to continue to support you.

We have robust contingency plans that are able to adapt quickly to the uncertain and challenging times we are all facing. All of our team is able to work securely from home with the same functionality as the office working environment, and most are already doing so. We have recently tested our systems and capabilities, and our service teams are providing support across our business to ensure we will continue to respond to your needs effectively.

Whilst we have suspended all non-essential business travel, our teams have access to virtual meeting tools so we can offer our clients alternative ways of communication, and we will continue to be available to you and your organisation by phone and email.

We have followed all government and WHO guidelines since the virus emerged and kept our colleagues informed on further developments through regular communications at a global and regional level.

We will continue to communicate with you, and share risk management guidance, address frequently asked questions and highlight any additional protection that you should consider as the situation develops.

As always, if you have any questions or queries please do not hesitate to contact your Came & Company representative.

Regards,

**Andy Cotter**

Managing Director, Came & Company Local Council Insurance

T: 01483 462860

E: [local.councils@cameandcompany.co.uk](mailto:local.councils@cameandcompany.co.uk)

W: [www.parishinsurance.co.uk](http://www.parishinsurance.co.uk)

Came & Company Local Council Insurance is a trading name of Arthur J. Gallagher Insurance Brokers Limited, which is authorised and regulated by the Financial Conduct Authority. Registered Office: Spectrum Building, 7th Floor, 55 Blythswood Street, Glasgow, G2 7AT. Registered in Scotland. Company Number: SC108909.

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To opt out of receiving this email please [update your preference](#).

### 23.03.2020 Email from HDC Coronavirus Waste Disposal

Please find below a useful piece of information from HDC:

## Coronavirus (COVID-19) update: Waste disposal

Waste from households with possible cases of coronavirus (COVID-19), or from cleaning of areas where possible cases have been (including disposable cloths and tissues), should be dealt with as follows:

- Place all waste in a plastic rubbish bag and tie it when full.
- The plastic bag should then be placed in a second bin bag and tied.
- The bag should be put in a suitable and secure place, away from children, for 72 hours

Please do not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

### 23.03.2020 Email from HDC – Play Facilities Closure

Dear parish and neighbourhood councils

Just to follow on from my earlier email. I have had some feedback that my email was slightly confusing.

**So to be really clear – we have taken the decision to close all of our play areas, ball courts, tennis courts, skate parks.**

On a practical note – we will be prioritising the larger sites (hence the list that I sent round). But we will put up closure notices at all of our play areas.

So we would ask that you close all of your play areas, ball courts, tennis courts, skate parks as well.

We are working on posters at the moment and will share the template with you all once it's finalised.

Please do contact me if you have any further queries – really happy to help.

Thank you

Vicky

**Vicky Wise**

Head of Leisure and Culture

**Telephone:** | **Mobile:** 07887 824675

**Email:** [Vicky.Wise@horsham.gov.uk](mailto:Vicky.Wise@horsham.gov.uk)



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**Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL**

Telephone: 01403 215100 (calls may be recorded) [www.horsham.gov.uk](http://www.horsham.gov.uk) Chief Executive: Glen Chipp

**From:** Vicky.Wise

**Sent:** 23 March 2020 11:17

**To:** 2 All Parish-Neighbourhood Council Clerks <[ParishCouncilClerks@horsham.gov.uk](mailto:ParishCouncilClerks@horsham.gov.uk)>; 2 All Parish Council Chairmen <[ParishCouncilChairmen@horshamdc.onmicrosoft.com](mailto:ParishCouncilChairmen@horshamdc.onmicrosoft.com)>

**Cc:** Adam.Chalmers <[Adam.Chalmers@horsham.gov.uk](mailto:Adam.Chalmers@horsham.gov.uk)>; Alison.Turner <[Alison.Turner@horsham.gov.uk](mailto:Alison.Turner@horsham.gov.uk)>

**Subject:** closure of play areas and certain aspects of our parks and countryside sites

Dear parish and neighbourhood councils

Over the weekend we have had good weather and lots of people have been accessing our parks and countryside sites in large numbers. However, in-line with many other councils our staff are really concerned that the general public are not following the government's social distancing guidelines and therefore not staying safe. A few examples:

- Staff have seen multiple families and groups meeting at Southwater Country Park and hugging each other.
- At Warnham large groups of over 70's huddled together in an open-sided hide.
- Large groups of people congregating at the beach and walking or sitting too closely together at Southwater.
- Dinosaur island as full as a normal summer's day. Horsham Park play area has been very busy.
- Horsham Park, Leechpool and Owlbeech are all incredibly busy too.

We feel that it is important to keep the majority of our parks and open spaces open for the public to support mental health needs and wellbeing. It is also not practical or realistic to close and fence off most of our spaces as they are naturally open and easily accessible.

However we do have more concerns around the risks at our honeypot sites and larger play areas. Our play areas have multiple touch points and attract a lot of families. It is also not practical to disinfect and clean them regularly throughout the day.

**We would like to request that you close all of your play areas so that we are all in-line with our messaging and again prioritise your larger and busier sites. Please let me know if you need any help at all.**

### **Closures – from today**

#### **Southwater Country Park**

- We are closing all four car parks to dissuade people from travelling here and just keeping it for locals.
- Closing the public toilets and café.
- Closing and possibly fencing off dinosaur island play area
- Closing the watersports
- Lock all small public bins (the emptying of these is a health and safety risk to our staff)
- Potentially putting heras fencing up or crowd barriers at the main entrances. This wouldn't actually close the site as there are plenty of other access points but would help discourage.
- Additional signage throughout the site.

#### **Warnham Nature Reserve**

- We are closing the site including the car park

#### **Horsham Park**

- Closing the play area
- Close the skate park
- Close the two outdoor gym pods
- Close the café
- Close tennis courts
- Lock all small public bins
- Keep car parks open

#### **Leechpool and Owlbeech**

- Close car parks

#### **Play areas**

- Close all play areas
- Realistically we will focus our resources on closing the larger sites first where it's more likely that people will congregate:

#### ***Horsham***

- The Needles Play Area (Blackbridge Lane, Forest, Horsham)
- Roffey Rec Play Area (Leith View Road, Roffey, Horsham)
- Victory Rec (Victory Road, Trafalgar, Horsham)
- Pondtail Rec (Amundsen Road, Horsham)
- Bartholomew Way
- Beech Glade and Beech Road Play Area
- Bennetts Field Play Area (Brighton Road)
- Blackhorse Way (nr Sainsbury's)

- Groombridge Way
- Highwood
- Bluebell Close
- Littlehaven Lane
- Manor Fields
- Woodstock Close
- South Holmes

#### ***Coldwaltham***

- Brooklands Way

#### ***Southwater***

- Cedar Drive

#### ***Billingshurst***

- Forge Way
- Ostlers View

#### ***Storrington***

- Meadowside

#### **Open access ball courts**

- Close at Bennetts Field, Woodstock Close, The Needles

**We will also talk to the developers about their sites coming in-line with our approach at (these are not in HDC ownership at the moment):**

- BBH skate park
- BBH two large neighbourhood play areas
- Kilnwood ball court
- Kilnwood play area

If you have any queries at all please do contact me.

Many thanks  
Vicky

**23.03.2020 Email from SSALC regarding NALC information: council meetings.** Please see the latest update from NALC.

Of particular note is information regarding meetings which many of you have been asking me about this morning.

NALCs advice is as follows:

NALC strongly encourages councillors and staff to follow government guidance on social distancing and self-isolation. This is particularly important if anyone is in an at-risk group as identified by the guidance. We would encourage local councils to consider if they need to hold scheduled meetings at all. The health and safety of councillors, staff and the public should be your primary concern. If local councils do follow government guidance on social distancing and social isolation and so they do not hold scheduled meetings, including annual council meetings, NALC's opinion is that the likelihood of a successful legal challenge is low.

We are expecting government guidance on holding meetings remotely early next week, and NALC will also produce further guidance next week. In the meantime, if local councils decide to not hold meetings and take decisions by email or other remote methods NALC feels it's likely that afterwards if there were a challenge that the courts will accept that exceptional times called for exceptional measures. In the absence of government guidance, we would suggest for now only taking decisions remotely for truly urgent issues. In this case, local councils should evidence their decision making as best they can, for example by asking councillors to confirm their votes by email to the clerk for the clerk to keep as a record of the decision.

Kind regards,

**Anna Beams**  
**Office, Training & Events Manager, SSALC Ltd**