

Rudgwick Parish Council

Weekly Clerk's Update: 3 - 9 August 2020 (Agenda September 2020)

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:

- In receipt of a reply from HDC Enforcement Officer re the planning issues at Riverside Farm
- Southern Water will be attending and checking if there is a leak in the manhole which supplies KGV and checking the seal.

New Applications (Delegated Decision)

New Planning Applications for consideration by Delegated Decision and noting at the Rudgwick Parish Council Meeting 14.09.2020				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/20/1442 04.08.2020	Woodsomes Farm, Lynwick Street, Rudgwick	Replacement of existing dairy shed for housing cattle adjacent to the dairy parlour		25.08.2020

DC/20/1458 06.08.2020	Windacres Farm, Church Street, Rudgwick	Change of use from an agricultural building into a residential dwelling (C3 use) with agricultural occupancy condition.		27.08.2020
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New Applications

For discussion at Rudgwick Parish Council Meeting 14.09.2020				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date

Decisions

HDC Council Decisions – Rudgwick Parish Council Meeting 14.09.2020				
Application No	Applicant	Reason for Application	RPC Recommendation	HDC Decision

Applications going to Committee

Applications going to Committee – Rudgwick Parish Council Meeting 14.09.2020				
Application No	Applicant	Reason for Application	RPC Recommendation	Planning Committee Date
		none		

Appeals Lodged / Appeals Decided

Appeals Lodged / Appeals Decided – Rudgwick Parish Council Meeting 14.09.2020				
Application No	Applicant	Reason for Application	RPC Recommendation	Public Inquiry/Written Representation

Applications going to Committee

Applications going to Committee – Rudgwick Parish Council Meeting 14.09.2020				
Application No	Applicant	Reason for Application	RPC Recommendation	Planning Committee Date

Enforcement Numbers

Enforcement Numbers – Rudgwick Parish Council Meeting 14.09.2020	

Correspondence/communications from parishioners / to the Council

-

Emails/correspondence from external organisations/people

GOV.UK Updates

[Appeal arrangements for AS, A levels and GCSEs](#)

Page summary

Arrangements confirmed for appeals on AS, A level and GCSE grading in summer 2020.

Time updated

1:15pm, 6 August 2020

[Student guide to appeals and malpractice or maladministration complaints: summer 2020](#)

Page summary

A guide for those receiving qualification results in England this summer.

Time updated

1:15pm, 6 August 2020

[Student guide to post-16 qualification results: summer 2020](#)

Page summary

A guide for those receiving qualification results in England this summer.

Change made

Page 7 of the guide now includes a website link for the Information Commissioner's Office website and further details. Page 11 and 20 of the guide have been updated with additional information and guidance on appeals.

Time updated

1:22pm, 6 August 2020

[COVID-19: guidance for households with possible coronavirus infection](#)

Page summary

Stay at home guidance for households with possible coronavirus (COVID-19) infection.

Change made

Updated easy read version with changes to self-isolation period.

Time updated

11:12am, 4 August 2020

[‘Please give me space’ social distancing cards or badges](#)

Page summary

Optional badges that can be used to show the carrier may have difficulties or concerns in maintaining social distancing.

Time updated

11:48am, 4 August 2020

03.08.2020 Email from HDC Joint Action Group meeting for August

We have a JAG meeting planned for the end of August so if you have any suggestions for the agenda, please complete the eform here by noon on Friday 21st August, so Inspector Starns has time to consider all entries.

http://ebusiness.horsham.gov.uk/outreach/COM_JAG.ofml

The group discusses multi-agency approaches to key crime and ASB issues in the district. However, please only send in issues that are not already being dealt with by the police or other agencies, as they will be dealt with separately.

Kind regards, Sharon

Sharon Cadman
Community Safety Officer

Telephone: 01403 215173 | **Mobile:** 07793908832

Email: Sharon.Cadman@horsham.gov.uk



03.08.2020 Email from WSCC ‘Keep West Sussex Safe’ campaign.

I would like to share with you the COVID-19 community communications toolkit that can be used to spread the word about the recently launched ‘Keep West Sussex Safe’ campaign.

The campaign aims to encourage residents, businesses and communities to stay alert and follow government guidelines to help prevent the spread of Coronavirus in West Sussex and therefore reduce the need for local lockdown restrictions.

The toolkit contains advice, key messages, social media posts, digital posters, and information about materials available. You can access our toolkit on our dedicated [COVID-19 website](#) section. Here you will find a range of campaign materials and resources that I encourage you to use in your own communication channels to help ensure the messages reach all our residents.

If you need any further information about the toolkit or the campaign materials please email us at communications@westsussex.gov.uk.

For the latest information from West Sussex County Council:

- Visit the West Sussex County Council [website](#) for the latest information on testing and West Sussex's Local Outbreak Plan
- Sign up to receive our fortnightly [residents' newsletter](#)
- Follow our social media channels for up-to-date information:
 - West Sussex County Council [Twitter](#)
 - West Sussex County Council [Facebook](#)

Thank you for your support as we try to do all we can to prevent the spread of the virus in West Sussex.

With best wishes, Danielle

Danielle Shurgold - Partnership Officer – Covering Horsham area

Mobile – 07716223618 Landline - 0330 22 (29403) Email – danielle.shurgold@westsussex.gov.uk
West Sussex County Council, Partnerships & Communities Team, Communities & Public Protection

Post: Partnerships & Communities Team, First Floor Hot Desks, Parkside, County Hall North,
Chartway, Horsham, West Sussex, RH12 1XA.



03.08.2020 Email from WSCC

WSCC news release: County Council goes for gold to show support to the Armed Forces Community



For Immediate Release

03 August 2020

County Council goes for gold to show support to the Armed Forces Community

Attachments

- Proudly Supporting Graphic.png [Proudly Supporting Graphic.png](#)

This year, West Sussex County Council has received the Gold Award as part of the Defence Employer Recognition Scheme.

This follows on from 2017, when the council were given the Silver Award.

The scheme, launched in 2014 by then Prime Minister David Cameron, recognises organisations who pledge, demonstrate and advocate their support for the Armed Forces Community.

To win a Gold Award, organisations must proactively demonstrate that they advocate the benefits of supporting those within the Armed Forces community, encouraging others to sign the Armed Forces Covenant and to engage in the Employer Recognition Scheme.

They must also provide ten extra paid days leave for Reservists and have supportive HR policies in place for Veterans, Reserves, Cadet Force Adult Volunteers and Spouses and Partners of those serving in the Armed Forces.

Pete Bradbury, Armed Forces Champion for the Council, said: "To receive this award and join a most select group is very special, it shows the great work that's been done and I'd like to thank all those who have helped us to achieve what is a real milestone for the council. However, the work doesn't stop here, we want to fully integrate this work into the DNA of West Sussex County Council so that we are recognised as a place where those serving or who have served and their families are welcomed and supported.

"We also want to support and encourage more partnership working with other councils, charities, community groups and employers to help and support them in recognising the debt of gratitude we owe our current and former service men and women."

The County Council signed the military covenant in 2012, which gives a commitment by the council and other organisations to help forces members, veterans and their families with issues such as housing, education, healthcare and employment.

For residents who are a serving or former armed forces member, reservist or family member, there is information available on the West Sussex Armed Forces Covenant, Forces Connect South East and support with school admissions on www.westsussex.gov.uk/ArmedForces.

04.08.2020 Email from WSCC

WSCC news release - Community flood-action schemes set to be given £260,000 boost



Community flood-action schemes set to be given £260,000 boost

Attachments

- Easebourne A272 (002) (002).jpg [Easebourne A272 \(002\) \(002\).jpg](#)
- Ecclesden Lane area Angmering_area forms part of Cow Lane project (002).jpg [Ecclesden Lane area Angmering_area forms part of Cow Lane project \(002\).jpg](#)
- The Westhampnett award will aim to reduce the risk of flooding here (002).jpg [The Westhampnett award will aim to reduce the risk of flooding here \(002\).jpg](#)

A total of more than £260,000 is set to be distributed in the latest rounds of Operation Watershed Active Communities Fund awards.

Eight projects will benefit from the county council fund, which encourages communities to act against flooding.

Roger Elkins, Cabinet Member for Highways and Infrastructure, said: “This latest round of awards is testament to the excellent work communities and our partner organisations are doing, working with the Operation Watershed team to take action against flood risk.

“Operation Watershed supports people in their local communities who want to work with the council to become more prepared for floods and help reduce the likelihood of highways or neighbouring land flooding.”

All eight of the awards will help reduce flood risk and improve drainage capacity.

The latest awards are - subject to the council’s usual call-in period - to:

Tarring Flood Action Group: West Tarring Conservation Area includes areas where large amounts of water collects and flash floods have had a significant impact. Tarring Flood Action Group has developed an action plan with the county council and other agencies to deal with short and longer-term actions and strategies.

This award will fund constructing a network of three ‘rain gardens’ in the existing grass verges along the eastern side of Rectory Road, complemented by two further rain gardens in the western side of Rectory Road/Fairoak Triangle opposite the bus stop and school.

Rain Gardens are small-scale features that capture rainwater run-off from buildings, pavements and other hard surfaces. They temporarily store, clean and slowly release that water back into the soil or drainage system, helping communities to deal more effectively with heavy rainfall. **Award:** £91,200

Angmering Parish Council - Cow Lane is a well-used footpath, prone to surface water flooding in intense rainfall. The award will fund drainage works which are part of a larger scheme to improve the footpath with (Section 106) developer funding to do resurfacing work once completed. **Award:** £55,443

Easebourne Parish Council – this award will increase the capacity of a culverted watercourse system to stop flooding to the highway and properties. In February 2020, the culvert ruptured under two residential gardens, resulting in the River Ez taking a new course, flooding houses, businesses and

temporarily blocked the A272 and A286 at North Mill Bridge. Local homes and businesses are at risk of flooding, which can occur within minutes of a heavy downpour. Sandbags remain at the front of houses all year round. The award will fund two new manholes, headwall and replacing the historic brick culvert running under the residential gardens, increasing the capacity with a larger plastic pipe. **Award: £32,116**

Poynings Parish Council – This award will fund reducing flooding on a pedestrian route in The Street, Poynings, through measures including installing a new gully chute and new kerblines. **Award: £2,442**

Westhampnett Parish Council - Deep flooding occurs on the corner of Westerton Lane and Sidengreen Lane due to surface water being unable to flow through drains and on into ditches. The project will include increasing the capacity of the ditches and providing new highways gullies. **Award: £8,680**

Fernhurst Parish Council - There is a natural gully linking two culverts running on the edge of Van Common adjacent and parallel to Vann Road. The problem section is the unlined gully between the two concrete tube culverts. This past winter, February and March, the gully has filled with water and overflowed both onto Vann Road and a public right of way footpath onto Van Common. The award will fund Vann Road bank improvement works and culvert replacement. **Award: £14,055**

Middleton-on-Sea Parish Council - The parish council, residents and Arun District Council have worked together to protect properties and reduce the risk of storm flooding in the area. Part of the work along the drainage network is to improve the banks along North Avenue and North Avenue East Storm water course. The project will aim to reduce the risk of flooding in other parts of Middleton-on-Sea. **Award: £54,600**

Bury Parish Council – Pill Pond was formed many years ago by damming a stream that carries run-off water from the surrounding farmland and downs. Removing a redundant pipe culvert and silt from the pond will increase the water storage capacity and reinforce its banks. The dam wall will be reinforced on either side. **Award: £3,434**

More details about Operation Watershed Active Communities Fund can be found at:
www.westsussex.gov.uk/watershed

04.08.2020 Email from WSCC

Your Town and Parish Council News - August 2020

You have already received a number of emails from me with information on the new 'Keep West Sussex Safe' Campaign we have now launched a **Communications Tool Kit** that contains advice, key messages, social media posts, a digital poster and information about materials available. You can access the toolkit on our [dedicated COVID-19 website section](#). [Visit the community communications toolkit online](#).

Please use the toolkit and share it with fellow councillors, local community groups and organisations. If you need any further information about the toolkit or the campaign materials please email communications@westsussex.gov.uk.

Message from Cllr Amanda Jupp, Chairman of the Local Outbreak Engagement Board,
West Sussex County Council Cabinet Member for Adults and Health

Dear Colleagues,

I would like to share with you the COVID-19 community communications toolkit that can be used to spread the word about the recently launched 'Keep West Sussex Safe' campaign.

The campaign aims to encourage residents, businesses and communities to stay alert and follow government guidelines to help prevent the spread of Coronavirus in West Sussex and therefore reduce the need for local lockdown restrictions.

The toolkit contains advice, key messages, social media posts, digital posters, and information about materials available. You can access our toolkit on our dedicated [COVID-19 website](#) section. Here you will find a range of campaign materials and resources that I encourage you to use in your own communication channels to help ensure the messages reach all our residents.

If you need any further information about the toolkit or the campaign materials please email us at communications@westsussex.gov.uk.

For the latest information from West Sussex County Council:

- Visit the West Sussex County Council [website](#) for the latest information on testing and West Sussex's Local Outbreak Plan
- Sign up to receive our fortnightly [residents' newsletter](#)
- Follow our social media channels for up-to-date information:
 - West Sussex County Council [Twitter](#)
 - West Sussex County Council [Facebook](#)

Thank you for your support as we try to do all we can to prevent the spread of the virus in West Sussex.

With best wishes,

Amanda Jupp

Chairman of the Local Outbreak Engagement Board
West Sussex County Council Cabinet Member for Adults and Health

Other Items

- Residents have their say on COVID 19 – Report showing collated responses and analysis from the WSCC coronavirus pandemic survey carried out in June [can be found here](#). Please get in touch if you would like any insights specific to your location: haveyoursay@westsussex.gov.uk
- Work restarts on the A259 Scheme - Essential preparation work will restart on 10 August ahead of a **major improvement scheme** to widen single-lane stretches of the A259 into dual carriageway in Angmering and Littlehampton

- 15th August Fire Service Virtual Open days - West Sussex Fire & Rescue Service is holding a Virtual Open Day on Facebook on 15 August. Keep an eye on the [West Sussex Fire and Rescue Service Facebook page](#) for more updates and please share the message far and wide with your communities.
- Work starts on cycleways - first of seven temporary cycleway schemes in West Sussex The work is likely to take about a fortnight to complete. [More information here](#) Image: An illustrative example of the style of improvement which will be used in West Sussex (Old Shoreham Road, Hove). *Photo credit: Darren Cool Images.*
- Rising to the challenge of climate change - You can read the strategy [here](#). Further information on our delivery plan and how you can get involved will be available shortly.
- Links to - List of latest communication campaigns and opportunity for you to have your say on local issues through link to consultations hub or peoples panel.

**You can still request support or ask for advice through the
COVID19 Community Hub information found on
www.westsussex.gov.uk/covid19**

Many thanks, Sue

[Sue Furlong](#)

Community Initiatives Principal Theme Lead, Partnership and Communities Team

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

E-mail: sue.furlong@westsussex.gov.uk

04.08.2020 Email from WSCC

News from West Sussex County Council: Coronavirus Survey Results

A summary of the Coronavirus Survey Results and a link to the [survey results page](#) to see the full results and the actions we are taking.

Key Messages from the Keep West Sussex Safe

- Face coverings - [Find out more about face coverings, including how to make your own.](#)
- Getting tested - [If you have symptoms, get tested.](#)
- Keep hands clean - [Find out the best way to wash your hands.](#)
- Practise social distancing - [Get more information on when you should be social distancing.](#)

Many thanks, Sue

[Sue Furlong](#)

Community Initiatives Principal Theme Lead, Partnership and Communities Team

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

E-mail: sue.furlong@westsussex.gov.uk

04.08.2020 Email from WSCC

Save the date for West Sussex Fire & Rescue Service's first ever online fire station open day



Save the date for West Sussex Fire & Rescue Service's first ever online fire station open day Attachments

- [Preparing for West Sussex Fire & Rescue Service's Virtual Open Day.png](#) [Preparing for West Sussex Fire & Rescue Service's Virtual Open Day.png](#)

West Sussex Fire & Rescue Service is calling on West Sussex residents to tune into the first ever online fire station open day on Saturday 15 August!

Aimed at families of all ages, the virtual event has been organised in place of a number of the service's popular annual fire station open days, which were cancelled due to the ongoing COVID-19 pandemic.

The online open day will take place from 11am on Saturday 15 August on the West Sussex Fire & Rescue Service Facebook page, starting with a message from the Chief Fire Officer Sabrina Cohen-Hatton.

The videos will be posted throughout the day until 4pm, each one with a different theme.

Those who have attended the annual open days normally enjoy hearing from fire and rescue service staff, watching firefighter displays and seeing behind the scenes at a fire station.

The good news is, all of this will still play a part in the first ever online open day! It means everyone can still experience what a real open day offers - but without even having to leave the house!

It will also provide important safety tips by watching the online firefighter videos and demonstrations, the service's education team and even a fire fit PE lesson.

Chief Fire Officer Sabrina Cohen-Hatton said: "I know how popular station open days are among residents, and our crews are incredibly proud to welcome people onto their station to show them the work they carry out on a daily basis.

“But like so many other public events this year, we have had to take the difficult decision not to hold any station open days.

“However, that doesn’t mean that everyone should miss out, just because we can’t all be in the same place at the same time.

“So instead, we will be doing things a little bit differently this year and will be holding a Virtual Open Day on Saturday 15 August between 11am and 4pm on the WSFRS Facebook page.

“Throughout the day, we will be posting videos showcasing the huge variety of work we carry out – everything from putting out fires, rescuing people from vehicles, as well as showing you around our fire engines and some of the amazing pieces of kit stowed away in their lockers. There will even be a virtual PE lesson, so you can see if you are fire fit.

“It is already shaping up to be a fantastic day, and I do hope you will be able to join us.”

West Sussex County Council Cabinet Member for Fire & Rescue and Communities, Duncan Crow, said: “I am delighted that in these highly unusual times we have been able to find a way to ensure our popular station open days are able to go ahead, albeit in a virtual format with people watching along and learning at home.

“Learning vital fire safety advice is still incredibly important- especially with more people at home during this time cooking, using electricals and having BBQs. I do hope you’ll save the date and tune in on the day to enjoy the event created by our firefighters and support staff - it’s going to be great fun!”

The agenda for the day can be found below:

11am: Welcome! Meet our Chief Fire Officer and Cabinet Member

11.30am: Fire safety advice from Angela and Billy the Bear

12pm: Take a tour of our appliances

12.30pm: Rescue from the drill tower with Crawley Fire Station

1pm: Kit tour with Littlehampton Fire Station

1.30pm: Road traffic collision demonstration with Storrington Fire Station

2pm: Chip pan fire demonstration with Worthing Fire Station

2.30pm: Rope rescue demonstration with our Technical Rescue Unit

3pm: Stay firefighter fit! With Midhurst Fire Station and the service’s Personal Trainer

3.30pm: Top fire safety tips for businesses

4pm: Fire safety quiz with Burgess Hill Fire Station

You can register your interest in the event to be notified when the Virtual Open Day begins by visiting www.facebook.com/wsfrs.

05.08.2020 Email from HDC

Safe and Well Visits - West Sussex Fire and Rescue Service

Dear Colleagues,

The community response to supporting our most vulnerable residents during the Covid-19 pandemic has been quite remarkable and has without doubt saved lives. This support has also unearthed some additional vulnerabilities that were previously otherwise unknown with one such significant example being home fire risks. In response to this situation West Sussex Fire and Rescue Service have created a new referral pathway that people can use for either self-referral or indeed others can refer concerns about the way in which another resident might be living and who would benefit from help. The Safe and Well visits as they are known can be accessed via the following link which can be shared with anyone in the community who is supporting anyone with vulnerabilities and who might have concerns.

<https://www.westsussex.gov.uk/fire-emergencies-and-crime/west-sussex-fire-and-rescue-service/home-fire-safety/safe-and-well-visit/#request-a-visit>

Many thanks in advance for your support.

Greg Charman

Greg Charman

Health & Wellbeing / Community Safety Manager

Email: Greg.Charman@horsham.gov.uk

05.08.2020 Email from Breakthrough Communications (in association with SSALC)

Officer and Councillor training in partnership with SSALC

working in partnership with:



As we head into summer and lockdown continues to ease, now is the perfect time for your officers and councillors to take the opportunity to learn new skills and refresh existing skills.

We are therefore delighted to be partnering with the Sussex & Surrey Associations of Local Councils to offer your council an exciting range of training sessions over the coming weeks - and we warmly invite you and your colleagues to attend.

Between now and the end of September, we're providing remotely-accessed training courses to help parish and town council officers and councillors communicate and engage even more effectively with their local community. The courses include:

Remote Training Sessions for Parish and Town Councillors:

- Essential social media skills for Individual Councillors
- Advanced social media skills for Individual Councillors
- "Don't feed the trolls": tackling online trolling and bullying, and key "do's and don'ts" as a councillor
- Data Protection essentials & refresher training for Councillors
- Chairing a Virtual Meeting: Skills for Chairs and Individual Councillors
- Get in front of the camera: build your confidence and engage with your community through video and Facebook Live
- Public Speaking Skills for Councillors

Remote Training Sessions for Parish and Town Clerks and Officers:

- Using social media to enhance your council's communications: strategies, tools and techniques to get the most from your Council's social media presence
- Developing an effective communications strategy and policy for your council
- Finding new town and parish Councillors
- Data Protection Healthcheck for Town and Parish Councils: important session for Clerks, Officers and DPOs
- Building a two-way conversation with your community and finding out what people care about (even on a tight budget)

To ensure that each delegate gets maximum value from our training sessions, each course has limited availability. **Some of these sessions will be extremely popular, so we would encourage you to book your colleagues and councillors onto these sessions as soon as you can,** at http://www.ssalc.co.uk/EventsTraining_19251.aspx.

If you have any questions about these training sessions, or want to know more about bespoke training or services for your council, call 01403 336222 or email hello@breakthroughcomms.co.uk.

We look forward to seeing you and your colleagues at our training sessions!

Best wishes,

The Breakthrough Communications Team

05.08.2020 Email from HDC

Traveller Movements

Please be advised of a group of travellers (8 motorhomes) who set up an unauthorised encampment in Littlehampton are being evicted from land this afternoon by Sussex Police. There is no information to suggest that they are heading to the Horsham District but equally we do not know that they will not. As such please ensure that any land for which you or your teams have responsibility is secured and it is suggested that staff remain vigilant.

If travellers do arrive and settle on land (be that private or public), please ensure that you carry out the following actions:

Telephone or e-mail Sussex Police on number 101 or e-mail to: 101@sussex.pnn.police.uk

1. Telephone the WSCC Gypsy and Traveller Liaison Team on: 0330 222 3736 (out of hours – 07736 605473) or e-mail: esther.quarm@westsussex.gov.uk

2. Email communitysafety@horsham.gov.uk

Please cascade this information to other partners who would benefit. If I receive further updates I will write again.

Many thanks,
Greg Charman

Greg Charman

Health & Wellbeing / Community Safety Manager

Email: Greg.Charman@horsham.gov.uk

05.08.2020 Email from HDC

Latest news: Respect Protect Enjoy | Community Climate Fund | New car park for commuters | Discounted rate at the Capitol cinema



Latest news and information

[Visit our website to read the latest news from Horsham District Council.](#)

Respect Protect Enjoy

As high streets and open spaces now return to a more normal post-lockdown environment, we've launched a brand new campaign asking residents and visitors to respect business owners and one another, protect the local outdoor environment, and enjoy all that the District has to offer safely.



There are some simple things that everyone can do to make sure that we all enjoy the summer safely. We're all in this together.

[Read more](#)

New community funds available to reverse climate change

The Council has introduced a new Community Climate Fund. This fund will enable voluntary and community groups, as well as Parish and Neighbourhood Councils, to work on projects to reduce carbon levels locally and improve our environment.

The Horsham District Community Climate Fund will support those community projects that have long-term and tangible climate benefits and provide positive environmental change.

[Read more](#)

New car park for commuters in Horsham Town Centre



A new long stay car park in North Street, Horsham is set to open in response to demand from residents and commuters. The BT Exchange Pay & Display car park is just a short walk from Horsham train station and will provide 88 new parking spaces in the town centre.

[Read more](#)

Discounted rate at the Capitol cinema

The Capitol are offering a discounted rate for cinema screenings of a number of blockbuster films. All tickets are £6 and Family Tickets are £20.



Customers who haven't been in yet can expect to find lots of new safety measures in place including a one-way system, socially distanced seating, protective screens and plenty of sanitizing stations as well as an electronic ticketing system.

[Book your tickets](#)



Tea AT 2

Prefer to go out when it's quiet?

Visit local shops and eateries after 2pm to enjoy a calm cuppa and promotions

HORSHAM DISTRICT

The banner features a stylized teapot icon on the left with the text 'Tea AT 2' inside it. To the right, the text 'Prefer to go out when it's quiet?' is written in a cursive font. Below this, a smaller line of text says 'Visit local shops and eateries after 2pm to enjoy a calm cuppa and promotions'. On the far right, there is a dark blue curved shape containing the text 'HORSHAM DISTRICT' and a small illustration of a town.

Stay connected



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



Horsham
District
Council

06.08.2020 Email from Came & Co Insurance Co.

Read the latest insights from Came & Company Local Council Insurance





We remain in unprecedented times albeit it seems an age since the Government imposed the lockdown. From those early, critical days and weeks, we have found a rhythm and a new way of operating and serving our clients. Without the stability of our technology, and the pragmatism of our teams, we would be nowhere. We are now taking the tentative steps to return to the office through August at a reduced occupancy initially.

As we return, so do the majority of our clients who now look to re-open facilities and begin to once again offer services and support in their communities.

The Government has updated its guidance for **managing play areas and outdoor gyms**. This amended guidance provides greater clarity as well as providing advice on what a Council should consider in order to mitigate risk.

In this issue of our newsletter we've included articles on risk management, trees and safe banking.

Despite lockdown and throughout this crisis, my team has communicated brilliantly with each other and our supportive and understanding clients have all happily reported little impact to our usual high levels of service and advice, for which I am incredibly proud.

Take care and stay safe from all at Came & Company.

Andy Cotter, Managing Director

Exiting lockdown: risk management

As many local councils start to resume more activities, restrictions imposed to manage COVID-19 are likely to present new challenges. Local councils will need to consider they ensure safe working conditions for their employees, and make sure they continue to remain compliant with existing legal obligations.



[Find out more...](#)

Tree management

Increasingly, an area of concern for Councils is trees, for which they are responsible. We've put together a handy guide on tree management in our Resource Centre.



[Read more...](#)

Safer banking

Wherever possible we recommend you pay your insurance premium by BACS payment – our bank details changed in November so please ensure you are paying into the right account. We've put together ten top tips for safer banking.



[Read our tips...](#)

**06.08.2020 Email from WSCC
Level 3 Heat Alert 6 – 11 August 2020**

The Met Office has issued a **Level 3 Heat Health Alert.**

There is a 90 % probability of Heat-Health criteria being met between 1200 on Thursday and 2100 on Tuesday in parts of England

View the full warning at the [Met Office Heat Health Watch](#) site.

What are the potential impacts?

The very young, the elderly and the seriously ill are the groups who are particularly at risk of health problems when the weather is very hot. In particular, very hot weather can make heart and breathing problems worse.

Actions required now

- **All services**
 1. Circulate this warning to your managers / staff as required.
 2. Refer to the [Severe Weather Plan](#) and carry out the actions for your service.

- **Communications Team**

1. Please publicise on social media as appropriate.
2. Liaise with Resilience and Emergencies Team regarding a news campaign on the WSCC homepage.

For more information

- NHS Choices [Heatwave: be prepared](#)
- WSCC [Dealing with extreme weather](#)
- WSCC <https://www.westsussex.gov.uk/campaigns/heat-alert/>
- WSCC [Preparing for emergencies](#)

Follow us on Twitter for regular updates [@WSCCNews](#) and [@WSCCResilience](#)

[Natalie C Clark](#) | Resilience & Emergencies Team Advisor. [West Sussex County Council](#)
Location: County Hall Chichester (Rm 214), West Street, Chichester. PO19 1RQ
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06.08.2020 Email from WSCC

Town and Parish Council News Special August 2020: Ash tree disease impacts West Sussex

TOWN AND PARISH NEWS

Working together on behalf
of our communities



Special edition August 2020



Ash tree disease impacts West Sussex

Ash dieback (ADB) is a devastating disease that has the potential to kill over 95% of West Sussex ash trees over the next 10 - 20 years. As nearly 21% of all broadleaved trees in West Sussex are ash, this would have a major impact on the county's landscape, wildlife and habitats.

Although there is no treatment, a small percentage of ash may be resistant to, or tolerant of, the infection. Survivors can be used for breeding tolerant ash trees for the future.

The County Council is working with district and borough councils, other organisations, and land owners to take a coordinated approach to mitigate potential health and safety risks. There is likely to be further selective felling of ash trees and reactive work this summer. Phase 2 of the highway survey for ash trees is also underway. This will help to prioritise inspections.

For more information visit the [West Sussex County Council website](#)

What parish and town councils need to do:

- If you have responsibility for trees, check your tree condition surveys are up to date;
- Know where your ash trees are and, if you have volunteer tree wardens, encourage them to monitor the trees and report regularly;
- Prepare a plan to manage the impact of ADB – see the [Ash dieback toolkit](#); also the recently published [guidance for homeowners and those with ash trees on their land](#) from The Tree Council;
- Be aware that ash trees with tree preservation orders (TPOs) or trees in Conservation Areas will normally still require consent for any works from the local planning authority. Contact the [district or borough council](#) tree officer for specific advice.

If you own woodland which contains ash you should be aware that:

- Markets for lower grade timber are available which may help reduce the cost of felling; and,
- There are grants available under [Countryside Stewardship](#) which can contribute towards the cost of restocking and ongoing management.

For further information on managing your woodland please contact your local Forestry Commission Woodland Officer:

Julian Williams (Chichester, Arun, Worthing, Adur, Horsham, Crawley)
julian.williams@forestrycommission.gov.uk or **Matthew Smith** (Mid Sussex)
Matthew.smith@forestrycommission.gov.uk

Please be aware that under the Forestry Act 1967, a licence is required to fell most trees. Details of how to apply for a licence and any exemptions which may apply are outlined in the [Tree Felling – Getting Permission document](#).

Finally, please do not panic! Whilst the safety of trees is always the responsibility of the landowner, the requirement under health and safety legislation is to have a suitable and sufficient risk assessment, and to apply measures that are reasonable and practicable.

More on this and the duty of care is in [Common Sense Risk Management of Trees](#), from the [National Tree Safety Group](#). Also see [Forest Research](#) for further advice on the identification of ADB and how to report it, and the [Arboricultural Association](#) for directories of registered consultants and approved contractors.

CORONAVIRUS

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SAFE**



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06.08.2020 Email from HDC

Business Coronavirus (COVID-19) 6 August: Respect Protect Enjoy | Invest4 Grant Fund | Webinars and training | COVID-19 early outbreak management

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



Coronavirus (COVID-19)

Information for businesses from Horsham District Council

Timestamp: 6 August 2020

Fortnightly monitoring survey

Answer our fortnightly monitoring survey by telling us about your current situation and what support your business requires.

[Answer survey](#)

Get free Respect Protect Enjoy campaign resources

As our high streets and open spaces return to a more normal post lockdown environment, the Council has launched a new campaign **Respect Protect Enjoy**.

The campaign is asking residents and visitors to respect business owners and one another, protect the local outdoor environment, and enjoy all that the District has to offer safely.

Many of you have worked hard to introduce COVID-safe measures in your shops and venues. We know that it was not an easy task, especially as many of the measures put in place may change the way customers interact with your services.

The Council and its partners are urging customers and visitors to be kind and patient when supporting local businesses through these challenging times.



Help promote the campaign

You can help promote the campaign by downloading and sharing a few graphics on your social media channels and through customer emails.

[Download the resources](#)

We are also providing window stickers and triangle cards to put on checkouts and tables. If you would like some printed assets please email business.development@horsham.gov.uk.

Grants and funding

Invest4 Grant Fund

The Invest4Grant funding program is managed by Brighton & Hove City Council. Funding is available to both pre-start and to growing established businesses.

The type of grant fund offered is known as 'match-funding', where a business must agree to provide 60% of the required investment to which the funding body will then 'match-fund' the 40% balance. Business grants from £2,000 to £170,000 can be secured and will be awarded through the Invest4 program.

[Find out more about the Invest4 Grant Fund and how to apply](#)

Webinars and training

FSB webinar: Connect and reconnect with customers on Social Media

Tuesday 11 August 2020

This upcoming webinar will help you explore Social Media and find out how to use digital tools to connect and reassure customers post-lockdown.

You will explore various social media features and best practices on how to use digital marketing techniques designed to help businesses in the tourism and hospitality industry reach audiences, connect with, build consumer confidence and trust.

[Sign up](#)

COVID-19 early outbreak management

The Department of Health & Social Care have created a set of early outbreak management action cards to help businesses act quickly in the case of confirmed cases of coronavirus (COVID-19) in their organisation.

[Find out more about the action cards and how they can help](#)

Stay connected



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

 **Horsham
District
Council**

09.08.2020 Email from Councillor Kornycy : Barleycroft Liaison Group 5.8.2020

Minutes of meeting of Barleycroft Liaison Group, Wednesday 5th August 2020 at 4pm.

Present: Mr AS (Berkeley Homes), Councillor PT (parish councillor), Mr JN (Rudgwick Preservation Society), Mr PK (Rudgwick resident), Mrs SK (parish councillor).

The meeting was held outdoors by the SUDS pond owing to the Covid 19 Pandemic.

- **Market Homes development update** – the market homes are scheduled for completion by the end of August 2020. There have been delays owing to the liquidation of the groundworks company, Browns. However a replacement company have taken over from Browns.

Over 80% of the market properties are currently unsold. The Help-to-Buy scheme has been extended and it is hoped that this will help. The sales team will stay on after the works on site are completed.

- **Affordable Homes** – these homes were completed and handed over to Clarion Housing Association earlier in the year. AS believed that the majority had been allocated or sold and were now occupied.
- **Suds Balancing Pond** – concerns were expressed over the height of the water in the pond earlier in the year and that this matter had been brought to the

attention of the parish council. AS explained that the outflow valve had been shut to keep the water level higher for a short period, in order to establish the water lilies and vegetation and encourage wildlife. The automatic valve has been controlling the outflow since and would continue to do so. We were informed that everything is in accordance with the plans.

The meeting went through the ROSPA report and recommendations for the pond. It was noted that a lifebuoy has been put in place and most of the other recommendations have been applied.

However AS agreed to check the communication of details regarding the pond safety in the welcome pack issued to residents, and also research how water safety education at the local primary school could be encouraged – as per the ROSPA recommendations.

The management company for the development will be responsible for maintenance of the SUDS attenuation basin, as well as other drainage not covered by individual home owners, Southern Water or WSCC Highways. The drainage manual will be handed over from Berkeley Homes to the management company.

- **Update on status of Commercial Units** – currently it is planned that the pods for the commercial units should be lifted into place on the Rudgwick Metals site in early September 2020. By then the works to re-build part of the (previously demolished) Rudgwick Metals (extension) building would also be completed.
- **Drainage/run-off onto Church Street** – concerns were expressed from the parish side over the misaligned gulley/grid at the end of Windacres Farm Lane, which has added to the existing drainage problems on Church Street and caused concern amongst residents. AS explained that they were in dialogue with WSCC, who had approved the plans originally, and it is expected that this matter will be resolved soon allowing WSCC to sign off the works.
Some granite sets have been replaced by Berkeley Homes, edging the pavement in front of the Chapel.
- **Management Company proposals** – a management company have been appointed (Courtney Green). They will control the maintenance of the SUDS pond, landscaping, vegetation and open space at the site, other than that which is part of residents' property.
Berkeley's own the Freehold (of the 'common land areas') currently and residents will pay a maintenance fee to the management company. Residents

can request that the management company is changed if they are not happy with the administration and maintenance on the site.

AS explained that Berkeley Homes own the open space on the site and that it was 'public'.

- **Site closure works** - AS indicated that some road/traffic calming measures will be put in place at the end of Windacres Farm Lane before the site is completed. (Further details have been requested on these measures since the meeting). Windacres Farm Lane is being adopted by WSCC. The flower borders on Church Street either side of the Windacres Farm Lane entrance will be removed and turfed over, as the verges will belong to WSCC Highways.
- **AOB** – AS confirmed that Berkeley Homes would be repairing JN's drive before closure, hopefully when the next lot of tarmac work was due to take place. Finally, it was decided to hold a 'wrap-up' meeting in September 2020 at a date to be decided. The meeting closed at 5pm.

08.08.2020 Email from West Sussex 4 Community



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.

05/08/2020: [National Lottery Community Fund Announces BAME-led Fund for England](#)

04/08/2020: [Councils in England Receive COVID-19 Emergency Assistance Food Grants](#)

03/08/2020: [Applications Invited for £100m Zoo Animals Fund](#)

03/08/2020: [Lloyds Bank Foundation's New COVID Recovery Fund Opens for Applications](#)

03/08/2020: [People's Postcode Trust's Community Project Small Grants - Round 2](#)

03/08/2020: [Postcode Community Trust's Community Grants – Round 2](#)

03/08/2020: [Postcode Local Trust – Round 2](#)

03/08/2020: [Postcode Neighbourhood Trust Offers Grants to British Organisations Affected by COVID-19](#)

03/08/2020: [Round 9 of Darwin Plus Projects Open to Applications](#)

31/07/2020: [European Economic and Social Committee Civil Society Prize Opens for 2020](#)

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.

Regards,
The West Sussex 4 Community team

Update email preferences

If you do not wish to receive these emails any longer, please log in with your existing account to change your email preferences or to unsubscribe. [You can log in to your account here.](#)

08.08.2020 Email from NALC Chief Executives Bulletin

Planning white paper

I'm sure at the weekend many of you will have read the media's trailing of likely proposals in the government's planning white paper, well the wait is over as this was published on 6 August. I think it's fair to say the radical proposals in ***Planning for the future*** have provoked quite a response, and you can read our short initial reaction [here](#).

Headlines on the proposals include: a 300,000 annual housing target; a 30 month time limit to prepare local plans which will be shorter and identify land in three categories of growth, renewal and protection; a single flat rate infrastructure levy to replace section 106 agreements and community infrastructure levy, with a neighbourhood share retained; a new focus on design; and greater use of digital and data. Importantly, neighbourhood planning is being retained, and proposed to be made easier, content more focussed, and again greater use of technology.

The white paper is subject to consultation, and two other policy papers have been published alongside it, and we will be publishing our own consultation documents on these asking for your

views to inform our own response. We are hoping to hold an online event to help explain the proposals, more details on this shortly.

But can I urge all county associations and local councils to put the planning white paper on your agendas over the coming weeks so you can consider the proposals and share your views with us and the government.

Bill Grimsey to speak at NALC online event

I was delighted this week to **announce** high street expert and author of three reviews on the high street, Bill Grimsey, will be speaking at our next online event on 25 August. Other speakers are chairman of the Local Government Association (LGA), Cllr James Jamieson, and our own chairman, Cllr Sue Baxter. Places are filling up fast so do **book your places** quickly!

NALC chairman writes to LGA chairman

Following last week's announcement on funding for local councils in Cornwall, Sue has written to James, urging the LGA to encourage principal councils to follow the example of Cornwall. Other issues covered include the code of conduct, sector led improvement, planning, and remote meetings.

Management Board and National Assembly

We held two informal remote meetings this week. Our Management Board met on 4 August and agreed it would be good to take stock of what the changes over the last few months (remote meetings, home working and greater volunteer engagement) meant for the future working of NALC, county associations and councils more widely. They also supported piloting e-learning opportunities with some county associations.

On 6 July around 40 councillors and county officers from county associations took part in our National Assembly, noting how hard councils, councillors, clerks and county associations had worked over the last few months. They felt that remote meetings had worked well and would like to see the flexibility continue after May next year. They also stressed the importance of the sector responding to the current consultation on the code of conduct and emphasised that it should be underpinned by sanctions for poor behaviour.

Climate change

NALC's climate change task and finish group met for their second meeting on the 24 July, covering a survey to calculate how many local councils have declared a climate emergency and what actions have they planned, what powers do local councils have and what should NALC lobby the government for, the use of **carbon audit calculators**; and a **petition** on a green new deal. You can find out more about our work on climate change on our **dedicated webpage** on the website, including more information about the green new deal.

And finally...

Our Prospectus for ultralocalism calls for improved links with combined authorities and directly elected mayors, so I was pleased this week Cllr Peter Allison, Yorkshire Associations of Local Councils (supported by our head of policy and communications, Justin Griggs) met with the chairman of the West Yorkshire Combined Authority, Cllr Susan Hinchcliffe. This first meeting was really positive and covered the devolution deal, next year's election of the mayor and future engagement with YLCA and local councils – well done Peter!