

Rudgwick Parish Council

Weekly Clerk's Update: 25 - 31 January 2021 (Agenda February 2021)

To: Parish Councillors

c.c: Christian Mitchell (West Sussex County Councillor)

Richard Landeryou (Horsham District Councillor)

From: Anna Clayton

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:

GENERAL REMINDER: Please note that due to the COVID-19 pandemic, Parish Office staff are working their regular hours but not always in the office. If you wish to speak face to face to a member of staff, please contact the Clerk on 07927 702321 during her office working hours (Monday – Wednesday 9.30 – 15.30).

- Water meter and stop valve fitted for Rudgwick Hall
- Southern Water advised leak on Rudgwick Hall land and they are not responsible for repairing the leak. Parish office sourcing quotes for repair.
- Vegetation cut back on path to Churchmans Meadows
- Jubilee Hall boiler serviced
- Damaged fencing in Station Road reported to WSCC Highways

- Grant awarded for a total sum of £6,001.00 for the following - £4000.00 Business Support Package for Lockdown from 050121 - RV £15,000 and under, £1334.00 National Restrictions Grant RV £15,000 and under - November 2020 and £667.00 Tier 4 Restrictions Grant for Closed Businesses RV £15,000 and under.

New Applications (Delegated Decision)

New Planning Applications for consideration by Delegated Decision and noting at the Rudgwick Parish Council Meeting 08.02.2021				
Application No	Applicant	Reason for Application	Recommendation	Response Date

New Applications

For discussion at Rudgwick Parish Council Meeting 08.02.2021				
Application No	Applicant	Reason for Application	Recommendation	Response Date
<u>DC/20/2313</u> 30.11.2020 (AMMENDED)	1 Woodside Cottages, Church Street, Rudgwick	Erection of a single storey rear extension. Installation of new window and No. 2 roof lights to rear elevation.		11.02.2021
<u>DC/20/1992</u> 25.01.2021	Tittlesfold Farm, The Haven, Billingshurst	Installation of an outdoor swimming pool.		16.02.2021

Decisions

HDC Council Decisions – Rudgwick Parish Council Meeting 08.02.2021				
Application No	Applicant	Reason for Application	RPC Recommendation	HDC Decision
<u>DC/20/1938</u>	Keepers Cottage, Near Tittlesfold, The Haven, Billingshurst	Retrospective application for the change of use of land to provide a seasonal camping facility; associated change of use of part of a forestry barn to provide toilet, shower, kitchen and ablution facilities; ancillary operational development in the form of two static units of holiday accommodation.	No objection	Permitted

DC/20/2328	Land to The East of Lynwick Street, Rudgwick	Erection of a stable block	No objection	Permitted
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Applications going to Committee

Applications going to Committee – Rudgwick Parish Council Meeting 08.02.2021				
Application No	Applicant	Reason for Application	RPC Recommendation	Planning Committee Date

Appeals Lodged / Appeals Decided

Appeals Lodged / Appeals Decided – Rudgwick Parish Council Meeting 08.02.2021				
Application No	Applicant	Reason for Application	RPC Recommendation	Public Inquiry/Written Representation

Enforcement Numbers

Enforcement Numbers – Rudgwick Parish Council Meeting 08.02.2021		

Correspondence/communications from parishioners / to the Council

-

Village Wardens Report

Emails/correspondence from external organisations/people

25.01.2021 email Sussex Green Living

Dear Parish Clerk

I would like to introduce Sussex Green Living and some forthcoming online events which I think your Parish Councillors may be interested in attending. One presented by a Horsham District Council officer and another presented by two Worthing and Adur Councils officers.

Who are we? Sussex Green Living is an energetic, award-winning charity dedicated to helping people to gain a better understanding about the climate and environmental crisis and to supporting actions that lead to more environmentally friendly lifestyles. Our aim is to show how we can all

contribute to the reduction of the negative effects of climate change. We provide information and practical advice that illustrates how everyone can help to protect this amazing planet by making changes in their everyday behaviour.

What do we do? We with lots of volunteers run the [Horsham Repair Café](#), [Horsham Climate Café](#), [Horsham Future Forum](#), the [Youth Eco Forum](#), TerraCycle single use plastic recycling scheme with [12 town/village drop off locations](#) and lots of work in [schools and with young people](#).

With the first lockdown we quickly adapted to provide weekly online Zoom events. We hope you may be interested in attending these events:

Wed 27th Jan 7-8pm – Horsham Future Forum event - **RePower Balcombe or should we say RePower Horsham District?** Talk about how RePower Balcombe are looking for sites in Horsham District to install solar and offer fantastic savings on energy bills – with no cost to the locations!

Wed 24th Feb 7-8pm – Horsham Future Forum event - **Affordable warmth**. Struggling to pay your energy bills? Want to SAVE MONEY? Presented by Gill Daniel from Horsham District Council

Sat 6th Feb 2-3.30pm - Horsham Climate Café - **Circular Economy new system to fight climate change** presented by Peter Desmond

Sat 6th March – 2-3.30pm - Horsham Climate Café - **Worthing & Adur Councils share lessons learnt from their Climate Assembly** by Amy & Chloe officers at Worthing & Adur Councils

Sat 3rd April – 2-3.30pm - Horsham Climate Café - **What are we investing our money in?** Divest our money from banks and pensions who are profiting through fossil fuel and causing climate change, but where should we invest?

BOOK FREE TICKET HERE <https://www.eventbrite.co.uk/o/sussex-green-livinghorsham-climate-cafe-30023845980>

Please do not hesitate to contact myself or our CEO Carrie Cort on cort@SussexGreenLiving.co.uk if you want clarification or more information. We look forward to meeting you at one of our online events.

Yours sincerely

Liz Stack, Sussex Green Living volunteer
www.SussexGreenLiving.co.uk charity number 1189569
www.HorshamRepairCafe.org.uk
www.HorshamClimateCafe.org.uk
www.BigCleanSwitch.org/SussexGreen

26.01.2021 Email from SSALC
Briefing Note from Sussex Police

Introducing the new Specialist Enforcement Unit A new police unit has been launched to track and catch dangerous and wanted criminals using the Sussex roads network.

The Specialist Enforcement Unit (SEU) will carry out disruption and enforcement operations on roads across the county, targeting those involved in serious, organised and violent crime.

The SEU, a mix of highly-trained police officers and detectives, is equipped to be a onestop-shop to fight road crime – with the ability to identify, intercept and apprehend offenders, seize drugs and stolen goods, and investigate the crimes through to conviction. The unit is the latest in a series of police enforcement teams to be launched across Sussex in the past year funded by the Government’s Uplift programme and local precept investment.

The team has a blend of specialist skills and can use a range of tactics to tackle criminals using the road network, including advanced driving skills and the use of a police dog unit to track offenders and search vehicles.

Covering hundreds of miles of road network across Sussex, the team will carry out operations and proactive patrols, working closely with colleagues and supporting the work of regional and national agencies, targeting some of Sussex’s most wanted and prolific criminals.

The SEU forms part of wider investment to support local policing priorities, to strengthen local policing, tackle crime and prevent harm, disrupt serious and organised crime and to support victims and safeguard the vulnerable.

26.01.2021 Email from WSCC

New West Sussex Director of Public Health will help lead pandemic response



news release

New West Sussex Director of Public Health will help lead pandemic res

A new permanent Director of Public Health for West Sussex has been recruited by County Council, with a priority to help lead the response to the COVID-19 pandemic.

Alison Challenger will start her new position in April and will take over from Dr Tony Hill who has been interim Director of Public Health since last November.

Alison is a highly experienced and clinically qualified public health professional with a background in nursing and midwifery. She is currently Director of Public Health at Nottingham City Council where she has led the local public health response to the COVID-19 pandemic for Nottingham City and the Nottingham City and Nottinghamshire Integrated Care System and Local Resilience Forum, including as Chair of the Tactical Coordination Group and Outbreak Control Board.

Alison has a wealth of experience in building and embedding public health and wellbeing priorities across a range of strategic partnerships and is a member of the Faculty of Public Health Board, the Association of Directors of Public Health Council, and the Public Health England Tobacco Control Implementation Board.

On her appointment as Director of Public Health for West Sussex County Council, Alison said: "I'm delighted to be taking on the role in West Sussex to support the local community. I'm really excited and looking forward to starting with the team in the coming months."

Councillor Amanda Jupp, Cabinet Member for Adults and Health, said: "I'm delighted to welcome Alison to West Sussex. The role of Director of Public Health is crucial not only to our ongoing response to the coronavirus pandemic, but also to the long-term health of our residents.

"I would like to thank Dr Tony Hill for his outstanding work during the interim and I am very grateful to him for continuing to lead our public health response to the pandemic at such a key stage when the vaccination programme is being rolled out.

"It is good to know that a considerable number of residents have already received the vaccine, with more to follow in the coming weeks and months."

Early indications show that the number of new coronavirus cases within West Sussex have fallen slightly but they still remain high. The figures show that in the seven days up to 20th January, there were 3,525 new confirmed cases of COVID-19 in the county.

The infection rate across West Sussex for the same period was 408 per 100,000. This is below the national average in England of 420.7.

Cllr Jupp, who is also Chair of the Local Outbreak Engagement Board, added: “It is reassuring to see COVID-19 numbers in West Sussex coming down, but we must not be complacent. It remains vital that everyone continues to follow the guidelines to keep West Sussex safe.”

West Sussex County Council is supporting the NHS-led vaccination programme within Sussex, which is working hard to ensure as many people in priority groups are vaccinated as soon as possible.

Cllr Amanda Jupp said: “I am really pleased that the Council is working closely with the NHS, which is leading the vaccination programme nationally and across West Sussex. It is important to remember that even after having the vaccine, there is still a chance that people might get or pass on coronavirus.

“Therefore everyone, including those who have received the vaccine, must continue to follow the stay-at-home restrictions and, if you do need to leave home for an essential reason, please carry on washing your hands, wearing a face covering as well as maintaining two metres distance from others.”

More information about the COVID-19 vaccination programme is available on the [Sussex Health and Care Partnership website](#).

Visit www.westsussex.gov.uk/coronavirus to find out more about the Council’s work to combat the pandemic.

27.01.2021 Email from HDC

Business: National Lockdown business support grant funding | Setting up a pre-order system for your business | Safety measures for walk-in customers |



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Business support and information

LEAP Small Business Grants

Calling all new and start-up businesses!

Applications for the next round of Local Enterprise and Apprenticeship Programme (LEAP) small business grants funding are now open until 28 February 2021.

LEAP grants are a small injection of funding of up to £2,000 aimed at start-ups and small businesses based in the Horsham District.

[Apply for a grant](#)



Setting up a pre-order system for your business

Under the current COVID restrictions we encourage all retail businesses to set-up and operate a pre-order and collection system in whichever ways are practical to do so.

This enables businesses to continue to access sales opportunities even with minimal passing footfall. It also enables queuing to be minimised, helping with safe distancing of staff and customers purchasing goods or products.

What is remote ordering?

Remote options include:

- Telephone orders
- Direct messaging using phone and social media platforms
- Ordering through an online purchasing facility

This gives you the option to control your opening times for collections to maximise your efficiency or to offer home deliveries, again at times or within certain distances to suit you.

Communication of what you are offering is obviously vital - given that you cannot currently rely on passing footfall.

You can, of course, use your own social media, website pages and online stores and home delivery services - if you have them, to broadcast your offer.

Register with Virtual Horsham

If you are an independent business in Horsham District you can also register for a free profile on www.virtualhorsham.co.uk which the Council are supporting and widely promoting as being the public's portal for local remote ordering and online purchasing.



Safety measures for walk-in customers

The Council's Environmental Health and Licensing team have updated their COVID-19 safety measures with new posters and floor stickers available upon request by email.

At or around the point of sale

Display the posters provided by our licensing team reminding people to socially distance. We suggest a call forward for maximum safety.

At the point of sale - by issuing a ticket or order number verbally, asking the customer to stand away while the order is prepared - to then be called forward again only when their order is ready. If practical a separate 'collections only' point should be established to minimise crowding at the till point.

Floor stickers

We advise you lay down your own queue distance markers. The Council have new stock of our 'keep your distance' floor stickers - which are available on request. Simply [email us](#) your business name and address and tell us how many floor stickers you need.

Horsham Market Towns Programme

The Council has a series of free webinars available online to support local high street businesses adapt during this period of unprecedented change.

In partnership with leading practitioners from Solent University and the Chichester College Group, the webinar series provides insights into staying COVID safe, developing business skills and models and emerging high street trends.

[Watch the webinars](#)

COVID-19 Business Grants

Grant funding is still available for businesses who have been forced to close during the National Lockdown period. This funding is available between now and February 15 for businesses that have had to close and receive a rates bill.

Click the button below to begin your application and select the Business Support Package.

[Apply for a grant](#)

Businesses that have had to close but do not receive a rates bill and businesses that can remain open but are struggling can [apply for the discretionary scheme](#). The discretionary scheme is currently being reviewed.

COVID-Secure advice for your business

National lockdown restrictions are currently in place. As a business, you must keep on protecting your customers and helping them to protect themselves.

The roll out of public vaccination is now underway which is fantastic news. However, the need for vigilance is just as great now as it was at the start of 2020.

Public health guidance tells us that we should now act as if people have COVID-19 and this will lead to people behaving appropriately.

If you are in any doubt as to what you should be doing, you can look at the full government guidance for shops here:

[Guidance for shops](#)

There is also government guidance for all workplaces involved in the manufacturing, processing, warehousing, picking, packaging, retailing and service of food:

[Guidance for food businesses](#)

Officers from the Council are continuing to visit local food businesses to check that business operators have carried out a COVID-19 risk assessment and that all the necessary controls are in place to ensure that they are COVID-19 safe.

How to deal with suspected or confirmed COVID-19 cases in the workplace

If any staff within your premises develop symptoms you should:

- Ensure they isolate at home and get tested.
- Deep clean the areas they've worked in the 48 hours prior to symptoms.
- If the staff member tests positive, ensure they isolate for 10 days, and identify all close-contacts.
- If close-contacts of a positive case have been identified, call **020 3743 6715** as soon as possible so that contacts can be formally logged with [NHS Test & Trace](#). You will need the CTAS ID of the person who has tested positive when calling.

For further information COVID-19 cases at work:

[Guidance for employers](#)

Upcoming training and business opportunities

Check out our list below to see some of our recommended free training workshops and business events you should try next month.

[The Power of Storytelling for Business](#)

Thursday 4 February 2021, 11:00 - 13:00

At this free, interactive workshop, you get insights and practical tools that you can use in your own storytelling to grow your business and build a following.

[Building the Future with Degree Apprenticeships](#)

Wednesday 10 February, 10:00 - 10:20

Join the University of Brighton as they explore how higher and degree apprenticeships can help organisations to develop their future workforce efficiently.

[Business Model Canvas](#)

Wednesday 17 February, 9:30 - 12:00

Learn about the famous Business Model Canvas to help you develop your value proposition and learn about identifying your ideal target market with market research.

[Lead out of Lockdown](#)

A purpose-built programme of virtual workshops, original insight briefings and agile decision-making tools, facilitated by our expert advisors to help you and your team adapt to the new normal.



**27.01.2021 Email from NALC
COVID-19 Update**

Extending the remote meeting regulations

The government is not currently planning to extend the remote meeting regulations beyond 7 May 2021. Along with other local government bodies, NALC is continuing to press for this extension. We are also preparing guidance for local councils on preparing for and managing the return to physical meetings in May and beyond.

28.01.2021 Email from HDC Cabinet Meeting



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Council and cabinet meetings

Agendas, minutes and publications

You are subscribed to receive Council meeting agendas, minutes and publications email updates from Horsham District Council. To view the updated page click on the link below.

[Friday, 29th January, 2021, 10.13 am - Decision sheet published: Meeting of Thursday, 28th January, 2021 5.30 pm, Cabinet.](#)

[Friday, 29th January, 2021, 10.13 am - Decision published: 2021/22 Council Tax Reduction \(CTR\) Scheme and 2020/21 Discretionary Council Tax Reduction Scheme, Cabinet.](#)

[Friday, 29th January, 2021, 10.13 am - Decision published: Extensions to units at Oakhurst Business Park, Cabinet.](#)

[Friday, 29th January, 2021, 10.13 am - Decision published: The 2021/22 Budget and the Medium Term Financial Strategy to 2024/25, Cabinet.](#)

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



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**29.01.2021 email from Census
Newsletter for Local Authority Partners Issue 13**

census 2021

1 months **3** weeks **2** days
to go

Newsletter for Local Authority Partners

Issue 13 | January 2021

Happy New Year and welcome to the latest in a series of newsletters to keep you updated with Census 2021 developments.

These newsletters are one of the ways we'll support you to plan and deliver a successful census. If you think it may be of interest to different departments within your local authority, please do forward it.

What's in this issue?

- Census 2021 and coronavirus
 - February workshops
 - Website content and downloadable resources
 - Orders for leaflets and posters
 - An update on addressing
 - Enumerating students
 - School Education Programme
 - Council Tax update
 - Census Support Centres
 - Census 2021 jobs
 - Using administrative data to measure levels of overcrowding
 - Previous newsletters and useful links
-

Census 2021 and coronavirus

We have recently published a statement confirming the census is going ahead. Please see the link below to the ONS website.

[The importance of running the census in 2021 and how the Office for National Statistics is ensuring everyone can be safely counted in the context of the coronavirus \(COVID-19\) pandemic.](#)

Things to do now

Register for our February workshops on [Eventbrite](#)

Check our [Census Jobs website](#) and help us to promote census jobs

Meet regularly with the census engagement manager (CEM) for your local authority

Keep your address index up to date. See the addressing update in this newsletter

Check that your Council is talking to ONS about supplying Council Tax data

Keep us updated with changes to your Census Liaison Manager (CLM) and Assistant Census Liaison Manager (ACLM)

Contact us at:
2021Census.LA.Liaison@ons.gov.uk

February LA Workshops – Local data collection operation

We continue our series of local authority workshops next month with 2 workshops on the local data collection operation including field roles and census support centres. The first is on 10 February and the second on 24 February.

These workshops will share an overview of the Census 2021 field operation and how you can help. We'll explain how we'll be encouraging and supporting residents to complete their census questionnaires including an overview of the various support products and services available.

To sign up for one of these workshops please use this [Eventbrite](#) link. Spaces are limited to two representatives from each local authority. The workshops are the same so there is no need to attend both.

Website content and downloadable resources

The census website [downloadable resources page](#) now includes a wide range of new promotional resources. These are designed to help local authorities and community groups spread the word about Census 2021 and encourage everyone to take part.

Resources are available in 20 languages. They include posters, postcards, leaflets, brochures, presentations and social media content that you can download to print or share digitally. You can also find the English and Welsh Bilingual Councillor Handbooks here. Links to the latest versions of the LA Partnership Guides are below but can also be found on the resources page.

[Local Authority Partnership Guide – English](#)

[Local Authority Partnership Guide - Welsh](#)

We are also finalising a Frequently Asked Questions document that can be used by local authority staff to help respond to queries from the public, for example, with frontline and call centre staff.

Orders for leaflets and posters

We have been taking your orders for phase 1 leaflets and posters that you would like to display in local authority buildings. We had hoped to get these to you by the end of January but now expect delivery to take place in early February.

There will be another opportunity to order phase 2 posters and leaflets in February. For those LAs who have ordered phase 1 products, we will assume that you would like to make the same order for the next round of products. Please let us know if this is not the case.

An update on Addressing

- The addresses for the census enumeration are being taken from Ordnance Survey's AddressBase product. Local authorities input into this directly through their Local Land and Property Gazetteer so don't need to do any different work for the census.
- The list of addresses for the main print run of invitation letters has already been taken and we are in the process of updating this with new/changed addresses from AddressBase Epoch 80. Households identified will also receive a printed invitation letter with Communal Establishments also receiving field visits.
- We are working with GeoPlace (part of Ordnance Survey) to receive new address updates after Epoch 80.
- We won't be able to print letters for these new cases but will be able to deliver an invitation letter through the field force.
- Working with GeoPlace means we are keen for local authorities to continue to update their LLPG. This is preferable to local authorities providing ONS with address information directly and there being inconsistencies with data formatting.
- Any household or communal establishment which has not received a Census Unique Access Code can use the Census Contact Centre to receive one.

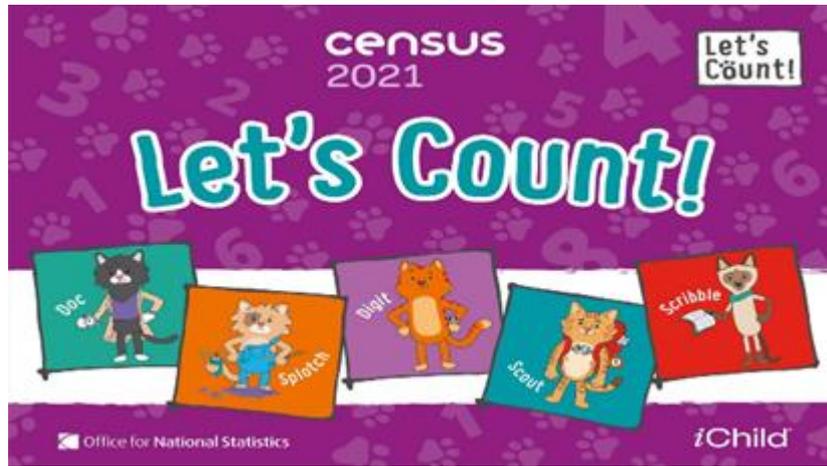
Our intention is to receive a GeoPlace update around mid/late February (probably 24 February) and then mid/late March (probably 29 March). We are currently finalising this with GeoPlace and will confirm shortly. Hence addresses added to the LLPG will still be included in the Census process.

Enumerating students

We have been examining closely the impact of the pandemic on how people will respond to the census, including for people who may be resident in different locations as a result. Clear guidance is being prepared and tested about how people should complete the census if the pandemic has affected their circumstances. This includes students - for whom we will provide guidance as to where they should be counted. We will publish this revised guidance when the testing and development has been concluded.

In quality assuring the census results, we will be comparing the census data with a wide range of other sources to check that the estimates are as accurate as possible.

School education programmes - almost 7000 schools have already signed up



Our primary and secondary school education programmes offer schools the chance to access free resources that can be taught in the classroom or remotely. We are continuing to recruit primary and secondary schools and encourage the next generation to get involved in the census, with over 5,900 primary and over 800 secondary schools already registered. The programmes include cross-curricular and engaging resources that can be delivered through remote learning.

Our primary school programme, Let's Count!, will include a livestream lesson on 4 February at 11AM. Professor David Olusoga will be talking about equality and representation and the importance of the census.

We have also launched competitions for each of the programmes, encouraging schools to get involved.

For Let's Count!, pupils will be asked to count things around them, collecting data on any subject that matters to them. With the information gathered, they will then develop colourful census wall displays, including charts and graphs.

For our secondary school programme, we're challenging students to create their own campaign to encourage their local community to take part in the census. They will be active citizens and support schools in bringing their community together.

There is still plenty of time for schools to register for the programmes and you can find more information at census.gov.uk/education.

If you have any questions or would like further information on how to get involved with the census education programmes, contact census.education@ons.gov.uk

Council Tax data

Happy New Year from the Council Tax team at ONS!

January has been a census critical month for Council Tax, and we are pleased to say that 78% of Local Authorities in England and Wales have now agreed to share these data. This number is expected to rise rapidly in the next month as we finalise agreements with further councils.

Thank you for all your hard work on this matter – you’ve made a huge difference!

If your council has not yet agreed to share these data with us, please encourage them to do so. Council Tax data will improve the accuracy and quality of the census returns for your local area and nationally.

Please contact us at council.tax@ons.gov.uk with any questions and one of our friendly team will be happy to help.

Census Support Centres (CSCs)

We aim to provide in-person support to complete the census online through Census Support Centres where it is safe to do so. We will continue to monitor the situation across England and Wales to assess whether and where Census Support Centres can open to provide this service.

We now have a list of confirmed CSCs showing their location. The CEM for your local authority may have shared this with you.

Recruitment for the remaining centres to offer the Census Support Service closes on the 31st January 2021. We do anticipate there may be some remaining gaps when we go live but new CSCs will be added to the list as they become available/confirmed.

Opening hours for these locations will be available from 23 February through the ONS census website, using a postcode look-up.

Call Centres

A quick reminder that call centres do not open until 1 March. We will be sending you contact numbers nearer the time. Households will receive a postcard and pack providing information about the numbers to call for support services.

Census jobs update – 26,500 roles to fill



This is an extremely busy time for our recruitment teams as they prepare to recruit Census officers, intakes 2 and 3. That's 26,500 roles to fill!

We are working to ensure that applicants are reassured that the census is going ahead, that it is important for the future of England and Wales in a post COVID-19 world and that we will do everything possible to ensure their safety when doing the job.

The Census Coverage Survey interviewer roles and all the Non-Compliance roles launch on 15 February.

We continue to ask for your support with advertising these roles through your usual channels. A huge thank you to every LA who has done this already.

You'll find all our current openings, application information and FAQs on censusjobs.co.uk

Using administrative data to measure levels of overcrowding

The Office for National Statistics has recently published two articles showing research into the use of Valuation Office Agency (VOA) data to produce overcrowding statistics.

These articles can be accessed here:

[Estimating the number of rooms in Census 2021: an update on deriving an occupancy rating from Valuation Office Agency number of rooms](#)

[Admin-based levels of overcrowding \(using the bedroom standard and Valuation Office Agency number of bedrooms\), feasibility research: England and Wales](#)

Have you missed previous newsletters or special bulletins? Catch up here:

- Issue One - [September 2019](#) – featuring how we will work together and testing processes for the 2019 Rehearsal

- Issue Two - [February 2020](#) – featuring the timeline of census activities and preparing for the 2020 workshops
- Issue Three - [March 2020](#) – featuring the 9 strands of partnership working with local authorities and an update on addressing
- Issue Four - [April 2020](#) – featuring regional workshops to prepare you for census
- Issue Five - [May 2020](#) – recruitment update – census engagement managers and community advisers
- Issue Six - [June 2020](#) – featuring an update on addressing, Council Tax, and census jobs
- Issue Seven - [July 2020](#) – featuring addressing workshops, first census vacancies go live, quality assurance of census data, the census education programme, promoting ONS studies, Census Order and Regulations and Council Tax
- Special Bulletin - [July 2020 Census workshops Frequently Asked Questions](#)
- Issue Eight - [August 2020](#) – featuring updates on recruitment, census support centres, personalized communications toolkits and the census education programme
- Issue Nine - [September 2020](#) – LA Guide, area profiles, Schools Education Programme, future workshops
- Issue Ten - [October 2020](#) – CEMs and the LAPP, LA resources/products, Campaign update, council tax update, schools update
- Special Bulletin - [November 2020 Maximising local engagement workshop FAQs](#)
- Issue Eleven - [November 2020](#) - Media toolkits, purple plaques, schools update, QA update, council tax, geography consultation
- Issue Twelve - [December 2020](#) - Population profiles, school update, Council Tax update, Light up Purple

Useful Links

Census 2021 Website: www.census.gov.uk

Recruitment: [Census Jobs](#)

Quality Assurance: [ONS's approach and processes for assuring the quality of 2021 Census data](#)

Census 2021 Questionnaire: [paper questionnaires are now available to view online](#)

Census Order and Regulations for England and Wales:

[Census \(England and Wales\) Order 2020.](#)

- [Census \(England\) Regulations 2020](#)
 - [Census \(Wales\) Regulations 2020](#)
 - [Rheoliadau'r Cyfrifiad \(Cymru\) 2020](#)
-

Everyone counts

[census.gov.uk](https://www.census.gov.uk)



#Census2021

29.01.2021 from WSCC

Downslink

What's going on?

Downs Link

Removal of diseased trees February 2021

Due to Ash dieback a number of the ash trees along the Downs Link are having to be felled. Ash dieback is a serious fungal disease which is affecting ash trees across Europe. Young trees can die quickly once infected. Older trees can be slowly killed by a cycle of infection.

Works to take place from 8th February 2021 for 3 weeks approx. These works will not be taking place the week commencing 15th February 2021 during the school holidays.

Sadly, we now have to remove the most severely affected trees for safety reasons and will only carry out work on trees if the trees show signs of decline.

Please take care as you walk on the Downs Link as contractors may be on site carrying out these essential works.

Please follow any instructions given and avoid areas of tree works that may be obstructed.

Thank you.



Follow the WSCC Countryside Rangers on Twitter
@CountrysideWSCC

or phone: 03302 225544



or e-mail: countryside@westsussex.gov.uk

29.01.2021 Email from NALC

Chief Executives Bulletin

Village hall insurance

As part of #VillageHallsWeek, our partners BHIB Councils Insurance have published a helpful [new blog on insurance for village halls](#). The blog explains why village hall insurance is required, how BHIB Councils Insurance can assist your village hall and the importance of getting accurate building valuations to avoid under or over-insurance. To find out more about how BHIB Councils Insurance can support your village hall, please email the team at insurance@bhibcouncils.co.uk.

NALC Management Board

NALC's Management Board met on 26 January. Councillors considered the Local Government Association (LGA) model code of conduct and agreed, subject to feedback from county officers, to recommend to National Assembly on 9 March that it be adopted by local councils and replace the NALC code. They stressed that this needed to be part of a wider project on civility aimed at improving standards and behaviours, and agreed on the need to dedicate resources and work closely with the Society of Local Council Clerks.

County Officers Forum

Around 30 county association colleagues took part in the County Officers Forum on 27 January, which I was pleased to join along with our head of policy and communications, Justin Griggs. Kelly Watson from NALC's partner CCLA gave an overview of the performance of their investments and work on themes including modern slavery, mental health and climate change. Other issues covered included remote meetings with colleagues helpfully unanimous on the need to extend the current flexibility, feedback on the LGA model code of conduct and a general view it should be supported, and a discussion on civility and working with the Society of Local Council Clerks.

Prime Minister's Challenge Group on dementia

I was pleased to recently [announce](#) we had taken up the invitation to be represented on the Prime

Minister's Champion Group on dementia and to provide secretariat support. Our chairman, Cllr Sue Baxter, attended its first meeting of the year on 29 January which was co-hosted by Angela Rippon CBE and Jeremy Hughes CBE. Several members of the group gave short presentations on their activities, with Sue highlighting our own [health and wellbeing](#) work including the role of local (parish and town) councils in building Dementia-Friendly Communities. It was agreed the work programme for the year ahead would be the effect of Covid on people with dementia and their families, technology and the way it can improve lives, the EON project on homes for a living, the financial system, rural communities and social prescribing.

In and about

Rugby Borough Council is exploring the parishing of Nuneaton, and this week colleagues from the policy and communications team joined John Crossling from the Warwickshire and West Midlands Association of Local Councils at a remote meeting of councillors and officers to discuss the process and offer advice.

- Project officer, Claire Goldfinch, spoke at the Essex Association of Local Council Climate Action Conference on 28 January. Claire covered our work on [climate change](#) including through the Task and Finish Group, the Environment Bill and how community feeling through the coronavirus pandemic is vital for combating climate change.

NALC Larger Councils Committee

NALC's Larger Councils Committee met on 19 January, here's a summary:

- Mark Davies from NALC's partner CCLA gave an overview of the performance of their investments and work on themes including modern slavery, mental health and climate change
- The Committee received an update on our lobbying on the Comprehensive Spending Review and Provisional Local Government Finance Settlement which proposes not extending council tax referendums to local councils
- Everyone provided updates on their engagement with MPs and principal councils on funding

- Cllr Sandie Webb gave a summary of a paper she had produced in consultation with the Super Councils' Network which covered a range of issues including communications, devolution, finance, procurement, leadership, community governance reviews and recovery planning.

NALC strategic planning for larger projects event

Biggleswade Town Council were in the spotlight on 26 January at the latest sold-out event in our [Rebuilding Communities online event series](#), sharing their experience of strategic planning for larger projects. Town clerk, Peter Tarrant, and mayor, Cllr Madeline Russell, covered strategic approaches to project management including on community visioning, and the importance of community aspiration and partnership working. I was pleased to hear that almost 95% of attendees said the event met their expectations, with comments including “extremely informative, I’ve taken away some extremely useful facts and ideas to take back”, “pleased with the language used and examples are given. This has given me hope that I can have effective conversations with partners”, and “covered issues for both large and small councils very well”. You can book on our upcoming events [here](#).

And finally...

Congratulations to Cllrs Mike Scott (Northamptonshire) and Bob Blezzard (Isle of Wight) who have been elected by National Assembly to the two vacant places on our Smaller Councils Committee.

29.01.2021 Email from WSCC

Successful bidders announced for highway improvement contracts worth up to £15million



news release

Successful bidders announced for highway improvement contracts worth up to £15million

Contracts, worth a total of up to £15million, have been awarded to six companies for a range of highway improvements in West Sussex.

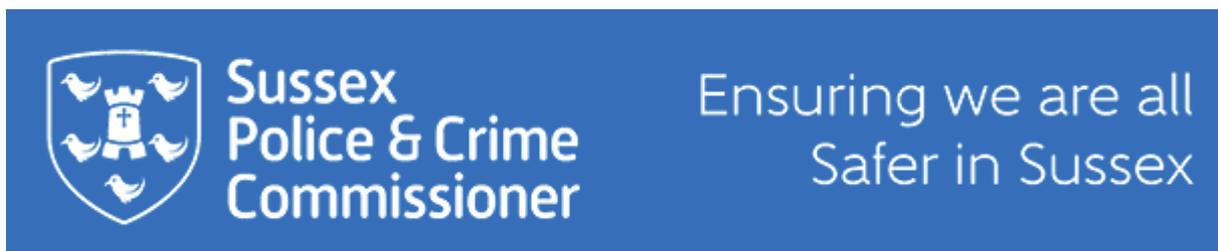
The successful bidders for planned road, footway and infrastructure works in the financial year 2021/22 are:

- Road resurfacing: **FM Conway Limited**
- Surface dressing: **Eurovia Infrastructure Limited**
- Carriageway microasphalt: **Kier Highways Limited**
- Carriageway Patching: **Aggregate Industries UK Limited**
- Footway reconstruction **FM Conway Limited**
- Footway microasphalt **JPCS Limited**
- Highway safety barriers improvements, Community Highways Schemes, traffic signals, highway structures, safety schemes, dropped crossings and minor works, drainage improvement works **Landbuild Limited**

Roger Elkins, Cabinet Member for Highways and Infrastructure, said: “Congratulations go to the six successful companies. We look forward to working with them in the coming months as they take lead roles in pushing forward with highway improvements in the county.”

Notes to editors

Microasphalt is a preventative measure used to seal and prolong the life of roads and footways which have more minor damage. It involves treating existing surfaces which are structurally sound but starting to deteriorate.



Hello

Today I welcomed a vote of support from the Sussex Police & Crime Panel to increase the police precept (the amount you pay in your council tax for policing) by an extra £15 per year, per household (for an average Band D property).



I have worked closely with the Chief Constable and her senior team to understand in detail the operational needs of Sussex Police for this coming year. The decision to increase the police precept to fund operational policing was based on these extensive discussions and the results from substantial online public consultation, including 64 focus groups with parish, town and district councillors.

I would like to take this opportunity to thank all who took the time to talk to me over the year. Feedback showed a majority of residents would pay a little more for policing if they felt the benefit locally. You can see the results from my consultations [here](#).

This has been such an incredibly challenging year and I have not disregarded or underestimated the economic hardship that some find themselves in at this time. However, it is vital to ensure that our police force, our frontline throughout this pandemic and beyond, is supported and that you continue to receive the best possible policing service.

At the meeting the financial challenges of the last year were discussed, including the £7.3m cost of policing the pandemic. The Government will reimburse £4.9m but that still leaves Sussex Police facing a savings requirement of £2.4m over the next 12 months. This pressure has also contributed to the decision made today.

With the Panel's support, further investments can now be made in increased enforcement, more investigation and in the introduction of efficient technological advances that will save operational policing time.

See the full list of operational investments to be made [here](#).

If you missed the meeting you can watch it [here](#), or if you have any queries about the policing precept you can see answers to frequently asked questions or submit your own [here](#).

Sussex Police takes action to prevent dog thefts

This week has also marked the official launch of Sussex Police's new Specialist Enforcement Unit (SEU) and the last cohort of the 129 extra officers promised from the Government's Op Uplift programme are now out on our streets working hard to keep us safer.

The SEU is a mix of highly trained police officers and detectives with the ability to identify, intercept and apprehend offenders as they travel and to investigate serious crimes through to conviction.

During one of their first jobs they seized £10,000 worth of cocaine, £20,000 cash and safeguarded a 16-year-old involved in county lines drug dealing. Read more [here](#).

This team and our new Op Uplift officers out on patrol are already making a huge impact and I look forward to seeing them in action when it is safe to do so.

Sussex Police is taking action to prevent dog theft as prices for pets soar during lockdown. While reports to the police in Sussex do not appear to be showing an upward trend in this area, you only have to look on social media to know that dog theft is a concern for residents.

Officers have issued helpful advice on keeping your dogs safe and how to report thefts or suspicious activity. Read more [here](#).

I know that the impact of these crimes is devastating, leaving an unbearable sense of loss. The Chief Constable has assured me your concerns will be taken seriously and all information will feed into vital community intelligence to disrupt any criminal activity.



Katy Bourne OBE

Sussex Police & Crime Commissioner



SHARE WITH A FRIEND

HAVE YOUR SAY IN OUR LATEST POLL

30.01.2021 Email from APCAG APCAG Information - Night Flight Consultation

Dear Parish Council Members,

This newsletter is about **night flights**, because the first element of the government's consultation on them closes in just over a month. It follows this week's briefing held by GACC, which you were invited to by APCAG.

The consultation has two parts with the first part **closing on 3rd March**. The Department for Transport is seeking views on its proposals to extend the current night flight restrictions, which were set in 2017, for an additional two years from October 2022; and to ban the noisiest category of aircraft from operating in the night from October 2022. The second point is not significant at Gatwick because none of these aircraft now use the airport.

The second part of the consultation closes on 31st May, and seeks wider views on government national night flight policy and the structure of night flight restrictions beyond 2024.

GACC strongly disagrees with DfT's proposal to extend current night flight restrictions for an additional two years, and APCAG recommends parishes also submit objections. There are three main reasons:

1. We think it is complacent and irresponsible. Successive governments have acknowledged that noise from aircraft at night has significant health, economic and other impacts on communities near airports and under flight paths, and have asserted that they take this very seriously. But there has been no bottom-up review of the UK's night flight regime since 2006. Instead, the government has repeatedly rolled forward night flight limits set many years ago, without any re-examination of what we believe are the very limited economic benefits, whilst failing to take account of the increasingly strong evidence of the adverse physical and mental health impacts night flights have on communities;
2. There is no reason to continue to operate services at night when there is ample capacity at times of day that have less serious health and community impacts. The current reduction in night flights has been widely welcomed in local communities and the government should be taking steps to ensure they are eliminated or reduced very substantially, rather than permitting the airport to reintroduce them at scale when it pleases;
3. Gatwick communities are unfairly penalised by the current regime. In the summer, when they have greatest impacts, we have nearly 40% more night flights than Stansted and three times the number at Heathrow.

The online consultation is <https://www.smartsurvey.co.uk/s/6MJQIF/>

Alternatively you can email night.flights@dft.gov.uk

Given night noise is considered the most impactful element of Gatwick's operations we would strongly encourage you to respond to the DfT consultation. To that end, GACC has developed both a full and a summary response, which you can access [here](#).

Please feel free to use parts of our response, but it's always best if you use your own words wherever possible.

We will get in touch on the second part of the consultation in due course.

Ian Hare, Chairman APCAG

Association of Parish Councils Aviation Group

**30.01.2021 Email from West Sussex 4 Community
Funding Alerts and News for the VCSE Sector**

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.

27/01/2021: [Energy Redress Scheme Accepting Applications](#)

25/01/2021: [New Fund for UK Social Enterprises to Enable Targeted Social Investment](#)

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

**30.01.2021 Email from SSALC
WSALC AGM Agenda**

WEST SUSSEX ALC LIMITED

2nd Floor Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ Company No. 8500914 Registered in England Annual General Meeting of the West Sussex Association of Local Councils Limited.

The AGM will be held on Thursday 25th February 2021 Commencing at 10:00am via Zoom

AGENDA

1. (a) Election of President - Michael Chater OBE will be proposed for re-election.
(b) Welcome by the President
2. Apologies
3. Minutes of the Annual General Meeting held on 3 rd October 2019 to be approved and signed.
4. Report from the Chairman of West Sussex ALC Limited on the Annual Report for 2019/2020
5. To Adopt the Accounts for the Year Ended 31 March 2020
6. To note the current Directors appointed by the District Associations, namely:
Tony Nicklen Adur District Association
Lilian Richardson Arun District Association
Michael Warden Arun District Association
Mike Beal Chichester District Association
David Ribbens Chichester District Association
Philip Baxter Horsham District Association Terry Oliver Horsham District Association
Tony Steer Mid Sussex District Association
Rodney Jackson Mid Sussex District Association
Mark Mulberry Company Secretary
Roger Taylor Honorary Solicitor
7. Election of Vice Presidents – Lord Lytton DL and Dr John Godfrey DL will be proposed for re-election.
8. Election of Representatives to the National Association 2021/2022 will be proposed as follows:
(i) To elect a representative on the Council of NALC
(ii) Cllr T Oliver, Cllr M Beal & Cllr L Richardson as voting representatives at the Annual General Meeting of NALC.
9. Any other matters - Questions and items for discussion to be notified to Mark Mulberry, Company Secretary by the 4 th February 2021. mark@mulberryandco.co.uk Mark Mulberry,

WSALC Company Secretary 29th January 2021