

Rudgwick Parish Council

Weekly Clerk's Update: 15 - 21 February 2021 (Agenda March 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)
-

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).

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New Applications (Delegated Decision)

New Planning Applications for consideration by Delegated Decision and noting at the Rudgwick Parish Council Meeting 12.04.2021

Application No	Applicant	Reason for Application	Recommendation	Response Date
DC/21/0231 17.02.2021	7 Woodfield Road, Rudgwick	Surgery 1 x Oak		10.03.2021
DC/20/2565 19.02.2021	Hedgerow Cottage, Barnsfold Lane, Rudgwick	Erection of a single storey rear extension		12.03.2021

New Applications

For discussion at Rudgwick Parish Council Meeting 12.04.2021

Application No	Applicant	Reason for Application	Recommendation	Response Date

Decisions

HDC Council Decisions – Rudgwick Parish Council Meeting 12.04.2021

Application No	Applicant	Reason for Application	RPC Recommendation	HDC Decision
DC/20/2375	Chestnuts, Hornhill Farm, Guildford Road, Rudgwick	Conversion of existing outbuilding to ancillary accommodation to the main dwelling. Erection of a porch to front elevation and fenestration alterations.	Objection	Withdrawn
DC/21/0009	Holy Trinity Church, Church Street, Rudgwick	Surgery to 1 x Oak, 1 x Western Red Cedar, 1 x Lawson Cypress and 1 x Spruce (Works to Trees in a Conservation Area).	No objection	Permitted

Applications going to Committee

Applications going to Committee – Rudgwick Parish Council Meeting 12.04.2021

Application No	Applicant	Reason for Application	RPC Recommendation	Planning Committee Date

Appeals Lodged / Appeals Decided

Appeals Lodged / Appeals Decided – Rudgwick Parish Council Meeting 12.04.2021				
Application No	Applicant	Reason for Application	RPC Recommendation	Public Inquiry/Written Representation
APP/Z3825/W/20/3257617 DC/20/0257	Smithers Farm, Guildford Road, Rudgwick	Erection of a two storey dwelling and change of use of existing dwelling to estate office	Objection	Appeal Dismissed

Enforcement Numbers

Enforcement Numbers – Rudgwick Parish Council Meeting 12.04.2021		

Correspondence/communications from parishioners / to the Council

- Pipeline attended, RH water leak under carpark, quotation being provided.

Emails/correspondence from external organisations/people

19.02.2021 Email from Census UK

Newsletter for Local Authority Partners Issue 16

cyfrifiad
census
2021

1 month 0 weeks 2 days
to go

Newsletter for Local Authority Partners
Issue 16 | 19 February 2021

Welcome to Issue 16 of our weekly newsletters keeping you updated with Census 2021 developments. With only 30 days to go, we hope to provide you with all of the information you need to help us deliver a successful census.

If you think this bulletin may be of interest to different departments within your local authority, please encourage them to get in touch with us at: 2021Census.LA.Liaison@ons.gov.uk

What's in this issue?

- Pete Benton's letter to Chief Executives
- Schools update
- Last chance to order workshop tickets
- Amplifying the census on your website
- FAQs document for front line staff
- Leaflets and posters order
- Wave of contact

In case you missed it:

- Enumerating students - our latest update
 - Addressing - our latest update
 - March supply of Council Tax data
-

Pete Benton's Update to Chief Executives

Pete Benton, Director of Census and Survey Operations, wrote to all Chief Executives this week to provide an update to Census 2021. You can read that letter in the link below:

[Census 2021 - Letter to Chief Executives](#)

Quick links and reminders

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

Look out for the 2nd Campaign Toolkit which CLMs and ACLMs should receive by email early next week

Last chance to register for our 2nd February workshop on the local data collection operation. Register on [Eventbrite](#)

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

The census website [downloadable resources](#)

[page](#) now includes a wide range of new promotional resources.

Schools Education Programmes - Update

Primary and secondary schools across England and Wales are diving into our census programmes. With over 7,000 primary schools signed up to *Let's Count!* and over 700 secondary schools signed up to our secondary programme, students are learning about the census in a range of cross-curricular subjects.

Earlier in the month, we ran a successful live lesson for *Let's Count!*, presented by Professor David Olusoga. The engaging session explored equality, representation and the census which has been watched over 26,000 times so far. The lesson is on our [YouTube channel](#) for schools and pupils to watch back if they missed it.

We are also continuing to run competitions for both programmes, encouraging student participation and offering the opportunity to win great prizes.

For *Let's Count!*, pupils have been asked to count things in their homes and local areas. From the data they collect, they will use charts and graphs to create colourful and engaging census displays.

For our secondary school programme, we've tasked students to create their own campaigns to encourage people to complete the census. By investigating what matters to their local area, students will be active citizens and bring 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

Last chance to register for next week's LA workshop on the local data collection operation

100 % of respondents from the first of these workshops said they had learnt something new. Don't miss your chance to find out what will be happening during the census operation.

Jason Zawadski, Deputy Director Census Collection, will open the workshop with a Census 2021 update.

There are still places available for the 2nd workshop which includes information on field roles and census support centres.

If you have a census question, attend this workshop and use sli.do to ask it. We will follow up on all questions that we don't have time to respond to in the workshop.

Date: 24 February.

To sign up for this workshop please use this [Eventbrite](#) link.

Amplifying the census on your website

The Council Advertising Network (CAN) have been brought in to support the census campaign with council website advertising. Existing CAN network partners will receive the campaign to approve automatically. Councils not currently on the network can email Mark@can-digital.net to get set up. **There is no cost to join.**

Frequently Asked Questions guide for LA front line staff

This guide was sent out to all CLMs and ACLMs this morning. It is designed to be used by front line LA staff who might have to deal with questions from the public.

[FAQ guide for local authorities](#)

Leaflets and posters for LA buildings

This week we sent a bulletin inviting you to order our phase 2 leaflets and posters for LA buildings. A link to this document can be found below. Please remember that the deadline for all orders is 24 February (next Wednesday).

[Leaflets and posters bulletin](#)

Wave of Contact

The national marketing campaign is now underway and you may have seen our adverts on tv, in newspapers and on the radio. Households should start to receive postcards telling them that census is on its way from the 22 February. They should then start receiving their census packs from 1 March onwards.

In case you missed it:

These articles were included in previous newsletters and have not changed. Links to each newsletter article are included here in case you missed them.

[Enumeration of students](#)

[Addressing update](#)

[Council Tax update](#)

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

- 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
- Issue Thirteen - [January 2021](#) – Students, February workshops, addressing update, website resources
- Issue Fourteen - [5 February](#) – Rough sleepers, trading standards, call centres
- Issue Fifteen - [12 February](#) – Enumerating students, addressing update, Council Tax data and Campaign launch

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



#Census2021

 Office for National Statistics

19.02.2021 Email from NALC

Chief Executives Bulletin

nalc

NALC release video series on councillor stories

This week we have published a series of videos telling the stories of local (parish and

town) councillors across England. The video series hears directly from councillors on why they became councillors and what their role is at their local council. The video series is part of NALC's #MakeAChange campaign, which aims to encourage people from all backgrounds and experiences to put themselves forward for election this year in May. Visit the NALC website to [watch the videos](#).

New #MakeAChange public event to help find undiscovered community heroes

On 2 March 2021, NALC will host a free public event for people interested in getting involved with their local council. The event will tell you what you need to know about local councils, what they do, the councillor's role, and how to become one. The viral sensation, Jackie Weaver, and a panel of community heroes will be speaking at the event. We encourage county associations and councils to share this event with the broader community to help unearth undiscovered community heroes. Visit the NALC website to [find out more about this event and registration information](#).

New edition of *LCR*

Please keep an eye out for the latest edition of *LCR*, which is due to drop on your doorsteps next week. Full of lots of helpful information, it includes a Remote Working Special that explains how going digital can be beneficial and an elections article with some useful tips on how to promote inclusivity. There is also a feature from John Harris of *The Guardian* newspaper. He asks if the best of the lockdown changes seen in the sector will stick once we return to something that resembles the normal. As parks and open spaces have been a crucial part of peoples' lives at this time, you can read how the innovation foundation, Nesta, has discovered some novel ways to manage and finance parks. There's so much more in this issue, including our regular look at those motivating councils, councillors and county associations from who you can take inspiration. Visit the NALC website to [find out more about *LCR* and how to subscribe](#).

Introducing Anders Hanson — NALC new project manager

This week, Anders Hanson joined NALC's member services team as projects manager. Anders will be supporting a range of projects, including the Local Council Award Scheme (LCAS) and the e-learning offer. He has previously worked in local government and membership organisations, and this experience will be a tremendous asset as we continue to improve and grow our member service offer.

New national partnership

I am delighted to announce a new partnership to deliver further advice and guidance to NALC members. Breakthrough Communications are NALC's new national partners for advice, guidance and services on local council communications and engagement, data protection, the General Data Protection Regulation and Freedom of Information.

As part of the national partnership, Breakthrough Communications will be working closely with NALC to provide written briefings for NALC members on critical issues related to legislation or best practice linked to council communications and engagement and data protection compliance. They will co-write with NALC several good practice publications and contribute towards NALC's e-learning programme on the Nimble platform. They already provide councils training via local partnerships with county associations and work directly with many local across the country. Visit the NALC website to [find out more about this and other partnerships](#).

NALC Open Day

On Thursday, we welcomed colleagues from the East Riding Northern Lincolnshire Local Councils Association, Somerset Association of Local Councils, and Dorset Association of Local Councils for our latest virtual open day. Open days allow new staff at county associations, councillors on committees and new member councils to meet the NALC team to help put names to faces and find out more about our work. Our next open day is on 21 July 2021. Please email farhana.miah@nalc.gov.uk for more information and to book a place.

Improvement and Development Board (IDB)

The IDB met on 25 January 2021. The key highlights from the meeting are:

- The progress of the Devolution White Paper and when it may move forward.
- Discussions on the mechanisms for updating The National Agreement and agreed to highlight it to NALC and the Association of Local Council Clerks (ALCC).
- Completing the Certificate in Local Council Administration (CiLCA) and LCAS reviews — both launched updates for 2021.

NALC meeting with UK Finance

NALC and representatives from Lincolnshire and Norfolk county associations met with UK Finance (the trade association for banks) last week. Several concerns on banking services brought to our attention by county association were raised, including the lack of bank branches, responsiveness from telephone services, and problems with changes to banks mandates. The meeting agreed on actions to take forward, including sharing Lincolnshire association's banking survey results, suggestions on what a model account product for local councils may look like and UK Finance raising key concerns to senior banking directors.

Remote meetings

NALC is continuing to work with a range of national bodies, including the Local

Government Association (LGA) and Lawyers in Local Government (LLG), to press for the facility to meet remotely to continue after May. It featured as the centrepiece of this year's NALC Lobby Day, and thanks to county association and council colleagues for contacting their MPs on this matter. Ministers have confirmed they have heard the messages. Last weekend's *Sunday Telegraph* story, **Jackie Weaver phenomenon forces Ministers to make parish council meetings by zoom permanent**, suggesting that the government may consult on this. Nonetheless, while there is continuing uncertainty, NALC's advice is that councils should now be preparing for the real possibility of a return to face-to-face meetings. NALC has produced guidance to assist with these preparations on our dedicated **coronavirus webpage**, where you can also find guidance on **how to hold effective remote meetings**.

Code of conduct meeting

The LGA has commissioned Hoey Ainscough Associates Ltd to produce good practice guidance to accompany the new code of conduct. NALC and other stakeholders were informed this week and will provide feedback as the guidance is produced.

International Women's Day — 8 March 2021

This year's theme is #ChooseToChallenge and calls out gender bias and inequality, encouraging us all to seek out and celebrate women's achievements — **find out how to participate**. Good luck to SLCC President Linda Larter, who is hosting a (virtual) lunch event on 8 March from 12.00 - 14.00, which is open to all to attend. Tickets are £5 each, and the profits from the event will go to Linda's charities, Breast Cancer Now and Mencap. There is an excellent panel of contributors, and NALC chairman Cllr Sue Baxter will be attending. **Find out more about the event**.

And finally...

A quick final reminder that our next event is on 23 February on why representation in local councils matters. This event, hosted by Cllr Peter Fleming OBE, leader of Sevenoaks District Council and chair of the LGA's Improvement and Innovation Board, will explore the importance of inclusion across the local council sector. You will hear from Rachael Farrington, founder of Voting Counts, Nick Gardham, chief executive officer at Community Organisers and Beatrix Pitel, senior campaigns officer at the Fawcett Society on how to reach all groups of people in your community and encourage them to be a part of the council. Visit the NALC website to **find out more and register your place**.

**18.02.2021 Email from West Sussex Fire & Rescue
Warning after log burner sparks house fire**



news release

Warning after log burner sparks house fire

West Sussex Fire & Rescue Service is urging residents with log burners and open fireplaces to take care following a house fire late last night.

The warning comes after a resident was woken in the night by their smoke alarm sounding when a fire broke out in a room of stacked firewood next to their wood burner.

Firefighters from Horsham and Billingshurst Fire Station were mobilised to the property on Wick Lane in Broadbridge Heath shortly before midnight. Upon arrival they found a substantial fire in the ground floor lounge of the property and quickly got to work extinguishing the fire using two hoses and a jet.

Richard Bradley, West Sussex Fire & Rescue Service's Group Manager for Fire Safety, attended the incident last night. He said: "Fortunately the home owner had a working smoke alarm fitted and alerted to the fire, despite already having gone to bed, and with the help of a neighbour had managed to escape from the property before crews arrived."

"Having a working smoke alarm gives you the earliest warning that something isn't right, giving you the greatest chance of getting out of your property safely. Had this resident not had a smoke alarm in their property, the outcome would likely have been very different."

“The fire was started after a large pile of stacked wood next to the wood burner downstairs caught fire. We would encourage people who have log burners or open fireplaces to ensure that their fuel supply is stored safely away from the fire itself so as to prevent it igniting unexpectedly.”

West Sussex Fire & Rescue Service recommends that all properties have a working smoke alarm fitted to each floor of the property, and that this is tested at least once a week. If you have an open fire place or log burner, please ensure fuel is kept in a safe area away from the heat source until you are ready to use it.

You can help prevent the spread of fire by ensuring you close internal doors before you go to bed and when you leave the property. A closed door can prevent the spread of fire and toxic gases by up to 20 minutes.

For more information on home fire safety visit: <https://www.westsussex.gov.uk/fire-emergencies-and-crime/west-sussex-fire-and-rescue-service/home-fire-safety/>

17.02.2021 Email from WSCC

Town and Parish Council News Special - Take part in our communications survey

TOWN AND PARISH NEWS

Working together on behalf
of our communities



Special edition February 2021

Do you find these eNewsletters useful?

Please let us know!

We're keen to know what you think about our monthly Town and Parish Council eNewsletters.

This is important to us as we are always looking to improve our communications to ensure they remain relevant, timely and helpful to your communities.

We've set up a short survey to capture your feedback - it should only take you 10 minutes at the most to complete.

[Please click here](#) and then press the '**Take Survey**' button and follow the instructions.

Your responses will be treated in strict confidence and the data collected will be used by our communications team internally.

Thank you in advance for your support.

CORONAVIRUS

**KEEP
WEST
SUSSEX
SAFE**

west
sussex
county
council

Visit our website for the latest advice and updates »

**SPREAD THE MESSAGE NOT THE VIRUS
#KEEPWESTSUSSEXSAFE**

15.02.2021 Email from HDC

Sign up or renew garden waste collections | Half Term activities | News from our recycling champions



Recycling and waste news

for the Horsham District



Sign up for garden waste collections 2021/22

Garden waste disposal is a paid-for service in Horsham District. For just £42 you'll get convenient kerbside garden waste collections for a whole year, starting 1 April 2021.

To sign up for the garden waste collections service or renew your collections for another year, click the button below.

You will be asked to:

- Confirm your name and address
- Confirm how many bins you would like collected
- Order a garden waste bin if you do not have one at your property
- Pay by card or Direct Debit

[Sign up or renew](#)

News from our Recycling champions



Our new Recycling champions have had their Hot Bins for a month now, and have sent through some progress updates.

White family

"It's been holding at 70F, even covered in snow!

We have been surprised by how much weight we have added to the hot bin in just one month. We just put our refuse bin out for collection last night only to find that in two weeks we haven't even put one bag in, such is the ability to recycle and compost now!

We have also been really enjoying the liquid gold coming out of the hot bin. Every week we get a good 1-2l of pure fertiliser pouring out from the tap, which we use to feed all the plants and trees beginning to show signs of life as we head towards spring."

Hiron family

"I was concerned about the amount of paper that needed to go in at first, but we actually have loads. None goes in the recycling anymore. We're gradually raising the temperature - battling the cold outdoor temperatures!"

[Find out more](#)

Half-term activity ideas

With half a term of home-school completed, our thoughts are turning to half-term holiday activities. Here are a few ideas from our team to while away the hours...

- **Recycle your recycling.** What can you make out of your recycling? A monster? A castle? A car?
- **Make a bug hotel (pictured).** A way to make your garden more wildlife-friendly and teach kids a little bit about natural habitats. [Check out this guide from the RSPB](#)



- **Give old toys a happy new home.** If you're having a clear-out, donate old items to charity ([The Toy Project](#) has recently teamed up with Amazon on this), sell them online or give away to friends and neighbours.
- **Share old games consoles with friends or family members.** Xbox is encouraging people to gift their old consoles to elderly relatives in a bid to combat loneliness and help reconnect families. [Watch their Beyond Generations videos and find out how to rebox your Xbox](#)



Stay connected







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




15.02.2021 Email from HDC

How our Community Link service is helping local resident Sarah, plus more news from Horsham District Council



Latest news and information

Sign up for garden waste collections

Spring is just around the corner! Dust off your gardening tools and sign up for convenient kerbside garden waste collections for just £42 per year from 1 April 2021.

Visit our website using the button below to sign up or renew your collections for another year.



[Sign up or renew](#)

How our Community Link service is helping local resident Sarah

Sarah is a primary school teacher and mother of two who has recently joined our Community Link service. Sadly, just before Christmas, Sarah was rushed to hospital after she had a seizure caused by a brain tumour.



Shortly after this incident Sarah got in touch with our Community Link team and one of our advisors, Phil, visited Sarah's home to install a lifeline unit and fall detector.

Sarah told us:

"I am so used to being independent. When I had my seizure I felt that was taken away from me. I was scared of being at home on my own in case I had another one. However, I now feel safe and happy to be at home by myself. I know that if I need help I can just push my button!"

Sarah is now receiving treatment and we wish her a speedy recovery. We're delighted that our Community Link team have been able to give Sarah and her family some peace of mind during this very difficult time and we will continue to provide support.

[Find out more about how Community Link assistive technology could help you or someone you know.](#)

National Empty Homes Week

Homes left empty long term can be a blight on the neighbourhood and attract anti-social behaviour, there are many incentives to turn an empty house into a future home.



This week is National Empty Homes Week and the Council is keen to bring as many properties back into use to ease local housing shortages as possible. The biggest incentive for bringing the home back into use is to gain regular rental income from letting, or a lump sum from selling your property.

The Council's Environmental Health team can offer empty home-owners advice and information on the options available to help bring homes back into use. If you want to find out more, email our friendly team publichealth.licensing@horsham.gov.uk or call 01403 215641.

Funding to make your home more energy efficient

Spending more time at home? Worried about how much energy you could be wasting? Apply for funding to improve the energy efficiency of your home.

This brand new funding offers up to £10,000 for energy efficiency measures such as solid wall insulation and low-carbon heating in your home. You may be eligible if you are on a low income (household income £30,000) in a property with low energy performance (E, F, G) Energy Performance Certificate.

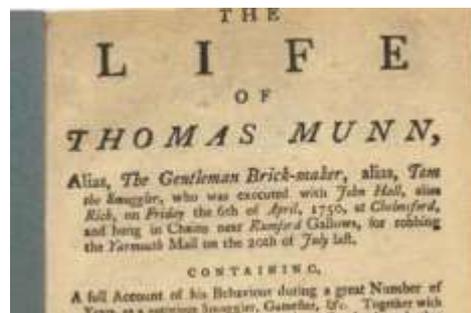


[Apply today](#)

"Incredibly rare" deathbed confession of a highwayman acquired by Horsham Museum & Art Gallery

An "incredibly rare" deathbed confession from 1750 revealing a highwayman's surprisingly enlightened attitude towards gay sex has been acquired by Horsham Museum & Art Gallery.

The pamphlet includes fascinating tales of failed gay seduction, smuggling, robbery, a 19-year-old lad courting a rich 70-year-old widow, causing mayhem and gallivanting across England and France in order to escape his work in brick-making.



Horsham Museum acquired the booklet, which is only held in four libraries around the world, with the help of the Friends of the National Libraries. It will display it in a new gallery when it reopens in the summer.

[Read the blog](#)



Stay connected



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

 **Horsham
District
Council**

19.02.2021 Email from E-Forest

Free trees for planting projects - Rudgwick Parish Council, West Sussex

We work with lots of wildlife trusts, community woodlands and community farms around the UK, supplying them with free trees for their nature reserves, rewilding projects, etc.

Would you like free trees from us for any of your projects? We generally supply a minimum of 200 trees for projects but we can be fairly flexible.

Or do you know of any tree planting projects in West Sussex, or nearby regions, that would like free trees from us in 2021?

We're happy to provide free trees for many years beyond that too.

The trees are all UK native species, grown from UK seed and can be supplied with free shelters, stakes, weed mats, etc.

Here's the link to request free trees from us ...

<https://www.eforests.co.uk/FreeTrees>

Our criteria for supplying the trees are at the top of the form.

While we prefer to work with nature reserves / community woodlands / community farms, we can possibly supply trees for private landowners that you work with too. Or any community projects that you're aware of.

Many thanks, Andrew Haining
Founder, [eforests.co.uk](https://www.eforests.co.uk) Woodland Creation, Rewilding and more
