

# Rudgwick Parish Council

## Weekly Clerk's Update: 19 – 25 April 2021 (Agenda May 2021)

To: Parish Councillors

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

Richard Landeryou (Horsham District Councillor)

From: Anna Clayton

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The weekly update provides information regarding:

- Announcements/delegated decisions by the Clerk
- Planning information
- Correspondence/communications from parishioners
- Correspondence/communications from outside organisations

### List of organisations that communicate with the Council on a regular basis.

- AIRS (Action in Rural Sussex)
  - APCAG (Association of Parish Councils Aviation Group)
  - CAGNE (Communities Against Gatwick Noise Emission)
  - CPRE (Campaign to Protect Rural England)
  - HALC (Horsham Association of Local Councils)
  - HDC (Horsham District Council)
  - NALC (National Association of Local Councils)
  - SSALC (Surrey and Sussex Association of Local Councils)
  - WSCC (West Sussex District Council)
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### Clerk's announcements/delegated decisions:

**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).

- Jubilee Hall – emergency plumber called to attend a water leak;
- Resident reported concerns over works taking place to trees located in Churchmans Meadow and concerns over permission/nesting season/bat protection;
- Ongoing banking issues with Lloyds Business Account, Clerk submitted a complaint and £100 compensation has been awarded;
- Open Spaces Warden reported plastic tiles removed from the play area in Churchmans Meadow, Clerk to contact playground supplier for costs to repair;
- HDC have approved the two bins (location by RYC & KGV terrace) after monitoring use over the last few months. Monthly charges for bin collection for the two bins commenced 1 April.

### New Applications (Delegated Decision)

**New Planning Applications for consideration by Delegated Decision and noting at the Rudgwick Parish Council Meeting 10.05.2021**

Application No	Applicant	Reason for Application	Recommendation	Response Date
<a href="#">DC/21/0891</a> 24.03.2021	Riverside Farm, Guildford Road, Rudgwick	Prior approval for the change of use from an agricultural building to residential (C3) to form 1 no. dwelling house		12.05.2021

**New Applications**

**For discussion at Rudgwick Parish Council Meeting 10.05.2021**

Application No	Applicant	Reason for Application	Recommendation	Response Date

**Decisions**

**HDC Council Decisions – Rudgwick Parish Council Meeting 10.05.2021**

Application No	Applicant	Reason for Application	RPC Recommendation	HDC Decision
<a href="#">DC/21/0562</a>	Honeywood House, Horsham Road, Rowhook	Demolition of outbuildings and erection of 3.No three bedroom dwellings, including a pair of semi-detached units, with detached garages; creation of overflow car park	Objection	Refused

**Applications going to Committee**

**Applications going to Committee – Rudgwick Parish Council Meeting 10.05.2021**

Application No	Applicant	Reason for Application	RPC Recommendation	Planning Committee Date

**Appeals Lodged / Appeals Decided**

**Appeals Lodged / Appeals Decided – Rudgwick Parish Council Meeting 10.05.2021**

Application No	Applicant	Reason for Application	RPC Recommendation	Public Inquiry/Written Representation

**Enforcement Numbers**

Correspondence/communications from parishioners / to the Council

- 

Emails/correspondence from external organisation

Email dated 26.04.2021 from WSCC

Your latest news on COVID-19 - testing - vaccination update - helping others - and more



## COVID-19 update

### Testing and self-isolating more important than ever

The easing of COVID-19 restrictions these last few weeks is welcome news in West Sussex.

To keep us on track with the roadmap, regular testing and self-isolating if positive is more important than ever.

Testing for COVID-19 twice a week is now easy as you can order kits to your home, collect them for home use, or book a supervised test at your [nearest pharmacy](#).

If you're concerned about having to self-isolate support is at hand.

Self-isolation means you mustn't leave your house for 10 days. Even if you don't have symptoms, it could take up to 10 days for them to appear. So if you're not self-isolating, you could be passing the virus on to family, friends, your co-workers and community.



## Support to self-isolate

The [West Sussex Community Hub](#) is available on 033 022 27980.

You may be eligible for a Test and Trace Support Payment. See the [GOV.UK website](#) for details.

Free delivery from [your local pharmacy](#) is available if you have no other way to get your medicines.

[NHS volunteer responders](#) can help with grocery shopping, prescription collections, or be there for a chat.

COVID-19 Mutual Aid Local Groups are small, independent community groups set up across the UK to support local people through the outbreak. [Find your nearest group in West Sussex.](#)

[See our COVID-19 safe and healthy webpage for tips.](#)

[See our list of local food suppliers and organisations able to deliver.](#)

## Keep West Sussex Safe

In the seven days to Saturday 17 April, there were 135 new confirmed cases of coronavirus. Compared to the previous week, confirmed cases are falling.

Check infection rates in your area by visiting [our Data Dashboard](#). If you think you may have any coronavirus symptoms, isolate immediately and [book a test](#) or call 119 to get an appointment to visit a test site.

New cases are still being reported and everyone should continue to follow the sensible measures in place to help prevent the spread of COVID-19.

As shops start to reopen, Neil Williamson from Arun District Council has advice for shoppers in our latest podcast: "The virus is still there. Wear your face covering, maintain hand hygiene and be patient. Look after yourself and others."

[Listen to the full interview on SoundCloud.](#)

**FIND OUT MORE**

## Vaccination programme update



Progress continues to be made across West Sussex as the roll out of the vaccination programme continues. First dose appointments are being arranged daily for anyone in the initial priority groups who is yet to receive

their vaccine and for those most recently eligible - people aged 45-49.

In addition, second dose appointments have been taking place, and thousands more are expected next week. The majority of the most vulnerable care home residents in Sussex and staff working to look after them have received their second doses of the COVID-19 vaccine, giving them maximum protection.

To date, more than 70% of those aged 75 and over have now received their second vaccination, and more than 300,000 second doses have been provided to people across our communities.

This week the first Moderna jabs have started to be offered at the Brighton Centre. In addition to first doses at the vaccination centre, for those aged 18-29 who are eligible for their vaccination, the Moderna vaccine provides another alternative to the AstraZeneca vaccine, in line with the latest updated MHRA guidance.

### **New small grants scheme**

To help support the increase of the vaccination uptake, a new small grants scheme has opened with groups and organisations able to apply for up to £5,000 to assist with neighbourhood-based activity, across communities in Sussex. The aim is to help reach and increase the numbers of people who are particularly at risk of serious illness if they contract COVID-19 to get their vaccination.

[Find out more.](#)

### **World Immunisation Week**

'Vaccines bring us together' is the theme of World Immunisation Week, which runs from 24 to 30 April.

World Immunisation Week, which is supported by internal bodies like the World Health Organisation and UNICEF, aims to promote the use and global importance of vaccines, which now help to protect us against more than 20 diseases including polio and smallpox, as well as COVID-19.

Find out more on the [World Immunisation Week website.](#)

**If you are eligible and have not yet had your vaccine please book it and don't forget, please follow government guidance around 'hands, face, space and fresh air' once you've had your vaccination.**

**FIND OUT MORE**

## Keeping others safe during the pandemic

People with learning disabilities in Horsham have created a COVID-19 booklet full of useful information and reminders which they hope might help keep others safe during the pandemic.

The group from Hobbs Field residential home created the guide to help them follow coronavirus guidelines when they are out in the community. It includes pictures and clear instructions that offer reminders about social distancing, wearing a mask and remembering to wash our hands.

James, who lives at Hobbs Field, said: "I loved making the booklet about the virus because I know it'll help keep me and my friends safe."



[FIND OUT MORE](#)

## Look after your mental health



If you are worried about your mental health you can find help by calling the [NHS Sussex Mental Health line](#), which continues to operate 24-hours a day during the pandemic.

You can call 0800 0309 500 to speak to someone who will be able to offer you support, advice and information.

It is available to anyone concerned about their own mental health or that of a relative or friend and this includes carers and healthcare professionals.

The [Preventing Suicide In Sussex](#) website also has a comprehensive list of national and local organisations and charities which offer mental health advice and support for those who are suffering themselves, or people who are worried about others.

[FIND OUT MORE](#)

## West Sussex Record Office has reopened to the public



West Sussex Record Office Searchroom has now reopened for pre-booked appointments on Tuesdays and Wednesdays. There are two and a half hour slots available either in the morning (9.30am-12pm) or afternoon (2pm-4.30pm). You can find out more information on their [‘Visiting the Record Office’](#) page.

For those of you who can't make it to the Record Office, you can explore the archives virtually with series two of [West Sussex Unwrapped](#). You can catch up on series one [here](#).

[FIND OUT MORE](#)

## Put your best foot forward in May

Walking has been a lifeline during the past year, helping people stay active and to cope with stress.

The benefits of physical activity and getting out into nature are proven. Walking is good for our minds and our bodies. A daily brisk walk can boost energy, lift mood, and make everyday activities easier. There are lots of ways you can fit ten minutes of brisk walking into your life, whether you're walking to work, stepping out at lunchtime, walking to the shops or local park, or taking the dog for a walk. Why not download the free [Active 10 app](#) to track your walking progress?



Now, with the easing of Government restrictions, we can get together outside in groups of six, or two households, and West Sussex offers a beautiful and varied landscape with walks for everyone to enjoy, including the [South Downs National Park](#). The Easy Countryside Trails booklet, on the [West Sussex County Council website](#), features routes that are suitable for all, including wheelchair and pushchair users, families and the less mobile.

Contact your [local Wellbeing team](#) for the latest information about current walking programmes and for advice and support about generally becoming more active.

Visit the [NHS website](#) for more information about the health benefits of walking and the [Living Streets website](#) to find out more about National Walking Month.

**FIND OUT MORE**

## Know someone who would like to receive this eNewsletter?

If anyone you know who would like to sign up for this bulletin, please forward this eNewsletter to them and they can [sign up here](#). Thank you for your support.



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### 26.04.2021 Email from NALC Chief Executives Bulletin

#### The court hearing on remote meetings

The proceedings for a court declaration that virtual meetings can continue beyond 6 May were heard in the High Court this week. As NALC is an interested party supporting this court action by Lawyers in Local Government (LLG) and the Association of Democratic Services Officers (ADSO), both

Jane Moore, acting head of member services and legal services manager and myself attended the session remotely which the [Law Gazette has reported on](#). A decision is expected by the end of April. A [crowdfunding campaign](#) has been set up by LLG and ADSO seeking financial support to the costs of the court action; NALC has already contributed so please check that out and share more widely.

### **NALC calls on the government to prioritise standards**

More than six weeks after the local government minister, Luke Hall MP [pledged to publish 'shortly' the government's response](#) to the review of local government ethical standards, our chairman, Cllr Sue Baxter, has said "this important issue must be prioritised with his department and also included in next month's Queen's Speech". You can read more in this [story by Local Government Chronicle](#) (login required or register for guest access for two-week unrestricted access).

### **BBC local elections information**

I'm delighted that NALC has been working with the BBC to help them update their information about the forthcoming local elections through a dedicated page on [Election 2021: What about parish councils?](#) The extensive page includes a video of Jackie Weaver, chief officer, Cheshire Association of Local Councils, explaining how local councils work and why they are important, plus information on what they are and do, how much money do they have and are they holding elections, plus some great maps based on NALC research.

### **Rural Coalition**

Sue attended this week's meeting of the Rural Coalition which met with the rural affairs minister, Lord Gardiner, to give initial comments on the government's recent [rural proofing report](#) and to discuss future priorities for rural proofing and levelling up. She stressed the importance of any forthcoming devolution white paper reflecting the needs of rural communities and recognising the key role local (parish and town) councils can play.

### **Fortnightly meeting with county officers**

The fortnightly meeting of county officers took place this week with key areas of discussion including the Welcome Back Fund, council audit timescales and Operation Forth Bridge (the process followed on the death of Prince Philip). NALC is currently compiling information on candidates for the forthcoming local council elections in particular looking at the number of contested versus uncontested seats. We are also continuing to work on engaging with young people and are keen to hear more from local councils about the great work you are doing via our [survey](#). There was also a

discussion on topics for future meetings and the potential for county officer meetings to be themed to look at different areas of work in more depth.

### **In and about**

- The Yorkshire Local Councils Associations held an impressive remote conference this week with over 40 sessions packed into a busy two-day programme. I spoke about how the sector's role in helping communities and vulnerable people had been recognised by the government and other national bodies, and how important it was to build on the new community spirit and harness the interest of first-time volunteers who had come forward to help. And NALC solicitors Gary Barker and Jane Moore delivered training sessions on the code of conduct (where attendees expressed a preference for mandatory councillor training) and Jane gave a presentation on remote meetings and their future post the court hearing. Thanks to YLCA for having us!
- I also attended the Worcestershire Association of Local Councils' executive committee to answer questions about NALC's work and campaigns where there was interest in ensuring the new code of conduct was effective and the importance of training for councillors and clerks.

### **Blachere Illumination helping councils go green**

With international discussion of the climate emergency and World Earth Day this week and a growing number of local councils taking action on the climate emergency (do check out our [dedicated climate change webpage](#)), I was particularly pleased also to see NALC's partners **Blachere Illumination** launch a [new range of decorations made from recycled plastic bottles](#). 'Less plastic bottles for a clean planet and use it to decorate your streets' is a simple objective and message which I am sure everyone would support. And when added to their product range made from sugar cane and therefore biodegradable, Blachere really is blazing a trail in helping the environment and going green!

### **The first meeting of the new NALC National Network: Coastal Communities**

The first meeting of the new NALC National Network: Coastal Communities will take place on 27 April from 11.00 to 12.30. This inaugural event will be chaired by Sue and include contributions from Cllr Phil Harris, Cromer Town Council on Norfolk's coastal forum, second homes and loss of services, and Cllr Wendy Pattison, Northumberland County Council, on partnership working for coastal

communities. In short, if you have a beach and would like to attend, [do book a place](#).

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

The Non-Domestic Rating (Public Lavatories) Bill took just 9 minutes to pass Third Reading on 20 April, with NALC among the organisations and Parliamentarians thanked by Lord Greenhalgh, minister of state. This means the Bill has now completed its passage through Parliament and is awaiting Royal Assent and we are pressing the government to ensure councils receive their rebates backdated to 1 April 2020 as soon as possible.

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### **22.04.2021 Email from WSALC Paid Election Volunteers Needed**



### ***Paid Election Volunteers Needed***

*Last year, various local elections and polls were postponed because of the ongoing coronavirus pandemic. They are now going ahead on 6 May 2021, and local authorities are looking for paid volunteers to fill a number of different roles between 6 May - 10 May. They need your help to make sure the polls can run in a COVID-secure and effective way - safe and secure elections are a cornerstone of democracy.*

*If you are over 18 and entitled to work in the UK you could be a:*

- *Poll Clerk - support the Presiding Officer who is responsible for the conduct of the ballot and making sure everyone who is entitled to vote is able to, without facing barriers or undue influence. Please only apply if you are available to work all day on Thursday 6 May. On the day of the poll, polling station staff should expect to need to be at their venue by just after 6am and to be on duty until around 10-11pm.*
- *Counting Assistant - employed to verify and count the votes cast at polling stations. Please only apply if you are available to work between 6 - 10 May. Hours required depend on the number of days of counting locally. They are typically around 6-7 hours on poll night (around 9pm-3/4am), and/or 6 to 7 hours on the Friday, Saturday, Sunday and/or Monday.*

Pay offered will vary by role and local authority, but is likely to be between £135 and £250 per day.

**The deadline for applications is midnight on Sunday 25th April.** To find out more about the positions and to apply, please complete the Cabinet Office survey via this [link](#).

#### Voting arrangements

If your application is successful, your nearby local authority may allocate you a role at a polling station which is different to the polling station you have been assigned to vote at on your poll card.

As you are required to remain at the polling station you are working at during the hours that the polls are open and the postal vote registration deadline has now passed, we would encourage you to apply for a proxy vote, whereby you can assign someone to vote on your behalf.

- To apply to vote by proxy you need to download, print and fill in the [proxy vote application form](#). **The deadline for applications to be received by your borough's Electoral Registration Office is 5pm, Tuesday 27th April.**
- You can deliver this form by post or by hand. Some local authorities also accept a scanned copy of your form by email. You can find the details of your local electoral services team via this [link](#).



WSALC Limited

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**21.04.2021 Email from Mulberry**

**Mulberry and Co Training Programme \*planning modules now added\***



#### **MULBERRY AND CO TRAINING PROGRAMME FOR LOCAL COUNCILS**

Mulberry and Co are delighted to launch a brand new online training programme for town and parish councils delivered by an experienced and qualified team.

The training programme is designed to be flexible and individual and currently includes:

- **Councillors & Chairmanship training** – suitable for both new and existing councillors
- **Clerks & Officers training** – suitable for new staff or those requiring training/refreshing on a specific topic
- **Finance training** – suitable for both officers and members, new and existing
- **\*NEW\* Planning training** – suitable for both officers and members, new and existing

As your council is a member of a County Association that has appointed Mulberry and Co as it's service provider your council qualifies for the reduced fee of £35 + VAT per module.

Details and booking forms for the first quarter of scheduled training modules can be found at [www.mulberryandco.co.uk/council-training-programmes/](http://www.mulberryandco.co.uk/council-training-programmes/)

At present all training is taking place online by Zoom however we hope to resume face to face training as soon as we are able and will then offer both a remote and face to face programme, as well as networking days and conferences.

*We will be adding many more dates, topics and modules over the coming weeks and months so please do keep a look out for those!*

Any of the scheduled modules are also available for individual councils to book either in the tailored made format or completely bespoke to your requirements, please contact me if you have a request or would like further details. Prices are quoted on an individual basis depending on your needs.

If you have any questions regarding any of the above please do not hesitate to contact me.

Kind regards,  
**Anna Beams, Local Authority Officer**

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**20.04.2021 Email from HDC**

**Tuesday, 20th April, 2021, 4.31 pm - Agenda published: Meeting of Wednesday, 28th April, 2021 6.00 pm, Council.**



**Horsham  
District  
Council**

**Stay connected**

# Council and cabinet meetings

**Agendas, minutes and publications**

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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.

[Tuesday, 20th April, 2021, 4.31 pm - Agenda published: Meeting of Wednesday, 28th April, 2021 6.00 pm, Council.](#)

*Stay connected*



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



Horsham  
District  
Council

**19.04.2021 Email from HDC**

**Business Waste: Contract update and duty of care controlled waste transfer note 2021-22**



Horsham  
District  
Council

# Business Waste

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## Contract update and duty of care controlled waste transfer note 2021-22

As outlined in our previous correspondence, Horsham District Council is moving to a new, tiered pricing structure in April 2021 in order to represent a fairer charge for our customers.

Please find below a link which will generate your updated contract for your business waste services provided by Horsham District Council with the new prices for the period 1 April 2021- 31 March 2022.

The updated contract shows the two tiered pricing structure for your specific bin type. Your monthly invoice will be billed based on the average weights of your bins over the month. Please note your invoice will reflect the actual weeks in each monthly period.

We want to work with our customers to ensure you get the most competitive prices for your business waste. Please contact our experienced team to discuss your individual needs in more detail.

It also will generate your Duty of Care Controlled Waste Transfer Note for the collection of your business waste covering the period 1 April 2021- 31 March 2022.

These documents must be completed no later than 31 April 2021. Once you have submitted the contract form you will receive a PDF copy via email to retain for your own records.

This document is a legal requirement which allows Horsham District Council to collect business waste from your premises. Please check that all details are correct and let us know if any changes are required.

If you choose to not renew your contract we will close your account and remove your bins from your site after 1 May 2021.

[View the business waste collection service Terms and Conditions.](#)

[View and confirm contract](#)

## Guidance

[Visit the GOV.UK website for guidance in completing the Standard Industrial Classification \(UK SIC 2007\) Code under Section 1.](#)

Alternatively, you can contact Standard Industrial Classification of Economic Activity (UK SIC) directly on 01329 444970 and email [classifications.helpdesk@ons.gsi.gov.uk](mailto:classifications.helpdesk@ons.gsi.gov.uk).

Legally we are not permitted to collect business waste without this record on file, so to avoid any interruption in your service please complete the contract form as soon as possible.

If you have any queries regarding this matter, please do not hesitate to contact us.

Thank you in advance for your co-operation.

Business Waste team

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