

Memo (Agenda September 2018 - Appendix B)

To: Parish Councillors

c.c: Nigel Jupp (County Councillor) & Toni Bradnum (District Councillor)

From: Sarah Hall

Date: 12th August 2018 (Week commencing 6th August 2018)

Re: COUNCILLORS' BRIEFING NOTE

I have outlined below a number of recent developments for your information.

(1) **Planning Applications Issued**

Number	Applicant & Reason	
DC/18/1345 10/08/2018	Demolition of existing detached outbuilding and erection of a single storey rear extension. Corner House, Brighton Road, Monks Gate	Planning agenda 15/08/2018

(2) **Correspondence**

Document	
<p>WSSC - Community Initiative Fund 18/19 - Round 2 Email dated 6th August 2018. From CStalkwithus</p> <p>We are contacting you regarding the West Sussex Crowd, our new crowdfunding platform for West Sussex.</p> <p>The online platform allows residents to put forward project ideas that they want to see happen locally – from bringing community buildings back to life, to developing and delivering local events, or revamping a community garden.</p> <p>Individuals, local authorities, businesses and grant funders are then able to pledge funds to support a project they believe would bring great benefits for their local community. Pledges are only charged if the funding target is met.</p> <p>The County Council's Community Initiative Fund (CIF) is one of these funds that is offered solely through the West Sussex Crowd website.</p> <p>The decision making process remains the same as previous years with county councillors taking a decision on amounts to allocate to projects at their County Local Committee meetings (please see link for further information).</p> <p>We have been working hard to develop and refine the council's new approach to grant funding that aims to work with residents to support amazing things to take place in their local areas.</p> <p>As some of you may know, we are currently in our next round of accepting pitches to the fund, with the deadline of Monday 8 October.</p> <p>We are hoping to promote this to the wider community in order to make groups, organisations and charities aware of this deadline, so please find attached two posters with the deadline for your use and circulation.</p>	For information

<p>We would be really pleased to hear of any events coming up in your area which we could attend and hold a stall and engage with the communities and answer any questions they may have.</p> <p>The Clerk will include on Septembers agenda</p>	
<p>Neighbourhood Planning Conference - 26th September 2018 Email dated 7th August 2018, from Gavin Curwen, HDC</p> <p>You have been invited to attend the HDC Neighbourhood Planning Conference at 13:30 on Wednesday 26 September 2018. This shall be taking place at the Billingshurst Centre, Roman Way, Billingshurst, West Sussex, RH14 9QW.</p> <p><i>The recent publication of the revised National Planning Policy Framework 2018 (NPPF) has significant implications for plan-making across the country. Horsham District Council would like to invite stakeholders to participate in a discussion on how the revised NPPF should be tackled.</i></p> <p><i>There will be presentations covering issues including:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>What does the new NPPF mean for Neighbourhood Planning?</i> <input type="checkbox"/> <i>What impact does the new planning framework have on the preparation of the Horsham district Local Plan Review?</i> <p><i>The second half of the afternoon will be dedicated to break out sessions for parishes to discuss the impacts of the new NPPF. There will be an opportunity to feedback to the audience.</i></p> <p><i>To secure your place please email the address below providing full contact details. Places are limited to 2 representatives from each Parish or Neighbourhood Plan group. Refreshments of tea and coffee will be provided over the course of the session.</i></p> <p>Please advise the Clerk if you would like to attend.</p>	For information
<p>HALC Minutes - Thursday 26th July 2018 Email dated 9th August 2018, from Beverley Bell, HALC Secretary</p> <p>1.0 Attendance and Apologies for Absence Summary: 11 of the 32 Parish Councils and none of the three of the Neighbourhood Councils were represented.</p> <p>2.0 Guest Speaker: Mr Richard Newell of GDPR-Info</p> <p>2.1 GDPR became law in May 2016 and enforceable from 25 May 2018. The new Data Protection Law was enacted two days before this.</p> <p>2.2 GDPR-Info are working with 37 Town and Parish Councils in Kent and Sussex, they have found: they are diverse, there is no uniformity but there are similar issues.</p> <p>2.3 Mr Newell signposted members to the Information Commissioner (ICO) website to look at the Data Mapping Template as a starting point for GDPR: what, why, where, retention. He said Councils must ensure that their policies are up to date, and they are taking adequate security measures – password protect spreadsheets, website encryption with SSL (about £60), accounting software security, email addresses dedicated for Council use, drop box to transfer documents to members. Data relating to young persons must be kept for 25 years, due to claims for injury or abuse.</p> <p>2.4 He explained common data breaches: paperwork left on desks in public view, carbon copy CC when you should blind carbon copy BCC and insecure laptops.</p> <p>2.5 There was a last minute amendment to the law removing the mandatory requirement for Parish Councils to have a Data Processing Officer (DPO), but Trevor Leggo said it is SSALC advice that it is good practice as you only have 72</p>	For information

<p>hours to report a breach to the ICO. It is for the DPO to decide if the data breach needs to be reported to the ICO.</p> <p>2.6 Cost for the GDPR-Info service varies according to Council size, number of staff, computers from £500 - £2,500 per annum. Their service includes data audit, report, templates, policies and DPO service.</p> <p>2.7 Parish Councillors are required to register individually with the ICO for Data Protection as a cost of £35 per annum as they are data controllers and processors, but there is a white paper coming out that may change this requirement.</p> <p>3.0 Guest Speaker: PS Peter Allan and PCSO Erica Baxter of Sussex Police</p> <p>3.1 PCSO Baxter said they work for the Prevention team, and her responsibility is for the rural ares. She works with the anti-social behaviour co-ordinators and community wardens. They have monthly meetings. She is hoping to meet with every Parish Clerk, and is providing posters giving details about how to contact the Police. She encouraged everyone to sign up for In the Know which gives information about crime in your area – www.intheknow.community</p> <p>3.2 Members asked about speeding motorcycles on the A264, A29, A272, A24 and A283. She said it is a force wide problem, but there is Operation Ride with unmarked Police motorcycles.</p> <p>3.3 She encouraged Parish Councils to sign up for Community Speedwatch, and said she would be happy to join them.</p> <p>4.0 Approval of Minutes of the Meeting on 18 April 2018.</p> <p>4.1 It was AGREED that the minutes should be approved and signed as a correct record.</p> <p>5.0 Matters arising from item 4.0 – not on the agenda below.</p> <p>5.1 None.</p> <p>6.0 Parish Council Elections May 2019</p> <p>6.1 Beverley gave a report on preparations your Council should be making for the May 2019 Parish Council elections. She advised Councillors to budget for election costs and training of new councillors</p> <p>Key dates:</p> <p>Thursday 02 May 2019 Election date:</p> <p>Tuesday 07 May 2019 Members take office (Monday is a bank holiday)</p> <p>Monday 13 May 2019 First available annual Council meeting date (allowing for 3 clear days notice of the agenda)</p> <p>Friday 24 May 2019 Annual Council meeting must be held on or within 14 days of the day Councillors take office, so by</p> <p>6.2 A copy of the Annual Governance and Accounting Return (AGAR) must be provided to all Councillors 14 days before the meeting at which they approve the AGAR. (NALC Model Standing Orders 2018 number 17e).</p> <p>7.0 Reports from Representatives on Outside Bodies:</p> <p>7.1 Standards Committee – No report.</p> <p>7.2 WSALC – Met this morning. The Sussex Police District Commander said the Police and Crime Commissioner is using the PCC precept increase to increase the number of Police Officers in Sussex from 30 new recruits every 3 months to 70. They had a presentation on hearing loss and dementia. There is a WSALC Conference this autumn. The Health and Wellbeing Project has been nominated for a NALC Star Award. Thank you for Councils that completed the survey, the highest response rate was from the Horsham district.</p> <p>7.3 SSALC – Meeting next week.</p>	
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<p>7.4 Community Safety Partnership – No report. 7.5 CPRE – No report. 7.6 CLC – No report.</p> <p>8.0 Members Questions and Comments.</p> <p>8.1 North Horsham Parish Council raised concern about the changes to train times and reduced number of trains stopping at Littlehaven station, they will take this up with the rail provider and report back at a later meeting.</p> <p>8.2 An update from Velo South was requested, as householders have not received their letters.</p> <p>9.0 Date of Next Meeting</p> <p>Monday 17 September 2018 at Rudgwick Village Hall</p> <p>The Clerk will include on Septembers agenda</p>	
<p>Polling District & Polling Station Review</p> <p>Email dated 10th August 2018, from Maxine Mears, HDC</p> <p>The first stage of the consultation has closed and the responses and Returning Officer comments have been published. Please do look at the documents on the website and email any comments for the second stage consultation to elections@horsham.gov.uk by 7 September. 2018.</p> <p>https://www.horsham.gov.uk/electionspages/elections/polling-district-and-station-review</p> <p>With the opening of the pre-school in September St Andrews School are no longer able to accommodate the 2019 elections and the only Polling Station in the Parish would be in Mannings Heath. The Trustees of Copsale Hall have all agreed that the hall could accommodate the elections and HDC have been advised accordingly.</p> <p>The Clerk will include on September's agenda.</p>	<p>For information</p>

Sarah Hall,
Clerk to the Parish Council