

Fortnightly RPC Clerk's Update: 3-17 December 2018

Clerk's announcements/delegated decisions:

- King George the V field: posts have been placed so that vehicles do not drive over the grass verges.
- Pension contact forms have been updated for the transfer from Capita to Hampshire County Council
- Boiler at Rudgwick Hall has been repaired.
- Still awaiting quotes for repair for the King George V building boiler.
- Correspondence with Clerks from Slinfold, Alford, Billingshurst, Broadbridge Heath, Loxwood, Southwater, Itchingfield/Barns Green, Ewhurst/Ellen's Green regarding the VELO South meeting with Leader of West Sussex County Council. Meeting to be held on 7th January at Rudgwick Hall, Bucks Green, RH12 3JJ at 7.30 pm. Please note, as numbers are limited, attendance only when registered with the clerk prior to the meeting.
- Kompan to address flooring/gate issue at Churchmans Meadows in January.
- Councillor's e-mail addresses to be in place by January 1st 2019.
- Insurance company contribution towards drain repair at Jubilee Hall has been received.
- Internal financial audit has taken place, outcome good with recommendations for Financial Regulations and other documents/procedures.
- Letter in support of Downs Link project sent to WSCC (see communications)

E-MAILS/COMMUNICATION

5.12.2018 E-mail from Horsham District Council (HDC)

"

Dear colleague,

As you will be aware, we will be holding scheduled elections for all District and Parish council seats on Thursday 2 May 2019.

This email sets out some of the key information you need to know, and should share with your current councillors as well as anyone who approaches you with an interest in standing for election next year.

Nominations

- *Every seat on every parish council is up for election, including both those filled at the 2015 elections and any filled at a by-election or co-opted to the council since then.*
- *There is no automatic carry-forward of councillors. Anyone wishing to stand for re-election in 2019 must submit their nomination paperwork.*
- *Please note that all election timetables are statutory. We cannot amend or alter any deadlines for any reason. Nominations must be delivered between 10am and 4pm, Monday to Friday between 26 March and 3 April, and must be brought in by hand.*
- *The elections office will handle all nominations. We do not expect parish clerks to get involved at all. Please advise all potential candidate to contact us so we can send them a nomination pack from mid-March onwards. The best way to contact us is by email to elections@horsham.gov.uk*
- ***Anyone wishing to stand as a District candidate*** should contact us as soon as possible. We will be holding a formal briefing for district election agents and independent candidates to explain the nomination process and to provide an overview of the election (parish candidates do not need to attend that briefing).

Role of clerks

We ask that you do:

- *Explain to potential candidates what the parish council does, how it works, information about roles, responsibilities and meetings etc.*
- *Use your parish newsletters, magazines and websites to encourage participation from potential candidates and to advertise the election to residents.*
- *Refer potential candidates to the elections office immediately to receive papers and guidance.*
- *Publish election notices that we will send to you.*
- *Continue with your normal duties before and after the election.*
- *Process acceptance of office documents as normal from all councillors after the election, including those re-standing.*

We ask that you do not:

- *Give out nomination packs – we will supply them to candidates upon request.*
- *Collect nominations back in – they have to come direct to the elections office.*

Uncontested elections

- *If the number of candidates is the same or less than the number of available seats, the election will be uncontested. All those who submitted valid nominations will be declared as having won the seat.*
- *This is considered unlikely for the District elections, but more likely for parish council elections.*
- *If your election is uncontested, we will send you the information you need from us.*
- *There will be a relatively small cost to the parish to cover the expense of preparing and running the election to that point. We will invoice the parish after the election.*

Contested elections

- *If the election is contested, we will provide details of the nominations to you through the formal notices.*
- *We will apportion costs for running the elections to the parish, and invoices will be sorted out some time after polling day.*

Polling day

- *Polling day is Thursday 2 May 2019.*

- All polling stations will be open from 7am to 10pm.

The count

- The verification and count will take place on Friday 3 May 2019. We will provide details of winning candidates to you after the declaration of result.

If you have any questions about this email, or about the elections more generally, please do not hesitate to contact the elections office. (01403 215581 / elections@horsham.gov.uk)

Kind Regards

Joe Gupwell

Democratic Services Officer

Telephone: 01403 215466

Email: Joe.Gupwell@horsham.gov.uk



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6.12.2018 Email from SSAL (Surrey and Sussex Association of Local Councils”

"New community benefit workshop announced

Royal National Hotel, London on 11 February 2019

Alasdair Buckle, Nexus Planning, Andrew Taylor, Countryside Properties, and Joseph Whelan, Hertford Town Council will take part in a workshop session on community benefit from development at NALC's Spring Conference 2019!

This workshop session will focus on sharing good practice on some of the challenges local (parish and town) councils are tackling around community benefit from development. The workshop will provide tips on how local councils can best engage with planning authorities and developers in their areas to derive maximum financial and infrastructure benefit from development (through CIL, Section 106 and other mechanisms), for their communities.

For more information about the event contact NALC at policycomms@nalc.gov.uk or call on 020 7637 1865."

10.12.2018 E-mail from HDC

Dear Parish/Town Clerks

Please find attached the confirmed dates for County Local Committees (CLCs) for 2019/20. As you know we encourage Parish Councils to attend CLCs when local issues are being discussed. Please do circulate these dates as you see fit. The venues for these meetings are in the process of being booked and will be updated on the website soon.

If you are interested in other County Council meetings the new calendar of meetings has been added to the website here: <https://www.westsussex.gov.uk/about-the-council/how-the-council-works/committees-and-decision-making/calendar-of-meetings/>

County Local Committee Meetings 2019/20

Committee	2019												2020		
	Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Adur County Local Committee			7 7.00				1			21					5
Joint Eastern Arun Area Committee			5 7.00			11					5				17
Joint Western Arun Area Committee		6 7.00				19					27				11
North Chichester County Local Cttee			5 7.00			11					12				17
South Chichester County Local Cttee		5 7.00				18					6				3
Crawley County Local Committee		26 7.00				27					21			25	
Chanctonbury County Local Committee			13 7.00				3				20				11
North Horsham County Local Cttee		25 7.00				17					4				16
Central and South Mid Sussex County Local Committee			12 7.00			12					12				3
North Mid Sussex County Local Cttee		5 7.00				25				21				26	
Worthing County Local Committee		25 7.00					8				25				2

11.12.2018 – e-mail from WSCC – Downs Link support

"As you may be aware, West Sussex County Council has been invited to submit a full application for EAFRD Growth Programme funding to finance improvements to sections of the Downs Link from Rudgwick to Henfield car park.

We would be grateful if you could provide a letter supporting this application on behalf of Rudgwick Parish Council. Your letter will help us to demonstrate support for the project and the benefits this can bring to the rural community and visitor economy. The funding is competitive, and you can help us to add weight to the Downs Link application.

Attached is an outline template, which you are welcome to use as the basis for your letter. Please can you top and tail this with your details, using any sections of the template you wish, and add a comment or two on the contribution the Downs Link makes to rural tourism and the local area from your point of view.

You can send your letter of support as an email attachment directly to me.

Thank you for your support.

Best

Jess

[Jess Winkworth](#) | Economic Development Officer, Economic Growth Team, [West Sussex County Council](#)
Location: 2nd Floor, Northleigh, Tower Street, Chichester PO19 1RH
Internal: 22955 | External: 033022 22955 | E-mail: jess.winkworth@westsussex.gov.uk

“

12.12.2018 Rudgwick Parish Council’s response

“Jess Winkworth
Economic Growth Team
West Sussex County Council
2nd Floor, Northleigh
Tower Street
Chichester PO19 1RH

Dear Jess

Project: The Downs Link – Connecting Communities

I am writing on behalf of and at the request of Rudgwick Parish Council in support for your full application for funding.

The Downs Link application aims to establish the Downs Link as a destination by upgrading it to an all-year connected leisure and tourism route for walkers, cyclists and horse riders, extending it to users of all ages and abilities, and supporting the local economy.

Improvements to the Downs Link will provide an accessible leisure route in West Sussex between Rudgwick in the Horsham district to the coastal town of Shoreham-by-Sea and attract visitors outside of the usual season of May to October. The Downs Link follows the route of a disused railway and therefore connects several rural villages and small towns. The project will signpost visitors to pubs, cafes, visitor attractions, accommodation providers and local businesses. Many of our parishioners and visitors to Rudgwick use the Downs Link and appreciate all the hard work that is undertaken to maintain this valuable resource.

The route links to a wider network, including the North Downs Way, South Downs Way, Sussex Border Path, West Sussex Literary Trail and the Monarch's Way. Through access to these routes as well as the national cycle network, this project will encourage people to stay longer and explore the area. The improved surface will also appeal to new target markets including families, the disabled and less confident cyclists, and will support the pursuit of sustainable tourism. The project also has potential to attract into the area international visitors travelling along the interlinking NCN routes 2 and 22 from the ports of Newhaven and Portsmouth, adding value to the rural visitor economy and encouraging higher spend overnight stays or short-breaks.

The upgrade of the Downs Link to an all-weather surface is identified as an infrastructure priority in the West Sussex Walking and Cycling Strategy 2016-2026. Walking and cycling are identified in the Horsham District Visitor Economy Strategy 2018 – 2023 as opportunities to strengthen the visitor economy, whilst the Neighbourhood Development Plan for Slinfold includes recommendations to increase the opportunities for residents and visitors to travel by sustainable non-car modes of transport and supporting improvements to public pathways which would increase their accessibility.

Improvements to the Downs Link has the potential to make a valued contribution to the local economy and raise the profile of the area as a visitor destination and I am happy to support your full application.

Yours sincerely,

On behalf of Rudgwick Parish Council

Jonna Foote

*Jonna Foote
Clerk to the Parish Council"*

12.12.2018 E-mail from National Association of Local Councils (NALC) – Newsletter



NALC publishes materials to help promote elections

As part of NALC's elections campaign, it has published an array of materials to help local (parish and town) councils promote the local elections in 2019.

[Continue reading](#)



Government publishes guidance on retail discount

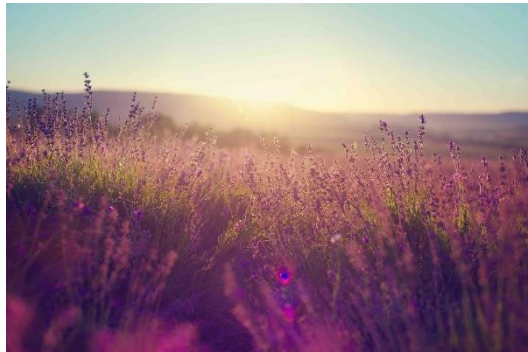
New guidance has been issued by the government on supporting local authorities in administering the Retail Discount.

[Continue reading](#)



*Local councils embrace Tree Charter Day
NALC has partnered with the Woodland
Trust to support local (parish and town)
councils embed the principles of the Tree
Charter*

[Continue reading](#)



*Spring Conference 2019
The conference takes place on 11
February 2019 at the Royal National
Hotel, London. The conference will see
how NALC's post-Brexit vision will be put
into practice and feature a range of
speakers.*

[Register your place](#)

Member updates

Chief executive's blog

A new consultation response on the Landscapes review

An updated employment briefing on the 2018/19 National Salary Award

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13.12.2018 – E-mail from Gatwick Airport

“Dear Colleague

Following Gatwick’s very successful public meeting on Wednesday 5th December, we are pleased to attach a link to the presentations used on the day, together with an update progress report on the NMB.

www.gatwickairport.com/nmb

Thank you for your support of the event and for circulating details of it.

Kind regards

Gatwick Airport and Noise Management Board”

13.12.2018 – E-mail from AIRS – village hall week



We would like to bring your attention to a week-long campaign that celebrates the diverse network of 10,000 community buildings at the heart of England's rural communities and the volunteers who work tirelessly to keep them open for all. **#VillageHallsWeek**

The theme of the event is **Social Isolation and Loneliness** and the role that Village Halls and Community Buildings play in helping combat this issue.

[Action in rural Sussex](#) will be getting behind this campaign, urging our Village Halls in Sussex to celebrate the work they do, whilst using this as an opportunity to thank all the volunteers that help make their building a success.

As part of the week and in conjunction with Ringmer Library, we are hosting a free 2 hour workshop on '**How to set up a community library**'.

Public library services are highly valued by the communities they serve. However you'll be aware that alongside other public sector services, they are facing enormous financial challenges. As a way of future-proofing their library service, many communities across Sussex are opening their own Community Library, using existing buildings, bus shelters, waiting rooms or even telephone boxes.

If you feel your community could benefit from a community library or if your council-run library is under threat of closure, please join us at Ringmer Village Hall for a two hour workshop, facilitated by experienced Equal Access Librarian and the driving force behind Ringmer Village Library, Liz Owen.

When: 23rd January 2019

Where: St Mary's Room, Ringmer Village Hall, Lewes Rd, Ringmer, Lewes, East Sussex BN8 5QH

Time: 10.30 – 12.30

Please register your interest at [here](#) or email villagehalls@ruralsussex.org.uk

If you would like to know more about #VillageHallsWeek, please look out for updates on our website www.ruralsussex.org.uk or email me at steph.georgalakis@ruralsussex.org.uk

With the very best wishes,
Steph

Steph Georgalakis
Marketing and Support Officer
Tel: 01273 407313

[Village Halls & Community Buildings Advisory Service](#)
[Sussex Community Housing Hub](#)
[Village Action](#)
[Small Business Network Meetings 2018/19](#)

SALC WEEKLY BULLETIN

Message from Trevor Leggo, CEO SSALC

*As we reach the end of 2018 we face the challenges of preparing for May elections, the principal challenge being to ensure that sufficient interest is generated in your communities to attract candidates. We will do everything we can to assist with this but it really does come down to the way the council portrays itself and is viewed by the community.
In the meantime I hope you have a peaceful Christmas and a prosperous new year.*

Latest News

Provisional local government finance settlement

The provisional local government finance settlement was published on 13 December and confirms the government's [plans in the technical consultation](#) not to extend council tax referendum principles to local (parish and town) councils for 2019-20. The key section from the [consultation paper](#) on the settlement published alongside the statement says: "The government has decided to continue the deferral of setting referendum principles for town and parish councils subject to the conditions above, but encourages parish councils to continue this downward

trend, and will keep this area under active review". You can read the statement [here](#) or watch again [here](#).

This will be the second year of the three-year deal announced earlier this year and a direct result of NALC's extensive lobbying through their flexible and diverse funding campaign. Since the Localism Act 2011 introduced the power for government to set council tax referendum principles, NALC has campaigned successfully each year against their extension to our sector, a significant lobbying achievement! NALC's chairman Cllr Sue Baxter will be meeting the local government minister, Rishi Sunak MP, in the New Year, where this and other local government finance matters, along with a wide range of other issues, will be discussed.

[Election Material](#)



As part of the NALC elections campaign, they have published materials and resources to help town and parish councils promote local elections 2019..[read more](#)

[Members Queries Page](#)

Don't forget that there is a Members Queries Page on the SSALC website. The page is for general member to member queries and can be accessed [here](#)
If you would like a query featured on the page please send it to Anna Beams at anna.beams@ssalc.co.uk



****K6 Telephone Box Competition - Reminder!****

Closing date 31st December 2018

We are looking for imaginative uses of K6 phone boxes in communities where the initiative has been supported by the local town or parish council.

The winning council will receive a £500 SSALC voucher and the runner up £200.

[read more](#)

Elections Briefing

*Please note that the Elections Briefing on the 24th January at Sackville House, Lewes is now **FULLY BOOKED***

*There are **2 places** remaining on the 29th January at Sackville House, Lewes (1000 - 1200) [book here](#)*

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13.12.2018 Email from HDC

“Please find attached a letter regarding The Future of Neighbourhood Planning for your consideration. Furthermore I attach a fact sheet on the recent NPPF changes and the post it note questions raised at the Neighbourhood Planning conference 2018 and the responses to them.

Please confirm receipt of this email.

Kind regards,

Gavin Curwen

Neighbourhood Planning Officer

Telephone: 01403 215129

Email: Gavin.Curwen@horsham.gov.uk



Fact Sheet Main
NPPF Changes.pdf



Neighbourhood
Planning Conferenc



The Future Of
Neighbourhood Pla,,