

# Rudgwick Parish Council

## Weekly Clerk's Update: 2 – 8 November 2020 (Agenda December 2020)

To: Parish Councillors

c.c: Christian Mitchell (West Sussex County Councillor)  
Richard Landeryou (Horsham District Councillor)

From: Jonna Foote

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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).

- Lighting in RH kept tripping, TMS attended and tripping being caused by solar panels, these have now been disconnected.
- SSE Business Energy have advised that there may be a temporary increase in the non-commodity costs in line with third party charges.
- Business Stream emptied the water from the manhole on the A281 and provided a meter reading for KGV on 30 Oct 2020.
- Anti social behaviour and mopeds being ridden outside the KGV building. Reported to PCSO who has been making regular patrols.
- Boiler thermostat in RH now fitted and working.
- Bank accounts have been checked and all personal account details have been removed as per GDPR

### New Applications (Delegated Decision)

**New Planning Applications for consideration by Delegated Decision and noting at the Rudgwick Parish Council Meeting 09.11.2020**

Application No	Applicant	Reason for Application	Recommendation	Response Date

**New Applications**

**For discussion at Rudgwick Parish Council Meeting 09.11.2020**

Application No	Applicant	Reason for Application	Recommendation	Response Date

**Decisions**

**HDC Council Decisions – Rudgwick Parish Council Meeting 09.11.2020**

Application No	Applicant	Reason for Application	RPC Recommendation	HDC Decision
<a href="#">DC/20/1616</a>	Woes Cottage, Church Street, Rudgwick	Installation of a shower/wet room in the downstairs bedroom and installation of a 1 metre deep with a glass door. Side cupboard to house meter and water pump. Installation of a drain to link to existing outside mains drain at the front of the house (Listed Building Consent)	No objection on the condition that the heritage officer has given his/her listed building consent.	<b>Permitted</b>
<a href="#">DC/20/1674</a>	Cousens, Cox Green, Rudgwick	Minor internal demolition. Removal of existing conservatory and erection of a single storey rear extension. Removal of 1No. garage door to be replaced with a new entrance door. Alterations of landscaping to front and rear (Householder Application).	No objection on the condition that the heritage officer has given his/her listed building consent	<b>Permitted</b>
<a href="#">DC/20/1675</a>	Cousens, Cox Green, Rudgwick	Minor internal demolition. Removal of existing conservatory and erection of a single storey rear extension. Removal of 1No. garage door to be replaced with a new entrance door. Alterations of landscaping to front and rear (Listed Building Consent).	No objection on the condition that the heritage officer has given his/her listed building consent	<b>Permitted</b>

**Applications going to Committee**

**Applications going to Committee – Rudgwick Parish Council Meeting 09.11.2020**

Application No	Applicant	Reason for Application	RPC Recommendation	Planning Committee Date

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**Appeals Lodged / Appeals Decided**

Appeals Lodged / Appeals Decided – Rudgwick Parish Council Meeting 09.11.2020				
Application No	Applicant	Reason for Application	RPC Recommendation	Public Inquiry/Written Representation

**Enforcement Numbers**

Enforcement Numbers – Rudgwick Parish Council Meeting 09.11.2020	

**Correspondence/communications from parishioners / to the Council**

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**Emails/correspondence from external organisations/people**

**02.11.2020 Email from NALC**

**Coronavirus Update**

NALC has updated its coronavirus information. This includes an update on the latest government announcement. See the update below:

The prime minister announced on 31 October 2020 that new national restrictions will come into force in England from 5 November. [Guidance has been produced](#) from the government and we will communicate any further guidance or changes to legislation through these mailing and on our dedicated webpage.

This information forms part of a NALC's dedicated webpage on the coronavirus. It should not be used as a substitute for government advice, however, there are some practicalities specific to local (parish and town) councils where we hope this information will help you plan ahead and manage your risks. If you would like further advice and support on any of these topics for your local council then please [contact your local county association](#). This is a fast-moving situation and we will be updating the webpage regularly.

[Find out more](#)

**02.11.2020 Email from HDC**

**Monday, 2nd November, 2020, 11.42 am - Publication of plan: November 2020, Cabinet.**



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.

[Monday, 2nd November, 2020, 11.42 am - Publication of plan: November 2020, Cabinet.](#)

03.11.2020 Email from WSCC

**West Sussex's Government-funded temporary cycleways are set to be removed**



## news release

03 November 2020

### **West Sussex's Government-funded temporary cycleways are set to be removed**

The Government-funded, temporary cycleways in Crawley, East Grinstead, Horsham, Shoreham and Worthing are to be removed, it has been decided.

Government funding for the pop-up cycleways was announced in May this year, with the aim of providing more safe space for people to cycle and help reduce pressure on public transport.

When the Government funding was awarded and the cycleways' construction started, the country was just emerging from the first national lockdown. However, since then, the Government has continued to provide additional funding for local public transport and traffic has significantly increased, so the pop-up cycle lanes are no longer needed for their original purpose.

Roger Elkins, Cabinet Member for Highways and Infrastructure, said: "The schemes fulfilled their main objectives of offering people dedicated space to cycle rather than using public transport, or to leave the car at home and use their bike instead. This was in response to the unique set of circumstances during the first national lockdown, including schools and colleges having been closed for months and vastly-reduced public transport capacity.

"The extraordinary environment that led to their installation no longer exists even though we are about to enter into a new national lockdown: schools and colleges are open, traffic volumes have increased and, although public transport capacity is not back to pre-March levels, it is significantly improved."

The impact of the schemes has been monitored during their operation. Feedback showed the majority of responses were opposed to the cycleways, citing increased congestion as a key issue. Automatic traffic counters also indicated relatively low usage by cyclists in comparison with other traffic.

Roger added: "I would like to thank everyone who took the time and effort to provide us with feedback for the Crawley, East Grinstead, Horsham, Shoreham and Worthing cycleway surveys.

"We remain committed to our long-standing, [walking and cycling strategy](#) with all the permanent benefits this will bring for active and sustainable travel. Recognising that we have to work closely with local communities, we have a continued ambition to support investment in sustainable and active travel and the data gathered and the experience of providing these cycleways will help us when delivering future schemes."

The [Cabinet Member decisions](#) are subject to the usual call-in period.

The decision to remove the Chichester cycleway was announced last month. A request to call-in the decision has been received and will be debated by the scrutiny committee at a date to be decided. The Cabinet Member will then take a final decision on the scheme.

#### **Why the schemes were introduced:**

- The pop-up cycleways for West Sussex were an emergency response to increase travel options as part of the Government-led recovery plan from COVID-19.
  - As an emergency response, the Government required the trial schemes to be planned and installed within three months. Given the timeframe, we consulted key partners including district and borough councils, emergency services and bus operators. Normally schemes of this nature would take years to develop and be subject to various stages of public consultation that might last two or more months and involve exhibitions, etc. This was not possible given the timescale limitations required.
  - The cycleway routes are the result of collaborative work with the district and borough councils.

For further information please contact the news desk on 0330 222 8090 or email [pressoffice@westsussex.gov.uk](mailto:pressoffice@westsussex.gov.uk).

For urgent out-of-hours enquiries please call 07767 098415.



03.11.2020 Email from NALC  
Coronavirus Update



## Coronavirus — information for parish & town councils

NALC has updated its coronavirus information. This includes an update on Remembrance Sunday. See the update below:

The updated government guidance on [local authority preparations for Remembrance Sunday](#) is now available.

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This information forms part of a NALC's dedicated webpage on the coronavirus. It should not be used as a substitute for government advice, however, there are some practicalities specific to local (parish and town) councils where we hope this information will help you

plan ahead and manage your risks. If you would like further advice and support on any of these topics for your local council then please [contact your local county association](#). This is a fast-moving situation and we will be updating the webpage regularly.

[Find out more](#)

**05.11.2020 Email from HDC**

**Coronavirus (COVID-19) 5 Nov 2020: National lockdown restrictions and council service updates**

# Coronavirus (COVID-19)

**Information for residents from Horsham District Council**

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*Timestamp: 5 November 2020*

## National lockdown restrictions

National coronavirus (COVID-19) restrictions are introduced in England from today Thursday 5 November until Wednesday 2 December.

- You must stay at home
- Only leave home for food, medical reasons, exercise, education or work
- You must work from home if you can
- Avoid travel unless essential
- Schools and essential shops will remain open
- Remember: Wash hands, cover face, make space

Follow the button below to visit the GOV.UK website for full details about what you can and can't do during the national lockdown.

[View national lockdown restrictions](#)

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## Council service updates

The national restrictions are impacting some of our services. Visit our website using the button or direct links below for information about our services and those that are affected.

[View council services updates](#)

### Service updates

- [Waste and recycling](#)
  - [Parks, leisure and venues](#)
  - [Housing, Council Tax and Benefits](#)
  - [Planning and development](#)
  - [Building Control](#)
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## Find help and support

### West Sussex Covid-19 Community Hub

If your request is urgent, for example, you are going to run out of food or medicine within the next three days, please phone 033 022 27980 so that the County Council can make sure you get the help you need as quickly as possible.

[Contact the West Sussex Covid-19 Community Hub online](#)

Call the West Sussex Covid-19 Community Hub on 033 022 27980 (8.00am - 8.00pm, 7 days a week)

### NHS Volunteer Responder Service

NHS Volunteer Responders provide vital support to people vulnerable to COVID-19, or any other reason support is needed during the pandemic.

The scheme continues to accept new referrals, and volunteers are ready to provide vital support to those who meet the [criteria which can be found on their website.](#)

[Contact the NHS Volunteer Responder Service online](#)

Call the NHS Volunteer Responder Service on 0808 196 3646 (8am to 8pm seven days a week)

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# Virtual Horsham online local shopping portal

As England moves in national lockdown restrictions, many local businesses have once again had to close their doors to customers.

To help customers find local traders more easily online during the ongoing coronavirus crisis and in the run up to Christmas, the Council has teamed up with Visit Horsham to launch a new online local shopping portal: [Virtual Horsham](#)



[Shop locally online](#)

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## Coronavirus (COVID-19)

Please read the latest advice and updates on our services at [www.horsham.gov.uk/coronavirus](http://www.horsham.gov.uk/coronavirus)

Several white icons of coronavirus particles are scattered on the right side of the blue banner. Each icon consists of a central circle with several smaller circles inside, and several lines radiating outwards from the central circle.

[www.horsham.gov.uk/coronavirus](http://www.horsham.gov.uk/coronavirus)



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*Stay connected*



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



Horsham  
District  
Council

Dear All,

West Sussex County Council has started a review of the West Sussex Transport Plan (WSTP). The current plan, which covers the 2011-26 period, needs to be reviewed to take account of changes to national and local policy, such as the Government's legally-binding commitment to achieve net zero carbon by 2050. The new plan will set out how we aim to continue supporting the economy and communities while protecting the environment. We will consider the best approaches to tackle key transport issues such as congestion, road safety and pollution, and set out our plans for all modes of transport.

We are asking stakeholders, such as local groups, authorities and transport providers, to complete a survey to gather information about their key issues and priorities. The survey is accessible to all, so individual members of the public can also submit their views if they wish to do so. The survey closing date is Thursday 17<sup>th</sup> December 2020. To complete the survey please visit:

[www.westsussex.gov.uk/WSTPsurvey](http://www.westsussex.gov.uk/WSTPsurvey)

The survey results will help shape the draft version of the plan, which will be published for public consultation in summer 2021. We aim to adopt the plan in early 2022.

If you have any questions, or would like to get in touch with the team, please contact [lt@westsussex.gov.uk](mailto:lt@westsussex.gov.uk); 01243 642105.

Kind regards,

Transport Planning and Policy Team

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**05.11.2020 Email from WSCC  
Council to provide continued support during latest COVID lockdown**



# news release

05 November 2020

## **Council to provide continued support during latest COVID lockdown**

West Sussex County Council will continue to provide practical support, help and advice to people across the county as the country enters its second lockdown today (Thursday).

Our Community Hub was set up in March 2020 to give practical support and assistance to those affected by COVID-19. Since March the hub has provided access to food and essential household supplies as well as information and guidance to individuals and families.

To date the Community Hub has received in the region of 55,000 inbound calls and online support request forms, made nearly 40,000 outbound calls and delivered more than 3,000 urgent food parcels across the county.

Through the next month we are ready to do the same for those who need it the most.

Front line services to our most vulnerable residents will also continue, including social care provision for children, young people and adults.

West Sussex County Council Leader, Paul Marshall, said: "There is no doubt that this will be a difficult time for many people living and working in our county.

"I want to make it really clear that West Sussex County Council will always be here for our residents. For our most vulnerable residents, for those who need us most, we will support you. As a community I know we will pull together, help our neighbours and loved ones and do what it takes to get us through this difficult time.

"The new Government restrictions mean some of our services will be affected, and we know that might be inconvenient or frustrating.

"I would like to thank everyone across West Sussex for their diligence and continued efforts to prevent the spread of COVID. While this has helped keep our infection rates below those in many parts of the country, I urge everyone to continue to support us in our bid to Keep West Sussex Safe."

Some changes have been made to services in light of the latest government announcement on COVID-19 restrictions.

All wedding and civil partnership ceremonies from 4 November until 3 December have been postponed. Registration offices will remain open, so notice appointments are expected to go ahead.

All registration appointments will now be conducted by phone. Appointments can be booked as normal, but people are asked not to attend the Registration Office.

West Sussex Record Office will be closed from Thursday 5 November until further notice.

West Sussex libraries are currently closed for browsing and only open for returns and collections. Opening hours are subject to change and you can find the latest [information about your local library](#) on our website. Limited computer sessions are only available when pre-booked in advance.

You can continue to reserve items directly from the [library catalogue](#) free of charge, and you will be notified when items are ready for collection. Library staff are also offering a select and collect service, where our expert staff put together a selection for you to borrow. Simply complete our [online form](#) or phone your [local library](#) and staff will let you know when your items are ready for collection from the library entrance.

Household Waste Recycling Sites (HWRs) will remain open and operate to normal opening hours for the duration of the second lockdown.

West Sussex Fire & Rescue Service will continue to operate as usual during the new lockdown if residents need them.

The service is encouraging residents to keep a checklist of fire safety advice to stay safe at home or where businesses are open and reduce the risk of an emergency incident occurring. This can be found on the [fire service COVID-19 web page](#).

The fire service is continuing to provide free Safe & Well Visits to people in their homes on a risk-based approach. There is also the option for a Safe & Well Visit via phone, Skype and by posting a useful resource document, instead of face-to-face. These can be arranged by calling 0345 8729 719 or emailing [safeandwell@westsussex.gov.uk](mailto:safeandwell@westsussex.gov.uk).

A full list of the services that have been affected is available on our website by visiting [www.westsussex.gov.uk/coronavirus](http://www.westsussex.gov.uk/coronavirus).

You can find more information about the Community Hub and request support online at [www.westsussex.gov.uk/covid19communityhub](http://www.westsussex.gov.uk/covid19communityhub) or call 033 022 27980 to speak to someone.

Follow us on Facebook [@WestSussexCC](#) and Twitter [@WSCCNews](#) for updates and sign-up for our COVID-19 newsletter at [www.westsussex.gov.uk/coronavirus](http://www.westsussex.gov.uk/coronavirus) to receive the latest information about our response to the pandemic. WSCC is also now on [Nextdoor](#), the app designed with communities in mind. Follow the link and join the conversation at <https://nextdoor.co.uk/agency-detail/england/west-sussex/west-sussex-council/>

**For further information please contact the news desk on 0330 222 8090 or email [pressoffice@westsussex.gov.uk](mailto:pressoffice@westsussex.gov.uk).**

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- [New national restrictions start today](#)
- [Community hub is here to help](#)
- [Self-isolation reminder](#)
- [New working restrictions](#)
- [Keeping in touch](#)

## New national restrictions start today

To help reduce the spread of COVID-19 new national restriction measures have come into force today, Thursday 5 November, and **will remain in place until Wednesday 2 December**. Click [here](#) to find out how this will affect West Sussex County Council services, including libraries, Household Waste Recycling Sites, registration services and ceremonies.

You can also find the latest weekly case numbers [on our website](#).

The new tougher national restrictions include staying at home, only travelling if it is essential, and not meeting people socially. Restrictions do allow people to exercise or meet in a public, outdoor space with people they live with, their [support bubble](#) (or childcare bubble), or with one other person. It is vital that anyone who thinks they need any kind of medical care comes forward and seeks help. Further information, including working from home, business closures and the financial support available can be found on the government's website below.

[FIND OUT MORE](#)

# Community hub is here to help

Our COVID-19 Community Hub remains open and continues to focus on helping the most vulnerable in our county, providing support, information and guidance. More details about how the Community Hub can help our vulnerable residents, their families and carers can be [found on our website](#).

But if your request is urgent, for example, you are going to run out of food or medication within the next three days, please call: **033 022 27980**.

**FIND OUT MORE**

## Self-isolation reminder

You must self-isolate if:

- You have symptoms of COVID-19 ([and arrange a COVID-19 test](#))
- You have a positive test result
- You are told to self-isolate by NHS Test and Trace
- You are living with someone who has symptoms or has a positive test result.

If you develop symptoms you must immediately self-isolate and [arrange a test](#). You must only get a test if you have symptoms. This is because an early COVID-19 test could be negative and actually you are still developing infection and could be spreading COVID-19.

Self-isolation means you:

- Stay at home
- Do not go outside
- Do not go to work
- Do not go shopping

How long do I self-isolate for?

If you have symptoms or have tested positive for coronavirus, you'll usually need to self-isolate for at least 10 days.

You'll usually need to self-isolate for 14 days if:

- Someone you live with has symptoms or tested positive

- Someone in your support bubble has symptoms or tested positive
- You've been told to self-isolate by NHS Test and Trace

Even if you get a negative test during your self-isolation, as a close contact you still need to self-isolate for the full 14 days.

[FIND OUT MORE](#)

## New working restrictions

With the new national restrictions, residents are asked to work from home where possible.

Anyone working in an office must make sure they practise social distancing, that the workspace is properly ventilated and that they travel safely to and from work, avoiding public transport where possible.

Please be vigilant to maintain social distancing during staff breaks.

If you develop symptoms you must stay at home – or return home if you are already in the office.

If you have been asked to self-isolate you must continue to do so for the remaining time, even if you receive a negative test result.

## Keeping in touch

Please forward this e-newsletter to anyone you think would find it useful and [encourage them to sign up](#).

For daily updates, follow us on social media [@WSCCNews](#) and [@WestSussexCC](#).

We are also now on [nextdoor](#), the app designed with communities in mind. Follow the link and join the conversation.

Thank you for your support. Keep safe.

**CORONAVIRUS**

**KEEP  
WEST  
SUSSEX  
SAFE**



Visit our website for the latest advice and updates »

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

06.11.2020 Email from SSALC  
Revised WSALC Agenda

# WEST SUSSEX ALC LIMITED

2<sup>nd</sup> 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 Wednesday 2<sup>nd</sup> December 2020  
Commencing at 10:00am via Zoom**

Due to a Zoom capacity limit of 300 we are requesting that no more than two pre-booked representatives from each member Council attend the AGM and forum. Voting will be carried out by Zoom poll and a recording of the meeting and subsequent Q&A forum will be circulated to all member Councils.

**Please book your place here: <https://www.surveymonkey.co.uk/r/SNMG3J6>**

**Joining instructions will be circulated by email shortly before the day directly to those that have completed a booking form.**

**The AGM will be followed by a Q&A forum (to finish by midday)**

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## 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<sup>rd</sup> 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 Lilian Richardson	Adur District Association	Arun District Association	Arun District Association
Michael Warden	Chichester District Association	Chichester District Association	Horsham District Association
Mike Beal David Ribbens Philip	Horsham District Association	Mid Sussex District Association	Mid Sussex District Association
Baxter Terry Oliver	Company Secretary		
Tony Steer Rodney Jackson Mark	Honorary Solicitor		
Mulberry Roger Taylor			
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 2020/2021** 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 10th November 2020. [mark@mulberryandco.co.uk](mailto:mark@mulberryandco.co.uk)
- 9.1 **Special Resolutions** - to be voted upon in accordance with the articles of association para 5.1 and

Companies Act 2006 Section 283.

The following resolutions will be voted on as special resolutions only: -

- a) **Special Resolution in respect of the Current value for money study.**
  - It is **RESOLVED** that the Company Directors cease to progress the current value for money study
  
- b) **Special resolution in respect of the current strategic review.**
  - It is **RESOLVED** the Company Directors work constructively with SSALC to conclude the current strategic review which includes a value for money element.
  
- c) **Special resolution in respect of future engagement of Parish Councils in West Sussex.**
  - It is **RESOLVED** the company Directors establish a clear mechanism for engaging Parish Councils in West Sussex in studies that fall outside of the SSALC operational framework.
  
- d) **Special resolution in respect of the position of chairman and vice chairman of WSALC.**
  - It is **RESOLVED** that the current Chairman and Vice Chairman of WSALC stands down.

Mark Mulberry, SSALC Company Secretary  
5<sup>th</sup> November 2020

06.11.2020 Email from WSCC

**UPDATED: Council to provide continued support during latest COVID lockdown**



## news release

06 November 2020

**UPDATED: Council to provide continued support during latest COVID lockdown**

West Sussex County Council will continue to provide practical support, help and advice to people across the county as the country enters its second lockdown.

Our Community Hub was set up in March 2020 to give practical support and assistance to those affected by COVID-19. Since March the hub has provided access to food and essential household supplies as well as information and guidance to individuals and families.

To date the Community Hub has received in the region of 55,000 inbound calls and online support request forms, made nearly 40,000 outbound calls and delivered more than 3,000 urgent food parcels across the county.

Through the next month we are ready to do the same for those who need it the most.

Front line services to our most vulnerable residents will also continue, including social care provision for children, young people and adults.

West Sussex County Council Leader, Paul Marshall, said: "There is no doubt that this will be a difficult time for many people living and working in our county.

"I want to make it really clear that West Sussex County Council will always be here for our residents. For our most vulnerable residents, for those who need us most, we will support you. As a community I know we will pull together, help our neighbours and loved ones and do what it takes to get us through this difficult time.

"The new Government restrictions mean some of our services will be affected, and we know that might be inconvenient or frustrating.

"I would like to thank everyone across West Sussex for their diligence and continued efforts to prevent the spread of COVID. While this has helped keep our infection rates below those in many parts of the country, I urge everyone to continue to support us in our bid to Keep West Sussex Safe."

Some changes have been made to services in light of the latest government announcement on COVID-19 restrictions.

All wedding and civil partnership ceremonies between 5 November and 2 December have been postponed. Registration offices will remain open, so notice appointments can continue for marriage and civil partnership appointments.

All death registration appointments will continue to be conducted by phone. Appointments can be [booked as normal](#), but people are asked not to attend the Registration Office.

All birth registrations are still being done face to face, but customers will be seen strictly by appointment only, which can be [booked online](#).

West Sussex Record Office will be closed from Thursday 5 November until further notice.

West Sussex libraries are currently closed for browsing and only open for returns and collections. Opening hours are subject to change and you can find the latest [information about your local library](#) on our website. Limited computer sessions are only available when pre-booked in advance.

You can continue to reserve items directly from the [library catalogue](#) free of charge, and you will be notified when items are ready for collection. Library staff are also offering a select and collect service, where our expert staff put together a selection for you to borrow. Simply complete our [online form](#) or phone your [local library](#) and staff will let you know when your items are ready for collection from the library entrance.

Household Waste Recycling Sites (HWRSs) will remain open and operate to normal opening hours for the duration of the second lockdown.

Just like in the first national lockdown, our Highways teams continue their maintenance work in keeping West Sussex roads safe, and with improvement projects continuing, too.

West Sussex Fire & Rescue Service will also continue to operate as usual during the new lockdown if residents need them.

The service is encouraging residents to keep a checklist of fire safety advice to stay safe at home or where businesses are open and reduce the risk of an emergency incident occurring. This can be found on the [fire service COVID-19 web page](#).

The fire service is continuing to provide free Safe & Well Visits to people in their homes on a risk-based approach. There is also the option for a Safe & Well Visit via phone, Skype and by posting a useful resource document, instead of face-to-face. These can be arranged by calling 0345 8729 719 or emailing [safeandwell@westsussex.gov.uk](mailto:safeandwell@westsussex.gov.uk).

A full list of the services that have been affected is available on our website by visiting [www.westsussex.gov.uk/coronavirus](http://www.westsussex.gov.uk/coronavirus).

You can find more information about the Community Hub and request support online at [www.westsussex.gov.uk/covid19communityhub](http://www.westsussex.gov.uk/covid19communityhub) or call 033 022 27980 to speak to someone.

Follow us on Facebook [@WestSussexCC](#) and Twitter [@WSCCNews](#) for updates and sign-up for our COVID-19 newsletter at [www.westsussex.gov.uk/coronavirus](http://www.westsussex.gov.uk/coronavirus) to receive the latest information about our response to the pandemic. WSCC is also now on [Nextdoor](#), the app designed with communities in mind. Follow the link and join the conversation at <https://nextdoor.co.uk/agency-detail/england/west-sussex/west-sussex-council/>

# TOWN AND PARISH NEWS

Working together on behalf  
of our communities



Issue 20 | November 2020

## New national restrictions now in place

To help reduce the spread of COVID-19 new national restriction measures came into force yesterday, Thursday 5 November, and **will remain in place until Wednesday 2 December.**

More information about how this will affect West Sussex County Council services, including libraries, Household Waste Recycling Sites, registration services and ceremonies, can be found [here](#). Please share this information within your local communities and with residents.

They can also find the latest weekly case numbers [on our website](#).

Local residents should be aware that the new tougher national restrictions include staying at home, only travelling if it is essential, and not meeting people socially. Restrictions do allow people to exercise or meet in a public, outdoor space with people they live with, their [support bubble](#) (or childcare bubble), or with one other person.

Please remind residents that it is vital that anyone who thinks they need any kind of medical care comes forward and seeks help.

Further information, including working from home, business closures and the financial support available can be found on the [government's website](#).

## Community hub is here to help

Our COVID-19 Community Hub remains open and continues to focus on helping the most vulnerable in our county, providing support, information and guidance. More details about how the Community Hub can help your local vulnerable residents, their families and carers can be [found on our website](#).

If their request is urgent, for example, they are going to run out of food or medication within the next three days, please encourage them to call: **033 022 27980**.

## Self-isolation reminder

Residents must self-isolate if:

- They have symptoms of COVID-19 ([and arrange a COVID-19 test](#))
- They have a positive test result
- They are told to self-isolate by NHS Test and Trace
- They are living with someone who has symptoms or has a positive test result.

If a resident develops symptoms they must immediately self-isolate and [arrange a test](#). They must only get a test if they have symptoms. This is because an early COVID-19 test could be negative and actually they are still developing infection and could be spreading COVID-19.

Self-isolation means:

- Stay at home
- Do not go outside
- Do not go to work
- Do not go shopping.

Residents who have symptoms or have tested positive for coronavirus will usually need to self-isolate for at least 10 days.

They will usually need to self-isolate for 14 days if:

- Someone they live with has symptoms or tested positive
- Someone in their support bubble has symptoms or tested positive
- They have been told to self-isolate by NHS Test and Trace.

Even if they get a negative test during your self-isolation, as a close contact they still need to self-isolate for the full 14 days.

Residents can find out more on the [NHS website](#).

## New working restrictions

With the new national restrictions, residents are asked to work from home where possible.

Please remind your local communities that anyone working in an office must make sure they practise social distancing, that the workspace is properly ventilated and that they travel safely to and from work, avoiding public transport where possible.

Please encourage residents to be vigilant to maintain social distancing during staff breaks.

If they develop symptoms they must stay at home – or return home if they are already in the office.

If they have been asked to self-isolate they must continue to do so for the remaining time, even if they receive a negative test result.

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## Keeping in touch

Please share the information in this newsletter widely within your communities.

For daily updates, residents can follow us on social media [@WSCCNews](#) and [@WestSussexCC](#).

We are also now on [nextdoor](#), the app designed with communities in mind. Your residents can follow the link and join the conversation.

You can download resources to help you share the very latest message with residents [here](#).

Thank you for your support. Keep safe.

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**CORONAVIRUS**

**KEEP  
WEST  
SUSSEX  
SAFE**



Visit our website for the latest advice and updates »

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

Is this the right e-newsletter for you?

This e-newsletter is for Town and Parish councillors and clerks in West Sussex. If you are a resident, we recommend you sign up for our Residents' e-newsletter, which has information targeted to you. Sign up for our e-newsletters [here](#).



[Manage your preferences](#) | [Help with your account](#)

#### **06.11.2020 Email from Gatwick Airport Ltd**

#### **Gatwick Airport - Airspace and Noise Management Board Public Meeting Invitation**

Dear Sir or Madam,

Gatwick works hard to respond to the concerns of local communities regarding airspace and noise, and in 2016 formed the Noise Management Board, an independent body which brings together representatives from local communities, the aviation industry, government and the regulator, to work together to reduce noise.

Every year, Gatwick holds an Airspace and Noise Management Board Public Meeting. This year's meeting, which will be taking place virtually on 3 December, is an opportunity to:

- Hear from Gatwick about the impact that Covid-19 has had on its operations and changes to how the airspace is used.
- Hear about the Noise Management Board and how Gatwick and its industry and community partners work together to manage aviation noise.
- Ask questions of Gatwick representatives and the Noise Management Board Chairs\*.

As a representative of the community who may have an interest in airspace and noise management at Gatwick, we welcome you, or one of your councillors, to this meeting. Please find the invitation attached. Follow the links contained within the invitation to register, and feel free to share this invitation with anyone that would find it of interest.

\*Please note we ask for questions to be submitted in advance, by Friday 20<sup>th</sup> November, to:  
[LGWNMB.publicmtg@gatwickairport.com](mailto:LGWNMB.publicmtg@gatwickairport.com)

We look forward to welcoming you, virtually, on the day.

Kind regards, Melanie

**Melanie Wrightson**

Stakeholder Engagement Manager  
7<sup>th</sup> Floor, Destinations Place

**Email:** [melanie.wrightson@gatwickairport.com](mailto:melanie.wrightson@gatwickairport.com)

Stay updated, sign up to receive Gatwick Airport's regular digital newsletter  
[www.gatwickairport.com/communitynewsletter](http://www.gatwickairport.com/communitynewsletter)

YOUR LONDON AIRPORT  
*Gatwick*

**06.11.2020 Email from West Sussex 4 Community  
Open 4 Community**



## 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.

05/11/2020: [Armed Forces Day Grant Scheme Accepting Applications for 2021 Event](#)

05/11/2020: [Further Furlough Extension and Support for the Self-employed](#)

05/11/2020: [National Lottery Grants for Heritage to Reopen for Smaller Grant Applications](#)

04/11/2020: [Funding for Social Enterprises in England to Create Lasting Impact and Build Resilience](#)

04/11/2020: [Match Funding Available for UK International Aid Projects](#)

03/11/2020: [Comic Relief Invites Applications to Global Majority Fund](#)

02/11/2020: [Furlough Extended & Additional Grants for Closed Firms During New England Lockdown](#)

01/11/2020: [Applications Open for Funding to Encourage Blood and Organ Donation among BAME Communities](#)

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## 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

## Update email preferences

If you do not wish to receive these emails any longer, please log in with your existing account to change your email preferences or to unsubscribe. [You can log in to your account here.](#)

## 06.11.2020 Email from NALC Chief Executives Bulletin

### New national restrictions

As we enter a second national lockdown, I want to again thank everyone in our sector for what they've done so far. Local (parish and town) councils are well placed to again step up and play their part in supporting our communities through this challenging time for everyone. Please do take care of yourselves, councillors and colleagues. This includes not going to the office unless absolutely necessary, and NALC still strongly discourages councils from meeting face to face – do read our statement on our dedicated [coronavirus webpage](#) and guidance on [holding remote meetings](#).

### Helping councils communicate

Our colleagues at Breakthrough Communications have put together what I think is a helpful [six point plan](#) to give local councils practical ideas for what they should be doing to effectively communicate during lockdown and beyond. To complement this,

there is a series of [free national webinars](#) throughout November to talk councils through practical ideas and strategies to help them implement these and other ideas over the coming weeks and months.

### **Make a Change local elections campaign**

While the election taking place across the pond has been in the spotlight this week, closer to home on the elections front, I was delighted we launched our [Make a Change](#) campaign to encourage more people to put themselves forward next May. We've published a range of resources including editable flyers, posters, press releases, information sheets and social media assets; which we'll be adding to as the campaign develops. You can read more in our news story [here](#).

### **County officer weekly meeting**

At this week's regular Zoom meeting with county officers we were pleased to be joined by Maria Aguilar from [HR Services Partnership](#) who gave a presentation on good employment practices during the pandemic. Other topics discussed included guidance on holding meetings and Remembrance Sunday events.

### **Tree Charter Festival Day 2020**

It was great to catch up with our Tree Charter colleagues on 5 November as we prepare for Tree Charter Festival Day on 28 November. Our head of policy and communications, Justin Griggs, will be speaking at the online festival which will be jam-packed with talks on the effects of climate change on UK wildlife, the cultural meaning behind trees and the supporting greener policy in the local elections. Justin will be showcasing some of our amazing councils and highlighting the May 2021 local elections as a way to make a change in your community. You can sign up to this great (and free!) event [here](#).

**In and abouts** Thanks to the Kent Association of Local Councils for organising a great event on net-zero and the climate emergency on 3 November. It was good to meet with over 60 colleagues to hear what they are doing working closely with other tiers of local government. Along with our project officer, Claire Goldfinch, we spoke about NALC's work on climate change, which you can find out more about on our [dedicated webpage](#).

- On 30 October Claire attended an event hosted by Aston University titled Do Black Lives Matter in British History? which included a conversation with Professor David Olusoga, who some of you may know from the television series *A House Through Time*. Topics covered included politics, intersectionality, colonialism and imperialism.
- And Justin was promoting the role of local councils at the Strengthening Britain's Community Spirit event hosted by the Big Tent Ideas Festival on 3 November, which featured a talk and discussion with Steve Reed MP, shadow secretary of state for housing, communities and local government.

### **#CouncilsCan Day – 10 November**

Last week, our colleagues at the Local Government Association (LGA) announced that they will be hosting their second #CouncilsCan Day on 10 November. As part of the day, they have invited local councils to get involved and share the amazing work you have been doing during the pandemic by using the hashtag #CouncilsCan across your social networks. This is a great opportunity for all of local government to come together to shine a spotlight on their outstanding work and the urgent need for financial certainty for councils in the upcoming Spending Review. For more information and resources visit the [#CouncilsCan](#) website – please get involved!

### **NHS England virtual conference**

At last week's health and wellbeing event on the future of health challenges, NHS England highlighted an upcoming series of virtual events I wanted to draw to your attention. The [Engage 2020 virtual conference](#) takes place online from 16 to 27 November and will focus on what has been learnt about community engagement from the recent pandemic, and how this can be applied to the recovery of the health system, building a better health system for all. More information is [here](#).

### **Cllr Ken Cleary MBE**

It is with real sadness to report former NALC chairman, Cllr Ken Cleary MBE, died last week. Ken had not been in the best of health for some time. He was an outstanding figure in NALC and the sector, a real champion of larger councils and parishing urban areas, and was hugely respected. We will miss him very much and offer our heartfelt condolences to his wife Sandra and family, friends and colleagues. If you wish to pass on your own condolences please contact [marion@lalc.org.uk](mailto:marion@lalc.org.uk)

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

Ending on some happier news, huge congratulations to Christopher Wayman, county officer, Worcestershire Association of Local Councils, and his family on the safe arrival of a baby girl this week.

**08.11.2020 Email from Age UK  
Coronavirus Update**

**age UK**

**Coronavirus Update & FAQs**

- **Is Age UK West Sussex, Brighton & Hove still keeping its centres open?**

Following Government advice on containing the spread of Coronavirus, our centres will be closed to the public from Thursday 5<sup>th</sup> November. All existing social and activity groups run by Age UK WSBH have been put on hold. This will be at least until December 2nd in line with the Government advice. The closure will be kept under regular review and we will be following Government guidelines closely.

- **Will Age UK West Sussex, Brighton & Hove offer any help to people during this second period of lockdown?**

We have adapted our services to continue offering emotional and practical help to older people locally. Among other things, we are providing befriending phone calls to help those self-isolating combat loneliness, our Help at Home service can deliver medication or groceries and in some areas we are able to offer cooked meal deliveries. We are also offering emergency food parcels to those most in need. Our Crisis and Home from Hospital services are also able to continue, with the appropriate precautions.

- **What steps is Age UK West Sussex, Brighton & Hove taking to alert people to the Coronavirus and official advice?**

We have made Coronavirus information available on our website and we're also directing people to further information via our social media channels. Our information and advice team can also help or signpost people to further information.

- **Has Age UK West Sussex, Brighton & Hove made any changes due to the spread of Coronavirus?**

Staff who are able to, are working from home. The charity has asked staff to practice social distancing if they must work from an Age UK centre or office. Those who must enter people's homes (where they need urgent support) will be wearing Personal Protective Equipment. Staff and volunteers are cleaning door handles, sides, shared equipment and handrails on a regular basis throughout the day.



- **Exactly what services are on offer during the closure of Age UK centres locally?** During this difficult time, we have adapted the way we work, so we can continue to be there for you when you need us. We are offering:

- **Information and Advice.** Including information on social care, housing and welfare benefits. **Call: 01903 731800 or email: [information@aukwsbh.org.uk](mailto:information@aukwsbh.org.uk)**
- **Telephone befriending.** A friendly chat if you're feeling lonely or isolated.

- **Help at Home & Doorstep Deliveries.** We can deliver home cooked meals (may not be available in all areas), groceries and essential medication to your doorstep, via our Help at Home Service. Emergency food parcels can be arranged for those most in need.  
**Call: 01903 726276 email: [helpathome@aukwsbh.org.uk](mailto:helpathome@aukwsbh.org.uk)**
- **Emergency Welfare and Safety Support.** Helping the most vulnerable with tasks such as cleaning, shopping and laundry, as well as offering respite for carers. This service is for those who would be at serious risk, if they did not receive urgent support.  
**Call: Crisis Care (Brighton only) 01273 328555**
- **Home from Hospital.** This service can continue throughout lockdown, with the appropriate precautions in place.
- **Wellbeing support.** We can share information on healthy living, nutrition, hydration and exercises that can take place in the home or garden. We can also provide magazines and activities to ease boredom.
- **Technical support.** Need help with the Internet or tech equipment like computers, tablets or smartphones? Want to start doing your shopping, banking or pay your bills online? Keep in touch with friends or family this winter? Whatever your question, we will have a volunteer to help.  
**Call: 01903 731800 or email: [technoteam@aukwsbh.org.uk](mailto:technoteam@aukwsbh.org.uk)**



***We are still here for older people at this difficult time.***

- **Last lockdown I had some free shopping deliveries from you, why are you not offering the same services this time?**

Rather than a blanket emergency approach to support, we're offering much more tailored, personal help and advice during this 2<sup>nd</sup> period of lockdown. Shielding is no longer in place for the majority of older people, so some may prefer to continue shopping for themselves, but if you need our help, we're still here for you. Those who can afford to, will be directed to our Help at Home service, which can offer a wide range of support including food deliveries, cleaning, handyman services and gardening. With centres closed and many fundraising initiatives cancelled, our income has taken a huge hit during the pandemic. We have a responsibility to ensure we can keep our doors open in future, so it's important that we prioritise unpaid services (such as emergency food parcels) for those who need them the most. No one will be left high and dry - if you feel you need support, please turn to us.



If you are still able to do your own shopping but would like to know when your local supermarket is operating sessions for the more vulnerable, please refer to the list here; [Priority Shopping](#)

Hours.odt

• **What can I do to support AUKWSBH at this time?**

Donations to our Coronavirus appeal will help us continue to be there for those who need us the most.

People can support us when purchasing online, via Easy Fundraising, with Age UK West Sussex, Brighton & Hove as a beneficiary. Set yourself up on line via

<http://www.easyfundraising.org.uk/causes/ageukwsbh> and currently we receive an extra £5 donation per new user! If you are an existing Amazon customer, you can also support us via Amazon smile.

***Age UK Horsham District***

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