

Member Information Service

Decisions made by Cabinet Members

The following decisions have been made by the Deputy Leader and will come into effect at 10.00a.m. on Thursday 2 February 2023, unless the call-in procedure is activated. If you wish to request that a proposed decision is called in, please contact Member Services on 01444 477222 (Option 2) or e-mail committees@midsussex.gov.uk in addition to making a written request to the Monitoring Officer, Kevin Toogood.

Proposed Lease Renewal – Unit 29, Orchards Shopping Centre, Haywards Heath (EXEMPT)

The Deputy Leader:

- a) Authorised the grant of a new lease to House of Tweed Online Limited to occupy the unit and enhance the diversity to the retail centre at Unit 29 for a term of 3 years.
- b) Authorised the Solicitor to the Council to conclude the transaction above on the terms outlined below, and on any such other terms and conditions as the Solicitor to the Council may recommend to protect the Council's position.

Proposed Lease Renewal – Unit 14, Orchards Shopping Centre, Haywards Heath (EXEMPT)

The Deputy Leader:

- a) Authorised the grant the renewal of a lease to Claire's Accessories UK Limited to continue to occupy the unit and continuing the diversity to the retail centre at Unit 14 for a term of 2 years.
- b) Authorised the Solicitor to the Council to conclude the transaction above on the terms outlined below, and on any such other terms and conditions as the Solicitor to the Council may recommend to protect the Council's position.

Copies of the reports are attached to this email. In due course, the reports will be Executive Decisions which can be found [here](#).

Committee Meetings

The Programme of Meetings for 2022-23 was agreed at Annual Council.

Please note that meeting start times vary.

All meetings are IN-PERSON in the COUNCIL CHAMBER unless otherwise stated.



Meetings for January and February are listed below:

JANUARY 2023

25 January – ~~Charity Trustees @ 6:45pm~~ & Council @ 7pm – **Please note that Charity Trustees has been cancelled due to lack of business.**

FEBRUARY 2023

- 1 February – Scrutiny Committee for Community, Leisure and Parking @ 7pm
- 6 February – Cabinet @ 4pm
- 7 February – Licensing Committee @ 7pm
- 9 February – Planning Committee @ 4pm
- 10 February – Liquor Licensing Panel @ 10am
- 16 February – District Planning Committee @ 2pm
- 20 February – Cabinet Grants Panel @ 4pm
- 20 February – Standards Committee @ 6pm
- 21 February – Audit Committee @ 7pm

Democratic Services has updated your O365 calendar with the new dates and times. Regular updates on the status of meetings in the forthcoming period will be provided to Members and the Council's public facing website will be continually updated.

Agendas – Items to be Considered

Council – 25 January 2023 @ 7pm

Polling Districts & Polling Places 2023.

Appointment of representatives to the Independent Remuneration Panel from 1 July 2023.

Scrutiny Committee for Community, Leisure and Parking – 1 February 2023 @ 7pm

Air Quality.

Application by part of the Licensed Hackney Trade to amend the Taxi Licensing Policy.

Extension of our Public Spaces Protection Order on Car Cruising.

Scrutiny Committee for Community, Leisure and Parking Work Programme 2022/23.



Member Development Learning

Learning Pool

For online training that you can do conveniently in your own time, please visit the Learning Pool.



To complete your online learning pool training modules please visit:

<https://stc.learningpool.com/login/index.php>

The modules available for Members to complete are:

- Safeguarding Adults
- Safeguarding and Child Protection
- County Lines
- What is GDPR?
- Getting Started with Social Media.
- Business Continuity Management.
- Annotating and Editing Documents.
- Planning Application Decision Making for Members

Information and News

Armed Forces Awareness Training

Mid Sussex has a large Armed Forces Community – 31,863 Veterans in West Sussex, with 4,673 Veterans in Mid Sussex (2021 Census Figures).

If you work with residents, you are likely to meet members of this community, but do you fully understand how best to support them?

The Armed Forces Covenant has now been enshrined in law, meaning there is a legal requirement for local authorities to ensure 'due regard' in the provision of services for this community in certain key areas.

This relaxed and informative training is designed to support this change through increasing and/or refreshing your understanding of:

- What the Armed Forces Covenant is and the new legislation
- Who are the Armed Forces Community?
- What challenges are they likely to face?
- How can we understand their needs?
- Where are the Military in your area?
- How to link with Armed Forces Charities and how they can help

Sessions will last for one hour and be held via Microsoft Teams, on the following dates:

❖ **Friday, 3rd February 2023 – 10:00 to 11:00**



❖ **Monday, 20th February 2023 – 14:30 to 15:30**

Many thanks to those of you who registered your interest. **A Teams invitation will shortly be sent out to all staff and Members enabling you to sign up if you wish.**

The training will be run by Canon Peter Bruinvels CC.

Surrey CC Civilian-Military Armed Forces Covenant Lead and Liaison Adviser
Armed Forces Champion and Covenant Lead
All-Party Armed Forces Covenant Legislation Parliamentary Group (APPG)

Bring Photo ID to vote, from May 2023

The Elections Act 2022 introduced a requirement for voters to show photo ID when voting at a polling station at some elections. This new requirement will apply for the first time in England at the local government elections on Thursday 4 May 2023. Even those already registered to vote in Mid Sussex and who receive a poll card, must still bring photo ID to vote at a polling station.

Which forms of photo ID can electors use to vote?

Many voters will have a form of photo ID that is acceptable. They can use any of the following:

- Passport
- Driving licence (including provisional license)
- Blue badge (issued to disabled / chronically sick persons)
- Older Person's Bus Pass, Disabled Person's Bus pass
- Oyster 60+ Card
- Freedom Pass
- Identity card with PASS mark (Proof of Age Standards Scheme)
- Biometric Immigration document
- Ministry of Defence identity card
- National identity card issued by an EEA state

For more information on which forms of photo ID will be accepted, visit electoralcommission.org.uk/voterID or call their helpline on 0800 328 0280.

For those who don't have an accepted form of photo ID

Voters who don't already have an accepted form of photo ID, or who are not sure that the photo ID still looks like them, can apply for a free voter ID document, known as a **Voter Authority Certificate**. Applications are made via: voter-authority-certificate.service.gov.uk. Alternatively, they can complete a paper application form and send this to the electoral services team here at Mid Sussex District Council.

The Electoral Commission (EC) Launches Public Awareness Campaign

The EC's public awareness campaign launched in England on Monday (9 January). The campaign concept, 'Note to self', aims to raise awareness of the new requirement. 'Note to self' features giant handwritten sticky notes as unmissable reminders that will prompt voters to bring their ID on polling day. Voters can expect to see the sticky note reminders across advertising channels including billboards and buses, online in their social feeds, on website banners and in local newspapers. The Commission's TV advert will appear on linear TV and 'Video on Demand' and will be used across a range of digital channels to increase the shareability of the campaign. Campaign adverts will direct voters to the EC's website to find out more information.



The Council is complimenting the national campaign with our own messaging on social media, via the print media, through stakeholders and partner communications, on our refuse trucks and much more. If Members have questions, please do contact our Electoral Services team via email to: elections@midsussex.gov.uk or by telephone on: 01444 477222 (option 1).

How to apply for a Voter Authority Certificate

On 16 January, the Department for Levelling Up, Housing and Communities published information on how to apply for a photo ID to vote (called a 'Voter Authority Certificate').

Individuals will be able to use the Voter Authority Certificate to vote in person in some UK elections and referendums, however, it cannot be used as proof of identification for any other reason.

Individuals only need to apply for a Voter Authority Certificate if:

- they do not have accepted photo ID
- they no longer look like the photo on their ID
- the name on their photo ID is different to their name on the electoral register

DLUHC has also published forms to apply for a Voter Authority Certificate by post and for individuals who are living abroad, in the armed forces, a Crown Servant or a British Council employee.

Councils are encouraged to share this information as appropriate.

More information:

<https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>

Forms:

<https://www.gov.uk/government/publications/apply-for-a-voter-authority-certificate-by-post-if-youre-living-in-the-uk>

<https://www.gov.uk/government/publications/apply-by-post-for-a-voter-authority-certificate-if-youre-living-abroad-in-the-armed-forces-a-crown-servant-or-a-british-council-employee>

Polling Scheme 2023

The Returning Officer is pleased to attach to this email the scheme of Polling Stations for 2023 for information. This is separate and subject to the report to Council on 25 January which seeks approval for a small number of Polling Places (venues) that are situated outside of district ward boundaries.

Quarterly Business Newsletter

Please find the latest Economic Development winter newsletter through the link below:

[Business Bulletin - Winter 2022/23](#)

South Downs News

Please find the latest edition of the South Downs News:

[South Downs News - January 2023](#)



COVID-19 News

Covid is now endemic, and we are working to live with it. Covid rates in West Sussex and across the UK had gradually risen during the festive period however now shows signs of falling. The West Sussex rate now averages about 85.3 cases per 100,000.

The best way to avoid serious illness from a Covid infection is to maintain the benefits of vaccination. Everyone aged 5 and over is eligible for a Covid vaccination. Booster vaccinations are available for all those aged 50 years plus or otherwise vulnerable. These booster vaccinations are now being carried out at Clair Hall and across West Sussex. They can be booked online or at some places a walk-in service is available.

Flu vaccinations are also well underway with walk-ins at many pharmacies.

Please see the latest public data from West Sussex [here](#).

News Releases

For further information or copies of the news releases listed below, please contact the Press Office on 01444 477 387 or use the following link: <http://www.midsussex.gov.uk/my-council/council-magazine-and-press-releases/press-releases/>

19 January 2023 - [Burgess Hill town centre: Council disappointed at levelling up fund decision and confirms Plan B](#)

19 January 2023 - [New Council budget puts Mid Sussex in a strong position, despite economic challenges](#)

