

Member Information Service

Decisions made by Cabinet Members

The following decision has been made by the Cabinet Member for Environment and Service Delivery and will take effect at 10.00a.m. on Thursday 24 December 2020, 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 477062 or e-mail committees@midsussex.gov.uk, in addition to making a written request to the Monitoring Officer, Tom Clark.

Revised Tree Management Policy

The Cabinet Member for Environment and Service Delivery approved the revised Mid Sussex District Council Tree Management Policy.

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

Cabinet Grants Decisions – 14 December 2020

The following decisions have been made by the Cabinet Grants Panel at their meeting held on Monday 14 December 2020 and will come into effect at 10.00 a.m. on Thursday 24 December 2020 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 477062 or email (committees@midsussex.gov.uk) in addition to making a written request to the Monitoring Officer, Tom Clark.

Corporate Grant Schemes - Covid 19 Recovery Grants – Community and Voluntary Sector Applications

The Cabinet Grants Panel agreed:

1. That £2,280 from the Mid Sussex Covid 19 Recovery Grant Fund be released to 107 Meridian FM to fund home broadcasting equipment for volunteers to keep the radio station on air.
2. That £868 from the Mid Sussex Covid 19 Recovery Grant Fund be released to 4Sight Vision Support to fund the increase of newsletters that will be available online, through audio or braille.
3. That £1,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Aspire Sussex Ltd to fund a contribution towards the cost of additional cleaning regimes for the centre (Marle Place).
4. That £2,352 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Bolney Community Café Society to fund the purchase of 2 Covid screens and an outdoor shelter to be erected on the café terrace.

5. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Bolnore Village Community Partnership to fund improvements to the facilities to ensure that they can be cleaned more easily and be Covid safe.
6. That £3,620 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Concordia to fund the set-up of a virtual e-learning zone for the Youth Action Programme.
7. That £1,500 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Crawley and East Grinstead Branch of Parkinson's UK to fund the creation of a website to promote the subsidised care and transportation services offered and to raise awareness of Parkinson's.
8. That £4,492 from the Mid Sussex Covid 19 Recovery Grant Fund be released to East Grinstead Rugby Football Club to fund the extra costs associated with cleaning requirements and sports equipment.
9. That £2,900 from the Mid Sussex Covid 19 Recovery Grant Fund be released to East Grinstead Sports Club to fund improvement works to help facilitate safer social distancing and safer access routes for club users and to implement a regular cleaning regime in the changing facilities.
10. That £176 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Friends of Bolney School to fund the purchase of a 'Buddy Bench' for children feeling anxious to promote good mental health.
11. That £1,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Handcross Rosemary Club to fund Christmas hampers to replace Christmas lunch, monthly tea and visit.
12. That £992 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Hope to fund the cost of hiring venues for support groups to meet who can no longer meet in their homes as happened pre-Covid.
13. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Hurstpierpoint Gymnastics Club to fund additional cleaning materials, equipment and coaches to assist with smaller groups, cleaning and supervision of arrival & departure of children.
14. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Mid Sussex Marlins Swimming Club to fund additional pool hire costs to make lessons Covid compliant.
15. That £1,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Mid Sussex Older People's Council to fund additional costs incurred with increase in postal newsletters.
16. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Mid Sussex Voluntary Action to fund costs towards a new CRM which can be placed on the Cloud and migrating existing systems on to the Cloud.
17. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Mycarematters 2020 CIC to fund the set-up of a Buddy system for people who are struggling to plan for later life and end of life, specifically the elderly, including those living with early stages of dementia.
18. That £3,600 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Revitalise Respite Holidays to fund the cost of PPE for the respite centre (Netley Waterside House) for 6 months.

19. That £873 from the Mid Sussex Covid 19 Recovery Grant Fund be released to SASBAH to fund a schedule of online workshops, groups and activities, including fitness, cookery, art, discussions and quizzes.
20. That £1,500 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Slaugham Parish Council to fund the installation of eight free-standing sanitation stations. Refer the bid to the Covid Emergency Fund.
21. That £2,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to St Peter & St James Hospice to fund the expansion of telephone befriending service; focusing on elderly people living alone and carers including volunteer training
22. That £1,210 from the Mid Sussex Covid 19 Recovery Grant Fund be released to The Ashdown Hub CIO to fund the set-up of groups in East Grinstead which are Covid compliant to promote walking and ecotherapy and arts therapies with expert clinician to advise on wellbeing.
23. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to UK Harvest to fund food provision to vulnerable people in the district supported by online educational cookery courses.
24. That £3,500 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Age UK East Grinstead & District to fund the undertaking of an analysis of survey conducted during lockdown and the purchase of new IT equipment, marketing, postage and activity equipment.
25. That £2,851 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Being Neighbourly to fund the set-up of a website and hosting and purchase of card readers, volunteer information packs, resident leaflets and social events.
26. That £1,152 from the Mid Sussex Covid 19 Recovery Grant Fund be released to St Peter's Preschool & Toddler Group to fund a new website and film a virtual tour of the playgroup.
27. That £1,242.50 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Victim Support to fund the purchase of two laptops for a volunteer and a young person to be recruited by the Kickstart scheme.
28. That **no** grant be released to Christians Against Poverty Debt Centre as contributions towards emergency aid payments and insolvency/bankruptcy fees for clients does not meet any criteria of the Mid Sussex Covid 19 Recovery Grant Fund.
29. That **no** grant be released to Coro Nuovo to as the application has been referred to the Community & Economic Development Grant fund.
30. That **no** grant be released to Hurstpierpoint Scout Group as the group have been referred to the government discretionary and business grants.
31. That **no** grant be released to Haywards Heath Dementia Action Alliance to the application has been referred to alternative funding schemes.

Micro Business Grant Scheme

The Cabinet Grants Panel agreed:

1. That a Micro Business Grant of £1,500 be awarded to Albion Business Computers to aid in the hiring of an apprentice
2. That a Micro Business Grant of £1,500 be awarded to Owen Garages Ltd to aid in the hiring of an apprentice
3. That a Micro Business Grant of £1,500 be awarded to Zona Football Ltd to aid in the hiring of an apprentice

Covid-19 Recovery Grant Scheme - Business Grants

The Cabinet Grants Panel agreed:

1. That £2,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to 7th Heaven Salon Limited to fund the purchase a new computer to continue to manage clients' database.
2. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to First Recruitment Services Limited to fund the transition of IT into a cloud-based system.
3. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to The Matthew Clift Collection Ltd to pivot the business to offer Training platform - website build - iPad Pro, Pen & keyboard.
4. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to EBISS UK LTD to fund website improvements and online quoting system, warehouse improvements (art storage).
5. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Beautiful Naturally to fund the offer a new service, including cost of training, equipment and licences (Microblading and Semi-Permanent make-up).
6. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Ravenswood Venue Ltd to fund the purchase of laptops to establish part of the wedding team to be able to work from home.
7. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Strategic Marcomms Consultancy Ltd to fund the delivery of training online and also enable clients to access (behind a paywall) anytime / anywhere.
8. That £2,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to The Hub Kids Club Ltd to fund the purchase of extra equipment to reduce sharing and to purchase iPads so the children can take part in socially distant activities online.
9. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Sixstar World Ltd to fund the change of website and create software to enable venues to list their own venues.

10. That £1,500 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Jigsaw Occupational Therapy Ltd to fund the provision of additional remote support via the production of training videos for families, schools and other professionals.
11. That £3,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Limepalm Ltd to fund an e-commerce platform and services, development of a website to offer more non-contact provision.
12. That £1,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Squires Planning Ltd to fund the adaptation to home working, specifically the setup of new PC to host GIS Systems and other business systems to enable home working.
13. That £1,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to International Location Safety Limited to purchase digital marketing consultancy support to create digital marketing strategy, to market effectively new online courses are able to reach target audience, expand client base and maximise sales in order to capitalise on these new products.
14. That £4,675 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Jonathan Lea Ltd to fund the purchase of two computer work stations for paralegals and TV screen.
15. That £4,391 from the Mid Sussex Covid 19 Recovery Grant Fund be released to The Sport and Travel Group Ltd to fund purchase IT equipment to ensure we have flexibility to work in the current lockdown period.
16. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Avensys Ltd to fund the development of an online service, the purchase of Broadcast Quality Video Camera and Stream enabled Vision Mixer.
17. That £2,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to The Fresh Fish Shop Ltd to fund the purchase of an e-commerce platform, marketing and advertising.
18. That £2,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Hassocks Eyecare Centre Ltd to fund purchase an automatic front door which is safer for patients and staff allowing entering using no contact points.
19. That £5,000 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Flinders Coffee Ltd to fund seating booths to aid social distancing, the creation of a website that will allow pre-orders and set up a delivery system for the local community.
20. That £3,570 from the Mid Sussex Covid 19 Recovery Grant Fund be released Purple Carrot Enterprises Ltd to fund the adaptation of outside areas for use through the winter months small marquee covering the patio area, environmentally friendly heating, Covid barrier screens, large umbrella /sail structure for front exterior covering, patio security, further Covid safety signage, updating website and systems for online booking, ordering and payments.
21. That £3,150 from the Mid Sussex Covid 19 Recovery Grant Fund be released to The Tasting Rooms Wine Lounge Ltd to fund the development of an outside seating area.
22. That £2,500 from the Mid Sussex Covid 19 Recovery Grant Fund be released to Mid Sussex Osteopaths to fund staff training, marketing and outreach work.
23. That **no** grant be released to Mid-Sussex Super Cream as their application scored below 50% when assessed against the criteria of Covid-19 Recovery Grant Scheme.

24. That **no** grant be released to Hardings Bar & Catering Services Ltd as their application scored below 50% when assessed against the criteria of Covid-19 Recovery Grant Scheme.
25. That **no** grant be released to Just Drinking Water as it did not meet the criteria of Covid-19 Recovery Grant Scheme.
26. That **no** grant be released to Burgess Hill Community Radio as it did not meet the criteria of Covid-19 Recovery Grant Scheme.
27. That **no** grant be released to Trade Legion Ltd as it did not meet the criteria of Covid-19 Recovery Grant Scheme.
28. That **no** grant be released to Ultimate Warrior Training Ltd as it did not meet the criteria of Covid-19 Recovery Grant Scheme.
29. That **no** grant be released to Peeweess Hair Ltd as it did not meet the criteria of Covid-19 Recovery Grant Scheme.
30. That **no** grant be released to P&W Event Hire Ltd as it did not meet the criteria of Covid-19 Recovery Grant Scheme.
31. That **no** grant be released to Enhance Aesthetics and Beauty as it did not meet the criteria of Covid-19 Recovery Grant Scheme.
32. That **no** grant be released to Hair Obsession as it did not meet the criteria of Covid-19 Recovery Grant Scheme.
33. That **no** grant be released to Cross Origin as it did not meet the criteria of Covid-19 Recovery Grant Scheme.
34. That **no** grant be released to Salt Kettle Restaurants Ltd as it did not meet the criteria of Covid-19 Recovery Grant Scheme.
35. That **no** grant be released to Gatwick Recruitment and Training Ltd as it did not meet the criteria of Covid-19 Recovery Grant Scheme.
36. That **no** grant be released to Ashdown Commercial Ltd as it did not meet the criteria of Covid-19 Recovery Grant Scheme.
37. That **no** grant be released to Pangdean Barn as it did not meet the criteria of Covid-19 Recovery Grant Scheme.
38. That **no** grant be released to Superfood Goddess Café as it did not meet the criteria of Covid-19 Recovery Grant Scheme.
39. That **no** grant be released to Brighton Business Expo as it did not meet the criteria of Covid-19 Recovery Grant Scheme.
40. That **no** grant be released to Beauty by Rosanna as it did not meet the criteria of Covid-19 Recovery Grant Scheme.

Committee Meetings

Please note that all meetings are virtual meetings and start times vary, as detailed below.

The revised Programme of Meetings approved at Council on 30 September 2020, sets out the schedule of Council meetings for the remainder of the municipal year. Arrangements for November and December are listed below:

DECEMBER 2020

17 December – District Planning Committee @ 2pm

JANUARY 2020

~~11 January – Cabinet @ 4pm~~ – **This meeting has been cancelled**

13 January – Scrutiny Committee for Leader, Finance and Performance @ 5pm

14 January – District Planning Committee @ 2pm

18 January – Standards Committee @ 6pm

20 January – Scrutiny Committee for Housing, Planning and Economic Growth @ 5pm

21 January – Planning Committee @ 4pm

27 January – Charity Trustees & Council @ 5:45pm

Public access to the meetings is via a live stream video through the Council's official [YouTube channel](#). A link to the live stream is also provided on the Council's Facebook page in advance of each meeting. Owing to the Coronavirus (COVID-19) Pandemic, regular updates on the status of meetings in the coming weeks will be provided to Members and the website will be continually updated.

Democratic Services has updated your O365 calendar with the revised dates and times, including the links to join the Zoom meetings.

Agendas – Items to be Considered

District Planning Committee – 17 December 2020 @ 2pm

Recommended for Refusal

DM/20/2877 | Land North Of Turners Hill Road, Turners Hill, West Sussex - Outline application for single chapel crematorium with a single abated cremator and natural burial site with associated access, car parking, landscaping and drainage. All matters reserved apart from access. - <https://pa.midsussex.gov.uk/online-applications/applicationDetails.do?activeTab=externalDocuments&keyVal=QEW2TNKT0DA00>

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:

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

If you have any problems with accessing the Learning Pool, please contact Member Services.

Information and News

Mid Sussex Covid Guidance – Tier 2 from Wed 2 December 2020

The latest public data for Covid rates in West Sussex can be found [here](#). It is showing an increase in positive Covid cases across the County in the last week

You will see the number of cases per 100,000 is now above 100 in Mid Sussex and we need to try and ensure that case levels do not increase further by sticking better to the Tier 2 rules. A particularly high rate had been detected in secondary schools.

Rates per 100,000 have been rising faster in East Sussex over the last week making parts of that County in Tier 3 territory. This sudden rise in cases is an unfortunate feature of this virus and therefore we all need to remember hands face and space and stay alert to unsafe situations.

Level 2 Tier is designed to keep the rate of infection level, but this does depend on everyone complying with the letter and spirit of the restrictions.

Parts of Surrey are at higher and rising rates per 100,000 and similar to those found now in much of Kent and London which are now all in Tier 3.

West Sussex remains below the SE average, but that average is rising quite quickly. There will now be a further Tier review on 23rd December

With vaccinations starting this week it is still important we all remember Hands Face and Space as we move around locally with caution over the Winter when hospitals are very busy in any year.

The specific Tier 2 regulations are explained below:

- you must not socialise with anyone you do not live with or who is not in your support bubble in any indoor setting, whether at home or in a public place
- you must not socialise in a group of more than 6 people outside, including in a garden or a public space – this is called the 'rule of 6'
- businesses and venues can continue to operate, in a COVID-Secure manner, other than those which remain closed by law, such as nightclubs

- pubs and bars must close, unless operating as restaurants. Hospitality venues can only serve alcohol with substantial meals
- hospitality businesses selling food or drink for consumption on their premises are required to:
 - provide table service only, in premises which sell alcohol
 - close between 11pm and 5am (hospitality venues in airports, ports, transport services and motorway service areas are exempt)
 - stop taking orders after 10pm
- hospitality businesses and venues selling food and drink for consumption off the premises can continue to do so after 10pm as long as this is through delivery service, click-and-collect or drive-through
- early closure (11pm) applies to casinos, cinemas, theatres, museums, bowling alleys, amusement arcades, funfairs, theme parks, adventure parks and activities, and bingo halls. Cinemas, theatres and concert halls can stay open beyond 11pm in order to conclude performances that start before 10pm
- public attendance at outdoor and indoor events (performances and shows) is permitted, limited to whichever is lower: 50% capacity, or either 2,000 people outdoors or 1,000 people indoors
- public attendance at spectator sport and business events can resume inside and outside, subject to social contact rules and limited to whichever is lower: 50% capacity, or either 2,000 people outdoors or 1,000 people indoors
- places of worship remain open but you must not socialise with people from outside of your household or support bubble while you are indoors there, unless a legal exemption applies
- weddings and funerals can go ahead with restrictions on numbers of attendees – 15 people can attend wedding ceremonies and receptions, 30 people can attend funeral ceremonies, and 15 people can attend linked commemorative events such as wakes or stone settings.
- organised outdoor sport, and physical activity and exercise classes can continue
- organised indoor sport, physical activity and exercise classes will only be permitted if it is possible for people to avoid mixing with people they do not live with (or share a support bubble with). There are exceptions for indoor disability sport, sport for educational purposes and supervised sport and physical activity for under-18s, which can take place with larger groups mixing
- you can continue to travel to venues or amenities which are open, but should aim to reduce the number of journeys you make where possible
- if you live in a tier 2 area, you must continue to follow tier 2 rules when you travel to a tier 1 area. Avoid travel to or overnight stays in tier 3 areas other than where necessary, such as for work, education, youth services, to receive medical treatment, or because of caring responsibilities. You can travel through a tier 3 area as a part of a longer journey
- for international travel see the Foreign, Commonwealth and Development Office travel advice for your destination and the travel corridors list

Further details can be found at <https://www.gov.uk/guidance/tier-2-high-alert>

Cabinet Member for Economic Growth's Message to our Communities

On Wednesday 9 December 2020, Cabinet Member for Economic Growth, Councillor Stephen Hillier, was filmed in East Grinstead High Street with a two-fold message for our communities. Whilst we must support our local businesses and shops we need to think carefully about how we do this. With coronavirus still active throughout Mid Sussex our residents should think about re-timing their shopping trips to avoid busier times and any potential crowding.

To view the video click, <https://youtu.be/5oe8hURFkA>

Economic Recovery Plan

The Covid 19 pandemic has had a significant impact. Throughout the pandemic the Council has rolled out immediate support and advice to businesses and residents including: issuing over £26.4 million in business grants to nearly 2,065 businesses and organisations, regularly liaising with businesses including the three Business Associations and the Chamber of Commerce; delivering a package of measures to ensure the re-opening of our High Streets safely; providing advice and assistance to food businesses, pubs, restaurants, social clubs and other licenced premises to open safely; and supporting the development industry (a key employment sector and provider of new homes including affordable homes) to continue to operate in a Covid-19 secure way.

In September 2020, the Council agreed to prepare an interim Economic Recovery Plan to highlight the Council's response to supporting Covid recovery for the remainder of this financial year. This includes a Covid 19 Recovery Grant which offers £300k to provide grants support to communities and businesses support.

The Economic Recovery Plan builds on the Government's pillars to support economic recovery: Backing Business, Increasing Opportunities, Securing High Value Inward Investment, Accelerating Innovation, and, Encouraging a Green Recovery.

Recognising the long term implications of Covid 19 the Council also agreed that in the next financial year it will agree a new Sustainable Economic Strategy fit to support Covid recovery. The Economic Recovery Plan is attached to this email.

Response to ICCAN survey on the future of aviation noise management

Independent Commission on Civil Aviation Noise (ICCAN) are consulting on its proposal for aviation noise management and what role it will play in ensuring a sustainable recovery for the industry in the aftermath of the Covid-19 pandemic. Please find attached a note setting out further information and the response from Mid Sussex District Council.

Chairman's Fundraising:

Raffle

Don't miss your last chance to buy Christmas Raffle tickets in support of Woodlands Mead School! The draw takes place on Thursday 17 December so please purchase your tickets at 12:30pm on that date.

Tickets are available online to MSDC Officers and Members and to purchase, please go to www.justgiving.com and [click Donate](#). Tickets are £1 each. JustGiving sends your donation straight to the charities, so it's a quick and safe way to donate. Please do make sure you include your full name.

Name a Star for Someone Special

To help raise funds for the Chairman's Charity we are joining in with a project run annually by The Royal Marsden Cancer Charity. The project "I've named a star for someone special" is the opportunity to celebrate the life of someone dear to you. Every December thousands of gold stars are displayed on the Christmas trees outside the hospitals in Chelsea and Sutton, each one with the name of someone special handwritten in the centre.

Some stars are named in memory of a special person who lost their battle with cancer, whilst survivors of cancer celebrate their successful treatment. A survivor said "the whole event is about celebrating a

life so I name a star for myself to celebrate the fact that I'm still here, I'm still fighting and I'm so grateful to The Royal Marsden for everything they've done for me".

Every named star will help the Royal Marsden to continue to make a vital difference to the lives of cancer patients by ensuring their nurses, doctors and research teams can provide the very best care and develop life-saving treatments used across the UK and around the world.

Please contact Democratic Services on 7227 if you would like to name a star for £1.00. (Your name will not appear on the star.)

MSVA Press Release

The Trustee Board of our charity, which supports the not-for-profit sector in Mid Sussex, has just changed its leader, and is now ready to go full steam ahead in steering the organisation on its mission of assisting local charities and community groups.

Attached to this email is a short Press Release and photographs of our old Chairman (Dave Wellbelove) as well as the new one (James Baldwin).

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/>

15/12/2020 - [MSDC offices closed this Christmas](#)

15/12/2020 - [Burgess Hill resident found guilty of felling a protected tree](#)

15/12/2020 - [Council awards £147,000 in Covid Recovery Grants](#)

14/12/2020 - [Council approves new 10-year parking strategy](#)