

Member Information Service

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 May and June are listed below:

MAY 2022

25 May – Scrutiny Committee for Community, Customer Service and Service Delivery @ 7pm - **Please note the revised timings and location of this meeting.**

26 May – Liquor Licensing Committee @ 2.00pm

JUNE 2022

6 June – Cabinet @ 4pm

6 June – Standards Committee @ 6pm

8 June – ~~Scrutiny Committee Housing, Planning and Economic Growth @ 7pm~~ – **Postponed until September 2022 – date TBC.**

9 June – Planning Committee @ 4pm

16 June – District Planning Committee @ 2pm

20 June – Cabinet Grants Panel @ 4pm

22 June – Scrutiny Committee Community, Customer Service and Service Delivery @ 7pm - **Please note the revised timing and location of this meeting.**

28 June – Licensing @ 5pm

29 June – Charity Trustees @ 6.45pm

29 June – Council @ 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

Scrutiny Committee for Community, Customer Services & Service Delivery – 25 May 2022 @ 7pm

Community Governance Review - Draft Recommendations for Worth Parish Council.

Community Governance Review - Draft Recommendations for Hurstpierpoint & Sayers Common Parish Council.

Draft Terms of Reference for a Community Governance Review of Burgess Hill Town Council and consequential impact for Ansty & Staplefield Parish Council.

Scrutiny Committee for Community, Customer Services and Service Delivery Work Programme 2022/23.

Liquor Licensing Committee – 26 May 2022 @ 2pm

Application of a New Premises Licence.

Cabinet – 6 June 2022 @ 4pm

Performance Outturn 2021-22.

Financial Outturn 2021-22.

Strategic Risks 2022-23.

Capital Programme and Revenue Corporate Projects Update.

Burgess Hill Martlets Shopping Centre Proposed Interim Uses.

Standards Committee - 6 June 2022 @ 6pm

The Government Response to the Committee on Standards in Public Life Report on Local Authority Ethical Standards January 2019.



Member Development Learning

All Member Development Learning Sessions are held in the Council Chamber unless otherwise stated. **Please confirm your attendance** to the below training sessions by emailing committees@midsussex.gov.uk or by calling 01444 477062.

Date & Time	Training Event	Indicator
30 May 2022 @ 3pm	Planning Training: Design & Heritage Assets <i>(Essential for Planning Members)</i>	
21 June 2022 @ 3pm	Planning Training: Planning Enforcement <i>(Essential for Planning Members but all Members welcome)</i>	

Planning Training

The Planning Training will cover the following topics over the course of four training sessions:

- Highways
- Heritage Assets
- Design case study
- Decision making
- Other material considerations
- S106
- Planning Enforcement

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



COVID-19 News

Covid is now endemic, and we are working to live with it. Covid rates in West Sussex are steadily falling and now average about 90 cases per 100,000. With the average death rate of those testing positive for Covid within 28 days of death down in the last week but still about 110 per day, people are still advised to remain cautious in busy indoor areas where ventilation is important. Mask wearing in busy indoor settings is still advised together with regular handwashing. The number of people in hospital with Covid is now down to about ¼ of the peak numbers in January 2022 and about where they were in Autumn 2021.

Those with Covid symptoms are asked to self-isolate until those symptoms have passed to safeguard others. Lateral Flow tests will indicate when you are most infectious with Covid and remain free in medical and care home settings.

The best way to avoid serious illness from a Covid infection is to maintain the benefits of vaccination. Everyone 5 and over is eligible for a Covid vaccination. Those over 75 and Covid vulnerable adults who have had the second booster vaccination are showing additional protection against Covid infection.

In West Sussex about 10% of the population 12 and over remains without any Covid vaccinations and those people continue to be encouraged to come forward to get their first vaccination.

Being fully vaccinated makes overseas travel more straightforward and reduces the need for privately sourced Covid tests as part of overseas travel requirements.

Please see the attached information on Covid vaccination progress in West Sussex [here](#).

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

£150 Council Tax Energy Rebate Update

Where are we?

We are pleased to report to Members that to date we have paid 72% of residents that are eligible for this payment. This is comparable to neighbouring authorities and equates to over 28,000 households and over £4,000,000. We are however aware that some residents have not found the process easy.

What are we doing?

For those residents who pay their Council Tax by Direct Debit, payments should be made automatically by 31st May 2022.

If we are not able to do this automatically, we will write to the resident explaining the steps they will need to take to receive their rebate. This can be the case where the direct debit name does not match the Council Tax liable party.

What if residents do not pay by Direct Debit?

Residents who do not pay by direct debit are required to make a claim for their £150 Council Tax energy rebate. For those who are able, the easiest and quickest way to apply is online at www.midsussex.gov.uk/energy-payments. We would encourage all Members to refer residents to the



website. The website includes all information needed to make an application as well as other useful information.

For residents who are not able to make their application themselves online and do not have anyone that can help them they can request a paper application form by calling (01444) 477564 or by visiting reception to collect their form.

We hope to be able to offer telephone applications in the near future and will update Members again once this service is offered.

What can I do as a Councillor to help?

Our phone lines are currently extremely busy whilst we process the applications and help those who have had problems. For anyone who is digitally enabled or who has friends or relatives who can assist, residents should be encouraged to find answers to their questions and apply online at www.midsussex.gov.uk/energy-payments.

For those who do not pay by direct debit, or where there is an issue, we are in the process of writing to and inviting them to make an application. These letters are being sent gradually so that our phone lines are not overwhelmed, which enables residents to be helped quickly, and enables the team to continue answering day to day Council Tax enquiries. However, Members can advise residents there is no need to wait for a letter before going online to make an application.

What happens next?

Once the application is received, we must perform checks to ensure that we are paying the correct person for the correct property. Some of the applications only need an automatic check and payments can be received within a week. Others need more manual intervention and can take longer. Those who apply online will receive an email notification if we need evidence to verify information, and when the applications have been approved.

For those who make a paper application, if further information is required, this will be requested by post, or by telephone, this may also be the case where applications are taken over the phone.

What help is there for low-income families that do not qualify for the main scheme?

We are also processing claims for our local scheme which is currently limited to households in Council Tax bands E-H and are in receipt of Council Tax Support. All those who are eligible have been written to requesting that they make an application.

This is a limited fund, and we want to ensure that we assist the most financially vulnerable residents first. Once these applications have all been received and processed, we will be opening the scheme to all residents in Council Tax bands E-H who are in receipt of any means tested benefits.

Where can Members go for further information

We'll be updating the energy payments content on the website regularly with any new information for residents, so this is the best place to obtain up-to-date information. We also have a dedicated email address for any questions relating to the energy payments: energyrebate@midsussex.gov.uk.



Cabinet Portfolios and Service Areas

The Leader has confirmed the following changes to Cabinet portfolios, taking effect from 18 May 2022.

LEADER – Cllr Jonathan Ash-Edwards

- Overall political management and direction of the Council
- Overall communications and media
- Strategic partnerships
- Cabinet appointments and responsibilities
- Council Budget and Corporate & Financial Planning
- Gatwick Airport
- Burgess Hill Town Centre
- Clair Hall
- The Orchards Shopping Centre

DEPUTY LEADER – Cllr John Belsey

- To deputise for the Leader
- To take responsibility for political leadership of significant and cross cutting policy areas
- Finance
- Corporate Estates and Facilities
- Landscapes
- Waste
- Centre for Outdoor Sports (CfOS)
- Liaison with sports clubs and organisations

CABINET MEMBER FOR ECONOMIC GROWTH AND NET ZERO – Cllr Stephen Hillier

- Economic Development
- Sustainable Economy Strategy and Net Zero
- Burgess Hill Growth Area
- Full fibre digital infrastructure

CABINET MEMBER FOR LEISURE AND PARKING – Cllr Ruth de Mierre

- Leisure Centres
- Parking (including Electric Vehicle charging)



CABINET MEMBER FOR COMMUNITY – Cllr Norman Webster

- Chairman of Cabinet Grants Panel
- Community Services (including Community Safety)
- Community Facilities Planning
- Emergency Planning
- Voluntary Sector Liaison (including grants)
- Legal Services
- Democratic Services
- Land Charges
- Environmental Health (incl. Licensing)
- Building Control

CABINET MEMBER FOR PLANNING – Cllr Robert Salisbury

- Planning Policy
- Development Management
- Housing Enabling

CABINET MEMBER FOR HOUSING AND CUSTOMER SERVICES – Cllr Rachel Cromie

- Housing Needs, Homelessness and Temporary Accommodation
- Revenues and Benefits
- Customer Services and Communications
- Performance Management
- ICT and Digital
- Equalities
- Safeguarding

Collective Responsibility of the Cabinet:

Collective responsibility for delivery against Council agreed Corporate Plan and Budgets, accountable to Council for performance across the service range.

Platinum Jubilee Competition – Deadline Approaching

Children and young people across Mid Sussex are invited to join in the Jubilee celebrations by getting creative! **Please help share the attached poster and template as widely as possible within your wards.**

As part of our commemoration of the Queen's Platinum Jubilee we are asking young people up to the age of 16 to design a 'woodland seat' which will be placed near to 250 new trees planted as part of the Queen's Green Canopy, Volunteers at Burgess Hill Shed will use the winning design to create a beautiful bench in remembrance of the occasion. Designs should consider the Queen's Platinum Jubilee and try to reflect the themes of the celebration in their design.



Competition entries should be emailed to jubilee2022@midsussex.gov.uk or sent to MSDC offices quoting 'Woodland seat competition'. Entries must be received by **Tuesday 7th of June**.

South Downs National Park

Please see the latest news on the South Downs [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/>

23/05/2022 – [Council seeks views on demand for Taxis](#)

