

## Member Information Service

### Decision Made by an Individual Cabinet Member

**Call-in deadline – 10:00 a.m. on Monday, 28th April 2014.**

The following decision has been made by the Cabinet Member for Leisure and Sustainability and will come into effect at 10.00 a.m. on Monday, 28th April 2014, unless the call-in procedure is activated. If you wish to request that a proposed decision is called in, please contact Jo Harper on 01444 477421 ([jo.harper@midsussex.gov.uk](mailto:jo.harper@midsussex.gov.uk)) in addition to making a written request to the Monitoring Officer, Tom Clark.

#### **Release of Section 106 Contributions for the Re-Provision of a Junior Football Pitch in Adastra Park, Hassocks**

The Cabinet Member authorised the release of £19,185 to Hassocks Parish Council from Section 106 contributions arising from a development at land rear of Stafford House, Ockley Lane, Hassocks (P35/750).

**A copy of the report has been attached to this email. After the call-in period, it will be an Executive Decision, which can be found on the attached public link:**

<http://mid-sussex.cmis.uk.com/mid-sussex/ExecutiveDecisions.aspx>

### Committee Meetings

**Please note that all meetings start at 7.00 pm in the Council Chamber, unless otherwise stated.**

#### **APRIL 2014**

22nd April – Cabinet Grants Panel @ 4.30 p.m. **[PLEASE NOTE THE CHANGE IN DATE AND START TIME OF THE MEETING.]**

#### **MAY 2014**

2nd May – Liquor Licensing Panel – Application for a Licence – East Grinstead Rugby Club @ 10.00 a.m.  
7th May - Annual Council.

#### **PLANNING COMMITTEES**

##### **APRIL 2014**

17th April – Planning Committee B

##### **MAY 2014**

1st May – District Planning Committee @ 2.00 p.m.  
6th May – Planning Committee B.  
29th May – Planning Committee A

## Agendas

### Cabinet Grants Panel - 22nd May 2014

To confirm the Minutes of the meeting of the Panel held on 16th January 2014.

To receive representations from Members of the Council on the applications.

Corporate Grant Schemes.

## Member Training

Date and Time	Training Event
22nd April 2014 @ 6:30pm	South Downs National Park Authority

### Computer Skills Training

The Members' training needs analysis identified a requirement for Computer Skills training. Due to the diverse needs of Members, training on basic computer skills will be offered to small groups or on a one-to-one basis as requested.

Please remember there are MSDC computers available in the Members Room from which access to the intranet is available.

For further details on any of the above training events and to arrange a training session on Computer Skills, please contact Emma Balmforth on 01444 477225 or e-mail [emma.balmforth@midsussex.gov.uk](mailto:emma.balmforth@midsussex.gov.uk).

## Information and News

### **Member Development Working Group 12.00 p.m. Tuesday 25th March 2014 Committee Room**

#### **Notes**

**Present:** Cllr Jonathan Ash-Edwards, Cllr Chris Hersey (Chairman), Cllr Natalie March, Cllr Graham Knight\* and Cllr Edward Matthews.

\* Absent

**Officers:** Emma Balmforth, Member Services Officer

**1. Minutes from the previous meeting.**

- The Minutes of the previous meeting were agreed.

**2. Training Needs Analysis and the Member Development Programme 2014-2015**

- The Group noted the results of the analysis and the low response rate.
- The Chairman suggested that Tom Clark, Solicitor to the Council, write a guidance note for Members on Council Procedure 10.1.
- The Group agreed that e-learning modules alongside face to face training sessions could be a useful way to for Members to participate in training. It was

agreed that Members Services explore the options, including what other Councils provide, and write a paper for the Group to consider. It was acknowledged that this would be a longer term project.

- The Group agreed that offering training at alternative times could be worthwhile if it encouraged more Members to participate and it was agreed that this could be trialled for mandatory training sessions initially.
- The Group also agreed the Member Development Work Programme for 2014/15 and noted that an additional Planning session could be scheduled later in the year if necessary.

#### **RESOLVED**

- (1) That training sessions be offered at an alternative time during the day, in agreement with officers;
- (2) That the Member Development Work Programme be agreed; and
- (3) That Member Services explore e-learning options.

### **3. 'Signposting' and Community Connections**

- The Group agreed that Community Connections was useful and Members needed a hard copy, which they could use at home.

#### **RESOLVED**

- (1) That a hard copy of Community Connections be offered to all Members; and
- (2) Details of the booklet, changes to any organisations it lists, and contact details for the Wellbeing team be included in MIS.

### **4. Text Messaging Reminders**

- The Group noted the report but commented that text messaging reminders are a useful tool and should be used.
- Text messaging should be for selected meetings and its use should be consistent.
- More information is needed on the cost and which budget would be used.
- The Group agreed that Members should have to 'opt out' of receiving text messages, not 'opt in' as recommended in the report.

#### **ACTION**

Member Services to draft a list of possible meetings that would benefit from having text message reminders sent, including training, and set out the cost in more detail for the Group to consider at the next meeting.

### **5. Evaluation of Recent Training**

- The Group noted that the recent training on Neighbourhood Plans was well attended and well received.

### **6. Training Attendance to Date**

- Noted.

<p><b>7. Budget Monitoring</b></p> <ul style="list-style-type: none"> <li>• Noted.</li> <li>•</li> </ul>
<p><b>8. Future Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• Meetings still to be scheduled for 2014/15. The next meeting will be in May 2014. It was suggested that afternoon meetings, or meetings before Council would be better for the Group.</li> </ul> <p><b>ACTION</b></p> <p>EB to send a list of possible dates and times for future meetings, to be agreed by the Group.</p>
<p><b>9. Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Cllr Matthews drew attention to software provided by modern.gov that provides apps for mobile working. It was generally agreed that this could be useful.</li> <li>• EB explained that the current Committee Management System (CMIS) could potentially offer these functions and that this was something Member Services would be looking at in the future.</li> </ul>

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## UPGRADE TO WINDOWS 7

The workstations in the Members Room, the Chairman's Office and the Leader's Room have now been upgraded to Windows 7.

From now on, all councillors should log onto those workstations with their **own network login** ie: the same for Citrix .

If any Member requires assistance, please log a helpdesk call by calling the numbers shown below.

For further information please contact the CenSus ICT Help Desk by telephoning CenSus ICT Help Desk internal extension 5115 or by telephoning 01403 215095.

Internet Login: <http://supportdesk.centralsussex.gov.uk/suppdesk/>

Further information regarding ICT policies and tips are available on your local intranet.

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## MID SUSSEX 2014 YOUNG VOLUNTEER OF THE YEAR AWARDS

To celebrate Volunteers Week (1st June to 7th June), Mid Sussex District Council will be holding its first Young Volunteer Awards.

Many young people give up their time and effort to make Mid Sussex a better place, and the Council would like to recognise their work. The aim of the Mid Sussex Young Volunteer of the Year Awards is to give these outstanding young individuals their moment in the spotlight.

If any Members know a young person (aged from 11 to 18 years) devoted to helping others, the community or the environment, why not nominate them for an award?

There are three categories: (1) Community Champion (2) Young Carer and (3) Young Environmentalist (sponsored by The Landscape Group)

Do not let the efforts of some of these exceptional young people go unnoticed. Simply fill out the nomination form, return it to the Community Services Section, and help reward some brilliant Mid Sussex young volunteers.

Please think about any young person that has done something positive in your local community or what volunteer work has been done by a young person that has improved the area or lifestyles of others?

All shortlisted young people will receive a Certificate and be invited to the award ceremony on Monday 2nd June at Wakehurst Mansion, Wakehurst Place, Ardingly at 4.00 p.m., when the award winners will be announced. The awards will be presented by the Chairman of Mid Sussex District Council.

The Deadline for receipt of nominations is 16<sup>th</sup> May 2014.

For further information and to obtain a nomination form, visit Mid Sussex District Council's website <http://www.midsussex.gov.uk/youthvolunteerawards> or telephone 01444 477518/01444 477057

## News Releases

For further information or copies of the press releases listed below, please contact the Press Office on 01444 477387 or use the following link:

<http://www.midsussex.gov.uk/8485.htm>

PR 1819 - Funding released for new community building at Finches Field.

PR 1820 - Nicholas Soames MP welcomes Mid Sussex students to Parliament.

PR 1821 - Nomination period begins for European election.