



To All Councillors,

You are summoned to the Meeting of Billingshurst Parish Council on **Wednesday 6 November 2024 at 7pm** at the Billingshurst Centre.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman. They must give their name.

G.C. Burt

Clerk to the Council

29 October 2024

A G E N D A

1. Chairman's Announcements.
2. Apologies for Absence.
3. To Receive Declarations of Interest and consider any requests for a dispensation.
Adjournment for
4. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman). They must give their name.
Resume Meeting
5. Reports from:
 - a. County Councillor
 - b. District Councillors
 - c. Council Representatives on Outside Bodies.
6. Approval of the Minutes of the Meeting held on 4 September 2024. (Previously sent)
7. Clerk's Report.
8. To consider suggested traffic calming measures in High St and East Street - Appendix A.
9. To note Examination of Horsham District Local Plan details and confirm that the Council wishes to attend as appropriate - Appendix B.
10. To receive the External Audit Report 2023-24 and refer any matters requiring attention (none!) to the F&GP Committee - Appendix C.
11. To note the consultation by HMG on *Enabling remote attendance and proxy voting at local authority meetings* - Appendix D and consider whether to respond as a Council and / or encourage Councillors to respond individually.

12. To consider RECOMMENDATION from the F&GP Committee of 30 October 2024 that:

The Council manage *The Depot* at 83a High Street until 31 December 2026, taking bookings from third parties for primarily youth-orientated activities and services, who have their own PLI etc. Council to spend up to £5k from CIL fund to make facility more attractive and user-friendly in the interim.

13. To receive Minutes as approved by the following Committees:

- a) Planning & Environment 6 August, 3 September & 1 October 2024.
- b) F&GP 31 July and 25 September 2024.
- c) Working Practices 10 July 2024.
- d) Property Committee 12 June 2024

(all previously circulated / on website.)

14. Date of Next Meeting – **8 January 2025**

15. Neighbourhood Wardens - to receive Wardens' Reports for August and September – previously circulated / on website.

16. Exclusion of Press and Public (contractual)

17. To consider annual contract for provision of Neighbourhood Wardens in 2025-26 - Appendix E.

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

APPENDIX A

BILLINGSHURST PARISH COUNCIL

6 NOVEMBER 2024

HIGH STREET AND EAST STREET TRAFFIC CALMING

REPORT BY CLERK TO THE COUNCIL

FOR DECISION

Following WSCC's rejection of the Parish Council's original Community Highways Scheme application for a package of works to reduce through traffic and speeds and encourage sustainable transport in the central area, a further meeting was held with WSCC highways officers, and the County Cllr and some Parish Cllrs.

WSCC suggested we should instead submit a Community Highways Scheme (CHS) for each of the various elements of our proposals, but we declined, given that of all the CHS we had submitted since 2016 had been turned down bar one, for footbridge lighting.

It was suggested that a compromise approach would be for us to go through the package of works [EXCEPT the traffic lights and speed cushions in East St which they would not entertain] and try to marry up elements that we felt were the most important with the various S106 transport monies that were available for the parish and the sort of schemes they must be spent on.

We agreed with the approach and once again engaged Wilbar, the consultants who helped us prepare the original scheme, to devise a smaller scheme that we thought more likely to win favour.

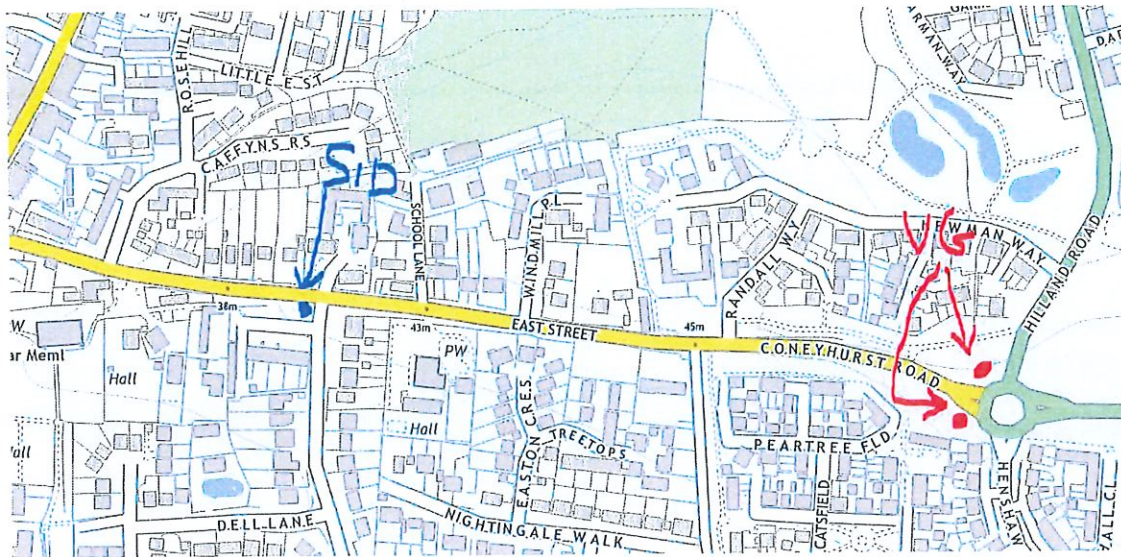
Sadly, this more modest scheme was also rejected.

Another meeting was held on 23 September this year. Keen to *get something over the line*, WSCC has suggested some more modest measures largely consisting of so-called village gateways and speed indicator devices. WSCC have suggested locations as per the attached.

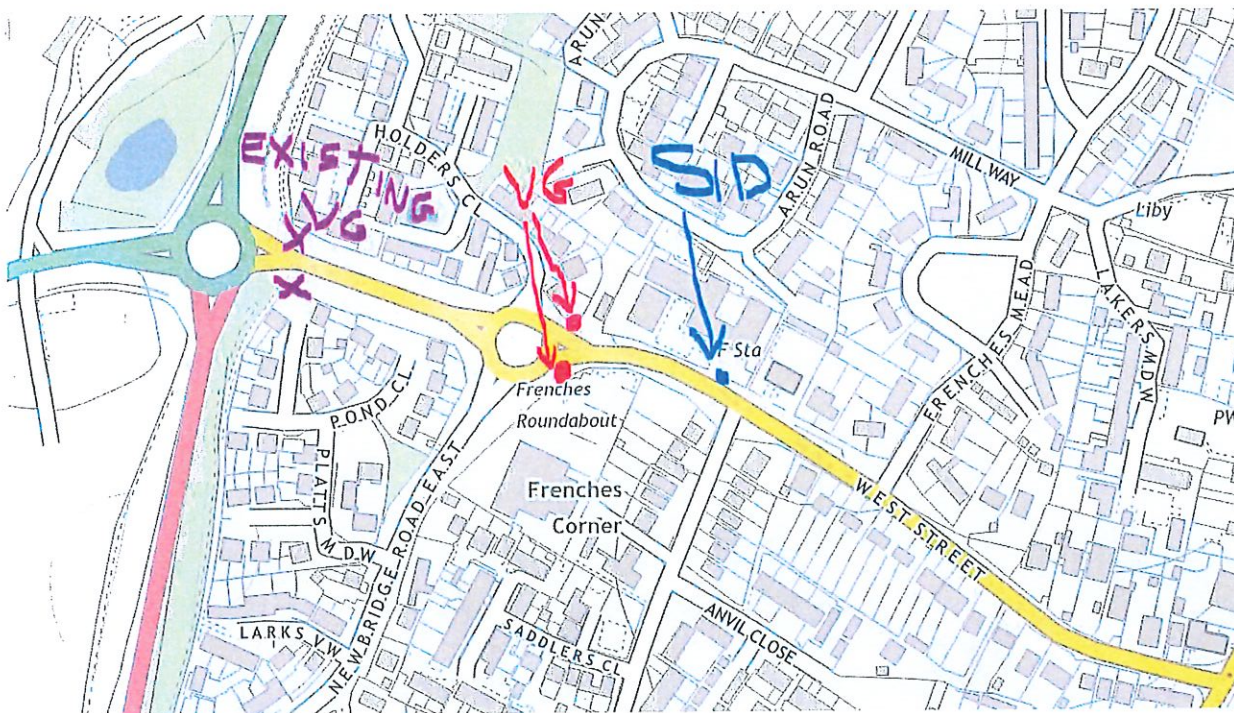
These projects would need to be led by the Parish Council in terms of sourcing quotations, licences from the highway authority and works. It may be possible to source s106 funds held for transport improvements to fund them. Whilst this is all within the capability of the Parish Council, given severe personnel constraints at the present time, it would be some time before any resources can be given to taking these forward.

WSCC have suggested that simultaneous to this, an application be made for a speed reduction (to 20mph) in High Street and East Street, although given that a previous application by this Council to reduce the speed limit in north High Street, we would require clarification on the exact area to be included and most specifically, affected side roads.

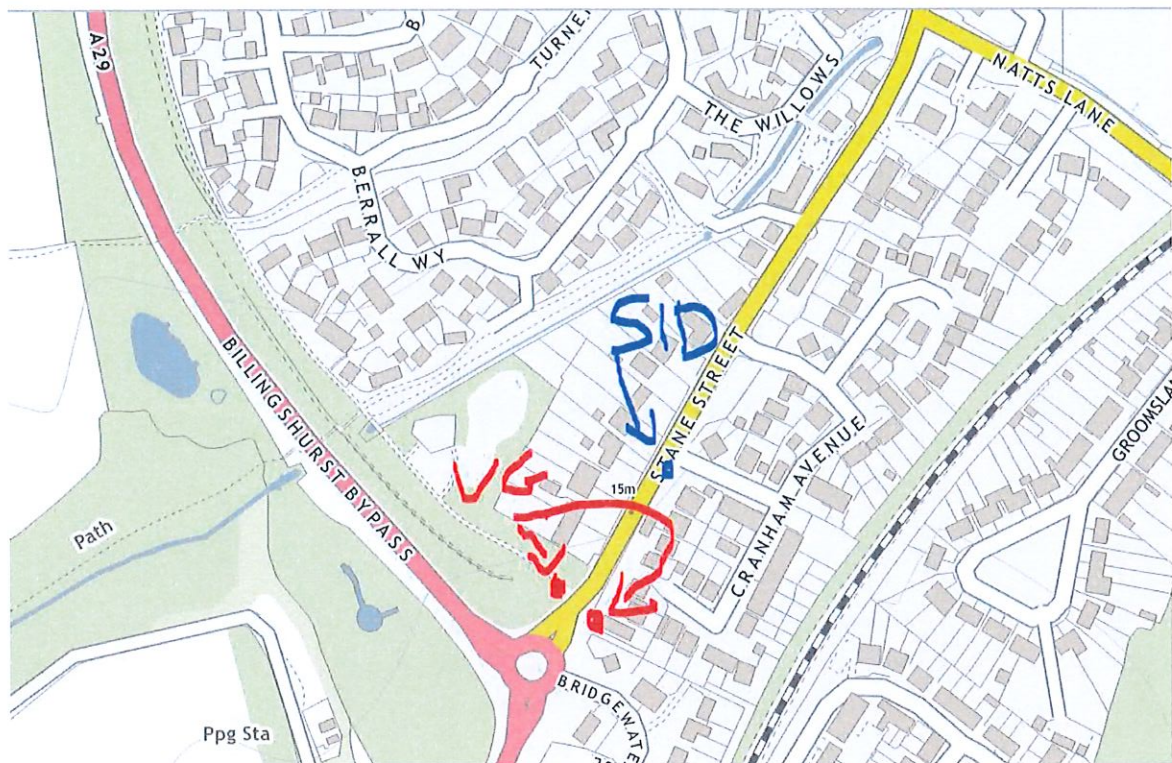
The Council is invited to consider the suggested traffic calming measures and if appropriate, agree to take them forward.



- West Street:** While there's already a brick Village Gateway feature after the bypass roundabout, we propose adding another Gateway after the Newbridge Rd. East roundabout. Additionally, a SID could be placed (on lamp column 9) along West Street. Please share your thoughts on this. This SID is outside fire station, you should have no issues.



- Stane Street:** Towards the lower end, we recommend a Village Gateway after the bypass roundabout and a SID location at (lamp column 23).



Please let us know what you think of these proposed locations for the Gateways and SIDs. Kindly note that Billingshurst Parish Council would be responsible for the costs, and I suggest exploring 106 money or other funding avenues.

WSCC would only handle the issuance of the 28-day notices. As mentioned in the meeting, community engagement by local Parish Councils has seen more positive responses than WSCC, particularly when residents are directly affected by SID placements near their properties.

If you're satisfied with these proposed SID locations, please ensure you contact Enerveo for permission to mount the devices on the lamp columns, as they manage them. I recommend installing one or two SIDs and rotating them between the four suggested locations.

WestSussexPFI@enerveo.com

Once the 28-day notice period concludes without any objections, we can proceed with issuing the 115 licences for both the Village Gateways and SIDs, if approved.

I hope you find this helpful. If I've missed anything, feel free to reach out via phone or email. I look forward to hearing your thoughts soon.

Kind regards

Mark Golubics

Assistant Area Highway Manager – Central Area (Adur, Worthing, Horsham District)
Economy, Infrastructure & Environment – Highways, Transport and Planning
West Sussex County Council

Billingshurst Parish Clerk

Subject: FW: Billingshurst Highway Matters Meeting
Attachments: High Street.PNG; Stane Street.png; West Street.PNG; East street.PNG

From: Mark Golubics
Sent: Tuesday, September 24, 2024 1:51 PM
To:
Cc: Subject: Billingshurst Highway Matters Meeting

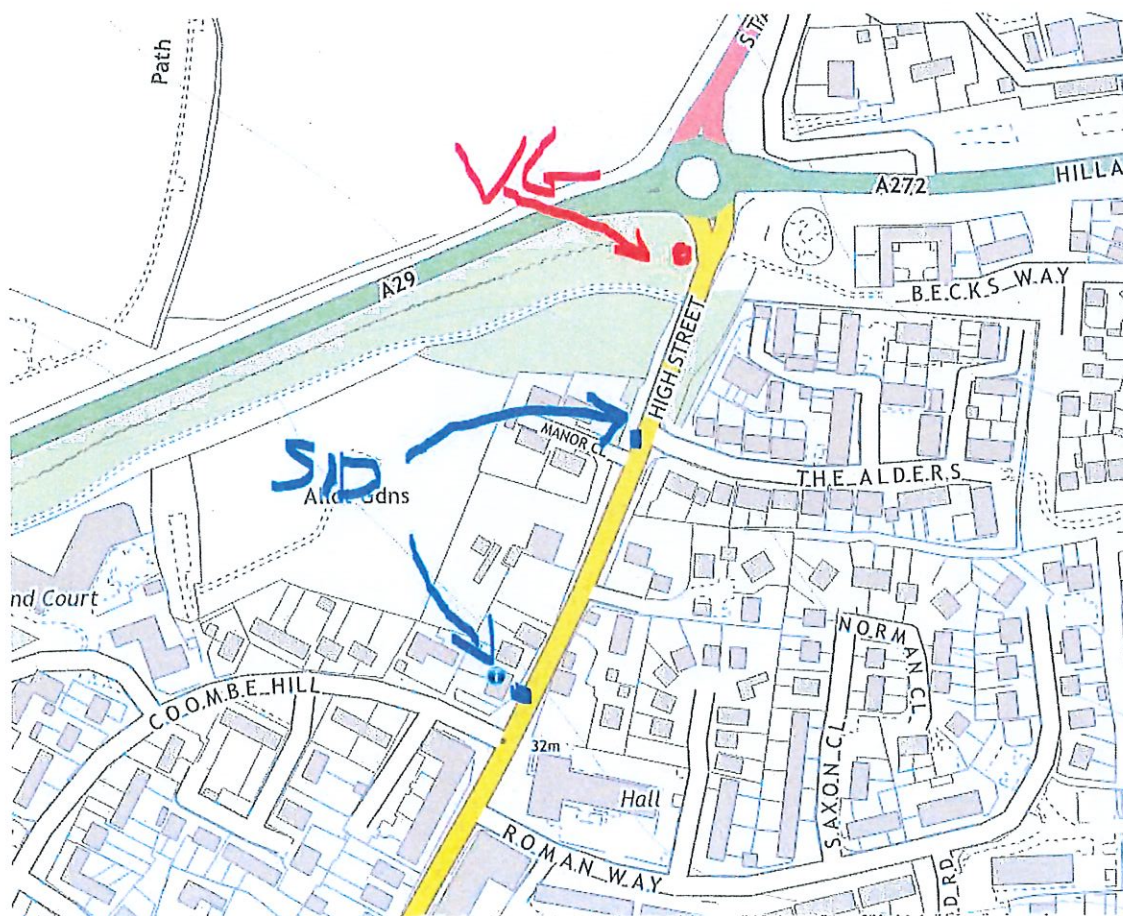
Dear Amanda & Greg,

It was a pleasure meeting both of you, as well as the rest of the councillors, yesterday.

We truly appreciate your concerns and aspirations for making Billingshurst safer and more peaceful for its residents. Your dedication and commitment to the village are highly commendable.

Following our meeting, we took some time to drive around Billingshurst to scout potential locations for Speed Indicator Devices (SIDs) and Village Gateways. Below are the details:

- **High Street:** We've identified potential locations for a Village Gateway and two SID placements (lamp columns 5 and 9), I would suggest speaking to house number 10 for lamp no9 as it's right outside their property, lamp no5 the vegetation coming from the house opposite would need a little maintenance.



- **Coneyhurst Rd. roundabout near East Street :** We suggest a Village Gateway near the roundabout and a possible SID location on East Street (lamp column 7).

Billingshurst Parish Clerk

Subject: FW: Examination of Horsham Local Plan - Inspector's Hearing Documents

From: Kerry.Trueman <Kerry.Trueman@horsham.gov.uk>
Sent: Monday, October 14, 2024 4:32 PM
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Subject: Examination of Horsham Local Plan - Inspector's Hearing Documents

Representor: Billingshurst Parish Council
Contact: Mr Gregory Burt
Agent Organisation (if applicable):
Representation Number(s): 1192925

14th October 2024

Dear Mr Gregory Burt,

Examination of the Horsham Local Plan 2023 -2040

I wrote to you in September to inform you that the examination of the Horsham Local Plan 2023-2040 had commenced. I can now advise you that the hearing sessions for the examination will be held at the **Main Conference Room, Horsham District Council, Parkside, Chart Way, Horsham, RH12 1RL** and start at 0930 on the following days;

Tues-Thurs 10-12 December with Fri 13 in reserve,
Tues-Thurs 17-19 December, with Fri 20 in reserve
Tues-Thurs 14-16 January 2025, with Fri 17 in reserve
and Tues-Weds 21-22 January 2025, with Thurs 23 & Fri 24 in reserve, if needed.

The Inspector has published the following documents regarding the examination. Please take the time to read these documents carefully and familiarise yourself with the information given, important deadlines set by the Inspector, as well as the hearing session venue and timetable; especially if you intend on undertaking an active role in the examination. Links to these documents can be found below:

- [ID03 Horsham Examination Guidance Notes](#)
- [ID04 Horsham Examination Matters, Issues and Questions \(MIQs\)](#)
- [ID05 Horsham Examination Provisional Hearing Programme](#)

The Inspector's Guidance Note explains the procedures and administrative arrangements to assist you in participating in this examination process. It also includes details of important deadlines including those for submitting statements in response to the Inspectors' Matters Issues and Questions (MIQs) as well as, where relevant, any Statements of Common Ground. The guidance note sets out how to prepare and submit statements in response to the MIQs.

The Inspector's MIQs identify the main issues of soundness and legal compliance upon which the examination will focus, including during the hearing sessions.

The Provisional Hearing Programme sets out the expected dates for the hearing sessions. However, this is subject to change and you should refer regularly to the examination website. It is your responsibility to keep yourself up to date with the arrangements and programme. If you wish to participate at the hearings, you are required to let me know which hearing session you wish to participate in.

Please email me at, programmeofficer@horsham.gov.uk before 1700 Friday 1st November stating who you will be representing, what matter(s) issue(s) and question(s) you wish to participate in and the name of your participant.

Summary of Key Dates

- Matters, issues and questions, draft hearing programme and Inspector's guidance note published - 14 October 2024
- Deadline to confirm with Programme Officer whether you wish to exercise your right to appear at an examination hearing session – 1700 Friday 1 November 2024
- Deadline for submission of Statement of Common Ground– 1700 Monday 11 November 2024
- Deadline for submission of hearing statements – 1700 Friday 22 November 2024
- Hearing sessions start – 0930 Tuesday 10 December 2024

Please ensure you check the Latest News section of the examination webpages regularly as this will be updated with important examination news. It is the responsibility of individual participants to check the latest timetable and to ensure that they are present at the correct time.

The Latest News can be found by following the link below:

<https://www.horsham.gov.uk/planning/local-plan/local-plan-examination/Latest-News-from-Local-Plan-Examination>

Please do not hesitate to contact me if you have any questions.

Yours sincerely,

Kerry Trueman

Kerry Trueman
Programme Officer

Programme Officer Solutions Limited

Email: programmeofficer@horsham.gov.uk

Address: Pendragon House, 1 Bertram Drive, Wirral, CH47 0LG

Phone: 07582 310364

Section 3 - External Auditor Report and Certificate 2023/24

In respect of **Billingshurst Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2023/24

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

On review of the minutes where the approval of both Section 1 and Section 2 was made, it was noted that the meeting took place on the 18th June 2024 and not the 11th June 2024 as was recorded on the AGAR. Therefore, whilst the form was approved before the public rights period was announced and commenced, the form has been completed incorrectly. We would anticipate this being taken into account when the 2024-25 Annual Governance Statement is prepared.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Council has recorded a 'Yes' response at Assertion 6 which relates to the Council maintaining an adequate and effective system of internal audit. As part of our intermediate testing, we have noted that the Council did not minute the reappointment of the internal auditor for the 2023/24 audit. In accordance with Paragraph 4.11 of JPAG Practitioners' Guide 2023, the independence of the appointed internal auditor should be reviewed every year and preferably minuted as part of a Council discussion. We also note the re-appointment has been ratified post year end and is recorded in the minutes for the 2024/25 audit therefore we do not anticipate this issue to be repeated.

3 External auditor certificate 2023/24

We certify/~~do not certify~~^{*} that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

^{*}We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

27/08/2024



Ministry of Housing,
Communities &
Local Government

Open consultation

Enabling remote attendance and proxy voting at local authority meetings

Published 24 October 2024

Applies to England

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This publication is available at <https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings>

Scope of this consultation

Topic of this consultation

This short consultation seeks views on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England.

Scope of this consultation

Government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances.

If any changes to legislation are made as a result of this consultation would apply to England only local authorities meaning:

- a county council
- a unitary authority
- a London borough council
- a district council
- the Common Council of the City of London
- the Greater London Authority
- the Council of the Isles of Scilly
- a parish council
- a joint board continued in being by virtue of section 263(1) of the 1972 Act
- a parish meeting constituted under section 13 of the Local Government Act 1972
- Transport for London, Para.5 of Schedule 10 of the GLA 1999 allows the GLA to regulate its own procedures and committees
- an authority established under section 10 of the Local Government Act 1985
- a joint authority established under Part 4 of the Local Government Act 1985
- a joint committee constituted to be a local planning authority under section 29 of the Planning and Compulsory Purchase Act 2004
- a combined authority established under section 103 of the Local Democracy, Economic Development and Construction Act 2009

- a combined county authority established under section 9 of the Levelling Up and Regeneration Act 2023
- a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, or created by an order under section 4A of that Act
- a National Park authority as referenced at section 184 of the LGA 1972 and/or established under section 63 of the Environment Act 1995
- the Broads Authority established by section 1 of the Norfolk and Suffolk Broads Act 1988
- a conservation board established under section 86 of the Countryside and Rights of Way Act 2000
- a police and crime panel established under section 28 of the Police Reform and Social Responsibility Act 2011

Geographical scope

The questions in this consultation apply to all relevant local authorities in England as defined above.

They do **not** apply to authorities in Wales, Scotland or Northern Ireland.

Impact assessment

If any policy changes are made following this consultation they will be subject to appropriate assessment. No impact assessment has been conducted at this time.

Basic information

This is an open consultation. We particularly seek the views of individual members of the public; prospective and current local authority members/representatives; all relevant local authorities defined above; and those bodies that represent the interests of local members/representatives at all levels.

Body/bodies responsible for the consultation

The Local Government Capability and Improvement Division in the Ministry of Housing, Communities and Local Government is responsible for conducting this consultation.

Duration

This consultation will last for 8 weeks from 24 October 2024.

Enquiries

For any enquiries about the consultation please contact:
remoteattendanceconsultation@communities.gov.uk

How to respond

You can only respond to this consultation through our online consultation platform, Citizen Space. [Respond via Citizen Space](https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting) (<https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting>).

Ministerial foreword

The government has set out its intention to reset the relationship between central and local government as partners in delivering better outcomes for the communities we collectively represent. Key to this is supporting the sector to modernise democratic engagement, raise standards and widen the range of candidates standing for council by removing unnecessary barriers.

The attendance of elected members at local authority meetings is a core part of the democratic process at the local level and is integral to members carrying out their functions effectively. In addition to the value of members coming together to debate and discuss the issues which impact the lives of the people they represent; it is also important that local residents have the

opportunity to engage directly with the people they have elected to take key decisions on their behalf.

At the same time, the government recognises that there are circumstances in which it may not always be possible for members to attend council meetings in person. It is with this in mind that the government intends to amend the law to introduce provisions for remote attendance at local authority meetings.

The intent is that this increased flexibility will strike the balance between the principle that significant in-person engagement remains vitally important, and a recognition that there will sometimes be a need to accommodate members' requirements to attend council meetings remotely. We hope it will encourage a wider diversity of people willing and able to stand and actively participate in local democracy by creating improved conditions where meetings are accessible and inclusive.

In addition, we are seeking views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely, for example during maternity, paternity or adoption leave.

In line with the government's commitment to working with local government to establish partnerships built on mutual respect, genuine collaboration, and meaningful engagement, this short consultation seeks your views on the detail and practical implications of this proposition to inform our ongoing policy development.

Who we would like to hear from

Responses are invited from local authority elected members, all types and tiers of authorities, and local authority sector representative organisations. We are also particularly keen to hear from those members of the public who have point of view based on their interest in accessing local democracy in their area or standing as a candidate for local government at any tier to represent their local community at some future point.

Question 1

Please tick all that apply - are you responding to this consultation as:

a) an elected member – if so please indicate which local authority type(s) you serve on

- Town or Parish Council

- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

b) a council body – if so please indicate which local authority type

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

c) a member of the public

d) a local government sector body – please state

The proposal for remote attendance

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

Question 2

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/No

If you answered No to the above question please go directly to question 4.

Question 3

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.

b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.

c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.

d) [Free text box]

Question 4

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no
- I am not an elected member

Question 4a

If you answered No please use the free text below

[Free text box]

Question 4b

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time

- regularly but not always
- all the time

Question 5

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

Question 6

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.
- Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.
- Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.
- [Free text box]

Question 7

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

- Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.

- b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.
- c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.
- d) Other [Free text box]

Question 8

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because

Should not be considered because

It is a positive modernising measure.

Councillors should be physically present at all formal meetings.

It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

Free text box – please state any other reasons

Free text box – please state any other reasons

Question 9

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

Proxy voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

Question 10

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

Question 11

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

Question 12

Are there circumstances in which you feel proxy voting would not be appropriate?

[Free text box]

Question 13

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

[Free text box]

About this consultation

This consultation has been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the UK General Data Protection Regulation, and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Department is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic

confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included at Annex A.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure) (<https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure>).

Annex A: Personal data

The following is to explain your rights and give you the information you are be entitled to under the Data Protection Act 2018. Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the consultation.

1. The identity of the data controller and contact details of our Data Protection Officer

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gov.uk

2. Why we are collecting your personal data

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for