

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL  
HELD ON THURSDAY 30<sup>th</sup> JUNE 2016 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

**Present:** Councillors A. Britten, Mrs K. Burgess\*, P. Burgess\*, N. Butler, J. Day (co-opted at the meeting) , Mrs R. Ginn\*, Mrs F. Haigh, R. Knight\*, M. Loates, R. Millington\*, Mrs H. Ralston, T. Rickett, D. Searle, S. Torn, R. Turner, I. Wassell, R. Wilton and Mrs S. Wilton

\* denotes absence

**In attendance:** Parish Clerk - Pauline Whitehead BA(Hons) FILCM  
Deputy Clerk - Vivien Edwards

Prior to the start of the meeting, those assembled observed a minute's silence to mark and respect the 100<sup>th</sup> anniversary of the Battle of the Somme which started on 1<sup>st</sup> July 1916.

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**FC/031/16 PUBLIC FORUM**

There were two members of the public present and one prospective candidate for the councillor vacancy for Roffey North. No questions were posed.

**FC/032/16 APOLOGIES FOR ABSENCE**

The Council accepted apologies and reasons for absence from Cllr Mrs K Burgess, Cllr P Burgess, Cllr Mrs R Ginn, Cllr R Knight and Cllr R Millington.

**FC/033/16 MINUTES OF THE PREVIOUS MEETING**

The minutes of the Parish Council Meeting held on 12<sup>th</sup> May 2016 were agreed and signed by the Chairman as a true record.

**FC/034/16 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

*With the agreement of the Council, the meeting was adjourned for a brief presentation from Mr Jordan Day who outlined why he wished to be co-opted as a parish councillor to represent Roffey North.*

**FC/035/16 COUNCILLOR VACANCY IN ROFFEY NORTH**

The Parish Council considered the application from Mr Day.

**It was unanimously RESOLVED that Mr Jordan Day be co-opted as Councillor for Roffey North.**

Cllr Day signed his Declaration of Office and took his place on the Council.

#### **FC/036/16 COMMITTEES AND WORKING GROUPS**

The following Committee Minutes were presented to Council –

- (a) Planning, Environment and Transport Committee – 19<sup>th</sup> May 2016 and 16<sup>th</sup> June 2016.
- (b) Finance and Administration (Grants) – 2<sup>nd</sup> June 2016
- (c) Property Committee – 9<sup>th</sup> June 2016

**It was RESOLVED that the Committee Minutes listed above be received and adopted.**

**It was RESOLVED to reschedule the Personnel Meeting (cancelled 30<sup>th</sup> June 2016) for 6pm on Thursday 28<sup>th</sup> July 2016.**

It was noted that the Internal Controls working group scheduled for 13<sup>th</sup> June 2016 was cancelled due to lack of business, an informal Visioning evening was held instead.

#### **FC/037/16 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

There were no reports from representatives on outside bodies.

**It was RESOLVED to confirm that Cllr D Searle is the Parish Council representative on the Horsham Town Community Partnership.**

#### **FC/038/16 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's Announcements.

#### **FC/039/16 FINANCIAL MATTERS**

**It was RESOLVED to agree the final expenditure figure for May 2016 of £59,861.16 and expenditure for June 2016 of £8,165.89.** See Annex 1 attached.

Members noted that the dates for the inspection period for the Annual Return had to be changed to 27<sup>th</sup> June 2016 to 5<sup>th</sup> August 2016 to allow time to verify necessary information.

The final position of the reserves at 31<sup>st</sup> March 2016 was noted. See Annex 2 attached.

#### **FC/040/16 GENERAL POWER OF COMPETENCE**

The Council considered the conditions for eligibility to use the General Power of Competence set out in the Statutory Instrument, Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The Council **CONFIRMED** that at least two thirds of the members of the council hold office as a result of being declared elected (13 out of 19 Councillors).

The Council **CONFIRMED** that the Clerk holds the Certificate in Local Council Administration and has completed training in the exercise of the General Power of Competence.

**It was RESOLVED that the Council meets the criteria to use the General Power of Competence.**

**FC/041/16 VISIONING**

**It was RESOLVED to agree the first draft of the Business Plan.** See Annex 3 attached).

**FC/042/16 LAND IN ST MARKS LANE**

An approach had been made to the Council regarding the ownership of a small piece of land on St Marks Lane at the rear of 13 Byron Close and an enquiry made with regard to purchasing the land.

**It was RESOLVED that the Clerk be given delegated power to ascertain the ownership, through Land Registry, of the piece of land in St Marks Close and other land which may be in the ownership of North Horsham Parish Council, but where there are no clear, available records.**

**It was also RESOLVED, to comply with a previous policy statement made by the Parish Council, to lease land if appropriate rather than sell.**

**FC/043/16 CAR PARK IN GODWIN WAY**

The Council had received a letter from Horsham District Council (HDC) dated 6<sup>th</sup> June 2016 which outlined challenges faced by the District Council in providing rural car parks. This included Godwin Way Car Park. HDC are exploring a range of options including fee payable annual car parking permits that can be used in any HDC car park throughout the district, season tickets for all-day business users, payment facilities for visitors or ad hoc users and any proposal put forward by Parish Councils. A meeting between HDC and the parishes will be held in September 2016.

**It was RESOLVED to form a closed ended working party to gather information and explore ways in which the Godwin Way Car Park could be managed in the future. Cllr S. Torn, Cllr N. Butler, Cllr R. Turner and Cllr J. Day were appointed to the working party with two members from the local retail community.**

**It was further RESOLVED to bring a report of the group's findings to the Parish Council Meeting on 1<sup>st</sup> September 2016 in readiness for a meeting with HDC in September 2016.**

**FC/044/16 CONSULTATIONS**

Manor Fields Play Area- idea to create a new play space which is linked into the landscape. HDC welcomed ideas and information about the history and name of the site.

**It was RESOLVED to respond to HDC with a general comment commending them for the proposals for improvements and a**

**suggestion to install outdoor gym equipment. Members observed that there was a problem with dog fouling in this area which should be raised within the response.**

Electoral Review of West Sussex relating to amended proposals to reflect community identities and provide for effective and convenient local government in Crawley.

**As this did not have an impact on North Horsham, it was RESOLVED that there would be no response from the Parish Council.**

**FC/045/16 GRASS CUTTING BY WEST SUSSEX COUNTY COUNCIL**

The Clerk of a nearby parish had been in communication with West Sussex County Council (WSCC) regarding the negative impact on visibility at road junctions and the approaches to roundabouts in the Horsham District as a result of fewer grass cuts during the year on WSCC land and verges. Support in communicating concern from local residents from all parishes in the District was being sought.

**It was RESOLVED to write to WSCC raising concern about safety to road users and pedestrians especially at road junctions and on the approaches to roundabouts in North Horsham as a result of a reduction in the WSCC grass cutting service. The Council observed that the reduction in cutting could result in an increase in vermin and gives a negative impression to those who live in or visit North Horsham and Horsham Town.**

**It was further RESOLVED to work in collaboration with neighbouring parishes as appropriate to raise awareness of concerns regarding the reduction in grass cutting by WSCC.**

**FC/046/16 CORRESPONDENCE LIST**

A list of correspondence sent to Councillors between 23<sup>rd</sup> May 2016 and 30<sup>th</sup> June 2016 was noted. See Annex 4 attached.

**FC/047/16 DATE OF NEXT COUNCIL MEETING**

**Thursday 1<sup>st</sup> SEPTEMBER 2016 (Scheduled)**

There being no other business, the Chairman closed the meeting at 8.40pm.

..... Signed

.....Dated

Date: 30/06/2016

## North Horsham Parish Council 16/17

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Cash Book 1

User : PW

LLoyds Bank Accounts

For Month No : 2

## Payments for Month 2

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
03/05/2016	Horsham District Council	DB-MAY16	152.70	152.70		501		Dog Bin Emptying
03/05/2016	Horsham District Council	NNDR-	1,481.00	1,481.00		501		NNDR - May 2016
04/05/2016	British Gas Business	E-MH-	386.07	386.07		501		Electricity - 14.3.- 13.4.2016
04/05/2016	British Gas Business	E-NH-	242.43	242.43		501		Electricity - 14.3.- 13.4.16
04/05/2016	British Gas Business	E-TB-	311.74	311.74		501		Electricity - 14.3.- 13.4.2016
12/05/2016	Air Conditioning Direct Suppli	8879	1,197.60	1,197.60		501		Replace Air Con Unit - Memb Rm
12/05/2016	Air Conditioning Direct Suppli	8879A	324.00	324.00		501		Air Conditioning Service
12/05/2016	Bunce & Co Ltd	8880	100.51	100.51		501		Post mix/grass see
12/05/2016	C Brewer & Sons Ltd	8881	87.73	87.73		501		Boiler Room floor paint etc
12/05/2016	Cash	8882	267.43	267.43		501		Office Refreshments
12/05/2016	EDF Energy 1 Ltd	8883	88.97	88.97		501		Street Light supply
12/05/2016	ELA Group	8884	141.16	141.16		501		Lift Maintenance - 1.5-31.7.16
12/05/2016	Eyre and Elliston Ltd.,	8885	88.98	88.98		501		Lamps etc
12/05/2016	E Flynn	8886	1,225.00	1,225.00		501		Maintenance/trainir
12/05/2016	Horsham District Council	8887	1,500.00	1,500.00		501		Burial Charges
12/05/2016	Mrs D. Lees	8888	89.10	89.10		501		Staff Travel Expenses
12/05/2016	P.T. PLUMBING	8890	192.00	192.00		501		Supply and fit outside tap
12/05/2016	Mr N. Simmonds,	8891	340.00	340.00		501		Fire Alarm/Emer Light test
12/05/2016	Mr N. Simmonds,	8891A	290.00	290.00		501		Add_ext. lights to Courts
12/05/2016	N.Tucker Ltd	8892	335.00	335.00		501		Bus Shelter cleanir
12/05/2016	N.Tucker Ltd	8892A	250.00	250.00		501		Gutter clearanoe
12/05/2016	West Sussex County Council	8893	17,420.61	17,420.61		501		Salaries - April-201
12/05/2016	Loxwood Youth FC	8889	418.00		69.67	1010 402	348.33	Refund of overpaid hire fees
12/05/2016	Adrian Mobile Locksmith Ltd	8905	185.04	185.04		501		SI- 1852/6812/Adrian Mobile Loc
19/05/2016	BEL Signs	8894	171.60	171.60		501		Fire Meet Point sig
19/05/2016	Cash	8895	143.74	143.74		501		Refreshments - contractors
19/05/2016	Enterprise Services Group Ltd	8896	160.02	160.02		501		Sanitary Waste - May-July 16
19/05/2016	Eyre and Elliston Ltd.,	8897	80.51	80.51		501		Lamps etc
19/05/2016	E Flynn	8898	1,350.00	1,350.00		501		Maintenance/trainir admin
19/05/2016	Forest View Tree Surgery,	8899	1,520.00	1,520.00		501		Fencing - Downsview Road
19/05/2016	Servcom Services UK Ltd.,	8900	910.39	910.39		501		Replacement roof cowl
19/05/2016	Servcom Services UK Ltd.,	8900A	827.71	827.71		501		Repair damaged

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## North Horsham Parish Council 16/17

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## Cash Book 1

User : PW

## Lloyds Bank Accounts

For Month No : 2

## Payments for Month 2

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
19/05/2016	Servcom Services UK Ltd.,	8900B	1,089.02	1,089.02		501		flue etc New water heater - disabled WC
19/05/2016	Mr N. Simmonds,	8901	235.00	235.00		501		PAT Testing
19/05/2016	Mr N. Simmonds,	8901A	250.00	250.00		501		Emer. Light testing April
19/05/2016	T C Maintenance	8902	750.00	750.00		501		Inhouse maintenance
19/05/2016	Trafalgar Cleaning Equipment L	8903	67.48	67.48		501		Power Washer part
19/05/2016	Viking Direct	8904	1,260.92	1,260.92		501		Stationery
31/05/2016	British Gas Business	DD G NH	313.84	313.84		501		957102588/6845/B Gas Bus
31/05/2016	Southern Water	DD	231.83	231.83		501		723000909546/684 Wat
31/05/2016	British Gas Business	GAS NHL	90.97	90.97		501		957102589/6846/B Gas Bus
31/05/2016	Principal I Ltd	MAY 2016	112.54	112.54		501		537272/6847/Princ I Ltd
01/06/2016	Viking Direct	8906	180.54	180.54		501		291383/6832/Viking Direct
01/06/2016	Wenban-Smith Ltd	8907	164.30	164.30		501		6647865/6814/Wer Smith Ltd
08/06/2016	Bunce & Co Ltd	8908	40.54	40.54		501		159326/6816/Bunce & Co Ltd
08/06/2016	EDF Energy 1 Ltd	8909	89.83	89.83		501		1702322/6817/EDF Energy 1 Ltd
08/06/2016	Essential Hygiene & Catering S	8910	1,989.82	1,989.82		501		283534/6819/Esse Hygiene
08/06/2016	Eyre and Elliston Ltd.,	8911	7.74	7.74		501		19988/6822/Eyre and Elliston L
08/06/2016	Fidelis Security Ltd	8912	842.40	842.40		501		7576/6825/Fidelis Security Ltd
08/06/2016	P.T. PLUMBING	8913	90.00	90.00		501		15/6826/P.T. PLUMBING
08/06/2016	ST JOHN AMBULANCE	8914	300.00	300.00		501		92663/6828/ST JOHN AMBULANC
08/06/2016	Trafalgar Cleaning Equipment L	8915	138.66	138.66		501		243239/6829/Trafa Cleaning
08/06/2016	T C Maintenance	8916	1,050.00	1,050.00		501		20423/6831/T C Maintenance
08/06/2016	Viking Direct	8917	75.71	75.71		501		Purchase Ledger
08/06/2016	RBS Software Solutions	8918	585.72	585.72		501		24955/6833/RBS Software Soluti
08/06/2016	Mr N. Simmonds,	8919	475.00	475.00		501		Purchase Ledger
08/06/2016	West Sussex County Council	8920	28,348.62	28,348.62		501		8001160289/6838/Sussex Co
08/06/2016	N.Tucker Ltd	8922	410.00	410.00		501		MAY1/6839/Tucker Ltd
08/06/2016	Servcom Services UK Ltd.,	8923	190.93	190.93		501		27376/6840/Servco Services UK
08/06/2016	SHREDDER WASTE PAPER	8924	63.42	63.42		501		7120/6841/SHRED WASTE PAPER
08/06/2016	R Walters	8925	40.50	40.50		501		18613/6842/R Walters

Invoices not on exp list sent with agenda.

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## North Horsham Parish Council 16/17

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Cash Book 1

User: PW

LLoyds Bank Accounts

For Month No : 2

Payments for Month 2			Nominal Ledger					
Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
08/06/2016	Zurich Municipal	8926	11,918.53	11,918.53		501		21983464/6843/Zu Municipal
<b>Total Payments for Month</b>			83,682.90 *	83,264.90	69.67		348.33	
<b>Balance Carried Fwd</b>			232,059.09					
<b>Cash Book Totals</b>			<u>315,741.99</u>	<u>83,264.90</u>	<u>69.67</u>		<u>232,407.42</u>	

Final cashbook for May 2016.

Total payments for May = £ 83,682.90 \*

Less April payments = £ 23,821.74

Final expenditure May 2016 £ 59,861.16



Date: 30/06/2016

## North Horsham Parish Council 16/17

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Cash Book 1

User : PW

LLoyds Bank Accounts

For Month No : 3

## Payments for Month 3

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
21/06/2016	Mr Ross McCartney,	8930	14.40	14.40		501		EXPSMAY2016/68 Ross McCar
21/06/2016	Mrs D. Lees	8931	60.03	60.03		501		EXPMAY2016/685 D. Lees
21/06/2016	Mr Mark Stoner,	8932	117.90	117.90		501		EXPMAY2016/685 Mark Stoner
30/06/2016	Leadbetter locks	8221	231.78	231.78		501		31052016/6863/Le locks
30/06/2016	Mr Ross McCartney,	8222	22.50	22.50		501		EXPJUNE2016/68 Ross McCar
30/06/2016	Misco	8223	35.09	35.09		501		10298232/6865/Mi
30/06/2016	NETCOM	8224	162.00	162.00		501		9229/6866/NETCO
30/06/2016	PURCHASE POWER	8225	203.82	203.82		501		776324/6867/PUR POWER
30/06/2016	Playsafety Ltd.,	8226	361.20	361.20		501		22980/6868/Playsa Ltd.,
30/06/2016	Servcom Services UK Ltd.,	8227	185.92	185.92		501		27416/6869/Servcc Services UK
30/06/2016	Mr N. Simmonds,	8228	75.00	75.00		501		20160607/6871/Mr N. Simmonds,
30/06/2016	SSP Specialised Sports Product	8229	480.00	480.00		501		11652/6872/SSP Specialised Spo
30/06/2016	T C Maintenance	8230	1,200.00	1,200.00		501		20426/6874/T C Maintenance
30/06/2016	Trafalgar Cleaning Equipment L	8231	184.34	184.34		501		244107/6876/Trafa Cleaning
30/06/2016	West Sussex ALC Ltd.,	8232	2,756.36	2,756.36		501		513/6877/West Sussex ALC Ltd.,
30/06/2016	BEL Signs	8933	30.00	30.00		501		28149/6852/BEL Signs
30/06/2016	C Brewer & Sons Ltd	8934	43.19	43.19		501		321954/6853/C Brewer & Sons Lt
30/06/2016	BT Payment Services Ltd	8935	985.20	985.20		501		Q103SKMAY2016/ Payment
30/06/2016	NEIL DUNNE WELDING	8936	315.00	315.00		501		1208/6856/NEIL DUNNE WELDING
30/06/2016	Essential Hygiene & Catering S	8937	169.13	169.13		501		284467/6857/Esse Hygiene
30/06/2016	Extinguere Ltd	8938	42.00	42.00		501		2760/6859/Extingu Ltd
30/06/2016	Forest View Tree Surgery,	8939	360.00	360.00		501		26329/6861/Forest View Tree Su
30/06/2016	Horsham Association of Local C	8940	15.00	15.00		501		13061616_17/6862 Assoc
30/06/2016	Eyre and Elliston Ltd.,	8234	54.29	54.29		501		20341/6860/Eyre and Elliston L
30/06/2016	Miss Alex Vallance,	8929	61.74	61.74		501		EXPMAY2016/684 Alex Vall

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Cash Book 1

User: PW

LLoyds Bank Accounts

For Month No : 3

Total Payments for Month	8,165.89	8,165.89	0.00	0.00
Balance Carried Fwd	224,943.20			
Cash Book Totals	<u>233,109.09</u>	<u>8,165.89</u>	<u>0.00</u>	<u>224,943.20</u>

Expenditure for June 2016 £8,165.89.

Please note - the entry dates for May and June have been blurred due to the change in staff. June salaries are included in May's figures. June's finance has not been completed for the month, therefore the final June figure could change slightly.

NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES - 31.3.2016

	BALANCE 31.3.2015	TRANSFER 1.4.2015	AT 1.4.2015	EXPENDITURE ACTUAL 31.3.2016	INCOME ACTUAL 31.3.2016	BALANCE 31.3.2016	RESERVES TRANSFER 31.3.2016	BALANCE 1.4.2016	NOTE
3100 GENERAL RESERVES	178,591	-77,510	101,081	477,370	478,033	101,744	-24,100	77,644	
EARMARKED RESERVES									
3200 REVENUE	7,955	0	7,955	0	0	7,955	0	7,955	
3210 REPAIRS & RENEWALS	121,057	44,150	165,207	24,541	0	140,666	20,100	160,766	1
3220 ELECTION	16,669	3,331	20,000	352	302	19,950	0	19,950	2
3250 DAMAGE	4,000	0	4,000	0	0	4,000	0	4,000	
3260 YOUTH PROVISION	5,302	20,000	25,302	25,302	0	0	0	0	3
3270 ROFFEY YOUTH CLUB	5,621	0	5,621	0	0	5,621	0	5,621	3
3280 PLANNING	0	8,000	8,000	0	0	8,000	4,000	12,000	4
3300 CAPITAL PROJECTS	1,971	2,029	4,000	0	0	4,000	0	4,000	
3350 CAPITAL RECEIPT	25,000	0	25,000	0	0	25,000	0	25,000	5
	<b>366,166</b>	<b>77,510</b>	<b>366,166</b>	<b>527,565</b>	<b>478,335</b>	<b>316,936</b>	<b>0</b>	<b>316,936</b>	

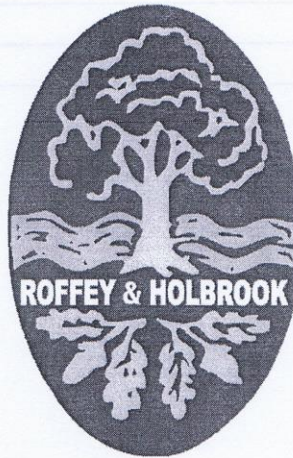
NOTE  
1

Repairs and Renewals Expenditure for 2016/2017 -





# NORTH HORSHAM PARISH COUNCIL

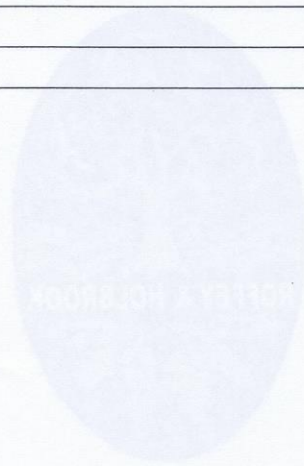


## BUSINESS PLAN 2016 -2021 First draft



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Suggested ideas	



BUSINESS PLAN  
2016-2021  
First draft

## Introduction

In 2016 North Horsham Parish Council (NHPC) started the process of preparing their first business plan. This was to give focus on how the Council delivers its services and the need for future planning.

Two visioning events were held. At the first Councillors were encouraged to put forward any suggestions for the future of North Horsham Parish Council. At the second event Councillors and staff members were asked to indicate their support for or against the original suggestions and to prioritise the ideas. There was an opportunity to add comments and further projects. The results are on page XXX.

Some improvements and projects could incur the need for additional expenditure. Whilst there may be a need to make an increase in the precept spread over a number of years to achieve a project that is supported by the community, every effort will be made to work collaboratively and in partnership with other organisations where possible to achieve the maximum value for money.

Ultimately any project within the Plan will have an associated costing and list of objectives to enable the project to be monitored and evaluated.



## Purpose of the Plan

The purpose of the North Horsham Business Plan is to:-

- To set out the Parish Council's vision, objectives and key priorities.
- To enable the Parish Council to represent the interests of the community working as a corporate body 'with perpetual succession.'
- To facilitate and recognise the value of partnership working with groups who share a common goal with the Parish Council.
- To promote a greater understanding of what the Parish Council does and ensure that residents have a clear understanding of how the Parish Council looks to develop into the future.
- To enable the Parish Council to operate in a more consistent and co-ordinated way.
- To encourage the community to become involved in the democratic process and the future of its parish.
- To help the Parish Council to focus on how services are delivered.
- To aid future budgeting.

NHPC Business Plan is a 'live' document which will be updated on an annual basis and reported against every six months. This will enable the Council to track and monitor its progress against key priorities.

Comments and feedback from residents are welcome and should be addressed to :-

The Parish Clerk,

Roffey Millennium Hall,

Crawley Road,

Horsham

Telephone 01403 750758

E-mail [Parish.clerk@northhorsham-pc.gov.uk](mailto:Parish.clerk@northhorsham-pc.gov.uk)

## Past achievements

The Parish Council looked at its achievements in 2015:-

- COMMUNITY ENGAGEMENT
- ROFFEY FRIENDSHIP CLUB
- PUBLIC ENGAGEMENT AND REPRESENTING LOCAL VIEWS IN RESPECT OF DEVELOPMENT IN NORTH HORSHAM AND LITTLEHAVEN CROSSING BARRIERS.
- TAKING OPPORTUNITIES TO GET THE BEST FOR THE COMMUNITY
- USED NEGOTIATION AND EXISTING FUNDING TO PROVIDE FACILITIES AT NO COST TO LOCAL TAXPAYERS.
- SUCCESSFULLY BROKERED A DISPUTE BETWEEN RESIDENTS AND A LOCAL SPORTS CLUB
- AGREED TO UNDERTAKE A NEIGHBOURHOOD PLAN
- MAINTAINED GOOD COMMUNITY FACILITIES AND MADE IMPROVEMENTS AT HOLBROOK TYTHE BARN, THE MULTI COURTS, AMBERLEY PLAYGROUND.
- IMPROVED RIVERSIDE WALK ON THE FOOTPATH BETWEEN RUSPER ROAD AND NORTH HEATH LANE INCLUDING SEATS.
- IMPROVED ACCESS TO THE PLAY AREA AT DUTCHELLS COPSE.
- RUNNING THREE WELL APPOINTED COMMUNITY HALLS.
- FACILITATING THE MOVE OF HORSHAM BOWLS CLUB AND A NEW PAVILION.
- PROMOTING CLEAN SURROUNDINGS USING LITTER WARDENS AND TAKING RESPONSIBILITY FOR REMOVING DOG WASTE.
- INSTALLATION OF BOLLARDS TO PREVENT PARKING ON GRASS VERGES.



## The Parish Council

### Parish Council Office

The Parish Council Office, situated in the Roffey Millennium Hall on Crawley Road is open to the public between 9am and 5pm. Having an office offers residents the opportunity to drop in for information or to discuss issues. The office provides a photocopying service.

The Council acts as a body corporate and has a duty to ensure that all statutory and legal requirements are complied with.

The Council is responsible for making decisions in line with its powers. In June 2016 the Parish Council resolved that it was eligible to use the General Power of Competence. It must ensure that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk. The Parish Council has a statutory right to be notified of Planning Applications in its area and can submit comments to the Local Planning Authority (Horsham District Council). NHPC is responsible for three public halls, street furniture, allotments, open spaces and recreations grounds.

The Parish Council has a working relationship with West Sussex County Council (WSCC), Horsham District Council (HDC), Sussex Police and County and District Councillors. The Parish Council is represented on a number of local, district and county organisations.

### Council members

NHPC has 19 Councillors covering four wards, Holbrook East, Holbrook West, Roffey North and Roffey South. Thirteen councillors have been elected, four have been co-opted and there are two vacancies.

A councillor must be eighteen years old or over and a local government elector for the area. They must also in the twelve months leading up to becoming a councillor either have occupied as an owner or tenant land or other premises in the parish/town, or his/her principle place of work been in the parish, or resided in the parish/town.

It is the responsibility of a councillor to bring issues to the attention of the council and help it make decisions on behalf of the local community and to abide by the Code of Conduct.





Annex 3 ⑧  
 Suggestions

Recommendation:- To agree to include the following suggestions within the Business Plan.

Suggestion put forward at initial visioning event	Support/ against the proposal at the second visioning event.		Additional comments
Engage with HDC and developers to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities.	14	0	
Reopen Roffey Youth Club for an evening Youth Club – maybe for NHPC to manage.	14	0	
Improve communications with HDC to get NHPC and HDC on the same page.	12	0	
Examine all proposals for North Horsham to ensure that infrastructure is adequate.	11	0	
Facilitate the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park.	11	0	
To raise the profile of the Parish Council by purchasing space in Holbrook Pages to print the Parish Council newsletter. No printing or delivery costs but each household to receive a personal copy.	11	0	
Provide a community/	10	0	

⑧

internet café to support local families with no access to the internet.			
Review the facilities to examine ways of providing more attractions ie North Heath Hall stage.	9	0	
Evidence priorities for the future using the Neighbourhood Plan. To have more 'clout' on planning issues.	8	0	
Provide more places for older people to meet to reduce isolation. Not just Roffey.	8	0	
To improve footpath crossings across the A264.	8	0	And cycle crossings
To help provide a new home for Horsham Football Club, possibly within the North Horsham Development.	7	0	
Consider spaces for community events related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry (worth £8 million a minute)	7	0	
Encourage local junior schools to learn about the history of North Horsham. Provide facilities to exhibit work and give prizes for the best work.	8	1	
Hold a North Horsham Market with stalls and food	6	0	



## Annex 3 (10)

vendors once a week.			
Improve dialogue with West Sussex County Council in relation to road safety and in general.	6	0	
More efficient traffic calming measures along Crawley Road through Roffey.	4	0	
Do more to support the 'Think Family' project in Roffey.	4	0	
To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings. (Buses and taxis)	4	0	
To build up a property portfolio to provide additional income and secure investment for the Parish in the future.	3	0	And in new North of Horsham.
Take responsibility for Godwin Way, Roffey Car Park	5	2	This was an additional suggestion at the second visioning event.
Renew the Parish Plan for 2017.	2	0	
Strengthen the definition of North Horsham 'village' image.	1	0	
To have closer liaison with West Sussex County Council for the development of speed detection and awareness.	1	0	

Recommendation:- To acknowledge the following suggestions within the Business Plan but not to include them going forward.

Facilitate a 'dial a ride' scheme for the elderly and infirm.	0	1	
Electric car charging point at community halls powered by solar panels.	2	6	
Have a full personnel audit done by an outside company. Restructure staff arrangements.	0	4	
Make all halls vatable.	0	7	
Contract out all caretaking and cleaning duties.	1	10	

The next step:-

1. To group suggestions as appropriate and work on making vision statements from them.
2. To write an overall vision statement.
3. To put some budgeted figures to each vision statement.
4. To bring back to the Council.

Pauline Whitehead

24<sup>th</sup> June 2016



North Horsham Parish Council – Parish Council Meeting 30<sup>th</sup> June 2016 **Annex 4** (1)

<p>Correspondence List from 23<sup>rd</sup> May 2016 – 24<sup>th</sup> June 2016                  Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.</p>	
1.	<p>West Sussex County Council</p> <ul style="list-style-type: none"> <li>• Walking and Cycling Strategy Consultation. Available at:- <a href="https://haveyoursay.westsussex.gov.uk/highways-and-transport/west-sussex-walking-and-cycling-strategy-2016-2026">https://haveyoursay.westsussex.gov.uk/highways-and-transport/west-sussex-walking-and-cycling-strategy-2016-2026</a>. Deadline for response 22nd June 2016. Circulated to all Councillors. Update on fact finding trip to London. Resident e-mail circulated to all Cllrs. WSCC advise that no comments will be accepted after the cut off date for response.</li> <li>• Road Closure – Rusper Road; Horsham Northern Bypass Eastbound. Circulated to all Cllrs.</li> <li>• Road Closure – Coltsfoot Drive – Gas Mains replacement. Circulated to all Cllrs.</li> <li>• Lists of work in progress.</li> <li>• North Horsham County Local Committee – 13<sup>th</sup> June 2016. Agenda.</li> <li>• West Sussex Upcoming and In-Progress Roadworks Report, 8th June to 22nd June 2016.</li> <li>• What matters to you? Survey 5th July - 30th August 2016.</li> </ul>
2.	<p>NALC                  Newsletter – 23<sup>rd</sup> May 2016 and 13<sup>th</sup> June 2016.                  Bulletin – 3<sup>rd</sup> June 2016                  Briefing 8<sup>th</sup> June 2016</p>
3.	<p>Horsham District Council</p> <p>Civic Choral Evensong – Horsham Parish Church of St Mary the Virgin, Causeway – 19<sup>th</sup> June 2016, 6.30pm. Invitation to Chairman and Clerk. As the Chairman is unavailable to attend, circulated to all Councillors. Cllr Loates represented the Parish Council.</p> <p>Agenda for the Planning Obligations Panel 13th June - S106 applications – Application relating to North Horsham Parish Council - 3rd Horsham Scout Group; Storage facilities for Scouting Equipment – project cost £5,500; Funding sought £5,000. Notification that the application was successful.</p> <p>Letter from Director of Community Services regarding Car Parks outside of Horsham Town Centre and ways for HDC to recover costs in providing rural car parks. Includes Godwin Way Car Park.</p> <p>Youth Fund – notification of grant application to HDC from Holbrook Community Centre to make improvements to the outside courts (£1,000) and The Youth at Holbrook, running costs (£1,000).</p> <p>Opportunity for Councillors to comment on letter and proposals for new play areas at Manor Fields and Earlswood Close and to have a site visit.</p> <p>Horsham District Events List.</p>
4.	<p>Sussex Association of Local Councils (SALC)                  HR training events.                  Chairman’s networking event – 27<sup>th</sup> September 2016 – East Grinstead – Circulated to Cllr R Wilton and R Knight.</p>



5.	<p>Horsham District Cycling Forum</p> <ul style="list-style-type: none"> <li>• Notification of Walking and Cycling Strategy Consultation.</li> <li>• Date of next Cycle Forum Meeting – 7<sup>th</sup> June 2016. Agenda available at:- <a href="http://www.hdcf.org.uk/wp-content/uploads/2016/05/HDCF-Meeting-Agenda-7th-Jun-2016.pdf">http://www.hdcf.org.uk/wp-content/uploads/2016/05/HDCF-Meeting-Agenda-7th-Jun-2016.pdf</a>. Minutes from previous meetings available at:- <a href="http://www.hdcf.org.uk/minutes-of-the-hdcf-meeting-5th-april-2016/">http://www.hdcf.org.uk/minutes-of-the-hdcf-meeting-5th-april-2016/</a></li> </ul>
6.	<p>Your London Airport Gatwick Airport's Arrivals Review Final Action Plan. Available at:- <a href="http://www.gatwickairport.com/arrivalsreview">www.gatwickairport.com/arrivalsreview</a>.</p>
7.	<p>Earles Meadow Residents Association. Copy of letter to Chris Stark, WSCC Highways Manager; Jeremy Quinn, MP.; Cllr. Jim Rae; Cllr. David Searle and Cllr. Roger Wilton, Chairman, North Horsham Parish Council regarding potential infrastructure changes Earles Meadow is situated on the B2195 Crawley Road, close to the Moorhead Roundabout at its junction with the A264. The Earles Meadow Residents' Association has been made aware that there are community groups already involved in the discussion of the possible changes to the infrastructure and the likely effects these will have.</p>
8.	<p>NHS Crawley CCG and NHS Horsham and Mid Sussex CCG Annual General Meeting and CCG Star Awards 2016 Invitation to Annual General Meeting, Thursday 23 June 2016, 5.30pm at The Felbridge Hotel &amp; Spa, East Grinstead.</p>
9.	<p>West Sussex Mediation Service Newsletter associated with Small Charity Week.</p>
10.	<p>Arun and Rother Connections - Linking Landscape and Community (Arun River project) Opportunity for 10 local people to take part in the third and final year of an oral history project on the Arun valley and surrounding landscape. Individual responses invited to Project Officer.</p>
11.	<p>Sussex Police Local update regarding Domestic Abuse Awareness.</p>
12.	<p>Horsham Town Centre Partnership Report 16<sup>th</sup> June 2016. Invitation to attend the AGM on 19<sup>th</sup> July at the Y Centre. (David Searle to represent the Parish Council)</p>
13.	<p>Communities Against Gatwick Noise Emissions Letter to the Prime Minister 14<sup>th</sup> June 2016.</p>
14.	<p>Local Government Boundary Commission Electoral Review of West Sussex – Further limited consultation for Crawley. Change of internal boundaries.</p>
15.	<p>Victim Support Letter of appreciation and confirmation that the grant of £500 will be spent on training of new volunteers and ongoing training of existing volunteers to offer support to victims of crime in the North Horsham area.</p>

Correspondence List from 24 <sup>th</sup> June 2016 – 30 <sup>th</sup> June 2016 Below is a list of correspondence received at the Parish Council Office, circulated to all Councillors.	
1.	Horsham and Mid Sussex CCG Spring 2016 newsletter.
2.	Sussex Police Updates 'In the Know'.
3.	NALC Bulletin. Local Council Review Summer 2016
4.	Horsham and Mid Sussex Voluntary Action. News bulletin 27 <sup>th</sup> June 2016.
5.	West Sussex County Council Road closure updates. News bulletin 28 <sup>th</sup> June 2016.
6.	Horsham Association of Local Councils Agenda for AGM 13 <sup>th</sup> July 2016 at Henfield Hall.
7.	Surrey and Sussex Association of Local Councils Opportunity to attend a Police Roadshow updating changes in policing in Sussex. Wednesday 6th July 2016 (1800 start, finishing at 2100) Lewes. Information regarding the future role of Police Community Support Officers.
8.	Your London Airport – Gatwick Gatwick Airmail – community newsletter.



North Horsham Parish Council – Parish Council Meeting 30<sup>th</sup> June 2016 **Annex 4**

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