

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING
THURSDAY 16TH MARCH 2017 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT
To be read in conjunction with the Agenda.**

- 1. Public Forum.**
Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.
- 2. Apologies for Absence.**
Apologies and reasons for absence to be given to the Clerk.
- 3. Minutes**
Circulated separately and on website.
- 4. Declarations of Interest.**
Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted. Where you have a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions. If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.
- 5. Committees and Working Parties**
Minutes from:- Personnel Committee 16th February 2017; Property Committee 2nd February 2017; Planning, Environment and Transport Committee 12th January 2017, 9th February 2017 and 2nd March 2017 and Finance and Administration Committee 23rd February 2017 circulated separately.
Notes from the Internal Controls Working Party held on 6th March 2017 will be reported back to the Finance Committee.
Notes from the Development North of Horsham Working Party meeting held on 11th January 2017 (attached) have been circulated to all Councillors and put on the Council's website.

6. **Reports from Representatives on Outside Bodies.**
None submitted.

7. **Reports from District or County Councillors**
None submitted.

8. **Chairman's Announcements**

Helen Ralston resigned from the Council on 7th February 2017. The vacancy was advertised by Horsham District Council (HDC) and on 2nd March a Casual Vacancy declared. The vacancy has been advertised and co-option will be on the agenda for the May Parish Council Meeting.

Several Councillors attended a Thanksgiving Service on 3rd March 2017 for the late Pat Rutherford who had been an active member of North Horsham Parish Council for many years. Mrs Rutherford had been made a Freeman of the Parish in 2014.

A Community Evening including the Annual Parish Meeting will be held on Monday 24th April 2017 between 7.30pm and 9.30pm at North Heath Hall. The Annual Parish Meeting will start at 8.45pm. A poster has been circulated to all Councillors and is on the Parish Council website.

On 21st February a small group of Councillors met with Mr D Wadey, West Sussex County Council's Principal Community Officer for North Horsham and Chanctonbury to discuss any opportunities that there may be for re-opening Roffey Youth Club, providing a community internet café to support families without internet access, provide more places for elderly residents to meet to reduce isolation and to build on the success of Roffey Friendship Group and to gain more information on the 'Think Family' project in Roffey – all of the projects had been identified in the Parish Council's Business Plan. A possibility of shared use of the car park associated with the Family Centre was also broached. Mr Wadey will come back to the Parish Council in due course.

Legal and Finance Training will be held at Roffey Millennium Hall on Monday 3rd April starting at 7pm. All Councillors and office staff are invited.

9. **Planning application DC/16/1677 Development North of Horsham.**

Amended plans have been released for DC/16/1677 – development north of Horsham. The amended plan includes variations to the original transport assessments, however, it has always been a major concern of the Parish Council that the A264 could not cope with the proposed development. Transport Planning Consultants have been approached for quotations to provide a critique of the latest transport assessment and separately to comment on the broader transport proposals including the proposed railway station with specific emphasis on the A264 through North Horsham Parish and its ability to cope.

On 1st September 2016 the Parish Council agreed that any necessary work which requires the aid of professional support may be undertaken up to the

value of £8,250 (held in an Ear Marked Reserve) with an additional £4,000 (held in revenue). The Planning, Environment and Transport Committee agreed on 29th September 2016 that delegated responsibility be given to the Chairman and Vice Chairman of the PET Committee, the Council Chairman and the Chairman of Finance to agree specific questions and concise areas of investigation that will assist the Parish Council with their response to the planning application.

10. Financial Matters.

See Financial Report and Expenditure List to 28th February 2017 attached. The Risk Management Scheme and Asset Register to 31st March 2017 will be e-mailed to all Councillors. A list of actions from the Risk Management Scheme is attached. (See Annex 1 - pgs 34-39)

11. Calendar of Meetings.

A survey was conducted by the Clerk. No response to the survey was taken to indicate that the Councillor was happy with the current arrangements and had no comments. Twelve Councillors responded to the survey. Of those:-

Three felt that the meetings should take place monthly, especially as there are sometimes too many significant matters to discuss at Council.

Two Councillors would prefer Council Meetings not to be held on a Thursday stating as their preference either Tuesday or Wednesday.

One Councillor felt there should be fewer Committee Meetings for Personnel. Property or Finance.

One felt that Finance and Administration Meetings should be held four times a year instead of six and that it should be given more delegated powers.

Everyone was content with the frequency of Planning Meetings.

Wednesday or Thursday is the preferred day of the week for Committee Meetings with both days scoring equal hits.

One person wanted more papers than are currently being sent, two wanted fewer, but the majority of people were content with the volume of papers sent in hard copy. One person would be content to receive everything digitally.

The following comments were also received:-

Notification of minutes of all meetings would be appreciated. – this will happen in future.

Confidential papers sent on gold paper so that correct disposal can be arranged – those items that are confidential will be put on gold paper in future.

Publish meetings on Google calendar/,lcs so devices and accessibility users can access them – this has been flagged with the IT providers.

In conclusion, taking account of the views of the nineteen Councillors overall (the survey was conducted before the recent resignation from Holbrook East) there is no evidence for any significant change. Small tweaks to the current arrangements have been flagged up and acted upon. The proposed Calendar of Meetings for 2017/18 is attached for any further

comment before being put to the Annual Parish Council Meeting in May as stated in Standing Orders..

The following meetings were not agreed in May 2016 but are necessary to continue the business of the Council.

27th April 2017 – Finance and Administration Committee

4th May 2017 – Planning, Environment and Transport Committee

11th May 2017 – Annual Meeting of the Parish Council.

12. Neighbourhood Plan (NP)

Small groups of councillors met with Mr N Kwan, NP Officer for HDC on two different occasions recently to gather information relating to the production of a NP for North Horsham Parish. The designation of the Parish as Neighbourhood Plan Development Area was halted until the Parish Council had further information on which to make an informed decision.

Considerations suggested by Mr Kwan:-

1. **Options** – a NP can focus on and include several topics resulting in planning policies that become adopted in statute. Mr Kwan specifically highlighted site allocation, local green space and housing design.

Site allocation can be contentious and could generate a huge number of representations that need to be processed through the Parish Council. Does the Parish Council have the capacity and resource to include site allocation in their NP? It was suggested that many NPs currently in progress do not include site allocations.

Local Green space is afforded some protection in the Horsham District Planning Framework Policy 31 as ‘proposals that would result in the loss of existing green infrastructure will be resisted unless it can be demonstrated that new opportunities will be provided that mitigates or compensates for this loss and ensures that the ecosystem services of the area are retained.’ However a NP could add a layer of protection over and above the policies within the Horsham District Planning Framework

However, not every green space is appropriate for development and has to fulfil criteria laid down in The National Planning Policy Framework (para 77) which states :-

“The Local Green Space designation will not be appropriate for most green areas or open space. The designation should only be used:

- *where the green space is in reasonably close proximity to the community it serves*
- *where the green area is demonstrably special to a local community and holds a particular local significance, for example because of its*

beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife

- *where the green area concerned is local in character and is not an extensive tract of land”*

Horsham District Planning Framework has a policy (32) in place to promote high quality and inclusive design for all development in the district, however a NP could give guidance on **Local Housing Design** covering issues such as prevailing character, massing, sight lines and materials. This could be evidenced through Locality, Heritage England, Chartered Association of Building Engineers (CABE) and local publications eg Horsham Society.

2. **Cost** – further details of costs will be investigated for the meeting. Some funding is available from Locality – up to £9,000. Would a NP give added value?
3. **Parish constraints** – North of the A264 is part of the Horsham District Planning Framework and a strategic site. There are limited areas of land for development in the rest of the parish.
4. **Community Infrastructure Levy (CiL)** – 15% for communities without a NP, 25% for those with a NP. The land north of the A264 which is a Strategic Site and included in the Horsham District Planning Framework has a designation of 0% CiL. Therefore, financial gain from CiL is limited and the legislation could change when the recent Housing white paper is progressed with no differential.
5. **Ongoing maintenance** NP policies must be in line with those within the Horsham District Planning Framework and once made are in statute. NPs must be reviewed regularly and any change to policies would require a full consultation process. Therefore, if a NP is adopted resources must be available to maintain it.
6. **Partnership working** Horsham Blueprint – Horsham Town is progressing a NP and has approached the Parish Council to explore the benefits of collaborative working.
7. **Horsham District Planning Framework** is due for review in the next eighteen months to two years and the policies within it may change.

Existing relevant documents relating to green spaces and design: –

Horsham Society – Survey of Horsham’s Green Spaces 2013

Horsham District Council Green Space Strategy 2013 – 2023

Horsham Society – Design Brief 2017

Horsham Society – Horsham Town Local List- 2016

All documents have been circulated to councilors. A parish map highlighting

the green spaces is attached -linked to HDC's survey of Horsham's Green Spaces 2013.

13. Neighbourhood Wardens

Horsham District Council Community Safety Partnership promote Neighbourhood Wardens (NW) whose key objectives are to support communities and manage the natural and built environs, promote ways of reducing anti-social behavior and work to increase the safety of residents. They adopt a low tolerance of environmental crime.

Working in partnership with Sussex Police they provide a highly visible and reassuring uniform patrolling presence across the Parish deterring low level criminality and anti social behavior, promoting community cohesion, resilience and solidarity to encourage communities to identify and solve their own problems. They work in partnership to tackle anti-social behavior, promote social inclusion by undertaking a range of community development functions and improve access to local authority functions (source: HDC NW Operating Schedule- April 2016). Mr N Worth from HDC Community Safety Partnership also explained that NWs can be professional witnesses, promote drug awareness, undertake home safety fire inspections and provide assistance if there is an emergency situation.

Currently NWs operate through HDC in Ashington, Steyning, Bramber and Upper Beeding (as a three village cluster) and Pulborough. Haywards Heath are employing a Retail Warden and Forest Row has a Community Warden who is employed direct.

The annual cost of providing 2 NW working 30 hours each through the HDC scheme is £60,000. The Parish Council would be expected to fund 95% of the cost with HDC contributing 5% plus training costs and a vehicle. HDC prefer a 3 year contract but this is negotiable and would in effect be the NW's employer. HDC would provide equipment but the NWs would need a base preferably in the Parish Office.

The NWs work would be directed by a Steering Group on which there would be representatives of the Parish Council, the Community Safety Team and other agencies.

No money has been allocated in the 2017/18 budget for an initiative such as this.

14 Consultations

Boundary changes

The Local Boundary Commission is consulting on proposed changes to the parish warding arrangements for North Horsham Parish Council. The Commission cannot recommend changes to the external boundaries of parishes as part of an electoral review therefore the Parish boundary remains the same. The proposals are to keep Holbrook East and Roffey North the same as now. To divide Roffey South to make Comptons parish ward and to divide Holbrook West to make North Horsham Rural parish

ward. The proposed number of councilors is still 19, but allocated as follows:-

Parish Ward	Number of Parish Councilors 2017	Proposed number of Parish Councillors.
Comptons	0	1
Holbrook East	5	5
Holbrook West	4	4
North Horsham Rural	0	1
Roffey North	6	5
Roffey South	4	3

Possible area of concern for Parish Council -Planning - currently quorate with one councillor for every ward, risk that meetings will not be quorate if there is only one representative for Comptons and North Horsham Rural.

Visitor Strategy

The Parish Council is invited to submit ideas to feed in to a Tourism Strategy for Horsham District grouped around the following categories:-

- Public Realm Improvements and The Visitor Welcome – could highlight the benefit of keeping the grass verges and traffic signs on the route from the A23 into Horsham well cut, clean and tidy.
- Branding and Marketing the parish :-
- Maximising the pull of Events and Facilities – the Riverside Walk passes through the parish and close to North Heath Hall. The outside space at North Heath Hall could be used as part of the annual day of dance or linked into events in Horsham Town as could the shopping areas in North Horsham. There could be community events on the recreation areas as part of a wider sporting event.
- Supporting Visitor Economy Businesses:-

15. Policy documents

Investment Policy recommended by the Finance and Administration Committee. As part of the Risk Management Scheme - Fire Safety Policy, Health and Safety Statement of General Policy and Legionella Control Policy attached.

16. Correspondence

List from 6th January 2017 to 10th March 2017 attached. List from 11th March 2017 to 16th March 2017 will be available at the meeting.

Pauline Whitehead
 Clerk to North Horsham Parish Council
 10th March 2017

DC/16/1677 – Development on land north of Horsham

Notes of a meeting of all working parties held on 11th January 2017 at 2.30pm at Roffey Millennium Hall

Purpose of the working parties:- three working parties appointed to jointly develop a full response to the outline planning application recently submitted for development north of Horsham (DC/16/1677). The application includes housing (up to 2,750 dwellings), a business park (up to 46,450 m²), retail, community centre, leisure facilities, education facilities, public open space, landscaping and related infrastructure and has reserved matters except for access.

Remit of this meeting:- to gain updated information from Horsham District Council (HDC).

Joint Working Party Members:- Nicholas Butler, Frances Haigh*, Roland Knight*, Martin Loates, Richard Millington, Helen Ralston, Tony Rickett, David Searle*, Ray Turner*, Ian Wassell*, Roger Wilton*, Sally Wilton*. Resident Mr Laurie Holt*. Horsham Cycle Forum representative Ruth Fletcher*. Horsham Society representative Philip Ayerst*, HDC case officer David Lowin*, HDC Major Developments Officer, Helen Lowe*.

*Denotes present

Notes

Mr Lowin was expecting an amended application within the next two to three weeks. There had been concerns surrounding:-

- the ancient woodland road crossings - the developer had been asked to consider alternatives if not to offer justification and mitigation.
- Schools and how they would be funded through the Section 106 monies. Discussions were taking place between the developers and West Sussex County Council (WSCC).
- Housing for local needs. Work was being undertaken to try to make the application policy compliant.
- Transport amendments -require further consultation.

There was no indication yet when HDC would consider the application. The working party was informed of the following updated information:-

- Work on S106 is policy compliant and moving forward.
- The developer is very concerned about planning application WSCC/062/16/NH at the Former Wealden Brickworks, Langhurstwood Road for a Recycling, Recovery and Renewable Energy and Ancillary Infrastructure submitted by Britaniacrest Recycling Ltd as the site is adjacent to their proposed development. They have submitted an objection to WSCC.
- The need for mixed market housing especially 2 and 3 bedroomed houses has been drawn to the attention of the developer.

- WSCC have requested that the applicants refine the modelling of the road layouts within the amended application. WSCC have made attempts to contact and work with Surrey County Council where appropriate.
- Attention has been drawn to the need for the provision of infrastructure within the development as early as possible and clarity around phasing.
- Modelling within the site has been done on the worst case scenario and the railway station had not been taken into consideration for the sustainability of the site. Whilst a parcel of land had been retained for a railway station, the provision was not in the hands of HDC. The potential for a station made the site more sustainable than others.
- If the site for the railway station were to be used to facilitate a Park and Ride scheme there would need to be a variation in the Section 106 agreement. There is the potential that the site for the station could remain undeveloped for a long time.
- It was disappointing that the development hadn't been put forward as one of the 'Garden Villages' announced by the Government in January 2017 as it would have attracted funding. 'Garden Villages' are distinct new places, with their own community facilities, rather than extensions to existing urban areas. Helen Lowe would check that this hadn't been put forward for that scheme.
- There had been an extensive meeting between HDC and the developer regarding "green links". These would be secured through a legal agreement and it is likely that they would be put into the hands of a management company. The working party suggested that Sussex Wildlife Trust or the Woodland Trust may like to explore taking responsibility for this. HDC will suggest to ecological organisations that they may wish to explore these opportunities. This could be strengthened by an approach from the Parish Council.
- Alternative routes to maximise the preservation of the ancient woodland will be looked at by the developer with HDC.
- There is no detail on the building design at this stage, however, some design code could be set out and submitted.
- It was suggested that the Parish Council starts a dialogue with Liberty.

Mr Lowin agreed to come back to brief the Parish Council in a few weeks time.

Further meetings and conclusion

No further meetings were arranged at this stage.

There being no further business the meeting closed at 3.35pm.

Notes taken by the Clerk (Pauline Whitehead)

Finance Report to 28th February 2017

Actual funding, income and expenditure for 2016/17 showing annual budget for 2016/17 (set in January 2016 as part of the precept) and the forecast agreed as part of the precept calculation for 2017/18 on 5th January 2017.

Position at 28th February 2017**Funding**

Precept	282,726
Council Tax Benefit	7,006
Environmental Grant	9,538
Total	299,270

Income

Cost Centre	Actual Income	Annual Budget	Proposed Forecast
Admin	1,171	600	150
Allotments	750	725	750
North Heath Hall	51,779	59,000	59,000
Holbrook Tythe Barn	23,840	25,000	25,686
Multi Court Lettings	15,518	12,000	12,000
Roffey Millennium Hall	66,888	73,750	72,600
Total	159,946	171,075	170,186

Expenditure

Cost Centre	Actual Expenditure	Annual Budget	Proposed forecast
Admin	42,309	67,460	57,527
Grants	8,577	17,000	10,000
Burial	3,000	6,000	3,000
Personnel	268,626	270,100	290,485
Planning, Env, Trans	0	4,000	2,000
Allotments	685	1,700	1,714
Amenity, Recs and Open Spaces	35,240	51,275	50,697
North Heath Hall	22,756	30,712	25,756
Holbrook Tythe Barn	14,020	26,294	21,553
Multi Court Lettings (no separate budget)			
Roffey Millennium Hall	27,777	45,410	37,213
Total	422,990	519,951	499,945

Net expenditure	263,044	339,376	329,759
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January and February 2017 salaries are included in the report. Income is on track to reach the forecasted amount. Expenditure is less than would be expected, therefore the net expenditure is lower than anticipated in the year against the proposed forecast. A list of Earmarked Reserves is overleaf.

02/03/2017

North Horsham Parish Council 16/17

14:35

Detailed Income & Expenditure by Budget Heading 28/02/2017

Month No : 11

Committee Report

P.C.M 16.3.17
 Agenda item 10
 Earmarked Reserves to
 28.2.17.

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Tol		
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Earmarked Reserves

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Tol		
<u>901</u> Earmarked Reserves						
4900 Repairs & Renewals Reserve	0	23,736	160,766	137,030		137,030
4901 Revenue Reserve	0	0	7,955	7,955		7,955
4902 Damage Reserve	0	0	4,000	4,000		4,000
4903 Election Reserve	0	0	19,950	19,950		19,950
4904 Capital Projects Reserve	0	0	4,000	4,000		4,000
4905 Earmarked Reserve -Youth Prov	0	0	5,621	5,621		5,621
4907 Planning Reserve	0	3,750	12,000	8,250		8,250
4908 Capital Receipts Reserves	0	0	25,000	25,000		25,000
Earmarked Reserves :- Expenditure	0	27,486	239,292	211,806	0	211,806
Net Expenditure over Income	0	27,486	239,292	211,806		
Earmarked Reserves :- Expenditure	0	27,486	239,292	211,806	0	211,806
Income	0	0	0	0		
Net Expenditure over Income	0	27,486	239,292	211,806		

Date: 02/03/2017

North Horsham Parish Council 16/17

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Time: 15:41

Cash Book 1

User : PW

Lloyds Bank Accounts

EXPENDITURE LIST For Month No : 11 FEBRUARY 2017

Payments for Month 11

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
30/12/1899	Petty Cash	8976	132.31			201	132.31	
01/02/2017	CF Corporate Finance Ltd	DD	158.94	158.94		501		Photocopier lease
08/02/2017	N.Tucker Ltd	0802171	410.00	410.00		501		Window Cleaning
08/02/2017	Mr Mark Stoner,	0802172	86.40	86.40		501		Expenses Jan 2017
08/02/2017	Mr N. Simmonds,	0802173	35.00	35.00		501		Kitchen light repair
08/02/2017	ELA Group	0802174	145.40	145.40		501		Contractural maintenance
08/02/2017	Essential Hygiene & Catering S	0802176	19.73	19.73		501		First aid equip
08/02/2017	SOS Systems	DDB	10.74	10.74		501		Printing
08/02/2017	Asperger's Voice	0802175	200.00			4155 103	200.00	Grant for Understanding Autism
08/02/2017	NHPC	8975	150.00			4155 103	150.00	Roffey Friendship Group
09/02/2017	Petty Cash	8965	126.40			201	126.40	Top up
10/02/2017	SOS Systems	DD1	61.55	61.55		501		Printing
15/02/2017	British Gas Business	dd	354.51	354.51		501		Gas
15/02/2017	British Gas Business	DDa	306.28	306.28		501		Gas
15/02/2017	British Gas Business	DD2	235.52	235.52		501		Electricity
15/02/2017	British Gas Business	DD3	268.29	268.29		501		Electricity
15/02/2017	Mrs D. Lees	1502177	38.25	38.25		501		January 2017 Expenses
15/02/2017	1st Roffey Scouts	1602175	5.40	5.40		501		Exps Feb17
15/02/2017	Servcom Services UK Ltd.,	1602176	547.20	547.20		501		Heting fail
16/02/2017	Woodstock IT Services	1602171	174.00	174.00		501		Wireless access point
16/02/2017	West Sussex County Council	1602172	250.00	250.00		501		Harwood Rd rent 01.03.17-28.02
16/02/2017	Servcom Services UK Ltd.,	1602173	310.37	310.37		501		Underfloor heating fault
16/02/2017	NETCOM	1602174	504.00	504.00		501		Website
21/02/2017	Lloyds Bank	2102171	85.32			4500 403	2.59	blind hangers
						4034 403	-8.00	Refund heater
						4016 403	73.74	Boots
						4021 101	16.99	Phone top up
21/02/2017	Lloyds Bank	2102171A	62.84		10.47	4016 401	52.37	Fabric for bench
21/02/2017	Lloyds Bank	2102171B	-23.90		-3.98	4034 403	-19.92	Refund heater
21/02/2017	Enterprise Services Group Ltd	2102172	160.02	160.02		501		Sanitary waste
23/02/2017	Assurity Consulting Ltd	2302171	738.00	738.00		501		Legionella Risk Assessment
23/02/2017	G. Burley & Sons Ltd.,	2302172	1,771.69	1,771.69		501		Grass cutting
23/02/2017	Mr N. Simmonds,	2302173	40.00	40.00		501		Light failure
23/02/2017	UKHost4U	8977	191.98	191.98		501		Basic web hosting
24/02/2017	British Gas Business	DD	1,140.01	1,140.01		501		Electricity02.12.16 - 31.01.17
28/02/2017	Horsham District Council	DD	152.70	152.70		501		Dog bins

Date: 02/03/2017

North Horsham Parish Council 16/17

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Cash Book 1

User: PW

Lloyds Bank Accounts

For Month No : 11

Total Payments for Month	8,848.95	8,115.98	6.49	726.48
Balance Carried Fwd	210,412.95			
Cash Book Totals	<u>219,261.90</u>	<u>8,115.98</u>	<u>6.49</u>	<u>211,139.43</u>

Total expenditure through cash book for February
= £8,848.95.

The invoice for February 2017 salaries had not
been received.

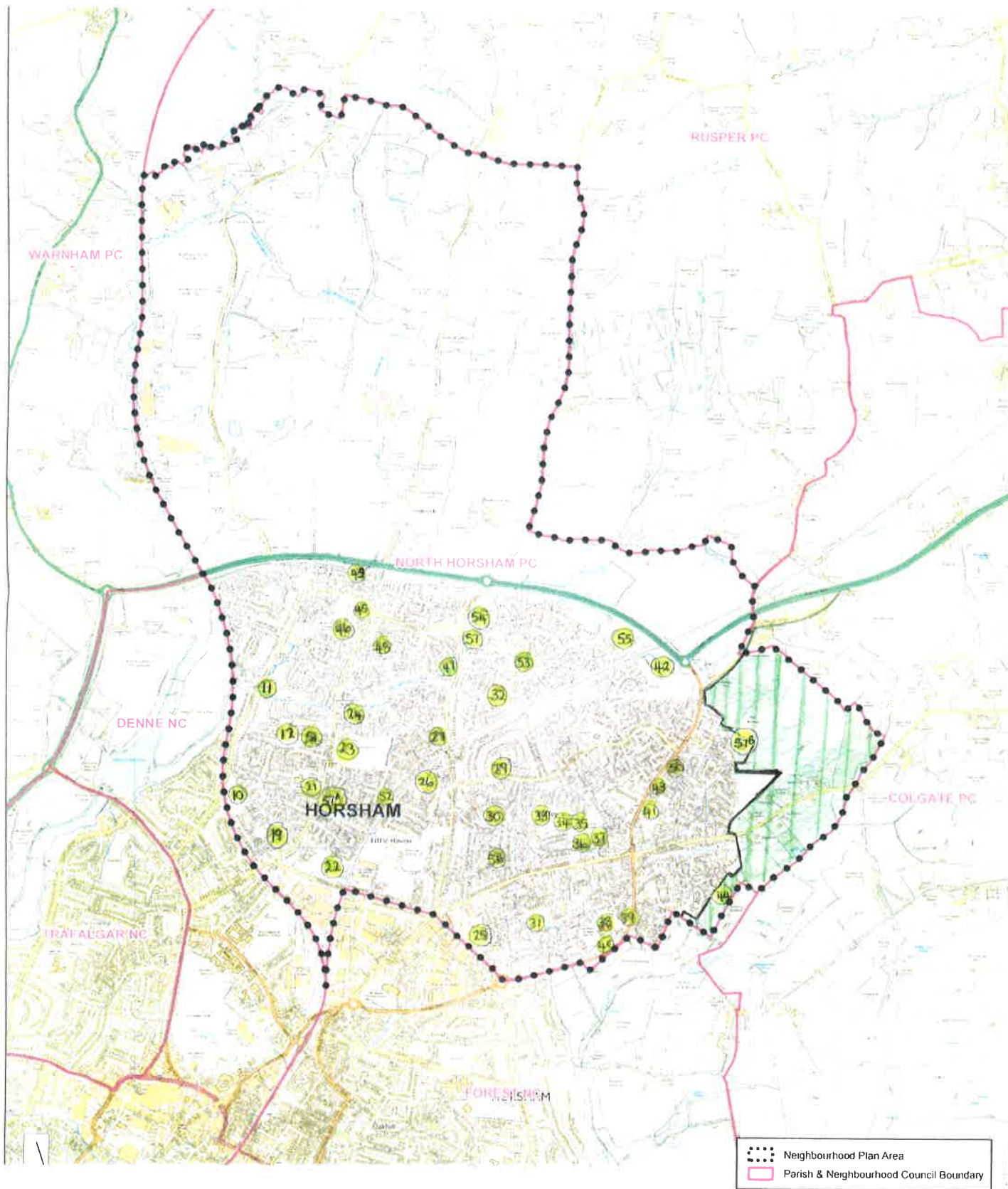
NORTH HORSHAM PARISH COUNCIL CALENDAR OF MEETINGS
MAY 2017 to MAY 2018 –draft - may change subject to Councillor feedback. *already agreed.

<p>APRIL 2017 Thursday 6th* Thursday 13th* Monday 24th* Thursday 27th</p>	<p>Property. Planning, Environment & Transport. Annual Meeting of the Electors of the Parish (North Heath Hall). Finance and Administration.</p>	<p>NOVEMBER 2017 Thursday 2nd Thursday 23rd</p>	<p>COUNCIL. Planning Environment & Transport.</p>
<p>MAY 2017 Thursday 4th Thursday 11th Thursday 18th Thursday 25th</p>	<p>Planning, Environment & Transport. Annual Meeting of Council. Personnel. Planning, Environment & Transport. (Additional meeting to get in sync with HDC)</p>	<p>DECEMBER 2017 Thursday 7th Thursday 14th Thursday 21st</p>	<p>Property. Finance and Administration. Planning, Environment & Transport.</p>
<p>JUNE 2017 Thursday 8th Monday 19th Thursday 22nd Thursday 29th</p>	<p>Property. Internal Controls WP Planning Environment & Transport. Finance and Administration.</p>	<p>JANUARY 2018 Thursday 11th Thursday 18th Thursday 25th</p>	<p>COUNCIL. Personnel. Planning, Environment & Transport.</p>
<p>JULY 2017 Thursday 6th Thursday 20th</p>	<p>COUNCIL Planning Environment & Transport.</p>	<p>FEBRUARY 2017 Monday 5th Thursday 8th Thursday 15th Thursday 22nd</p>	<p>Internal Controls WP. Property. Finance and Administration. Planning, Environment & Transport.</p>
<p>AUGUST 2017 Thursday 17th Thursday 24th Thursday 31st</p>	<p>Property Planning, Environment & Transport. Finance and Administration.</p>	<p>MARCH 2018 Thursday 8th Thursday 22nd</p>	<p>COUNCIL Planning, Environment & Transport.</p>
<p>SEPTEMBER 2017 Thursday 7th Thursday 14th Thursday 21st</p>	<p>COUNCIL. Personnel. (Budget) Planning Environment & Transport. (Budget)</p>	<p>APRIL 2018 Monday 9th Thursday 12th Thursday 19th Monday 23rd Thursday 26th</p>	<p>Internal Controls WP. Property. Finance and Administration. Annual Meeting of Electors of the Parish (North Heath Hall). Planning, Environment & Transport.</p>
<p>OCTOBER 2017 Monday 2nd Thursday 12th Thursday 19th Thursday 26th</p>	<p>Internal Controls WP. Finance and Administration. (Budget) Property. (Budget) Planning Environment & Transport.</p>	<p>MAY 2018 Thursday 10th Thursday 17th Thursday 24th</p>	<p>COUNCIL. Personnel. Planning, Environment & Transport.</p>

North Horsham Parish

Map to show Green spaces in North Horsham Parish identified by the Horsham Society in their survey 2013.

The numbers relate to the numbering system in the attached survey of Green spaces.



Guidance for the Local Green Space designation in The National Planning Policy Framework para 77 is as follows :-

"The Local Green Space designation will not be appropriate for most green areas or open space.

The designation should only be used:-

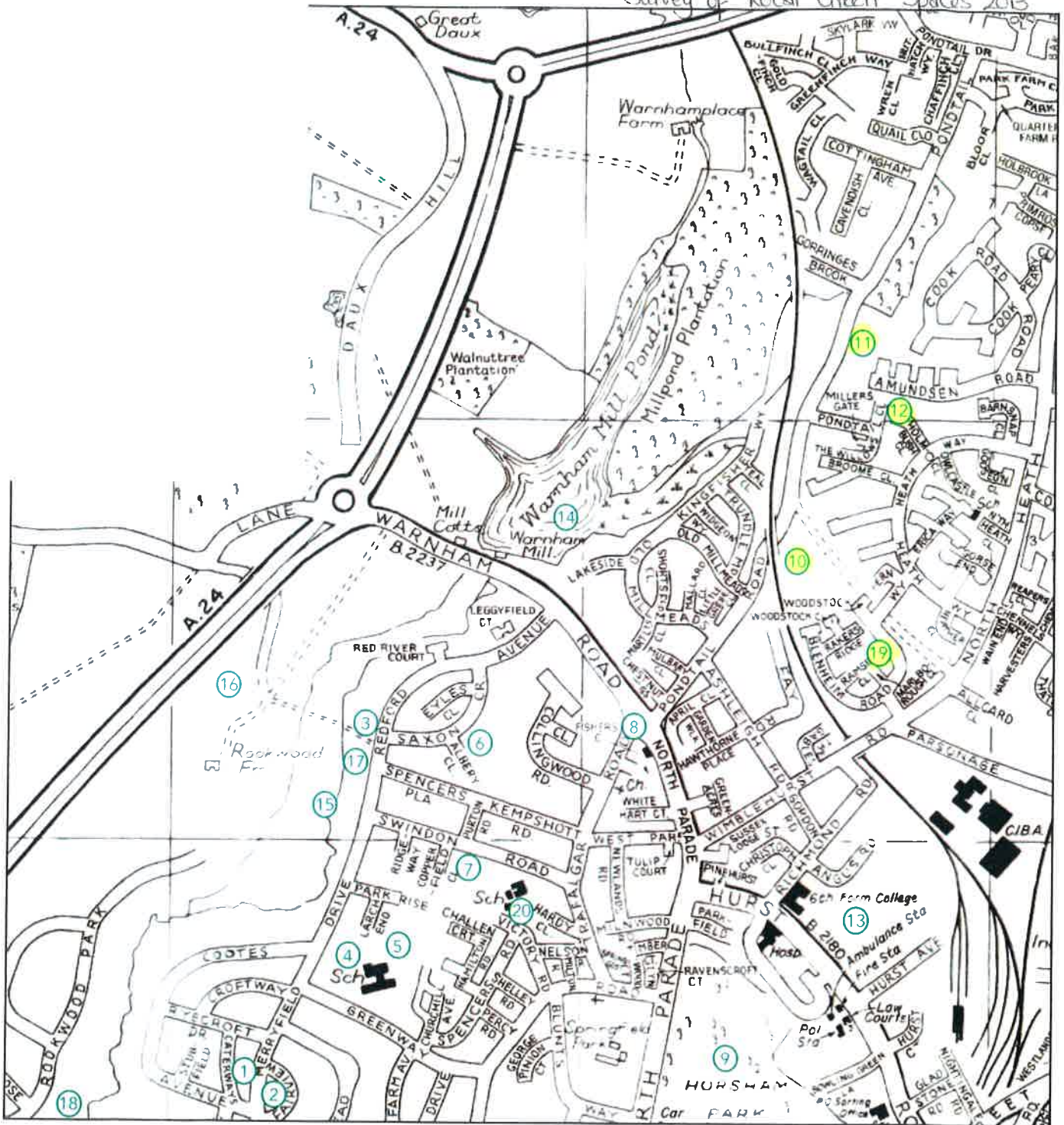
- where the green space is in reasonably close proximity to the community it serves;
- where the green area is demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife;
- where the green area concerned is local in character and is not an extensive tract of land."

High Weald Area of Outstanding Natural Beauty (AONB)

Scale 1: 20,000 (A4 A3)

North West Quadrant

PCN 16317
 Agenda item 10.
 Extract from Horsham Society's
 Survey of Local Green Spaces 2013



see pg 17

- 1 Caterways Green, Merryfield Drive [Registered Town Green]
- 2 Cootes Green, Merryfield Drive [Registered Town Green]
- 3 Redford Avenue Football Ground, Redford Avenue
- 4 Greenway School Playing Field, Greenway
- 5 Recreation Ground, behind Greenway School
- 6 Redford Avenue Allotments, off Redford Road

North West Quadrant - continued

- 7 Victory Recreation Ground, off Victory Road
- 8 Dog and Bacon Green, Warnham Road [Remnant of Horsham Common]
- 9 Horsham Park, North Street
- 10 Woodstock Close Sports Ground
- 11 Pondtail Copse, Pondtail Road, and parallel with and north of Amundsen Road
- 12 Pondtail Close open space
- 13 Collyer's School playing field, Hurst Road
- 14 Warnham Nature Reserve, Warnham Road
- 15 Riverside Walk: Warnham Road to Guildford Road
- 16 Rookwood Golf Course
- 17 Redford Avenue Copse
- 18 Wildwood, j/w Guildford Road
- 19 Ramsey Green, Ramsey Close [Registered Town Green]
- 20 Trafalgar School playing field, Victory Road



< Cootes Green (2)

Dog and Bacon Green (8) >



< Riverside Walk (15)

North East Quadrant



- 21 North Heath Community Primary School playing field, Erica Way
- 22 Novartis sports ground, Parsonage Road
- 23 Holbrook Club, North Heath Lane
- 24 Riverside Walk: St Mark's Chennels Brook, North Heath Lane
- 25 Kingslea Primary School playing field, Harwood Road
- 26 Rusper Road Allotments, Lower Barn Close
- 27 Little Barn Copse, off Rusper Road
- 28 Oak Tree Way open space, off Redkiln Way

North East Quadrant - continued

- 29 Lambs Crescent open space, off Lambs Farm Road
- 30 Littlehaven Infant School grounds, Hawkesbourne Road
- 31 Manor Fields open space, also via Earlswood Close
- 32 All Saints Primary School playing field, Tylden Way
- 33 Bryce Close Palying Field, adj Roffey Recreation Ground
- 34 Roffey Playing Field, adj Roffey Recreation Ground

Harwood Road landscaping (39) >



- 35 Roffey Recreation Ground, off Crawley Road
- 36 Northolmes Primary School playing field, off Crawley Road
- 37 Roffey Cricket Club sports ground, off Crawley Road
- 38 Leechpool Primary School playing field, Leechpool Lane
- 39 Harwood Road landscaping, bet Manor Fields and Woodland Way
- 40 Harwood Road Allotments, bet Manor Fields and Woodland Way
- 41 Roffey Cemetery, Crawley Road
- 42 Earles Meadow recreation space, south side railway, Crawley Road to Farhalls Crescent
- 43 Bracken Green, bet Bracken Grove and Crawley Road
- 44 South Holmes Playing Field, Owl Beech Way



< Roffey Cemetery (41)

North East Quadrant - continued

- 45 Holbrook Tythe Barn Play Area, Pondtail Road
- 46 Holbrook Primary school playing field, Holbrook School Lane
- 47 Dutchells Copse, Rusper Road opp Tylden Way
- 48 Dutchells Common, bet Wordsworth Place and Burns Close
- 49 Bakehouse Barn Path and Green, off Pondtail Road running north to A264
- 50 Moorhead Road open space, bet Moorhead Road and Crawley Road
- 51 Heath Way playing field, near Holmbush Close
- 52 Jackdaw Lane playing field, near Coltsfoot Drive
- 53 Bartholomew Way woodland glade, by Holbrook Surgery running north
- 54 Lemmington Way open space, j/w Rusper Road north to A264
- 55 Roffey Football Club playing fields, off Bartholomew Way
- 56 Adelaide Close play area, bet Adelaide Close and Little Haven Lane
- 57 Lemmington Way woodland stream, j/w Rusper Road south
- 57A Open space, bet Chennels Way and North Heath Lane
- 57B Beech Road allotments and open space



< Dutchells Copse (47)

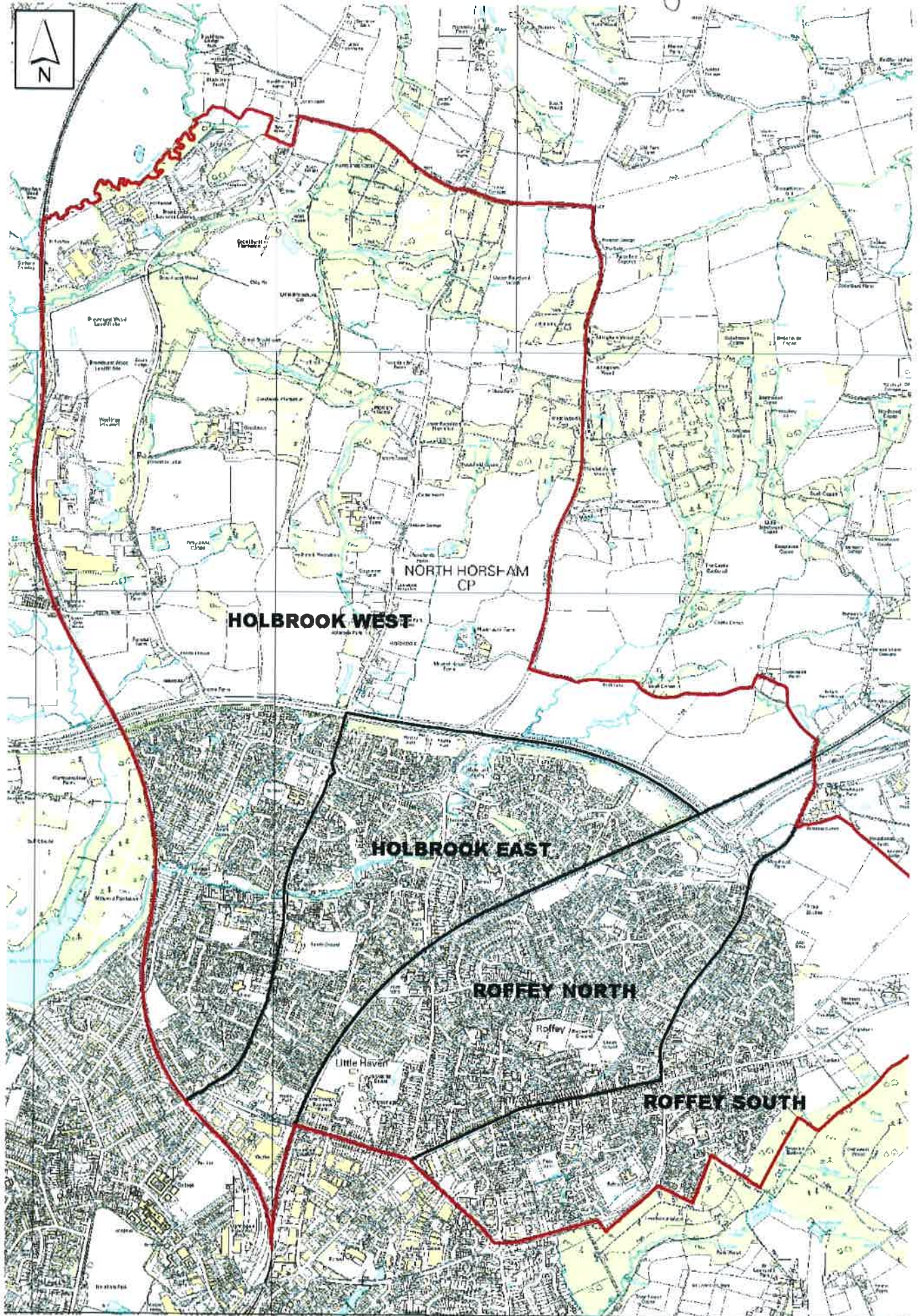
Moorhead Road (50) >



< Lemmington Way (54)



PC.M 16.3.17 Agenda item 14



North Horsham Parish Council Ward Map

Parish ward map as at 9.3.2017

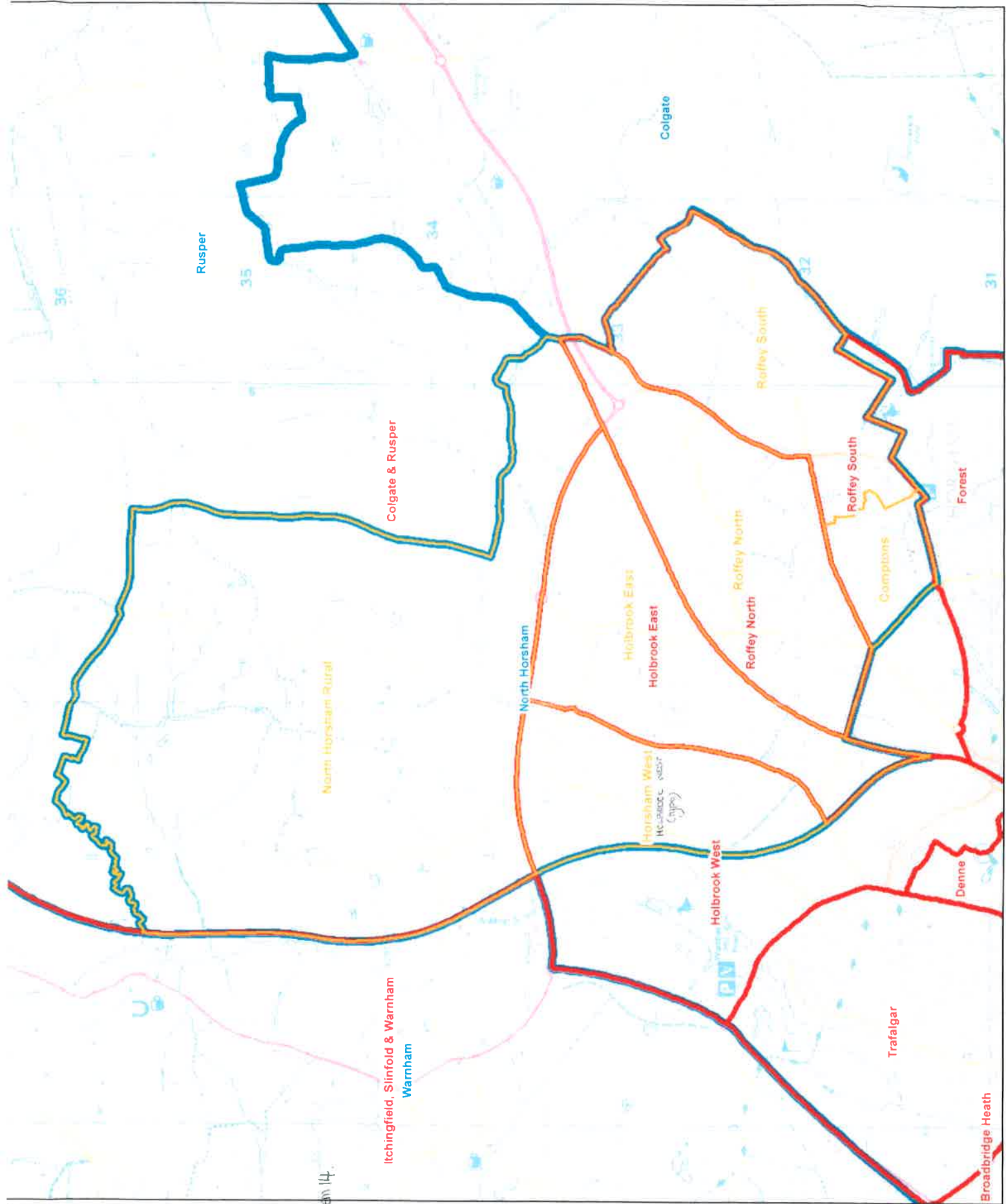
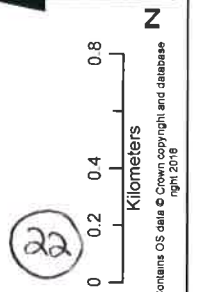
Parish boundary in red.

21

Parish warding
arrangements for
North Horsham Parish
Council

-  Draft recommendations
-  North Horsham Parish
-  Draft Parish wards

PCM 16 3 2017 Agenda item 14.
Proposed parish wards
for North Horsham
Parish Council





North Horsham Parish Council

INVESTMENT POLICY

This policy has been prepared using:-

Department of Communities and Local Government (DCLG): (2010): Guidance on Local Government Investments.

Joint Practitioners' Advisory Group (2016): Governance and Accountability for Smaller Authorities in England.

INTRODUCTION

Both the CIPFA Code and the DCLG Guidance require the Council to invest its funds prudently, and to have as its objectives security (protecting the capital sum from loss) and then liquidity (keeping the money readily available for expenditure when needed). Once proper levels of security and liquidity are determined it will then be reasonable to consider what yield can be obtained consistent with those priorities. The Council is ultimately responsible for its investments.

POLICY STATEMENT

North Horsham Parish Council will make investments in line with current, published guidance from the Department of Communities and Local Government, Chartered Institute of Public Finance and Accountancy and the Joint Practitioners' Advisory Group. Consideration will be given to security of the original capital sum, liquidity and yield in that order of priority.

SHORT TERM INVESTMENTS

Short term investments are those made in sterling which have a maturity of less than 12 months. Investments will be regarded as commencing on the date on which the funds are paid over to the counterparty. The Council will undertake an assessment to ensure that the original sum invested is not subject to unreasonable risk and that it is available to be accessed by the authority without any reduction from the time the investment is made.

Short term investments will be authorised by the Finance and Administration Committee with a determined maximum period for which funds may be committed so as not to compromise availability, using the appropriate cash flow projection.

For the prudent management of its treasury balances, maintaining sufficient levels of security and availability, the Council, as a preference, will use deposits with banks or building societies (Specified investments) for short term investments.

LONG TERM INVESTMENTS

Long term investments are those made in sterling and maturing over a period of 12 months or more. On acquisition, long term investments will be recorded in the cash book as expenditure in the year and also as an increase in assets and long term investment until its maturity. At maturity the total proceeds will be recorded as income.

The Council may wish to consider specified investments and non- specified investments for long term investments. Non-specified investments, such as investment in the money market, stocks and shares or peer to peer lending have greater potential risk than specified investments and therefore carries a limit of £50,000 investment in total per year. Non-specified investments will be agreed by full Council following recommendation by the Finance and Administration Committee. The Council does not employ in-house or externally any financial advisors but will rely on information which is publicly available supported by professional guidance as necessary.

FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Parish website and a hard copy will be available from the Parish Office.

REVIEW AND AMENDMENT OF REGULATIONS

The policy will be reviewed annually by the Finance and Administration Committee and recommendations made accordingly to the Council. The Council reserves the right to make variations to the Policy at any time, subject to the approval of the full Council. Any variations will be made available to the public.

23rd February 2017



NORTH HORSHAM PARISH COUNCIL

FIRE SAFETY POLICY

POLICY STATEMENT

This Fire Safety Policy has been prepared by the Parish Clerk as the Responsible Person for the premises known as Roffey Millennium Hall, Holbrook Tythe Barn and North Hall to comply with **The Regulatory Reform (Fire Safety) Order 2005 (FSO)**.

The purpose of this Policy is to ensure the safety from fire of all relevant persons on, or in the vicinity of the premises by effective planning organisation, control, monitoring and review of the preventative and protective measures

KEY PRINCIPLES

This Policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements. As such the following will be provided:

- The Deputy Clerk and Facilities Officer will be responsible for the provision of **safety assistance** to assist the Responsible Person in carrying out their duties under the FSO
- A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed and its significant findings acted upon
- A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed and practised by the regular carrying out of fire drills
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire and Rescue Service as required

WHO DOES THE POLICY APPLY TO

The Policy applies to all employees and Councillors of North Horsham Parish Council

REVIEW OF THE POLICY

Subject to any new legislation, changes in case law or the requirements of the Parish Council which require immediate amendment, the Fire Safety Policy will be reviewed at the annual meeting of Council in May.



NORTH HORSHAM PARISH COUNCIL HEALTH AND SAFETY

STATEMENT OF GENERAL POLICY

POLICY STATEMENT

North Horsham Parish Council aims to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to health which may arise from work activities through a positive scheme of risk management.

KEY PRINCIPLES

The Parish Council will -

- Manage the health and safety risks in the workplace proactively to prevent accidents and cases of work-related ill health.
- Provide clear instructions and information, with adequate training, to ensure that employees are competent to do their work. The Parish Council will provide such information, training and supervision, as is needed for this purpose.
- Engage and consult with employees on day to day health and safety conditions as they arise.
- Implement emergency procedures.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage/ use of substances.
- Maintain up to date records of Health and Safety incidents and Report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) as appropriate.
- Give a high level of commitment to health and safety and will comply with all statutory requirements.

WHO DOES THE POLICY APPLY TO

The Policy applies to all employees and Councillors of North Horsham Parish Council

REVIEW OF THE POLICY

Subject to any new legislation or changes in case law which require immediate amendment; or any changes in the needs of the Parish Council, the Health and Safety – Statement of General Policy will be reviewed annually.

NORTH HORSHAM PARISH COUNCIL

LEGIONELLA CONTROL POLICY

POLICY STATEMENT

The aim of the Legionella Control Policy is, as far as is reasonably practicable, to ensure the protection of all staff, visitors, hirers and other persons who may be affected by the use and distribution of the Parish Council's water services from the effects of Legionella bacteria. .

KEY PRINCIPLES

The Parish Council aims to have in place all the necessary and appropriate measures for the prevention of the formation of Legionella bacteria, thus offering, as far as reasonably practicable, a high level of protection to all persons who may be affected by the use and distribution of the Parish Council's water services.

WHO DOES THE POLICY APPLY TO?

The Policy applies to employees and Councillors of North Horsham Parish Council; and contractors

REVIEW OF THE POLICY

Subject to the requirements of the Parish Council; or any new legislation; or changes in case law; or new or changes to British or European standards; or changes to or new Codes of Practice; or new or changes to relevant Guidance Notes; which require immediate amendment, the Policy will be reviewed at the annual meeting of Council in May of each year.

1. PROTECTION FROM HAZARDS

- 1.1. The Parish Council will do all that is reasonably practicable to protect employees, visitors and neighbours from hazards arising from the use and distribution of water services in all Parish Council owned premises
- 1.2. The Parish Council will achieve this through full compliance with all statutory requirements of current relevant legislation, British and European standards, Codes of Practice and Guidance Notes

2. RISK ASSESSMENT

- 2.1. To achieve the effective implementation of this Legionella Control Policy, the Parish Council will carry out a Risk Assessment for the operation of the water services present in all Parish Council owned premises
- 2.2. The Parish Council will ensure that any Legionella risks are either prevented or adequately controlled
- 2.3. The Parish Council will take action where the level of control requires improvement
- 2.4. The Risk Assessment will be reviewed regularly; or whenever there is any reason to suspect that it is no longer valid

3. CONTROL ACTION

- 3.1. The Parish Council will consider the removal or replacement of equipment or facilities that may present a Legionellosis risk, as preventative action
- 3.2. Where it is impracticable to eliminate all risk by the removal or replacement of the equipment or facility, the Parish Council will implement suitable precautionary measures
- 3.3. The Parish Council will document and regularly monitor these measures to ensure the risks are minimised.

4. USE OF PRODUCTS

- 4.1. The Parish Council will specify that contractors only use products within the Parish Council's water systems registered under the following schemes -
 - Water Regulations Advisory Scheme (WRAS)
 - Fittings that bear the relevant British Standards Kitemark
 - Products from companies who are on the BSI register of 'Firms of Assessed Capability' and assessed to the relevant part of ISO 9000

5. WATER MANAGEMENT SYSTEM

- 5.1. The Parish Council will implement a Water Management System that takes into account the Risk Assessment and any relevant best practice guidelines
- 5.2. The monitoring tasks required and their frequencies will be found within this system

6. LEGAL RESPONSIBILITIES AND TRAINING

- 6.1. The Parish Council will ensure that all employees and contractors are aware of their legal responsibilities and duties
- 6.2. The Parish Council will arrange for training to be provided to ensure that this awareness is communicated
- 6.3. The implementation of this Policy is a mutual objective for management and all employees in Parish Council owned premises

7. REFERENCES

- Health and Safety at Work Act 1974 (HSWA)
- Control of Substances Hazardous to Health Regulations (COSHH)
- Management of Health and Safety at Work Regulations (MHSWR)
- Approved Code of Practice and Guidance (L8) – ' Legionnaires Disease – the control of legionella bacteria in water systems'

Horsham Parish Council – Parish Council Meeting 16th March 2017

Correspondence List from 6th January 2017 to 16th March 2017

Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.

1.	<p>Horsham Society</p> <p>Formal request for Horsham District Council (HDC) to include all public footpaths in the District on their land onto West Sussex County Council's Definitive Map.</p> <p>Proposed Design Brief for Horsham – whilst this relates to Horsham Town, this could be a reference document for North Horsham Parish in the future. The document will form part of the evidence base for Blue Print Neighbourhood Plan for Horsham Town.</p>
2.	<p>West Sussex County Council</p> <p>List of roadworks</p> <p>Proposed permanent Traffic Order Leith View Road Horsham - TRO/HON8026/RC – adopted 09.03.17</p> <p>Email from Assistant Engineer, Improvements Economy, Infrastructure and Environment Highways and Transport, West Sussex County Council to County Cllr Peter Catchpole regarding improvements to crossing the A264 at Old Holbrook.</p> <p>Community Highway Scheme Application Process – Update</p> <p>Draft Minerals Plan jointly progressed with the South Downs National Park Authority – deadline for consultation 13th March 2017. Considered by Planning Committee and agreed that no response would be given. The Joint Minerals Plan was highlighted by HDC Neighbourhood Plan Officer as information contained in the Minerals Plan would be an evidence base for sites in a Neighbourhood Plan.</p> <p>Proposed permanent TRO Hammerpond Road TRO/HON1602/RC</p> <p>Horsham District newsletter – January 2017</p> <p>Horsham County Local Committee agenda on 6th March.</p> <p>Reported raised manhole cover in Twittern between Greenfields Close and Lambs Farm Close 27.2.17, to customer.service@westsussex.gov.uk</p> <p>Letter dated 24th February 2017 from Louise Goldsmith regarding Operation Watershed.</p> <p>Letter dated 6th March 2017 explaining how Public Rights of Way are managed and how the Parish Council can report any concerns.</p>
3.	<p>Horsham District Council</p> <p>Initial Contact by Norman Kwan, the Neighbourhood Plan Officer. AN informal meeting will be set up.</p> <p>Works information – M23 Gatwick.</p> <p>Update on Planning enforcement for 2016 from Mr C Lyons, Director of Planning, Economic Development and Property.</p> <p>February Events in the Horsham District</p> <p>Junior Parkrun formal application and notification that £800 was awarded to it from the Youth Fund.</p> <p>Preventing Violent Extremism and Radicalisation workshops. Opportunity for training.</p>

	<p>Notification that HDC has adopted a Statement of Community Involvement. Great British Spring Clean by Keep Britain Tidy 3-5 March 2017.</p> <p>A summary of Horsham District Council's Annual Performance Report for 2015-16 - available to read online:- https://www.horsham.gov.uk/financeandperformance/finance-and-performance/annual-performance-report</p> <p>Planning Aid – Neighbourhood Planning news.</p> <p>Debt Awareness Week Event - 'The Benefit Cap' invitation to seminar 21st February 2017. Notes from Cllr Frances Haigh.</p> <p>What proposals to replace CIL would mean for applicants and authorities – article forwarded by Neighbourhood Plan Officer</p> <p>Plans approved for 130 West Sussex homes despite neighbourhood plan clash – article forwarded by Neighbourhood Plan Officer.</p> <p>Notification of Notice Made for Introduction of charges in market town and village car parks.</p> <p>The Horsham District Play Strategy An opportunity to comment by 13th March 2017.</p> <p>Horsham Community Infrastructure Levy - Examiner's Report</p> <p>Planning bulletin 03.03.17</p> <p>The Examiner's Final report on HDC's CiL Charging Schedule was supported by the examiner with no alterations. These will be put forward for adoption by HDC. https://www.horsham.gov.uk/planningpolicy/planning-policy/community-infrastructure-levy https://www.horsham.gov.uk/planningpolicy/planning-policy/community-infrastructure-levy/cil-examination</p>
4.	<p>West Sussex Association of Local Councils Final agenda for meeting on 19th January 2017. Cllr Roger Wilton is the representative.</p>
5.	<p>Horsham and Mid Sussex Clinical Commissioning Group Response to letter asking about capacity for health care in Horsham sent from the north of Horsham Development working party. Winter newsletter</p>
6.	<p>Horsham Police Weekly updates – In the Know. Sussex Police People's Voice Acting Inspector Steve Chalcraft has been appointed as the new Neighbourhood Policing Team Inspector for Horsham.</p>

	Chief Inspector Howard Hughes is moving from Horsham District and will temporarily be replaced by Chief Inspector Miles Ockwell.
7.	Horsham District Older People's Forum Meeting & question time with Nick Herbert MP - 3rd March, Drill Hall, Horsham. Cllr Alicia Smith and Cllr D Searle to attend. Notes from Meeting provided by Cllr A Smith. Nationwide search begins for brilliant ideas to support inactive older people – request for ideas to be given direct to Mr Bruton.
8.	Gatwick Airport Management Board Fourth Meeting on 31 st January 2017 in the Ascot Suite, Hilton Hotel, Gatwick Airport, 10:00 – 13:00. Cllr T Rickett is the nominated representative.
9.	YMCA Downlink Group Recruiting Positive Placements volunteer mentors for young people .
10.	West Sussex Mediation Service Newsletters.
11.	NALC Chief Executive's Bulletins 1 - 13 January 2017 including letter from Chairman and benefits of NALC. Chief Executive's Bulletin 2 - 20 January 2017 23 – 28 January 2017 31 January – 4 February 2017, 5 – 10 February 2017, 12 – 17 February 2017 7 th – 24 th February 2017 Bulletin 8 – 3 rd March 2017. NALC Newsletter - 17 January 2017 NALC Newsletter - 24 January 2017 NALC Newsletter 31 January 2017 NALC Newsletter 14 th February 2017 NALC Newsletter 21 st February 2017 NALC Newsletter - 1 March 2017 NALC Newsletter 7 th March 2017 NALC DIS 900 & Grants and Funding Bulletin Bulletin 3 rd to 27 th January 2017
12.	Horsham Forest Neighbourhood Council Support for opposing Godwin Way Car Park fees.
13.	Wimblehurst Road Residents Association. Copy of letter to WSCC regarding the purchase of the former Novartis site in Wimblehurst Road, Horsham. Response from Leader of WSCC.
14.	SALC Link to petition 'Give communities back the right to decide where houses are built' originated by The Petitions Team, UK Government and Parliament. First Aid Course – 27 th March 2017 Normandy Rounders Club – Contacts required West Sussex ALC Spring Conference - Programme – Reminder. Notes from WSALC Board Meeting 19 th January 2017. Locality guide for how to put <i>Keep it Local</i> principles into practice: http://locality.org.uk/our-work/campaigns/keep-it-local/ Newsletter March 2017.
15.	Horsham Town and Community Partnership Newsletter January 2017, February 2017
16.	Horsham & Mid Sussex Voluntary Action HAMSV A E Bulletins

	HAMSVA Website Launch 13 th February 2017 Funding opportunities in Horsham.
17.	HALC Minutes on Meeting on 18 th January 2017 Conference Saturday 8 th April Lavina House, Horsham 9am – 1pm.
18.	Liberty Property Trust Copy of objection to Planning Application WSCC/062/16/NH - Proposed recycling, recovery and renewable energy facility, Langhurstwood Road
19.	Resident correspondence E-mail from former resident of Liberty Development in King's Hill in the Tonbridge and West Malling area offering an insight into that development now it has been established.
20.	Horsham Cycling Forum Next meeting Tuesday 7 th February at WSCC Offices Chart Way.
21.	HAMSVA Horsham District Networking Event will focus on Partnership Working and will take place on Wed 29 March 2017 at East Clayton Farm, Washington
22.	The Warnham Brickworks, Weineberger Liaison Group Meeting on 10 th April. The Parish Council representative Cllr David Searle will attend.
23.	Horsham District Dementia Action Alliance A FREE event at the Drill Hall, Denne Road Horsham on 30 th March 2017 from 9am to 1pm.
24.	National Council for Voluntary Organisations (NCVO) Local Needs, Local Voices: Building devolution from the ground up. Paul Winyard and Nick Davies: March 2017



NORTH HORSHAM PARISH COUNCIL RISK MANAGEMENT SCHEME

Summary of the work of the Organisation	<ol style="list-style-type: none"> 1. To undertake work associated with Parish and Town Councils. 2. To provide Community venues for hire. 3. To provide office accommodation for the Parish Council. 4. To provide leisure facilities e.g. Play Areas. 5. To provide community facilities e.g. seats, bus shelters, notice boards, land etc.
Name of Responsible Financial Officer/ Proper Officer	Pauline Whitehead, Parish Clerk
Date for adoption	March 2017
Review date	May 2018

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2.	Introduction
2.	Management System
3.	Assessing Risk
3.	Internal Control
4.	Insurance
4.	North Horsham Parish Council Supporting Documents.
Annex 1	Fire Safety Risk Assessment
Annex 2	Health and Safety Risk Assessment
Annex 3	Legionella Risk Assessment (Too large to include)
Annex 4	Financial and Management Risk Assessment
Annex 5	Fire Safety Policy Health and Safety Statement of General Policy Legionella Control Policy
Annex 6	List of actions resulting from the risk assessments.

RISK MANAGEMENT SCHEME

INTRODUCTION

North Horsham Parish Council has a duty to assess and manage risks including the introduction of internal controls and/or external insurance cover where required. Full guidance is given in Governance and Accountability for Smaller Authorities in England (March 2016). The Parish Council also has to comply with Fire Safety Regulations, Health and Safety Law and Legionella legislation along with other legal requirements.

North Horsham Parish Council has Policies in place for Health and Safety, Fire Safety and Legionella Control. These are supported by systems for identifying, assessing and recording risk through Health and Safety Risk Assessments, Fire Risk Assessments and Legionella Risk Assessments. The Parish Council also has a Financial and Management Risk Assessment which gives an overarching view of risk associated with finance, security, property, legal, IT and the Council's reputation.

The Authority reviews risks annually as a means of addressing any identified risks and putting in place appropriate measures to mitigate and manage risk. This includes internal controls and/or the appropriate use of insurance cover.

The Risk Management Scheme co-ordinates Health And Safety, Fire Safety, Legionella and Financial and Management risks into one document to provide an overarching view of how risk is being managed.

Risk Assessments are carried out using a standard Management System throughout.

MANAGEMENT SYSTEM

PLANNING - There will be a systematic approach to Risk Assessment, the selection of appropriate risk controls and priorities and performance standards will be established.

ORGANISATION - There will be consultation and communication with employees, employee involvement in risk assessment, sharing of information, clear instruction and appropriate training.

ASSESSING RISK – Risk will be evaluated and recorded using a standard matrix of likelihood and impact giving an overall risk level (See page 3).

SCOPE OF THE RISK ASSESSMENT - The risk assessment will record the hazard, the level of risk using the risk matrix on page 3 of the Risk Management Scheme and existing provisions for the safety and health and well-being of employees, customers, contractors and members of the public when using the Council's facilities and services. The risk assessment will also provide actions for any necessary improvements to the identified provisions.

INTERNAL CONTROL – The risk will be evaluated against standard responses. Where measures are put in place to mitigate risk there will be a clarification of responsibilities and supervision to ensure that people fulfil their responsibilities. (See below)

ACTION – Improvements, where identified will be recorded and brought to the attention of the Council.

MONITORING - The Risk Management Scheme, policies and risk assessments will be monitored to measure how well hazards are being controlled. Monitoring will include inspections of the workplace and the management system in place; the thorough investigation of incidents and accidents in order to ascertain the underlying causes and effect the remedy.

REVIEW - All Risk Assessments within the Risk Management Scheme will be reviewed at least annually to ensure that they are effective and achieving the correct standard of risk control.

ASSESSING RISK

In order to evaluate risk the potential consequences of an individual risk occurring (impact) is considered along with how likely this is to occur (likelihood). The following matrix is then applied and the overall risk determined.

Likelihood	Highly Likely	Medium	High	High
	Possible	Low	Medium	High
	Unlikely	Low	Low	Medium
		Negligible	Moderate	Severe
		Impact		

INTERNAL CONTROL

Risk is unavoidable, and the Parish Council has to take action to manage risk in a way which it can justify to a level which is tolerable. The response to risk is called 'internal control' and may involve one or more of the following standard responses:

- **Tolerate the risk** – for risks where the downside is containable with appropriate contingency plans; where possible controls cannot be justified (E.g. because they would be disproportionate) and for unavoidable risks, e.g. terrorism.

- **Treat the risk** – impose controls so that the Parish Council can continue to operate or set up prevention techniques.
- **Transfer the risk** – buying in a service from a specialist external body or taking out insurance.
- **Terminate the activity** giving rise to risk. It may be best to stop an activity if there are intolerable risks or those where no response can bring the risk to a tolerable level.

'Principles of prevention' will also be taken into consideration:-

- (a) Combating the risk at source.
- (b) Avoiding risk where possible.
- (c) Evaluating risks that cannot be avoided.
- (d) Adapting technical process.
- (e) Replacing the dangerous by the non-dangerous or less dangerous.
- (f) Developing a coherent overall prevention policy that covers technology, organisation of work and the influence of factors relating to the working environment.
- (g) Giving collective protective measures priority over individual protective measures.
- (h) Giving appropriate instructions to employers.

INSURANCE

Governance and Accountability for Smaller Authorities (2016) gives guidance on where insurance can be used to help manage risk as follows:-

- To protect physical assets owned by the Parish Council.
- To cover risk of damage to a third party property or individuals as a consequence of the Parish Council providing services or amenities to the public (public liability).
- To cover risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party.
- To cover loss of cash through theft or dishonesty (fidelity guarantee).
- To cover legal liability as a consequence of asset ownership (public liability).

There may be benefit in working with others to help manage risk through buying in professional services, contracting out or leasing or hiring equipment.

NORTH HORSHAM PARISH COUNCIL SUPPORTING DOCUMENTS

The Risk Management Scheme is supported by the Fire Safety Policy, Health and Safety Statement of General Policy, Legionella Control Policy, Financial Regulations and Standing Orders.

North Horsham Parish Council - Risk Management Scheme

List of actions resulting from risk assessments

FIRE RISK ASSESSMENTS

Any issues raised have been actioned, therefore there are no outstanding items from the Fire Risk Assessment.

HEALTH AND SAFETY RISK ASSESSMENT

Areas of High Risk were as follows:-.

Hazard		Existing Controls	Actions
BUILDINGS			
Unlawful entry with risk of criminal damage or theft whilst the building is unmanned.		There are some measures in place.	To implement a Lone Working Policy for staff especially in relation to entering empty buildings. To consider a panic alarm for the PC Office at RMH.
Risk of attack and being subjected to antisocial behaviour including that associated with drug use whilst the building is in operation.		The risk is tolerated.	Purchase of a sharps bin for use at each premises. RMH – restrict access to the building including use of the toilets for public use when there is lone working.
MULTI COURTS			
Unlawful entry with risk of criminal damage or theft with the potential to cause harm.		The risk is treated and measures are in place.	
Maintenance of the floodlight towers – working at height - falls		The risk is transferred to contractors.	
Floodlight towers – unauthorised scaling of towers - falls		The risk is tolerated.	
PLAY AREAS			
Unlawful entry with risk of criminal damage or theft with the potential to cause harm.		The risk is tolerated but with some mitigation measures in place.	
Anti social behaviour in		The risk is	

particular bullying or entrapment. Drug use.		treated as far as possible .	
Animal fouling giving rise to toxicaria.		The risk is treated as far as possible.	
OPEN SPACES			
Injury from falling branches from trees on Parish Council land.		Additional measures required to treat the risk.	A full inventory of trees is required along with a tree survey from an arboricultural expert. A prioritised list of remedial work is required to enable a phased approach to tree work over a period of years.
Animal fouling giving rise to toxicaria.		The risk is treated as far as possible.	
ALLOTMENTS			
Injury from falling branches from trees on Parish Council land.		See entry for Open Spaces.	
Animal fouling giving rise to toxicaria.		The risk is treated as far as possible.	

LEGIONELLA RISK ASSESSMENT

A risk assessment was carried out in February 2017. Any issues raised will be actioned.

FINANCIAL RISK ASSESSMENT

There were no identified areas of high risk. The following actions will be carried out:-

- To continue updating, reviewing and implementing policies as required.
- Training on Finance and Legal matters (arranged for April 3rd 2017), VAT training.
- Continue updating and developing the asset register.
- Review deposit with Co-operative Bank.
- Develop Business Interruption Plan and Strategy.
- Allotment rental agreement review due in 2017.
- Develop the Roffey Friendship Club and develop a similar group in Holbrook that can run sustainably.