

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING
THURSDAY 6TH JULY 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 as follows circulated separately: -

(a) Property Committee 15th June 2017

(b) Planning, Environment and Transport Committee 1st June 2017.
(Rescheduled from 25th May 2017) and 22nd June 2017.

(c) Personnel Committee – 25th May 2017.

(d) Finance and Administration Committee – 27th April 2017.

6. Report from Neighbourhood Plan Steering Committee

Notes from Meeting on 12th June attached. Notes from 26th June to follow.

7. Reports from Representatives on Outside Bodies.

None submitted.

8. Reports from District or County Councillors

None submitted.

9. Chairman's Announcements

The Chairman, Vice Chairman, Clerk and Deputy Clerk are meeting with members of St Mark's Church to explore collaborative working to provide a Friendship Club in Roffey.

The final recommendations from the Electoral Review of Horsham have been released and the proposed changes must be implemented by order subject to Parliamentary scrutiny. A draft legal document will be laid in Parliament and will provide for new electoral arrangements for Horsham District Council to be implemented at the local elections in 2019. The order recommends that North Horsham be divided into six wards Holbrook East, Holbrook West, Roffey North, Roffey South, Comptons and North Horsham Rural. A map is available on the Local Government Boundary Commission website.

10. Financial Matters.

Financial Report to 30th June 2017 and expenditure lists for May 2017 and June 2017 to follow.

11 Standing Orders

Details on the agenda.

12. Members' Allowances

In line with the recommendation of the Horsham District Council (HDC) Remuneration Committee, the Parish Councillor basic allowance should be 9.4% of the HDC Basic Allowance which for 2017/18 is £4,870. This means that the Parish Council Allowance should rise from £450 per year to £458 per year for 2017/18.

The first instalment of the Members' Allowance for 2017/18 paid in July 2017 has been paid at the 2016/17 rate. The adjustment will be made in the October 2017 payment. Elected members only are entitled to the Members' Allowance.

13. Horsham District Dementia Action Alliance (HDDAA)

The Dementia Action Alliance is a movement with one simple aim: to bring about a society-wide response to dementia. It encourages and supports communities and organisations across England to take practical actions to enable people to live well with dementia and reduce the risk of costly crisis intervention.

North Horsham Parish Council can be part of HDDAA by agreeing a simple action plan outlining how the Parish Council will support people with dementia and their carers in the parish.

Action Plan

The National Dementia Declaration lists seven outcomes that the DAA are seeking to achieve for people with dementia and their carers. In brief these are:-

1. Personal choice and control of influence over personal decisions.
2. Services that are designed to support the needs of those with dementia.
3. Support to promote independent living.
4. Being informed of where to get information.
5. Living in an enabling and supportive environment where those with dementia feel valued and understood.
6. Having a sense of belonging and being valued as part of family, community and civic life.
7. To recognize that research is delivering changes in how the disease can be managed and providing hope for the future.

North Horsham Parish Council Action Plan to support the outcomes within the National Dementia Declaration is as follows:-

- Some staff and Councillors have been trained as Dementia Friends and they are encouraged to share their knowledge and techniques with others and lead by example.
- To recognize that those using the services and facilities provided by North Horsham Parish Council have diverse needs and to allow users the opportunity to take their time to communicate their needs.
- To provide clear user instructions/ directions.
- To take into consideration ways in which using the buildings could be made easier to use for those with dementia and/or other needs when undertaking any necessary work to the buildings.
- To work with other organisations to promote information that would be of use to those with dementia and other needs.
- To use a variety of ways of engaging with the community to ensure that as many residents as possible can become involved.

The challenges to delivering these outcomes are resources (especially time) and making people aware of the Parish Council's commitment to being as inclusive as possible to all residents.

14. Godwin Way Car Park

As reported at the Planning Meeting on 1st June 2017 a letter dated 25th May 2017 had been sent to HDC outlining concerns about the Godwin Way Car Park. Concerns included issues with the reliability of the pay machine, the length of the maximum stay and the effect that making the car park a pay and display facility had on local trade.

Also reported at that meeting was an approach made by the Co-operative store to explore if financial contribution from local retailers could assist the Parish Council to take responsibility for the Car Park. The Chairman spoke with the Director of Community Facilities at HDC to explore a non-repairing lease and potential costs associated with that, but staff changes at HDC has meant that this has not been taken any further.

A response to the original letter has been received from HDC offering a meeting.

The Co-operative store was to arrange a meeting with local retailers, but it has been suggested that this should be the responsibility of the Parish

Council.

Key points:-

- The Parish Council has considered taking responsibility for the Godwin Way Car Park twice (September 2016 and January 2017) and both times declined. Members were concerned about the lack of information and the lack of support from the retail community.
- The full cost given by HDC to run the Godwin Way Car Park was 16,913 per annum. That included rates, repairs, landscaping, management, enforcement and insurance. With some significant capital spends required in the next few years HDC advised setting aside £19,270 (£20,000) per annum.
- A full repairing lease was drawn up by HDC for ten years with a five-year break clause with a peppercorn rent to HDC but this was not endorsed.
- There have been problems with the pay machines at the Godwin Way Car Park since 1st April 2017 and lack of clarity about the ability to stay for more than three hours and up to six hours.
- HDC has offered to install signage to clarify the arrangements for staying between 3 and 6 hours.
- The car park is operating well below capacity.
- The retailers have reported a significant downturn in trade.
- The Co-operative Society has offered a sum of money for a one year period to the Parish Council towards keeping the car park free at the point of entry.
- Horsham District Council have offered to meet with NHPC.
- There is the potential for a meeting between the Parish Council and the local retailers to understand what support (including financial) there would be to an alternative scheme.
- It is likely that a financial contribution will be needed from the Parish Council.
- There is a financial risk to the Parish Council.
- It has been suggested that as the pay and display machines can be set to issue a car parking ticket in two halves similar to those in the John Lewis Car Park in Horsham, (It is likely they could also be set to give half an hour free of charge, which was an original suggestion). Retailers could reimburse the car parking payment to those handing in one half of the ticket and the Parish Council administer the collection of those tickets.
- There are no clear details of the cost of a non-repairing lease or any additional resource required for the Parish Council's intervention.

15. Correspondence

List from 12th May to 29th June 2017 attached. List from 30th June 2017 to 6th July 2017 will be available at the meeting.

16 Date of next meeting

7th September 2017

North Horsham Parish Council

Correspondence List from 12th May 2017 – 29th June 2017

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

1. West Sussex County Council

- List of road works in the area.
- Temporary Traffic Regulation Order - Horsham Northern Bypass Westbound, Horsham - Night Closure
- News release regarding the 'Tell Us Once' bereavement service.
- North Horsham – County Local Committee 12th June 2017 agenda and minutes.
- County News: Horsham district May 2017
- County News: Horsham district June 2017
- West Sussex Joint Minerals Local Plan – statement of submission to Government to be tested for soundness and legal compliance and availability of submitted documentation. Available on www.westsussex.gov.uk/mwdf. A public hearing will take place in September/ October 2017. It is anticipated that the Plan will be adopted in May 2018.
- Temporary Traffic Regulation Order - Parsonage Road Horsham 12/08/2017
- Winer maintenance information – used to inform NHPC Winter Maintenance Plan.

2. Horsham District Council

- Adoption of CIL : Horsham District Council. In force from 1st October 2017.
- Access to mapping system that allows the location of trees with Tree Preservation Orders to be found. Web address:- <https://horsham.maps.arcgis.com/apps/webappviewer/index.html?id=f8cab77b5b72485abe9b30d4349c0047>.
- Horsham District Council's Civic Service - Sunday 18th June at 5pm
- Horsham Visitor Strategy workshops 20th June 2017 - Billingshurst Centre (Council Chamber room) 10.00am – 12noon or Henfield Hall (Main Hall) 2.30pm – 4.30pm
- Heritage Workshop For Neighbourhood Planners 7 July 2017 HDC Offices
- Local events list.
- Horsham District Visitor Economy Strategy – Workshops
- Prevention of Violent Extremism and Radicalisation workshops.
- Revised Prevent Duty Guidance on the duty in the Counter Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. July 2015
- Guidance on changes that can be made in the terms and conditions of hall hire as a way of safeguarding local residents.
- Heritage Workshop For Neighbourhood Planners 7 July 2017 HDC Offices

- Community Safety summer 2017 e-newsletter
- Informal approach to discuss green infrastructure north of Horsham – Chair, Vice Chair and NP Steering Group.
- Godwin Way Car Park – letter and e-mail response.

3. Sussex Police

- In the Know – weekly updates
- Ransomware Cyber Attack 15/05/2017
- National Neighbourhood Watch Week- 17th- 25th June 2017.
- Reiteration of the part local people can play in preventing terrorism and reporting any suspicious behaviour, post the Finsbury Park attack and other acts of terror recently in the news.

4. NALC

- Chief Executive's Bulletin 18 -12 May 2017
- Chief Executive's Bulletin 19 -19 May 2017
- Chief Executive's Bulletin 20 – 26th May 2017
- Chief Executive's Bulletin 21 - 9 June 2017
- Chief Executive's Bulletin 22 - 16 June 2017
- Chief Executive's Bulletin 23 - 23 June 2017
- LTN 38 – reform of data protection legislation and introduction of the General Data Protection Regulation.
- NALC Newsletter - 17 May 2017
- NALC Newsletter - 23 May 2017
- NALC Newsletter – 7 June 2017
- NALC Newsletter – 13th June 2017
- NALC Newsletter - 20 June 2017
- NALC Newsletter - 27 June 2017
- DIS 909
- Good Councillor Guide for Finance June 2017
- Good Councillor Guide to Neighbourhood Planning – four copies given to NP Steering Group.

5. West Sussex Mediation Service

- Newsletter
- Volunteers' week Newsletter
- Invitation to Cream Tea – 30th June 2017.

6. SALC

- May newsletter and Good Councillor Guide 2017
- NALC publication *The Good Councillor's guide to neighbourhood planning* in association with Locality.
- Consultations- Locality Future of Localism Call For Evidence - deadline 5 June
- Consultation - Parkrun - deadline 28 June
- Planning Training Seminar
- Sussex What If? Programme information

- SSALC Chairs Networking Day to be held on Thursday 28th September 2017 at the Crowne Plaza Hotel & Spa.
- Legal & Finance Day to be held at Fontwell Park Racecourse, Arundel, West Sussex, BN18 0SX on Thursday 13th July.

7. Victim Support
Acknowledgement of grant awarded by NHPC for £500 and confirmation that it will be spent according to the grant application.
8. Horsham Blueprint
Horsham Town Design Statement.
9. Kent, Surrey and Sussex Air Ambulance
Letter acknowledging grant of £2,000 and booklet giving case studies of how the money will be used to benefit those who may need the service.
10. Older Peoples Forum
 - Wednesday 7th June 2017 10.30am at Rudgwick Village Hall.
 - Agenda for Horsham District Older Peoples Forum public meeting Wed 7th June
 - Hospital Insight 'from getting there to getting home' - peoples experiences - 'strawberry tea' public events & survey.
11. Weinerberger Liaison Group
Warnham Brickworks CLC 10th April 2017 – Minutes.
12. Warnham Parish Council
Warnham Parish Council's submission to the Planning Authority on WSCC/062/16/NH Recycling, Recovery and Renewable Energy Facility and Ancillary Infrastructure at the former Wealden Brickworks, Langhurstwood Road, Horsham.
13. Horsham Cycle Forum
Next meeting - 7:30pm on Tuesday 6th June in the Bodiam Room, County Hall North, WSCC, Parkside, Chart Way, Horsham.
14. Horsham and Mid Sussex Voluntary Action
E-Bulletin 47 - 7 June 2017
E Bulletin 48 - June 21 2017
Feedback on experience of hospital stays for the over 50 age group.
11th July 2017 1.45pm – 4.30pm – HDC Offices, Parkside.
15. BBC2
Invitation to become involved in the programme 'Repair Shop'.
16. Warnham Brickworks Community Liaison Committee
Meeting on 2nd October from 6pm. Cllr David Searle is the PC representative. Minutes of the meeting held on 10th April 2017.

17. Resident correspondence
Planning Ref DC/170965 10 Wellwood Close - Erection of a 2 Storey Side Extension – concern over Parish Council response to the application.
Concern regarding inconsiderate parking on Bluebell Close which restricts residents accessing and exiting their drives. Referred on to County Councillor Catchpole.
18. Local Government Boundary Commission
Notification that the review of Horsham has been completed. The report is available on www.lgbce.org.uk
19. Earles Meadow Conservation Group
An interim breakdown of expenditure from a grant of £575 awarded by the Parish Council.
20. Gatwick Airport
Gatwick Airmail - Summer Edition
21. No Incinerator for Horsham
Map plotting the proposed plume of emissions for 8.55am 27th June 2017.
22. Horsham Association of Local Councils (HALC)
Agenda for meeting to be held on 12th July 2017 7.30pm to 9.30pm at Pulborough. Cllr Alicia Smith will attend as the Parish Council representative – all Councillors are welcome.

Meeting of the North Horsham Neighbourhood Plan (NP) Steering Group Monday 12th June 2017 at 7pm.

Councillors elected to the Steering Group – Cllr N Butler, Cllr Miss A Smith, Cllr J Smithurst.

Purpose of the meeting – to initiate plans to launch the North Horsham Parish Neighbourhood Plan focusing on open green space and housing design, as agreed by the Parish Council, and to encourage community participation.

In attendance:

Steering Group - Cllr Miss A Smith, Cllr J Smithurst.

Cllr David Searle – previously involved in Horsham Blueprint

Mr James Smith – ideas for an online platform as one method for community engagement.

Pauline Whitehead – Clerk to the Council – note-taker.

Background.

- The Parish Council had agreed an embryonic project plan, budget plan and terms and conditions to use for the North Horsham Parish NP.
- A meeting had been held with Horsham Blueprint – notes attached.
- Information on open green spaces and housing design in North Horsham was already available.
- The last day for the consultation for designation of the Parish as a Neighbourhood Plan Development Area by Horsham District Council (HDC) had been 2nd June 2017. There had been one representation from Gladman Developments. Advice from HDC was to include Gladman Developments in the six week Regulation 14 consultation process. Mr Kwan would submit a report to the next appropriate HDC meeting where the designated status would be confirmed.
- Publicity so far has included a board at the Annual Parish Meeting, an article in Horsham Pages (North) and an information board that is situated in the entrance hall to the Roffey Millennium Hall.

The Meeting

A NP has to be in accordance with the National Planning Policy Framework (NPPF), and the Horsham District Planning Framework (HDPF). Cllr David Searle observed that in his experience a large percentage of the public are not aware of NPs and that much more needed to be done to promote them.

Cllr Searle described how Horsham Blueprint had approached the Horsham Town NP. An exhibition in an empty shop unit in Swan Walk had been heavily attended and produced

some valuable results. He advised that using open questions eg “What do you like about North Horsham?” and “How would you improve North Horsham?” would allow free expression. Survey Monkey had been useful for other groups undertaking NPs and a multi faceted approach to community engagement was recommended.

James Smith explained how social media and in particular the collaborative platform that he was championing could be used to engage with the community and provide valuable feedback and opinion. This could include voting on particular issues. He reiterated the need for a multi faceted approach to reaching residents to make the process as inclusive as possible. He made the point that on-line engagement was useful for many residents as it is their only opportunity to get involved with the community and the democratic process.

Cllr Searle described how other NP groups had used ‘a wishing tree’ where comments could be tied, an ‘old fashioned’ bicycle with a post it board and other novel ways of attracting people and encouraging them to offer their thoughts. It was suggested that having something along these lines could be taken around local events such as sports club and school fetes to promote the NP and to get people involved. There should be focus on going out into the community to engage and listen to people’s views.

(Action) Cllr Miss Alicia Smith agreed to extend the community engagement part of the project plan to include a programme of events at which there could be a presence.

Opportunity for training

Friday 7th July 2017 – 10.30am – 3.30pm Main Conference Room, HDC Office, Parkside-
‘Exploring heritage in Neighbourhood Plans’.

Next meeting

Monday 26th June 2017 at 7pm Roffey Millennium Hall.

Conclusion

The meeting closed at 8.15pm.