



# North Horsham Parish Council

Roffey Millennium Hall,  
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31<sup>st</sup> August 2017

## NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a meeting of North Horsham Parish Council to be held on **Thursday 7<sup>th</sup> September 2017 at 7.30pm** at Roffey Millennium Hall for the transaction of the business on the agenda below.

Members of the Press and public are welcome to attend.

Pauline Whitehead BA(Hons) FILCM  
Clerk to the Council

### AGENDA

1. **Public Forum.**  
The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.
2. **Apologies for absence.**  
**Recommendation:- To receive apologies for absence.**
3. **Minutes.**  
**Recommendation:- To approve and sign the Minutes of the Council Meeting held on 6<sup>th</sup> July 2017.**
4. **Declarations of Interest.**  
See Clerk's Report.  
**Recommendation:- To receive any Declarations of Interest from Members of the Council.**
5. **Committees and Working Parties.**  
Minutes circulated separately.  
**Recommendations:-**
  1. **To receive and adopt the Minutes of -**
    - (a) **Property Committee - 17<sup>th</sup> August 2017.**
    - (b) **Planning, Environment and Transport Committee – 20<sup>th</sup> July 2017 and 24<sup>th</sup> August 2017**
    - (c) **Finance and Administration Committee – 31<sup>st</sup> August 2017.**
  2. **To appoint Councillors to fill vacancies on the Planning, Environment and Transport Committee and Finance and Administration Committee.**

6. **Report from the Neighbourhood Plan Steering Group**  
**Recommendation:- To appoint a Councillor to the Neighbourhood Plan Steering Group.**
7. **Reports from Representatives on Outside Bodies.**  
**Recommendation:- To receive and note reports from representatives on outside bodies.**
8. **Reports from District or County Councillors**  
**Recommendation:- To receive any report submitted.**
9. **Chairman's Announcements.**  
See Clerk's Report.  
**Recommendation:- To receive the Chairman's announcements.**
10. **Financial Matters.**  
See Clerk's Report.  
Financial Report and Earmarked Reserves to 31<sup>st</sup> August 2017.  
Expenditure list for July 2017 and August 2017.  
External Audit  
**Recommendations:-**  
1.To note the Financial Report and Earmarked Reserves to 31<sup>st</sup> August 2017.  
2.To agree the expenditure lists for July 2017 and August 2017.  
3.To note that the Audit for 2016/17 was unqualified and that no further action was required.
11. **Horsham District Year of Culture 2019**  
**Recommendation:- to consider ways in which North Horsham Parish can be included within the Horsham District Year of Culture.**
12. **Horsham District Council - Infrastructure Delivery Plan**  
**Recommendations:-**  
1. To consider the Infrastructure Projects from all relevant Committees put forward for inclusion in the HDC Infrastructure Delivery Plan.  
2. To approach HDC to request that the Section 106 agreement for the Novartis site be varied in order that £24,371.00 allocated for improvements to Roffey Millennium Hall be swapped to North Heath Hall where a greater need has been identified.
13. **Policies**  
  - **Business Continuity Policy and Plan**
  - **Allotment Tenancy Agreement**
  - **Allotment Rules**
  - **Safeguarding Policy****Recommendations:-**  
1. Following recommendation from the Finance and Administration Committee, to adopt the Business Continuity Policy and Plan.  
2. Following recommendation from the Property Committee to adopt the Allotment Tenancy Agreement and Allotment Rules.  
3. To adopt the Safeguarding Policy to support the Policy and Conditions of Hire in Relation to Council Owned Premises.
14. **Godwin Way Car Park**  
**Recommendations:-**  
1.To note that an informal meeting had been held between HDC and NHPC.

**2. To consider if the Parish Council wishes to progress discussions with HDC to enter into a non-repairing/ maintenance lease arrangement on the Godwin Way Car Park (potentially for a maximum of ten years with break clauses after three and seven years), with particular regard to the financial and any other risks involved.**

**3. To consider any required updates and improvements to the Godwin Way Car Park and to meet with HDC Projects Manager Mr S Hamilton – West to discuss these.**

**15. Roffey Friendship Club**

**Recommendation:- To review Councillor involvement in the Roffey Friendship Club.**

**16. Correspondence**

See attached.

**Recommendation:- To receive correspondence lists from 7<sup>th</sup> July 2017 to 7<sup>th</sup> September 2017.**

**17. Date of next Meeting**

**2<sup>nd</sup> November 2017 (Scheduled)**

**Please note that the agenda and associated report can be found on the Parish Council website <http://www.northhorsham-pc.gov.uk>.**