

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING
THURSDAY 11TH JANUARY 2018 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 7th December 2017
 - (b) Planning, Environment and Transport Committees 26th October 2017, 23rd November 2017 and 21st December 2017.
 - (c) Finance and Administration Committee – 14th December 2017.
 - (d) Year of Culture working party meetings held on 10th October 2017 and 31st October 2017.
- 6. Report from Neighbourhood Plan Steering Group**

Meeting notes from 22nd November 2017 and 12th December 2017 have been circulated. More members are required to input ideas and spread the work load.
- 7. Reports from Representatives on Outside Bodies.**

No reports submitted.

Request from New Friends of Horsham Park to work collaboratively, however, they are a lobbying body and as such the Parish Council is advised by SALC not to join the group but to receive information only.

8 Reports from District or County Councillors

None submitted.

9. Chairman's Announcements

Appreciation to Councillor Tony Rickett for donating a book "Military Voices past and present – West Sussex veterans in the 20th Century" compiled by West Sussex County Council which had been presented to him at a veteran's event. The book will be available at the Parish Council office for use by Councillors and the community.

10. Financial Matters.

Payment schedules for November 2017 and December 2017 **Annex A.**

Precept application

The supporting budget papers can be found in Annex A

The Internal Auditor raised concern at the interim Internal Audit that the budget relies on general reserves to top up any deficit. A warning was made that the predicted General Reserve at the year end was only around one months running costs and that the Council could find itself in a position whereby it runs out of money and is referred to the Secretary of State. The Internal Auditor cautioned the Council against cutting costs as this will impact on the ability to provide valuable community services and advised that it was a better strategy to increase the precept.

The Finance Committee has put forward a forecast for 2017/18 as follows:-

Revenue expenditure	500,932	500,932
Income		
Precept	293,551	
Council Tax benefit Grant	1,403	
Environmental Grant	9,691	
Income from hall hires	178,515	483,160
Deficit		17,772

Whilst income/expenditure for the current year (2017/18) is forecast to be on target, the deficit of £17,787 results from lack of clarity in previous years' calculations.

Budget 2018/19

Revenue expenditure	505,821	505,821
Income		
Income from hall hire	183,365	
Environmental Grant	9,9691	193,056
Deficit		312,965

The amount required to run the Council for 2018/19 is £312,965. This does not include putting any funds into earmarked reserves or improving the General Reserve which is recommended by the Internal Auditor to be 50% of the Council's annual running costs ie £150,000.

The Finance Committee recommended an increase of 4% at Band D equivalent making an annual cost to Band D taxpayers of £35.58 (up from 34.21). This figure provides a precept of £308,080.

With increased hire charges and reviewed income figures, the Committee had hoped to cover the amount required to run the Council for 2018/19 and put a small amount towards the reserves as part of a plan to increase the reserve deficit over five years, however the final calculation leaves a deficit of £17,772 from 2017/18 and a deficit of £4,685 for 2018/19.

By removing £5,000 set aside in 2018/19 for the Neighbourhood Plan, the deficit for the 2018/19 budget could be removed and £315 added to the General Reserve. However, that does not make any significant increase in the General Reserve or allow any addition to the Earmarked Reserves.

North Horsham Parish Council has one of the lowest precept amounts in Horsham District, a list is included in **Annex A**.

Business Plan- the latest version is included in Annex A

11. Year of Culture 2019

The working party has recommended two projects for consideration:-

- A two day pageant celebrating Chennells Brook, Horsham's only listed Ancient Monument. No costings are known at this point.
- A six week photographic exhibition entitled Horsham Now and Then in 2019 using equipment and resources already available or available free of charge and to include a photographic competition. External funding is not available.

12. Roffey and Holbrook Friendship Club

Roffey Friendship Club

Around 12 people attend the Roffey Friendship Group at any one session. The target is to get numbers up to 20. A programme of events has been developed for the next three months.

Holbrook Friendship Club taster - A taster 'Holbrook Friendship Club was held at North Heath Hall on 7th November 2017. Seven people were in attendance, four came from the Roffey Friendship Group. Despite significant advertising and talking to the Church the number that came was disappointing. If suitable transport were available, those who attended on 7th November indicated that they would travel to the Roffey Friendship Club.

Perhaps the low attendance was due to the event coinciding with a tea, cards and clothes sale at St. Marks Church. St Marks Church also hold a social opportunity at the Heart Café every Tuesday morning for local residents where light breakfast, tea and coffee is served free of charge. This session is regularly full and attracts all ages within the community.

To build the numbers up it is suggested that focus should be given to increasing numbers who attend the Roffey Friendship Group first, that the Club should not just reflect Roffey but the whole of North Horsham and what whilst Roffey Millennium Hall would be the main base, that North Heath Hall is used periodically subject to availability. Car sharing or taxis could provide the transport as appropriate.

Staff Resources

The co-ordinator role for both clubs has been posted with the Horsham and Mid Sussex Volunteer Association but there has not been any interest.

Roffey Friendship Club - One person is needed to prepare for, attend and clear up after the Friendship Club session. Arranging the programme takes about two working days. Collecting resources and other minor associated activities take additional time. Completing the grant application – 2- 3 hours every year. Treasurer role – small amount of time each week.

Holbrook Friendship Club - Two members of staff are needed to prepare for. Attend and clear up after the Friendship Club session. Arranging entertainment and refreshments takes additional time.

Currently the Deputy Clerk and Facilities Officer work together to provide the Friendship Club, but that takes them away from their daily duties and whilst both have committed to keeping the Friendship Club running, the role doesn't sit naturally with the skill sets required for their main roles. If this is to be a long term solution, there will need to be proper discussion with members of staff to find out if they are happy with their contracts being altered to include the Friendship Club as there aren't sufficient volunteers to allow this to be delegated.

13. Hospital Transport

The CEO of Horsham District Age Concern had explained to the Parish Council the difficulties that many local residents face when trying to get transport to attend hospital appointments. It is suggested that a small working party be appointed to work with Horsham District Age Concern to explore ways of supporting a more accessible service and to look at issues highlighted in the report "Horsham District Older Peoples' Insight into Hospital Admissions" available at

<http://www.healthwatchwestsussex.co.uk/wp-content/uploads/2017/10/Horsham-District-Insight-on-Hospital-Admissions-Report-October-2017-1.2-published.pdf>.

14. Crime in North Horsham

Local residents have raised concern regarding car crime and a burglary in Earles Meadow through Cllr Searle and Cllr Turner. Some would like to explore if it relates to WSCC's policy to turn off the street lights overnight.

In order to better understand the situation it would be advantageous to have some crime statistics and to start a dialogue with the local District Commander.

15. Community 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 help if there is an emergency.

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 or £70,000 for 2 full time staff. HDC funding is being offered as a one off payment of £30, 000 towards a scheme as long as the Council signs up for 2 years. 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. There is no money available in the 2018/19 budget for an initiative such as this.

16. Godwin Way Car Park

No information available from HDC at this time.

17. Policies – Annex B

Statement of Intent as to Community Engagement

Training and Development Policy

Corporate Branding Policy

Freedom of Information Publication Scheme

18. General Data Protection Regulations (GDPR)

GDPR is 'work in progress' scheduled to take effect from 25th May 2018, however, the Bill is still not passing through Parliament and realistically there could be some change in date if Parliamentary time is not available.

The ICO has published a booklet 'Preparing for the GDPR 12 steps to take now:-

1. Awareness – GDPR has been reported to the Council previously and compliance measures will be ongoing.
2. Information held – an audit of information will be needed.
3. Communicating privacy information – review privacy notices and put plans in place to amend any that need changing by May 2018.
4. Individuals' rights – ensure policies and procedures support individuals rights to have personal information deleted and data provided electronically and in a commonly used format.
5. Subject Access requests – ensure that requests can be handled within legal timeframes.
6. Lawful basis for processing personal data – identify the lawful basis, document it and update the privacy notice to explain it.
7. Consent – review how you seek, record and manage consent and whether changes are required. Refresh existing consents.
8. Children – procedures should allow for parental or guardian consent for any data processing activity.
9. Data breaches – Procedures should be in place to detect, report and investigate a personal data breach.
10. Data Protection by Design and Data Protection Impact Assessments – how and when to implement the ICO's code of practice on Privacy Impact assessments and guidance from the Article 29 Working Party.
11. Data Protection Officer – someone to take responsibility for data protection compliance and document where this role will sit within the organisation's structure. SALC has advised that for sound reasons of independence the Clerk cannot be the Data Protection Officer and it will be necessary for the Council – as Data Controller – to appoint someone with the appropriate skills and knowledge to act in that capacity.
12. International – for organisations that operate in more than one EU member state.

SALC is working to provide a complete service to oversee the change to GDPR through an external provider and SALC has asked that Ian Davison at Surrey Hills Solicitors produce a pack for councils this should be available in January 2018. NALC is providing a GDPR Guidance note offering practical action plans that will be available in January 2018. NALC is also seeking guidance on several options that they have offered to support and enable Parish Councils to comply with legislation.

19. Correspondence – Annex C

List from 3rd November 2017 to 4th January 2018 attached. List from 5th January 2018 to 11th January 2018 will be available at the meeting.

20. Date of next meeting

8th March 2018 – Scheduled.

PARISH COUNCIL MEETING

11TH JANUARY 2018

ANNEX A

AGENDA ITEM 10

FINANCIAL MATTERS

THIS ANNEX INCLUDES:-

- **PAYMENTS LISTS FOR NOVEMBER 2017 AND DECEMBER 2017**
- **BACKGROUND PAPERS TO SUPPORT THE PRECEPT CALCULATION 2017/18 – 2018/19**
- **LIST OF BAND D PRECEPT LEVELS THROUGHOUT HORSHAM DISTRICT**
- **BUSINESS PLAN V6**

At : 16:18

LLoyds Bank Accounts

List of Payments made between 01/11/2017 and 30/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/11/2017	SOS Systems	DD2	48.22		Printing * included in October clb.
01/11/2017	CF Corporate Finance Ltd	DD	158.94		Lease rental photocopier
01/11/2017	Horsham District Council	DD1	161.85		Dog bins November 2017
01/11/2017	Horsham District Council	DD2	1,566.00		Rates Nov 17
01/11/2017	G. Burley & Sons Ltd.,	1011117	1,771.69		Grass cutting October 2017
01/11/2017	Eazzee.co.uk	2011117	110.10		PPE
01/11/2017	Essential Hygiene & Catering S	3011117	694.66		Cleaning materials
01/11/2017	RBS Software Solutions	4011117	1,086.00		Omega support and maintenance
01/11/2017	SSP Specialised Sports Product	5011117	480.00		Multi court maint service
01/11/2017	T C Maintenance	6011117	675.00		Internal decorating NHH
01/11/2017	West Sussex County Council	7011117	22,382.53		Salaries Oct 2017
01/11/2017	Woodstock IT Services	8011117	233.24		IT support
02/11/2017	British Gas Business	DD3	306.03		Electricity 14.09- 13.10.17
08/11/2017	Mr N. Simmonds,	1081117	165.00		Key holding services
08/11/2017	ELA Group	3081117	150.49		Contractual maintenance
08/11/2017	Mr Mark Stoner,	5081117	28.80		M Stoner expenses Oct 17
08/11/2017	Trafalgar Cleaning Equipment L	6081117	378.36		Repair to floor cleaner
08/11/2017	West Sussex County Council	7081117	471.55		Payroll admin charges 6 mths
09/11/2017	Scottish Water Business Stream	DD4	353.87		Water 13.09.17-24.10.17
10/11/2017	PITNEY BOWES FINANCE LTD	1101117	208.00		Postage
10/11/2017	Johnson Logistics	2101117	162.00		Replace broken fence
10/11/2017	Shaw & Sons Ltd	3101117	156.32		Glass repair
10/11/2017	Horsham District Council	4101117	54.17		Season ticket
10/11/2017	The Royal British Legion	8981	17.00		Remembrance wreath
10/11/2017	Pyzer Cleaning Services	8982	240.00		Floor strip, seal and buff.
10/11/2017	Essential Hygiene & Catering S	2101117	58.26		Purchase Ledger Payment
15/11/2017	British Gas Business	DD3	247.03		Gas 28.9.17-24.10.17
16/11/2017	British Gas Business	DD2	56.22		Gas 30.09.17-25.10.17
22/11/2017	Petty Cash	8980	147.31		
22/11/2017	Lloyds Bank	01231117	199.98		Credit card
22/11/2017	Lloyds bank	01231117A	34.99		Credit card
22/11/2017	Lloyds bank	01231117B	21.36		Credit card
22/11/2017	C Brewer & Sons Ltd	01081117	409.96		Internal decorations
22/11/2017	Scottish Water Business Stream	DD	918.34		Water 28.6.17-07.11.17
22/11/2017	EDF Energy 1 Ltd	DD1	116.68		Electricity Streetlighting
23/11/2017	Assurity Consulting Ltd	2311171	408.00		Fire Marshall training
23/11/2017	Servcom Services UK Ltd.,	23111710	112.19		Repair pressure fault / boiler
23/11/2017	Sutcliffe Play	23111711	138.00		Chain fixings
23/11/2017	T C Maintenance	23111712	675.00		Internal decorating
23/11/2017	N.Tucker Ltd	23111713	335.00		Notice board cleaning
23/11/2017	City Electrical Factors Ltd	2311172	424.76		Lamps
23/11/2017	Enterprise Services Group Ltd	2311173	160.02		Sanitary collection
23/11/2017	H Griffiths	2311174	18.90		Expenses October 2017
23/11/2017	HR Servies Partnership	2311175	252.00		HR Support
23/11/2017	Johnson Logistics	2311176	98.00		Fence repair Birches Playarea
23/11/2017	Mr Ross McCartney,	2311177	51.75		Expenses Aug - Nov 2017
23/11/2017	Mr N. Simmonds,	2311178	200.00		Replace starter and light

Continued on Page 2

Payment list Nov 17. ①

At : 16:18

LLoyds Bank Accounts

List of Payments made between 01/11/2017 and 30/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/11/2017	SSALC Ltd	2311179	132.00		Planning training
24/11/2017	British Gas Business	dd	320.28		Electricity 02.10 - 01.11.17
24/11/2017	British Gas Business	DD	515.41		Elec 02.-01.11.17
28/11/2017	SOS Systems	Ddb	10.74		Toner
Total Payments			<u>38,122.00</u>		

Payment list Nov 17 (2)

At : 10:46

LLOYDS Bank Accounts

List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2017	Horsham Publications Ltd	DD-Dec17	56.10		Purchase Ledger Payment
01/12/2017	Horsham District Council	DD-Dec17	629.00		RATES-DEC17/7743/Horsham Distr
01/12/2017	Horsham District Council	DD-Nov 17	161.85		6608000/7744/Horsham District
01/12/2017	British Gas Business	DD-Nov17	377.01		Electricity 14.10-13.11.17
01/12/2017	Horsham District Council	DD=Dec17	937.00		Purchase Ledger Payment
04/12/2017	Mrs D. Lees	0412175	45.45		EXP-NOV17/7751/Mrs D. Lees
04/12/2017	Adrian Mobile Locksmith Ltd	412171	315.78		SI-3031/7745/Adrian Mobile Loc
04/12/2017	Southern Counties Tea & Coffee	4121710	81.60		200076/7759/Southern Counties
04/12/2017	Trafalgar Cleaning Equipment L	4121711	166.94		257969/7761/Trafalgar Cleaning
04/12/2017	Viking Direct	4121712	275.55		Stationery - refund
04/12/2017	Woodstock IT Services	4121713	232.20		16335/7764/Woodstock IT Servic
04/12/2017	G. Burley & Sons Ltd.,	412172	1,771.69		64487/7748/G. Burley & Sons Lt
04/12/2017	Forest View Tree Surgery,	412173	360.00		26485/7749/Forest View Tree Su
04/12/2017	Johnson Logistics	412174	200.00		HPV202017/7750/Johnson Logisti
04/12/2017	NETCOM	412176	45.00		11691/7752/NETCOM
04/12/2017	Pear Technology Ltd	412177	270.00		119218/7753/Pear Technology Lt
04/12/2017	Servcom Services UK Ltd.,	412178	1,840.82		31459/7754/Servcom Services UK
04/12/2017	Mr N. Simmonds,	412179	165.00		2017/12/02/7755/Mr N. Simmonds
04/12/2017	Scottish Water Business Stream	DD - BS RA	360.00		27511714/7742/Scottish Water
05/12/2017	Wordpress-P4MH1EAV50	CREDITCARD	84.00		Wordpress-P4MH1EAV50
05/12/2017	PITNEY BOWES FINANCE LTD	512173	208.00		BF121587/7766/PITNEY BOWES FIN
05/12/2017	Maltaward (Barriers) Ltd	512174	420.00		21427-17/7767/Maltaward (Barri
05/12/2017	City Electrical Factors Ltd	512176	119.94		HRS/250763/7769/City Electrica
05/12/2017	GRIGG & CO- Plumbing & Heating	5121785	240.00		5687/7768/GRIGG & CO- Plumbing
06/12/2017	Malcolm Senior	TRF-PC 81	40.00		81/7765/Malcolm Senior
07/12/2017	Screwfix DI RECT	CCARD	6.99		Screwfix DI RECT
07/12/2017	Cash Book - Amazon.co.uk	7.48	7.48		Cash book- cable
08/12/2017	EDF Energy 1 Ltd	0812172	115.23		00003585624/7774/EDF Energy 1
08/12/2017	Southern Counties Tea & Coffee	0812173	27.63		200162/7773/Southern Counties
08/12/2017	Woodstock IT Services	0812174	492.00		16407/7772/Woodstock IT Servic
08/12/2017	N.Tucker Ltd	0812175	410.00		NOV01/7771/N.Tucker Ltd
08/12/2017	DF Pro Installations Ltd	DD-812171	960.00		DFP021/7770/DF Pro Installatio
08/12/2017	EDF Energy 1 Ltd	812172	115.23		Purchase Ledger Payment
13/12/2017	C Brewer & Sons Ltd	1312171	37.84		HSM/375728/7775/C Brewer & Son
13/12/2017	G. Burley & Sons Ltd.,	1312172	240.00		64803/7776/G. Burley & Sons Lt
13/12/2017	Mr N. Simmonds,	1312173	65.00		2017/12/10/7777/Mr N. Simmonds
13/12/2017	Mr Mark Stoner,	1312174	70.20		EXPDEC17/7783/Mr Mark Stoner,
13/12/2017	West Sussex County Council	1312175	21,811.33		8001266951/7778/West Sussex Co
13/12/2017	British Gas Business	DD-221217	1,187.14		955297270/7779/British Gas Bus
13/12/2017	Amazon Marketplace	CB	7.48		Amazon Marketplace
14/12/2017	British Gas Business	DD-BGasNov	349.99		952341275/7740/British Gas Bus
15/12/2017	British Gas Business	Dd-BGasNov	110.73		961290322/7741/British Gas Bus
17/12/2017	Lloyds Bank- Credit Card	EXP DEC 17	106.71		Lloyds Bank- Credit Card
19/12/2017	Earles Meadow Conservation Gro	DD-CBDEC17	550.00		Earles Meadow Conservation Gro
19/12/2017	NETCOM	DD++FPO	30.00		11799/7787/NETCOM
19/12/2017	Horsham District Council	DD+FPO	1,500.00		6582796/7789/Horsham District
19/12/2017	H Griffiths	DD-FPO	12.60		DECEXP17/7786/H Griffiths

At : 10:46

Lloyds Bank Accounts

List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/12/2017	HR Servies Partnership	DD=FPO	252.00		8147/7790/HR Servies Partnersh
19/12/2017	G. Burley & Sons Ltd.,	TRF-DD	1,771.69		65186/7788/G. Burley & Sons Lt
19/12/2017	SOS Systems	DD=Nov17	77.45		Printing
21/12/2017	Amazon Co UK	CARD PAY	21.48		Silver Steel Kettle
27/12/2017	City Electrical Factors Ltd	2712171	62.48		Electrical Maintenance
27/12/2017	Johnson Logistics	2712172	305.00		Amenity & Cleaning Cost
27/12/2017	Servcom Services UK Ltd.,	2712174	398.00		Radiator Repair & Fan Heater
27/12/2017	T C Maintenance	2712175	450.00		Paint & Decorate TBH
29/12/2017	British Gas Business	DD-BGT1217	311.16		987223077/7784/British Gas Bus
29/12/2017	British Gas Business	DD-Dec17	510.84		987223078/7785/British Gas Bus
Total Payments			41,776.61		

Payment list Dec 17 (2)

**BUDGET 2018/19
SUMMARY**

	2017/18						2018/19	
	EXPENDITURE			INCOME			BUDGET	BUDGET
	BUDGET 2017/18	ACTUAL 31.3.2018	ESTIMATED 31.3.2018	TOTAL	BUDGET 2017/18	ACTUAL 31.3.2018	ESTIMATED 31.3.2018	TOTAL
Roffey Millennium Hall	38,455	0	39,775	39,775	74,000	0	72,600	72,600
North Heath Hall	24,260	0	24,703	24,703	60,200	0	60,000	60,000
Holbrook Tythe Barn	22,213	0	22,823	22,823	38,440	0	45,000	45,000
Amenities	52,207	0	51,573	51,573	765	0	765	765
F & A (exc. Precept)	79,443	0	82,833	82,833	50	0	150	150
PERSONNEL	277,325	0	277,225	277,225	0	0	0	0
PET	2,000	0	2,000	2,000	0	0	0	0
	495,903	0	500,932	500,932	173,455		178,515	178,515

FUNDING			
BUDGET 2017/18	ACTUAL 31.3.2017	ESTIMATED 31.3.2018	TOTAL
293,552		293,551	293,551
1,401		1,403	1,403
9,500		9,691	9,691
299,232		304,645	304,645

F & A - precept *
Council Tax Benefit Gt*
Environmental Grant*
Total Funding

Receipt calc ①

11.1.18 ①

**BUDGET 2018/19
PROPERTY COMMITTEE**

EXPENDITURE - REVENUE

	BUDGET 2017/18	ESTIMATED TO 31.03.2018	ESTIMATED DIFFERENCE AT 31.03.2018	BUDGET 2018/19
HALLS SUMMARY				
4011	15,690	15,658	-32	16,112
4012	4,164	3,832	-332	3,661
4014	11,500	10,500	-1,000	10,665
4015	9,500	9,250	-250	9,286
4016	4,600	3,650	-950	3,690
4017	3,207	3,167	-40	3,285
4018	607	540	-67	555
4019	1,229	1,335	106	1,382
4020	750	500	-250	500
4034	6,000	6,000	0	6,000
4035	4,000	5,020	1,020	2,640
4036	6,750	7,000	250	7,000
4037	1,500	3,260	1,760	1,821
4039	2,727	3,359	632	3,385
4040	909	1,500	591	750
4041	450	370	-80	450
4042	900	2,150	1,250	2,150
4044	1,250	1,500	250	1,200
4061	900	690	-210	1,110
4062	354	300	-54	309
4063	3,000	3,000	0	3,000
4064	275	220	-55	227
4065	400	250	-150	250
4066	1,266	1,250	-16	1,278
4500	3,000	3,000	0	5,000
	84,928	87,301	2,373	85,706

Receipt Calc 2

BUDGET 2018/19
PROPERTY COMMITTEE

EXPENDITURE - REVENUE

403		BUDGET 2017/18	ESTIMATED TO 31.03.2018	ESTIMATED DIFFERENCE AT 31.03.2018	NOTES ON 2017/18	BUDGET 2018/19	NOTES ON 2018/19
ROFFEY MILLENNIUM HALL							
4011	NNDR (Business Rates)	6,304	6,291	-13	Notified figure	6,473	2.9% inflation
4012	Water Rates	1,632	1,200	-432	Based on invoices	1,235	2.9% inflation
4014	Electricity	5,000	5,000	0	Based on invoices	5,000	
4015	Gas	6,000	6,000	0	Based on invoices	6,000	
4016	Cleaning Materials	1,800	1,350	-450	Cost efficiencies	1,390	Cost efficiencies
4017	Refuse Clearance (HDC)	1,591	1,575	-16	2016/17 figure based on invoices Plus 1%	1,621	2.9% inflation
4018	Sanitary Disposals	303	180	-123	2016/17 figure based on invoices Plus 1%	185	2.9% inflation
4019	Window Cleaning	606	675	69	2016/17 figure based on invoices Plus 1%	700	2.9% inflation
4020	Refreshment Sale Costs	750	500	-250	2016/17 figure based on invoices	500	Cost efficiencies
4034	Maintenance - electrical	2,000	2,000	0		2,000	
4035	Maintenance - electrical insp.	2,000	2,750	750	Periodic electrical test due March 2018 plus emergency lighting	750	PAT Tests + electrical inspections + EL
4036	Maintenance - general	2,750	3,000	250	Kept the same as unknown.	3,000	
4037	Maintenance - fire alarm	500	910	410	Remedial work	515	2.9% inflation
4039	Maintenance - intruder alarm	909	1,500	591	2016/17 figure based on invoices Plus 1%	1,500	Maintenance + 2.9% inflation
4040	Maintenance - lift	909	1,500	591	Urgent remedial work was required	750	Service visits
4041	Maintenance - fire extinguishers	150	70	-80	2016/17 figure based on invoices	150	To allow for remedial work
4042	Maintenance - gas boiler	500	1,000	500	Urgent remedial work was required	1,000	To allow for remedial work
4044	Maintenance - partition wall	550	500	-50	Annual service	500	Annual service
4061	Legionella Testing	400	240	-160	Testing	400	Testing + risk assessment
4062	Maintenance - air conditioning	354	300	-54	Based on invoices	309	2.9% inflation
4063	Maintenance - plumbing	1,500	1,500	0	2016/17 figure based on invoices and previous years	1,500	
4064	Maintenance - lightning conductor	275	220	-55	Based on invoices	227	2.9% inflation
4065	Fire Prevention Sundries	250	100	-150	2016/176 figure based on invoices and previous years	100	
4066	Keyholder Services	422	414	-8	2016/17 figure based on invoices Plus 2%	426	2.9% inflation
4500	Internal decorations	1,000	1,000	0	Lobby, kitchens and toilets to be done.	1,500	Corridors and halls
		38,455	39,775	1,320		37,731	

BUDGET 2018/19
PROPERTY COMMITTEE

EXPENDITURE - REVENUE

403		NORTH HEATH HALL		BUDGET 2017/18	ESTIMATED TO 31.3.2018	ESTIMATED DIFFERENCE AT 31.3.2018	NOTES	BUDGET 2018/19	NOTES
4011	NNDR (Business Rates)	6,071	6,058	-13	Notified figure	6,234	2.9% inflation		
4012	Water Rates	900	1,000	100	Based on invoices	926	2.9% inflation		
4014	Electricity	3,000	2,500	-500	Based on invoices	2,575	2.9% inflation		
4015	Gas	2,000	2,000	0	Based on renewed contract	2,000			
4016	Cleaning Materials	1,800	1,300	-500	Changes in products to make efficiencies.	1,300	Cost efficiencies		
4017	Refuse Clearance (HDC)	808	796	-12	Based on invoices.	832	2.9% inflation		
4018	Sanitary Disposals	152	180	28	Based on invoices.	185	2.9% inflation		
4019	Window Cleaning	323	360	37	Based on invoices	370	2.9% inflation		
4034	Maintenance - electrical	2,000	2,000	0		2,000			
4035	Maintenance - electrical insp.	250	520	270	PAT testing + monthly EL tests	1,360	PAT Tests + EL Periodic test due 2019		
4036	Maintenance - general	2,000	2,000	0	Kept the same as unknown.	2,000			
4037	Maintenance - fire alarm	500	750	250	Urgent remedial work	750	Call panel update		
4039	Maintenance - intruder alarm	909	950	41	Based on invoices	950	Maintenance + 2.9% inflation		
4041	Maintenance - fire extinguishers	150	150	0	Based on invoices	150			
4042	Maintenance - gas boiler	200	660	450	Based on invoices	650			
4044	Maintenance - partition wall	700	1,000	300	Repair work required	700			
4061	Legionella Testing	250	250	0	Water testing	360	Water testing plus risk assessment		
4063	Maintenance - plumbing	750	750	0	Issues with boys toilets	750			
4065	Fire Prevention Sundries	75	75	0	Not known	75			
4066	Keyholder Services	422	414	-8	Based on invoices	426			
4500	Internal decoration	1,000	1,000	0	Foyer and downstairs	1,500	Hall and kitchens		
		24,260	24,703	443		26,093			

Precept calc 4

**BUDGET 2018/19
PROPERTY COMMITTEE**

		BUDGET 2017/18	ESTIMATED TO 31.3.2018	ESTIMATED DIFFERENCE AT 31.3.2018	NOTES	BUDGET 2018/19	NOTES
EXPENDITURE - REVENUE							
403	HOLBROOK TYTHE BARN						
	4011 NNDR (Business Rates)	3,315	3,309	-6	Notified figure	3,405	2.9% inflation
	4012 Water Rates	1,632	1,632	0	Leak increased costs	1,500	Normal consumption not known
	4014 Electricity	3,500	3,000	-500	Based on invoices.	3,090	2.9% inflation
	4015 Gas	1,500	1,250	-250	Based on renewed contract	1,286	2.9% inflation
	4016 Cleaning Materials	1,000	1,000	0		1,000	
	4017 Refuse Clearance (HDC)	808	796	-12	Based on invoices.	832	2.9% inflation
	4018 Sanitary Disposals	152	180	28	Based on invoices.	185	2.9% inflation
	4019 Window Cleaning	300	300	0	Based on invoices.	312	2.9% inflation
	4034 Maintenance - electrical	2,000	2,000	0	Kept the same as unknown.	2,000	
	4035 Maintenance - electrical insp.	1,750	1,750	0	Periodic electrical inspection due July 2017	530	PAT Tests + electrical inspections + EL
	4036 Maintenance - general	2,000	2,000	0	Gutter work	2,000	
	4037 Maintenance - fire alarm	500	1,600	1,100	Remedial repair work	556	
	4039 Maintenance - intruder alarm	909	909	0	Remedial work required	935	Maintenance + 2.9% inflation
	4041 Maintenance - fire extinguishers	150	150	0	2016/17 figure based on invoices.	150	
	4042 Maintenance - gas boiler	200	500	300	Additional work required	500	
	4061 Legionella Testing	250	200	-50	Water testing	350	Water testing +risk assessment
	4063 Maintenance - plumbing	750	750	0	Improvements to water heater	750	
	4065 Fire Prevention Sundries	75	75	0	Based on invoices.	75	
	4066 Keyholder Services	422	422	0	Based on invoices.	426	
	4500 Internal decoration	1,000	1,000	0	Foyer and kitchen	2,000	Barn and Wallace Room
		22,213	22,823	610		21,882	

**BUDGET 2018/19
PROPERTY COMMITTEE**

BUDGET 2017/18	ESTIMATED TO 31.03.2018	ESTIMATED DIFFERENCE AT 31.03.2018	NOTES ON 2017/18	BUDGET 2018/19	NOTES ON 2018/19
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EXPENDITURE - REVENUE

AMENITIES - ALLOTMENTS

301	4012	Water Rates	218	200	-18	Based on invoices	200	
	4102	Rent to WSCC - Harwood Rd	250	250	0		300	Renew contract?
	4200	Grounds Maintenance	750	750	0	Grass and hedge cutting	750	
	4259	Allotment Maintenance	100	100	0	Tree work	100	
			1,318	1,300	-18		1,350	

OTHER AMENITIES

302	4200	Grounds Maintenance	18,870	18,870	0	Plus 2%	19,417	2.9% inflation
	4019	Bus shelter cleaning	2,280	2,280	0	Previously incorporated in bus shelter maintenance	2,346	2.9% inflation
	4250	Bus Shelter Maintenance	2,000	2,000	0	Rolling programme of maintenance	2,000	
	4251	Play Area Maintenance	8,000	8,000	0		8,000	
	4252	Open Space Maintenance	9,000	9,000	0		9,000	
	4253	Litter Warden Equipment	650	200	-450		650	Litter trolley repairs?
	4254	Dog Bin Emptying - HDC	1,853	1,945	92	Based on invoices	2,000	2.9% inflation
	4255	Street Lighting Maint/Supply	4,500	4,500	0	Some work to be done in 2015/16	4,500	
	4258	Multi Courts Maintenance	2,424	2,424	0	2016/17 invoices plus 1%	2,494	2.9% inflation
	4260	Workshop	100	54	-46	Security	100	
	4302	Notice Board Maintenance	1,212	1,000	-212	2016/17 invoices plus 1%	1,000	
		TOTAL	50,889	50,273	-616		51,507	

Precept Calc 6

**BUDGET 2018/19
F & A COMMITTEE**

		BUDGET 2017/18	ESTIMATED TO 31.03.2018	BALANCE AT 31.03.2018	NOTE	BUDGET 2018/19
EXPENDITURE - REVENUE						
101	4006	0	0	0		0
	4007	750	750	0		750
	4008	5,850	5,150	-700		5,100
	4021	5,500	5,000	-500		5,000
	4022	2,000	2,000	0		2,000
	4023	2,000	2,000	0		2,000
	4024	3,060	3,060	0	Plus 1%	3,100
	4025	12,040	12,085	45	Plus 1%	12,205
	4026	100	0	-100	LCR	50
	4028	2,133	2,400	267		2,400
	4029	160	160	0		160
	4031	200	200	0		200
	4032	1,000	500	-500		1,000
	4033	1,000	1,200	200		1,200
	4038	1,500	1,500	0	Computers etc.	1,500
	4051	500	200	-300		200
					Principal £4,807.70, interest on remaining sum ends 2025.	
	4053	13,400	13,928	528		13,700
	4057	1,500	1,300	-200		1,500
	4058	3,000	3,000	0		3,000
	4059	500	500	0		500
	4100	400	400	0		400
	4103	10,000	10,000	0	Put surplus in an EMR	0
	4120	750	500	-250	Projectors/flasks etc	750
	4122	600	1,000	400	Photocopier	1,000
102	4150	0	0	0		0
103	4155	10,000	10,000	0		10,000
104	4101	1,500	6,000	3,000	Under investigation	6,500
		79,443	82,833	1,890	0	74,215

*£5,000 removed
to allow the budget
to be in credit.

11.1.18 7

Receipt etc 7

**BUDGET 2017/18
PERSONNEL COMMITTEE**

		BUDGET 2017/18	ESTIMATED TO 31.03.2018	BALANCE 31.03.2018	NOTE	BUDGET 2018/19
EXPENDITURE - REVENUE						
106	4001	272,565	272,565		1% increase + pay awards	280,533
	4003	360	360		Capita	360
	4009	2,500	2,750		Increase in hires requires more journeys	2,750
	4010	1,500	1,500		To ensure that statutory requirements are met.	1,500
	4030	400	50		Nominal sum	250
					Additional polo shirts and sweatshirts and any other necessary protective clothing.	400
		277,325	277,225			285,793

Precept Calc 8

**BUDGET 2017/18
PET COMMITTEE**

		BUDGET 2017/18	ESTIMATED TO 31.03.18	BALANCE AT 31.03.18	NOTE	BUDGET 2018/19
EXPENDITURE - REVENUE						
201	4305	2,000	2,000	0	Increased in 18/19 to include items that may be required by the tree wardens	2,250
	4306	0	0	0		0
	4307	0	0	0		0
	4308	0	0	0		0
		2,000	2,000	0		2,250

Precept Calc 9

11.1.18 9

**BUDGET 2018/19
INCOME**

		BUDGET 2017/18	ESTIMATED TO 31.3.2018	ESTIMATED DIFFERENCE AT 31.3.2018	NOTES 2017/18	BUDGET 2018/19	NOTES 2018/19
	INCOME						
401	1000	60,200	60,000	-200	NHH - 2%	61,400	NHH - 3% except nurseries 1.5%
402	1000	26,200	28,000	1,800	HTB - 2%	28,840	HTB - 3%
	1010	12,240	17,000	4,760	HTB MC - 2%	17,510	HTB MC - 3%
403	1000	71,400	70,000	-1,400	RMH - 2%	72,100	RMH - 3%
	1004	600	600	0	Copying, equip hire etc.	600	Keep as previously
	1006	2,000	2,000	0		2,000	Keep as previously
101	1196	50	150	100	F&A Except precept	150	
301	1050	765	765	0	2%	765	3%
		173,455	178,515	5,060		183,365	

Precept Calc 10

11.1.18 10

COUNCIL TAX AT BAND D 2017/18

2017/18.

(g)				
Parish	Council Tax at Band D			
	Precept Amount £	Parish Precept / Special charge for Unparished Area £	Basic Amount of District Council Tax £	Total £
Amberley	18,827.00	59.22	140.60	199.82
Ashington	97,260.00	86.97	140.60	227.57
Ashurst	11,078.00	75.27	140.60	215.87
Billingshurst	258,408.00	67.72	140.60	208.32
Bramber	21,475.00	51.89	140.60	192.49
Broadbridge Heath	98,318.00	49.09	140.60	189.69
Coldwaltham	15,247.00	32.98	140.60	173.58
Colgate	15,424.00	15.58	140.60	156.18
Cowfold	60,153.00	74.44	140.60	215.04
Henfield	193,142.00	78.14	140.60	218.74
Itchingfield	59,895.00	80.61	140.60	221.21
Lower Beeding	32,591.00	60.91	140.60	201.51
North Horsham	293,552.00	34.21	140.60	174.81
Nuthurst	36,449.00	35.55	140.60	176.15
Parham	3,860.00	31.69	140.60	172.29
Pulborough	188,882.00	76.06	140.60	216.66
Rudgwick	66,759.00	49.80	140.60	190.40
Rusper	25,652.00	32.92	140.60	173.52
Shermanbury	19,635.00	68.28	140.60	208.88
Shipley	27,811.06	42.88	140.60	183.48
Slinfold	51,880.00	59.72	140.60	200.32
Southwater	398,407.00	93.29	140.60	233.89
Steyning	244,523.28	95.44	140.60	236.04
Storrington & Sullington	165,577.00	51.73	140.60	192.33
Thakeham	45,217.00	51.22	140.60	191.82
Upper Beeding	135,000.00	95.21	140.60	235.81
Warnham	60,961.00	62.89	140.60	203.49
Washington	39,528.00	37.30	140.60	177.90
West Chiltington	128,212.00	58.58	140.60	199.18
West Grinstead	65,845.00	50.30	140.60	190.90
Wiston	3,950.00	40.78	140.60	181.38
Woodmancote	8,100.00	29.68	140.60	170.28
Horsham Town - Special charge	279,089.00	24.40	140.60	165.00

Band D Precept levels
2017/18

NORTH HORSHAM PARISH COUNCIL



BUSINESS PLAN 2017 -2022

First draft 30th June 2016 – Full Council

Version 6 January 2018

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The Parish Council

North Horsham Parish Council is made up of four wards, Roffey North, Roffey South, Holbrook East and Holbrook West. The nineteen councillors that make up the Council act as a body corporate and make decisions which are then carried out by the officers who are employed by the Council. Councillors are active within the community and bring issues to the attention of the council and help it make decisions on behalf of the local community.

In June 2016 the Parish Council resolved that it was eligible to use the General Power of Competence which means that the Council is not restricted by the limited powers granted to Parish Councils and can do anything that an individual can lawfully do. The Parish Council has robust financial management and there is 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 is responsible for three Community Halls in North Horsham, Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall. It is also responsible for play areas at Earles Meadow, Amberley Close, Birches Road and Holbrook Tythe Barn. The Parish Council looks after open space at Earles Meadow and allotments at Amberley Close. Bus shelters, litter bins, notice boards, dog bins and street lights are also part of the Parish Council's portfolio of assets. The Parish Council has a statutory right to be notified of Planning Applications in its area and submits comments to the Local Planning Authority (Horsham District Council) through a very active Planning, Environment and Transport Committee. There are also Committees to oversee Finance and Administration, Property and Personnel.

The Parish Council has a proactive 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.

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.

All Council and Committee Meetings convened by NHPC are open to the public. There is an opportunity for members of the public to ask questions, comment or raise issues within the first fifteen minutes of the meeting. Members of the public are encouraged to join topic specific working parties to bring expertise and local knowledge.

Meetings are generally held on Thursday evenings starting at 7.30pm in the Roffey Millennium Hall. A list of meetings is published on the Parish Council website www.northhorsham.gov.uk. Agendas are available on our website and displayed on all of our noticeboards.

Introduction to the Business Plan

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.

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 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

Past achievements

The Parish Council has been successful in supporting its community over past years by engaging with residents and representing local views. This is especially relevant in respect of the development North of the A264, transport and environment issues and opportunities that will benefit the community. The Council works to get the best possible outcomes for local people by fostering good relationships with Horsham District Council, West Sussex County Council and other organisations and promoting partnership working where possible.

Significant achievements for North Horsham Parish Council

- Maintaining three well appointed community halls, four play areas, open spaces, allotments and various street furniture.
- Roffey Friendship Group.
- Improvements to buildings, play areas and the Riverside Walk including the addition of street furniture and improved access.
- Facilitating the move of the Horsham Bowls Club and a New Pavilion.
- Improvements at Roffey Corner.
- Improving the environment by providing litter wardens.
- Initial engagement with Horsham District Council and developers with regard to the new development north of the A264.
- Regular articles in North Horsham pages to promote the Parish Council.

Vision

To represent the views of those who live and work in North Horsham Parish and promote a strong, vibrant and inclusive community working in partnership with others.

Aims and Objectives

1. To continue to engage with Horsham District Council, West Sussex County Council and developers to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible.
2. To improve non vehicular access across the A264 to link the new development and beyond to North Horsham.
3. To continue to improve communications with Horsham District Council.
4. To continue working with West Sussex County Council and Horsham District Council to promote best use of resources and partnership working wherever possible especially in respect of highway matters.
5. To produce a Neighbourhood Plan focusing on adding an extra layer of protection on green spaces and building design in the parish.
6. To continue to raise the profile of the Parish Council using Horsham Pages (North) and utilising other methods of communication and community engagement.
7. To encourage greater use of Parish Council facilities as part of activities already established in Horsham Town. For example, encouraging theatre groups to use space at North Heath Hall for performances.
8. To support the provision of youth services in North Horsham to provide better opportunities for young people.
9. To support access to internet facilities.
10. To provide a Friendship Group in Holbrook.
11. To facilitate the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park.
12. Review traffic calming measures on Crawley Road.
13. To consider spaces for community events related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.
14. To encourage local junior schools to learn about the history of North Horsham and provide facilities to exhibit work and give prizes for the best work.

15. To hold a North Horsham Market with stalls and food vendors once a week.
16. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings. (Buses and taxis)
17. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

Other considerations

The Parish Council also discussed taking responsibility for the Car Park in Godwin Way*, Facilitating a 'dial a ride' scheme for the elderly and infirm, have electric car charging points at community halls powered by solar panels, an audit of personnel, make all halls vatable and contract out caretaking and cleaning duties. But these were all rejected at this time. The Parish Council wanted to help provide a new home for Horsham Football Club, possibly within the North Horsham Development, but a planning application for a ground at Hop Oast has been agreed by the Planning Authority.

*The Parish Council has entered into negotiations with Horsham District Council to lease the Car Park funded by contributions from local retailers. There may be a need for a small contribution from the Parish Council. (See financial considerations).

Progress of individual projects

2017

1. To engage with Horsham District Council, West Sussex County Council and developers to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible.

Quarterly Parish Liaison Group meetings will be organised by the Parish Council. Invitees will be Councillors, Liberty Property Trust, HDC, community organisations, the CCG, churches, members of the community and neighbouring Parish Councils.

There is an opportunity to be part of six weekly HDC, Developer Liaison Meetings held every six weeks, organised by HDC and starting in January 2018. The representative will be nominated at the Planning Meeting on 26th October 2017.

2. To improve non vehicular access across the A264 to link the new development and beyond to North Horsham.

An initial report has been commissioned from Phil Jones Associates on which to move forward with the developers and other agencies. This will be ongoing over several years.

3. To improve communications with Horsham District Council

The Clerk, Chairman and other Councillors have met with officers and councillors from HDC to discuss various issues as appropriate and ongoing efforts are being made to engage with HDC. Positive working relationships are being established.

4. To continue working with West Sussex County Council and Horsham District Council to promote best use of resources and partnership working wherever possible especially in respect of highway matters.

There are ongoing discussions to promote this.

5. To produce a Neighbourhood Plan focusing on adding an extra layer of protection on green spaces and building design in the parish.

*The Parish Council agreed to produce a NP focusing on Local Green Spaces and Building Design. **A budget of £10,000 has been allocated.** It is hoped that this can be completed in two years maximum.*

6. To raise the profile of the Parish Council using Horsham Pages (North) and utilising other methods of communication and community engagement.

The Parish Council has set up a contract for a year (cost £560) to advertise in Horsham Pages (North) ie. six entries. The website has been updated and Facebook is used regularly. The Annual Parish Council was organised as a community event to raise the profile of the Parish Council.

7. To encourage greater use of Parish Council facilities as part of activities already established in Horsham Town. For example, encouraging theatre groups to use space at North Heath Hall for performances.

The Chairman and Clerk have spoken with HDC Economic and Visitor team to see if events held in Horsham Town can include North Horsham. Ongoing dialogue will be needed. The HDC Year of Culture 2019 should be an opportunity to address this. A working group has been set up to explore different activities.

8. To reopen Roffey Youth Club to provide opportunities for young people – maybe for NHPC to manage.

This is being explored with West Sussex County Council. HDC has suggested engaging a third party such as Horsham Matters to do some work with young people to understand the issues.

9. To support access to internet facilities.

West Sussex County Council are working with HDC, Horsham Matters and Age UK Horsham District on a Digital Inclusion project. They are aware that the Parish Council is willing to support their initiative where appropriate and within resources.

10. To provide a Friendship Group in Holbrook.

A 'taster' session will be held in November.

2019 onwards

11. To facilitate the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park.

There is information on file to suggest this will not be possible for at least three to five years. This is a major project and would need buy in from HDC, WSCC and other agencies.

12. Review traffic calming measures on Crawley Road.

West Sussex County Council has no plans to make any amendments to Crawley Road.

13. To consider spaces for community events related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.

HDC do a buildings audit on an annual basis and are aware of the facilities that the Parish Council can offer.

14. To encourage local junior schools to learn about the history of North Horsham and provide facilities to exhibit work and give prizes for the best work.

Information is required to ascertain what schools already do and how best to offer information to complement the work already done in schools. There could be opportunities to exhibit work at Roffey Millennium Hall.

15. To hold a North Horsham Market with stalls and food vendors once a week.

The logistics of setting up stall in terms of space , access to toilets, electricity etc. would be needed in the first instance.

16. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings. (Buses and taxis)

Improvements could come with the new development north of the A264.

17. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

The Council discussed this in December 2017 and have agreed to revisit in December 2018.

Financial Considerations

The Parish Council is funded through the precept and has ongoing revenue costs. To complete the aims and objectives to achieve the vision the Parish Council will have to consider the budget over the next few years.

	2015/16 Actual	2016/17 Actual	2017/18* Estimated	2018/19* Based on projects listed	2019/20* Based on projects listed
INCOME					
Finance	283	1,518	150	150	200
Allotments	500	750	765	765	765
NHH	56,362	57,651	60,000	61,400	63,242
HTB	26,397	27,068	28,000	28,840	29,705
Multi Courts	20,217	17,921	17,000	17,510	18,035
RMH	74,601	73,845	72,600	74,700	76,941
TOTAL	178,360	178,753	178,515	183,365	188,888
EXPENDITURE					
Finance	64,735	52,278	66,833	62,715	63,655
Grants	13,773	8,577	10,000	10,000	10,150
Burial	6,000	3,000	6,000	6,500	7,500
Planning	1,550	0	2,000	2,250	2,500
Allotments	1,179	717	1,300	1,350	1,370
Amenities	42,408	37,799	50,273	51,507	52,280
NHH	21,995	24,070	24,703	26,093	26,484
HTB	18,609	17,582	22,823	21,882	22,210
RMH	34,527	32,564	39,775	37,731	38,297
Personnel	287,220	293,325	277,225	285,793	290,079
TOTAL	491,996	469,912	500,932	505,821	508,591
NET EXPEND.	313,636	291,159	327,417	322,456	325,637
FUNDING					
Precept	278,908	282,726	293,552	312,765	315,946
Council Tax benefit	11,678	7,006	1,401	0	0
Environmental Grant	9,388	9,538	9,691	9,691	9,691
TOTAL	299,974	299,270	304,644	322,456	325,637

*Not based on any evidenced figures at this stage.

Income is based on an increase of 3% from 2019/20

Earmarked Reserves

The precepted amounts above don't allow for increases in the level of Earmarked Reserves or General Reserves, therefore, external funding will be required for any additional projects.

PARISH COUNCIL MEETING

11TH JANUARY 2018

ANNEX B

AGENDA ITEM 17

POLICIES

THIS ANNEX INCLUDES:-

- **STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT**
- **TRAINING AND DEVELOPMENT POLICY**
- **CORPORATE BRANDING POLICY**
- **FREEDOM OF INFORMATION PUBLICATION SCHEME**



North Horsham Parish Council

STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

This policy has been prepared using the SALC Model policy January 2018

1. Introduction

1.1 The council aims to provide services of high quality and to represent the interests of its residents throughout its area. This statement outlines the council's intentions regarding community engagement.

2. The community

2.1 The council is directly responsible to the people of its area, who collectively form the community. Within the community, there are a variety of different bodies and the council must therefore relate closely to those bodies as well as the community as a whole.

2.2 The different bodies making up the community are likely to include:

- Everyone who lives in the parish.
- Those who use the services provided by the council, whether residents or not.
- Those who work or own a business in the parish.
- All young people who go to school or other educational establishments in the parish.
- Voluntary groups, clubs and societies including church and youth organisations which operate in the parish.
- Any group or organisation that represents some or any members of the above sections of the community.
- Visitors or those using the parish facilities and shops.
- Statutory bodies providing services within the parish.
- Any group or other body that are pivotal to the quality of life of North Horsham Parish e.g. health providers, Horsham Town Community Partnership, neighbouring Parish Councils.

3. Aims and objectives

3.1 The council aims to represent and promote the interests of the whole parish community.

3.2 The council aims to ensure that residents and the bodies making up the community are appropriately involved in the decision-making process, particularly in relation to the provision of services and facilities. Whenever possible and practical, the council will encourage the involvement of community members in order to identify their needs and concerns.

3.3 To this end, the council will maintain and develop effective working relationships with all sectors of the community in the expectation that this will lead to:

- Improved satisfaction with public services in the area.
- A greater sense within the community that people are involved in decisions which affect them.
- Greater awareness within the community of the role and responsibilities of the council.

4. Opportunities for community involvement

4.1 The council will engage with the community by providing:

- An accessible Parish Council office at the heart of the community usually open Monday to Friday 9am to 5pm.
- A website (www.northhorsham-pc.gov.uk) which includes a wide range of information about the services provided by the parish council and how the community can contact the council or councillors.
- Through social media (Facebook and Twitter).
- An article in Horsham Pages (North) six times a year.
- An Annual Report summarising the council's activities for the year and providing details of the council's financial position.
- A timetable of council and committee meetings and encouraging public attendance.
- Details of agendas for all council and committee meetings on noticeboards throughout the parish, as well as on the council website.
- A period of time at the start of council and committee meetings for questions from members of the public.
- Minutes of all council and committee meetings on the council website.
- Nominated councillors as representatives to outside bodies with interests affecting the area.
- The organisation for the Annual Parish Assembly, which is open to all residents.
- An opportunity for the community to feedback their views, comments and concerns and effectively using that information as an integral part of the decision-making process.

5. Opportunities for formal representation to the council

5.1 The council may appoint advisors on specific areas of activity where their expertise would assist the council in its decision making, but equally welcomes public participation at council and committee meetings.

5.2 On a day to day basis, the Clerk (or other nominated officer) is generally available to meet those who may wish to attend the council office in order to discuss matters of interest or concern. Representation can also be made in writing by letter or e-mail.

5.3 From time to time particular topics arise which are of sufficient community wide interest to justify the organisation of a public meeting, and the council will make arrangements for such meetings to be held in a suitable location should such a situation arise.

6 Policy Adoption and Review

6.1 The Statement of Intent as to Community Engagement was first approved by council in March 2012.

6.2 The policy will be reviewed by January 2020.

11th January 2018



North Horsham Parish Council

TRAINING AND DEVELOPMENT POLICY

This policy has been prepared using the SALC Model policy January 2018

1. Introduction

- 1.1 The council recognises that training and development for staff and councillors is a major investment in its ability to deliver effective services, and will seek to create a culture of continuing development to enable staff and councillors to achieve their full potential.
- 1.2 The council will comply with the principles of the National Training Strategy for Town and Parish Councils and will subscribe to the Sussex and Surrey Association of Local Councils and Society of Local Council Clerks to ensure staff and councillors may attend their training. Training may be provided by a range of appropriate bodies including Horsham District Council, West Sussex County Council and other external training providers.

2. Policy Commitments

- 2.1 The council commits to providing opportunities for staff and councillors to be trained to maintain high standards within the council and to be kept up to date with new legislation.
- 2.2 To support this commitment, funds will be allocated in the annual budget to enable staff and councillors to attend appropriate training and conferences relevant to their office.

3. Training Requirements

- 3.1 The council will be responsible for determining, meeting and monitoring the training needs of staff and councillors, and managing the allocated budget.
- 3.2 All new councillors will be invited to attend an induction meeting with the clerk and chairman of the council. Following the four yearly elections both new and re-elected councillors will be invited to this meeting.
- 3.3 All new staff will receive induction training based on ACAS good practice.
- 3.4 Ongoing training identified as part of the appraisal process, through changes in legislation or working practices or through any other means will be reported to the next

relevant committee or council meeting. All training must be relevant, fit for purpose and carried out in a cost-effective manner. Consideration will be given to carrying out training locally and possibly in liaison with other local councils.

4. Professional Qualifications

- 4.1 All staff members will be encouraged to pursue professional qualifications appropriate to the needs of the parish council and relevant to the individual's role. Each request for professional qualifications will be considered on an individual basis.
- 4.2 It will be a requirement of the clerk's role to hold the Certificate in Local Council Administration (CiLCA) qualification or equivalent, or commit to achieving it within eighteen months of appointment.
- 4.3 If approved by the council, the financial cost of registering for and submitting the CiLCA portfolio will be paid by the council. The council will financially support SALC training for CiLCA and the cost to re-submit once if a candidate is unsuccessful. Travel expenses will be paid in accordance with the council's current Policy.
- 4.4 Additional higher-level qualifications or specific qualifications relevant to the role will be discussed as part of the annual appraisal or in the case of a councillor must be discussed informally with the clerk and chairman of the council prior to being put forward for consideration by the council. The council may agree to meet the cost, or part thereof, of a qualification which will be of mutual benefit to both the council and staff member.

5. Staff Personal Development

- 5.1 The council recognises that training and development for staff often provides continuous professional development for the staff member, while enhancing specific skills. Training courses for personal development are motivational for staff members and consistently leads to improved performance in their current role. Equally, the council acknowledges that such personal development will occasionally lead staff members to seek alternative employment to maximise their new or improved skills.
- 5.2 Where there is clear benefit to the council, payment for any personal development training will be made by the council, and the staff member will be expected to use their new or improved skills in their existing role within the council.
- 5.3 Where the cost of the personal development training course exceeds £500, the staff member will repay to the council the full cost of the training if they leave the employment of the council within 12 months of completion of the training. Agreement to this condition will be recorded in the staff member's file.

5.4 Where the cost of the personal development training course exceeds £1,000, the staff member will repay to the council the full cost of the training if they leave the employment of the council within 12 months of completion of the training, and 50% of the cost of the training if they leave the employment of the council after 12 months, but within 24 months of the completion of the training. Agreement to this condition will be recorded in the staff member's file.

5.5 The provisions within part 5 of this policy do not apply to any training course deemed compulsory for the staff member to carry out their existing role, for example due to a change of regulations or insistence on particular qualifications.

6 Evaluation of Training

6.1 The Clerk will keep records of all training of staff and councillors.

6.2 Councillors and staff are encouraged to share the knowledge gained and to circulate training presentation papers for in-house use. They are also encouraged to provide feedback on the value and effectiveness of the training undertaken highlighting the implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the parish council.

7 Policy Adoption and Review

7.1 The Statement of Intent as to Training was first approved by council in January 2011 and has subsequently been revised and updated.

7.2 The policy will be reviewed by January 2020.

11th January 2018



North Horsham Parish Council

CORPORATE BRANDING POLICY

Policy Statement

The aim of the Corporate Branding Policy is to create a unique and easily recognised identity for North Horsham Parish Council which sets a consistent and professional standard.

1. Use of Council Logo and Name

- 1.1. The size of the Parish Council logo is to be appropriate to the situation in which it is being used, however, it should be of sufficient size to give clear definition to the detail, i.e. the words 'Roffey' and 'Holbrook' should be easy to read.
- 1.2. The overall proportions of the logo should be retained without distortion regardless of size.
- 1.3. The logo and the name 'North Horsham Parish Council' can be used independently, although it is preferable for them to be used together in one or other of the following layouts –

North Horsham Parish Council

or

North Horsham
Parish Council

- 1.4. The lettering should be printed in blue where possible.
- 1.5. The logo must be placed to the left of the lettering if used, and, where possible, the logo and Council name should be of the same relative size.
- 1.6. The logo and Parish Council name should be as widely used as possible, for example on letterheads, compliment slips, newsletters, external signage, identity badges, website, etc.

2. Document Fonts and Size

- 2.1. The Council's preferred font is Arial
- 2.2. The preferred font size is 12 but may be changed for practical purposes e.g. on a spreadsheet

3. Printed Documents

- 3.1. Documents are generally printed in black
- 3.2. The Earles Meadow tree will be used when an image is required for a cover page as follows:- the image will be placed centrally on the page, the Parish Council name will be placed above the image with the logo to the left; and the document name under the central image
- 3.3. If accronyms and abbreviations are used in council documents they must be used in full in the first instance with the abbreviation or acronym in brackets after. E.g. Horsham District Council (HDC) in the first instance and then HDC thereafter.

The use of NHPC as an abbreviation for North Horsham Parish Council should be avoided wherever possible

4. Corporate Colours

- 4.1. The Parish Council's corporate colours for exterior use are –
RAL 5013 – Cobalt Blue – for notice boards etc.
RAL 6032 – Signal Green – bus shelters etc.

5. Policy Adoption and Review

5.1 The Corporate Branding Policy was first approved by council in May 2012.

5.2 The policy will be reviewed by May 2020.

11th January 2018



North Horsham Parish Council

PUBLICATION SCHEME

Prepared using the SALC Model scheme January 2018

1. Introduction

The Freedom of Information Act 2000 provides rights of public access to information held by public bodies. Further information is available from the Information Commissioner's Office at www.ico.gov.uk

2. Information available

The following information is available from North Horsham Parish Council under the model publication scheme. The classes of information will not generally include:-

- The disclosure of information which is prevented by law, or exempt under the Freedom of Information Act or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the council and its committees	Hard copy Website	Disbursement cost
Contact details for the Clerk and council members	Hard copy Website	Disbursement cost
Location of main council office and accessibility details	Hard copy Website	Disbursement cost
Staffing structure	Hard copy Website	Disbursement cost
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Full accounts and audit report	Hard copy Website	Disbursement cost
Finalised budget	Hard copy Website	Disbursement cost

Precept	Hard copy Website	Disbursement cost
Borrowing Approval letter	Hard copy Website	Disbursement cost
Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy Website	Disbursement cost
List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Members' allowances and expenses	Hard copy Website	Disbursement cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan	Hard copy Website	Disbursement cost
Annual report to Meeting of Electors	Hard copy Website	Disbursement cost
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website	Disbursement cost
Agendas of meetings (as above)	Hard copy Website	Disbursement cost
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Website	Disbursement cost
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Website	Disbursement cost
Responses to consultation papers	Hard copy Website	Disbursement cost
Responses to planning applications	Hard copy Website	Disbursement cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Website	Disbursement cost
<u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement Health and Safety Policy Recruitment policies (including current vacancies)	Hard copy	Disbursement

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	cost
Record management policies (records retention, destruction and archive)	Hard copy Website	Disbursement cost
Data protection Policies	Hard copy Website	
Schedule of charges (for the publication of information)	Hard copy Website	Disbursement cost
Class 6 – Lists and Registers (Currently maintained lists and registers)		
Any publicly available register or list.	Hard copy Website	Disbursement cost
Asset Register	Hard copy Website	Disbursement cost
Register of members' interests	Hard copy Website	Disbursement cost
Register of gifts and hospitality	Hard copy Website	Disbursement cost
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Hard copy Website	Free of charge
Burial grounds	Hard copy Website	Free of charge
Community centres	Hard copy Website	Free of charge
Parks, playing fields and recreational facilities	Hard copy Website	Free of charge
Seating, litter bins and lighting	Hard copy Website	Free of charge
Bus shelters	Hard copy Website	Free of charge
A summary of services for which the council is entitled to recover a fee, together with those fees.	Hard copy Web site	Disbursement cost

3. How to access information

Information can be obtained:-

- on the Parish Council website www.northhorsham-pc.gov.uk
- By e-mail to the Clerk – parish.clerk@northhorsham-pc.gov.uk
- By writing to the Clerk at:-

North Horsham Parish Council Offices
Roffey Millennium Hall
Crawley Road
Horsham
West Sussex
RH12 4DT

- By telephone 01403 750786
- Some information may only be available for inspection at the Parish Council Office during Office hours (Usually Monday – Friday 9.00am – 5.00pm) and by making a prior appointment.

4. Charges

- 4.1 The purpose of the Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.
- 4.2 Charges made by the authority for routinely publishes material will be justified and transparent and kept to a minimum.
- 4.3 Charges will be made for actual disbursements incurred such as photocopying (**10p per A4 sheet**), postage and package (**actual cost of Royal Mail second class postage rates**) and costs directly incurred as a result of viewing information.
- 4.4 If a charge is to be made, confirmation of payment will be given before the information is provided.
- 4.5 Payment may be requested prior to provision of the information.
- 4.6 No charge will be made for the cost of retrieving and collating information up to a value of £450 (approximately 2.5 days work) (Freedom of Information Act 2000 s 12). In certain cases the public authority is not obliged to comply with a request for **information** if the authority estimates that the cost of complying with the request would exceed the appropriate limit. (Data Protection Act 1998 S9A/ Freedom of Information Act 2000 s69).

5. If a request for information has not been resolved satisfactorily;

- 5.1 If the information received is not what has been asked for, first contact the Clerk or Deputy Clerk.
- 5.2 To register a complaint, follow the complaints procedure which can be found on the Parish Council website or which can be requested in hard copy.
- 5.3 If an issue has not been resolved by following the methods listed above the matter can be raised with the Information Commissioner's Office:-

Website:- www.ico.gov.uk

Telephone:- 08456 30 60 60 or 01625 545745

Postal Address:-
The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5 AF

6. Scheme adoption and review

6.1 The Publication Scheme was first adopted on 13th November 2008.

6.2 The Scheme will be reviewed before May 2020.

11th January 2018

PARISH COUNCIL MEETING

11TH JANUARY 2018

ANNEX C

AGENDA ITEM 19

CORRESPONDENCE LISTS

THIS ANNEX INCLUDES:-

- **CORRESPONDENCE LIST FROM 3RD NOVEMBER 2017 TO 4TH JANUARY 2018.**
- **THE LIST FROM 5TH JANUARY 2018 TO 11TH JANUARY 2018 WILL BE AVAILABLE AT THE MEETING.**

Correspondence List 1 from 3rd November 2017 to 4th January 2018.
 Below is a list of correspondence received at the Parish Council Office.
 Circulated to all Councillors.

1.	<ul style="list-style-type: none"> • West Sussex County Council • Planned roadworks in West Sussex • Resulting actions from West Sussex County Council - Our Shared Future Health & Wellbeing Events • Consultation on School Admissions Arrangements 2019/2020 • Slides of presentations given at a Highways Team Liaison event on 16th November 2017 with opportunity to give feedback on Love West Sussex and the event. • Spotting the Signs of Child Sexual Exploitation – poster. • Public Rights of Way Routine Maintenance – opportunity to report issues to WSCC. • County News: Horsham district December 2017 • Adult Social Care - Cabinet Member newsletter December 2017. • Temporary TRO – Pondtail Road. • Temporary TRO – Farhalls Crescent • Horsham Town Centre – contraflow cycling consultation – PET Cttee.
2.	<p>Horsham District Council</p> <ul style="list-style-type: none"> • What's On in Horsham. • Horsham Business Masterclass Network - Social Media Strategy & Raising Finance • Voluntary and Community Service Event - Monday 13th November 2017 - 10.00 to 14.00 • Neighbourhood Wardens • Press release - Horsham District Council presses Government to reassess plans for hundreds of extra homes in district. 14.11.17. • Early Warning Notice - Temporary Traffic Regulation Order - Farhalls Crescent, Horsham - 22/01/2018 • HDC Response to Government consultation 'Planning for the Right Homes in the Right Places' • Visitor Information • Consultation on application to Planning Obligation Panel Dec 17 • Information pack relating to North Horsham PC NP. • The Planning Obligation Panel agreed to fund the Roffey Recreation ground play area enhancement project for the £25,107 which was requested as well as the £13,122 prescribed use funding. • Notification of New Chief Executive – Glen Chip. • Upfront – Neighbourhood Planning December edition. • Presentation from a Planning Training Event 19.12.2017. • Young Horsham District Forum Minutes 13th December 2017.
3.	Resident correspondence

	<ul style="list-style-type: none"> • E-mail of concern regarding two traveller caravans on Holbrook Tythe Barn Car Park. • Concern about traffic and smell from shops on Lambs Farm Road – forwarded to Cllr Andrew Baldwin and WSCC Highways officer. • Concern about trees on Harwood Road Allotments which the Parish Council leases from WSCC. • Invitation to mulled wine and mince pies at Westlake House - 5th December. • Concern from resident at South Holmes regarding issues relating to flats rented from London and Quadrant – reported to HDC Environmental Health.
4.	<p>NALC</p> <ul style="list-style-type: none"> • Chief Executive's Bulletin 39 - 3 November 2017. • Chief Executive's Bulletin 40 - 10 November 2017 • Chief Executive's Bulletin 42 - 24 November 2017 • Chief Executive's Bulletin 44 - 8 December 2017 • Chief Executive's Bulletin 45 - 15 December 2017 • Chief Executive's Bulletin 46 - 19 December 2017 - Local government finance settlement • NALC Newsletter – 8 November 2017 to 21 December 2017
5.	<p>SALC</p> <ul style="list-style-type: none"> • The Sussex Local Policing Model • Watch Out magazine – Sussex - November 2017 • Legal Briefings GDPR – LO8 -17 / LO9/17 • GDPR Compliancy Training Day and updates. • Newsletter November/ December 2017 • First Aid Course – Warnham Park – 13th January 2017 10am start. • Sussex Watch Out magazine.
6.	<p>HALC</p> <ul style="list-style-type: none"> • Minutes 18th September 2017. • Annual Meeting of HDC and HALC 13th November 2017 - The Capitol Horsham. • HALC Update – Minutes of 13th November and CiL Presentation. • Agenda 9th January 2018. Cllr Alicia Smith and Cllr Alan Britten are the representatives.
7.	<p>Sussex Police</p> <ul style="list-style-type: none"> • In the Know and updates on scams.
8.	<p>Horsham and Mid Sussex CCG</p> <ul style="list-style-type: none"> • CCG Patient Roundup weeks October 30th 2017 to December 29th 2017.
9.	<p>Horsham and Mid Sussex Volunteering Agency</p> <ul style="list-style-type: none"> • HAMSVA Business bulletin • E Bulletin – 15 November 2017 – 3 January 2018
10.	<p>Horsham District Cycle Forum</p> <ul style="list-style-type: none"> • Horsham contraflows meeting minutes October 17th which includes Godwin Way and Fitzalan Road.
11.	<p>Age UK Horsham District</p> <p>Press release outlining the difficulties experienced by older people accessing hospital services due to the availability of transport.</p>

12.	Older Peoples Forum Agenda for Meeting 6th December at Beeson House, Lintot Square, Southwater and mobility scooter training project.
13.	Charter for Trees, Woods and People Copy of the Charter and an identification disc to put near to the wild cherry planted off North Heath Lane plus e-mail of appreciation.
14.	Smaller Authorities Audits Appointments Notification that the appointed external auditors for West Sussex for the five year period commencing 1/4/17 is Moore Stephens.
15.	Planning Aid England UpFront: Tackling transport issues in a neighbourhood plan (Nov 2017)
16.	Horsham Community Town Partnership Report to December 2017.
17.	Storm Eleanor Guidance from UK Power Networks.
18.	Horsham District Dementia Action Alliance Plea for volunteers to take roles within the alliance.