

**NORTH HORSHAM PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
THURSDAY 6TH SEPTEMBER 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.

The meeting will be adjourned for a brief presentation on Community Land Trusts from Action in Rural Sussex.

5. Committees and Working Parties

Minutes of the following meetings have been circulated separately.

- (a) Property Committee - 16th August 2018.
- (b) Planning, Environment and Transport Committees –19th July 2018 and 23rd August 2018.
- (c) Finance and Administration Committee – 30th August 2018.
- (d) Personnel Committee – 9th August 2018

6. Reports from Representatives on Outside Bodies.

None submitted.

Horsham District Council has invited four Councillors from North Horsham Parish Council to join Focus groups to develop a new Management Plan for Horsham Park. The Focus Groups are:-

Usage, community involvement and public relations,

Safety, security and user experience.

Park infrastructure

Landscape, ecology and grounds maintenance.

7. Reports from District or County Councillors

None submitted.

8. Chairman's Announcements

Following representation from the Parish Council, West Sussex County Council's (WSSC) Principle Rights of Way Officer has recommended to WSSC Highways to consider adopting a pathway that runs from Amberley Road to Earles Meadow and including it on the definitive map of footpaths in the parish.

WSSC is investigating further a request to add part of a footpath over Parish Council land in the stretch from North Heath Lane towards Rusper Road (Part of the Riverside Walk) onto the WSSC definitive rights of way map.

9. Financial Matters.

Expenditure List for July 2018 (attached) and August 2018 (to follow).

Business Plan v 5 June 2018 recommended by the Finance and Administration Committee (attached). The Parish Council decided not to go ahead with a Neighbourhood Plan at their meeting in July, therefore, reference to the Neighbourhood Plan will be removed from future plans and the necessary figures amended (highlighted in yellow).

Professional **fire risk assessments** have now been completed at North Heath Hall (Presented to the Property Committee in May 2018) and Roffey Millennium Hall (Reported at the Property Committee in August 2018). The professional fire risk assessment for Holbrook Tythe Barn is due in the 2019/20 financial period. All remedial work highlighted in the reports has been addressed.

Copies of all fire risk assessments will be available at the meeting.

Currently the Property Committee only has responsibility for Health and Safety and not specifically all risk assessments. A recommendation to amend Standing Orders to give delegated power to the Property

Committee will be considered at Agenda item 16.

10. Scheme of Members Allowances

Currently, those Members who were elected to the Council are eligible to receive a Member's Allowance "based on 9.4% of that for a Horsham District Councillor's basic allowance and shall be varied with effect from the beginning of the year in accordance with the same average percentage change of the levels of the Horsham District Council's staff's remuneration for that year." Extract from adopted Scheme of Member's Allowances. The payment for 2017/18 was £458. For 2018/19 that amount will rise to 9.4% of £4,970 which is £467.

11. Voluntary Sector Support

The Parish Council has the facilities for Horsham District Council (HDC) to offer a drop in for volunteers and charities to support their outreach programme, but HDC has no budget.

12. Community Land Trusts

There will be a brief presentation from AIRS to explain what Community Land Trusts are. Five residents who were interested in helping with the Neighbourhood Plan have shown an interest in finding out more about Community Land Trusts. They were invited to the Parish Council Meeting to find out more and will be kept informed of any progress.

13. Development north of Horsham – health facility

Recommendation from the Planning, Environment and Transport Committee 23rd August 2018.

The Planning, Environment and Transport Committee view was that the development north of Horsham should have its own health facility (doctor's surgery)

14. North Horsham Neighbourhood Cup

North Horsham Parish Council provided a cup which has been awarded in the past through Horsham in Bloom to either an individual or organization who made a contribution to their local environment. The last winner (2017) was awarded the cup for a spectacular floral display in Howard Road. In light of the folding of Horsham in Bloom, the cup will not be awarded this year as there isn't an opportunity for the Parish Council to run a competition in the time left. It will instead be returned to the old Horsham in Bloom Committee who are hoping to resurrect the Committee for 2018. If not it will be returned to the Parish Council for consideration of how to award it in future.

15. Questions for the Chief Constable of Sussex Police

Please let the Clerk have any questions that you would like to pose prior to the meeting.

16. Standing Orders and Policies

The North Horsham Parish Council Data Protection Policy May 2018 is no longer valid and has been removed from the website. It has been superseded by the General Privacy Policy adopted as part of a suite of policies associated with the General Data Protection Regulations in July 2018.

Changes to Standing Orders advised by NALC are attached.

The policies below will be circulated by e-mail and be put with the Clerk's Report onto the Parish Council website.

Business Continuity Policy (To review)

Flag Flying Policy (To adopt)

Recommended by the Personnel Committee

General Information and Workplace Rules and Guidelines to include

The following sentence on Childcare Vouchers

'North Horsham Parish Council operates a childcare voucher scheme which works on a salary sacrifice basis and that is open to all eligible employees.'

Terms and Conditions of Service

Absence Management Policy

Recommended by the Property Committee, changes to Terms and Conditions of Hire are as stated below:-

Clause 13 – to change the number of days required for cancelling a booking without charge from 14 to 28 days.

Clause 33 – to amend the second paragraph to read:

Wherever possible, windows and doors shall be kept closed during all events involving music/ noisy activities held at Parish Council premises, so as to avoid disturbance and nuisance to neighbours.

To add the following sentence to the Policy:

HOLBROOK TYTHE BARN

There is a height barrier in place at the entrance to Holbrook Tythe Barn with a maximum height restriction of 2.1m. To arrange for taller vehicles to gain entry to the premises, please contact the Parish Council Office.

It is also recommended to give delegated powers in Standing Orders to the Property Committee to review and adopt the Terms and Conditions of Hire

and to review and agree the Health and Safety and Fire Risk Assessments of all assets without the need to bring them to full Council.

The Planning, Environment and Transport Committee has adopted the Surrey and Sussex Association of Local Councils Planning Protocol as guidance to best practice.

18. Future Pension provision for new employees

This will be discussed at the Finance and Administration Committee Meeting on 30th August 2018. Any recommendation will be notified to all Councillors as soon as possible after the meeting.

19. Correspondence. (Annex 3)

Correspondence list from 6th July to 30th August 2018 attached. List B from 30th August 2018 to 6th September 2018 to follow.

20. Date of next meeting

1st November 2018 (Scheduled).

Pauline Whitehead -Clerk to North Horsham Parish Council -30th August 2018

List of Payments made between 01/07/2018 and 31/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2018	Horsham Publications Ltd	DDb	68.10		Horsham Pages
03/07/2018	City Electrical Factors Ltd	0307181	83.77		Motion detector
03/07/2018	N. Simmonds,	0307182	445.00		Repair patio floodlights
03/07/2018	Servcom Services UK Ltd.,	0307183	436.72		New filter
03/07/2018	Pitney Bowes Finance Ltd.	0307184	196.62		Cartridges - Franking machine
03/07/2018	NETCOM	0307185	180.36		IT support
03/07/2018	H Griffiths	0307186	34.56		Expenses May 18
03/07/2018	Johnson Logistics	0307187	360.00		Bus shelter repairs
03/07/2018	G. Burley & Sons Ltd.,	0307188	1,771.69		Grass cutting June 2018
03/07/2018	BT Payment Services Ltd	0307189	685.11		Telephone charges May-Aug18
03/07/2018	Horsham District Council	D D	1,613.00		July 2018 Rates
03/07/2018	British Gas Business	dd	241.46		Electricity 14.05.18-13.06.18
03/07/2018	Horsham District Council	DD	168.30		Dog bins July 2018
03/07/2018	Servcom Services UK Ltd.,	0307183A	87.34		Boiler Maintenance
05/07/2018	V Edwards	0507181	60.05		Expenses April - June 18
05/07/2018	Johnson Logistics	0507182	70.00		General repairs
05/07/2018	D. Lees	0507183	50.40		Expenses June 2018
05/07/2018	Playsafety Ltd.,	0507184	361.20		ROSPA Inspection
05/07/2018	M Stoner,	0507185	34.20		Expenses June 2018
05/07/2018	Viking Direct	0507186	122.87		Stationery
05/07/2018	Emergency Lighting Products Lt	8993	352.44		Refurbishment of lights
10/07/2018	Grant - Age Uk	8994	1,000.00		Grant - Age Uk Horsham District
10/07/2018	Grant - Heather Playgroup	8995	2,500.00		Grant - Heather Playgroup
10/07/2018	SOS Systems	DD-SOSS	62.16		Printing
12/07/2018	City Electrical Factors Ltd	120718-1	22.81		Bulbs
12/07/2018	Servcom Services UK Ltd.,	120718-2	49.14		Repair
12/07/2018	Streetlights	120718-3	105.00		Repair Column 16 cook road
12/07/2018	Ultraclean Commercial	120718-4	426.00		Window Cleaning
12/07/2018	West Sussex County Council	120718-5	22,568.50		Salaries - June 18
12/07/2018	Talking Tots	8997	122.88		Talking Tots - Refund overpay
12/07/2018	Petty Cash	8996	146.29		
19/07/2018	Adrian Mobile Locksmith Ltd	190718-1	397.80		Keys
19/07/2018	Assurity Consulting Ltd	190718-2	720.00		Fire risk assessment
19/07/2018	Forest View Tree Surgery,	190718-3	280.00		Clear fallen ash limb Riversw
19/07/2018	Pitney Bowes Finance Ltd.	190718-4	17.70		Franking machine -quarterly re
19/07/2018	Streetlights	190718-5	9.60		Lighting repair 7 Cottingham A
23/07/2018	Scottish Water Business Stream	DD-230718	282.04		Water 02.04.18-02.07.18
23/07/2018	N. Simmonds,	230718-01	40.00		Lamp Repairs
23/07/2018	British Gas Business	230718-02	145.90		Electricity
23/07/2018	British Gas Business	230718-03	225.43		Electricity -02-06-18 to 01-07
23/07/2018	British Gas Business	230718-04	412.29		Electricity 02.6.18 to 1.7.18
23/07/2018	Scottish Water Business Stream	230718-05	29.76		Water refund
23/07/2018	EDF Energy Ltd	DD-EDF	115.23		Electricity cost
24/07/2018	Richard Burgess	8998	350.40		Refund on OverPayment
24/07/2018	Cleaning-Maintenance Co Ltd	FPI - CMC	156.60		Cleaning Services
27/07/2018	British Gas Business	DD 270718	34.24		Gas 3.6.18-2.7.18
27/07/2018	British Gas Business	DD- 270718	43.89		Gas 3.6.18-2.7.18

At : 13:38

Lloyds Bank Accounts

List of Payments made between 01/07/2018 and 31/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>37,686.85</u>		

NORTH HORSHAM PARISH COUNCIL



BUSINESS PLAN 2018 -2023

First draft 30th June 2016 – Full Council

Draft Version 7 June 2018

CONTENTS

		Page number
1.	The Parish Council	3
2.	Introduction to the Business Plan	4
3.	Aim of the Plan	4
4.	Past achievements	5
5.	Vision	5
6.	Objectives	5
7.	Other Considerations	6
8.	Key Priorities, costings and notes	7
	Short term goals (2018/19)	7
	Medium term goals (2018/2020)	8
	Long term goals (2018/2023)	10
9.	Financial considerations	11
10.	Earmarked Reserves	12
11.	Conclusion	13

Glossary

WSSC – West Sussex County Council

HDC – Horsham District Council

SALC – Sussex Association of Local Councils.

1. The Parish Council

1.1 North Horsham Parish Council is currently 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.

1.2 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.

1.3 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.

1.4 All Council and Committee Meetings convened by North Horsham Parish Council 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.

1.5 Meetings are generally held on Thursday evenings starting at 7.30pm in the Roffey Millennium Hall. A list of meetings and agendas for meetings are published on the Parish Council website www.northhorsham.gov.uk and available on the parish notice boards.

1.6 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.

1.7 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.

1.8 The Parish Council runs the North Horsham Friendship Club which meets every fortnight and gives an opportunity for people over sixty to meet together. The club usually runs from 2pm to 4pm and there is a £2 subscription for tea and cake. The lively afternoons include activities such as games, quizzes, talks, music and outings. Around 20 – 25 people attend at any one time although the membership itself is around 40. The group manages its own budget and the club runs on subscriptions enhanced by a modest grant from the Parish Council.

1.9 The Parish Council provides two litter wardens who collect litter on specific routes in the parish and for which an Environmental Grant is paid by HDC.

2.Introduction to the Business Plan

2.1 The North Horsham Parish Council Business Plan originated in 2016 with an aim of giving focus to how the Council delivers its services and the need for future planning.

2.2 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.

2.3 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.

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

3.Aims of the Plan

3.1 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 whole 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 and its community.
- To promote a greater understanding of what the Parish Council does, how it represents its community and to 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.

3.2 North Horsham Parish Council 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.

3.3 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

4. Past achievements

4.1 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.

4.2 Significant achievements for North Horsham Parish Council

- Maintaining three well appointed community halls, four play areas, open spaces, allotments and various street furniture.
- North Horsham 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 and Lambs Farm Road.
- Improving the environment by providing litter wardens.
- A Parish Liaison group which engages with Horsham District Council, the developers and other key stakeholders with regard to the new development north of the A264.
- Regular articles in North Horsham pages, up to date website and Facebook to promote the Parish Council

5. Vision

5.1 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.

6. Objectives

1. To encourage any Councillor vacancies to be filled and to look to retaining knowledge after the next elections in 2019 to provide succession.
2. To ensure that all buildings and open spaces are run efficiently, effectively and inclusively as possible.
3. To achieve customer satisfaction and repeat hires.
4. To prioritise work on the buildings, open spaces and trees so that essential work and health and safety work is undertaken first.
5. To increase use of Parish Council facilities, as part of activities already established in Horsham Town and further afield.
6. To work with WSCC, HDC and key agencies to promote best use of resources and partnership working wherever possible in all aspects of the public realm but especially in respect of highway matters.
7. To continually improve communications with WSCC, HDC and all agencies who work within North Horsham.
8. To continue to engage with WSCC, HDC and all other appropriate agencies 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.

9. To improve non vehicular access across the A264 to link the new development and beyond to North Horsham and to re-establish a cycle link through the underpass near Moorhead roundabout.
10. To support a Walking and Cycling Infrastructure Plan for North Horsham.
11. To produce a Neighbourhood Plan focusing on adding an extra layer of protection on green spaces and building design in the parish. **DELETE THIS ENTRY AS IT HAS BEEN REJECTED BY THE PARISH COUNCIL JULY 2018.**
12. To continue to raise the profile of the Parish Council and keep residents informed using Horsham Pages (North), an attractive website, Facebook and other methods of communication and community engagement as appropriate and in line with Council Policy.
13. To support the North Horsham Friendship Club for those over sixty.
14. To support the provision of youth services in North Horsham to provide better opportunities for young people.
15. To support access to internet facilities and developing technology. To support activities related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.
16. To support local business in North Horsham where possible. To encourage inclusion in economic activities in Horsham District as appropriate.
17. To be involved as a facilitator of the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park.
18. To promote a review of the traffic calming measures on Crawley Road as appropriate.
19. 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. To promote Horsham District Council's only listed Ancient Monument – Chennelsbrook Castle.
20. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings (Buses and taxis) to provide an even coverage of public transport connectivity across the parish.
21. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

7. Other considerations

7.1 The visioning event raised other projects such as facilitating a 'dial a ride' scheme for the elderly and infirm, installing electric car charging points at community halls powered by solar panels, making all halls vatable and contracting out caretaking and cleaning duties, but these didn't have sufficient support to include in the Business Plan at the time, nor available funding. The projects could be reconsidered in the future. In 2018, the Parish Council considered taking responsibility for the Car Park in Godwin Way, but there wasn't the support from the retail sector. The Parish Council may wish to consider organising community events for Sussex Day (16th June) and the big clean (first weekend in March) in the future.

7.2 There was a staff review in 2017 which demonstrated that staffing levels were adequate for the current level of business, but there was very little additional capacity for large projects, staff vacancies, holidays or illness. As business has increased at the halls, there has been a need for greater flexibility between the caretakers and with one caretaker post vacant, cover has been given by office staff, reducing their ability to cover their day to day work. When there is a reduction in staff cover, fewer bookings can be taken. This impacts on income from the asset. There will be

a need to adopt different working practices with some regular hirers holding keys and the use of contract cleaners until a replacement caretaker is found.

8. Key priorities, costings and notes

The aims and objectives are in black, potential cost in red and progress is in blue.

Short term goals (2018/19)

1. To encourage any Councillor vacancies to be filled and to look to retaining knowledge after the next elections in 2019 to provide succession. *Money has been set aside in Earmarked Reserves for election expenses if there is a contested election. Money has been set aside for Councillor training.*

Councillor vacancies are advertised widely and those residents who engage with the Parish Council encouraged to join the Council. Councillors will be informed of the process for elections nearer May 2019 through HDC and SALC.

2. To ensure that all buildings and open spaces are run efficiently, effectively and as inclusively as possible. *Should the Council consider the slowness of the booking system a risk to the efficient running of the halls, replacing the booking system would have a cost for the system and training. The cost is unknown at this time.*

3. To achieve customer satisfaction and repeat hires.

4. To prioritise work on the buildings, open spaces and trees so that essential work and health and safety work is undertaken first.

5. To increase use of Parish Council facilities, as part of activities already established in Horsham Town and further afield.

The Property Committee has control over the buildings and open spaces and regularly review the Terms and Conditions of Hire, other associated policies, maintenance schedules and the financial costs. The Personnel Committee review staff capacity.

All buildings are accessible and compliant with DDA. North Horsham Parish Council is a member of the Horsham District Dementia Action Alliance. Some staff have been trained as Dementia Friends.

A customer satisfaction survey is given to hirers to measure performance and as a way of improving service.

The Caretakers are key in providing a positive customer experience. They wear uniform so that they are easily identifiable and are in close communication with the office through clear lines of management. There are positive remarks following bookings on most occasions.

By having a system of prioritising work, the Property Committee can make consistent and measured decisions. Health and Safety work is essential and can be done through officer delegation as required.

Staff upsell the facilities and look for new and innovative ways in which the spaces can be used. There has been greater emphasis on advertising using the website and social media and this will increase. Difficulties in filling caretaker vacancies has a knock on effect on bookings and different ways of working will be considered where appropriate.

The bookings system has its limitations and is slow. Consideration could be given to changing to a more efficient system in the future.

6. To work with WSCC, HDC and key agencies to promote the best use of resources and partnership working wherever possible in all aspects of the public realm but especially in respect of highway matters.
7. To continually improve communications with WSCC, HDC and all agencies who work within North Horsham.

The Parish Council has a slot on the Parish Council agenda for West Sussex County Councillors and Horsham District Councillors to submit a written or verbal report and every effort is made to work collaboratively where possible. County and District Councillors are contacted between meetings where appropriate. Parish Councillors can speak at County and District meetings.

The Parish Council is regularly consulted on issues that will affect the residents of North Horsham and collaborative working is promoted where possible. The Parish Council is invited to training events with WSC and HDC. The Parish Council has corresponded with WSCC on highways issues as a result of items raised at Planning, Environment and Transport Meetings or on concerns raised by residents.

Positive relationships have been sought with key agencies in North Horsham. This has been through grant contributions to them to provide services and through the biannual Community Showcase where local organisations are invited to promote their services. The next Community Showcase should be in 2019.

8. To continue to engage with WSCC, HDC and all other appropriate agencies 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. *Section 106 contributions have been set aside for some improvements.*
9. To improve non vehicular access across the A264 to link the new development and beyond to North Horsham and to re-establish a cycle link through the underpass near Moorhead roundabout. *Section 106 contributions have been set aside for some improvements.*

The Parish Council facilitates quarterly North of Horsham Development Parish Liaison Group meetings between key stakeholders including community groups and residents. The meetings are reported back to the Planning, Environment and Transport Committee for action and notes from the meeting are published on the Parish Council's website.

An initial report on the opportunities for cycling connectivity between the new and existing development has been completed by Phil Jones Associates on which to move forward with the developers and other agencies. This will be ongoing over several years and be part of the discussions of the North of Horsham Development Parish Liaison Groups.

Medium term goals (2018 – 2020)

10. To support a Walking and Cycling Infrastructure Plan for North Horsham.

The Parish Council has written letters of support for a Walking and Cycling Infrastructure Plan to WSCC, HDC and the developers and requested that the Parish Council is fully engaged with the process.

11. To produce a Neighbourhood Plan focusing on adding an extra layer of protection on green spaces and building design in the parish. *A budget of £10,000 was allocated in 2017 and is included in Earmarked Reserves – grant funding is available from Locality.*

The Parish Council agreed to produce a NP focusing on Local Green Spaces and Building Design. Community support was slow in coming forward and the Neighbourhood Plan Working Party were unable to take the project any further without input from residents. Leaflets have been distributed to every household in the Parish to ascertain the support for a Neighbourhood Plan and the number of people who may help. In July 2018 this was rejected by the Parish Council and will be deleted.

12. To continue to raise the profile of the Parish Council and keep residents informed using Horsham Pages (North), an attractive website, Facebook and other methods of communication and community engagement as appropriate and in line with Council Policy. *Money has been included in the revenue budget for North Horsham Pages and additional advertising.*

The Parish Council has set up a contract to advertise in Horsham Pages (North) The website has been updated and Facebook is used regularly. Work is ongoing to make the website easier to navigate and to make it easier for customers to hire the Parish Council's halls. There are plans to advertise more widely and perhaps use other methods of engagement to encourage people to hire the halls and to get involved with the Parish Council.

13. To support the North Horsham Friendship Club for those over sixty. *A grant of around £250 is given to the North Horsham Friendship Club annually, from the existing grant fund.*

North Horsham Friendship Club has around 40 members with between 20 – 25 people attending each session. The activities include quizzes, talks, outings, music and games. The Facilities Officer spends a portion of her time preparing and delivering the activities as necessary and refreshments. Councillors can volunteer to assist.

14. To support the provision of youth services in North Horsham to provide better opportunities for young people.

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

15. To support access to internet facilities. To support activities related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.

WSCC is 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.

HDC do a buildings audit on an annual basis and are aware of the facilities that the Parish Council can offer and that the Parish Council is willing to enter into a dialogue in the future.

Long term goals (2018 – 2023)

16. To support local business in North Horsham where possible. To encourage inclusion in economic activities in Horsham District as appropriate.

Initial approaches have been made to HDC Economic and Visitor team to see if events held in Horsham Town can include North Horsham. Ongoing dialogue will be needed.

17. To be involved as a facilitator of the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park.

There is information on file (2015) to suggest this will not be possible for at least three to five years even if money were available, which it isn't at this stage. This is a major project and would need buy in from WSCC, HDC and other agencies. Checked with HDC in 2018 and nothing is known about any redevelopment.

18. To promote improvements in the traffic calming measures on Crawley Road as appropriate.

WSCC has no plans to make any amendments to Crawley Road But there could be opportunities if any redevelopment was done at the Roffey Centre.

19. 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. To promote Horsham District Council's only listed Ancient Monument – Chennelsbrook Castle.

As part of the HDC Year of Culture 2019, local schools have been encouraged to try to achieve 'Artsmark' which is an accreditation to demonstrate that a school is working to promote individuals to express themselves in a variety of mediums. The Parish Council is looking to use grant money to work with any local school who are working towards 'Artsmark' to provide an exhibition space for art work and photographs which catalogue North Horsham over the last fifty to sixty years. There is an ongoing promotion of Chennelsbrook Castle, the only listed Ancient Monument in Horsham District.

20. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings. (Buses and taxis) to provide an even coverage of public transport connectivity across the parish.

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

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

The Finance Committee has agreed to review this on an annual basis to ascertain whether finding allows further investment. The next review is December 2018.

9. Financial Considerations

9.1 Many of the short and medium term goals have money allocated. Setting money aside for longer term goals is more difficult as they are dependent on opportunities becoming available to the Parish Council.

Five year figures with budgetted figures for 2018/ 19 and an estimated increase of 3% in 2019/20

	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Estimated Based on set budget	2019/20 Estimated Approx. 3% increase on 2018/19
INCOME					
Finance	283	1,518	879	150	200
Allotments	500	750	1,015	765	1,025
NHH	56,362	57,651	62,013	61,400	63,242
HTB	26,397	27,068	35,098	28,840	29,705
Multi Courts	20,217	17,921	22,318	17,510	18,035
RMH	74,601	73,845	74,222	74,700	76,941
TOTAL	178,360	178,753	195,545	183,365	189,148
EXPENDITURE					
Finance	64,735	52,278	52,327	57,715	59,446
Grants	13,773	8,577	8,800	10,000	10,000
Burial	6,000	3,000	9,183	6,500	7,500
Planning	1,550	0	2,000	2,250	2,500
Allotments	1,179	717	1,009	1,350	1,370
Amenities	42,408	37,799	42,712	51,507	53,052
NHH	21,995	24,070	23,303	26,093	26,875
HTB	18,609	17,582	20,777	21,882	22,538
RMH	34,527	32,564	33,200	37,731	38,862
Personnel	287,220	293,325	275,643	285,793	291,793
TOTAL	491,996	469,912	468,954	500,821	513,936
NET EXPEND.	313,636	291,159	273,409	317,456	325,048

FUNDING					
Council Tax benefit	11,678	7,006	1,403	0	0
Environmental Grant	9,388	9,538	9,691	9,836	10,131
Precept	278,908	282,726	293,551	319,943	329,541
TOTAL	299,974	299,270	304,645	329,779	339,672

GENERAL RESERVE					
Impact of accounts on GR	-13,662	8,111	31,236	12,323	14,624
GR	101,744*	85,277	164,563	176,886	191,510

Five year figures with projected figures for 2018/19 based on latest figures and an estimated increase of 3% in 2019/20.

	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Estimated Based on estimated figs	2019/20 Estimated Approx. 3% increase on 2018/19
INCOME					
Finance	283	1,518	879	500	500
Allotments	500	750	1,015	765	1,000
NHH	56,362	57,651	62,013	63,500	65,500
HTB	26,397	27,068	35,098	36,000	37,000
Multi Courts	20,217	17,921	22,318	23,000	23,500
RMH	74,601	73,845	74,222	77,000	79,000
TOTAL	178,360	178,753	195,545	200,765	206,500
EXPENDITURE					
Finance	64,735	52,278	52,327	57,715	59,446
Grants	13,773	8,577	8,800	10,000	10,000
Burial	6,000	3,000	9,183	6,500	7,500
Planning	1,550	0	2,000	2,250	2,500
Allotments	1,179	717	1,009	1,350	1,370
Amenities	42,408	37,799	42,712	51,507	53,052
NHH	21,995	24,070	23,303	26,093	26,875
HTB	18,609	17,582	20,777	21,882	22,538
RMH	34,527	32,564	33,200	37,731	38,862
Personnel	287,220	293,325	275,643	285,793	291,793
TOTAL	491,996	469,912	468,954	500,821	513,936
NET EXPEND.	313,636	291,159	273,409	300,056	307,436

FUNDING					
Council Tax benefit	11,678	7,006	1,403	0	0
Environmental Grant	9,388	9,538	9,691	9,836	10,131
Precept	278,908	282,726	293,551	319,943	329,541
TOTAL	299,974	299,270	304,645	329,779	339,672

GENERAL RESERVE					
<i>Impact of accounts on GR</i>	-13,662	8,111	31,236	29,723	32,236
GR	101,744*	85,277	164,563	194,286	226,522

*£24,100 put into Earmarked Reserves reducing GR to £77,644.

9.2 The Internal Auditor advised that a General Reserve of around £150,000 (approximately 5 – 6 months running costs) would be acceptable.

9.3 At the end of 2017/18, the General Reserve exceeded £150,000 by £14,563. This money could be transferred into Earmarked Reserves or used for projects within the Business Plan.

9.4 Based on the budgeted figures and the revised estimates based on last years actuals it is predicted that the General Reserve at the end of 2018/19 will have exceeded the £150,000 advised by the Internal Auditor allowing money to be transferred to the Earmarked Reserves or modest additional projects to be undertaken.

9.5 If everything remains on track and the budget for 2019/10 is set at 3% the General Reserve will again rise giving the Parish Council options to top up reserves that may be depleted or starting new projects identified in the Business Plan.

10. Earmarked Reserves

	01.04.2016	01.04.2017	01.04.2018	01.04.2019	01.04.2020
VAT Contingency ¹	7,965	7,965	7,965	7,965	7,965
Repairs and Renewals ²	160,766	145,030	139,886	139,886 ⁸ less HTB Water heater £2,036 height barrier £3,000 (to June 2018)	134,000 ⁸ maximum
Election ³	19,950	19,950	19,950	19,950	0 ⁸
Roffey Youth Club ⁴	5,621	5,621	5,621	5,621	5,621
Planning ⁵	12,000	8,250	8,035	8,035	8,035
Neighbourhood Plan ⁶	0	0	10,000	5,000	0 ⁸
Capital Receipt ⁷	25,000	25,000	25,000	25,000	25,000
Total	231,302	211,816	216,457 206,457 (amended figure without NP).	211,457 206,457 (amended figure without NP) less expenditure from R&R.	180,621 maximum

Footnotes

1. Some of the Parish Council's buildings are opted to tax, others are exempt. Currently VAT can be claimed up to £7,965. If the Council's VAT exceeds that figure, all VAT must be paid. VAT is monitored by the Finance Committee quarterly and should be aware if the de minimus will be exceeded. If the money has to be given to HMRC, another contingency would need to be built up as quickly as possible.
2. Repairs and renewals are for large cost items. There is usually around £6,000 spent every year on items that unexpectedly need repair. (see point ⁸)
3. Contested elections could cost the full £19,950. If there were a by-election the cost would come from this Earmarked Reserve. (see point ⁸)
4. Money left from the Roffey Youth Club could go towards another youth facility or project.
5. Money has been set aside for transport surveys, professional fees associated with the new development, improvements to local areas or tree survey work.

6. The money has been set aside to make a Neighbourhood Plan and can be supplemented by grant funding from Locality. It is hoped that should the Plan go ahead it would be made by 2020. Money would then need to be set aside for regular review. (see point 8) **Delete - Money set aside for the Neighbourhood Plan will no longer be needed. The money will return to the General Reserve.**
7. Capital receipt from the sale of land at North Heath Hall can only be spent on other capital projects.
8. Earmarked Reserves where future funding may be required.
 - a. The boiler at Roffey Millennium Hall is likely to need replacing in the next two to three years (£40,000). The gutters at Roffey Millennium Hall leak and will need some remedial work or replacement within the next eighteen months. (£4,000) There are refurbishments needed to the toilet areas and lower kitchen at North Heath Hall (£20,000). Pieces of play equipment are likely to need replacement within the next two years and there are ongoing repairs required to the boardwalks at Earles Meadow.
Whilst the work is likely to be staggered, this will reduce the reserve quite significantly and a top up will be needed to ensure there is funding available in the future.
It would be prudent to top up Repairs and Renewals in 2019/20 and again in 2020/21.
 - b. If money in the Elections Earmarked Reserve were to be used, it should be replaced over the period from 2019 to 2023.
 - c. **Should a Neighbourhood Plan be made an Earmarked Reserve would be necessary for a regular review process. Delete – No longer applicable.**

11. Conclusion

11.1 Increasing the precept by 1.9% and 8% at Council Tax Band D over the last two years has allowed the General Reserve to increase to the required level advised by the Internal Auditor.

11.2 Increased income and savings made on expenditure have allowed there to be additional money available to top up Earmarked Reserves. This could provide funding for large repairs which have been identified as imminent.

11.3 The precept should be set in the future at a level whereby the General Reserve is kept at the level recommended by the Internal Auditor and so that any Earmarked Reserves that are used can be replenished within a reasonable space of time if appropriate.

JULY 2018

L09-18 | 2018 model standing orders - amendment

NALC published new model standing orders in April 2018. This briefing sets out the changes we have made to the documents and why we have made them.

Model standing order 17

A minor mistake was made in respect of model standing order 17(d) (ii) which states:

“to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval”

The correct wording for standing order 17(d)(ii) is:

- ① “to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.”

Model standing order 21 and 15 (b) (ix)

- ② Further to the government’s decision to exempt local councils from the definition of “public authority” for the purposes of the General Data Protection Regulation the previous reference to “shall appoint a Data Protection Officer” in model standing order 21 (a) has been changed to “may appoint a Data Protection Officer”. Model standing order 15 (b) (ix) has also been changed to conform to the new position.

③ (England only) model standing order 18

mandatory Model standing order 18 (c) has been changed to include the words “unless it proposes to use an existing list of approved suppliers (framework agreement)” and now reads:

“A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing

list of approved suppliers (framework agreement)".

This change has been made further to requests that we clarify the wording of the standing order. Legal Topic Note 87 contains detailed guidance on advertising on the contracts finder website.

© NALC 2018



North Horsham Parish Council

Business Continuity Policy and Plan

Business Continuity Policy Statement

The Civil Contingencies Act 2004 places a duty on the local authority to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption. North Horsham Parish Council's policy is to maintain the continuity of its critical core functions and where these are disrupted by any event to enable them to return to 'normal' operations as soon as possible, taking into account the impact of any delay on quality of service, reputation and finances.

Scope of the Policy and Plan

This policy and plan is intended to ensure:

- The concept of Business Continuity, the policy and approach is understood by the Council and its staff.
- That there is a clear framework to follow in the case of an emergency.
- That the Parish Council has taken reasonable steps to ensure that there will be as little disruption as possible to the Council (business) in the event of an emergency.

Responsibilities

North Horsham Parish Council as a corporate body is responsible for the Business Continuity Plan, however, the Chairman and Vice Charman are first responders in an emergency with the Clerk or Deputy Clerk and jointly will be responsible for initiating actions included in the Business Continuity Plan.

The Clerk, as Proper Officer has the delegated day to day responsibility for keeping the plan updated and taking the Plan forward to include lessons learned and good practice with support from the Council and staff members. The Clerk will be responsible for communicating the programme to Councillors and staff.

The Council will be responsible for ensuring there is adequate training for staff and ensuring that activities are completed through a monitoring system.

Aim of the Plan

This Plan provides the framework in preparation for the Council to cope with the effects of an emergency.

Objectives

- To define and prioritise the Critical Core Functions of the business
- To identify the emergency risks to the business and assess likelihood and impact
- To detail the agreed response to an emergency including first reactions, recovery objectives, structure for implementation, monitoring, follow up procedures and communication processes.
- To identify key contacts during an emergency.
- To keep the information within the Business Continuity Plan updated and to review procedures at least bi-annually.

Critical Core Functions of the business

- Roffey Millennium Hall which includes the Parish Office
- North Heath Hall
- Holbrook Tythe Barn
- Multi Courts

Other services that could be affected

- Amberley Close allotments
- Amberley Close play area
- Holbrook Tythe Barn play area
- Birches Road play area
- Earles Meadow play area
- Earles Meadow open space
- Bus shelters
- Street lights
- Notice boards
- Litter and dog bins
- Litter picking.
- Roffey Friendship Club

Emergency Risks to the business

- Fire
- Flood
- Theft/ break in.
- Equipment failure
- Staff illness (epidemic)
- Loss of Clerk/ Deputy Clerk due to sudden or long term illness, incapacity or death
- Death or Serious injury to member of staff whilst carrying out Council duties

Risk Analysis

Area V	Risk and mitigation >	Risk Likelihood/ Impact	Mitigation measures.	Further actions
Loss of building due to fire.		Low/ High	Fire alarm with frequent tests/ Insurance	
Loss of equipment due to fire, flood, equipment failure or theft		Low/ High	Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Insurance.	
Loss of important documents due to fire, flood or theft.		Low/ Medium	Electronic documents backed up and back up kept off site. Land registry documents etc. can be sourced from national repositories.	Continue with a programme of scanning documents to be kept electronically.
Loss of Council computer files due to fire, flood, breakdown or theft.		Low/ Medium	Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Electronic documents backed up and back up kept off site.	
Staff illness.		Low/ High		
Loss of Clerk/ Deputy Clerk due to sudden or long term illness, incapacity or death		Low/ Medium	Sussex Association of Local Councils or Horsham District Council may provide support.	
Death or Serious injury to member of staff whilst carrying out Council duties.		Low/ High	Safe systems of working, equipment is serviced regularly and staff training is undertaken. H&S legislation is observed and enshrined in Policy.	

Should an emergency occur the following checklist should be used.

**Emergency Response Checklist
For use during an emergency**

- Start a log of actions taken:
- Liaise with Emergency Services:
- Identify any damage:
- Identify Functions disrupted:
- Convene your Response / Recovery Team:
- Provide information to staff:
- Decide on course of action:
- Communicate decisions to staff and business partners:
- Provide public information to maintain reputation and business:
- Arrange a Debrief:
- Review Business Continuity Plan:

Communication processes

When an emergency situation arises **the Clerk/ Deputy Clerk/ Chairman of the Council or Vice Chairman of the Council** is the first point of contact.

Their first priority is to summon the relevant **Emergency Services** if necessary.

The **Clerk/ Deputy Clerk** should then inform **staff, hirers** and other **Councillors** and report to the **HSE** if necessary.

The **Clerk/ Deputy Clerk** may need to contact the **insurance company, hirers, IT providers, Horsham District Council, West Sussex County Council, Sussex Association of Local Councils, the Bank, suppliers** or **contractors**.

Key contacts

Council contacts

Position	Name	Address	Telephone Number
Council Chairman	Cllr Alan Britten	32 Brushwood Road RH12 4PE	01403 272226
Council Vice Chairman	Cllr Tony Rickett B.E.M.	133, Bluebell Close RH12 5WB	01403 217003
Clerk to the Council	Pauline Whitehead	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786
Deputy Clerk to the Council	Vivien Edwards	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786

Emergency Contacts

Contact For/ Work	Name	Company/ Location	Telephone Number
Report of crime or need for emergency services		Sussex Police/ Fire / Ambulance	999
Insurance Company		Came and Company	01483 462860
Health and Safety Executive		HSE	0345 3009923
Gas		Emergency number	0800 111999
Electricity		Emergency number	0800 3163 105 or 105 – power cuts or emergency
Water		Business Stream Southern Water	0330 1232000 Mon – Fri 9am -5pm 01903 264444 Out of hours
Telephone		BT	0800 800154
Boarding up		Crawley Double	0800 0546508

		Glazing Repair	
Emergency Repairs		Jack Auletta Ltd. 74 Brockham Lane Betchworth Surrey	01737841048 07796440000
		Concept Building Solutions The Mill Brookes Green Road Partridge Green	0800 1571020
Boilers		ServCom Unit 5 Beeding Court Business Park Shoreham Road Upper Beeding Steyning	01273 820998
Lift		ELA Lifts	07432 737849
Keys		Adrian the Locksmith	07736 441717
Key holder		Nick Simmonds Electrical	07745 790018
IT Support		Netcom IT Solutions Premier House 7, St Leonards Road Horsham RH13 6EH	01403 252995
HR Support/ Recruitment		HR Services Quadrant House North Heath Lane Industrial Estate Horsham RH12 5QE	01403 240205
		Sussex Association of Local Councils	01273 830200

Update and review

This Policy and Plan shall be updated as appropriate and reviewed annually by full Council.

30th August 2018

Business Impact Analysis - North Horsham Parish Council Response to an Emergency including a timeframe of responses, recovery objectives, a structure for implementation, monitoring and follow up procedures.

TIMELINE		24 hours	Within 7 days	Within 1 month	Within 3 months
Area V	Recovery steps >	Immediate Response and Actions	Management Response	Business Continuity	Rebuild Confidence
Loss of building due to fire.		Inform the Council, staff and appropriate hirers. Inform the insurance company. Relocate hirers if possible. Relocate Parish Office if appropriate.	Set up temporary office including communication systems if necessary.	Hold a meeting of the full Council. Review the position. Work with the insurance company to rebuild the facility.	Action any recommendations from the review and continue to review progress.
Loss of equipment due to fire, flood, equipment failure or theft		Inform the Council. Inform the insurance company. Report theft to Police. Decide if equipment needs instant replacement.	Purchase new equipment. Ascertain what has been lost.	Report to full Council. Review position.	Action any recommendations following the review for continuity.
Loss of important documents due to fire, flood or theft.		Inform the Council.	Review the position. Put steps in place to recover the documents if possible.	Report incident to full Council. Review position.	Action any recommendations following the review for continuity.
Loss of Council computer files due to fire, flood, breakdown or theft.		Inform the Council. Retrieve the back up files from the Deputy Clerk.	Install back-up files on temporary or replacement equipment.	Report incident to Full Council Meeting and review position.	Action any recommendations following the review.
Staff illness.		Inform the Council. Decide on temporary cover strategy.	Provide temporary cover.	Provide cover and support whilst staff return to work.	Review the process and action any recommendations.
Loss of Clerk/ Deputy Clerk due to sudden or long term illness, incapacity or death.		Inform the Council. Decide on temporary cover strategy.	Provide temporary cover.	Provide replacement and/ or begin recruitment process	Review position and procedure for continuity.
Death or Serious injury to member of staff whilst carrying out Council duties.		Inform the Council. Inform the insurance company. Inform HSE.	Decide on temporary cover strategy. Investigate how the injury/ death occurred to respond to HSE.	Provide temporary cover then recruitment. Review position and procedure for continuity. Provide support to existing staff.	Provide support to existing clerk if/when they return to work or to the new clerk.

30

NORTH HORSHAM PARISH COUNCIL

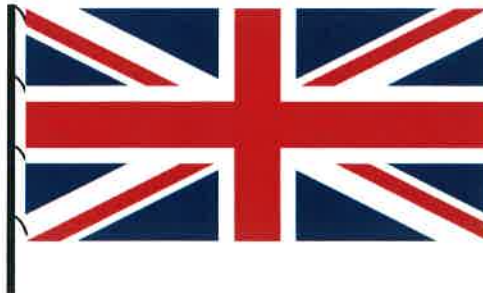
Business Continuity Plan

Log sheet

Date	Time	Information/ Decisions/ Actions	Initials



NORTH HORSHAM PARISH COUNCIL FLAG FLYING POLICY 2018/19



The flag pole is located next to Roffey Millennium Hall on Crawley Road, Roffey. North Horsham Parish Council will fly the Union Flag, resources permitting on the following occasions.

2018

11 th November 2018	Remembrance Sunday
14 th November 2018	Birthday of the Prince of Wales.
20 th November 2018	The Queen and Duke of Edinburgh's Wedding Day Anniversary

2019

21 st April 2019	Birthday of Her Majesty the Queen.
2 nd June 2019	Coronation Day
8 th June 2019	Official celebration of Her Majesty the Queen's birthday.
10 th June 2019	Birthday of H.R.H. Duke of Edinburgh.
10 th November 2019	Remembrance Sunday
14 th November 2019	Birthday of the Prince of Wales
20 th November 2019	The Queen and Duke of Edinburgh's Wedding Day Anniversary

The correct way to fly the Union Flag is with the broader diagonal stripe at the top on the side of the flag nearest the flagpole as shown above.

September 2018
Review date November 2019



NORTH HORSHAM PARISH COUNCIL GENERAL INFORMATION AND WORKPLACE RULES AND GUIDELINES

INTRODUCTION

The following sections set out general information and the rules of the workplace, which staff members are expected to follow. The workplace rules and guidelines are in place to set out what the Parish Council expects of its employees. If members of staff abuse or do not follow the rules and guidelines, this may lead to Disciplinary proceedings, which could result in dismissal.

1. PERSONNEL RECORDS

- 1.1. Each member of staff has an individual personnel file which is kept under secure conditions in the Parish Clerk's office and an electronic file which is password protected.
- 1.2. Individual personnel files can only be accessed by the Parish Clerk, as having overall responsibility for all members of staff; and the Deputy Clerk as the immediate Line Manager for cleaner/caretaker staff, litter wardens, the Administration Clerk and the Facilities Officer.
- 1.3. Data about members of staff will be collected in compliance with the Parish Council's General Privacy Notice (General Data Protection Regulation 2018).
- 1.4. The Data Controller, under the General Data Protection Regulation 2018, acting on behalf of the Parish Council is the Parish Clerk. The Parish Council has appointed an independent Data Protection Officer.
- 1.5. The type of **Personal Data** held in individual personnel files will include information relating to –
 - Employment application forms
 - Data in relation to payroll processing
 - Home address and telephone number
 - Next of kin or other emergency contact details
 - Current and previous contracts of employment with the Parish Council

- Current and previous Job Descriptions
- References
- All correspondence relating to the employment
- Absence and Leave
- Time Sheets
- Expenses Claims
- Records relating to any disciplinary or grievance proceedings.

Data will be held and destroyed in accordance with the Parish Council's Document Retention Policy.

- 1.6. Sensitive data** will only be processed in line with the Parish Council's General Privacy Notice. (General Data Protection Regulation).
- 1.7.** The types of sensitive data that may be held may comprise of –
- Medical information which would be used - to ensure compliance with health and safety and occupational health obligations; or when considering any health issues that may affect the member of staff's ability to work;
 - for the administration and management of insurance, pension, sick pay and other similar benefits.
- 1.8.** A member of staff has the right, under the General Data Protection Regulation (2018), to see information held about them, including personnel files, both written and computerised.
- 1.9.** If a member of staff wishes to see their personnel file, application should be made to the Parish Clerk, who will make the necessary arrangements within five working days. If the reason for seeing the personal file is part of a dispute of substantive request made under a Subject Access Request as part of the General Data Protection Regulation (2018), it will be referred to the external Data Protection Officer.
- 1.10.** At the viewing of the file –
- The member of staff will be accompanied by the Parish Clerk.
 - The member of staff must not write on or remove any document from the file.
 - The member of staff may request photocopies of documents in the file.

- 1.11. If the member of staff is unhappy with what is on their file, this should be initially raised with the Parish Clerk. If the issue cannot be resolved, then a grievance should be raised.
- 1.12. If the member of staff considers that the information is wrong and can provide proof to substantiate this, the member of staff has the right, under the General Data Protection Regulation 2018, to have the information amended.
- 1.13. In respect of any medical information or reports covered by the Access to Medical Reports Act 1988, a doctor may not consent to the member of staff seeing all or part of a medical report if they believe that the information might harm the member of staff or other people; or identify another person.

2. TIME SHEETS

- 2.1 All cleaners/caretakers/litter wardens are required to complete time sheets for all hours worked. Time sheets must be handed in, sent or emailed to the Deputy Clerk as soon as possible after completion of a 4-day shift.
- 2.1. All members of staff are required to complete a weekly Time Sheet for any hours worked as overtime, which should be handed in to the Parish Office, as soon as reasonably practicable after the end of the week or shift worked. Overtime should be approved by your line manager in advance if possible. If additional hours have been worked in an emergency, these must be reported to your line manager as soon as possible.
- 2.2. Time Sheets should reflect all the hours worked and should detail the time arriving for work and the time leaving and not an overall figure for the day or shift.
- 2.3. Time Sheets are used in the preparation of the monthly payroll process.
- 2.4. Time Sheets must be signed by the member of staff concerned and will be authorised by the immediate Line Manager or the Parish Clerk.

- 2.5 In line with Working Time Regulations 1998 all staff should have a break of 11 hours between shifts except in exceptional circumstances and where the employee consents.

3. CLAIMS FOR EXPENSES

- 3.1. All Members of staff are paid the current HMRC rate of .45p per mile for the use of their own car; and .20p per mile for the use of a bicycle.
- 3.2. Claims for expenses should be made on the Parish Council's in-house form and should give the reason for the journey.
- 3.3. Claims cannot be made for the first journey of the day or shift to work and the last journey of the day or shift.
- 3.4. All individual journeys made during each day must be itemised – not the total figure of journeys per day. Expense claims may be refused for payment if this is not followed.
- 3.5. Claims for expenses under £10 will generally be paid in cash. Other amounts will be paid by cheque.
- 3.6. Expenses claim forms must be signed by the member of staff concerned and will be authorised by the immediate Line Manager or the Parish Clerk

4. CUSTOMER RELATIONS

- 4.1. The Parish Council, as a local authority, provides a public service not just to users of the Council's community venues but also to the wider public.
- 4.2. All members of staff should treat customers and visitors to the community venues and other facilities with courtesy and be as helpful as possible
- 4.3. Members of staff should not offer their own personal views to customers and visitors, in respect of Parish Council business.

- 4.4. In the event that a query is made of a member of staff which cannot be answered, the person making the enquiry should be referred to the Parish Office.
- 4.5. The Parish Council will not tolerate abusive or violent behaviour towards members of staff from customers or visitors. Any such incidents should be reported immediately to the Parish Clerk. Notices advising this, will be displayed at each of the community venues.

5. APPEARANCE AND DRESS CODE

- 5.1. The Parish Council does not operate a Dress Code Policy. However, caretakers are issued with North Horsham Parish Council polo shirts and fleeces to be worn during their working day.
- 5.2. All members of staff should dress appropriately for a public working environment and should not wear items of clothing bearing inappropriate wording, images or logos or that may offend normally accepted standards; and be neat and tidy at all times when at work.
- 5.3. Account will be taken of religious and cultural standards of clothing.

6. CASH HANDLING

- 6.1. Members of staff, other than those administrative staff who work in the Parish Office are not permitted, **under any circumstances**, to accept cash in respect of invoices that have been raised for hire of the community venues or the Multi Courts.
- 6.2. A person wishing to pay in this way, must be referred to the Parish Office, during opening hours
- 6.3. This rule is to protect both the member of staff and the customer from any allegations of mis-appropriation.
- 6.4. Caretakers at Roffey Millennium Hall may be asked to hand in cheques to the Parish Office in respect of raised invoices. This is acceptable providing the cheque is in an envelope, stating who the cheque is from and is countersigned and dated by the member of staff taking the cheque.

- 6.5. If cheques, as described above, are offered at Holbrook Tythe Barn or North Heath Hall, these should be politely declined and the person requested to make the payment to the Parish Office

7. USE OF WORK MOBILE PHONES

- 7.1. **Caretakers / cleaners** Members are provided with a mobile phone between the two members of staff at each of the buildings.
- 7.2. These phones are for Parish Council business use only. Mis-use of these phones may result in Disciplinary Proceedings and potential dismissal.
- 7.3. At the end of each four-day shift or other period of working, the phone should be passed to the member of staff taking over.
- 7.4. In the event that a member of staff loses a works mobile phone, or it becomes damaged, the member of staff must report the loss or damage immediately to their Line Manager or the Parish Clerk.
- 7.5. The member of staff may, depending on the circumstances, be charged the cost of a replacement phone

8. KEY HOLDERS

- 8.1. The Parish Council employs a 24/7 Key Holder Service for the three Community venues. The Facilities Officer, Deputy Clerk and some hirers also hold keys.

9. WORK KEYS

- 9.1. Keys are issued to members of staff for the buildings they work in.
- 9.2. The Parish Council views the security of all of its buildings as a priority and the loss of keys is viewed as a serious matter.
- 9.3. Members of staff are requested **not** to label work keys with any means of identification as to the building to which they relate.

- 9.4.** In the event that a member of staff loses any keys relating to work or they become damaged, the member of staff must report the loss or damage to their immediate Line Manager or the Parish Clerk immediately.
- 9.5.** The member of staff may, depending on the circumstances, be charged the cost of a replacement key or key.

10. PERSONAL PROPERTY

- 10.1.** The Parish Council does not, at this time, provide personal lockers for use by individual members of staff. This is under review.
- 10.2.** At Holbrook Tythe Barn and North Heath Hall, members of staff have access to the cleaning materials store cupboards and they are encouraged to place any personal items that they may have with them in these areas whilst working.
- 10.3.** Members of staff at Roffey Millennium Hall are advised to keep any personal belongings brought to work in the Parish Office, which should be kept locked when the Office is unattended.
- 10.4.** The Parish Council does not accept responsibility for the loss or damage to any personal items.

11. CHILDCARE VOUCHERS

- 11.1** North Horsham Parish Council operates a childcare voucher scheme which works on a salary sacrifice basis and that is open to all eligible employees.

12. REVIEW

- 12.1** As part of the Staff Handbook, the rules and guidelines may be changed or added to at any time if required by law or the needs of the Parish Council. In any event, the rules and guidelines will normally be reviewed on a two-year basis.



NORTH HORSHAM PARISH COUNCIL
TERMS AND CONDITIONS OF SERVICE

1. GENERAL INFORMATION

- 1.1. The conditions of employment of all members of staff during their employment with North Horsham Parish Council are set out in individuals' Statement of Employment Particulars.
- 1.2. These conditions of employment will be as generally set out by the National Joint Council for Local Government Services in the "National Agreement on Pay & Conditions of Service – 'the Green Book' as may be amended from time to time.
- 1.3. A copy of the National Joint Council's "Green Book" is available to view by request to the Parish Clerk
- 1.4. The conditions set out in individual Statements of Particulars is supplemented by the Staff Handbook, which contains –
 - The General Information and Workplace Rules and Guidelines.
 - The Policies in relation to staff as approved by the Parish Council.



NORTH HORSHAM PARISH COUNCIL

ABSENCE MANAGEMENT POLICY

POLICY STATEMENT

The contribution made to North Horsham Parish Council, by every member of staff, is highly valued and the Council is committed to working with staff to manage health, work and wellbeing to promote good attendance. "Work can have a positive impact on our health and wellbeing". The Advisory, Conciliation and Arbitration Service (ACAS).

KEY PRINCIPLES

North Horsham Parish Council's Absence Management Policy is based on the following principles –

- Providing pay, subject to contractual terms and conditions, to members of staff who are unable to attend work due to sickness.
- Sharing responsibility with members of staff to ensure regular and punctual attendance at work.
- Supporting members of staff who have genuine reasons for absence, including –
 - Special Leave for necessary absences not caused by sickness.
 - A flexible approach to the taking of annual leave.
 - Programmed return to work in cases of long term sickness absence.
 - The use of qualified Occupational Health Advisors, where appropriate to –
 - Help to identify the member of staff's illness
 - Advise on the best way to improve the member of staff's health and well-being.
- To work with all members of staff in the implementation of this Policy.
- To manage absence and sickness to support the Council in providing a high quality service to members of the public.

WHO DOES THE POLICY APPLY TO?

This Policy applies to all employees of North Horsham Parish Council.

WHAT DOES THE POLICY DEAL WITH?

1. UNAUTHORISED ABSENCE AND LATENESS

2. ABSENCE BY REASON OF SICKNESS

- 2.1. Reporting sickness absence
- 2.2. After seven days continuous sickness absence
- 2.3. Continued sickness absence
- 2.4. Sickness during Annual Leave
- 2.5. Returning to Work
- 2.6. Frequent or intermittent sickness absence
- 2.7. Monitoring sickness absence
- 2.8. Occupational Sick Pay
- 2.9. Conduct during sickness absence
- 2.10. False Declarations in respect of Sickness Absence
- 2.11. Medical Appointments

3. ANNUAL LEAVE

- 3.1 Annual Leave Entitlement
- 3.2 Applying for Annual Leave
- 3.3 Unused Annual Leave
- 3.4 Sickness during Annual Leave
- 3.5 Annual Leave Records

4. TIME OFF IN LIEU

- 4.1. Entitlement to Time off in Lieu
- 4.2. Calculating Time off in Lieu
- 4.3. Using Time off in Lieu
- 4.4. Applying for Time off in Lieu
- 4.5. Time off in Lieu Records

5. OTHER ABSENCE

- 5.1 Dependant Leave
- 5.2 Compassionate Leave
- 5.3 Public Duty
- 5.4 Volunteer Reservists
- 5.5 Jury Service
- 5.6 Adverse Weather Conditions
- 5.7 Records for other absences
- 5.8 Maternity/paternity/adoption/parental leave

6. REVIEW OF POLICY

1. UNAUTHORISED ABSENCE AND LATENESS

- 1.1 Unauthorised absence occurs when an employee fails to attend work and has not made arrangements with their line manager.
- 1.2 Where an employee returns to work following an unauthorised absence, they will be required to attend a meeting with their line manager to explain their absence. The employee will be expected to take any unauthorised absence from their annual leave entitlement, or if no entitlement remains, pay will be deducted for the period of unauthorised absence. Unauthorised absence may result in disciplinary action being taken.
- 1.3 There may be occasions when it is unavoidable to be late for work. The employee should contact their line manager to explain the reasons for any delay. The employee will be expected to make up any time lost at work to lateness. Persistent lateness may result in disciplinary action being taken.

2. ABSENCE BY REASON OF SICKNESS

2.1 Reporting sickness absence

- 2.1.1. If an employee is unable to attend work due to sickness, they must inform their line manager, giving the reason for sickness, the likely duration and the expected date of return. The employee must inform the Deputy Clerk (caretaking/cleaning staff) or the Parish Clerk (administration staff) within one hour of the member of staff's normal start time or by 10am whichever is the later to maintain service levels. If at all possible, a report should be made earlier than this. Only in exceptional circumstances will the council accept notification of absence from a third party.
- 2.1.2. If the Deputy Clerk or the Parish Clerk is not available, the member of staff must leave a message with the Parish Office and ensure that this includes a contact telephone number (if one is available), an appropriate explanation of the illness and some indication of the date when the member of staff is likely to return to work.
- 2.1.3. Regular contact must be maintained with the line manager during a period of absence. For guidance, the Deputy Clerk or the Parish Clerk should be telephoned again on the third day of any absence, informed of progress and likely return date.

2.2. After seven days continuous sickness absence

2.2.1. The member of staff must obtain a Doctor's Certificate dated from the 8th day of sickness. The **original** Certificate must be sent to the Parish Clerk or brought into the Parish Office.

2.2.2. Failure to submit a Certificate **could** result in loss of pay.

2.2.3. Certificates must be sent to the Parish Clerk or brought into the Parish Office, within two days of the date of issue.

2.3. Continued sickness absence

2.3.1. If the sickness absence continues beyond the period stated in the member of staff's Medical Certificate, further Certificates must be obtained promptly by the member of staff, to cover their absence until they are fit to return to work.

2.3.2. In the event of a member of staff being absent through sickness for either –

- a period of four weeks
- or as soon as the Parish Council considers that the sickness absence may be prolonged
- or that the sickness may have been caused by or exacerbated by the employee's work

North Horsham Parish Council reserves the right to require the member of staff to undergo an independent medical examination.

2.3.3. The cost of such an examination will be met by North Horsham Parish Council.

2.3.4. The medical report arising from such an examination will be fully disclosed to North Horsham Parish Council. Any medical information received by the council will be treated as strictly confidential.

2.3.5. Members of staff's statutory rights under the Access to Medical Records Act 1988 and any other relevant legislation are unaffected by this section of the Policy.

2.4. Sickness absence during Annual Leave

2.4.1. If a member of staff falls sick during the course of their Annual Leave, a Doctor's Certificate must be provided; and the member of staff will be regarded as being on sick leave from the date specified on the Certificate.

2.4.2. The balance of the Annual Leave may be taken at a later date, subject to the provisions regarding Annual Leave, elsewhere in this Policy.

2.5. Returning to work

2.5.1. If the Medical Certificate does not state the exact date on which the member of staff should return to work, a "Fit to Return to Work" Certificate must be obtained from the doctor before the member of staff resumes their duties. This is a requirement of the Statutory Sick Pay provisions.

2.5.2 Absences not covered by a Doctor's Certificate must use the Council's 'Self Certification' form, as outlined in the Employment Rights Act 1996, obtainable from the Parish Clerk.

2.5.3 The Council takes a sympathetic view towards genuine ill health problems and will provide a supportive approach to employees who have been subject to long term sickness. An employee returning to work following a period of long term sickness will be supported on their return to work, and the following options may be considered:-

- Phased return to work.
- Change of role or working pattern.
- Provision of specialist equipment.

2.5.4 Where an employee has returned from any period of sickness, a return to work interview will be conducted by their line manager.

2.6. Frequent or intermittent sickness absence

2.6.1. The Parish Clerk may discuss any sickness absence with the member of staff, but always in the particular instances of –

- Three or more absences in a three month period.
- Frequent or intermittent absences amounting to 8 days in a rolling year.
- Patterns which give rise for concern e.g. absences at weekends, days prior to and after weekends or days adjacent to Bank Holidays.

2.7. Monitoring sickness absence

2.7.1. Records will be kept, in accordance with the terms of General Data Protection Regulation (2018) and other relevant legislation, to enable the monitoring of employees' absences by reason of sickness.

2.8. Occupational Sick Pay

2.8.1. North Horsham Parish Council's Occupational Sick Pay scheme is payable as shown in the table below -

Length of service	Full Pay for	Half Pay for
During first year	1 Month	
After completion of 4 months service		2 Months
During 2nd year	2 Months	2 Months
During 3 rd year	4 Months	4 Months
During 4 th and 5 th years	5 months	5 months
After 5 years service	6 months	6 months

2.8.2. The Council **may** withdraw the scheme for any absence (or repeated absence) if it is related to -

- Misconduct.
- An injury incurred whilst working for someone else or self-employment.
- An injury incurred whilst taking part in professional or dangerous sport.

2.8.3. Each individual case will be determined on its merits.

2.8.4. If the member of staff's sickness absence is due to an accident and there will be a claim for damages from a third party, e.g. following a car accident, the member of staff must inform the Parish Clerk.

2.8.5. The claim should include loss of pay which, if successful, must be reimbursed to the Parish Council.

2.8.6. North Horsham Parish Council reserves the right to withhold occupational sick pay if there is evidence which casts doubt on the validity of a sickness claim.

2.9. Conduct during sickness absence

2.9.1. In all cases of sickness or injury, which necessitate taking time off work, it is expected that the member of staff will do everything they can to facilitate a speedy return to fitness and to work.

2.9.2. The Parish Council would not expect any member of staff who is absent from work or on a phased return to work, due to sickness or injury to –

- Participate in any sports, hobbies, social activities or unpaid work inconsistent with their stated illness or injury; and which could aggravate the illness or injury or which could delay recovery.
- Undertake any paid or unpaid employment or voluntary work whilst absent from the Parish Council's employment on sick leave.

2.9.3. A breach of these expectations may be dealt with under North Horsham Parish Council's Disciplinary Code.

2.10. False Declarations in respect of sickness absence

2.10.1. The submission of a fraudulent sickness claim will be considered to be a very serious disciplinary matter, which may result in dismissal.

2.11. Medical Appointments

2.11.1. Employees are expected to arrange medical appointments out of normal working hours wherever possible. The council recognises this is not always possible. Where it is necessary to make an appointment during normal working hours, employees are encouraged to make the appointments are either the start or the end of the day wherever possible to minimise the disruption to the work of the council. Your line manager should be informed as soon as a medical appointment in working hours is made.

2.11.2. In the case of hospital appointments or procedures taking the whole day, the member of staff should inform their line manager as soon as possible. In patient appointments or procedures taking the whole day will be treated as sick leave in accordance with the procedures in this policy.

2.11.3. In the case of a genuine emergency, the member of staff must contact the Deputy Clerk or Parish Clerk as soon as possible.

2.11.4. Frequent absence for emergency treatment may be dealt with by the Parish Council's Disciplinary Procedures.

- 2.11.5. Necessary paid time off will be granted for the purposes of health screening.

3. ANNUAL LEAVE

3.1 Annual Leave Entitlement

- 3.1.1. Details of the leave entitlement for each individual member of staff are contained in the individual's Contract of Employment.
- 3.1.2. The current Annual Leave entitlement for full-time members of staff is twenty one days, rising to twenty five days, after five years of continuous service.
- 3.1.3. For those members of staff working an alternative working pattern, there is an equivalent leave calculation, which is made available to each member of staff.
- 3.1.4. Half-day Annual Leave is usually either 9am to 12.45pm or 1.15pm to 5pm.

3.2. Applying for Annual Leave

- 3.2.1. Applications for Annual Leave should be submitted to the Deputy Clerk or Parish Clerk, on the dedicated form, for endorsement, before final approval by the Parish Clerk.
- 3.2.2. Cover for caretaker holidays will be arranged by the Deputy Clerk/ Facilities Officer.

3.3 Unused Annual Leave

- 3.3.1. North Horsham Parish Council encourages and expects members of staff to take their full annual leave entitlement during the current leave year which runs from April to March.
- 3.3.2. The Parish Clerk may authorise, in exceptional circumstances only, that untaken annual leave may be carried forward to the next leave year. This discretion will be limited to one week (part time hours *pro rata*) only.
- 3.3.3. Unused Annual Leave will not be paid unless –

- the member of staff leaves the employment of North Horsham Parish Council, when the amount of Annual Leave owing will be calculated pro rata to the date of leaving.
- there are exceptional circumstances preventing the member of staff from taking their Annual Leave entitlement. In such cases, approval can only be given by the Personnel Committee.

3.4. Sickness absence during Annual Leave

3.4.1. If a member of staff falls sick during the course of their Annual Leave, a Doctor's Certificate must be provided; and the member of staff will be regarded as being on sick leave from the date specified on the Certificate.

3.4.2. The balance of the Annual Leave may be taken at a later date, subject to the provisions regarding Annual Leave contained in this section of the Policy.

3.5. Annual Leave Records

3.5.1. An Annual Leave record will be kept in respect of each member of staff.

4. TIME OFF IN LIEU

4.1 Entitlement to Time Off In Lieu

4.1.1. North Horsham Parish Council usually pays overtime to caretaking/cleaning members of staff. However, in some circumstances, where mutually agreed, lieu time may be awarded.

4.1.2. Time off in lieu is awarded to administration staff who are not paid overtime, and who act as Clerk to meetings of the Parish Council, its Committees and Working Groups; or attend meetings on behalf of the Parish Council; or any other approved Parish Council function, outside of normal office hours.

4.1.3 Where office staff cover the opening of the halls, lieu time is awarded. If cover is given for a prolonged period, to cover vacant posts or sickness, overtime may be given with the approval of the Personnel Committee.

4.1.4 The council encourages the use of Time Off in Lieu when it offers a way to help manage the council's salary budget, but this must be

balanced with providing sufficient cover for the office and buildings to run smoothly.

4.2. Calculating Time off in Lieu

4.2.1. Where the event is between 5pm and 10pm, the entitlement is calculated at half a day time off in lieu.

4.2.2. Where the event ends after 10pm, the entitlement is one day time off in lieu.

4.2.3 Office staff who cover the opening and closing of buildings will be awarded lieu time to recompense them for working beyond their contracted hours.

4.3. Using Time off in Lieu

4.3.1 North Horsham Parish Council encourages and expects those members of staff who accrue Time off in Lieu to utilise it during the current leave year.

4.3.2. A member of staff will only be permitted in exceptional circumstances to carry forward accrued Time off in Lieu to the following leave year; and will be subject to the approval of the Personnel Committee.

4.4 Applying for Time off in Lieu

4.4.1. Applications for the taking of Time off in Lieu should be submitted to the Parish Clerk, on the dedicated form, for approval.

4.5. Time off in Lieu Records

4.5.1. A Time off in Lieu record will be kept in respect of each member of staff.

5. OTHER LEAVE

5.1 Dependant Leave

5.1.1. In the event of an emergency involving a dependant, a member of staff may request time off at short notice to deal with the situation and to make any necessary longer term arrangements.

5.1.2. A dependant is the husband, wife, child or parent of the member of staff; or partner of family member who lives in the same household as the member of staff.

5.1.3. This will normally be for up to two days but may be extended, in exceptional circumstances, at the discretion of the Parish Clerk.

5.1.4. Such time off will normally be unpaid but the Parish Clerk may allow the time to be taken as Annual Leave or as Time off in Lieu (if accrued).

5.2. Compassionate Leave

5.2.1. Compassionate leave is at the overall discretion of the Parish Clerk. The council recognises that each individual's respective relationships are different, however, in order to achieve consistency, in general compassionate leave will be granted in the following circumstances:-

- the death of a close relative ie spouse, civil partner, child, sibling
- the diagnosis of, or final stages of care for, a serious (life threatening) illness affecting a close family relative.
- The employee falling victim to a serious crime.
- Fire/flood/ burglary at the employee's home.
- Road traffic collisions or other distressing accidents/ incidents involving the employee or a close family member.

5.3. Public Duty

5.3.1. Members of staff who hold certain public positions under Section 50 of the Employment Rights Act 1996 (for example Justices of the Peace, Prison Board members, Statutory Tribunal members, School Governors etc.) are entitled to be allowed reasonable time off to perform the duties associated with the post.

5.3.2. Whether such time off will be paid will be at the discretion of the Parish Clerk.

5.3.3. Members of staff who are considering accepting an appointment under the above legislation are strongly advised to discuss the situation with the Parish Clerk, prior to accepting the appointment, to determine whether a reasonable amount of time off can be allocated.

5.3.4. Similarly, members of staff who may be considering joining the Special Constabulary are strongly urged to discuss the situation with the Parish Clerk before doing so.

5.4. Volunteer Reservists

5.4.1. Those members of staff who are Volunteer Reservists have special employment protection under The Reserve Forces (Safeguard of Employment) Act 1985, in the event that they are mobilised for operational duties with the Regular Forces.

5.4.2. The Parish Council, as an employer, is also afforded protection under the Reserve Forces Act 1996.

5.4.3. Members of staff who are either a Volunteer Reservist or considering becoming one are strongly urged to discuss the situation with the Parish Clerk.

5..5 Jury Service

5.5.1. If a member of staff is called for Jury Service, the Parish Clerk must be informed immediately.

5.5.2. Jury Service normally lasts for 10 days, although some trials may take longer. Jurors are usually warned in advance if this is likely to happen and members of staff should consult with the Parish Clerk if this is likely to be the case and before volunteering to sit on a lengthy trial.

5.5.3. Members of staff who are called for Jury Service should give a copy of the Confirmation of Jury Service letter received from the Court to the Parish Clerk as soon as practicable after receipt.

5.5.4. Whilst members of staff called for Jury Service will be paid as normal, they will be expected to make the appropriate claim for loss of earnings while on Jury Service.

5.5.5. The member of staff must ask the Court for a Certificate of Loss of Earnings which should be passed to the Parish Clerk for completion.

5.5.6. Whilst there are limits to the amounts that can be claimed, the amount claimed and received from The Court Service by the member of staff will be deducted from the next appropriate monthly salary payment.

5.6. Absence due to adverse weather conditions

- 5.6.1.** The decision as to whether the Parish Council's Community Venues are opened at times of adverse weather conditions will be taken by the Parish Clerk, in liaison with the Deputy Clerk.
- 5.6.2.** Where the decision is made to close the Community Venues those members of staff who are rostered to work on any such days will be paid in full.
- 5.6.3.** Those members of staff who are not rostered to work on those days or who are on other leave will not be entitled to a day off in lieu.
- 5.6.4.** Where the Community Venues remain open and members of staff are unable to attend work due to the adverse weather conditions, the member of staff should make contact with the Deputy Clerk or Parish Clerk as soon as possible, ideally before the working shift is due to begin, so that cover for the shift can be arranged.
- 5.6.5.** Where a member of staff is unable to attend for work due to adverse weather conditions, one of the following options may be considered and approved by the Deputy Clerk or the Parish Clerk –
- to work from home (applicable to the Parish Clerk and Deputy Clerk only).
 - to work at an alternative Community Venue (which will be subject to the availability of other members of staff and use of the Venues).
 - to make up the time within the next two months, for example when working authorised overtime hours.
 - to take the time as Annual Leave.
 - to take the time as unpaid leave.
- 5.6.6.** All requests to implement the above will be treated sympathetically and will take into account such factors as the distance to be travelled to and from work, the prevailing weather conditions, the member of staff's usual mode of transport to work and the safety, health and mobility of the member of staff.
- 5.6.7.** Where worsening weather conditions affect a member of staff's journey home approval may be given by the Premises Manager or the Parish Clerk to leave work early, without loss of pay.

5.7. Records of other absence

5.7.1. A record of other absence will be kept in respect of each member of staff.

5.8 Maternity/ paternity/ adoption/ parental leave

5.8.1. The Council recognises an employee's right to maternity/ paternity/ adoption/ parental leave as set out in relevant legislation.

6. REVIEW OF THE POLICY

Subject to any new legislation, changes in case law which require immediate amendment or the requirements of the Parish Council, the Absence Management Policy will be reviewed on a two year basis.

The protocol will be reviewed in due course to reflect any changes in planning legislation and feedback on the use of the protocol from users in Sussex and Surrey.

2. Background

Relevant planning legislation

The planning system in England is based upon a large body of legislation which is subject to regular review and amendment by Parliament. The system is continually evolving. The main items of legislation currently governing the system are:

- The Town & Country Planning Act 1990 (as amended)
- The Town & Country Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)
- The Town & Country Planning (General Permitted Development) Order 2015 (as amended)
- The Town & Country Planning (Use Classes) Order 1987 (as amended)
- Town & Country Planning (Control of Advertisement) Regulations 2007
- Town & Country Planning (Local Planning) (England) Regulations 2012
- The Localism Act 2011 (as amended)
- The Neighbourhood Planning (General)Regulations 2012 (as amended)
- The Town & Country Planning (Development Management Procedure)(England) Order 2015 (as amended)

This is not an exhaustive list. There are many other items of UK and European legislation which bear upon planning decisions. Please note that the legislation is subject to regular amendment.

Government planning policy as set out in the National Planning Policy Framework, accompanied by the National Planning Practice Guidance, is a material consideration in planning decisions, alongside the legislation indicated above.

Other relevant legislation

Operation of the planning system is also affected by wider UK legislation such as the Human Rights Act 1998; Data Protection Act 1998 and the General Data Protection Regulation; the Freedom of Information Act 2000 and the Environmental Information Regulations 2004; and the Equality Act 2010. This legislation will also bear on how town and parish councils conduct their business on planning (and other) matters. Town and parish councils should already be aware of their duties and obligations under these items of legislation.

Conduct in public office

The Nolan Committee (1995) on standards in public life established the following seven principles to govern the conduct of anyone who is in public office, whether elected, appointed or employed. These principles should guide behaviour on planning matters.

- **Selflessness:** Holders of public office should act solely in terms of the public interest.
- **Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- **Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so
- **Honesty:** Holders of public office should be truthful.
- **Leadership:** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Town and parish councils must have an adopted Code of Conduct under the Localism Act 2011. Such codes are based on the Nolan principles and govern the standards of behaviour expected of their councillors. The rules on behaviour will always apply to you when acting as a councillor. You cannot choose not to be covered by the code of Conduct, for example acting as a private individual.

Declarations of interest

All councils maintain a register of interests for councillors where, at least, disclosable pecuniary interests are recorded, following election or appointment. Where a planning matter occurs, which is related to a previously registered, or other personal, prejudicial, or disclosable pecuniary interest, it should be declared by the councillor at the meeting.

Following such declaration, the councillor should either leave the meeting whilst that matter is discussed and voted upon (this is preferable) or, if the Code of Conduct permits, remain in the room, but should play no part in the discussion, debate and voting.

Sometimes such an interest may be minor or have only a tenuous link to the matter under discussion. In such cases, the councillor should raise the matter with the Clerk and seek guidance on whether it is sufficient to be declared and affect participation.

Dual membership

Sometimes councillors sit on both town/parish councils and local planning authorities (districts/boroughs, counties, unitaries and national park authorities). This can raise concerns and complications where a planning matter is discussed at both levels.

At the town/parish council level, the "two-hatted" councillor should consider planning issues from that viewpoint. If the same matter - such as a planning application - goes onto a local planning authority for decision, the councillor should not be confined by the town/parish view. They are not "delegates" to the higher level authority or "mandated" to follow the town/parish view. They should consider the matter afresh from a local planning authority viewpoint, having regard to the development plan and all material planning considerations. This will often include information, consultee responses and professional officer assessment which were not available to the town/parish council at an earlier stage in consideration of the application. Thus, the two roles are different, but complementary.

Applications made by a town or parish council will engage the interest provisions of the Code of Conduct, when they are considered by the local planning authority.

The role of clerks and their relationship to elected members

The role of town or parish council clerk is to ensure that the Council as a whole conducts its business properly and to provide independent, objective and professional advice and support. The clerk is there to serve the council as a whole and not to advance or hold back the views of any individual councillor. Where planning matters are complex and divisive in the local community, this role can be difficult and demanding. Councillors should treat the clerk with respect and consideration in carrying out their duties.

3. Planning applications

Pre-application discussions and other meetings with developers

Discussions between the landowners and developers promoting development, and local planning authorities, town and parish councils, and local communities, prior to the formal submission of a planning application can be useful for all concerned. In particular, they can result in better quality applications which take into account local views. As such, they are strongly encouraged by the Government. However, if held in secret, they can cause concern, controversy and speculation, getting development proposals "off on the wrong foot".

Wherever possible, pre-application discussions at the local level should be held in public. The best way to do this is some form of public meeting or exhibition where people can see and comment upon initial development ideas, and local councillors can also attend. If the developer/landowner wants to talk direct to the town/parish council, this should be in a meeting which is also open to the public, with discussion and debate recorded in the normal way through published minutes. The guidance below on "pre-disposition" and "pre-determination" is also relevant here.

Where, exceptionally, the developer /landowner insists upon a private meeting with the town/parish council (for example if matters of commercial confidentiality are unavoidably to



be discussed), the town/parish needs to decide whether the benefits of such a meeting are likely to exceed the risks arising from lack of openness. It is often useful to discuss such requests with your local planning authority, so that any actions are co-ordinated. The town/parish council may decide to decline a private meeting in favour of an open meeting. However, if a private meeting does go ahead, it is wise to seek agreement in advance to publication of a jointly agreed post-meeting statement: this may allay some of the concerns in the local community over a “secret meeting” and avoid a vacuum which the local rumour mill will be only too eager to fill. You will also need to consider whether to open up such a meeting to all town and parish councillors, rather than a selected few such as members of a planning committee.

Planning applications submitted by councillors, officers or town/parish councils

Proposals submitted by serving and former councillors, officers and their close associates and relatives can easily give rise to suspicions of impropriety. Such proposals could be planning applications or local plan proposals. They must be handled in a way that gives no grounds for accusations of favouritism. Accordingly, national guidance on “Probity in Planning” advises :

- if a councillor submits his or her own proposal to the local planning authority, he or she should play no part in its consideration by the town or parish council
- a system should be devised to identify and manage such proposals
- such proposals should be reported to a public meeting of the town or parish council rather than any other channel

Applicants in such cases have the same rights as any other applicant, but the councillor, as applicant, should also not seek to influence improperly the decision. Proposals for a council’s own development should be treated with the same transparency and impartiality as those of private developers.

Consultation on planning applications

In the great majority of cases, consultation and public engagement on planning applications will be undertaken solely by the local planning authority. It will approach neighbouring residents and businesses , and statutory and other consultees, to seek views.

Exceptionally, the town or parish council may wish to supplement local planning authority consultations by arranging its own events at the local level, such as public meetings or exhibitions on planning applications which are particularly important or controversial. In such cases, the town or parish council should avoid setting up separate and parallel consultation arrangements which will cause confusion to the public. It is usually best to advise people to submit their comments on the application direct to the local planning authority via the channels, and within the timescale, the latter body has set. If required, the town or parish council can be copied in to such comments.

Site visits

As a matter of course, the local planning authority's case officer will visit application sites at least once prior to a decision. If individual town or parish councillors wish to make a site visit, they can do so, but only using public vantage points (land with public access, public highways or rights of way). Members of town and parish councils have no special rights of entry to private land without the owner's consent.

If individual members do arrange to visit application sites with the owner's consent, then they should inform the clerk. The guidance below on "pre-disposition" and "pre-determination" is relevant in such circumstances.

If the town/parish council consider that a group site visit to a planning application site should be held, this should be arranged by the clerk, who may wish to seek agreement with landowners to enter private land, if that is necessary. Such arranged site visits should be for the sole purpose of understanding of the application proposals and their relationship to the wider environment. They are not an opportunity for lobbying by either the promoters of, or objectors to, the development.

Pre-disposition and pre-determination

As indicated below on lobbying, councillors should be open-minded and generally avoid "pre-determination": this is taking a conclusive view on planning applications before a councillor has seen all the information or heard all the arguments at a committee meeting. This is not the same as "pre-disposition", which is being inclined to a particular viewpoint, either for or against a planning application, but still open to changing his/her mind if new information or arguments come to light. It is entirely proper for a councillor to be predisposed to a particular viewpoint (for example, "I am worried about the access arrangements and the impact on the landscape" or "I welcome the new jobs provided by this development") whilst still being open to opposing arguments about the application.

As a councillor, you must demonstrably keep an open mind.

Lobbying of councillors

Lobbying is a normal part of the planning process. Those who may be affected by a planning decision will often seek to influence it through an approach to their local councillor. This is local democracy in action.

Lobbying, however, can lead to the impartiality and integrity of a councillor being called into question, unless care and common sense is exercised by all the parties involved.

It remains good practice that, when being lobbied, and listening carefully to what people say, councillors (members of the planning committees in particular) should try to take care about expressing an opinion that may be taken as indicating that they have already conclusively made up their mind on the issue before they have been exposed to all the evidence and arguments.

Councillors should never accept any hospitality or other inducements from lobbyists which would put them in a position where they owe an obligation, or might reasonably be considered to have done so. Individual councils' Codes of Conduct will provide more detailed guidance on this matter.

Lobbying by councillors

Naturally, town and parish councillors talk amongst themselves about planning applications in their area. However, the following guidelines should be observed to maintain probity:

- Planning decisions cannot be made on a party political basis in response to lobbying; the use of political whips to seek to influence the outcome of a planning application is likely to be seen as maladministration.
- Councillors should in general avoid organising support for or against a planning application, and avoid lobbying other councillors.
- Councillors should not put pressure on officers for a particular recommendation or decision, and should not do anything which compromises, or is likely to compromise, the officers' impartiality or professional integrity.
- Once the town or parish council has considered a planning application and made its views known to the local planning authority, it may lobby or campaign for a particular outcome

Consideration of applications at town and parish council meetings

This will normally be governed by the individual town or parish council's standing orders. These will usually cover matters such as presentations by officers, debate by councillors, proposing and seconding motions, voting, and recording decisions and recommendations.

In framing their comments on planning applications to the local planning authority, town and parish councils should focus on relevant planning policies and other material planning considerations, backed as far as possible by evidence. It is not simply about following the views of those who are shouting loudest.

As a councillor, you should always act fairly between applicants and objectors.

Format of responses on planning applications to local planning authorities

When responding to local planning authority consultations on planning applications, it is helpful if the town or parish council responses are recorded and submitted in one of the following formats:

- **No objection or no comments** (neutral)
- **Support** with reasons set out as clearly as possible (positive)
- **Object** with reasons set out as clearly as possible (negative)

The Council is under an obligation to give reasons for its decisions.

Representation at local planning authority planning committees

Local planning authorities normally offer an “opportunity to speak” where interested parties – including town and parish councils- have 2/3 minutes to express their views to the planning committee at the point of decision on the planning application.

A town or parish councillor representing their organisation should normally be an ex-officio appointee (such as chair of the town/parish council or its planning committee) or another person expressly appointed for the task by the town/parish council.

Other town/parish councillors can use the “opportunity to speak”, but should make it clear that they are speaking in a personal capacity and that their views may not necessarily represent those of the town/parish council.

Discharge of planning conditions

Many planning applications are subject to the discharge of a number of planning conditions, some of which must be resolved prior to the commencement of development on the application site. Often, such conditions are highly technical in nature , and will be resolved between the applicants and local planning and highway authority officers (for example design of road junctions and sequencing of traffic lights to ensure the smooth flow of traffic) with little or no input from the town/parish council .

If there are planning conditions which are of particular significance to the town/parish council in achieving a satisfactory development, they should ask the local planning authority for the opportunity for consultation and comment on them prior to discharge.

Town and parish councils may assist in monitoring compliance with planning conditions and should inform the local planning authority if they have reason to believe that conditions are not being complied with. The local planning authority will then investigate and consider whether it is expedient to take further action. The guidance below in section 5 on planning enforcement is relevant here.

Planning agreements/unilateral obligations

Often, as part of the planning application process, there will be a requirement for a planning agreement - under section 106 of the Town & Country Planning Act 1990- to be negotiated and entered into between the local planning authority, the landowner and the developer. In some cases, a developer will offer a planning obligation unilaterally (without negotiation), particularly during planning appeals. Such agreements can cover affordable housing; the provision, transfer and subsequent maintenance of community facilities , open space and play areas; phasing of development; highways , education and library contributions.

Town and parish councils have no right to involved in the negotiation and agreement of such agreements (unless they are a landowner), but should seek involvement where they are expected to assume ownership or management and maintenance of property assets. Even if a town or parish council objects in principle to a planning application, it may wish to

consider the community benefits which may accrue from the development on a “without prejudice” basis.

4. Planning appeals

Procedure

Whilst the procedure and timescale for planning appeals is a matter to be determined by the Planning Inspectorate, the appellants, and the local planning authority, town and parish councils have a right to make their views known on the appeal and to take part in any hearing or public inquiry.

There are three types of planning appeal procedure:

- **Written representations** (all parties exchange written comments on the case , which are considered by the Inspector after a site visit)
- **Informal hearing** (all parties submit cases in writing and the Inspector leads a structured discussion on the key planning issues , followed by a site visit)
- **Public Inquiry** (all parties submit written evidence , which is then subject to questioning and debate in a formal inquiry presided over by an inspector, followed by a site visit.

Town/parish council involvement

It is open to the town/parish council to determine its own degree of involvement in any planning appeal in, or affecting, its area. This will depend on the importance of the appeal outcome. Town/parish councils may decide whether to simply re-iterate the comments made to the local planning authority at the application stage or they may decide to amplify and elaborate this in a more detailed submission. In either event, it is good practice to record a decision.

At a planning appeal, the town/parish council normally takes a secondary role, in support of the local planning authority, and there is no need to duplicate the work done by it.

Representation at appeal hearings and inquiries

A town or parish councillor representing their organisation should normally be an ex-officio appointee (such as chair of the town/parish council or its planning committee) or another person expressly appointed for the task by the town/parish council.

Other town/parish councillors can appear at an appeal hearing or public inquiry, but should make it clear that they are speaking in a personal capacity and that their views may not necessarily represent those of the town/parish council.

Town and parish councils should be wary of entering into collaborative arrangements regarding appeals with other persons and organisations, especially private individuals or bodies. The council must consider, and keep under review, what is in the public interest (and not what might benefit the private interests of others), so far as the conduct of any planning

appeal, and subsequent court challenge, is concerned. It must ensure that the expenditure of public funds is proportionate to the public objective pursued.

5. Planning enforcement

Some key principles on planning enforcement

Where development proceeds without the necessary permissions, local planning authorities have a range of statutory powers to remedy breaches of planning control where the development would not, on its individual planning merits, be acceptable. Planning enforcement is essential for the credibility of the whole planning system.

Some key principles on the system of planning enforcement are as follows:

- The first stage in any enforcement case is to establish the facts through careful investigation
- Breach of planning control is not normally a criminal offence (listed buildings and protected trees are an exception)
- Enforcement action is discretionary and local authorities are urged to act proportionately to the impact of any breach on the local environment
- Planning enforcement generally seeks to be restorative (restore things to the previous lawful condition) rather than punish those responsible (although there are fines and even imprisonment if statutory notices are not complied with and the courts are flouted)

The town and parish council role in planning enforcement

Town and parish councils do not have any formal statutory role in planning enforcement. However, the local planning authority will usually welcome the town and parish councils acting as their local “eyes and ears” in reporting possible breaches of planning control or maintaining logs of activity or vehicle movements to assist their work on sites under investigations . In return, it is good practice for local planning authorities to liaise with town and parish councils over the progress of any enforcement cases in their area.

Liaison on enforcement matters is best done through the town/parish clerk and the local planning authority investigating officer. Other “freelance” operations involving individual town or parish councillors can result in tangled lines of communication.

Whilst local planning authorities welcome local town/parish councils and members of the public acting as “eyes and ears” in reporting information, **councillors and local people should never enter a site under investigation or confront persons alleged to be in breach of planning control, or their contractors.** Such situations can be tense, emotional or even dangerous, and are best left to trained and experienced staff at the local planning authority.

6. Development plans

The statutory development plan for an area comprises (a) the local plan prepared by the local planning authority and (b) any neighbourhood plans prepared by the town or parish

council, or constituted neighbourhood forum. Legally, “decisions on planning applications have to be made in accordance with the development plan unless material considerations indicate otherwise” (Planning & Compulsory Purchase Act 2004, section 38(6)), so they have primacy in planning decisions.

The role of town and parish councils in local plans

Town and parish councils are important consultees on local plans and will have the opportunity to comment on the emerging local plan at various stages of its preparation, up to and including the public examination of it by an independent inspector.

It is important that town and parish councils make room for proper consideration of local plans as they will have profound effects on their area. This may require special briefings by local planning authority officers and/or discussion of consultation documents at special meetings unencumbered by lengthy agendas on other matters. All responses to consultation should be carefully recorded and submitted within local planning authority timescales

If a town or parish council wishes to pursue a case through to the public examination on the local plan, it should appoint a councillor (or councillors) to attend and speak on its behalf. Any other councillors wishing to attend and speak may do so, but should make it clear that they are speaking in a personal capacity and that their views do not necessarily represent those of the town/parish council. Alternatively, the town/parish council can decide whether to engage professional support to act on its behalf

Neighbourhood plans

Neighbourhood plans give communities the power to develop a shared vision for the future of their area and decide where new development should be located , what it should look like what infrastructure it needs to support it, and what features of the local environment should be conserved and enhanced. These neighbourhood plans are a statutory document, and – along with the local plan - form part of the development plan, used to determine planning applications in the area.

Town and parish councils may apply to the local planning authority for the designation of all, or part of, their area as a neighbourhood plan area. Following designation, the town/parish council needs to set up appropriate governance and working arrangements for the preparation of the neighbourhood plan. Arrangements will differ from place to place, for example from a market town to a small rural parish.

Governance needs to cover oversight, programming, and the resourcing of work on the neighbourhood plan and eventually deciding whether formally to submit the draft neighbourhood plan to the local planning authority for the later statutory stages, including examination and referendum. This is usually done by elected members of the town/parish council, supported by their clerk, with the “submission draft”, and associated documents, formally endorsed by the council. It is important to remember that the decision-maker on

preparation and submission of the neighbourhood plan is the town or parish council and that it cannot delegate its functions or expenditure to non-council bodies or groups.

Working arrangements can be much more flexible and, as well as local councillors, draw in the talents and energy of the local community to identify and work on the planning issues which are of most concern locally in small groups, with regular consultation and feedback as it moves towards drawing up a neighbourhood plan.

When the neighbourhood plan gets to public examination, the town/parish council must decide how best to argue its case in the face of any formal objections. It should appoint a councillor (or councillors), or professional assistance, to attend and speak on its behalf. Any other councillors wishing to attend and speak may do so, but should make it clear that they are speaking in a personal capacity and that their views do not necessarily represent those of the town/parish council. Alternatively, the town/parish council can decide whether to engage professional support to act on its behalf.

FURTHER READING

- **Probity in planning for councillors and officers** Local Government Association and Planning Advisory Service April 2013
<https://www.local.gov.uk/sites/default/files/documents/probity-planning-councill-d92.pdf>
- **National Planning Policy Framework** DCLG 2012 (The Government published proposed amendments for consultation in March 2018)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf
- **National Planning Practice Guidance** DCLG 2014 (The Government published proposed amendments for consultation in March 2018)
<https://www.gov.uk/government/collections/planning-practice-guidance>
- **The Plain English Guide to the planning system** DCLG 2015
<https://www.gov.uk/government/publications/plain-english-guide-to-the-planning-system>

Prepared by Lindsay Frost Consulting Ltd for SSALC. April 2018

The author wishes to thank the chairs of the three county associations in East and West Sussex and Surrey, Trevor Leggo (Chief Executive SSALC) and Ian Davison (Surrey Hills Solicitors LLP and Legal Advisor to SSALC) for their helpful comments on earlier working drafts of this protocol. Responsibility for the content of the protocol rests with the author.

Comments or feedback should be sent to lfrost5@aol.com

North Horsham Parish Council Meeting 6th September 2018 Item 19

Correspondence List 1 from 6th July 2018 to 30th August 2018.

Below is a list of correspondence received at the Parish Council Office.

To be circulated at the meeting.

Circulated to all Councillors.

1.

West Sussex County Council

- Planned Roadworks in West Sussex.
- Notification of major gas works: Crawley Road, Horsham (Scotia Gas Networks)
- Cabinet Member for Adults and Health – Newsletter
- Official notification of the refusal of Application No: WSCC/015/18/NH Recycling, Recovery and Renewable Energy Facility and Ancillary Infrastructure. Former Wealden Brickworks (Site HB), Langhurstwood Road, Horsham, West Sussex, RH12 4QD
- Notification of TRO on Littlehaven Lane – included in Chairman's Announcements for Planning, Environment and Transport 19th July 2018.
- Survey and Dementia Framework West Sussex Review
- Velo South Community Engagement Event
- Public Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - Start date: 04/08/18
- Fire Service pledges to do more for staff with new strategy.
- Notes from Cycling Strategy (Cycling contraflow) meeting 26th June 2018. Cllr Turner and Cllr Loates attended and reported back at the Planning, Environment and Transport Meeting on 19th July 2018.
- Early Warning Notice - Temporary Traffic Regulation Order - Old Holbrook, Horsham - Proposed start date 31/08/2018.
- West Sussex Joint Minerals Local Plan. Notice of Adoption of Local Plan (Regulation 26) Town and Country Planning (Local Planning) (England) Regulations 2012. The adopted Plan is now part of the statutory 'Development Plan' for West Sussex and will be the basis for all planning decisions relating to mineral development in the County.
- County News: Horsham district July 2018
- Velo South – copy of letter of concern sent to County Councillors from Cllr Tony Hogben.
- Proposed temporary Traffic Order Littlehaven Lane Horsham - TTRO/976/RC
- West Sussex County Council news release: Landlord prosecuted for risking safety of residents.
- Amended Early Warning Notice - Temporary Traffic Regulation Order - Littlehaven Lane, Horsham - New Proposed start date: 10/09/18
- Temporary Traffic Regulation Order - Rusper Road, horsham - Start date 03/09/2018

68

2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • What's on in Horsham. • Pink Gift and Wellbeing event 29th – 30th September 2018. • News release – prosecution for breach of public space protection order. • Invitation to the launch of the Medieval Play Area in Roffey Recreation Ground on 17th August 2018. Loxwood Joust will be providing actors on the day and hopefully stocks and wet sponges. There will be a children's joust with hobby horses and foam lances. There will be a design a shield activity throughout the year. • Polling District and Polling Station Review - stage 2 • Notification of travelers on Chennells Way.
3.	<p><u>Resident correspondence</u></p> <p>E-mailed letter requesting a bus shelter at the bus stop on the junction of Rusper Road and Brook Road.</p> <p>Enquiry about the Neighbourhood Plan and designation of footpaths.</p>
4.	<p><u>NALC</u></p> <p>Chief executive's bulletin 6th July 2018 Chief Executive's bulletin 13th July 2018 Chief Executive's bulletin 20th July 2018 Chief Executive's bulletin 27th July 2018 Chief Executive's bulletin 3rd August 2018. Chief Executive's bulletin 10th August 2018 Chief Executive's bulletin 17th August 2018 Chief Executive's bulletin 24th August 2018 Newsletter 18th July 2018. Newsletter 1st August 2018 Newsletter 8th August 2018 Newsletter 15th August 2018 Newsletter 22nd August 2018 Newsletter 29th August 2018 Local Council Review (LCR) Summer 2018. LCR Autumn 2018 Survey</p>
5.	<p><u>Horsham Association of Local Councils (HALC)</u></p> <p>Agenda for meeting to be held at Coolham Village Hall on Thursday 26th July 2018. North Horsham Parish Council has asked for issues with speeding motorcycles to be included on the agenda.</p> <p>Minutes from the 26th July 2018 meeting.</p>
6.	<p><u>SALC</u></p> <ul style="list-style-type: none"> •
7.	<p><u>Sussex Police</u></p> <p>Horsham Weekly Bulletins National Neighbourhood Watch E-Newsletter 13/07/2018 Alert for Sussex Fire and Rescue regarding fire prevention. Heatwave level 3 alert for August 6th to August 8th. Finding Additional Support In A Power Cut 13/08/2018</p>
8.	<p><u>Crawley, Horsham and Mid Sussex CCG</u></p> <p>Online consultations - patient information. NHS England in touch issue 73 Survey of Black, Asian and Minority Ethnic Carers within West Sussex - Carers Support West Sussex CCG Patient Roundup July 2018.</p>

	Eye services - survey alert - ends 9th Sept CCG Patient Roundup for September 2018
9.	<u>Horsham District Dementia Action Alliance.</u>
10.	Horsham Town Community Partnership Confirmation that the Riverside Walk had taken place with 180 walkers. The chosen charity is the Springboard Project. £420 was raised on the day with more in sponsorship.
11.	UK Power Networks Thunderstorms and Electricity Network Preparedness. UK Power Networks Councillor Newsletter - Summer 2018.
12.	Horsham District Cycling Forum Waltham Forest "Mini-Holland" visit and next forum meeting on 14 th August 2018 ; 7.30pm at HDC Offices.
13.	Horsham Older People's Forum The Horsham District Older Peoples Forum has a quarterly public meeting on Wednesday 29th August at Colgate Village Memorial hall, Vicarage Close 10.30am - 1pm. Agenda for the Older Peoples Forum meeting 29th August. The postponed 'MP Question Time' is going to be held on Friday 16th November 2018 10.30am - 1pm with Jeremy Quin MP at the ground floor conference room at the Council Offices, Parkside, Horsham. It is asked that if you'd like to attend that you email hdopforum@gmail.com
14.	<u>Friends of Horsham Park</u> Registering Horsham park as an asset of community value. Summer newsletter.
15.	<u>West Sussex Mediation Service</u> AGM Invitation – 27 th September 2018