

**NORTH HORSHAM PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
THURSDAY 10<sup>TH</sup> JANUARY 2019 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

**Present:** Councillors: - A. Britten (Chairman), Mrs K. Burgess, P. Burgess\*, J. Davidson, Mrs R. Ginn, Mrs F. Haigh, R. Knight, M. Loates\*, R. Millington, T. Rickett B.E.M. (Vice Chairman), D. Searle, J. Smithurst, S. Torn, R. Turner, I. Wassell and Mrs S. Wilton.

\* denotes absence.

**In attendance:** West Sussex County Councillors Liz Kitchen and Peter Catchpole.  
Parish Clerk - Pauline Whitehead BA(Hons) FSLCC and the Deputy Clerk – Vivien Edwards.

**FC/312/19 Public Forum**

There were three members of the public in attendance. The Chairman of the Wimblehurst Road Residents' Association spoke regarding planning application DC/18/2687 – outline planning for the erection of up to 300 dwellings at the former Novartis Site, Parsonage Road, Horsham.

**FC/313/19 Apologies for absence**

The Council received apologies and reasons for absence from Cllr P Burgess and Cllr M Loates.

**FC/314/19 Minutes**

The minutes of the Parish Council Meeting held on 1<sup>st</sup> November 2018 and the Extraordinary Parish Council Meeting held on 3<sup>rd</sup> January 2019 were agreed and signed by the Chairman as a true record.

**FC/315/19 Declarations of interest**

Cllr K. Burgess declared a prejudicial interest in item FC/331/19 as a close relative is a caretaker for North Horsham Parish Council.

*With the agreement of the Council, the Chairman moved the following item forward in the meeting. (Agenda item 19)*

**FC/316/19 Planning application DC/18/2687 - Outline planning application for the erection of up to 300 dwellings (C3) including the conversion of existing offices (buildings 3 and 36) up to 25,000sqm of employment (B1) floorspaces and provision of 618sqm of flexible commercial/community space (A1, A2, A3, D1(Creche) use classes) within the ground floor of converted building 36. Improvements to existing pedestrian and vehicular accesses from Parsonage Road**

**and Wimblehurst Road, new cycle and pedestrian accesses from Parsonage Road, together with associated parking and landscaping. All matters reserved except for access. Former Novartis Site, Parsonage Road, Horsham, West Sussex.**

The Planning, Environment and Transport Committee recommended that the initial findings at its meeting on 20<sup>th</sup> December 2018 were taken forward by the Parish Council. These were: -

- a) To see a solution for traffic movements in the area.
- b) To see the avenue of trees on Parsonage Road being protected.
- c) To request a foot-link bridge over the railway line.
- d) To raise the site as an employment area first before housing, as it is believed that the site was initially allocated for training and employment rather than housing.

The Parish Council had no objection, in principle, to the mixed use for housing and business on the site. In fact, the Parish Council supported the development of the site to provide homes and employment for local residents. The Parish Council also supported keeping and converting the locally listed building to use for residential purposes with some associated retail activity and protecting the line of trees leading from Wimblehurst Road to the listed building.

However, the access to the site and the impact that the additional vehicle movements associated with the site may have in the immediate area around the development and the wider impact of traffic in Horsham, was of serious concern, especially when coupled with the development north of Horsham when traffic will inevitably increase. Side roads leading off North Heath Lane would be badly impacted by putting traffic lights at the junction of Parsonage Road, North Heath Lane and Wimblehurst Road reducing the ability for vehicles to enter and exit the feeder roads safely. The junction of Richmond Road and Wimblehurst Road was also of concern as it has restricted sightlines and is relatively narrow.

It was considered that there was inadequate parking, especially now that the car park on the north of Parsonage Road has been used for housing. There was support for the installation of a footbridge over the railway line to link more conveniently to the railway station and the town centre although the practical difficulties were acknowledged. However, making the railway station more accessible may encourage more people who come from outside the area to commute by public transport.

The Parish Council supports the installation of full barriers at the level crossing on Parsonage Road to protect those crossing the railway line, especially those on foot, however, the way that it is operated should

minimise delays for traffic using Parsonage Road to avoid the build up of traffic and the resulting pollution from emissions.

Parish Council Members had read the comments submitted to Horsham District Council (HDC) by residents and felt there was merit in some of their objections.

In view of the limited response time, it was **AGREED** that the Clerk would put together a submission to HDC using the comments from the meeting and key issues raised in residents' objections. The draft response would be circulated to Councillors for comment before final submission. The final agreement would be ratified at the next Planning, Environment and Transport Committee meeting and a copy of the response submitted to Horsham District Council would be put onto the Parish Council's website and a copy attached to the minutes of this meeting.

*With the agreement of the Council, the Chairman adjourned the meeting to allow two residents from the 'No incinerator 4 Horsham' group to speak, along with County Councillor Catchpole on an appeal submitted against Planning Application WSCC/015/18/NH – Wealden Brickworks – Energy from Waste (incinerator).*

*The Chairman, with the agreement of the Council, moved the following item forward in the meeting. (Agenda item 18.)*

**FC/317/19 Appeal against WSCC/015/18/NH Wealden Brickworks Energy from Waste (Incinerator)**

An appeal had been submitted by Brianniacrest regarding the decision made by West Sussex County Council (WSCC) not to allow a Recycling, Recovery and Renewable Energy facility and ancillary infrastructure at former Wealden brickworks, Langhurstwood Road Horsham. At this point the appeal had not been validated.

**The Parish Council RESOLVED to appoint a working party of Cllr F. Haigh, Cllr D Searle and Cllr R Turner to provide guidance on a response to the appeal for the members of the Planning, Environment and Transport Committee at its next meeting on 24<sup>th</sup> January 2019.**

**FC/318/19 Committees and Working Parties.**

(a) Property Committee - 6<sup>th</sup> December 2018.

(b) Planning, Environment and Transport Committees – 22<sup>nd</sup> November 2018 and 20<sup>th</sup> December 2018.

- (c) Finance and Administration Committee – 13<sup>th</sup> December 2018.
- (d) Personnel Committee – 26<sup>th</sup> October 2018
- (e) Year of Culture 2019 working party meeting – 9<sup>th</sup> November 2018
- (f) Community Land Trust working party meeting – 17<sup>th</sup> December 2018.

**It was RESOLVED that the Committee Minutes and notes from working parties listed above be received and adopted.**

**FC/319/19 Reports from Representatives on Outside Bodies.**

Cllr D Searle had provided a written report from the Horsham Town and Community Partnership (attached).

Cllr S Wilton reported that she had attended a meeting of the Management Plan for Horsham Focus group on usage, community involvement and PR. The notes would be circulated in due course.

**FC/320/19 Reports from District or County Councillors**

County Cllr L Kitchen reported that Colgate Parish Council were pursuing the request for the speed limit along Forest Road, to the boundary of North Horsham parish, to be reduced to 40mph.

WSCC is working closely with other counties in the South East following National Guidance and using Technical bulletins from government departments in order to formulate their plans for Brexit. They will, in due course, be cascading information to District and Parish Councils.

County Cllr A Baldwin gave apologies for the meeting.

**FC/321/19 Chairman's Announcements.**

The Chairman reported that the Parish Council had received responses from the Chief Constable of Sussex Police to two questions raised asking what Surrey Police were doing about drugs in North Horsham and noise from motorcycles on the A264 where the riders are riding anti-socially. The responses had been circulated to all Councillors.

**FC/322/19 Payment schedules**

Attached.

**The Parish Council AGREED the payment schedules for September 2018(amended) for £43,903.88, October 2018 for £65,496.86, November 2018 for £12,728.36 and December 2018 for £37,689.41.**

**FC/323/19 Financial Regulations**

Following a recommendation from the Internal Auditor to review Financial Regulation 4.1 as it appears to restrict the day to day working of the Council, the Finance and Administration Committee put forward the following wording at its meeting on 13<sup>th</sup> December 2018 (See minute FA/278/18): -

“Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

The authority to amend an approved budget is to be determined by

- The Council for all items over £5,000
- A duly delegated committee of the council for items up to £2,000.
- The Finance and Administration Committee for items between £2,000 and £5,000.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

The Property Committee..... through to ..... new Capital projects.”

**It was RESOLVED to agree the change of wording to Section 4.1 of the Financial Regulations for greater clarity.**

**FC/324/19 Budget and Precept application for 2019/20**

The Council considered the proposed budget for 2019/20. Concern was raised regarding the amount of money set aside for Planning, in light of significant and contentious development in the parish. The Clerk informed the Council that there was £8,035 in an Ear Marked Reserve specifically for Planning and outlined all of the Ear Marked Reserves currently held by the Council. A copy of the list will be attached to the minutes, along with a copy of the budget and precept setting papers for 2019/20.

**It was RESOLVED to agree the budget for 2019/20 and the precept amount of £327,769 to be requested from HDC for 2019/20.**

**FC/325/19 Elections**

Information had been circulated with the agenda.

**The Parish Council RESOLVED:-**

- 1. Not to seek to fill the Councillor vacancies in Roffey South and Roffey North until May 2019.**

2. To hold a “Meet the Councillors” event where residents who are interested in becoming a local Councillor can find out more about what the role entails on Thursday 7<sup>th</sup> March 2019 prior to the full Council Meeting.
3. To receive information regarding the elections and the role of the Clerk, prepared by HDC and the Election timetable from the National Association of Local Councils (NALC).
4. To note that a NALC publication ‘All about Local Councils’ is available on the Parish Council website and that a briefing on elections prepared on behalf of the Sussex and Surrey Associations of Local Councils (SSALC) entitled ‘Elections 2019’ has been circulated to all Councillors.

**FC/326/19 Community Land Trust**

The notes from the Community Land Trust Meeting held on 17<sup>th</sup> December 2018 had been circulated to all Councillors.

**Following discussion, the Council RESOLVED to further investigate the need for a Community Land Trust before moving forward with the initiative.**

**FC/327/19 Harwood Road Allotment lease with West Sussex County Council**

Councillors were given a copy of the existing five year lease with WSCC which terminates on 24<sup>th</sup> February 2019. The Council had been notified that the terms of the new lease would be the same, but that the annual rent would increase from £250 per annum to £275 per annum. Under the terms of the lease, the tenant is to be responsible for the maintenance and upkeep of all boundaries and hedges.

**The Parish Council RESOLVED to renew the lease with WSCC for the allotments on Harwood Road, Horsham. The new lease would have the same terms as the existing lease, but the annual rent paid by North Horsham Parish Council to WSCC would be £275. This cost would be passed on to the Harwood Road Allotment Association. It was further RESOLVED that the Clerk would write to the Harwood Road Allotment Association to indicate that they would be required to pay for any maintenance and for the upkeep of all boundaries and hedgerows as in the terms of the lease and for any tree work on the site.**

**FC/328/19 Year of Culture 2019**

The notes from the Year of Culture 2019 working party held on Friday 9<sup>th</sup> November 2018 had been circulated to all Councillors.

It was **RESOLVED** continue to work with local schools to promote the Motte and Bailey Castle on Lemmington Way as part of the Horsham District Council Year of Culture 2019 in a way that will leave a legacy for the future.

The decision made in January 2018 (Minute FC/200/18) “To stage a six-week photographic exhibition entitled ‘North Horsham Now and Then’ at Roffey Millennium Hall in 2019 using equipment and resources already available or available free of charge, providing it doesn’t interfere with the ability to hire out the rooms involved.” was reviewed by the Council and **UPHELD**.

The **PARISH COUNCIL AGREED** to stage a modern day project of taking a photograph of local life on one day during 2019 and creating a visual record as a legacy of the Year of Culture.

**FC/329/19 Draft Calendar of Meetings for 2019/20**

There were two corrections to the draft calendar for 2019/20. The first was to amend the Council Meeting in March 2020 to 5<sup>th</sup> March rather than 6<sup>th</sup> as stated. To reschedule to Annual Meeting of Electors of the Parish to Monday 20<sup>th</sup> April 2020 as 13<sup>th</sup> April 2020 was Easter Monday. A copy of the amended Calendar is attached.

**The first draft of the 2019/20 Calendar of Meetings was noted and the amendments AGREED, however, the calendar will be re-presented with any required amendments at the Annual Parish Council in May 2019.**

**FC/330/19 Bad debt**

Proceedings have started to recover an outstanding debt for £1,108.36. The defendant has accepted liability and offered to pay £5 per month with a promise to re-evaluate when the defendant has re-established themselves. The court has advised that in order to calculate a fair repayment, the defendant’s financial details would be fed into a computer to produce a repayment value that could be higher or lower than that offered.

**The Council RESOLVED not to accept the offer of £5 per week but to refer the matter back to the court.**

*Cllr K Burgess left and did not take any further part in the meeting.*

**FC/331/19 Pension for future caretakers**

The Parish Council considered two proposals. The Finance and Administration Committee (FA/274/18) were minded to propose to the Personnel Committee and full Council that new employees be enrolled with AVIVA and that the Parish Council would match any additional employees' contribution up to a maximum of 6%, but this would be subject to further information being obtained about the details of both the NEST and AVIVA schemes.

Having considered more information regarding the AVIVA pension scheme, the Personnel Committee recommended to full Council that future caretakers should be offered the Local Government Pension Scheme as is currently the case. (PER/152/19)

**Following a considered debate and a vote the Parish Council AGREED that Caretakers employed in the future should be enrolled in the AVIVA pension scheme.**

The Finance and Administration Committee would consider the Parish Council contributions at the next Finance and Administration Committee Meeting.

**FC/332/19 Correspondence**

Attached.

The Council received correspondence lists from 2<sup>nd</sup> November 2018 to 10<sup>th</sup> January 2019.

**FC/333/19 Date of next meeting**

The next Parish Council Meeting will be held on Thursday 7<sup>th</sup> March 2019 (scheduled).

There being no other business, the Chairman closed the meeting at 9.20 pm.

..... Signed

..... Dated





# North Horsham Parish Council

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Crawley Road, Horsham,  
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Roffey Millennium Hall, North Heath Hall  
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Mr J Hawkes  
Planning Application Case Officer  
Horsham District Council  
Parkside  
Chart Way  
North Street  
Horsham  
West Sussex  
RH12 1RL

14<sup>th</sup> January 2019

Dear Sir/Madam,

I write on behalf of North Horsham Parish Council in response to outline planning application DC/18/2687 – for the erection of up to 300 dwellings (C3) including the conversion of existing offices (buildings 3 and 36) up to 25,000sqm of employment (B1) floorspaces and provision of 618sqm of flexible commercial/community space (A1, A2, A3, D1(Creche) use classes) within the ground floor of converted building 36. Improvements to existing pedestrian and vehicular accesses from Parsonage Road and Wimblehurst Road, new cycle and pedestrian accesses from Parsonage Road, together with associated parking and landscaping. All matters reserved except for access.

The Parish Council considered this application at their meeting on 10<sup>th</sup> January 2019 and there was no objection, in principle, to the mixed use for housing and business on the site. In fact, the Parish Council supports the development of the site to provide homes and employment for local residents and in particular the commitment to 35% affordable housing on the site. The Parish Council also supports keeping and converting the locally listed building to use for residential purposes with some associated retail activity.

Parish Councillors have read with interest, comments submitted from other local organisations and residents and agrees that there is merit in some of the arguments that have been raised.

## Access to the site

The Parish Council considers that there has not been sufficient assessment on the impact of additional vehicles on the road systems around the site, or how this impacts the wider area of Horsham. For example, it was disappointing to note that the junction of Richmond Road and Wimblehurst Road had not been reviewed in the Transport Assessment, as traffic, including buses, turning out of that junction are hampered by poor sightlines. Traffic turning into the junction can be restricted if there are cars waiting to turn out, as the junction is relatively narrow. As this is one of the major pedestrian access from the north of Horsham to Collyer's sixth form college, there is the additional hazard of those on foot crossing the road. The difficulty of access to and from Richmond Road is likely to be exacerbated by additional vehicle movements along Wimblehurst Road.

The access through the old gateway onto the site to and from Wimblehurst Road is marked as a primary route for the development, but the Parish Council considers that the impact of an access so close to the North Heath Lane/ Wimblehurst Road/ Parsonage Road junction (referred to as Junction C in the planning documents) would be detrimental to the flow of traffic in the area and pose a danger to vehicles turning from Parsonage Road to travel along Wimblehurst Road and to vehicles turning from the new development to travel north. As indicated previously, this is also a major pedestrian route between the northern side of Horsham and Collyer's sixth form college.

The junction of North Heath Lane and Blenheim Road has also been omitted from the Transport Assessment for reasons that have not been made clear. Blenheim Road leads to a significantly wider road network and its close proximity to Junction C will inevitably lead to issues when vehicles are trying to exit onto North Heath Lane, especially when they are turning right to go towards Wimblehurst Road. Similarly, vehicles turning into Blenheim Road will potentially hold up traffic travelling towards Junction C. There are other residential side roads between Junction C and Coltsfoot Drive that lead onto North Heath Lane and that will similarly be impacted by the installation of traffic lights at Junction C. Chennells Way and Heath Way lead to a wider road network. Gorse End, Allcard Close and North Heath Close have fewer houses. All the side roads leading onto North Heath Lane are relatively close together and all have relatively restricted sight lines. The ability to exit and enter these roads safely will be significantly affected by increased traffic that results from the proposed development.

Additional traffic queuing along Wimblehurst Road, North Heath Lane and Parsonage Road is likely to have a damaging effect on air quality from pollutants and the queues will impact on the numerous buses that travel along Wimblehurst Road and then North Heath Lane. With the development north of Horsham, the number of buses could increase. There are currently bus stops very close to Junction C on North Heath Lane. These are currently well used and as they are likely to be the main bus stops for the Horsham Enterprise Park, there will be a larger number of passengers, meaning that the bus will stop for longer. Buses stopping at both bus stops already cause traffic to queue. At peak times when there are more vehicle movements associated with the Parsonage Road development the flow of traffic will be badly affected.

The Transport Assessment has not looked at the potential impact of additional vehicles coming from the large development agreed for the north of the A264, the development on Jackdaw Lane and other significant development around Horsham and the additional strain this will put on the roads leading to and from the Horsham Enterprise Park. Residents will want assurance that there are no unacceptable levels of congestion when all of the significant development in the area has been taken account of.

#### Car Parking

The Parish Council has serious concerns that the amount of parking on the site will not be adequate and this will lead to displacement in neighbouring residential areas.

#### Level crossing

The Parish Council supports the installation of full barriers at the level crossing on Parsonage Road to protect those crossing the railway line, especially those on foot, however, the way that it is operated should minimise delays for traffic using Parsonage Road to avoid the build up of traffic and the resulting pollution from emissions.

#### Pedestrian bridge link

The Parish Council supports the installation of a footbridge over the railway line to link more conveniently to the railway station and the town centre. Making the railway station more accessible may encourage more people who come from outside the area to commute by public transport.

Avenue of trees from Wimblehurst Road.

The Parish Council was pleased to note that the avenue of trees from Wimblehurst Road to the locally listed building are being retained and protected as they add to the character of the area and promote a positive street scene.

Yours sincerely



Pauline Whitehead BA(Hons) FSLCC  
Clerk to the Council



# Horsham Town Community Partnership

[www.horsham.community](http://www.horsham.community)



## Chairman's Report January 2019

### Introduction

At HTCP AGM convened in October 2018 we welcomed 2 new Board Members Ian Botting representing Denne Neighbourhood Council and John Lee a local resident. All other Directors, David Searle Chairman, representing NHPC, Diane Sumpter Treasurer representing Forest NC, Mary Crosby representing Trafalgar NC, Ron Bates representing Horsham Society, Sue Brundish representing Horsham in Bloom and Martin Bruton representing Horsham District Older People Forum have confirmed their ongoing support.

### Riverside Walk Footpath Improvements

**Benns Acre:** A grassed area adjacent to Benns Acre floods each end during the winter and in prolonged wet periods making it difficult to access the Riverside Walk route. The proposal is to construct a 30m board walk at the Southern end in an improved design of metal key clamps and tubes below the timber decking. Previous designs have been in timber and in many areas where this type of construction has been used the supports have rotted over a 10 year period and now requires to be replaced. If the new design is a success it will be offered to HDC for when they replace board walks in the future.

Anna Chapman HDC Parks and Countryside manages the S106 Budget and she is currently considering our bid for these works against bids from Forest Neighbourhood Council and Chesworth Farm. If this bid is unsuccessful we will need to find another source of funding. Currently I do not have update from Anna.

### Reprinting RSW Leaflets

Reprinted leaflet is now available and has been distributed to Horsham Library and Museum, WLNR and New House Farm. Wey and Arun Canal Trust will collect a new supply of leaflets in the spring for display at the shop in Loxwood. The Bridge Leisure Centre at BBH and the visitor shop at Pulborough Brooks will also get supplies.

### Mobility Scooter Training

Currently we have had 38 who have attended the skills and safety sessions and without exception all have enjoyed the 2 hour sessions. Even those who are experienced riders have commented that they have picked up useful tips and thought the course was worthwhile attending. We have been advised by HDC that our grant for £790 to continue the project has been approved. The project can now continue for a further year.

We have invited the Community Wardens to attend and so far 4 have come along and we have a further 2 waiting to come on 16th January. Hopefully we will encourage all the Wardens to attend. Jeremy Quinn MP is keen to attend a session sometime in the new year but is currently busy with his parliamentary duties. Peter Burgess the Chairman of HDC will be attending the session on 16th January and we hope that the following press release will encourage more to sign up for the course.



# Horsham Town Community Partnership

[www.horsham.community](http://www.horsham.community)



## **Horsham Town Integrated Bus Map**

The first draft of the bus map has now been completed. Please follow this link to our new page which has been added to the HTCP website -

<http://www.horsham.community/a-map-of-horsham-bus-routes>

Metrobus and Compass Travel have facilities for disabled and push-chairs (with a 'Helping Hand' Card System). Once we have checked with the other bus operators this will be added onto the site and an announcement made on Facebook.

## **Annual Riverside Walk**

2019 RSW Events Team is in the process of arranging their first meeting. The team will decide which charity we will be supporting this year and the date of the event which is likely to be 13th July 2019

**David Searle. Chair HTCP**

**7th January 2018**

At : 11:09

## LLoyds Bank Accounts

List of Payments made between 01/09/2018 and 30/09/2018

September 2018 List of payments (Amended)

Parish Council Meeting  
10th January 2019.  
Agenda item 9.

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
03/09/2018	Pitney Bowes Finance Ltd.	030918-01	208.00		Postage
03/09/2018	T C Maintenance	030918-03	1,860.00		Maintenance
03/09/2018	Trafalgar Cleaning Equipment L	030918-04	65.02		Repair to vacuum
03/09/2018	Ultraclean Commercial	030918-05	426.00		Window cleaning
03/09/2018	Viking Direct	030918-06	446.09		Stationery
03/09/2018	N. Simmonds,	030918-02	165.00		Electrical Maintenance
03/09/2018	Horsham District Council	DD-0918	1,613.00		Rates - Sept 18
03/09/2018	British Gas Business	DD-BGT0918	201.97		Electricity 14.07.18 -13.08.18
03/09/2018	Horsham District Council	DD-Sept 18	168.30		Dog bins September 2018
04/09/2018	Enterprise Services Group Ltd	040918-01	294.38		sanitary waste
04/09/2018	Adrian Mobile Locksmith Ltd	040918-1	60.00		Padlock repair
04/09/2018	G. Burley & Sons Ltd.,	040918-2	1,771.69		Grass cutting Aug 18
04/09/2018	Johnson Logistics	040918-3	60.00		Install Silent Soldier
04/09/2018	Kiddivouchers	040918-4	256.11		Childcare Vouchers
04/09/2018	D. Lees	040918-5	58.05		Aug 18 Staff Mileage
04/09/2018	R McCartney,	040918-6	93.01		Travel exps April to Aug 18
04/09/2018	NETCOM	040918-7	180.36		IT Cost
06/09/2018	British Gas Business	DD-060918	407.18		Electricity 020718-310718
10/09/2018	SOS Systems	DD-SOSS	75.62		Printing 10.07.18-10.08.18
11/09/2018	Cleaning-Maintenance Co Ltd	110918-1	34.80		Cleaning Services
11/09/2018	R J Jochimsen	110918-2	540.00		Grass Cutting Earles Mdw
11/09/2018	SSP Specialised Sports Product	110918-4	498.00		Multi-Court Maintenance
11/09/2018	T C Maintenance	110918-5	376.00		General Maintenance
11/09/2018	Viking Direct	110918-6	202.80		Drawer Unit
11/09/2018	Mr Roy Smith -Refund Inv 21799	9002	40.42		Mr Roy Smith -Refund Inv 21799
13/09/2018	British Gas Business	DD+130918	201.78		Remedial work from hand dryer
13/09/2018	British Gas Business	DD-130918	309.06		Electricity 01.08.18-24.08.18
17/09/2018	Public Works Loan Board	110918-3	6,655.65		PWLB
17/09/2018	West Sussex County Council	110918-7	22,857.00		Salaries - Aug 18
17/09/2018	M Stoner,	171918-3	46.80		Expense Aug 18
17/09/2018	Society of Local Council Clerk	190918-2	282.00		Professional Membership
18/09/2018	Lloyds Credit Card - Amazon	22.96	22.96		Coffee Jug
19/09/2018	HMRC- Vat Payment - Apr to Jun	FPO-HMRC	558.79		Vat Payment - Apr to Jun 18
19/09/2018	British Gas Business	DD-190918	201.68		Electricity 02/08/18 -31/08/18
21/09/2018	British Gas Business	DD-BGT0918	499.65		Gas - 01/06/18 - 31/08/18
24/09/2018	Scottish Water Business Stream	DD-BS0918	100.92		Water - 07.05.18 to 01.06.18
24/09/2018	EDF Energy Ltd	DD-EDF0918	116.68		Streetlighting Electric Aug 18
27/09/2018	British Gas Business	600119455	34.24		Gas - 03.08.18 to 01.09.18
27/09/2018	British Gas Business	DD-6000940	16.19		Gas - 03.08.18 to 01.09.18
27/09/2018	Scottish Water Business Stream	DD-BS-0918	233.05		Water - 01.06.18 to 06.08.18
26/09/2018	BT Payment Services Ltd	260918-1	696.63		Telephone -Sept 18 to Nov 18
26/09/2018	SSALC Ltd	260918-3	120.00		Training
26/09/2018	Trafalgar Cleaning Equipment L	260918-4	123.00		Hoover Repair
26/09/2018	West Sussex County Council	260918-5	726.00		Eviction Charges

Total Payments 43,903.88

At : 11:29

## LLoyds Bank Accounts

## List of Payments made between 01/10/2018 and 31/10/2018

October 2018 List of Payments

Parish Council Meeting  
10th January 2019  
Agenda item 9

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2018	Horsham District Council	DD-10/10	168.30		Dog Bins Oct 18
01/10/2018	Horsham District Council	DD-Oct10	1,613.00		Rates for Oct 18
01/10/2018	Horsham Publications Ltd	DD-OCT18	68.10		Horsham Pages
01/10/2018	Horsham District Council	DD=10/10	408.20		Waste Collection
01/10/2018	Horsham District Council	DD=OCT10	408.20		Waste Collection
01/10/2018	Horsham District Council	DD=Oct18	811.20		Waste Collection
02/10/2018	Mr Nicky Carter	9001	49.52		Refund of payment Inv 20949
03/10/2018	G. Burley & Sons Ltd.,	031018-1	1,771.69		Grass cutting
03/10/2018	Cleaning-Maintenance Co Ltd	031018-2	104.40		Cleaning Sept 18
03/10/2018	H Griffiths	031018-3	21.60		Expenses for Sept 18
03/10/2018	D. Lees	031018-4	47.70		Expenses Sept 18
03/10/2018	Viking Direct	031018-5	202.81		Crockery
03/10/2018	Hazelhurst Roofing	9004	2,292.00		Roof Repair
03/10/2018	British Gas Business	DD-=Oct10	258.09		Elect 14.08.18 to 13.09.18
04/10/2018	Kiddivouchers	041018-1	256.11		Childcare Vouchers
04/10/2018	NETCOM	041018-2	175.08		IT Support
04/10/2018	N. Simmonds,	041018-3	165.00		Electrical Maintenance
04/10/2018	SSP Specialised Sports Product	041018-4	498.00		Multi Court Maintenance
04/10/2018	West Sussex County Council	041018-5	23,438.84		Salaries - Sept 18
04/10/2018	HMRC - Vat Payment	701.25	701.25		Vat Payment - Jul to Sep 18
11/10/2018	Credid Card - Lloyds Bank	121018-2	82.62		Defib Pads due for Renewal
12/10/2018	Johnson Logistics	121018-1	128.00		General Repairs
12/10/2018	M Stoner,	121018-3	34.20		Expenses Sept 18
12/10/2018	Strutt Tree Care	121018-4	450.00		Survey E M Oak
15/10/2018	SOS Systems	DD-151018	59.32		Printing
16/10/2018	Home Start	161018-1	700.00		Grant
16/10/2018	Essential Hygiene & Catering S	161018-2	909.61		Cleaning Supplies
16/10/2018	HR Servies Partnership	161018-3	414.00		HR Servies
16/10/2018	Pitney Bowes Finance Ltd.	161018-4	17.70		Photocopier Lease
16/10/2018	Streetlights	161018-5	610.20		Streetlights 2nd Installment
18/10/2018	British Gas Business	DD-181018	62.60		Gas - 2.9.18 to 25.9.18
19/10/2018	Information Commissioner's Off	DD-191018	55.00		Data Protection Fees
23/10/2018	Scottish Water Business Stream	DD-231018	289.45		Water - 02.07.18 to 01.10.18
23/10/2018	EDF Energy Ltd	231018edf	115.23		Electricity - Streetlights
26/10/2018	British Gas Business	DD-261018	38.18		Gas - 02.09.18 to 02.10.18
29/10/2018	Lloyds Bank Business	291018-5	84.00		Credit Card Payment
29/10/2018	Adrian Mobile Locksmith Ltd	291018-1	291.00		Keys HTB
29/10/2018	West Sussex County Council	291018-10	24,229.00		Salaries Oct 18
29/10/2018	G Collier	291018-3	936.00		Repair Boardwalks
29/10/2018	Grigg & Co	291018-4	205.00		Repair Toilet
29/10/2018	SSALC Ltd	291018-6	96.00		Clerks Network Training
29/10/2018	Servcom Services UK Ltd.,	291018-7	87.62		Repair Boiler
29/10/2018	Society of Local Council Clerk	291018-8	108.79		Local Council Admin 11
29/10/2018	Viking Direct	291018-9	100.98		Stationery
30/10/2018	Lloyds Credit Card Payment	LLOYDS CC	64.00		Subscription - Oct 18
30/10/2018	RBS Software Solutions	301018-2	1,119.60		Financial package contract
30/10/2018	West Sussex County Council	301018-3	641.58		Payroll Services

At : 11:29

## Lloyds Bank Accounts

## List of Payments made between 01/10/2018 and 31/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/10/2018	Petty Cash	9007	131.41		Petty Cash
31/10/2018	Lloyds Credit Card Payment	LLOYDSCC	32.78		Coffee Jugs
31/10/2018	Correction of DD HP 17/04/18	DD -HP	-56.10		Correction of DD HP 17/04/18
<b>Total Payments</b>			<b>65,496.86</b>		



At : 15:25

## LLoyds Bank Accounts

Parish Council Meeting  
10th January 2019.  
Agenda item 9

## List of Payments made between 01/11/2018 and 30/11/2018

November 2018 list of payments.

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
01/11/2018	Horsham Publications Ltd	DD -011118	68.10		Horsham Pages
01/11/2018	CF Corporate Finance Ltd	dd-011118	158.94		Photocopier Rental
01/11/2018	British Gas Business	Dd-BGT	196.77		Elect - 01.09.18 to 30.09.18
01/11/2018	British Gas Business	DD-BGT	545.22		Elect - 25.08.18 to 30.09.18
01/11/2018	Horsham District Council	dd-HDC	168.30		Dog Bins - Nov18
01/11/2018	Horsham District Council	DD_HDC	1,613.00		Rates Nov 18
02/11/2018	BEL Signs	011118-1	220.80		Signs
02/11/2018	ELA Group	011118-2	158.01		Lift Contract
02/11/2018	NETCOM	011118-3	175.08		IT Support
02/11/2018	N. Simmonds,	011118-4	165.00		Emergency Light Test
02/11/2018	British Gas Business	DD BGT	333.92		Elect - 14.09.18 to 13.10.18
06/11/2018	Jitu Chudasama	9008	28.80		Travel Expenses - Nov 18
07/11/2018	BEL Signs	011118-1	150.00		Signs
07/11/2018	DF Pro Installations Ltd	071118-2	600.00		Partition Wall Contract
07/11/2018	Horsham District Council	071118-3	1,682.60		Burial Charges
07/11/2018	Kiddivouchers	071118-4	256.11		Childcare Vouchers Nov 2018
07/11/2018	Mulberry & Co	071118-5	293.76		Audit Fees
07/11/2018	D. Lees	071118-6	58.50		Expenses Oct 18
07/11/2018	M Stoner,	071118-7	45.00		Expenses Oct 18
07/11/2018	SOS Systems	dd-071118	53.33		Printing
08/11/2018	Scottish Water Business Stream	DD-081118	33.60		Water
12/11/2018	The Royal British Legion	9009	18.50		Poppy Wreath
12/11/2018	EDF Energy Ltd	DD-121118	116.68		Street Lighting Electricity
12/11/2018	SOS Systems	dd-121118	10.74		Printing
16/11/2018	Lloyds Credit Card	161118-6	97.98		Lloyds Credit Card
16/11/2018	Cleaning-Maintenance Co Ltd	161118-01	34.80		Cleaning Services
16/11/2018	MDS Consultants	161118-1	264.00		Lighting Conductor
16/11/2018	Contract Interior Systems Ltd	161118-2	182.40		Ceiling Tiles
16/11/2018	Forest View Tree Surgery,	161118-3	1,540.00		Essential Tree Work
16/11/2018	Horsham District Council	161118-4	50.75		Year Of Culture Flag
16/11/2018	HR Servies Partnership	161118-5	414.00		H.R Support
16/11/2018	M Senior	161118-7	35.00		Repair Dishwasher
16/11/2018	N. Simmonds,	161118-8	120.00		Various Electrical Work
16/11/2018	Southern Counties Glass Ltd	161118-9	81.60		Refreshment
22/11/2018	British Gas Business	DD221118-1	276.63		Elect - 01.10.18 to 31.11.18
22/11/2018	British Gas Business	dd221118-2	508.90		Elect - 01.10.18 to 31.10.18
23/11/2018	Scottish Water Business Stream	DD231118-3	319.12		Water
27/11/2018	British Gas Business	DD271118-4	104.01		Gas - 26.09.18 to 02.11.18
27/11/2018	British Gas Business	DD271118-5	324.00		Gas - 03.10.18 to 02.11.18
30/11/2018	Enterprise Services Group Ltd	301118-1	294.38		Sanitary Waste
30/11/2018	H Griffiths	301118-2	24.53		Expenses - Sept- Nov 18
30/11/2018	Johnson Logistics	301118-3	120.00		Gen. Maintenance
30/11/2018	SSALC Ltd	301118-4	72.00		Planning Training
30/11/2018	T C Maintenance	301118-5	287.50		Grass Cutting
30/11/2018	Ultraclean Commercial	301118-6	426.00		Cleaning/Maintenance

Total Payments 12,728.36

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At : 10:19

## LLoyds Bank Accounts

Parish Council Meeting  
10th January 2019  
Agenda Item 9.

List of Payments made between 01/12/2018 and 31/12/2018  
December 2018 list of payments

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/12/2018	Horsham District Council	DD-031218	168.30		Dog Bins
03/12/2018	Horsham Publications Ltd	dd-031218	68.10		Horsham Pages
03/12/2018	British Gas Business	dd=031218	368.32		Elect - 14.10.18 to 13.11.18
03/12/2018	Horsham District Council	DD=031218	1,613.00		Rates
04/12/2018	Lloyds Credit Card	041218-3	16.45		Refreshments
04/12/2018	Kiddivouchers	041218-1	256.11		Childcare Couchers
04/12/2018	D. Lees	041218-2	42.75		Expenses - Nov 18
04/12/2018	NETCOM	041218-4	175.08		IT Support
04/12/2018	Pear Technology Ltd	041218-5	270.00		Mapping System
04/12/2018	Shaw & Sons Ltd	041218-6	121.00		Window Repairs
04/12/2018	N. Simmonds,	041218-7	220.00		Emergency Light Test
05/12/2018	N. Simmonds,	051218-1	115.00		Repairs
05/12/2018	Dale Valley Training Ltd	051218-2	558.00		Tree Warden Training
5/12/2018	T C Maintenance	061218-1	1,230.00		Shelter repairs
10/12/2018	City Electrical Factors Ltd	101218-1	2.90		Electrical Maintenance
10/12/2018	Cleaning-Maintenance Co Ltd	101218-2	69.60		Cleaning
10/12/2018	Moore Stephens	101218-3	1,560.00		External Audit
10/12/2018	T C Maintenance	101218-4	325.00		General Maintenance
12/12/2018	SOS Systems	121218-01	82.31		Printing
14/12/2018	G. Burley & Sons Ltd.,	141218-1	1,771.69		Grass Cutting Oct18
14/12/2018	SOS Systems	141218-sos	10.74		Printing
20/12/2018	Lloyds - Credit Card	201218-5	65.50		Lloyds - Credit Card
20/12/2018	City Electrical Factors Ltd	201218-1	138.97		Electrical Fittings
20/12/2018	Chalvington Group	201218-2	288.00		CCTV
20/12/2018	H Griffiths	201218-3	27.45		Expenses
20/12/2018	Grigg & Co	201218-4	75.00		Repairs
20/12/2018	Servcom Services UK Ltd.,	201218-6	212.10		Leak In Roof
20/12/2018	West Sussex County Council	201218-7	23,203.03		Salaries Nov 18
20/12/2018	Leadbeater locks	201218-8	66.60		Padlock Keys
21/12/2018	British Gas Business	211218-1	522.49		Electric - 01.11.18 to 30.11.18
24/12/2018	EDF Energy Ltd	241218-1	115.23		Street Lighting
24/12/2018	British Gas Business	241218-2	329.50		Electric -1.11.18 to 30.11.18
24/12/2018	British Gas Business	241218-3	1,300.44		Gas - 01.09.18 to 30.11.18
28/12/2018	BT Payment Services Ltd	281218-1	745.35		Telephone Charges
28/12/2018	Do It All Paul	281218-2	450.00		Zip Wire Repair
28/12/2018	M Stoner,	281218-3	38.70		Expenses
28/12/2018	West Sussex Mediation Service	281218-4	500.00		Grant
31/12/2018	British Gas Business	311218-1	113.30		Gas - 03.11.18 to 01.12.18
31/12/2018	British Gas Business	311218-2	320.26		Gas - 03.11.18 to 01.12.18
31/12/2018	Petty Cash	9015	133.14		
<b>Total Payments</b>			<b>37,689.41</b>		

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## NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2019/20

<b>Forecast for 2018/19</b>		
Revenue expenditure	486,969	<b>486,969</b>
Income		
Precept	319,943	
Council Tax Benefit Grant	0	
Environmental Grant	9,836	
Income from hall hires	200,085	<b>529,864</b>
	<b>Excess</b>	<b>42,895</b>

<b>Budget for 2018/19</b>		
Revenue expenditure	515,599	<b>515,599</b>
Income		
Council Tax Benefit Grant	0	
Environmental Grant	9,836	
Income from hall hires	205,356	<b>215,192</b>
	<b>Deficit</b>	<b>300,407</b>

<b>General Reserve Considerations for 2019/20</b>	
General Reserve at 31.3.18	106,513
Predicted excess at 31.3.19	42,895
<b>Predicted General Reserve at 31.3.19</b>	<b>149,408</b>

<b>Precept requirement for 2019/20</b>	<b>300,407</b>
Amount to make General Reserve to £150,000.	592
Addition to R&R EMR for Boardwalk repair, Street lights and HTB	26,770
<b>Final precept requirement for 2019/20</b>	<b>327,769</b>

A precept of £327,589 represents a rise of around 2.5% on last year.

Band D draft tax base	8705.2
Proposed Band D figure 2019/20	37.65 (1.9% increase)
Band D figure 2018/19	36.95

2019/20  
SUMMARY

	2018/19								2019/20	
	EXPENDITURE				INCOME				BUDGET	
	BUDGET 2018/19	ACTUAL 31.3.2019	ESTIMATED 31.3.2019	TOTAL	BUDGET 2018/19	ACTUAL 31.3.2019	ESTIMATED 31.3.2019	TOTAL	EXPENDITURE	INCOME
Roffey Millennium Hall	37,731	0	37,586	37,586	74,700	0	81,300	81,300	37,829	83,463
North Heath Hall	26,093	0	26,855	26,855	61,400	0	63,400	63,400	26,399	64,873
Holbrook Tythe Barn	21,882	0	22,513	22,513	46,350	0	54,510	54,510	23,001	56,145
Amenities	52,857	0	46,279	46,279	765	0	775	775	51,200	775
F & A (exc. Precept)	74,215	0	65,238	65,238	150	0	100	100	72,470	100
<b>PERSONNEL</b>	285,793	0	286,248	286,248	0	0	0	0	302,450	0
<b>PET</b>	2,250	0	2,250	2,250	0	0	0	0	2,250	0
	<b>500,821</b>	<b>0</b>	<b>486,969</b>	<b>486,969</b>	<b>183,365</b>		<b>200,085</b>	<b>200,085</b>	<b>515,599</b>	<b>205,356</b>

F & A - precept \*

Council Tax Benefit Gt\*

Environmental Grant\*

Total Funding

FUNDING			
BUDGET 2018/19	ACTUAL 31.3.2019	ESTIMATED 31.3.2019	FUNDING 2019/20
319,943		319,943	Precept
0		0	0
9,691		9,836	9,836
<b>329,634</b>		<b>329,779</b>	<b>9,836</b>

**BUDGET 2019/20  
INCOME**

			<b>BUDGET 2018/19</b>	<b>ESTIMATED TO 31.3.2019</b>	<b>NOTES 2018/19</b>	<b>BUDGET 2019/20</b>	<b>NOTES 2019/20</b>
<b>INCOME</b>							
401	1000	Hall Lettings	<b>61,400</b>	<b>63,400</b>	NHH - 3% except nurseries 1.5%	64,873	Increase 3% except nurseries 1.5%
402	1000	Hall Lettings	<b>28,840</b>	<b>33,000</b>	HTB - 10%	34,110	10% for ad hoc parties at the weekend. 3% for all other hires.
	1010	Multi Court Income	<b>17,510</b>	<b>21,510</b>	HTB MC - 3%	22,035	HTB MC increase 3%
403	1000	Hall Lettings	<b>72,100</b>	<b>79,100</b>	RMH - 3%	81,263	RMH increase 3%
	1004	Miscellaneous Income	<b>600</b>	200	Fewer photocopies as digital methods are more cost effective.	200	
	1006	Sale of Beverages	<b>2,000</b>	2,000	Keep as previously	2,000	
101	1196	Interest Received	<b>150</b>	100	Interest rates are very low	100	Assuming low interest rates.
301	1050	Allotment Rents	<b>765</b>	775	3%	775	Increase 3%
			<b>183,365</b>	<b>200,085</b>		<b>205,356</b>	

**BUDGET 2019/20  
F & A COMMITTEE**

			<b>BUDGET 2018/19</b>	<b>ESTIMATED TO 31.03.19</b>	<b>NOTES</b>	<b>BUDGET 2019/20</b>
<b>EXPENDITURE - REVENUE</b>						
101	4006	Conferences	0	0		
	4007	Councillors' Training	750	250	Additional training may be required after the elections for new councillors.	1,500
	4008	Councillors' Expenses	5,100	4,670	18/19 = 10 Cllrs @£467.00 Potentially 19/20 = 19 Cllrs @£476.34 Allowing for a 2% increase)	9,050
	4021	Telephone	5,000	4,000	Improved rates saw lower bills in 2017/18, it looks like the trend will be repeated in 18/19	3,750
	4022	Postage	2,000	1,500	Reduced rate for franking machine and increased use of e-mail to send out invoices resulted in lower costs in 2017/18. The trend continues for 2018/19	1,500
	4023	Stationery and Printing	2,000	1,750	Less printing and hard copies reduces the printing costs	1,750
	4024	Subscriptions	3,100	3,100	The SALC increase is likely to be higher than in recent years.	3,500
	4025	Insurance	12,205	9,000	A change of provider has reduced costs significantly. There is a query over an engineering cost for 2018/19. 2% increase has been allowed for 2019/20.	9,200
	4026	Publications	50	17	LCR	20
	4028	IT Costs (Software)	2,400	2,400		2,400
	4029	Website Maintenance (hosting)	160	0	Not due until 2019/20	300
	4031	Other Advertising	200	0	Not used for the last 2 years	0
	4032	Publicity/Marketing	1,000	100	Nothing has been considered for 2018/19, the Year of Culture in 2019 has £1,000 sponsorship from HDC, there may be funding needed to supplement that.	1,000
	4033	Newsletter	1,200	681	The current contract with Horsham Pages allows for one page articles every two months.	700
	4038	Office Equipment Maintenance	1,500	1,000	Computers etc.	1,000
	4051	Bank Charges	200	100	Internet banking has reduced costs.	100
	4053	PWLB Loan Charges	13,700	13,200	Principal £4,807.70, interest on remaining sum ends 2025.	12,700
	4057	External Audit Fees	1,500	1,420		1,500
	4058	Professional Services	3,000	3,000	GDPR, eviction, HR services	3,000
	4059	Internal Audit Fees	500	600		600
	4100	Chairman's Allowance	400	400		400
	4103	Parish Plan/ Neighbourhood Plan	0	0	Not applicable	0
	4120	RMH Equipment (for hire)	750	300	Projectors, flasks, flip charts etc.	750
	4122	Office Equipment	1,000	1,000	Photocopier	1,000
102	4150	S137 Grants	0	0	Not applicable	0
103	4155	Grants	10,000	10,000		10,000
104	4101	Burial Charges	6,500	6,750	Annual report given	6,750
			<b>74,215</b>	<b>65,238</b>		<b>72,470</b>

**BUDGET 2019/20**  
**PERSONNEL COMMITTEE**

			BUDGET	ESTIMATED	NOTE	BUDGET
EXPENDITURE - REVENUE			2018/19	TO		2019/20
				31.03.2019		
106	4001	Salaries/NI/Pensions	280,533	280,533	2% increase, average caretaker holiday cover, pay awards and additional admin cover.	<b>296,500</b>
	4003	Payroll Administration Charge	360	800		
	4009	Staff Expenses	2,750	3,000	Increase in hires requires more journeys	3,000
	4010	Staff Training	1,500	1,500	To ensure that statutory requirements are met.	1,500
	4030	Recruitment Advertising	250	15	Nominal sum	250
	4031	Staff Personal Protective Clothing	400	400	Additional polo shirts and sweatshirts and any other necessary protective clothing.	400
			<b>285,793</b>	<b>286,248</b>		<b>302,450</b>

Agreed by the Personnel Committee 04.10.18

Whilst only 1% was included in the budget for 2018/19 rather than the average 2% awarded by NALC (this was not announced until after the budget was set), the lack of a caretaker at HTB for 6 months has meant that it is unlikely that the salaries for 2018/19 will exceed the forecast. The increase in salaries 2019/20 reflects an agreed 2% NALC pay increase from April 2019. (This is slightly more for the caretakers) It also allows for some holiday cover for the caretakers, contractual pay awards, and additional admin cover to reflect the increase in hires.

**BUDGET 2019/20**  
**PROPERTY COMMITTEE**

		<b>BUDGET 2018/19</b>	<b>ESTIMATED TO 31.03.2019</b>	<b>BUDGET 2019/20</b>
<b>EXPENDITURE - REVENUE</b>				
	<b>HALLS SUMMARY</b>			
4011	NNDR (Business Rates)	16,112	16,128	16531
4012	Water Rates	3,661	3,635	3635
4014	Electricity	10,665	10,825	11015
4015	Gas	9,286	9,786	10212
4016	Cleaning Materials	3,690	4,190	4332
4017	Refuse Clearance (HDC)	3,285	3,254	3335
4018	Sanitary Disposals	555	600	615
4019	Window Cleaning	1,382	2,025	2076
4020	Refreshment Sale Costs	500	600	500
4034	Maintenance - electrical	6,000	6,000	6,000
4035	Maintenance - electrical insp.	2,640	2,515	1,680
4036	Maintenance - general	7,000	7,250	7,000
4037	Maintenance - fire alarm	1,821	1,821	1,835
4039	Maintenance - intruder alarm	3,385	2,322	2,382
4040	Maintenance - lift	750	750	750
4041	Maintenance - fire extinguishers	450	450	450
4042	Maintenance - gas boiler	2,150	2,150	2,150
4044	Maintenance - partition wall	1,200	1,500	1,200
4061	Legionella Testing	1,110	1,090	691
4062	Maintenance - air conditioning	309	300	308
4063	Maintenance - plumbing	3,000	3,000	3,000
4064	Maintenance - lightning conductor	227	220	227
4065	Fire Prevention Sundries	250	500	750
4066	Keyholder Services	1,278	540	555
4500	Re-decoration	5,000	5,503	6,000
		<b>85,706</b>	<b>86,954</b>	<b>87,229</b>



BUDGET 2019/20  
PROPERTY COMMITTEE

BUDGET 2019/20 PROPERTY COMMITTEE			BUDGET 2018/19	ESTIMATED TO 31.3.2019	NOTES 2018/19	BUDGET 2019/20	NOTES 2019/20
<b>EXPENDITURE - REVENUE</b>							
401	<b>NORTH HEATH HALL</b>						
4011	NNDR (Business Rates)		6,234	6,240	2.9% inflation	6,396	2.5% increase
4012	Water Rates		926	900	2.9% inflation	900	
4014	Electricity		2,575	2,575	2.9% inflation	2,640	2.5 increase
4015	Gas		2,000	2,500		2,562	2.5% increase
4016	Cleaning Materials		1,300	1,300	Cost efficiencies	1,332	2.5% increase
4017	Refuse Clearance (HDC)		832	816	2.9% inflation	836	2.5% increase
4018	Sanitary Disposals		185	200	2.9% inflation	205	2.5% increase
4019	Window Cleaning		370	720	2.9% inflation	738	2.5% increase
4034	Maintenance - electrical		2,000	2,000		2,000	
4035	Maintenance - electrical insp.		1,360	1,360	PAT Tests + EL Periodic test due 2019	500	No periodic testing
4036	Maintenance - general		2,000	2,000		2,000	
4037	Maintenance - fire alarm		750	750	Call panel update	750	
4039	Maintenance - intruder alarm		950	774	Maintenance + 2.9% inflation	794	2.5% increase
4041	Maintenance - fire extinguishers		150	150		150	
4042	Maintenance - gas boiler		650	650		650	
4044	Maintenance - partition wall		700	1,000	Service plus new metal plate	700	
4061	Legionella Testing		360	340	Water testing plus risk assessment	236	No risk assessment required. 2 x water testing only.
4063	Maintenance - plumbing		750	750		750	
4065	Fire Prevention Sundries		75	150	New fire notices required	75	
4066	Keyholder Services		426	180		185	2.5% increase
4500	Internal decoration		1,500	1,500	Hall and kitchens	2,000	
			<b>26,093</b>	<b>26,855</b>		<b>26,399</b>	

**BUDGET 2019/20  
PROPERTY COMMITTEE**

		<b>BUDGET 2018/19</b>	<b>ESTIMATED TO 31.3.2019</b>	<b>NOTES 2018/19</b>	<b>BUDGET 2019/20</b>	<b>NOTES 2019/20</b>
<b>EXPENDITURE - REVENUE</b>						
402	<b>HOLBROOK TYTHE BARN</b>					
	4011 NNDR (Business Rates)	3,405	3,408	Actual amount	3,493	2.5% increase
	4012 Water Rates	1,500	1,500	Normal consumption not known	1,500	
	4014 Electricity	3,090	3,250	increased usage	3,250	Increase as greater use
	4015 Gas	1,286	1,286	increased usage	1,500	lincreased usage
	4016 Cleaning Materials	1,000	1,500	Cleaner cover due to lack of caretaker.	1,575	2.5% increase
	4017 Refuse Clearance (HDC)	832	816	2.9% inflation	836	2.5% increase
	4018 Sanitary Disposals	185	200	Increased collection H&S	205	2.5% increase
	4019 Window Cleaning	312	315	2.9% inflation	323	2.5% increase
	4034 Maintenance - electrical	2,000	2,000		2,000	General electrical maintenance
	4035 Maintenance - electrical insp.	530	575	PAT Tests + electrical inspections + EL	590	PAT Tests and emergency light inspections
	4036 Maintenance - general	2,000	2,250		2,000	
	4037 Maintenance - fire alarm	556	556		570	2.5% increase
	4039 Maintenance - intruder alarm	935	774	Maintenance + 2.9% inflation	794	2.5% increase
	4041 Maintenance - fire extinguishers	150	150	Due March 2019	150	
	4042 Maintenance - gas boiler	500	500	Temporary repair undertaken - could need further work.	500	
	4061 Legionella Testing	350	350	Water testing +risk asesment	205	No risk assessment required. 2 x water testing only.
	4063 Maintenance - plumbing	750	750		750	
	4065 Fire Prevention Sundries	75	150	New fire notices required	575	Fire risk assessment £500 April 2019
	4066 Keyholder Services	426	180		185	2.5% increase
	4500 Internal decoration	2,000	2,003	Barn and Wallace Room	2,000	Wallace Room and touch up other areas.
		<b>21,882</b>	<b>22,513</b>		<b>23,001</b>	

BUDGET 2019/20  
PROPERTY COMMITTEE

			BUDGET 2018/19	ESTIMATED TO 31.03.2019	NOTES ON 2018/19	BUDGET 2019/20	NOTES ON 2019/20
<b>EXPENDITURE - REVENUE</b>							
403	<b>ROFFEY MILLENNIUM HALL</b>						
4011	NNDR (Business Rates)		6,473	6,480	2.9% inflation	6642	2.5% increase
4012	Water Rates		1,235	1,235	2.9% inflation	1235	
4014	Electricity		5,000	5,000		5125	2.5% increase
4015	Gas		6,000	6,000		6150	2.5% increase
4016	Cleaning Materials		1,390	1,390		1425	2.5% increase
4017	Refuse Clearance (HDC)		1,621	1,622	2.9% inflation	1663	2.5% increase
4018	Sanitary Disposals		185	200	2.9% inflation	205	2.5% increase
4019	Window Cleaning		700	990	2.9% inflation	1015	2.5% increase
4020	Refreshment Sale Costs		500	600	New crockery required	500	
4034	Maintenance - electrical		2,000	2,000		2000	
4035	Maintenance - electrical insp.		750	580	PAT Tests + electrical inspections + EL	590	
4036	Maintenance - general		3,000	3,000		3000	
4037	Maintenance - fire alarm		515	515	2.9% inflation	515	
4039	Maintenance - intruder alarm		1,500	774	Maintenance + 2.9% inflation	794	2.5% increase
4040	Maintenance - lift		750	750	Service visits	750	
4041	Maintenance - fire extinguishers		150	150	To allow for remedial work	150	
4042	Maintenance - gas boiler		1,000	1,000	To allow for remedial work	1000	
4044	Maintenance - partition wall		500	500	Annual service	500	
4061	Legionella Testing		400	400	Testing + risk assessment	250	No risk assessment required. 2 x water testing only.
4062	Maintenance - air conditioning		309	300	2.9% inflation	308	2.5% increase
4063	Maintenance - plumbing		1,500	1,500		1500	
4064	Maintenance - lightning conductor		227	220	2.9% inflation	227	2.5% increase
4065	Fire Prevention Sundries		100	200	New fire notices required	100	
4066	Keyholder Services		426	180	2.9% inflation	185	2.5% increase
4500	Internal decorations		1,500	2,000	Corridors and halls	2000	
			<b>37,731</b>	<b>37,586</b>		<b>37,829</b>	

**BUDGET 2019/20**  
**PROPERTY COMMITTEE**

		<b>BUDGET 2018/19</b>	<b>ESTIMATED TO 31.03.2019</b>	<b>NOTES ON 2018/19</b>	<b>BUDGET 2019/20</b>	<b>NOTES ON 2019/20</b>
<b>EXPENDITURE - REVENUE</b>						
<b>AMENITIES - ALLOTMENTS</b>						
301	4012	Water Rates	200	100	Based on invoices	100
	4102	Rent to WSCC - Harwood Rd	300	250	Renew contract	250
	4200	Grounds Maintenance	750	750	Grass and hedge cutting	750
	4259	Allotment Maintenance	100	100	Small maintenance	100
			<b>1,350</b>	<b>1,200</b>		<b>1,200</b>

		<b>OTHER AMENITIES</b>					
302	4200	Grounds Maintenance	19,417	15,416	2.9% inflation	20,000	New contractor - more areas covered.
	4019	Bus shelter cleaning	2,346	900	Bus shelters	925	2.5% increase
	4250	Bus Shelter Maintenance	2,000	2,000	Rolling programme of maintenance	2,000	Rolling programme of maintenance
	4251	Play Area Maintenance	8,000	8,000	Areas of wet pour and repairs	8,000	Wet pour repairs and equipment repair.
	4252	Open Space Maintenance	9,000	9,000	Includes tree work	9,000	Includes H&S tree work
	4253	Litter Warden Equipment	650	650	The litter trolley has been repaired several times and there is a possibility that it may not be able to be welded again.	850	New trolley with litter segregation capability.
	4254	Dog Bin Emptying - HDC	2,000	2,019	2.9% inflation	2,069	2.5% inflation
	4255	Street Lighting Maint/Supply	4,500	3,500	Contract to save money	3,500	Includes maintenance and some painting
	4258	Multi Courts Maintenance	2,494	2,494	2.9% inflation	2,556	2.5% inflation
	4260	Workshop	100	100	Security	100	2.5% inflation
	4302	Notice Board Maintenance	1,000	1,000		1,000	Some notice boards are small. Larger ones would be of benefit.
			<b>51,507</b>	<b>45,079</b>		<b>50,000</b>	

**BUDGET 2019/20  
PET COMMITTEE**

			<b>BUDGET 2018/19</b>	<b>ESTIMATED TO 31.03.19</b>	<b>NOTE</b>	<b>BUDGET 2019/20</b>
<b>EXPENDITURE - REVENUE</b>						
201	4305	Planning Consultant Fees	2,250	2,250	Increased in 18/19 to include items that may be required by the tree wardens	<b>2,250</b>
	4306	Motte and Bailey	0	0		<b>0</b>
	4307	Emergency Planning	0	0		<b>0</b>
	4308	Highway Enhancements	0	0		<b>0</b>
			<b>2,250</b>	<b>2,250</b>		<b>2,250</b>

NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES - 31st December 2018

		RESERVES		EXPENDITURE	INCOME			EXPENDITURE	INCOME		EXPENDITURE	INCOME		NOTE
		BALANCE	TRANSFER	BALANCE	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	ACTUAL	ACTUAL	BALANCE
		31.3.2016	31.3.2016	1.4.2016	01.04.2017	31.03.2017	31.03.2017	01.04.2017	31.03.2018	31.03.2018	31.03.18	31.12.18	31.12.18	31.12.18
310/0	GENERAL RESERVES	101744	-24100	77644	470391	478024	85277	-10000	468953	500189	106513	311111	485218	280620
	<b>EARMARKED RESERVES</b>													
320/0	REVENUE - VAT Contingency	7955	0	7955	0	0	7955		0	0	7955			7955
321/0	REPAIRS & RENEWALS	140666	20100	160766	23736	0	137030	8000	5144	0	139886	8646		131240
322/0	ELECTION	19950	0	19950	0	0	19950		0	0	19950			19950
325/0	DAMAGE	4000	0	4000	0	0	4000	-4000	0	0	0			0
326/0	YOUTH PROVISION	0	0	0	0	0	0		0	0	0			0
327/0	ROFFEY YOUTH CLUB	5621	0	5621	0	0	5621		0	0	5621			5621
328/0	PLANNING	8000	4000	12000	3750	0	8250		215	0	8035			8035
330/0	CAPITAL PROJECTS	4000	0	4000	0	0	4000	-4000	0	0	0			0
331/0	NEIGHBOURHOOD PLAN	0	0	0	0	0	0	10000	0	0	10000			10000
335/0	CAPITAL RECEIPT	25000	0	25000	0	0	25000		0	0	25000			25000
		316936	0	316936	497877	478024	297083	0	474312	500189	322960	319757	485218	488421

- 1 Roffey Youth Club                      Monies held following the closure of Roffey Youth Club
- 2 Capital Receipt                              Capital Receipt from sale of land at North Heath Hall for Capital projects identified in the Business Plan only.
- 3 Damage/ Capital projects                Reserves moved to 321 Repairs and Renewals agreed by F&A.
- 4 Neighbourhood Plan                        Fund created for the NP

**NORTH HORSHAM PARISH COUNCIL**  
**DRAFT CALENDAR OF MEETINGS MAY 2019 to MAY 2020 (1)**  
**All meetings will be held at Roffey Millennium Hall.**

<b>MAY 2019</b> Thursday 16 <sup>th</sup>  Thursday 23 <sup>rd</sup>	<b>ANNUAL PARISH COUNCIL.</b> Planning, Environment & Transport.	<b>NOVEMBER 2019</b> Thursday 7 <sup>th</sup> Thursday 28 <sup>th</sup>	<b>COUNCIL.</b> Planning Environment & Transport.
<b>JUNE 2019</b> Thursday 13 <sup>th</sup> Monday 17 <sup>th</sup> Thursday 20 <sup>th</sup>  Thursday 27 <sup>th</sup>	Property. Internal Controls WP Planning Environment & Transport. Finance and Administration.	<b>DECEMBER 2019</b> Thursday 5 <sup>th</sup> Thursday 12 <sup>th</sup> Thursday 19 <sup>th</sup>	Property. Finance and Administration. Planning, Environment & Transport.
<b>JULY 2019</b> Thursday 4 <sup>th</sup> Thursday 11 <sup>th</sup> Thursday 18 <sup>th</sup>	<b>COUNCIL</b> Personnel Planning Environment & Transport.	<b>JANUARY 2020</b> Thursday 9 <sup>th</sup> Thursday 16 <sup>th</sup> Thursday 23 <sup>rd</sup>	<b>COUNCIL.</b> Personnel. Planning, Environment & Transport.
<b>AUGUST 2019</b> Thursday 1 <sup>st</sup> Monday 12 <sup>th</sup> Thursday 22 <sup>nd</sup>	Property Internal Controls WP Planning, Environment & Transport.	<b>FEBRUARY 2020</b> Monday 3 <sup>rd</sup> Thursday 6 <sup>th</sup> Thursday 13 <sup>th</sup> Thursday 20 <sup>th</sup>	Internal Controls WP. Property. Finance and Administration. Planning, Environment & Transport.
<b>SEPTEMBER 2019</b> Thursday 5 <sup>th</sup> Thursday 12 <sup>th</sup> Thursday 19 <sup>th</sup>  Thursday 26 <sup>th</sup> Monday 30 <sup>th</sup>	<b>COUNCIL.</b> Finance and Administration Planning Environment & Transport. (Budget) Personnel (Budget) Internal Controls WP.	<b>MARCH 2020</b> Thursday 5 <sup>th</sup> Thursday 19 <sup>th</sup>	<b>COUNCIL</b> Planning, Environment & Transport.
<b>OCTOBER 2019</b> Thursday 3 <sup>rd</sup> Thursday 24 <sup>th</sup>  Thursday 31 <sup>st</sup>	Property. (Budget) Finance and Administration. (Budget) Planning Environment & Transport.	<b>APRIL 2020</b> Thursday 2 <sup>nd</sup> Monday 6 <sup>th</sup> Thursday 9 <sup>th</sup> Thursday 16 <sup>th</sup> <b>Monday 20<sup>th</sup></b>  Thursday 23 <sup>rd</sup>	Personnel Internal Controls WP. Property. Finance and Administration <b>Annual Meeting of Electors of the Parish.</b>  Planning, Environment & Transport.
		<b>MAY 2020</b> Thursday 14 <sup>th</sup> Thursday 21 <sup>st</sup>	<b>COUNCIL.</b> Planning, Environment & Transport.

## North Horsham Parish Council Meeting 10<sup>th</sup> January 2019 Agenda Item 21

Correspondence List 1 from 2<sup>nd</sup> November 2018 to 4<sup>th</sup> January 2019

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.
- North Horsham County Local Committee - 12 November 2018 – agenda.
- Early Warning Notice - Temporary Traffic Regulation Order - Harwood Road, Horsham - Proposed start date: 04/02/19
- Operation Watershed - Ditch the Problem - Riparian Ownership
- Public Notice - Temporary Traffic Regulation Order - Godwin Way, Horsham - Start date 25/11/2018
- Minutes from North Horsham County Local Committee held on 12<sup>th</sup> November 2018.
- Waste News: Have yourself a waste free Merry Christmas
- Newsletter – December 2018
- Early Warning Notice - Temporary Traffic Regulation Order - Jackdaw Lane, Horsham - Proposed start date 21/01/2019
- Local Committee in North Horsham – 25<sup>th</sup> February 2018 – 7.30pm County Hall North, Parkside, Charts Way Horsham.
- Early Warning Notice - Temporary Traffic Regulation Order - Parsonage Road, Horsham - Proposed start date: 11/05/19.
- County Local Committee dates 2019/20.
- The West Sussex County Council Budget Challenge
- Public Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - Start date: 19/01/19

### 2. Horsham District Council

- What's on in Horsham.
- Year of Culture updates.
- Chennells Way Open Space – information about mature Oak Tree
- Opportunity for young people to have their say
- Young Horsham District Forum – 3<sup>rd</sup> December 2018
- Redkiln Way Play Area refurbishment.
- Section 106 fund printout for North Horsham and commitments for October 2018.
- Reallocation of Section 106 monies awarded to the Holbrook Club for a Play Barn. The request is to reallocate to converting a rifle range into an exercise facility. To be heard by the Plannings Obligation Panel on 10<sup>th</sup> December. Councillors were invited to put comments forward. Any comments received to be passed on to HDC and noted as from individuals accordingly. Notification that £68,670.95 has been awarded to the project.
- Heritage Trails and free volunteer training.
- Christmas and New Year bin collections | Horsham Christmas Markets Warm Home Discount



- Agenda for Plannings Obligation Panel Meeting 10th December 2018 considering S106 application from Holbrook Club (See above).
  - Details of Year of Culture Launch event.
3. Resident correspondence  
Concern regarding air pollution on Rusper Road. E-mail passed to County Councillor.
4. NALC
- Chief executive's bulletin 2.11.18.
  - Chief Executive's Bulletin 9.11.18
  - Chief Executive's Bulletin 16.11.18 – Public sector bodies websites and mobile applications accessibility regulations 2018.
  - Chief Executive's Bulletin 23.11.18
  - Chief Executive's Bulletin 30.11.18
  - Chief Executive's Bulletin 7.12.18
  - Chief Executive's Bulletin 14.12.18
  - Chief Executive's Bulletin 21.12.18
  - Newsletter 8.11.18
  - Newsletter 14.11.18
  - Newsletter 21.11.18
  - Newsletter 12.12.18
  - Tree Charter Day – 24<sup>th</sup> November 2018
5. Sussex Association of Local Councils (SALC)
- WSALC and NALC Subscriptions 2019/20
  - Public consultation on the proposed Adults' Services Vision and Strategy - 16 November to 14 December 2018.
  - Sussex ALC Weekly Bulletin
6. Sussex Police
- Horsham Weekly Bulletins
  - Sussex Police Funding 2018-2022 11/11/2018
7. Crawley, Horsham and Mid Sussex CCG
- Clinical Commissioning Groups (CCG) Patient Roundup 1st November 2018
  - Public consultation on the proposed Adults' Services Vision and Strategy, 16 November - 14 December 2018.
  - Clinical Commissioning Groups (CCG) Patient Roundup for December 2018.
8. Wimblehurst Road Residents Association  
Response to 2nd Horsham Enterprise Park Consultation.
9. Friends of Horsham Park  
November newsletter and AGM minutes
10. Gatwick Airport
- Gatwick Masterplan – note of events and where to see hard copies of the masterplan.
  - Invitation to Discover Gatwick 2018/19
11. Horsham Older People's Forum  
Old Peoples Forum Agenda for public meeting & AGM 4th December 2018 Ashington

12. The Woodland Trust  
Tree Charter Day (24<sup>th</sup> November 2018) and Newsletter. Forwarded to the Parish Council Tree Wardens.
13. Bohunt School  
2020 Admissions Policy consultation.  
Section 10 statutory consultation about opening a free school in the area.
14. Westlake House  
New general manager – Gail Stone
15. CAGNE  
Newsletter
16. The Gatwick Diamond  
Economic Summit - 20 June, Arora Hotel, Crawley
17. CPRE  
Response to Gatwick Master Plan.
18. Gatwick Airport Noise Management Board  
Notes and slides from recent meeting (5<sup>th</sup> December 2018).

**North Horsham Parish Council Meeting 10<sup>th</sup> January 2019 Agenda Item 21**

Correspondence List 2 from 5<sup>th</sup> January 2019 to 10<sup>th</sup> January 2019.

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  
Public Notice - Temporary Traffic Regulation Order - Crawley Road,  
Horsham - Start date 14/01/2019
2. Horsham District Council  
Dementia Friendly Community Update: Dementia Friendly Screenings -  
NEW for 2019 from The Capitol, Horsham.
3. NALC  
Chief executive's bulletin 4<sup>th</sup> January 2019
6. Sussex Police  
Horsham Weekly Bulletins
7. Crawley, Horsham and Mid Sussex CCG  
Clinical Commissioning Groups (CCGs) Patient Roundup January 2019