

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING
THURSDAY 7TH MARCH 2019 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT
To be read in conjunction with the Agenda.**

1. Public Forum.

Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

2. Apologies for Absence.

Apologies and reasons for absence to be given to the Clerk.

3. Minutes

Circulated separately and on website.

4. Declarations of Interest.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

5. Committees and Working Parties

Minutes as follows circulated separately: -

(a) Property Committee - 7th February 2019.

(b) Planning, Environment and Transport Committees – 24th January 2019 and 21st February 2019.

(c) Finance and Administration Committee – 14th February 2019.

(d) Personnel Committee – 3rd January 2019

6. Reports from Representatives on Outside Bodies.

No reports submitted.

7. Reports from District or County Councillors

No reports submitted.

8 Chairman's Announcements

Action in Rural Sussex is facilitating a meeting with Horsham District Council to ascertain the need for a Community Land Trust on behalf of the Parish Council. There will be details circulated in due course.

The lease for the Harwood Allotments has been sent by Strutt Parker and should have been signed and returned by the date of the Parish Council Meeting.

The Clerk is preparing new Councillor packs in readiness for after the Parish Councillor elections on 2nd May 2019.

9. Payment schedules

See attached.

List of payments for January 2019 attached, February 2019 to follow.

10. Financial Regulations

Recommendation from the Finance and Administration Committee 14th February 2019. Financial Regulations 9.2 and 9.3 states that the Council review and agree the final fee list, but this is better delegated to the Finance and Administration Committee as the percentage increases are already authorised in the budget by this point and it is just the finer detail to be agreed, therefore the Finance and Administration Committee is best placed to do this.

11. Expenditure over £5,000 (Financial Regulation 4.1)

1. The 2019/20 budget included £17,520 for repairs to the boardwalks at Earles Meadow. Due to the specialist nature of the work, only one quotation has come forward. The contractor was unable to prioritise the work as all sections are in need of remedial work. The quotation (attached) is for £17,120.

2. Groundwork contract for 2019 – 2021. The annual allowance in the 2019/20 budget is £20,000. The Property Committee considered three quotations and recommended to full Council the quotation for £18,671 in year one, £18,671 in year 2 and £19,044 in year three which was a mid range quotation from a local company.

3. The Property Committee agreed to replace 15 existing 35W Sox lamps with SL8 LED lanterns as they fail, but to add replacing them all in one go to the list of potential projects to be carried out in 2019/20. The recent streetlight inventory also identified 1 Son E/I streetlight that needs replacement as a matter of urgency. The Parish Council has set aside £6,000 in the 2019/20 budget for this purpose. The cost to replace 16 streetlights would be £5,200. Only one quotation has been obtained as this is a

specialist service.

12. Year of Culture 2019

Following concern regarding the ability to deliver a six week photographic exhibition as agreed at the Parish Council Meeting on 10th January 2019 without any given resource, the attached Project Plan has been put forward.

13. Annual Parish Meeting – Monday 15th April 2019

It is suggested that the Parish Council holds an open meeting and invites a representative from Age UK, a County Councillor and a representative from Sussex Police to speak. Please note that for Horsham District Council this will be during purdah.

14. Correspondence

List from 11th January 2019 to 28th February 2019 attached. List from 1st March 2019 to 7th March 2019 will be available at the meeting.

15. Date of next meeting

The Annual Parish Council Meeting is scheduled for 16th May 2019.

Payment schedule
January 2019

List of Payments made between 01/01/2019 and 31/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2019	V Edwards	020119-1	58.05		Expenses
02/01/2019	Incor Group Management Ltd	020119-2	426.00		Window Cleaning
02/01/2019	NETCOM	020119-3	175.08		IT Support
02/01/2019	N. Simmonds,	020119-4	165.00		Emergency Light Testing
02/01/2019	Horsham District Council	020119-5	1,613.00		Rates
02/01/2019	Horsham District Council	020119-6	168.30		Dog Bins Jan19
02/01/2019	Horsham Publications Ltd	020119-7	68.10		Horsham Pages
04/01/2019	British Gas Business	040119-1	449.01		Elect - 14.11.18 to 13.12.18
07/01/2019	SOS Systems	070119-1	58.02		Printing
09/01/2019	Mr Bill Bilner	090119-1	62.10		Expenses
09/01/2019	Kiddivouchers	090119-3	256.11		Childcare Vouchers
09/01/2019	D. Lees	090119-4	31.50		Expenses-Jan19
09/01/2019	Servcom Services UK Ltd.,	090119-5	834.66		Boiler Repair
09/01/2019	SSP Specialised Sports Product	090119-6	498.00		Multi-Court Maintenance
09/01/2019	T C Maintenance	090119-7	2,502.00		Internal Cleaning Lighting
09/01/2019	Viking Direct	090119-8	87.28		Cr note - coffee jug
09/01/2019	BEL Signs	090119=1	120.00		Beware of Ditch Sign
09/01/2019	HMRC - VAT Payment	090119-2	929.29		Vat Payment Oct to Dec 18
10/01/2019	Llyods Credit Card	100119-2	14.27		Llyods Credit Card
10/01/2019	West Sussex County Council	100119-1	22,673.36		Salaries Dec 18
14/01/2019	SOS Systems	140119-1	10.74		Toner
15/01/2019	Balfour Beatty	150119-1	253.32		Cut Engine Pollution Sign
15/01/2019	Hazelhurst Roofing	150119-2	300.00		Roof Repair
15/01/2019	Servcom Services UK Ltd.,	150119-3	149.04		Leak in Ceiling
15/01/2019	T C Maintenance	150119-4	397.00		Repairs & Maintenance
22/01/2019	British Gas Business	220119-1	479.67		Electric 01.12.18 to 31.12.18
23/01/2019	EDF Energy Ltd	230119-1	116.68		Electricity - Street Lighting
23/01/2019	British Gas Business	230119-2	315.63		Electric 01.12.18 to 31.12.18
25/01/2019	British Gas Business	250119-1	166.92		Gas - 02.12.18 to 02.01.19
25/01/2019	British Gas Business	250119-2	450.43		Gas - 02.12.18 to 02.01.19
25/01/2019	HR Servies Partnership	250119-1	828.00		HR Advice
25/01/2019	N. Simmonds,	250119-2	155.00		Electrical Repairs
31/01/2019	Lloyds Credit Card	LLYODS CR	77.46		Lloyds Credit Card
29/01/2019	Scottish Water Business Stream	290119-1	327.43		Water 01.10.18 to 14.01.19

Total Payments 35,216.45

18/02/2019

RE: Replacement of Boardwalks at Earls Meadow Site

Dear Vivien,

Further to our telephone conversation last year regarding the costings of replacement boardwalks at the Earls Meadow site, I have pleasure in providing three quotations for the following work the three runs of boardwalk discussed-

Centre of the site

Run of 30m of boardwalk with hand rails.

Removal of old boardwalk and construction of new.

Total cost £4200.00 +VAT

Section near railway running up into field

22m of boardwalk with hand rails.

Removal of old boardwalk and construction of new.

Total cost £2240.00+VAT

Section from stream to stream

Run of 89m of boardwalk including a bridge.

Removal of old boardwalk and replacement with new.

Total cost £10,680.00+VAT

The three runs of boardwalk are all in a bad way and it is very difficult to say which should take priority, on a recent visit to inspect trees with Debbie Lee it became apparent that further to repairs last year there are more areas which are moving, rotten and in need to some work.

I look forward to hearing from you in due course.

Yours sincerely

YEAR OF CULTURE 2019
PROJECT PLAN
TWO SEPARATE PROJECTS

1. TO PROMOTE THE MOTTE AND BAILEY CASTLE

HDC has awarded £1,000 to the project.

The Parish Council approached Northholmes School to find out if there is any way of working together. It was originally thought that there could be an opportunity to display art work associated with the Motte and Bailey at Roffey Millennium Hall as part of a bigger display during July and August 2019. The accessibility of the exhibition was subject to room Bramber being available, but this has now been booked for most weekdays from 9 am until 5 pm from the middle of July through to the end of August. The corridor cannot be used as it is a fire exit route.

I have e-mailed Northholmes to find out if anything has progressed since November. If not it is suggested that the £1,000 is put to building an interactive website linked to the Parish Council website to promote the Motte and Bailey. A website would be a resource for local schools and residents and the only commitment that the Parish Council would have would be to maintain the website, which could be absorbed into the budget.

No costings have been sought yet, but if Northholmes don't come back and the working group is content with the proposal this could be pursued.

The project plan for this cannot yet be produced.

2. TO BRING THE COMMUNITY TOGETHER THROUGH OLD PHOTOGRAPHS LOOKING AT NORTH HORSHAM NOW AND THEN (PLACES AND PEOPLE).

The Parish Council has agreed a six week photographic exhibition throughout July and August but room Bramber has been now been booked for most weekdays from 9 am until 5 pm from the middle of July through to the end of August. and the corridor cannot be used as it is a fire exit route.

Staff have concern about the time involved in setting up a display, where the photographs would will come from and who would obtain them, and the safety of the photographs whilst they were in the Parish Council's care. There is no resource for this project.

Following staff discussion it was felt that the following may be possible:-

NORTH HORSHAM NOW AND THEN

Invite the community to photograph in Roffey or Holbrook on a particular day during 2019, perhaps mid-summer's day 22nd June 2019 and to send their pictures into the Parish Council to make a pictorial record of Roffey and Holbrook at a set moment in time. We would state that sending in their photographs gave the Parish Council permission to display them. Submitted pictures could be put onto the Parish Council website.

Debbie initially suggested that the pictures could be displayed on a screen set up in the foyer of Roffey Millennium Hall. There would be a cost to buy and install the screen, but this could be used in the future to provide information on room hire, Parish Council news and other information that we need to communicate to residents. The hardware to facilitate this is relatively cheap - £300 - £400 but the software to run it may be more costly. There is no budget for this so this idea is unlikely to come to fruition, but it is something to think of for the future.

Invite those who contributed pictures for the above to attend an interactive morning event one Saturday in August or September along with those who contribute to Memories of Horsham, members of the North Horsham Friendship Group, members of the public etc Everyone can bring their old photographs of people and places and the Parish Council could provide a room and tea and coffee. The idea is that people bring their own old photographs (and have responsibility for them) and then meet with others to discuss and reminisce about how North Horsham is now and how it was then. This is a format that has worked particularly well with the Friendship Group and generated a lot of interest and social interaction.

There could be staff who may commit to working on a Saturday morning to facilitate this. The cost to the Council would be lieu time for staff and refreshments.

Viv's suggestion gets around the need to put up displays using other people's precious photographs, getting permission to use the old photographs, policing a static display and access to an exhibition when the rooms are in use.

Project Plan

Date	Action	Actioner
March 2019	Agree the project	Parish Council
	Agree a date for the "Day in the Life" photographs. Give two weeks after the date to submit the photographs.	Parish Council
April 2019	Approach Memories of Horsham to see if they would like to be involved and set a date for the interactive event. Book one of the Halls at Roffey Millennium Hall.	Deputy Clerk
	Put article in Horsham Pages (North) inviting photographs to be taken on the agreed date and where to submit them along with the deadline for submission. Explain how they will be used.	Clerk
May 2019	Start advertising campaign for the "Day in the Life" photographs. Link to later interactive event.	Clerk
June 2019	Prepare a section of the Parish Council website on which to display the photographs	Committee Clerk

	Upload the photographs to the website .	Clerk/ Committee Clerk.
July 2019	Start advertising the interactive North Horsham Now and Then event. Invite Members of the Public, Memories of Horsham Facebook page and the Friendship Group.	Clerk/ Deputy Clerk
August / September 2019 – Day of the event	Buy the refreshments. Set up the room. Provide tables to sit around. The tables could be divided into Roffey/ Holbrook or roads and people. Photographs of the event could be made. Provide a questionnaire after the event to find out if people would like another event of this type in the future.	Clerk/Deputy Clerk/Facilities Officer Clerk

Recommendations:-

1. To pursue Northholmes School and other schools to get involved in promoting the Motte and Bailey Castle, but with a view to providing an interactive website linked to the Parish Council website using grant funding from Horsham District Council.
2. To chose a date to invite residents to take a photograph in North Horsham and submit to the Parish Council to make a pictorial record of the parish on one day in 2019. The only financial commitment for this is staff time.
3. To hold a one off interactive event 'Horsham Now and Then' when residents can bring in their old photographs and reminisce. The only financial commitment is for light refreshments and staff time.



NORTH HORSHAM PARISH COUNCIL

TREE WORK POLICY

North Horsham Parish Council is in the process of putting together a Management Plan for trees on their land for the Parish Council to adopt.

In view of financial restrictions and the number of trees on Parish Council land, it is the Policy of North Horsham Parish Council to only undertake work required for health and safety reasons to trees on their land.

March 2019

Review date: March 2020



NORTH HORSHAM PARISH COUNCIL

BUS SHELTER POLICY

North Horsham Parish Council own nine bus shelters and is responsible for their maintenance. A cleaning schedule and rolling programme for re-decoration is in place.

In view of the considerable capital outlay and ongoing maintenance costs it is the Policy of North Horsham Parish Council not to erect any further bus shelters.

March 2019

Review date: March 2021



NORTH HORSHAM PARISH COUNCIL HEALTH AND SAFETY

STATEMENT OF GENERAL POLICY

POLICY STATEMENT

North Horsham Parish Council aims to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to health which may arise from work activities through a positive scheme of risk management.

KEY PRINCIPLES

The Parish Council will -

- Manage the health and safety risks in the workplace proactively to prevent accidents and cases of work-related ill health.
- Provide clear instructions and information, with adequate training, to ensure that employees are competent to do their work. The Parish Council will provide such information, training and supervision, as is needed for this purpose.
- Engage and consult with employees on day to day health and safety conditions as they arise.
- Implement emergency procedures.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage/ use of substances.
- Maintain up to date records of Health and Safety incidents and Report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) as appropriate.
- Give a high level of commitment to health and safety and will comply with all statutory requirements.

WHO DOES THE POLICY APPLY TO

The Policy applies to all employees and Councillors of North Horsham Parish Council

REVIEW OF THE POLICY

Subject to any new legislation or changes in case law which require immediate amendment; or any changes in the needs of the Parish Council, the Health and Safety – Statement of General Policy will be reviewed every 2 years. The next review will be in March 2020.

North Horsham Parish Council Meeting 7th March 2019 Agenda Item 15

Correspondence List 1 from 11th January 2019 to 28th February 2019.

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

Circulated to all Councillors.

1.

West Sussex County Council

- Planned Roadworks in West Sussex – this is no longer provided in an excel sheet. Information can be accessed by typing <http://westsussex.cdmf.info/heatmap/heatmapOSM.html> into your browser.
- WSCC Public Rights of Way Inspection and Maintenance Schedule and Rights of Way Management Plan.
- Proposed permanent Traffic Order A24 & Knob Hill - TRO/HON9015/RC.
- SGN - Notification- Crawley Road, Horsham- UPDATE Tuesday 22 January.
- Public Notice - Temporary Traffic Regulation Order - Horsham Northern Bypass, Horsham - Start date: 11/02/19.
- Public Notice - Temporary Traffic Regulation Order - Guildford Road & Guildford Road Roundabout Broadbridge Heath - Start date: 11/02/19.
- Early Warning Notice - Temporary Traffic Regulation Order - Bishopric Link Southbound and Albion Way Westbound - Proposed start date: 11/04/19.
- West Sussex County Council news release: Council continues to fund fire prevention and business resilience services.
- West Sussex County Council news release: New emergency mobilising system for West Sussex takes a step forward.
- West Sussex Local Access Forum - aiming to improve and protect countryside access - Annual Report and recruitment for members.
- Public Notice - Temporary Traffic Regulation Order - Copnall Way, Horsham - Start date: 24/02/19
- West Sussex County Council news release: Bus-loads of sugar removed from county's school dinners
- Carers Support West Sussex Newsletter.
- Early Warning Notice - Temporary Traffic Regulation Order - Old Holbrook, Horsham - Proposed start date: 07/03/19
- Notification of Public Rights of Way Routine Maintenance. Invitation to report any concerns.
- Wealden EfW Appeal - APP/P3800/W/18/3218965 & WSCC/015/18/NH - Planning Committee Transcript.
- North Horsham County Local Committee - 25 February 2019 – agenda.
- Velo South Update.
- Extended deadline for submission for comments on Planning Appeal APP/P3800/W/18/3218965 - Former Wealden Brickworks) to 4th March 2019.

	<ul style="list-style-type: none"> Public Rights of Way, list of completed work and anticipated work for the summer of 2019 along with a letter updating the council on how the Parish Council can get involved.
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> What's on in Horsham. Year of Culture updates. Dementia Friendly Film screenings at The Capitol Theatre Planning training 11th February 2019 10 am start- Cancelled. Horsham Park Management Planning- Notes from Usage focus group Parishes: 2018 SHELAA Housing Report Latest News 23rd January 2019 CHILDREN'S ACTIVITIES for February Half Term 2019 at HORSHAM MUSEUM FEBRUARY 2019 Visitor Information New street naming and numbering - Eagle Court, Peary Close, Horsham, North Heath Lane (14, 20 & 22 evens), Horsham, The Coach House, Graylands Estate, Langhurst Wood Road, Horsham, Tern Avenue, Horsham, The Engine House, Graylands Estate, Langhurst Wood Road, Horsham Young Horsham District Forum 11.3.19 invitation and agenda. Voluntary Sector Support - Faith In Action Invitation. Tuesday 30th April 2019, Sellwood Centre , Dalesdown near Dial Post. Request for assistance in compiling a list of groups and activities for 11 – 18 year olds in the Horsham District.
3.	<p><u>Resident correspondence</u></p> <p>Letter requesting bus shelter at the junction of Brook Road – Rusper Road and enquiring about the forthcoming elections. Response 26.02.19. Letter expressing concern regarding the sequence of works on the development north of Horsham and how this will affect residents in Old Holbrook. The Clerk suggested that the enquiry be redirected to HDC or the developer.</p>
4.	<p><u>NALC</u></p> <ul style="list-style-type: none"> Chief executive's bulletins 11.1.19; 18.1.19; 25.1.19;1.2.19, 8.2.19, 15.02.19,22.02.19 Point of light – highlighting cases of good practice in Local Councils. NALC sends an open letter to its 100,00 councillors Newsletter - 23rd January 2019.# Charter Branch newsletter.
5.	<p><u>Sussex Association of Local Councils (SALC)</u></p> <ul style="list-style-type: none"> Weekly bulletin – 7th January 2019. Weekly Bulletin – 14th January 2019 Weekly Bulletin – 23rd January 2019 Weekly Bulletin – 28th January 2019 Weekly Bulletin – 4th February 2019 Weekly Bulletin – 11th February 2019 Weekly Bulletin – 18th February 2019 Weekly Bulletin – 25th February 2019
6.	<p><u>Horsham Association of Local Councils (HALC)</u></p>

	Minutes from meeting held on 23 rd January 2019 Health and Wellbeing Update
7.	<u>Sussex Police</u> <ul style="list-style-type: none"> • Horsham Weekly Bulletins
8.	<u>Crawley, Horsham and Mid Sussex CCG</u> <ul style="list-style-type: none"> • Clinical Commissioning Groups (CCG) Patient Roundup January 2019 • Invitation to Public Engagement Event - Future of Health and Care • Clinical Commissioning Groups (CCGs) Patient Roundup February 2019.
9.	<u>Age UK</u> Invitation to celebrate a successful Diamond Year celebration on 30 th January 2019. Stop Loan Sharks event – 12 th February 2019 1pm – 4pm Lavinia House.
10.	<u>Southern Water</u> <ul style="list-style-type: none"> • Important update from Southern Water - Helping our customers, whatever the weather. • Southern Water announces household water and wastewater bills for 2019/20.
11.	<u>Horsham Older Peoples Forum</u> <ul style="list-style-type: none"> • Meeting Dates 2019 • Next meeting Monday 18th March, 10.30am - 1 pm at the Trinity Methodist Hall, Thakeham Road, Storrington RH20 3NG. 10.15am for free tea/coffee.
12.	<u>Liberty Property Trust UK Ltd</u> <ul style="list-style-type: none"> • North Horsham News
13.	<u>Horsham Area Community Car Scheme</u> <ul style="list-style-type: none"> • Recruitment poster
14.	<u>Horsham District Cycling Forum</u> <ul style="list-style-type: none"> • It's not just the Netherlands / Next forum meeting
15.	<u>Friends of Horsham Park</u> February news. 2 March 2019. Growing Together event and volunteer news.
16.	<u>Brittaniacrest Liaison Meeting</u> Statement to Wealdent Works Community Liaison Group circulated to all Councillors 15 th February 2019.