

**MINUTES OF A NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING HELD ON THURSDAY 4TH JULY 2019
AT 7.30pm AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

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

* denotes absence.

In attendance: Parish Clerk - Pauline Whitehead BA(Hons) FSLCC, Deputy Clerk – Vivien Edwards; Horsham District Councillor J. Milne.

FC/375/19 Public Forum

There were no members of the public in attendance.

FC/376/19 Apologies for absence

The Council received apologies and reasons for absence from Cllr M. Cockerill and Cllr D Mahon. Cllr S. Torn did not attend and did not give his apologies.

FC/377/19 Minutes of the previous meeting

The minutes of the Parish Council Meeting held on 16th May 2019 were agreed and signed by the Chairman as a true record.

FC/378/19 Declarations of interest

There were no Declarations of Interest.

With the agreement of the Council, the Chairman adjourned the meeting for a brief presentation from the applicant for the vacant post of Councillor for Horsham Rural.

FC/379/19 Co-option of Councillor to Horsham Rural

Following nomination from Cllr R. Millington and being seconded by Cllr P. Burgess, the Parish Council voted unanimously to co-opt A. Shine to North Horsham Parish Council to represent Horsham Rural. Mr Shine signed his declaration of office and joined the meeting.

FC/380/19 Committees and Working Parties

The following Committee Minutes were presented to Council:–

(a) Property Committee - 13th June 2019.

(b) Planning, Environment and Transport Committee – 30th May 2019 and

20th June 2019.

(c) Finance and Administration Committee – 27th June 2019.

It was RESOLVED that the Committee Minutes listed above be received and adopted.

FC/381/19 Reports from representatives on outside bodies.

Cllr D. Searle reported on two projects being progressed by the Horsham Town Community Partnership (HTCP).

The 2019 Riverside Walk Event will be taking place on 6th July 2019. The event has been sponsored by North Horsham Parish Council and the three Neighbourhood Councils. Funds raised from the event will go to the Queen Elizabeth School (QE2) in Horsham whose students have learning difficulties. HTCP is supporting North Horsham Parish Council's 'North Horsham Now and Then' project which aims to produce a historical record of North Horsham parish in 2019. HTCP will be encouraging walkers to take photographs within the parish on the walk and submit them to the Council.

Seventy people have now attended mobility scooter training facilitated by the HTCP. These include new and long standing scooter users. The feedback from those that attend the training is that they have enjoyed the experience and that they feel more confident to be better drivers in the future.

FC/382/19 Reports from District or County Councillors

Horsham District Council (HDC) Cllr. Tony Beavis gave his apologies for the meeting.

Horsham District Councillor John Milne reported his concern regarding over sized Heavy Goods Vehicles using Parsonage Road as a route to the Industrial Estate on Parsonage Way, speeding along Parsonage Road and the impact of traffic that is likely to be caused as a result of the proposed development on the Novartis site on Parsonage Road. He hopes to find some solutions to the issues by exerting moral pressure on the perpetrators.

FC/383/19 Chairman's announcements

The North Horsham Now and Then project, as part of the Horsham District Council 2019 Year of Culture, takes place on Saturday 6th July 2019. Photographs taken will be put onto the Parish Council website as a historical record of North Horsham in 2019.

FC/384/19 Standing Orders
The Council **AGREED** to increase the number of Councillors that can sit on the Property Committee to 10 (SO28(2)).

FC/385/19 Appointments to Council Committees
The Parish Council **AGREED** to appoint Cllr D. Searle, Cllr A. Shine and Cllr J. Smithurst to the Property Committee.

FC/386/19 Councillor Training
The Parish Council noted that Cllr M. Cockerill is attending Surrey and Sussex Association of Local Councils (SSALC) Councillor Briefing and Awareness Training on 9th July 2019 in Battle.
Cllr R. Ginn, Cllr J. Gough, Cllr D. Mahon and Cllr S. Wilton are attending SSALC Planning Training on 12th September 2019 at Watersfield, just outside Pulborough, West Sussex.

Each Councillor received a 'Councillor Training Passport' from SSALC. The passports are designed to inject an element of competition into attendance at SSALC training events and encourage more councillors to take advantage of the training on offer. At the end of the year the Council with the highest percentage of its councillors having attended training – subject to verification – will be eligible for a SSALC reward.

North Horsham Parish Council has a training budget of £1,500 for the year and a Training and Development Policy that supports Councillor Training.

FC/387/19 Financial matters
The Parish Council **AGREED** the payment schedule to 31st May 2019 for £49,695.73 (attached).

FC/388/19 Horsham in Bloom
Members were invited to nominate someone who had contributed to the feeling of wellbeing within the community in North Horsham during the year as the winner of the Neighbourhood Cup awarded on behalf of North Horsham Parish Council at the Horsham in Bloom Annual Awards in October 2019.

It was AGREED that nominations would be brought to the September Parish Council Meeting.

FC/389/19 Crime in North Horsham
The Council **RESOLVED** to raise concerns about low level car crime, drug dealing and drug related activities and noise from motorcycles

travelling along the A264 to the Community Safety Joint Action Group meeting on 9th July 2019.

FC/390/19 Business Plan

The Council RESOLVED to adopt the Business Plan recommended by the Finance and Administration Committee.

FC/391/19 Emergency Plan/ Business Continuity Plan

The Council AGREED to adopt the Emergency Plan/ Business Continuity Plan recommended by the Finance and Administration Committee.

FC/392/19 Policies

The Council RESOLVED to adopt the updated Fire Safety Policy and Safeguarding Policy.

FC/393/19 Correspondence

The Council received correspondence lists from 17th May 2019 to 4th July 2019. (Copies attached).

FC/39419 Date of next Council meeting

The next Parish Council Meeting will be held on Thursday 5th September 2019 (Scheduled).

There being no other business, the Chairman closed the meeting at 8.20 pm.

..... Signed

..... Dated

At : 09:56

LLoyds Bank Accounts

List of Payments made between 01/05/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2019	Horsham Publications Ltd	010519-1	72.60		Newsletter
01/05/2019	CF Corporate Finance Ltd	010519-2	158.94		Photocopier Lease
01/05/2019	Horsham District Council	010519-3	168.30		Dog Bins
01/05/2019	Horsham District Council	010519-4	663.00		Rates
01/05/2019	Horsham District Council	010519-5	987.00		Rates
03/05/2019	Scottish Water Business Stream	030519-1	465.95		Water
03/05/2019	N. Simmonds,	030519-10	165.00		Emergency Light Test
03/05/2019	Mr Bill Bilner	030519-2	54.00		Expenses
03/05/2019	Essential Hygiene & Catering S	030519-3	739.93		Cleaning Supplies
03/05/2019	City Electrical Factors Ltd	030519-4	29.13		Electrical Supplies
03/05/2019	G Collier	030519-5	504.00		Tree Work
03/05/2019	ELA Group	030519-6	249.60		Lift Repairs
03/05/2019	Mulberry & Co	030519-7	282.24		Internal Audit
03/05/2019	T C Maintenance	030519-8	237.00		Flowerbed Preparation
03/05/2019	GDPR Services	030519-9	756.00		DPO
07/05/2019	West Sussex County Council	070519-1	26,044.10		Salaries Arpil 19
08/05/2019	SOS Systems	080519-1	106.33		Printing
08/05/2019	British Gas Business	080519-2	350.29		Electricity
14/05/2019	Essential Hygiene & Catering S	140519-1	9.41		Sundries
14/05/2019	Grasstex Ltd	140519-2	3,947.64		Grass Cutting
14/05/2019	Horsham District Council	140519-3	1,682.60		Burial Charges
14/05/2019	Horsham in Bloom	140519-4	350.00		Grant Horsham In Bloom
14/05/2019	Horsham Town Community Partner	140519-5	180.00		Grant for Riverside Walk
14/05/2019	Kiddivouchers	140519-6	256.11		Childcare Voucher
14/05/2019	D. Lees	140519-7	73.80		Expenses
14/05/2019	NETCOM	140519-8	181.56		IT Support
14/05/2019	Servcom Services UK Ltd.,	140519-9	413.70		Boiler Service
21/05/2019	Lloyds Business C.Card	210519-1	18.09		Misc Expenses
21/05/2019	CAME & CO	210519-1	8,821.94		Annual Insurance
21/05/2019	ELA Group	210519-2	158.01		Lift Service
21/05/2019	H Griffiths	210519-3	27.45		Expenses
21/05/2019	SSALC Ltd	210519-4	17.00		LCR Subs
21/05/2019	M Stoner,	210519-5	30.60		Expenses
21/05/2019	Viking Direct	210519-6	305.17		Office Chair
22/05/2019	EDF Energy Ltd	220519-1	86.80		Elect - Street Lighting
28/05/2019	British Gas Business	280519-1	96.34		Gas 23.03.19 to 30.04.19
28/05/2019	British Gas Business	280519-2	335.72		Gas - 23.03.19 to 30.04.19
30/05/2019	British Gas Business	300519-1	227.85		Elect.-01.04.19 to 30.04.19
30/05/2019	British Gas Business	300519-2	442.53		Elect- 01.04.19 to 30.04.19
Total Payments			49,695.73		

NORTH HORSHAM PARISH COUNCIL



BUSINESS PLAN 2019 -2024

First draft 30th June 2016 – Full Council

Version 8 June 2019 (amended)

Adopted 4.7.19

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 (2019/20)	7
	Medium term goals (2019/2021)	8
	Long term goals (2019/2024)	9
9.	Financial considerations	11
10.	Earmarked Reserves	13
11.	Conclusion	14

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 made up of six wards, Roffey North, Roffey South, Holbrook East, Holbrook West, Horsham Rural and Comptons. The nineteen councillors that make up the Council act as a body corporate and make decisions which are then carried out by officers who are employed by the Council. Councillors 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 first 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 reaffirmed the General Power of Competence in May 2019. 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 Multi courts, play areas at Earles Meadow, Amberley Close, Birches Road and Holbrook Tythe Barn. The Parish Council looks after open space at Earles Meadow, Amberley Close and Holbrook Tythe Barn 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 relating to the agenda 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 usually open to the public between 9am and 5pm, Monday to Friday. 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 living in the parish over sixty years old 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 and reported on annually. 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, multi courts, 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.
2. To ensure that all buildings and open spaces are run efficiently, effectively and inclusively as possible.
3. To prioritise work on the buildings, open spaces and trees so that essential work and health and safety work is undertaken first.
4. To increase use of Parish Council facilities, achieve customer satisfaction and repeat hires, as part of activities already established in Horsham Town and further afield.
5. 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.
6. To continually improve communications with WSCC, HDC and all agencies who work within North Horsham.
7. 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.

8. 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.
9. To explore a Community Land Trust for North Horsham parish.
10. To support a Walking and Cycling Infrastructure Plan for North Horsham.
11. 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.
12. To support the North Horsham Friendship Club for those in the parish over sixty years old.
13. To support the provision of youth services in North Horsham to provide better opportunities for young people.
14. 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.
15. To prepare to upgrade one playground in the Parish.
16. To take opportunities to take responsibility for facilities and assets on the new development north of Horsham.
17. To replace the Boiler at Roffey Millennium Hall.
18. To support local business in North Horsham where possible. To encourage inclusion in economic activities in Horsham District as appropriate.
19. To be involved as a facilitator of the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park.
20. To promote a review of the traffic calming measures on Crawley Road as appropriate.
21. 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 – Chennells Brook Castle (the Motte and Bailey castle north of Chennells Brook Farm).
22. 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.
23. 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. The Parish Council consulted with the community about producing a Neighbourhood Plan but the lack of support and the expense led to the Council deciding that A Neighbourhood Plan wouldn't be produced in July 2018.

7.2 There was a formal 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. If there is a caretaker vacancy, cover is 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. At North Heath Hall and Holbrook Tythe Barn some regular hirers hold keys and contract cleaners are used when there are caretaker vacancies.

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 (2019/20)

1. To encourage any Councillor vacancies to be filled.

There is £19,950 in an earmarked reserve for elections.

Sixteen councillors were elected in May 2019. One vacant post was filled by co-option at the May 2019 Parish Council Meeting. The two casual vacancies are advertised.

2. To ensure that all buildings and open spaces are run efficiently, effectively and as inclusively as possible. *The Council is aware of the slowness of the booking system and the 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 but is being explored.*

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

The Property Committee prioritise work in collaboration with other Committees and the Council. Regular inspections of assets are carried out including an independent tree survey and risk assessments.

4. To increase use of Parish Council facilities, achieve customer satisfaction and repeat hires 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. There is evidence of repeat and long term hires.

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. The Council is amenable to change but as replacement will be a significant event, it needs to bring significant benefit and the changeover be scheduled well in advance.

5. 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.
6. 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 WSCC 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. The Annual Parish Meeting gives an opportunity to showcase community facilities.

7. 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 by HDC who are working with WSCC.
8. 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.

9. To explore a Community Land Trust for North Horsham Parish.

Initial meetings have taken place with residents and experts. The Parish Council is now seeking the views of the residents.

Medium term goals (2019 – 2021)

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 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. There may be a need to get assistance with the website to ensure that it is compliant with emerging technology and regulations.

There is £1,200 in the 2019/20 budget for articles to be submitted to Horsham Pages (North) and an IT budget of 2,400 in the 2019/20 budget.

There is an ongoing contract with Horsham Pages (North). A suggestion of "Welcome to North Horsham" signs will be put to the Property Committee in due course.

12. To support the North Horsham Friendship Club for those living in the parish over sixty years old.

North Horsham Parish Council considers an annual grant of around £250 through the grants procedure.

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. The Deputy Clerk works with the Facilities Officer to set a programme of activities.

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

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

14. 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.

15. To look to upgrading one playground. Work undertaken to ascertain the life expectancy and required sums to be set aside for asset replacement has shown that Birches Road Playground and Amberley Road Playground will need replacing in 2024 and 2025 respectively. To replace all equipment at both playgrounds would cost approximately £130,000 however, some of the existing equipment and infrastructure could be retained reducing the costs.

Some money is available in the R and R Ear Marked Reserve, but it would be sensible to start setting aside money from the 2020 budget.

16. To look to working with HDC and the developers to take responsibility for community buildings, open spaces, playgrounds and other assets on the development north of Horsham. North Horsham Parish Council has already indicated to Horsham District Council that they would be willing to be approached regarding the future running of any community buildings in the development north of Horsham. Costings are unknown at this time as it is likely that the arrangement would be for the buildings to be transferred after completion by HDC.

17. To prepare to replace the boiler at Roffey Millennium Hall.

£10,000 has been asset aside in an Ear Marked Reserve.

Long term goals (2019-2024)

18. 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.

19. 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. The sites are included in the Strategic Housing, Economic, Land Availability Assessment (SHELAA) produced by HDC in 2019. The land is noted as 'not currently developable'.

20. 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.

21. 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 – Chennels Brook Castle.

Attempts to engage with local schools proved unsuccessful as they have virtually no time for non-curricular activities. The Parish Council website includes information regarding Chennelsbrook Castle, the only listed Ancient Monument in Horsham District. HDC gave the Parish Council £1,000 grant that could be used to develop an interactive website for the Motte and Baily.

22. 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.

23. 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 2019.

9. Financial Considerations

9.1 A few 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.

Actual figures for 2015/16 to 2019/20 and budgeted figures for 2020/21 with estimated budget for 2020/21.

	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Budgetted	2020/21 Estimated
INCOME						
Finance	283	1,518	879	571	100	250
Allotments	500	750	1,015	539	775	775
NHH	56,362	57,651	62,013	64,471	64,873	66,171
HTB	26,397	27,068	35,098	36,425	34,110	36,720
Multi Courts	20,217	17,921	22,318	24,270	22,035	24,480
RMH	74,601	73,845	74,222	85,141	83,463	86,700
TOTAL	178,360	178,753	195,545	211,417	205,356	215,096
EXPENDITURE						
Finance	64,735	52,278	52,327	45,766	55,720	56,834
Grants	13,773	8,577	8,800	5,660	10,000	10,000
Burial	6,000	3,000	9,183	6,730	6,750	6,885
Planning	1,550	0	2,000	737	2,250	2,250
Allotments	1,179	717	1,009	1,589	1,200	1,200
Amenities	42,408	37,799	42,712	34,481	50,000	51,000
NHH	21,995	24,070	23,303	23,180	26,399	26,000
HTB	18,609	17,582	20,777	21,164	23,001	23,000
RMH	34,527	32,564	33,200	34,546	37,829	38,000
Personnel	287,220	293,325	275,643	287,705	302,450	310,000
TOTAL	491,996	469,912	468,954	461,558	515,599	525,169
NET EXPEND.	313,636	291,159	273,409	250,141	310,243	310,073

FUNDING						
Council Tax benefit	11,678	7,006	1,403	0	0	
Environmental Grant	9,388	9,538	9,691	9,836	9,984	10,000
Precept	278,908	282,726	293,551	319,943	327,770	?
CiL	0	0	0	0	11,053	?
TOTAL	299,974	299,270	304,645	329,779	348,807	?

GENERAL RESERVE						
<i>Impact of accounts on GR</i>	-13,662	8,111	31,236	79,638	***38,564	?
<i>GR</i>	101,744	85,277*	106,513	**186,151	***150,000	?

*money transferred from the General Reserve to Earmarked Reserves in 2016/17 reduced the General Reserve figure.

** The 2018/19 budget was made with the aim of having £150,000 in the General Reserve, but the final general reserve for that year of £186,151 meant there was a surplus of £36,151. This gives an opportunity to transfer money into Earmarked Reserves (£20,000 perhaps to start an Earmarked Reserve specifically for the playgrounds) or use it for projects within the Business Plan

*** The 2019/20 budget was made with the aim of having £150,000 in the General Reserve and a surplus of 38,564. £20,770 was transferred from the General Reserve to Repairs and Renewals to cover Boardwalks (£17,520) and Street Lighting (£6,000) and Redecorating at Holbrook Tythe Barn (3,250) which was agreed as high priority work.

? The precept for 2020/21 is too early to predict as is the impact on the general reserve, however, if everything remains on track and the budget for 2020/21 increases by around 2% on the actual figures for 2018/19, 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

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

10. Earmarked Reserves

	01.04.2016	01.04.2017	01.04.2018	01.04.2019	01.04.2020
VAT Contingency ¹	7,955	7,955	7,955	7,955	7,955
Repairs and Renewals ²	160,766	145,030	139,886	129,450	Additional funding allocated n 2019/20, to be spent over the year. ⁹
Election ³	19,950	19,950	19,950	19,950	19,950
Tree Management Work ⁴	0	0	0	0	6,000
Roffey Youth Club ⁵	5,621	5,621	5,621	5,621	5,621
Planning ⁶	12,000	8,250	8,035	8,035	Potential spend of £5,000
RMH Boiler ⁷	0	0	0	0	£10,000
Capital Receipt ⁸	25,000	25,000	25,000	25,000	25,000
Total	231,302	211,816	206,457	196,011	To be determined.

Footnotes

1. Some of the Parish Council's buildings are opted to tax, others are exempt. Currently VAT can be claimed up to £7,500. If the Council's VAT exceeds that figure, all VAT must be paid. VAT is monitored by the Finance Committee quarterly and there should be

- early warning 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.
 3. If there were a by-election the cost would come from this Earmarked Reserve.
 4. Tree management work identified from risk assessments.
 5. Money left from the Roffey Youth Club could go towards another youth facility or project.
 6. Money has been set aside for transport surveys, professional fees associated with the new development, improvements to local areas or tree survey work.
 7. RMH Boiler has reached near the end of its lifespan and is likely to need replacing within the next few years.
 8. Capital receipt from the sale of land at North Heath Hall can only be spent on other capital projects.

9.3 Earmarked Reserves where future funding may be required. The gutters at Roffey Millennium Hall leak and will need some remedial work or replacement may be needed within the next eighteen months. (£4,000), there is work required on the lift at Roffey Millennium Hall (£1,500), bench at HTB (£500). 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 three to four years.

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 regularly top up Repairs and Renewals.

11. Action Points

11.1 To work to fill the Councillor vacancies.

11.2 To explore a new booking system and bring information back to the Council.

11.3 To work to further promote the halls and Parish Council assets. To maintain a high level of customer care and service. This has resource implications.

11.4 To continue working within the North Horsham Development Parish Liaison Group forum to try to get the best facilities for the parish and to take opportunities to work with WSCC and HDC regarding the management of assets.

11.5 To continue to support the North Horsham Friendship Club as a means to improving wellbeing for many in the parish.

11.6 To seek to fulfil all objectives as the opportunities arise.

11.7 To set the precept 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.

11.8 To seek to consult residents and gain their views.

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

Telephone 01403 750786

E-mail parish.clerk@northhorsham-pc.gov.uk



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. The Chairman and Vice Charman are first responders in an emergency with the Clerk or Deputy Clerk and jointly, they 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

- The Parish Council Office which administers the halls by taking bookings, raising invoices, receiving payments, financial recording, communication with potential hirers, residents and other bodies, servicing meetings and assisting the public.
- 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 and open space
- Holbrook Tythe Barn play area and open space
- Birches Road play area and open space
- Earles Meadow play area and open space
- Multi courts
- Bus shelters
- Street lights
- Notice boards
- Litter and dog bins
- Litter picking.
- North Horsham 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
- Extreme weather

Risk Analysis

Area V	Risk and mitigation >	Risk Likelihood/ Impact	Mitigation measures.	Further actions
Loss of building due to fire.		Low/ High	Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire alarm with frequent tests/ Insurance Fire extinguishers.	
Loss of equipment due to fire, flood, equipment failure or theft		Low/ High	Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire extinguishers 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. Many records are scanned or held electronically Some key documents are on the Parish Council website.	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. Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire extinguishers Professional IT company to give support	
Staff illness.		Low/ High	Employment law to support staff is in place ie 11 hour breaks. Staff welfare is monitored by managers.	
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.	The Council may wish to consider succession planning.

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.	33, 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

Out of Hours Key holder

Fidellis Security		Unit 7 Enterprise Estate Moorfield Road Guildford Surrey	01483 506225
-------------------	--	--	--------------

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 Glazing Repair	0800 0546508
Emergency Repairs		Jack Auletta Ltd. 74 Brockham Lane Betchworth Surrey Concept Building Solutions The Mill Brookes Green Road Partridge Green TC Maintenance	01737841048 07796440000 0800 1571020 01903 9141160 07935 363034 tcmaintenance3@gmail.com
Boilers		ServCom Unit 5 Beeding Court Business Park Shoreham Road Upper Beeding Steyning	01273 820998
Lift		ELA Lifts	07432 737849
Keys (24 hour service)		Leadbetter Locks	01403 264205 07825 440294
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 Sussex Association of Local Councils	01403 240205 01273 830200
Tree work		Mulberry Barn Borough Farm Five Oaks Billingshurst West Sussex RH14 9AG	Tel./ Fax (01403) 784378 Mobile: 07836 639575 Email: gary@gcollier-forestry.co.uk

Update and review

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

18th June 2019

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 cloud with help from IT company	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.



NORTH HORSHAM PARISH COUNCIL

FIRE SAFETY POLICY

POLICY STATEMENT

This Fire Safety Policy has been prepared by the Parish Clerk as the Responsible Person for the premises known as Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall to comply with **The Regulatory Reform (Fire Safety) Order 2005 (FSO)**.

The purpose of this Policy is to ensure the safety from fire of all relevant persons on, or in the vicinity of the premises by effective planning organisation, control, monitoring and review of the preventative and protective measures

KEY PRINCIPLES

This Policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements. As such the following will be provided:

- The Deputy Clerk and Facilities Officer will be responsible for the provision of **safety assistance** to assist the Responsible Person in carrying out their duties under the FSO
- A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed and its significant findings acted upon
- A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed and practised by the regular carrying out of fire drills
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire and Rescue Service as required

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, changes in case law or the requirements of the Parish Council which require immediate amendment, the Fire Safety Policy will be reviewed annually. The next review is due in July 2020.



North Horsham Parish Council

SAFEGUARDING POLICY

This policy has been prepared using HM Government “Working Together to Safeguard Children” July 2018 and Horsham District Council Safeguarding 2019 [www.horsham.gov.uk accessed 25.06.19] and is in line with the Policy and Conditions of Hire in Relation to Council Owned Premises.

INTRODUCTION

Safeguarding is protecting adults at risk or children from physical, emotional, sexual abuse and neglect. It is always unacceptable for a child, young person or an adult at risk to experience abuse of any kind. The legal duty to safeguard children and vulnerable adults is set out in the Safeguarding Vulnerable Groups Act 2006 (England and Wales). North Horsham Parish Council expects the users of its services to observe exemplary standards of behaviour and conduct with regard to safeguarding the welfare of children and vulnerable adults and promotes a safeguarding culture and environment.

POLICY STATEMENT

The Council will seek to safeguard children and vulnerable adults by:

- Valuing, listening to and respecting children and vulnerable adults.
- Ensuring that all suspicions of, and allegations of abuse are taken seriously and reported as necessary;
- Sharing information about concerns with appropriate agencies;
- Providing training and support where necessary;
- Ensuring that all Members, staff and volunteers are aware of this policy and promote good practice.

DEFINITIONS

For the purpose of this policy a child is anyone under the age of 18 (as defined in The Children Act 1989). The main forms of abuse covered by the policy and defined in the Act can be categorised as Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect.

A vulnerable adult is someone over the age of 18 who is ‘in need of community care services by reasons of mental health or other disability, age or illness’ and ‘is or may be unable to take care of him or herself, or is unable to protect him or herself against significant harm or

exploitation'. It should be noted that disability or age alone does not signify that an adult is vulnerable.

PROCEDURE FOR DEALING WITH ALLEGATIONS OF ABUSE

Any allegation of abuse should be reported to the user of its services, the Clerk or the Chairman of the Council as appropriate, who may need to involve outside agencies to make further investigations.

USEFUL CONTACT DETAILS

West Sussex Adults' Services (01243 642121)
Multi-agency Safeguarding Hub (MASH) (033 022 266664)
Sussex Police (101)
NSPCC Child Protection Helpline (0808 800 5000)
Child-Line (0800 1111)

Policy adopted:- September 2017
Review :- July 2019
Next Review July 2021

North Horsham Parish Council Meeting 4th July 2019 Agenda Item 19

Correspondence List 1 from 17th May 2019 to 27th June 2019.

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

Circulated to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> • 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. • Temporary Traffic Regulation Order - Old Holbrook, Horsham - Start date 04/06/19 • WSCC Adult Social Care Vision and Strategy Launch Event - 6 June • Temporary Traffic Regulation Order - Cook Road, Horsham - Start date 10/06/19. • Early Warning Notice - Temporary Traffic Regulation Order - Green Lane, Horsham - Proposed start date: 06/08/19 • Notification of logistics meeting in relation to the Incinerator Appeal Meeting – 6th June 2019 10am Parkside, Horsham. • Newsletter • WSCC Local Committee in North Horsham agenda 17th June 2019 • Temporary Traffic Regulation Order - Wimblehurst Road, Horsham - Start date 15/07/19. • Temporary Traffic Regulation Order - Tylden Way, Horsham - Start date: 12/07/19 • Temporary Traffic Regulation Order - Old Holbrook, Horsham - Start date 15/07/2019
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • What's on in Horsham. • Year of Culture updates. • News updates. • Proposed Changes to the Governance of the Council's Planning Process – from CEO Glen Chipp. • Tea Party to celebrate volunteers. 4th June 2019 Billingshurst.
3.	<p><u>NALC</u></p> <ul style="list-style-type: none"> • Chief executive's bulletins 17.05.19, 24.05.19, 31.05.19, 07.06.19., 14.6.19., 21.06.19. <p>Newsletter 23.05.19, 19.6.19</p>
4.	<p><u>Sussex Association of Local Councils (SALC)</u></p> <ul style="list-style-type: none"> • Weekly bulletins
5.	<p><u>Horsham Association of Local Councils (HALC)</u></p> <ul style="list-style-type: none"> • Next meeting, 25th June 2019, 7.30pm at the Steyning Centre – presentation on GDPR. • Parish Council Representative for the Standards Committee.
6.	<p><u>Sussex Police</u></p> <ul style="list-style-type: none"> • Horsham Weekly Bulletins

7.	<u>Crawley, Horsham and Mid Sussex CCG</u> <ul style="list-style-type: none"> • NHS Crawley and NHS Horsham and Mid-Sussex Clinical Commissioning Groups - June Patient Roundup. • Invitation to Annual General Meeting.
8.	<u>Horsham District Older Peoples Forum.</u> Post Office/Bank closures - Guest speaker from Post Office - public meeting. Wednesday 29th May 2019, 10.30am - 1 pm at the Steyning Centre, Saxon Room, Fletchers Croft, Steyning BN44 3XZ.
9.	<u>Southern Water</u> Working Together to Build a Resilient Water Future for the South East
10.	<u>Horsham District Cycling Forum.</u> Local elections boost for cycling / Next Forum meeting Tuesday 4th June
11.	<u>Friends of Horsham Park</u> Newsletter – June 2019 Call for photographs for calendar.
12.	<u>Horsham Town Community Partnership</u> Reminder of the Annual Riverside Walk and the North Horsham Now and Then Year of Culture project.
13.	<u>Age UK Horsham District</u> Newsletter June 2019 Invitation to say goodbye to Sonia Mangan, the CEO of Age UK, Horsham District who is leaving to take up another post.
14.	<u>Southwater Parish Council</u> Neighbourhood Plan consultation. Planning, Environment and Transport Cttee 20.06.19.

North Horsham Parish Council Meeting 4th July 2019 Agenda Item 19

Correspondence List 2 from 28th June 2019 to 4th July 2019.
Below is a list of correspondence received at the Parish Council Office.
Circulated to all Councillors.

1.	<u>West Sussex County Council</u> West Sussex County Council news release: New retained firefighters welcomed to West Sussex Fire & Rescue Service. Roadworks in West Sussex. North Horsham County Local Committee - 17 June 2019 - minutes
2.	<u>Horsham District Council</u> Response to enquiry regarding Passenger Benefit Fund. Notification of appeal result for 80 Lambs Farm Road. To be reported at the next Planning, Transport and Environment Meeting. Notification of numbering of 78 Rusper Road. Our District Magazine. Summer 2019. What's On in Horsham. Funday Sunday - 07 July 12Pm To 6Pm - Horsham Park 04/07/2019.
3.	<u>Horsham Cycling Forum</u> Ideas being put forward for the Passenger benefit Fund.
4.	<u>SALC</u> Weekly bulletin.
5.	<u>NALC</u> Chief Executive's bulletin 28.06.19. Newsletter 03.07.19.
6.	<u>Sussex Police</u> Get Safe Online With Switched On Parents In July 2019
7.	<u>Resident correspondence</u> Concern regarding poor condition of flower beds at Roffey Corner – directed to landowner WSCC and HDC who tend the beds.
8.	<u>High Weald Area of Natural Beauty</u> Follow up information from High Weald Parish Event 2 July 2019