

**MINUTES OF A NORTH HORSHAM PARISH COUNCIL MEETING HELD ON  
THURSDAY 5<sup>TH</sup> MARCH 2020  
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, A. Shine, J Smithurst, 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. West Sussex County Councillor Liz Kitchen and Horsham District Councillor John Milne.

**FC/455/20 Public Forum.**

There were no members of the public in attendance.

**FC/456/20 Apologies for absence.**

The Council received apologies and reasons for absence from Cllr. I. Wassell.

**FC/457/20 Minutes of the previous meeting.**

The minutes of the Parish Council Meeting held on 9<sup>th</sup> January 2020 were agreed and signed by the Chairman as a true record.

**FC/458/20 Declarations of interest.**

There were no Declarations of Interest.

It was noted that Cllr. J. Gough, Cllr. R. Millington, Cllr. J. Smithurst and the Clerk had attended Councillor Conduct training from Cornerstone Barristers through Horsham District Council on 30<sup>th</sup> January 2020. The slides from the presentation have been circulated to all Councillors.

**FC/459/20 Committees and Working Parties.**

The following Committee Minutes and Working Party notes were presented to the Council :-

- (a) Property Committee – 6<sup>th</sup> February 2020
- (b) Planning, Environment and Transport Committees – 23<sup>rd</sup> January 2020 and 20<sup>th</sup> February 2020.
- (c) Finance and Administration Committee – 13<sup>th</sup> February 2020.
- (d) Personnel Committee – 16<sup>th</sup> January 2020.
- (e) Bus shelter advertising working party – 23<sup>rd</sup> January 2020.  
(Separate agenda item).

- (f) Community Highways Partnership working party – 22<sup>nd</sup> January 2020.
- (g) Harwood Road allotment working party – 29<sup>th</sup> January 2020.  
(Separate agenda item).

**It was RESOLVED that the Committee Minutes and Working Party notes listed above be received and adopted.**

**FC/460/20 Reports from representatives on outside bodies.**

There were no reports from representatives on outside bodies.

**FC/461/20 Reports from District or County Councillors.**

West Sussex County Councillors Andrew Baldwin and Peter Catchpole gave their apologies for the meeting.

West Sussex County Councillor Liz Kitchen reported that West Sussex County Council (WSSCC) had appointed a new leader who has started on a programme to improve services. The Horsham Blue Light Centre initiative, which aims to provide a new operational Fire Station and upgraded and enhanced training facilities in Horsham, is progressing.

Horsham District Councillor John Milne expressed concern from a resident regarding damage caused to grass verges in Lambs Farm Road near Rusper Road due to vehicles driving on and parking on them. This will be referred to the Planning, Environment and Transport Committee.

Horsham District Councillor Peter Burgess reported that he had attended a meeting where discussions regarding proposals for a new railway station on the North of Horsham development and / or Kilnwood Vale had taken place. Dialogue would continue but the merits of available car parking and other benefits at the north of Horsham site had been noted.

**FC/462/20 Report from the North Horsham Community Land Trust (NHCLT) link councillor.**

Notes from the NHCLT held on 20.1.2020 had been circulated. Cllr Britten reported that at the NHCLT Meeting held on 3<sup>rd</sup> March 2020 discussion centred around the Vision Statement for the organization. NHCLT aimed to provide high quality, affordable, rented property in perpetuity. The Vision Statement was needed to satisfy the requirements of the Financial conduct Authority (FCA).

NHCLT had received a response to a letter sent to Legal and General asking for a written statement of intent to work with them. The CEO of Legal and General had indicated that there was no opportunity for collaborative working in Phase 1 of the development, but that they wished

to continue dialogue for phase 2. However, as this is not likely to be started for another 5 years the NHCLT will have to explore other opportunities to acquire land to keep the momentum of the CLT going. The Chairman of the NHCLT had responded to express disappointment at the news.

There are plans for further meetings with Saxon Weald as the NHCLT will require a Registered Provider to apply for funding. Saxon Weald hold the maintenance contract for rented property provided by Legal and General. Cllr Gough noted appreciation to local residents that had volunteered to take some key roles in the NHCLT, to the councilors involved and to Cllr Britten for representing the Parish Council as an associate member.

**FC/463/20 Chairman's announcements.**

1. The Parish Council was following government guidance in response to the Coronavirus epidemic. Posters displaying precautionary measures for spreading germs have been displayed in all halls, there is a supply of sanitizing gel available and extra vigilance has been given to cleaning light switches, door handles and other areas where germs can be spread. Caretakers have a supply of plastic gloves and will be encouraged to use them and change them regularly.
2. The heat exchanger in the boiler at North Heath Hall had failed unexpectedly and as a result the boiler had to be replaced. (It was 10 years old). Quotations were obtained for two heat output options of boiler and a separate water heater. Following consultation with the Property Committee and the Responsible Finance Officer it was agreed to install a boiler with a similar heat output (35kw) to the existing at a cost of £2,522 + VAT and an unvented 30 litre water heater fitted at a cost of £1,248.75 + VAT. This would be funded from the Repairs and Renewals Ear Marked Reserve.
3. The appeal lodged by Brittaniacrest Ltd. against the decision made by WSCC on WSCC/015/18/NH for a recycling, recovery and renewable energy facility and ancillary infrastructure at the Former Wealden Brickworks, Langhurst Wood Road, Horsham, West Sussex RH12 4QD was allowed by the Planning Inspector and planning permission granted.

**FC/464/20 Expenditure list for January 2020.**

**The Parish Council AGREED the payment schedule from 1<sup>st</sup> January 2020 to 31<sup>st</sup> January 2020 for £120,364.93 which included**

**the transfer of £85,000.00 into a Fixed Rate Deposit which will mature in December 2020.**

**FC/465/20 Crime in North Horsham**

In early January 2020 there was increased anti-social behavior in and around Roffey Millennium Hall. This was reported to Sussex Police who increased foot patrols in the area. Some of the behavior was captured on CCTV. As a result the Joint Action Team consisting of Sussex Police and Horsham District Council deployed the Police Prevention Enforcement Team and further work was done with those known to have been involved with anti-social behaviour.

The staff expressed their appreciation to PCSO Andy Reed who has a wealth of knowledge and experience and who has been proactive over several years.

Cllr Peter Burgess and the Clerk attended a Focus group initiated by the Police Crime Commissioner. There was an opportunity to comment on how safe we felt in the parish and how likely we were to report a crime. There was information regarding new campaigns that will be launched to assist people in how to contact the Police and encourage them to report any suspicious behaviour of criminal activity that they witness.

**FC/466/20 Bus shelter advertising**

Notes from the bus shelter advertising working party held on 23<sup>rd</sup> January 2020, had been circulated to the Council.

**It was RESOLVED:-**

- 1. That further investigation as to the suitability for installing advertising panels, assessing visibility from the road and assessing volume of traffic be undertaken on the following bus shelters:-**
  - **North Heath Lane opposite Amunsden Road**
  - **North Heath Lane opposite Heath Way**
  - **Crawley Road adjacent to the Norfolk Arms**
- 2. To ascertain if WSCC would allow advertising in bus shelters on their land.**
- 3. To ascertain if planning permission is required to install an advertising space.**
- 4. To make contact with selected advertisers to gauge interest in advertising on bus shelters with a view to having a more in depth dialogue.**
- 5. To hold another meeting of the bus shelter advertising working party.**

**FC/467/20 Harwood Road Allotments lease**

The notes of a meeting held on 29th January 2020 between Cllr Knight, Cllr Searle, a representative from the Harwood Road Allotment Association (HRAA), the Clerk and Deputy Clerk had been circulated to the Council.

**It was RESOLVED:-**

1. To note that WSCC had confirmed that it is responsible for the trees on the Harwood Road Allotments and that a tree survey will be undertaken. WSCC will share the results with the Parish Council.
2. To note that the working party had spoken with the HRAA to clarify each parties' responsibilities.
3. To note that the HRAA would like to continue the lease with the Parish Council after 2024 if that was agreeable to the Parish Council.
4. To note that the fence adjoining Harwood Road is the main expense at the allotments and to replace it would cost approximately £5,500 at the current time.
5. To note that repairs to the fence costing around £900.00 had been identified, but the HRAA had indicated that they would be willing to take on any necessary ongoing repairs to the fencing to prolong its life.
6. To propose to HRAA that the annual rent be increased to £650 from 1<sup>st</sup> April 2020 to enable the Parish Council to replace the fence in 15 years time.
7. Not to put in place an agreement between the Parish Council and HRAA at a cost of £600 as the current arrangement of the lease and dialogue between the two parties is working successfully at this time.

**FC/468/20 Annual Meeting of the Electors of the Parish 20<sup>th</sup> April 2020**

**It was RESOLVED:-**

1. To use the evening as an opportunity to consult on the Parish Council Business Plan.
2. To invite the North Horsham Community Land Trust to update the community on progress.
3. To invite Sussex Police to answer questions.
4. To invite Legal and General to give an update on the development north of Horsham.
5. To invite West Sussex County Councillors and Horsham District Councillors who represent North Horsham to attend to answer questions.

**6. To invite the Department of Education and developers of Bohunt School to give an update.**

**FC/469/20 Outstanding debt**

A debt of £1,038.36 for hiring North Heath Hall was referred to the courts to recover. A warrant was issued and the bailiffs visited the house, but were unable to access the property to recover goods. The debtor does not live in the parish. Land registry searches have confirmed that the debtor doesn't own the property in which they live.

**The Parish Council AGREED to acknowledge work undertaken to ascertain if the outstanding debt could be recovered and to write off £1,038.36.**

**FC/470/20 Small Scheduled Body Employer Agreement**

The agreement is in relation to the Local Government Pension Scheme and was deferred from the Finance and Administration Committee Meeting on 13<sup>th</sup> February 2020 for further information. A valuation document had been released.

**It was AGREED to defer this item to the next Finance and Administration Committee Meeting to allow further time to study the valuation figures.**

**FC/471/20 Policies and Business Continuity Plan**

**It was RESOLVED:-**

- 1. To adopt the Flag Flying Policy for 2020/21 subject to the addition of 8<sup>th</sup> May 2020 which is 75<sup>th</sup> anniversary of VE Day and to include Armed Forces week for both years when the Union flag should be flown from Monday to Sunday of the appropriate week in June.**
- 2. To update the Business Continuity Plan as recommended by the Personnel Committee and to give a copy of the document with key information highlighted to the Chairman and Vice Chairman of the Council every year as guided by the Internal Controls working party to ensure that there is information readily available in an emergency.**
- 3. To adopt the Bus Shelter Policy and Tree Work Policy reviewed and recommended by the Property Committee.**

**FC/472/20 Correspondence.**

The Council received correspondence lists from 9<sup>th</sup> January 2020 to 5<sup>th</sup> March 2020. (Copies attached).

**FC/473/20 Date of next Council meeting.**

The next Parish Council Meeting will be held on Thursday 7<sup>th</sup> May 2020 (Scheduled).

There being no other business, the Chairman closed the meeting at 8.50 pm.

..... Signed

.....Dated

## LLoyds Bank Accounts

## List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2020	Horsham Publications Ltd	020120-01	72.60		Newsletter
02/01/2020	Horsham District Council	020120-02	168.30		Dog Bins
02/01/2020	Horsham District Council	020120-03	663.00		Rates - Jan 2020
02/01/2020	Horsham District Council	020120-04	987.00		Rates - Jan 2020
07/01/2020	V Edwards	07012020-0	45.00		Travel Exp - Jan 2020
07/01/2020	Kiddivouchers	070120-02	256.11		Childcare Vouchers
07/01/2020	D. Lees	070120-03	44.55		Exp/Travel - Jan 2020
07/01/2020	R McCartney,	070120-04	20.48		Travel & exp Jan 2020
07/01/2020	NETCOM	070120-05	185.64		IT Support
07/01/2020	Pitney Bowes Finance Ltd.	070120-06	205.00		Postages
07/01/2020	N. Simmonds,	070120-07	245.00		Repairs & Maintenance
07/01/2020	West Sussex County Council	070120-08	24,067.92		Salaries - Dec 2019
07/01/2020	British Gas Business	070120-09+	344.25		Elect - 27.11.19 to 13.12.19
08/01/2020	SSP Specialised Sports Product	080120-01	498.00		Cleaning & Maintenance
14/01/2020	British Gas Business	140120-01	393.70		Gas - 01.12.19 to 18.12.19
15/01/2020	SOS Systems	150120-02	102.08		Printing & Stationery
21/01/2020	City Electrical Factors Ltd	210120-01	23.34		Repairs & Maintenance
21/01/2020	DF Pro Installations Ltd	210120-02	1,560.00		Repairs - Patition Wall
21/01/2020	Enterprise Services Group Ltd	210120-03	129.60		Hygiene Bins collection
21/01/2020	H Griffiths	210120-04	36.90		Expenses - Travel
21/01/2020	Leadbeater locks	210120-05	92.54		Door Repairs
21/01/2020	Pitney Bowes Finance Ltd.	210120-07	10.56		Maintenance Charges
21/01/2020	Mr Alan Randall	210120-08	43.20		Expenses - Travel
21/01/2020	M Stoner,	210120-09	63.00		Expenses - Travel
21/01/2020	Lloyds Credit Card	210120-06	59.37		Misc. Expenses
22/01/2020	British Gas Business	220120-01	359.59		Electricity Cost
22/01/2020	British Gas Business	220120-02	603.80		Electricity Cost
22/01/2020	West Sussex County Council	220120-03	24,067.92		Purchase Ledger Payment
22/01/2020	West Sussex County Council	220120-03A	-24,067.92		Purchase Ledger Payment
23/01/2020	EDF Energy Ltd	230120-01	82.71		Street Lights
24/01/2020	British Gas Business	240120-1	185.54		Gas Cost
29/01/2020	Scottish Water Business Stream	290120-01	246.88		Water Cost
29/01/2020	Emergency Lighting Products Lt	9035	494.40		Repairs & Maintenance
29/01/2020	Lloyds Business Card	CB-290120	12.75		Repairs & Maintenance
29/01/2020	Streetlights	290120-02	623.62		Street Light Maintenance
29/01/2020	T C Maintenance	290120-03	1,238.00		Building maintenance
30/01/2020	Horsham District Council	300120-01	62.80		Refuse Collection
30/01/2020	Horsham District Council	300120-02	62.80		Refuse Collection
30/01/2020	Horsham District Council	300120-03	124.80		Refuse Collection
30/01/2020	Essential Hygiene & Catering S	300120-01	287.89		Cleaning Material
30/01/2020	Playdale Playgrounds Ltd	300120-02	295.66		Play Area Maintenance
31/01/2020	British Gas Business	310120-01	366.55		Electricity Cost
31/01/2020	LLoyds Bank	DEPOSIT	85,000.00		Fixed Deposit

**Total Payments** 120,364.93



## Appendix 4

North Horsham Parish Council Meeting 5 <sup>th</sup> March 2020 Agenda Item 18	
Correspondence List 1 from 9 <sup>th</sup> January 2020 to 27 <sup>th</sup> February 2020 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"> <li>• Planned roadworks.</li> <li>• Updated West Sussex County Council Permit Scheme Consultation – circulated to all Councillors and on the Planning, Environment and Transport Committee agenda for 23<sup>rd</sup> January 2020.</li> <li>• Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - Proposed start date 22/02/2020 &amp; 26/02/2020.</li> <li>• Town and Parish Council newsletters.</li> <li>• Letter dated 8<sup>th</sup> January 2020 noting that WSCC Cabinet decided to cease the mobile library service in North Horsham parish as in October, the Mobile Library vehicle was deemed to be no longer roadworthy.</li> <li>• Early Warning Notice - Temporary Traffic Regulation Order - Parsonage Road, Horsham - Proposed start date 06/04/2020</li> <li>• Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Rusper - Proposed start date 08/04/2020.</li> <li>• Public Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - Start date: 08/02/20</li> <li>• Proposed temporary Traffic Order Pondtail Road - TTRO/1295/RC. The road is scheduled to be closed from 2<sup>nd</sup> March 2020 to 9<sup>th</sup> March 2020 to install new electrical supplies. The closure will be from 8am to 5pm daily.</li> <li>• Highways, Transport and Planning Members newsletter - January 2020.</li> <li>• Proposed temporary Traffic order Rusper Road Horsham - TTRO/1291/RC</li> <li>• Public Notice - Temporary Traffic Regulation Order - Gorse End, Horsham - Start date 27/02/2020</li> <li>• Highways Contract / Contractor List</li> <li>• PROW parish letter 2019</li> </ul>
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> <li>• Discover Horsham District website – section on North Horsham Motte and Bailey.</li> <li>• Survey on Crime and Disorder.</li> <li>• Park Farm Close Play Area Refurbishment – letter and plans circulated to all Councillors. A large cedar tree on the site will be felled and replaced with a more appropriate species.</li> <li>• Wren Close Play Area Refurbishment – letter and plans circulated.</li> <li>• Horsham District Council - Annual Reception - 20 May 2020 at 7pm – invitation for the Chairman.</li> <li>• Horsham District Local Plan 2019-36: Consultation period 17<sup>th</sup> February 2020 to 30<sup>th</sup> March 2020. There will be an agenda item for the Planning Committee to consider a response.</li> <li>• Training slides from Code of Conduct Training 30<sup>th</sup> January 2020.</li> </ul>

	<ul style="list-style-type: none"> <li>Information session on hate crime and radicalisation run by the WSCC's Countering Extremism team. Monday 20<sup>th</sup> April, from 10:00 - 12:00, Conference Room at Parkside.</li> <li>Horsham District Draft Local Plan public consultation</li> <li>Voluntary Sector Support team ON TOUR</li> <li>Slides from the Parish Workshops (Local Plan Review)</li> </ul>
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> <li>Chief Executive bulletins.</li> <li>.Good Councillor Guide to Transport Planning – circulated to all Councillors.</li> </ul>
4.	<u>Sussex Association of Local Councils (SALC)</u> <ul style="list-style-type: none"> <li>Training opportunities.</li> <li>Sussex ALC Bulletin.</li> <li>Police and Crime Commissioners Precept Snap Poll.</li> <li>JPAG Practitioners Guide survey.</li> <li>Agriculture Bill Short Summary</li> </ul>
5.	<u>Neighbourhood Watch</u> <u>Newsletter</u>
6.	<u>Sussex Police</u> <ul style="list-style-type: none"> <li>Horsham weekly bulletin.</li> </ul>
7.	<u>No Incinerator 4 Horsham</u> <u>Update</u>
8.	<u>Resident correspondence.</u> <ul style="list-style-type: none"> <li>Contact from Holbrook Surgery to explore if there is anything the Parish Council could support to combat loneliness. The response included the North Horsham Friendship Club and the activities that are held in the Parish Council's community halls.</li> <li>Letter of opposition regarding proposals for development at New House Farm off Crawley Road.</li> </ul>
9.	<u>Horsham Association of Local Councils</u> Minutes from meeting on 27 <sup>th</sup> January 2020 and proposed letter to HDC expressing concern regarding housing numbers in Horsham District.
10.	<u>Friends of Horsham Park</u> February 2020 Newsletter.
11.	<u>Horsham Blueprint</u> Horsham Blueprint Business Neighbourhood Forum Regulation 14 Draft Plan Consultation. This will be an agenda item at the Planning, Environment and Transport Committee on 20 <sup>th</sup> February 2020.
12.	<u>Came and Company</u> <u>Newsletter.</u>
13.	<u>Gatwick Airport.</u> Invitation for two Parish Council representatives to attend a consultation event on 13 <sup>th</sup> February 2020 at 6pm at the Crowne Plaza, Gatwick Airport. This is an agenda item for the Planning, Environment and Transport Committee meeting 23 <sup>rd</sup> January 2020.
14.	<u>Age UK Horsham District</u> Proposals for Age UK Horsham District to work closely with Age UK West Sussex, Brighton & Hove.
15.	<u>Gatwick Airport</u> Invitation to Discover Gatwick March/April 2020

## Appendix 4

North Horsham Parish Council Meeting 5 <sup>th</sup> March 2020 Agenda Item 18	
Correspondence List 2 from 27 <sup>th</sup> February 2020 to 5 <sup>th</sup> March 2020. Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.	
1.	<u>West Sussex County Council</u> <ul style="list-style-type: none"> <li>Planned roadworks.</li> <li>West Sussex County Council Permit Scheme (WSCCPS) Notification of Variation of Permit Scheme</li> </ul>
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"> <li>Identifying redundant phone boxes for removal. Councillors asked to identify any in North Horsham parish.</li> <li>Horsham District Council Body Worn Video Camera Consultation</li> </ul>
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> <li>Chief Executive bulletins.</li> <li>NALC is carrying out ground breaking research on dementia and invites a response to a survey – closing date 17 April 2020.</li> </ul>
4.	<u>Sussex Association of Local Councils (SALC)</u> <ul style="list-style-type: none"> <li>Guidance on Coronavirus – circulated to Personnel Committee.</li> </ul>
5.	<u>Sussex Police</u> Horsham weekly bulletin.
6.	<u>No Incinerator 4 Horsham</u> <ul style="list-style-type: none"> <li>Notification of the Planning Inspector decision regarding the incinerator. "The appeal is allowed and planning permission is granted for a recycling, recovery and renewable energy facility and ancillary infrastructure at the Former Wealden Brickworks, Langhurstwood Road, Horsham, West Sussex, RH12 4QD in accordance with the terms of application Ref. WSCC/015/18/NH, dated 9 March 2018, subject to the conditions set out in the Schedule of Conditions at the end of this decision."</li> </ul>
7.	<u>Rusper Parish Council</u> Consultation on the Rusper Parish Neighbourhood Plan.
8.	<u>HALC</u> Letter sent to Horsham District Council on behalf of parishes in Horsham District regarding housing numbers and deep concern about their increase.
9.	<u>UK Power Networks Roadshow</u> Consultation event and tour of Brighton i360
10.	<u>Independent Commission for Civil Aviation Noise</u> Survey – how does your airport engage with its community? – opportunity to comment on Gatwick Airport.