



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE NORTH HORSHAM PARISH COUNCIL MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 2ND SEPTEMBER 2021 COMMENCING AT 7.30pm

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.*, D. Searle, A. Shine, J Smithurst, S. Torn, R. Turner, I. Wassell and Mrs S. Wilton (Vice Chairman).

* denotes absence.

In attendance: Parish Clerk - Pauline Whitehead BA(Hons) FSLCC, Horsham District Councillor John Milne

FC/617/21 Public Forum.

There was an opportunity for members of the public to join the meeting using a Zoom online link but there were no members of the public in attendance. Cllr Mahon attended as an observer.

FC/618/21 Apologies for absence.

The Council received apologies and reasons for absence from Cllr M Cockerill, Cllr Mrs R Ginn, Cllr Mahon and Cllr T Rickett B.E.M.

FC/619/21 Minutes of the previous meetings.

The minutes of the Parish Council Meeting held on 29th July 2021 were **AGREED and signed by the Chairman as a true record.**

FC/620/21 Declarations of interest.

There were no Declarations of Interest.

FC/621/21 Decisions made by delegated power since 29th July 2021 for ratification.

- 1. To repair the partition wall at Roffey Millennium Hall.**
- 2. To sign a 3 month Licence to Occupy agreement with the Horsham Central Primary Care Network for the use of South Hall, North Hall and Chichester room at Roffey Millennium Hall to allow the building to be used as a vaccination centre.**

The Council RATIFIED the decisions made under delegated powers.

FC/622/21 Committees and Working Parties.

The Planning, Environment and Transport Committee minutes from the meeting held on 26th August 2021 would be circulated for receipt at the next Council Meeting.

It was **NOTED** that the Property Committee meeting scheduled for 9th September 2021 had been cancelled and rescheduled for 21st October 2021.

FC/623/21 Reports from representatives on outside bodies.

It was **NOTED** That there were no reports from outside bodies.

FC/624/21 Reports from District or County Councillors.

Horsham District Council (HDC) Cllr J Milne reported that the District Council had awarded an Electric Vehicle Charging Point (EVCP) contract at no net cost to the Council. This was to support the objective of HDC's Electric Vehicle Charge Point Strategy to ensure that by 2030 there is a comprehensive and cohesive network of electric charge points across the District to serve residents, visitors and businesses. There are Shop Improvement grants of up to £4,000 available from HDC for local retailers to future proof their businesses with key improvements to facilities and in store operations.

Two representatives from all parish councils in the District have been invited to a HDC facilitated workshop on the Local Plan on 6th September 2021 (Cllr Turner and Cllr Wilton will represent North Horsham Parish Council). One of the aims of the workshop is to fast track small areas of land which can be developed and count towards a five year land/ housing supply. This will, in turn, enable the Local Plan to be moved forward.

Cllr P Burgess reported that the quest to retain the Drill Hall as a public asset is continuing with talks between the Royal British Legion and HDC. The Crawley and Horsham Armed Forces and Veterans Breakfast Club meet every 4th Sunday in the month in Horsham and provides an opportunity for networking. There will be early morning commemorations of Merchant Navy Day and the Battle of Britain Day in September. On 14th November, HDC is hoping that the Remembrance Day Parade and church service will be able to take place in Horsham.

West Sussex County Councillor A Baldwin gave apologies for absence

The Council RECEIVED the reports above.

FC/625/21 Report from the North Horsham Community Land Trust (NHCLT) link councillor.

Cllr Gough reported that an interim agreement is in the process of being signed with Sussex Housing Hub and a Housing Association and that there would be a Steering Group meeting on 7th September 2021.

The Council RECEIVED the update from Cllr Gough.

FC/626/21 Chairman's announcements.

There were no Chairman's announcements.

FC/627/21 Financial Matters.**Finance Report to show income, expenditure and reserves to 31st July 2021**Period covering 1st April 2021 to 31st July 2021**Funding at 31st July 2021**

Precept (full year)	169,300
Environmental Grant (full year)	5,178
Community Infrastructure Levy (CiL) Payment	7,160
Total	181,638

Income to 31st July 2021

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st July 2021*
Admin	12	100	33
Allotments**	903	875	903
North Heath Hall	15,799	50,000	16,666
Holbrook Tythe Barn	6,438	30,000	10,000
Multi Court Lettings	4,536	20,000	6,666
Roffey Millennium Hall	6,522	60,000	20,000
Total	34,210	160,975	54,268

Expenditure to 31st July 2021

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st July 2021
Admin***	19,323	50,120	23,040
Grants	680	10,000	3,333
Burial	1,865	6,750	2,250
Personnel	80,341	315,450	105,150
Planning, Env, Trans	0	2,250	750
Allotments	518	1,575	525
Amenity, Recs and Open Spaces	13,638	52,995	17,665
North Heath Hall	4,133	28,421	9,474
Holbrook Tythe Barn	3,874	22,196	7,399
Roffey Millennium Hall	4,958	37,888	12,640
Total	129,330	527,645	182,226

Net expenditure	(95,120)	(366,670)	(127,958)
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*Total cost centre budget for 2021/22 divided by 4/12ths.

**Allotment invoices are sent out annually. The full income is expected by the end of April.

***includes insurance estimate of £9,500 paid in one instalment.

Income

Guidance from the Health and Safety Executive and encouragement for caution from the government to stop the spread of Coronavirus, means that hirers have to provide risk assessments and insurance cover resulting in fewer hires and a reduction of

around £20,000 in income.

Expenditure

Significant savings have been made in all cost centres, especially personnel resulting in a saving of around £52,000.

Reserves

On 31st July 2021 the General Reserve stood at £291,260 and there were Ear Marked Reserves of £235,449.

Summary

There is approximately £20,000 less income than budgeted for in the first third of 2021/22, but this is offset by £52,000 less expenditure. The overall position is that the Council has spent about £32,000 less than anticipated at this time of the financial year. There is adequate reserves to cover 6 months running costs.

The Council NOTED the Financial Report to 31st July 2021.

The Council AGREED the expenditure list for July 2021 for £28,800.44. (See Appendix 1)

FC/628/21 Community Infrastructure Levy (CiL) allocation on development north of Horsham.

HDC has opted to use Section 106 as a means to secure developer contributions on the development north of Horsham rather than designate it as an area for CiL contributions which would provide 15% of money collected to the local parish council to be spent in the community. However, it would appear that Legal and General intends to reduce the number of large houses on the site in order to provide more 2 and 3 bedroom houses. As a result, the number of houses on the site is likely to increase by 500. 2,750 houses were agreed in the outline planning application. Following debate it was **AGREED to raise with HDC the subject of the decision to charge no CIL on the development and check on its validity in present circumstances and to challenge the potential decision by HDC to add a further 500 houses to the 2,750 already approved in the original plan approved by Council.**

FC/629/21 Correspondence.

The Council RECEIVED correspondence lists from 30th July 2021 to 26th August 2021. (Appendix 2).

FC/630/21 Exclude press and public

The Council RESOLVED that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to staff matters.

FC/631/21 Staff matters

The Council RESOLVED to appoint a new Clerk and Responsible Financial

Officer from 4th October 2021 subject to references and a probation period.

FC/632/21 Date of next Council meeting.

The next Parish Council Meeting will be held on Thursday 4th November 2021 (Scheduled).

There being no other business, the Chairman closed the meeting at 8.10 pm.

..... Signed

.....Dated



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MS VIVIEN EDWARDS
NORTH HORSHAM PARISH CNCL
ROFFEY MILLENNIUM HALL
CRAWLEY ROAD
HORSHAM
RH12 4DT

Your Business Credit Card Cardholder Statement

Card number	5328 6505 0253 1748
Card limit	£750
Statement date	13 September 2021



Account Information

This statement page provides information on individual cardholders transactions to help them review their card spend.

Tran Date	Enter Date	Reference	Description	Amount £
18/08	19/08	MT212310418000010	AMZNMktplace amazon.co.uk GBR	34.34
07/09	08/09	MT212510255000010	AMZNMktplace amazon.co.uk GBR	67.08
08/09	09/09	MT212520515000010	Jewson CRAWLEY IRONM GBR	81.60
09/09	09/09	MT212520515000010	AMZNMktplace amazon.co.uk GBR	25.20
New Balance				£208.22

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APPENDIX 1

Lloyds Bank Accounts

List of Payments made between 01/07/2021 and 31/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2021	Horsham Publications Ltd	010721-01	76.20		Publication
01/07/2021	Horsham District Council	010721-02	172.20		Dog Bins
01/07/2021	Horsham District Council	010721-03	295.00		Rates
02/07/2021	British Gas Business	020721-01	143.23		Electric - 14/05 to 13/06/21
02/07/2021	City Electrical Factors Ltd	020721-02	36.60		General Maint
02/07/2021	Repair Glaze	020721-04	85.00		Door Repairs
02/07/2021	T C Maintenance	020721-05	935.00		Maintenance Repairs
05/07/2021	Horsham District Council	050721-01	65.60		Refuse Collection
05/07/2021	Horsham District Council	050721-02	65.60		Refuse Collection
05/07/2021	Horsham District Council	050721-03	163.00		Refuse Collection
08/07/2021	Grasstex Ltd	080721-01	3,049.50		Grass Cutting
08/07/2021	Kiddivouchers	080721-02	256.11		Childcare Voucher-Jun 21
08/07/2021	D. Lees	080721-03	27.00		Travel Exp - Jun 21
08/07/2021	NETCOM	080721-05	227.78		IT Support
08/07/2021	N. Simmonds,	080721-06	165.00		Emergency Lightb Test
08/07/2021	Viking Direct	080721-07	4.27		Stationery
08/07/2021	West Sussex County Council	080721-08	20,088.29		Salaries for June 2021
09/07/2021	Lloyds Credit Card	HENRY HOVE	123.98		Henry Hover - NRV240-11
09/07/2021	SOS Systems	090721-01	59.80		Printing
12/07/2021	Lloyds Credit Card	DD	181.28		NALC Membership
19/07/2021	British Gas Business	190721-01	130.64		Gas - 02/06/21 to 01/07/21
21/07/2021	Enterprise Services Group Ltd	210721-01	66.17		Hygiene Services
21/07/2021	Mulberry & Co	210721-03	90.00		Travel
21/07/2021	Pitney Bowes Finance Ltd.	210721-04	10.56		Postages
21/07/2021	Playsafety Ltd.,	210721-05	408.60		Play Area Annual Inspection
21/07/2021	T C Maintenance	210721-06	640.00		Open Space
22/07/2021	EDF Energy Ltd	220721-01	94.34		Elect - 01/06/21 to 30/06/21
22/07/2021	British Gas Business	220721-02	328.88		Elect-01/06/21 to 30/06/21
23/07/2021	British Gas Business	230721-01	58.20		Gas Bill- 20/05/21 to 28/06/21
26/07/2021	Scottish Water Business Stream	260721-01	18.23		Water Bill
27/07/2021	British Gas Business	270721-07	159.36		Elect - 01/06/21 to 30/06/21
29/07/2021	Horsham District Council	290721-01	82.00		Refuse Collection
29/07/2021	Horsham District Council	290721-02	82.00		Refuse Collection
29/07/2021	Horsham District Council	290721-03	130.40		Refuse Collection
30/07/2021	Horsham Town Community Partner	BACS	180.00		HTCP - Grant
30/07/2021	Petty Cash	9043	100.62		Petty Cash Transfer

Total Payments	28,800.44
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APPENDIX 2

North Horsham Parish Council Meeting on 2nd September 2021

Correspondence List 1 from 30th July 2021 to 26th August 2021

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"> • News Bulletins from West Sussex County Council. • Emergency Temporary Traffic Regulation Order - Rusper Road, Horsham - Start date : 02/08/2021- 5/8/2021. • TRO/HON9030/RC Consultation on 2 proposed toucan crossings on Rusper Road and School Road and 2 toucan/pegasus crossings on the northbound and southbound carriageways of Rusper Road. Deadline for response 26th August 2021. • Road Closure date notification - A24 Horsham Bypass 14th – 18th August 2021 for resurfacing. • A24 Great Daux and Robin Hood Roundabouts - Carriageway resurfacing – information from Cllr A Baldwin. • Drainage, 3017569 Flooding Roundabout Giblets/North Heath Lane – update from Councillor Baldwin + further update • Road Closure date notification - Worthing Road/Sainsburys/Waitrose roundabouts - Horsham Area • Town and Parish Council News - Special edition: Ash die back • Over 70,000 children's books loaned out since the start of the Summer Reading Challenge • Road Closure date notification - A281 Brighton Road, Horsham - Horsham Area • Road Closure date notification - A24 Southwater Bypass inc Hop Oast and Pollards Hill Roundabouts. • Emergency Temporary Traffic Regulation Order - Crawley Road, Horsham - Start date: 17/08/2021 • Update on Britaniacrest Recycling Limited's environmental permit variation application for Wealden Works Recycling, Recovery and Renewable Energy Facility, Horsham. • West Sussex Fire & Rescue Service will once again be hosting its Virtual Open Day on Friday 20 August. • Your Town and Parish Council News August 2021 - Digital Inclusion Survey and more • Road Closure date notification -A29 Billingshurst Bypass, Billingshurst - Horsham Area • Postponed: Road Closure date notification - A281 Brighton Road, Horsham - Horsham Area • Have your say on plans to 'get buses back better' • Proposed temporary Traffic Order A264 Crawley Road - TTRO/1573/RC • Closure date notification - Chennells Way, Horsham Area
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • News updates.

	<ul style="list-style-type: none"> • Notification that Health and Wellbeing/ Community Safety Officer is leaving HDC. • Updated National Planning Policy Framework (NPPF). • Tackling Climate Change - Horsham District Council Special Newsletter - August 2021 • Planning application delays, explanation of increased workload and measures in place to address it. • Local Plan Workshop 6 September 2021 Drill Hall – invitation for two members to attend
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Chief Executive bulletins. • Level up the environment through biodiversity • Newsletter. • NALC Events – Level up the environment through biodiversity (extra tickets)
4.	<u>Sussex Police/ Neighbourhood Watch</u> <ul style="list-style-type: none"> • Horsham Weekly News and Appeals • Your Child and Social Media 01/08/2021 • Rural Crime Monthly Update Link • Vaccine Passport Scams 07/08/2021 • Horsham Neighbourhood Policing Team Street Briefing Friday 13th August 11/08/2021 • August 2021 National Police Chiefs' Council Drug Driving Campaign 16/08/2021 • Staying Safe Online - Safe Against Scams In West Sussex 17/08/2021
5.	<u>Resident correspondence</u> <ul style="list-style-type: none"> • Request for map of the parish. • Enquiry about Community Speedwatch. • E-mail of concern about overflowing dog bins. Passed to HDC and to HDC ward Councillors for Roffey South. • Report of broken panes in bus stops in North Horsham. Support of resident to clear up the glass. • Report of damage at Roffey Recreation ground.
6.	<u>West Sussex Association of Local Councils</u> <ul style="list-style-type: none"> • National Resilience Strategy Call For Evidence – consultation by NALC. • NALC online event- Level up the environment through biodiversity – 27th October 2021 • Information from NALC online event “Planning and Power”- from Cllr Mahon. • Training opportunities. • West Sussex recycles: Summer BBQs and Picnics, Recycling Reminders and more
7.	<u>Horsham Association of Local Councils</u> <ul style="list-style-type: none"> • HALC Meeting 4th August - Draft Minutes • Letter to HDC re Local Plan and response
8.	<u>NHS West Sussex</u> <ul style="list-style-type: none"> • Vaccine updates. • West Sussex Health Network news August 2021
9.	<u>Gatwick Airport</u> <ul style="list-style-type: none"> • In Touch newsletter – edition 4. • Gatwick Airport's Northern Runway Project

10.	<u>West Sussex Pension Fund</u> <ul style="list-style-type: none"> • Annual General Meeting for Employers, annual report and AGM presentations.
11.	<u>Victim Support</u> <ul style="list-style-type: none"> • Thank you letter for grant of £500 from Parish Council.
12.	<u>Britanniacrest</u> <ul style="list-style-type: none"> • Update from Cllr Searle on Britanniacrest Liaison Meeting
13.	<u>Local Authority Partnership</u> <ul style="list-style-type: none"> • Newsletter
14.	<u>Horsham District Older Peoples Forum</u> <ul style="list-style-type: none"> • Invitation to Public Zoom meeting 7th September 2021
15.	<u>Kent, Surrey and Sussex Ambulance</u> Letter of appreciation for grant funding of £2,000.
16.	<u>Friends of Horsham Park</u> August Newsletter
17.	<u>Home-Start Crawley, Horsham and Mid Sussex (CHAMS)</u> Latest Impact Report

Appendix 2

North Horsham Parish Council Meeting on 2nd September 2021	
Correspondence List 2 from 26 th August 2021 to 2 nd September 2021 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"> Your latest news on Covid-19 - Bank Holiday special edition Fallen down or removed bus stop sign in Rusper Road, Holbrook just north of entrance to Giblets Way – will be reinstated 22nd November 2021.
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"> News updates.
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> Chief Executive bulletins. Future communities conference online 2nd December 2021
4.	<u>Sussex Police/ Neighbourhood Watch</u> <ul style="list-style-type: none"> Horsham Weekly News and Appeals
5.	<u>Resident correspondence</u> <ul style="list-style-type: none"> Query regarding closure of Chennells Way. Response received from WSCC.
6.	<u>West Sussex Association of Local Councils</u> <ul style="list-style-type: none"> Clerks & Officers Training Programme **DATES FOR SEPTEMBER**
7.	<u>Horsham Town Community Partnership</u> <ul style="list-style-type: none"> Horsham's Annual Riverside Walk - Saturday 11th September attendance instructions.
8.	<u>Home Start CHAMS</u> <ul style="list-style-type: none"> Invitation to attend AGM 27th September 2021.
9.	<u>Ni4H</u> <ul style="list-style-type: none"> Response to Environmental Permit Variation Application