

NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING - THURSDAY 3rd MARCH 2022 AT 7.30pm

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

1. Public Forum.

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

2. Apologies for Absence.

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

Decision : To note apologies for absence.

4. Declarations of Interest.

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

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

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

5. Decisions made by delegated power since 13th January 2022 for ratification.

There have been no decisions taken under delegated power.

Decision : None required.

7. Reports from Representatives on Outside Bodies

Members are invited to receive two reports from Cllr Searle relating to the Wilding Horsham project and Brittaniacrest (see **Appendix 1**).

10. Chairman's Announcements.

Members are advised that the annual close down of the accounts by RBS is scheduled to take place remotely on Tuesday 19th April with the Final Internal Audit for the 2021/22 financial year to take place, in person, on Thursday 21st April. Should any Members wish to attend, please advise the Clerk.

As Members will have seen, a response has been received from Jeremy Quin MP to the Clerk's letter regarding remote meetings, a copy of which has been circulated to all and is noted on the correspondence list under Agenda item 17.

With regard to the decision at the last meeting to use £5,000 of Earmarked Reserves as a contribution to the Youth work being led by HDC, a response to the offer has been received including the following :

I think any contribution is of benefit and certainly the acknowledgment that NHPC will consider a multi-year agreement is encouraging.

I have spoken to 4TheYouth already about collating the requested information and hope to be able to share this with you soon.

We currently have the tender out for the contract of providing youth provision in the NC areas. Any contribution you can make for next year may have to sit outside of this however if we come to agreement around future years it would make sense that the tender is amended to reflect this. I will have to take advice from my procurement team as and when about how to do this.

When the information requested is received, and in good time for budget setting for 2023/24, the matter will be referred back to Council for further consideration.

Finally, as Members have been advised the Deputy Clerk has taken the decision to retire and will be leaving the Council at the end of May. The Personnel Committee has already met to discuss the next steps in seeking a replacement.

11. Financial Matters

Finance Report to show income, expenditure and reserves to 31st January 2022

Period 1st April 2021 to 31st January 2022

Funding at 31st January 2022

Precept (full year)	338,600
Environmental Grant (full year).	10,356
Community Infrastructure Levy (CiL) Payment	26,163
Total	375,119

Income to 31st January 2022

Cost Centre	Actual income	Annual Budget	Estimated income to 31st January 2022*
Admin	138	100	83
Allotments**	948	875	875
North Heath Hall	42,343	50,000	41,667
Holbrook Tythe Barn	18,580	30,000	25,000
Multi Court Lettings	15,244	20,000	16,667
Roffey Millennium Hall	43,514	60,000	50,000
Total	120,767	160,975	134,292

Expenditure to 31st January 2022

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31st January 2022*
Admin***	35,897	50,120	43,350
Grants	5,780	10,000	8,333
Burial	5,596	6,750	5,625
Personnel	228,217	315,450	262,875
Planning, Env, Trans	0	2,250	1,875
Allotments	653	1,575	1,313
Amenity, Recs & Open Spaces	28,401	52,995	44,163
North Heath Hall	13,164	28,421	23,684
Holbrook Tythe Barn	12,067	22,196	18,497
Roffey Millennium Hall	19,718	37,888	31,573
Total	349,493	527,645	441,288

Net expenditure	-228,726	-366,670	-306,996
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*Total cost centre budget for 2021/22 divided by 10/12ths.

**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.

The list of payments for January are attached to this report in **Appendix 2**.

Income

Income continues to remain lower than that which would be expected for this time of the year, with a difference of £13,525. The gap between anticipated and actual income has continued to decrease slightly from 13% of expected income at the end of December to 10% at the end of January. Income has been boosted by the receipts from the NHS for the vaccination centre but with their use of the building finishing at the end of February, there will be no further income from this source.

Expenditure

Significant savings have been made on staff costs, general maintenance and Open spaces. All necessary Health & Safety work has been carried out and ongoing necessary inspections and servicing is continuing. As we approach the end of the financial year it has been necessary to undertake maintenance activities outside of the Health & Safety remit but remaining within the forecasted expenditure for the year, as restricting works to only those necessary under Health & Safety was unsustainable and could have led to higher costs in the longer term if repairs are put off until they reach the Health & Safety threshold.

The gap between actual and anticipated expenditure, has remained steady at 21% at the end of month 10.

Reserves

On 31st January 2022 the remaining funds including General Reserves stood at £332,134 and there were additional Ear Marked Reserves of £248,895.

Summary

As mentioned above, there is £13,525 less income than budgeted for in the year to date but this is offset by £91,795 less expenditure. The overall position is that expenditure after income is about £78,270 less than anticipated at this time of the financial year. There are adequate reserves to cover 6 months running costs.

Decision: To note the Financial Report to 31st January 2022 and the Payment List for January 2022.

Fee List for 2022/23

Normally, the review of fees would have gone to either the Property or the Finance and Administration Committees before approval by Council but due to the timings it has been necessary to place on the Agenda for this meeting.

Members are invited to receive two proposals attached as **Appendix 3**; the first is for a 2% increase in fees - in line with the increase in the per house Band D Council Tax charge for 2022/23. The second assumes a higher increase of 5% to offset the substantial cost of living and energy price increases that the council is subject to.

Members are asked to consider the two proposals and agree the fees for the forthcoming year.

Decision: To agree an increase of 2% or 5% to the Fee Listings for 2022/23.

12. Annual Parish Meeting

As Members will be aware, it has not been possible to hold an Annual Parish Meeting (APM) since 2019. The date scheduled for 2022 is Monday 25th April and it is suggested that, as previously, it is an open meeting held at the Roffey Millennium Hall.

With regard to a programme for the evening, Members may wish to extend an invitation to a one or more of the following:-

- representative from HDC's youth team to speak regarding Youth Provision and the potential for extending services into North Horsham Parish;
- a representative of Sussex Police or the PCC to talk about local policing;
- HDC's Environmental Coordination Manager regarding the Wilder Horsham District project.

The Annual Parish Meeting would also be an ideal opportunity to undertake a visioning exercise with the wider community to inform the review of the Parish Council's Business Plan. However, the initial 2022 review of the Business Plan is not due to begin until the next meeting of the Finance and Administration Committee on 10th March and furthermore, we are only now emerging from the pandemic, and beginning to assess the longer-term impact of the last two years on our community, facilities and budget. Therefore, it may be more practical to agree now, that this should be on the Agenda for the 2023 APM to inform next year's review.

Decision: What do Members agree to include in the programme for the Annual Parish Meeting on 25th April 2022?

13. Annual Review of the Council's Internal Control Procedures and Practices

The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices. A Statement of the Parish Council's Internal Controls has been prepared, which identifies the controls that are in place in line with the Council's Financial Regulations and Standing Orders (see **Appendix 4**). These controls relate to income and expenditure, accounting procedures and engaging the services of an independent internal auditor.

Decision: To agree that the financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions.

14. Queen's Green Canopy (QGC)

A meeting of the Queen's Green Canopy Working Party was held on Zoom on Tuesday 25th January 2022 and a copy of the Notes are attached as **Appendix 5**.

Decisions : To note the Notes of the QGC Working Party Meeting on 25th January 2022 and furthermore, to agree on the recommendations as follows :-

- (i) **Free trees be applied for from the Woodland Trust when applications open for the Autumn planting tranche.**
- (ii) **A substantial tree be purchased and planted in line with the existing Silver Birch at Holbrook Tythe Barn together with a commemorative plaque, funded by the Open Spaces Budget.**

Further investigations suggest a Snow Queen Birch tree would be suitable. A 7ft to 8ft tree would cost in the region of £70. In addition, there will be costs for the purchase and installation of a plaque to commemorate the event together with some expenditure for the actual planting and securing. Therefore, a maximum budget of £200 from the Open Spaces Budget would be required.

Following the meeting of the Working Party, a letter was received on 21st February from the HDC Cabinet Member for Leisure and Culture (copy attached as **Appendix 6**) in which HDC offer to donate a specimen tree to each of the Parishes and invite this to be done via the Arboriculturist Officer. Members therefore may be minded to approach HDC to supply the specimen tree for Holbrook Tythe Barn as referred to above.

- (iii) **Watering and care of commemorative tree to be undertaken by the Parish Council caretakers at HTB.**
- (iv) **Advice be sought from HDC regarding suitable trees and exact locations for planting of free saplings at Earles Meadow and Amberley Close open space.**
- (v) **Planting at Earles Meadow to be in a cluster to extend the “Green Canopy”.**
- (vi) **Funding be approved for any planting stakes/protection for the saplings from the Open Spaces Budget.**
- (vii) **After exact locations at Earles Meadow have been determined and agreed, to seek assistance from the Conservation Group for the planting and subsequent watering.**

15. Community Infrastructure (CIL)

A meeting of the CIL Working Party was held on 22nd February 2022 and a copy of the Notes are attached as **Appendix 7**.

Decision: To receive the Notes of the CIL Working Party Meeting on 22nd February 2022 and furthermore, to agree on the recommendations as follows :-

i.	Allocated for outdoor gym equipment project	£5,000
ii.	Replacement fencing at Birches Road Play Area	£17,000
iii.	2 no picnic benches at Birches Road Play Area	£1,600
iv.	1 no “Eden” type RTPI unit at bus stop south of Norfolk Arms on Crawley Road	£5,000
v.	Replacement and relocation of goal posts at Amberley Close Open Space	£2,000

16. Policies

Members are asked to receive the following policy, attached as **Appendix 8**, with any proposed amendments highlighted in red:

- a) **Flag Flying Policy 2022/23**

Decision : To approve the Flag Flying Policy

17. Correspondence

See **Appendix 9** with the second list emailed separately.

Decision: To receive correspondence lists from 13th January to 3rd March 2022.

20. Grounds Maintenance Contract

See Confidential report circulated by email.

Decision : To approve the contract for maintenance of the Council's open spaces for three years.

Appendix 1

Report by Cllr D Searle - Rewilding Horsham Town

This is being held over the period 18th February to 20th March. Please see pictures together with maps show participating outlets of Rewilding project below.



Horsham's

Bug Trail

Re-Wilding the High Street

Discover unique bugs in the town centre created by students at Bohunt Horsham & participants from The Butterfly Project.

trail map on reverse

18th February - 20th March 2022

Can you find the **Bugs** hidden in shop windows in Horsham Town Centre?

Discover more brilliant bugs on the 'flowers' outdoor gallery...



Horsham District Council

European Union
European Regional Development Fund

HM Government

HTP
Horsham Town Centre Partnership
Evoon Bates

creative waves
COMMUNITY ARTS

THE BUTTERFLY PROJECT

BOHUNT HORSHAM



1

Since the last meeting in October 2021

Biffa

- ▶ Between 15/10/21 until 14/01/22 we:
- ▶ Received 45480.09 t MSW
- ▶ Processed 43696.65 t MSW
- ▶ Received 6161.19 t HWRC
- ▶ Processed 6161.19 t HWRC
- ▶ Achieved a LF diversion of 38.24% exc. RDF
- ▶ 3530.42 t of process heavies to EFW
- ▶ Made 12408 RDF bales
- ▶ Generated an average of 31.7 MWh of power per day.

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Local information - Environmental

Biffa

Carbon changes since the beginning of:

- 2020
- 11th Feb
- 5th Apr
- 17th May
- 28th June
- 16th August
- 18th Oct
- 13th Dec

Carbon changes since the beginning of:

- 2021
- 7th Feb 2021
- 28th March 2021
- 23rd May 2021
- 25th July 2021
- 26th Sept 2021

Carbon changes since the beginning of:

- 2022
- 30th Jan

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Review of waste inputs since April 2020

Biffa

MSW tonnage in		HWRC IN		Total Tonnage IN (including BB/CA)	
Month	Tonnage	Month	Tonnage	Month	Tonnage
Dec-21	14425	Dec-21	1713	Dec-21	16138
Nov-21	13878	Nov-21	1943	Nov-21	15822
Oct-21	13333	Oct-21	2011	Oct-21	15344
Sep-21	13259	Sep-21	2221	Sep-21	15483
Aug-21	13468	Aug-21	2491	Aug-21	15960
Jul-21	14629	Jul-21	2211	Jul-21	16840
Jun-21	13094	Jun-21	2567	Jun-21	15661
May-21	12533	May-21	2324	May-21	14859
Apr-21	14183	Apr-21	2673	Apr-21	16856
Mar-21	15060	Mar-21	2928	Mar-21	17988
Feb-21	11819	Feb-21	2082	Feb-21	13901
Jan-21	14693	Jan-21	2080	Jan-21	16773
December	14092	December	2307	December	16399
November	12943	November	2519	November	15462
October	12666.0	October	2412.0	October	15078.0
September	13838	September	1999	September	15837
August	12643	August	1189	August	13832
July	14863	July	143	July	15006
June	14022	June	0	June	14022
May	13592	May	0	May	13592
April	14416	April	0	April	14416

Pink shaded area is indicating Visitor being bought by Biffa

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Vehicle numbers entering site

Biffa

Month	Horsham	Crawley	MSW	CA	Total
Dec-21	246	193	466	221	1126
Nov-21	230	193	439	235	1097
Oct-21	217	179	420	207	1023
Sep-21	215	206	403	242	1076
Aug-21	226	188	418	262	1094
Jul-21	237	208	455	239	1129
Jun-21	237	209	382	279	1107
May-21	220	173	384	256	1033
Apr-21	243	188	444	308	1183
Mar-21	239	202	482	311	1234
Feb-21	212	170	357	285	974
Jan-21	269	195	461	239	1164
December	234	207	449	265	1155
November	227	179	403	274	1083
October	235	173	385	264	1058
September	239	191	424	261	1105
August	215	180	384	198	977
July	258	209	451	25	943
June	238	197	427	0	862
May	244	228	452	0	924
April	223	180	477	0	880

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Analysis of Odours and Waste

Biffa

Month	Number of complaints	Month	Number of complaints
Jan-20	3	Jan-21	0
Feb-20	7	Feb-21	1
Mar-20	1	Mar-21	1
Apr-20	1	Apr-21	1
May-20	2	May-21	1
Jun-20	4	Jun-21	4
Jul-20	6	Jul-21	8
Aug-20	1	Aug-21	4
Sept-20	0	Sept-21	0
Oct-20	0	Oct-21	0
Nov-20	0	Nov-21	8
Dec-20	0	Dec-21	0

Period	Number of odour checks at receptors	Number of times odour detected	Number of complaints	Number of wind alerts
01/07/2020 to 30/09/2020	1608	33	7	129
01/10/2020 to 31/12/2020	1152	11	0	66
01/01/2021 to 31/03/2021	1208	31	1	118
01/04/2021 to 30/06/2021	1368	47	7	142
01/07/2021 to 31/09/2021	1488	35	12	102
01/10/2021 to 31/12/2021	1408	22	8	74

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Receptors

Biffa

Locations:

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Fire alarm activations- since the start of 2021

Biffa

Date	Start time	End time	Duration (minutes)	Reason	Date	Start time	End time	Duration (minutes)	Reason	Date	Start time	End time	Duration (minutes)	Reason
03/01/2021	14:48	14:53	05	Small fire in 02	04/01/2021	08:02	08:02	00	Small fire in 02-03	20/02/2021	08:36	08:36	00	Small fire in 02-03
13/01/2021	12:48	12:50	02	Small fire in kitchen key	05/01/2021	04:00	04:04	04	Small fire in 02-03	20/02/2021	02:14	02:14	00	Small fire in 02-03
14/01/2021	13:29	13:30	01	Small fire in 02-03	05/01/2021	08:02	08:02	00	No visible fire	20/02/2021	08:36	08:36	00	Small fire in 02-03
02/02/2021	08:07	08:08	01	Fire in key 23 (external)	05/01/2021	05:04	05:05	01	No visible fire	03/03/2021	08:10	08:10	00	Small fire in 02-03
04/02/2021	08:52	08:53	01	Smoke detector fault corrected	05/01/2021	08:02	08:02	00	Small fire in 02-03	12/03/2021	04:47	04:47	00	Small fire in 02-03
04/02/2021	08:19	08:20	01	Fire on bank	20/01/2021	08:24	08:25	01	No visible fire	17/03/2021	08:44	08:44	00	Fire alarm fire alarm
04/02/2021	08:14	08:15	01	Fire alarm	04/01/2021	07:14	07:15	01	Small fire in 02-03	20/03/2021	07:12	07:12	00	Small fire in 02-03
04/02/2021	08:10	08:11	01	Fire on bank	04/01/2021	04:44	04:45	01	No visible fire	20/03/2021	07:12	07:12	00	Small fire in 02-03
04/02/2021	08:14	08:15	01	Fire on bank	20/01/2021	03:00	03:00	00	No visible fire	04/03/2021	07:40	07:40	00	Small fire in 02-03
07/02/2021	14:00	14:01	01	Fire on bank	24/01/2021	03:02	03:02	00	Small fire in training bank	04/03/2021	08:40	08:40	00	Small fire in 02-03
08/02/2021	08:52	08:53	01	Fire on bank	24/01/2021	03:00	03:00	00	Small fire in training bank	07/03/2021	08:00	08:00	00	Small fire in 02-03
10/02/2021	08:04	08:04	00	Fire on bank	15/01/2021	02:30	02:30	00	No visible fire	04/03/2021	07:46	07:46	00	Small fire in 02-03
04/03/2021	07:12	07:14	02	Fire in lab area	15/01/2021	08:30	08:30	00	Small fire in 02-03	04/03/2021	07:17	07:17	00	Small fire in 02-03
08/03/2021	12:10	12:20	10	Fire in 02-03	04/01/2021	08:10	08:10	00	Small fire in 02-03	04/03/2021	07:10	07:10	00	Small fire in 02-03
11/03/2021	05:11	05:11	00	Alarm in front of Warehouse 2	11/01/2021	04:02	04:02	00	Small fire in 02-03, No visible fire	04/03/2021	07:10	07:10	00	Small fire in 02-03
11/03/2021	05:08	05:07	01	Fire in 02-03	04/01/2021	07:02	07:02	00	Small fire in 02-03	04/03/2021	07:10	07:10	00	Small fire in 02-03
11/03/2021	08:10	08:10	00	No visible fire	04/01/2021	03:24	03:24	00	Small fire in 02-03, No visible fire	04/03/2021	07:10	07:10	00	Small fire in 02-03
11/03/2021	08:08	08:08	00	No visible fire	20/01/2021	03:00	03:00	00	Small fire in 02-03, No visible fire	04/03/2021	07:10	07:10	00	Small fire in 02-03
11/03/2021	08:08	08:08	00	No visible fire	04/01/2021	08:00	08:00	00	Small fire in 02-03, Warehouse 1	04/03/2021	07:10	07:10	00	Small fire in 02-03
20/03/2021	08:10	08:10	00	No visible fire	04/01/2021	08:00	08:00	00	Small fire in 02-03	04/03/2021	07:10	07:10	00	Small fire in 02-03
20/03/2021	14:00	14:00	00	Small fire in 02-03	05/01/2021	03:00	03:00	00	Small fire in 02-03	04/03/2021	07:10	07:10	00	Small fire in 02-03

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Summary

Biffa

So far its been a busy Christmas and new year, and we are working hard to process the waste as quickly as we can. Our Christmas plan has been executed well and has gone according to plan

Covid has played a significant part in affecting operations and since Christmas we have had 14 people absent though contracting covid, thankfully they have all returned to work fit and healthy. We are taking all precautions and still remain covid secure, I am confident there is no transmission on site

We the management cancelled our own Christmas party.

Our annual Christmas tree was installed. This year it was a 21ft Norwegian spruce. Christmas carols were sung around the tree and hosted by our very own singer Barry Boyling

We continue to carry out multiple odour checks per day and remain committed to investigating any complaints (should there be any)

We have a big recruitment drive going on at the moment

We have suspended all tours until further notice based on Govt guidelines

There were no visits from the EA during the last quarter.

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Thank you.


Biffa

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Brookhurst Wood Landfill

Planning and Development Update



18.01.2022

Biffa

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Hydrogen Storage Compound

Biffa

- Application submitted in October 2021, consultation has been concluded;
- Formal request for additional information has been received with matters arising from the consultation;
- 6 – 8 daily movements associated with tankers;
- Critical issue is water neutrality – Natural England position statement expects all developments within the Arun Valley (including Horsham District) to demonstrate that all new development should not increase rate of water abstraction;
- Biffa is currently working through this before producing appropriate strategy, and submit all additional information.



Example of a 2MW hydrogen compound (Falkenhagen, Germany)


Biffa

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'Site Ha' Vehicle Parking

Biffa

- Planning application in preparation for a vehicle parking area on 'Site Ha';
- Vehicles are associated with the loading of RDF from the MBT on to trailers and already access the site;
- Current design is for the parking of 36 trucks;
- Planning application will also include an area for the storage of compost like organic material arising from the AD process, when needed, prior to export off-site. This will be a controlled area and material stored in sealed containers;
- Submission anticipated early March 2022;
- An Environmental Permit application is also being prepared.



Biffa

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Soil Washing and Thermal Treatment

Biffa

- Planning consent received in January 2020;
- Original Environmental Permit application was refused;
- New permit application has been submitted and is being determined by the Environment Agency;
- Current intention is to drop thermal treatment aspects;
- Modifications to the planning permission for soil washing will be required depending on the progress of the new Environmental Permit application.

Biffa

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Appendix 2

Lloyds Bank Accounts

List of Payments made between 01/01/2022 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2022	Horsham District Council	040122-01	22.96		Litter Bins
04/01/2022	Horsham District Council	040122-02	195.16		Dog bins open Space
04/01/2022	Horsham District Council	040122-03	207.00		Rates - Jan 2022
04/01/2022	Horsham District Council	040122-04	215.00		Rates - Jan 2022
04/01/2022	Horsham District Council	040122-05	295.00		Rates - Jan 2022
05/01/2022	British Gas Business	050122-01	457.89		Elect - 14/11 to 13/12/2021
06/01/2022	British Gas Business	060122-01	166.07		Gas - 19-11 to 15-12-2021
06/01/2022	British Gas Business	060122-02	360.06		Gas - 19-11 to 15-12-2021
06/01/2022	Essential Hygiene & Catering S	060122-03	523.99		Cleaning Material
06/01/2022	H Griffiths	060122-04	46.80		Travel Exp - Dec 2021
06/01/2022	Incor Group Management Ltd	060122-05	426.00		Window Cleaning
06/01/2022	D. Lees	060122-06	41.40		Travel Exp - Dec 2021
06/01/2022	Servcom Services UK Ltd.,	060122-08	396.71		Boiler Repairs
06/01/2022	M Stoner,	060122-09	73.80		Travel Exp - Dec 2021
06/01/2022	Viking Direct	060122-10	41.65		Stationery
06/01/2022	West Sussex County Council	060122-11	23,996.57		Salaries - Dec 2021
06/01/2022	Kiddivouchers	060122-12	259.03		Childcare Voucher
06/01/2022	NETCOM	060122-13	237.60		IT Support
13/01/2022	Lloyds Bank	BACS	3.82		Bank Charges
18/01/2022	British Gas Business	180122-01	655.34		Gas - 02/12 to 01/01/2022
18/01/2022	British Gas Business	180122-02	1,056.94		Elect - 01/12 to 31/12/2021
19/01/2022	Horsham District Council	190122-01	82.00		Refuse Collection
19/01/2022	Horsham District Council	190122-02	123.00		Refuse Collection
19/01/2022	Horsham District Council	190122-03	131.20		Refuse Collection
19/01/2022	City Electrical Factors Ltd	190122-04	128.28		General Repairs
19/01/2022	NETCOM	190122-06	976.32		IT Support
19/01/2022	N. Simmonds,	190122-07	235.00		Electrical Repairs
19/01/2022	Pitney Bowes Finance Ltd.	190122-08	10.56		Postages
19/01/2022	Servcom Services UK Ltd.,	190122-10	307.99		Boiler Repairs
25/01/2022	Scottish Water Business Stream	250122-01	29.56		Water Services
25/01/2022	EDF Energy Ltd	250122-02	94.82		Street Lights
25/01/2022	Credit Card Payments	BACS	320.49		General Maint & Cordless Hover
Total Payments			32,118.01		

Appendix 3

GENERAL HIRE CHARGES 2022-23
DRAFT 2% INCREASE - NOT ROUNDED
ROFFEY MILLENNIUM HALL(RMH)
RH12 ADT

	Maximum Capacity (Theatre Style or Parties)	Charge per hour							
		Business Use (inc VAT)		Profit Groups (inc VAT)		Private Hire / Local Authorities (inc VAT)		Not for Profit / Charities (inc VAT)	
North Hall	50	£23.00	£27.60	£16.88	£20.26	£15.81	£18.97	£12.55	£15.06
South Hall	50	£23.00	£27.60	£16.88	£20.26	£15.81	£18.97	£12.55	£15.06
North & South Halls	100	£46.00	£55.20	£33.76	£40.51	£31.62	£37.94	£25.10	£30.12
Bramber	40	£23.00	£27.60	£16.88	£20.26	£15.81	£18.97	£12.55	£15.06
Amberley	15	£23.00	£27.60	£16.88	£20.26	£15.81	£18.97	£12.55	£15.06
Cowdray	30	£23.00	£27.60	£16.88	£20.26	£15.81	£18.97	£12.55	£15.06
Chichester	25	£23.00	£27.60	£16.88	£20.26	£15.81	£18.97	£12.55	£15.06
Knapp members Room	6	£12.70	£15.24	£9.28	£11.14	£8.67	£10.40	£6.94	£8.32

NORTH HEATH HALL (NHH)
RH12 5PU

	Maximum Capacity (Theatre Style or Parties)	Charge per hour			
		Business Use	Profit Groups	Private Hire / Local Authorities	Not for Profit / Charities
Hall 1	85	£25.70	£18.87	£17.70	£13.92
Hall 1 & 4	100	£34.97	£26.25	£24.00	£19.05
Hall 4	15	£13.16	£10.30	£8.98	£7.24
Room 15 & 16	16	£13.16	£10.30	£9.03	£7.24
Room 3	8	£8.06	£5.97	£5.61	£4.49
Room 9	15	£8.06	£5.97	£5.61	£4.49

10% discount (previously approx. 18%)

HOLBROOK TYTHE BARN (HTB)
RH12 5EZ

	Maximum Capacity (Theatre Style or Parties)	Charge per hour per room				
		Business Use	Profit Groups	Local Authorities	Private Hire	Not for Profit / Charities
Main Barn	40					
Wallace Room	20					
Weekday Charges		£20.30	£14.79	£13.67	£14.59	£10.86
Weekend Charges		£23.46	£17.85	£17.29	£17.29	£18.16

Fixed rate on Saturday evenings from 6.00 pm to 11.00 pm - £204 (+VAT for RMH)

HTB - Barn (if have Wallace Room as well, charge that at hourly rate), NHH - rooms 1&4, RMH - North OR South Hall. If North AND South £306

Latest Hire Times for all venues: Monday to Saturday 11.00 pm : Sunday 9.00 pm
Sundries:

*Tea/Percolated Coffee - RMH only

85p per cup

*Flip Chart

£10 per day /£5 per half day

*Data Projector

£40 per day/£30 per half day

STORAGE (per month)	*RMH	NHH	HTB
STO	£13.67	£6.94	£24.33
STO1	NA	NA	NA
STO2	£6.83	£12.19	£12.19
STO3	NA	£24.33	NA

GENERAL HIRE CHARGES 2022-23
DRAFT 5% INCREASE - NOT ROUNDED
ROFFEY MILLENNIUM HALL(RMH)
RH12 4DT

	Maximum Capacity (Theatre Style or Parties)	Charge per hour							
		Business Use (inc VAT)		Profit Groups (inc VAT)		Private Hire / Local Authorities (inc VAT)		Not for Profit / Charities (inc VAT)	
North Hall	50	£23.68	£28.41	£17.38	£20.85	£16.28	£19.53	£12.92	£15.50
South Hall	50	£23.68	£28.41	£16.88	£20.26	£16.28	£19.53	£12.92	£15.50
North & South Halls	100	£47.36	£56.83	£34.76	£41.71	£32.56	£39.07	£25.83	£31.00
Bramber	40	£23.68	£28.41	£17.38	£20.85	£16.28	£19.53	£12.92	£15.50
Amberley	15	£23.68	£28.41	£17.38	£20.85	£16.28	£19.53	£12.92	£15.50
Cowdray	30	£23.68	£28.41	£17.38	£20.85	£16.28	£19.53	£12.92	£15.50
Chichester	25	£34.28	£41.13	£17.38	£20.85	£16.28	£19.53	£12.92	£15.50
Members Room	6	£13.07	£15.69	£9.56	£11.47	£8.93	£10.71	£7.14	£8.57

NORTH HEATH HALL (NHH)
RH12 5PU

	Maximum Capacity (Theatre Style or Parties)	Charge per hour				
		Business Use	Profit Groups	Private Hire / Local Authorities	Not for Profit / Charities	
Hall 1	85	£26.46	£19.43	£18.22	£14.33	
Hall 1 & 4	100	£36.00	£27.04	£24.70	£19.61	10% discount (previously 18% apprx)
Hall 4	15	£13.55	£10.61	£9.24	£7.46	
Room 15 & 16	16	£13.55	£10.30	£9.29	£7.46	
Room 3	8	£8.30	£6.14	£5.78	£4.62	
Room 9	15	£8.30	£6.14	£5.78	£4.62	

HOLBROOK TYTHE BARN (HTB)
RH12 5EZ

	Maximum Capacity (Theatre Style or Parties)	Charge per hour per room				
		Business Use	Profit Groups	Local Authorities	Private Hire	Not for Profit / Charities
Main Barn	40					
Wallace Room	20					
Weekday Charges		£20.90	£15.23	£14.07	£15.02	£11.18
Weekend Charges		£24.15	£18.38	£17.80	£17.80	£18.69

Fixed rate on Saturday evenings from 6.00 pm to 11.00 pm - £210 (+VAT for RMH)

HTB - Barn (if have Wallace Room as well, charge that at hourly rate), NHH - rooms 1&4, RMH - North OR South Hall. If North AND South £315

Latest Hire Times for all venues: Monday to Saturday 11.00 pm : Sunday 9.00 pm
Sundries:

*Tea/Percolated Coffee - RMH only

85p per cup

*Flip Chart

£10 per day /£5 per half day

*Data Projector

£40 per day/£30 per half day

STORAGE (per month)	*RMH	NHH	HTB
STO	£14.07	£7.14	£25.04
STO1	NA	NA	NA
STO2	£7.03	£12.55	£12.55
STO3	NA	£25.04	NA

DRAFT - NOT ROUNDED

MUGAS 2022-23 (2%)

Tythe Barn Multicourts per Court per Hour	Monday - Friday - PEAK 5.00pm to 10.00pm		All other times - OFF PEAK 8am to 10.00/ 9.00pm	
	Block (10+)	Casual	Block (10+)	Casual
Upto 4 users per court	£8.87	£8.87 (£10.64)	£6.32	£6.32 (7.58)
Over 4 users per court	£17.70	£17.70 (£21.24)	£11.07	£11.07 (£13.28)
Floodlights (per hour)	£4.49	£4.49 (£5.39)	£4.49	£4.49 (£5.39)
	NO VAT	PLUS VAT	NO VAT	PLUS VAT

ALLOTMENTS 2022-23

Half Plot	£15.30
Full Plot	£30.60

DRAFT - NOT ROUNDED

MUGAS 2022-23 (5%)

Tythe Barn Multicourts per Court per Hour	Monday - Friday - PEAK 5.00pm to 10.00pm		All other times - OFF PEAK 8am to 10.00/ 9.00pm	
	Block (10+)	Casual	Block (10+)	Casual
Upto 4 users per court	£9.14	£9.14 (£10.97)	£6.51	£6.51 (7.81)
Over 4 users per court	£18.22	£18.22 (£21.86)	£11.39	£11.39 (£13.67)
Floodlights (per hour)	£4.62	£4.62 (£5.54)	£4.62	£4.62 (£5.54)
	NO VAT	PLUS VAT	NO VAT	PLUS VAT

ALLOTMENTS 2022-23

Half Plot	£15.75
Full Plot	£31.50

Appendix 4

North Horsham Parish Council

Statement of Internal Control

The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders. These procedures include (inter alia):

Expenditure Controls

1. A scheme of delegation for approval of all items of expenditure (including orders).
2. Segregation of the accounting function from those officers authorised to raise payments to those officers inputting to RBS accounting system to those officers authorised to release payments for expenditure.
3. The separate authorisation for payment of all expenditure including the retention of the "two signature" rule by Councillors for the effecting of all payments.

Income Controls

- a. Sales invoices are raised for all significant sums due to the Council.
- b. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
- c. All other sums are recorded as soon as received and all moneys collected are banked intact as soon as reasonably practicable after receipt.

Further Controls

- i. The Council maintains a system of internal scrutiny of accounting records and transactions by both officers and also certain nominated Councillors as part of the Internal Control Working Party which meets at least 4 times per annum.
- ii. Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained, and overspends duly authorised.
- iii. Bank reconciliations are produced each month and presented, together with the appropriate bank statements, to the next appropriate meeting of the Finance and Administration Committee for approval and signature by the Committee Chairman.
- iv. The Council engages the services of independent Internal Auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.

Appendix 5

Queen's Green Canopy Working Party
Meeting held on Zoom at 10am on Tuesday 25th January 2022

In attendance : Cllr. Roland Knight
 Cllr. David Searle
 Sarah Norman - Clerk
 Viv Edwards - Deputy Clerk

The Clerk informed the meeting that as the deadline for applications for spring planting had now passed, any request for free saplings from the Woodland Trust would be for Autumn planting, applications for which were due to open shortly. Autumn planting was also preferable as the necessary watering would be less intensive than if planted in Spring.

It was noted that when previously discussed at the Council Meeting held 4th November 2021 (Min. FC/645/21 refers), whilst initially it was suggested that one tree be planted for each Ward, the decision in the end had been for one tree for each of the 19 Councillors.

The Clerk informed Members that she had not received any suggested locations from Councillors who were not present at the Working Party Meeting.

During the discussion that followed, the following points were noted :

- The free saplings were very small - between 15cm and 60cm and would therefore require protection from wildlife i.e. deer.
- It was necessary to identify the proposed planting locations as soon as possible as any application for the free trees required the grid references for the planting sites.
- It would be possible, if funding were approved by Council, to purchase a more substantial tree as the "commemorative" tree.
- Planting should only be on NHPC owned land.
- Areas for planting include Holbrook Tythe Barn (HTB), Earles Meadow and Amberley Close open space.
- Advice be sought from HDC's tree experts on type and best location for planting. Also, consideration given to tree/root growth and any impact on built structures including buildings, roads and footways.

- For any planting at Earles Meadow, the assistance of the Conservation Group be sought for the actual planting and watering in the first 12 months.
- That HTB should be the location for the “commemorative” tree, planted in line with the existing silver birch and that consideration be given to this also being a silver birch. A commemorative plaque also be purchased and installed to mark the occasion.
- A “canopy” of trees to be planted at Earles Meadow to ensure that, on the assumption that not all survive, in the long term a significant visual impact could still be achieved.
- One or two trees be planted at the Amberley Close open space, in the area of the entrance to the allotments.

Following discussion, it was **AGREED** to **RECOMMEND** the following to Council :-

- (i) Free trees be applied for from the Woodland Trust when applications open for the Autumn planting tranche.
- (ii) A substantial tree be purchased and planted in line with the existing Silver Birch at Holbrook Tythe Barn together with a commemorative plaque, funded by the Open Spaces Budget.
- (iii) Watering and care of commemorative tree to be undertaken by the Parish Council caretakers at HTB.
- (iv) Advice be sought from HDC regarding suitable trees and exact locations for planting of free saplings at Earles Meadow and Amberley Close open space.
- (v) Planting at Earles Meadow to be in a cluster to extend the “Green Canopy”.
- (vi) Funding be approved for any planting stakes/protection for the saplings from the Open Spaces Budget.
- (vii) After exact locations at Earles Meadow have been determined and agreed, to seek assistance from the Conservation Group for the planting and subsequent watering.

Appendix 6

21 February 2022

To All Parish & Neighbourhood Councils

Dear Chair,

Re: Queen's Green Canopy

As part of Horsham District Council's commemoration of the Queen's Platinum Jubilee, I am pleased to announce that HDC are supporting the [Queen's Green Canopy](#) initiative. We propose to donate a free specimen tree to each of the District's Parish and Neighbourhood Councils to mark the occasion. This tree can be planted in a suitable location on either District or Parish Council land and I very much hope that you will help us by choosing a good place in each of your Council's open spaces.

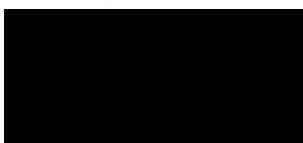
HDC will co-ordinate the purchase and distribution of the trees. The classic English Oak would be a good option, long-lived and great for wildlife. However, depending on the location, something smaller might be more appropriate. HDC's Arboricultural Officer, Marc Pullen, will be able to advise on suitable species once you have nominated your open space.

The trees will need to be ordered soon to ensure we can source the right variety and then planted in October – November 2022. The planting of the tree is an opportunity for the local community to mark the Jubilee, and I would be pleased to attend the planting, along with the Chairman of Horsham District Council for 2022/23, Cllr. Kate Rowbottom and your local Ward Councillors. We would ask that the individual Parish and Neighbourhood Councils take on the planting and aftercare of their own tree, with the requirement for subsequent watering for the following two summers, to ensure the trees thrive. The Queen's Green Canopy initiative provides the option for a 'virtual' plaque on the dedicated website, and we feel this is the most sustainable option. However, it would add to the occasion if individual parishes wanted to add their own physical plaque to their trees, and we can provide links to suppliers of official plaques.

HDC will also be planting trees at appropriate locations on its own land, including at Warnham Nature Reserve which has been hard hit by Ash Dieback.

To discuss options for your tree and to place your order, please contact our Arboricultural Officer, Mark Pullen via email - mark.pullen@horsham.gov.uk. Please make contact soon, as our deadline for confirming your choice is **30th April 2022**, to ensure we can source suitable trees from our suppliers. I'm looking forward to an autumn full of tree planting!

With best wishes to all our Councils,



Roger
Cllr. Roger Noel
Cabinet Member for Leisure and Culture

Appendix 7

**Notes from the Community Infrastructure Levy (CIL) Working Party Meeting
held at Roffey Millennium Hall on Tuesday 22nd February 2022 at 10.30am**

In attendance:-

- Cllr R Knight - representing the Property Committee
Cllr D Searle - representing the Planning, Environment and Transport Committee
Cllr J Smithurst - representing the Finance and Administration Committee

Clerk - Sarah Norman; Deputy Clerk - Vivien Edwards

1. Elect a Chairman

Cllr Searle was elected the Chairman for the Meeting.

2. Apologies

There were no apologies.

3. To receive and accept the Notes of the last meeting on 23rd November 2021

The Notes as previously circulated were accepted.

4. Income and Expenditure - to receive an update including possible future receipts

Members **NOTED** that, after all expenditure to date, CIL money remaining available was £32,054.04.

Potential future income of £9,828 from DC/20/103 (52 Shepherds Way) and DC/19/0892 (7 Yarrow Close) was also **NOTED** but that this funding should not be considered as guaranteed until it is received into the bank account which will be after 1st April 2022 at the earliest.

5. Receive an update on projects already agreed

Installation was now complete for the benches at Gorrings Brook/Pondtail Road and at North Heath Lane and that this was at the slightly lower than expected cost of £2,369.59. Members felt that the project had been completed extremely well and were pleased with the outcome.

A query was raised regarding the positioning of the benches towards one end of the paved area, and it was noted that this was to provide a space for a wheelchair or buggy to sit alongside those using the bench.

6. Receive an update on projects under consideration

6.1 Fitness equipment at one of the Parish Council's open spaces

Members **NOTED** the report from the Clerk which included examples and estimated costs for the provision of a 4-to-8-piece gym layout. The need, and therefore costs, for a suitable surface such as wetpour under the equipment was highlighted. The potential need for lighting to enable the equipment could be used all year round, if there was no nearby streetlighting, was also noted.

The potential wide usage of the equipment by different sections and ages in the community was **NOTED**.

The question of maintenance costs was raised, and it was suggested that contact be made with the relevant officer at HDC to enquire about the financial commitment for maintenance for the outdoor gym in Horsham Park

The Clerk suggested that as the minimum level of expenditure was in the region of £20,000 this would utilise 2/3rds of the available CIL funds. It was therefore **AGREED** to **RECOMMEND** to Council that a sum of £10,000 of CIL Funding be earmarked for this project and other funding opportunities/grants be investigated including investment from the Parish Council's own budget. It was anticipated that this would be a project for the 2023/24 financial year. Suggestions for funding streams in addition to the Parish Council included Biffa, Hall and Woodhouse, Sainsburys and Co-op.

Subsequently, after discussing the Real Time Passenger Information (RTPI) for the bus stops (see 6.4 Below) , it was **AGREED** to revise this **RECOMMENDATION** to a figure of £5,000 to free up other funds for more immediate projects but noting that should the potential income be received as anticipated (see 4 above), the earmarked sum be increased back to £10,000.

6.2 Replacement fencing at Birches Play Area

The circulated details of costs from the three companies approached for quotes were **NOTED** with the full quotations also available for inspection. It was also **NOTED** that the quotes would be reviewed with the contractor to ensure there had been no change and any amendments reported to the Council Meeting in March.

It was **NOTED** that the fencing would replace and improve on the dilapidated wooden fencing around the play area, enhancing the experience of the users of the play area and the aesthetics for the local residents.

After consideration, Members **AGREED** to **RECOMMEND** to Council the quotation of £17,000 for the provision and installation (including ancillary costs) of anti-trap bow top fencing around the Birches Road play area which included a 25-year guarantee.

6.3 2 no picnic benches at Birches Play Area

Having been agreed to investigate this project further, the PCSO was contacted regarding the potential for Anti-Social Behaviour (ASB) who advised that they did not currently have any ASB issues at the location. Furthermore, the PCSO was not sure if the benches would attract gatherings any more than the park already does and therefore did not have any concerns about them being installed.

Members **NOTED** (based on purchase and installation of a picnic bench at Holbrook Tythe Barn), that for two benches at the play area, an estimate approximate total cost would be £1,600 which would be confirmed with the supplier and installation contractor with any change reported to the Council Meeting in March.

Members were advised that the seating would enhance the area for the many users of the playground, especially parents and carers watching their children play.

After consideration, Members **AGREED** to **RECOMMEND** to Council expenditure up to £1,600 for the provision and installation of two picnic benches at Birches Road play area.

6.4 Real Time Passenger Information (RTPI) on bus stops

The information obtained by the Clerk regarding the "Anton" display, similar to that installed at the end of Kings Road, was **NOTED**, including the cost of £4,585.38.

As there was only funding for one unit, the need for clarification of the choice of sites was highlighted and following discussion, Members **AGREED** that an ideal location would be the eastern side of Crawley Road, just south of the Norfolk Arms for two reasons. Firstly, the stop carried travellers into the Town and therefore provided an

alternative to car journeys into the Town Centre for shopping. Secondly, not only did two buses (no's 200 and 23) stop here, but should travellers be notified by the RTP1 of any delays to these services, a stop for an alternative route into Town (no 98) was only a short walk away in Church Road.

Members **NOTED** that, taking into account the recommendations made previously and as noted in 6.1-6.3, there would be insufficient funds to proceed with the installation of one unit. It was therefore **AGREED** (and as noted above) to reduce the earmarked amount for the outdoor gym equipment to £5,000.

Following discussion, Members **AGREED** to **RECOMMEND** to Council that a sum of £5,000 be allocated for the purchase and installation of an "Eden" style RTP1 unit at the bus stop south of the Norfolk Arms in Crawley Road.

7. To receive a report on potential future projects

The Deputy Clerk reported on the need for replacement and relocation of the goal posts at Amberley Close Open Space for two reasons as identified in the last RoSPA inspection (July 2021); firstly, the ground around the goal mouth had been badly eroded due to excessive use and as a result not only was the ground stony but the concrete bases for the posts themselves were now exposed which had the potential to cause injury. In addition, the RoSPA inspection had highlighted that the old square corner design of the posts posed a risk in themselves, and they should be replaced with a newer, curved design.

Members were advised that new goals posts would be used by a large element of especially younger members of the community as well as addressing a Health & Safety risk that currently existed.

Following discussion, Members **AGREED** to **RECOMMEND** to Council that a sum of £2,000 be allocated for the purchase and installation of new goalposts on the other side of the play area with detailed quotations obtained and any update reported to the Council Meeting in March.

8. To make recommendation to Council of projects to be undertaken using available funds of £32,054

In summary, the Working Party **AGREED** to **RECOMMEND** to Council the following :-

i.	Allocated for outdoor gym equipment project	£5,000
ii.	Replacement fencing at Birches Road Play Area	£17,000
iii.	2 no picnic benches at Birches Road Play Area	£1,600
iv.	1 no "Eden" type RTP1 unit at bus stop south of Norfolk Arms on Crawley Road	£5,000
v.	Replacement and relocation of goal posts at Amberley Close Open Space	£2,000
	Total	£30,600

There being no other business the Meeting closed at 11.32am

Appendix 8



NORTH HORSHAM PARISH COUNCIL FLAG FLYING POLICY **2022/23**



The flag pole is located next to Roffey Millennium Hall on Crawley Road, Roffey. North Horsham Parish Council will fly the Union Flag (**unless marked otherwise**), resources permitting on the following occasions.

2022

21 st April 2022	Birthday of Her Majesty the Queen
2nd - 5th June 2022	Platinum Jubilee Celebrations
11 th June 2022	Official celebration of Her Majesty the Queen's birthday
16th June 2022	Sussex Day (Fly Sussex Flag)
20th - 27th June 2022	Armed Forces week
13 th November 2022	Remembrance Sunday
14 th November 2022	Birthday of the Prince of Wales

2023

21 st April 2023	Birthday of Her Majesty the Queen.
2 nd June 2023	Coronation Day
10 th June 2023	Official celebration of Her Majesty the Queen's birthday.
16th June 2023	Sussex Day (Fly Sussex Flag)
19th - 26th June 2023	Armed Forces week
12 th November 2023	Remembrance Sunday
14 th November 2023	Birthday of the Prince of Wales

The correct way to fly the Union Flag is with the broader diagonal stripe at the top on the side of the flag nearest the flagpole as shown above.

Adopted by North Horsham Parish Council on 5th March 2020

Reviewed 3rd March 2022

Next Review March 2024

Appendix 9

North Horsham Parish Council Meeting on 3rd March 2022

Correspondence List 1 from 13th January to 23rd February 2022

Below is a list of correspondence received at the Parish Council Office which has been circulated via email to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> • COVID 19 and vaccination updates • News Release : Health & Social Care Scrutiny Committee • Your Town and Parish Council News January 2022 • Horsham County Local Forum - 14th March 2022 • Our Budget 2022/23 • News Release: Put your questions to our County's health leaders • News Release: National Storytelling Week • News Release: Could you be a cyber hero? • Horsham County Local Forum 14th March 2022 • Covid-19 updates, Children's Mental Health Week, and more • News Release: New priorities for Social Care • News Release: Warning over illegal vapes • News Release: Support of £3 million announced for households struggling to pay council tax • Children and Young People's Plan Consultation • News Release: Trading Standards on hand to beat nuisance calls • Notification of postponement of County Council Meeting 18.02.22
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • Twitter Digest 14.01.22 • Our District Magazine : Winter 2022 • Notification of proposed changes to HDC Car Parking Charges • HDC - Twitter Digest 21.01.21 • Latest News inc. Budget, Shop Improvement Grants, new affordable housing & Horsham museum • Climate Change Special Issue - January 2022 • Twitter Digest 28.01.22 • Latest News : Council set to appoint new Chief Executive; Shop online at our Reuse Shop; Visit the new Blackbridge Community Centre; Shop online at our Reuse shop; Read the new edition of Our District online; Apply for LEAP funding • Energy Advice - information for Parish and Neighbourhood Clerks (<i>information also placed on NHPC Social Media</i>) • Economic Development Yearly Report January 2021-January 2022 • Twitter Digest 04.02.22 • Latest news 10.02.22 • Twitter Digest 11.02.22 • Horsham Markets Survey • Climate Action Newsletter : February • Twitter Digest 18.02.22 • Latest news: Have your say on Horsham's Markets Council supports Empty Homes Week February Half Term activities • HDC - Proposed new constituency boundaries for the Horsham District

3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Chief Executive's Bulletin 14.01.22 • Newsletter 19.01.22 • New Year Open Letter • Chief Executive's Bulletin 21.01.22 • Events • Newsletter 26.01.22 • Report on 2021 local elections • Chief Executive's Bulletin 28.01.22 • Newsletter 02.02.22 • Chief Executive's Bulletin 04.02.22 • Chief Executive's Bulletin 11.02.22 • Newsletter 16.02.22 • Chief Executive's Bulletin 18.02.22 • Events 22.02.22
4.	<u>Neighbourhood Alert/Sussex Police/ Neighbourhood Watch/Action Fraud</u> <ul style="list-style-type: none"> • Sussex Police - Horsham Weekly News and Appeals 18.01.22 • Sussex Police - Horsham News and Alerts 25.01.22 • Horsham Weekly News and Appeals 01.02.22 • NHW - February Newsletter • Sussex Police - Horsham News and Appeals 09.02.22 • NHW - Internet Safety & Awareness for Seniors • Sussex Police - Horsham News and Appeals 15.02.22 • NHW - Incident Information regarding Storm Eunice • Sussex Police - Horsham News and Appeals 22.02.22
5.	<u>NHS West Sussex</u> <ul style="list-style-type: none"> • Vaccines Update 31.01.22 • West Sussex Health Network newsletter: February • Vaccines Update 04.02.22 • Vaccine Update 11.02.22 • Vaccine Update 22.02.22
6.	<u>Horsham Older People Forum</u> <ul style="list-style-type: none"> • Information regarding guest speakers
7.	<u>West Sussex Association of Local Councils</u> <ul style="list-style-type: none"> • Copy letter to Minister of State at the Department for Levelling Up, Housing and Communities and all local MPs regarding remote meetings • From WSCC re: West Sussex Charge point Network at Community Landowner's event 27th January 2022 • Sussex Police Rural Team Monthly Update • WSCC Response to Rampion 2 • WSALC - Training Programme February & March • NALC summary of the Levelling Up the UK White Paper
8.	<u>Gatwick Airport</u> <ul style="list-style-type: none"> • Press Release : Reopening of South Terminal

9.	<u>Resident Correspondence</u> <ul style="list-style-type: none"> • Naming of North of Horsham development; Mowbray • Copy of email thread between resident and HDC/WSCC regarding Old Holbrook
10.	<u>North of Horsham Development</u> <ul style="list-style-type: none"> • Mowbray Village e-news
11.	<u>Other Correspondence</u> <ul style="list-style-type: none"> • Sussex Green Living - invite to a Meeting of the environmental groups in Horsham District 19.01.22 • West Sussex MIND - Well-being tips, fundraising opportunities and new developments • Response from Jeremy Quin MP to letter regarding remote meetings as agreed at the Council Meeting 13.01.22 • Sussex Green Living - Follow up from meeting of Horsham District environmental groups and councillors on 19.01.22 • Save West of Ifield Community Group - Seeking support: • Friends of Horsham Park - February News
12.	<u>Southern Water</u> <ul style="list-style-type: none"> • Futureproofing our water supplies : WRSE's emerging regional plan consultation •