



North Horsham Parish Council

Roffey Millennium Hall,
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2nd January 2026

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a Meeting of North Horsham Parish Council on **Thursday 8th January 2026 commencing at 7.30pm** at Roffey Millennium Hall, Crawley Road, Horsham for the transaction of the business on the agenda below.

Sarah Norman

Sarah Norman
Clerk to the Council

AGENDA

1. Public Forum

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier

2. Apologies for absence

Decision: To receive apologies for absence and approve if required

3. Declarations of Interest

See Clerk's report

Any changes in interests should be reported to the Clerk as soon as possible

Decision: To receive any Declarations of Interest from Members of the Council

4. Neighbourhood Wardens

See Clerk's report

Decision: To note the presentation from the HDC Officer regarding Neighbourhood Wardens

5. Minutes

Circulated separately and on the Parish Council website

Decision: To approve and sign the Minutes of the Council Meeting of the Council held on 6th November 2025

6. Decisions made by delegated power since 6th November 2025 for ratification

See Clerk's report

7. Committees and Working Parties

Minutes circulated separately and, on the website. Also, see Clerk's report.

7.1 To receive and adopt the Minutes of the Finance & Administration Committee Meeting held 4th December 2025 (recommendations regarding budget/precept and policies see Agenda items 13 and 21)

7.2 To receive and adopt the Minutes of the Planning, Environment and Transport Committee Meetings held on 27th November and 18th December 2025 (recommendation regarding policies see Agenda item 21)

7.3 To receive and adopt the Minutes of the Property Committee Meeting held 11th December 2025

8. Reports from Representatives on Outside Bodies

See Clerk's report

Decision: To note information from representatives on outside bodies

9. Reports from District or County Councillors

Decision: To receive any report

10. Report from the North Horsham Community Land Trust (NHCLT) link councillor

See Clerk's report. The Chairman of the NHCLT may wish to give an update

Decision: To receive an update

11. Chairman's Announcements

Decision: To note any Chairman's announcements

12. Financial Matters

See Clerk's report

Decisions:

12.1 To note the Financial Report to 30th November 2025

12.2 To agree the Payment and Transfer lists for October and November 2025

13. Forecast for Year Ending 31st March 2026, Budget and Precept requirement for Year Ending 31st March 2027

See Clerk's report

Decisions:

13.1 To Agree the recommended Forecast for year ending 31st March 2026

13.2 To Agree the recommended Budget for year ending 31st March 2027

13.3 To Resolve to Agree the recommended Precept requirement of £416,789 for the year ending 31st March 2027 equivalent to a Band D property charge of £45.74 per annum - an increase of £1.01 per annum or 2.3% on the 2025/26 per house charge

14. Annual Parish Meeting

See Clerk's report

Decision: To consider the format, location and any invited speakers for the Annual Parish Meeting on Monday 27th April 2026

15. Calendar of Meetings 2026 to 2027

See Clerk's report

Decision: To resolve to approve the calendar of meetings for the year May 2026 to May 2027

- 16. Review of Festive Lighting**
See Clerk's report
Decision: To agree any changes to the Festive Lighting in 2026
- 17. Asset Transfer Working Group**
See Clerk's report
Decision: To consider the recommendations of the Working Group and agree further action
- 18. CIL Working Party**
See Clerk's report
Decisions: To consider and approve if acceptable, any recommendations from the CIL Working Party held 10th December 2025
- 19. Use of Parish Council Facilities for Elections**
See Clerk's report
Decision : To note the costs allowed by HDC for the hire of Parish Council venues for Polling Stations
- 20. North of Horsham Parish Liaison Group**
See Clerk's report
Decision : To receive the Notes of the meeting held 26th November 2025 and agree to delegate any decisions regarding the use of the Community Building to the Parish Clerk in liaison with the Working Group
- 21. Policies**
See Clerk's report
Decisions: To review and approve (if appropriate) the following policies:
 - 21.1 Statement of Intent as to Community Engagement**
 - 21.2 Safeguarding Policy**
 - 21.3 Website Accessibility Policy**
 - 21.4 Dog Bin Policy - as recommended by the PET Committee meeting held 18th December 2025 (Min. PET/88/25 refers)**
 - 21.5 Employer's Discretion Policy - as recommended by the Finance and Administration Committee meeting held 4th December 2025 (Min. FA/48/25 refers)**
- 22. Correspondence**
See Clerk's Report
Decision: To receive correspondence lists from 6th November 2024 to 7th January 2026
- 23. Date of next Meeting**
5th March 2026 (Scheduled)

Please note that the agenda and associated report can be found on the Parish Council website <http://www.northhorsham-pc.gov.uk>.