



# North Horsham Parish Council

Roffey Millennium Hall,  
Crawley Road, Horsham,  
West Sussex, RH12 4DT

**Tel:** 01403 750786 (Office & Hall Bookings)  
Roffey Millennium Hall, North Heath Hall  
Holbrook Tythe Barn

**Email:** [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)

**Website:** [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk)

2<sup>nd</sup> 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 8<sup>th</sup> 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 6<sup>th</sup> November 2025**

### 6. Decisions made by delegated power since 6<sup>th</sup> 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 4<sup>th</sup> 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 27<sup>th</sup> November and 18<sup>th</sup> December 2025** (recommendation regarding policies see Agenda item 21)

**7.3 To receive and adopt the Minutes of the Property Committee Meeting held 11<sup>th</sup> 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 30<sup>th</sup> November 2025**

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

**13. Forecast for Year Ending 31<sup>st</sup> March 2026, Budget and Precept requirement for Year Ending 31<sup>st</sup> March 2027**

See Clerk's report

**Decisions:**

**13.1 To Agree the recommended Forecast for year ending 31<sup>st</sup> March 2026**

**13.2 To Agree the recommended Budget for year ending 31<sup>st</sup> March 2027**

**13.3 To Resolve to Agree the recommended Precept requirement of £416,789 for the year ending 31<sup>st</sup> 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 27<sup>th</sup> 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 10<sup>th</sup> 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 26<sup>th</sup> 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 18<sup>th</sup> December 2025 (Min. PET/88/25 refers)**

**21.5 Employer's Discretion Policy - as recommended by the Finance and Administration Committee meeting held 4<sup>th</sup> December 2025 (Min. FA/48/25 refers)**

**22. Correspondence**

See Clerk's Report

**Decision: To receive correspondence lists from 6<sup>th</sup> November 2024 to 7<sup>th</sup> January 2026**

**23. Date of next Meeting**

5<sup>th</sup> 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>.**