



NORTH HORSHAM PARISH COUNCIL
MINUTES OF THE MEETING OF NORTH HORSHAM PARISH COUNCIL
HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM
ON THURSDAY 8th JANUARY 2026 COMMENCING AT 7.30pm

Present: Councillors: Mrs. K. Burgess*, J. Dancer*, J. Davidson (Chairman), Mrs. G. Davidson-Fernandez, Mrs. J. Gough, R. Knight, D. Mahon, S. Raby*, T. Rickett B.E.M.*, D. Searle, N. Simmonds*, J. Smithurst, S. Torn, R. Turner and Mrs. S. Wilton (Vice-Chairman) * denotes absence

In attendance: Sarah Norman (Clerk)
Mandy Cunningham - HDC Community Services Manager (part of meeting)
Oscar Johnson - Horsham Town Neighbourhood Warden (part meeting)

FC/88/26 Public Forum

There were no members of the public present.

FC/89/26 Apologies for absence

The Council received apologies for absence from Cllrs. Burgess and Rickett.

Cllr. Mahon was not present at the start of the meeting but joined during Agenda item 4.

No apologies were received in advance of the meeting from Cllrs. Dancer, Raby or Simmonds.

Members also received apologies from County Cllr. Baldwin together with District Cllr. Emery.

FC/90/26 Declarations of Interest

It was **NOTED** that where necessary, Members had previously been granted a Dispensation for their term office, for business relating to the Parish Precept as without the Dispensation, the number of persons prohibited from participating would be so great a proportion as to impede the transaction of the business.

FC/91/26 Neighbourhood Wardens

The Chairman welcomed Mandy Cunningham and Oscar Johnson and ***adjourned the meeting.***

Cllr. Mahon joined the meeting during the adjournment

Mandy Cunningham gave a brief overview of the current Neighbourhood Warden Scheme operated by HDC :-

- * HDC currently oversee 7 schemes (2 wardens with an estimated core cost of £102,000 per scheme).
- * The Wardens are employed by HDC but paid for by the Parishes but this will change with the forthcoming devolution.
- * HDC provide the training, support and management of the schemes.
- * It is hoped and anticipated that there will be some level of partnership working with the new unitary.
- * HDC participates in the Police Community Safety Accreditation Scheme (CSAS) which allows the Neighbourhood Wardens to be accredited by

Sussex Police with specific, limited enforcement powers (such as requesting names for anti-social behaviour), to tackle issues like litter, graffiti and anti-social behaviour working alongside the local policing team to improve community safety and public confidence.

- * The Schemes are arranged under a three-year Partnership Agreement between the Parish and HDC but with the forthcoming Local Government Reorganisation it is likely that this will move to a Memorandum of Understanding.
- * Whilst HDC manage the schemes, this is done via a Steering Group formed by the Parish, who guide the aims and objectives of the Wardens for that specific Parish.
- * The Wardens provide monthly reports to the Parish and can also attend Parish Council Meetings.
- * The Wardens are trusted faces who know their Community.

Ollie Johnson then gave an insight into the kind of issues the Wardens deal with and the type of initiatives that some of the Parishes work on.

- * The objectives are very much area led with the different Parishes having different priorities.
- * A major part of their work relates to vulnerable residents be that seniors, young people, those with special needs.
- * Examples from the different schemes across the District include a Silver Bullet Club for seniors, a Dungeons and Dragons club for 14 to 18 year olds which includes SEND attendees, a Boxing Club and an intergenerational Games Café.
- * They work with other local organisations on specific issues such as Turning Tides for the homeless.
- * In the Horsham Town scheme, a lot of their focus is the Town Centre, working with the local neighbourhood Policing team including PCSOs.
- * They often fill a gap when the PCSOs are off, creating a link to the Neighbourhood Policing Team.
- * They support local residents in a targeted manner but also by dealing with mundane issues such as reporting a burst water main to try and resolve with Southern Water before residents even become impacted.
- * They know the contacts for all areas of the community.

The Chairman thanked the attendees for the informative report and **reconvened the meeting**, inviting questions from the Councillors which included:-

Q : Where are the clubs etc that were referred to held?

A: Different local venues and these are rarely paid for.

Q: What shifts are worked?

A: This can be tailored by the individual parish but an indicative rota would be one week of early's (8am to 4.45pm), one week of late's (10.15am to 7pm) plus every other Saturday.

Q: Are there any statistics on positive outcomes?

A: These can be provided via the Clerk.

Q: What is defined as "vulnerable"?

A: This can be complicated; from the more obvious elderly/homeless/young people to individual circumstances. For example, a resident made contact with the Wardens as they were concerned about an elderly neighbour. The

Wardens visited the resident, and it soon became apparent that they had no food. Further investigations identified that they had signed up to many charities and were making monthly donations, resulting in no money left for food. The Wardens were able to signpost the resident to the right support, resulting in the donations ceasing and the resident being able to look after themselves properly.

The Chairman once again thanked the attendees for taking the time to attend the meeting and provide the very useful information and they left the meeting.

FC/92/26 Minutes

The Minutes of the Council Meeting of the Council held on 6th November 2025 were **AGREED** and were signed by the Chairman as being a correct record.

FC/93/26 Decisions made by delegated power since 4th September 2025 for ratification

There had been no delegated decisions since the last meeting.

FC/94/26 Committees and Working Parties.

The following Committee Minutes were presented to the Council:-

- 94.1 Finance & Administration Committee Meeting held 4th December 2025
- 94.2 Planning, Environment and Transport Committee Meetings held on 30th October, 27th November and 18th December 2025
- 94.3 Property Committee Meeting held 11th December 2025

It was **RESOLVED** that the Committee Minutes as listed above be received, and all recommendations **RATIFIED**.

FC/95/26 Reports from Representatives on Outside Bodies

Cllr. Searle reported on the following :-

Incinerator

There was not a meeting until later in January so there was no full report. However, it was known that a contractor had still not been appointed. As had been reported at the last meeting (Min. FC/77/25), Qair had submitted an application for a minor amendment to the project and it had been hoped that approval would follow shortly, enabling demolition work to start before the end of 2025 but this had not happened. This application had now been withdrawn and therefore the programme timeline was somewhat unclear.

Biffa

Again, there had been no recent meetings and therefore no report at the current time.

FC/96/26 Reports from District or County Councillors

There were no District or County Councillors present.

FC/97/26 Report from the North Horsham Community Land Trust (NHCLT) link councillor

Cllr. Gough, as Chairman of the NHCLT, gave the following report.

We held our first Board meeting last Tuesday (6th January) and already 2026 is becoming a very busy time. We are following up and expressing an interest with the developers of the 180-home development at Hornbrook Farm.

We are pleased that the Novartis site now has approval for 244 affordable homes and we are on contact with both Muse and HDC to see if there is any possibility of NHCLT to obtain some units.

Our Secretary attended the Rotary monthly dinner at which our MP (John Milne) was the speaker. He is still very supportive of what we are trying to achieve.

Thanks go to our new Treasurer for successfully submitting our accounts to the FCA and HMRC. We are very grateful for the financial expertise he brings to the CLT.

We continue to attend the Horsham District Chamber of Commerce events and Cllr. Mahon will be attending the business group meeting at Horsham Rugby Club.

Our Annual General Meeting will be held on Tuesday 27th January at 7.30pm in the Amberley Room. All North Horsham CLT members are welcome. Wine and nibbles will be provided.

Thank you once again for your continued support. We acknowledge that the provision of genuinely affordable homes is a long process, but we are convinced that it is a very valuable and necessary commitment to the members of our Parish and their families.

Cllr. Mahon followed up the report adding that he had recently met with the Director of Development of Saxon Weald and that it had been disappointing to hear that not only are they are intending to develop just 341 properties over the next 5 years - an average of around 60 per year - but that there have only been 8 social rent properties delivered over the last 3 years.

FC/98/26 Chairman's Announcements

The following were **NOTED**:

- 98.1 HDC had confirmed on 5th December that no election had been requested following the departure of Alan Britten from the Council and advised that the seat may be filled by Co-option.
- 98.2 The Clerk referred to the email circulated to all Councillors earlier that day regarding an engagement session with the local Policing team scheduled for 25th February. The timings would be confirmed as soon as possible, but in the meantime all Members were urged to add this date to the diary.

FC/99/26 Financial Matters

99.1 Finance Report to show income, expenditure and reserves for the period 1st April 2025 to 30th November 2025

Precept (full year)	401,537
Environmental Grant	12,752
Donation for Interpretation Board	927
CIL Funding	90
Total	415,306

Income to 30th November 2025

Cost Centre	Actual income	Annual Budget	Estimated income to 30 th Nov 2025*
Admin	16,134	20,000	13,333
Allotments**	1,111	1000	1,000
North Heath Hall	54,522	73,000	48,667
Holbrook Tythe Barn	28,308	46,000	30,667
Multi Court Lettings	16,600	28,000	18,667
Roffey Millennium Hall	51,259	78,000	52,000
Total	167,934	246,000	164,333

Expenditure to 30th November 2025

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 th Nov 2025*
Admin	36,938	59,810	39,873
Grants	4,394	10,000	6,667
Burial***	5,596	7,900	5,267
Personnel	246,916	390,150	260,100
Allotments	1070	1,940	1,293
Amenity, Recs and Open Spaces	44,963	68,100	45,400
North Heath Hall	19,893	35,980	23,987
Holbrook Tythe Barn	13,852	25,880	17,253
Roffey Millennium Hall	31,547	51,270	34,180
Total	405,169	651,030	434,020

* Total cost centre budget for 2025/26 divided by 8/12th.

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

*** Paid quarterly in Months 2,5,8 & 11

The Council **NOTED** the detailed Income and Expenditure showing the income and expenditure for the year to date (including a summary of the variances from the budget) as at 30th November 2025.

Income

Whilst the overall anticipated income was approx. 2% over budget, the income from the halls was only 0.5% above the anticipated level at the end of month 8, an improvement on the 2.5% below budget at the end of month 7.

Expenditure

There had been a slight increase in the underspend which was 6.6% at the end of the month, compared to approx. 5% lower than anticipated at the end of month 7.

Reserves

As at 30th November 2025 remaining funds, including the full year precept payment received, together with General Reserves, stood at £418,785.

In addition, there continued to be Earmarked Reserves of £237,341 a reduction of £4,194 from the end of month 7, due to the balance 50% for the car park works at Holbrook Tythe Barn of £1,950 from the R&R EMR, replacement blinds and curtains at North Heath Hall of £1,049 from R&R EMR and £1,285 for plumbing works at Holbrook Tythe Barn from R&R EMR, all offset by income of £90 from CIL Funding.

Summary

Both income and expenditure were broadly in line with the anticipated levels at the end of month 8, and it is hoped that the income situation would continue to improve over the winter months.

99.2 Payment and Transfer Lists

The Council **AGREED** the Payment and Transfer lists for October 2025 (£203,236.18) and November 2025 (£63,965.63) as circulated with the Clerk's report and as published on the website.

FC/100/26 Forecast for Year Ending 31st March 2026, Budget and Precept requirement for Year Ending 31st March 2027

Members **NOTED** the statement in the Clerk's report regarding restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992, particularly that where a member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of next year's Council Tax (though they may remain in the meeting and may speak).

Members proceeded to discuss the budget and the recommendation from the Finance and Administration Committee Meeting 4th December 2025 (Min. FA/46/25 refers).

Members subsequently **RESOLVED** to **APPROVE** with all in favour the following:-

- i. Recommended Forecast for year ending 31st March 2026 as circulated and published with the Agenda
- ii. Recommended Budget for year ending 31st March 2027 as circulated and published with the Agenda
- iii. 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.

A final version of the approved Precept Requirements for 2026/27 is appended to these Minutes.

FC/101/26 Annual Parish Meeting

Members **AGREED** that the Annual Parish Meeting scheduled for 27th April 2026 should be held at Roffey Millennium Hall (Bramber Room) with invited speakers being a grant recipient (invitations to be ranked based on size of grant) together with a representative from WSCC to speak regarding waste and recycling.

FC/102/26 Calendar of Meetings 2026 to 2027

Having **NOTED** the draft schedule, as circulated and published with the Agenda, Members proceeded to **RESOLVE** to **APPROVE** the calendar of meetings for the year May 2026 to May 2027.

FC/103/26 Review of Festive Lighting

The Clerk reported that the feedback from residents and businesses had once again been very positive.

As referred to in the Clerk's report, expansion of the scheme had been considered at the January 2025 Council Meeting (Min. FC/105/25 refers), with the 2026/27 budget including an allowance for trees to also be installed on North Heath Hall

and Holbrook Tythe Barn. Following discussion, it was **AGREED** that these buildings should be incorporated into the scheme for Christmas 2026. It was also suggested that the Sussex Barn pub near to North Heath Hall be approached to see if they would like to purchase some trees to tie in with the scheme.

FC/104/26 Asset Transfer Working Group

Members **NOTED** the Clerk's report including the update that a further Meeting of the Working Group had not yet taken place and therefore there were no recommendations to consider.

However, Cllrs. Searle and Wilton, along with the Clerk had attended meetings organised by Henfield Parish Council with other Parish Councils whose area included the HDC "rural" car parks, to discuss working in partnership to facilitate the transfer of the car parks upon the dissolution of HDC.

Cllr. Searle reported that these meetings had been very informative and had included a presentation from a representative of NPC who offered a management service of car parks which resulted in no costs to the Council, with the management company making their income through any fines issued.

There was still along way to go and of course, at the appropriate time, a full detailed report would have to be made to Council to enable a final decision to be made, but the first step is for NHPC to submit an expression of interest to HDC to take on the car park at Godwin Way, working in partnership with other Parishes. It was noted that there was no commitment and no risk to the Council of making such an expression.

Following discussion, it was **RESOLVED** that the Clerk should submit an Expression of Interest to HDC regarding the transfer of the Godwin Way Car Park to the Parish Council.

FC/105/26 CIL Working Party

Members received the Notes from the meeting held on 10th December and **RESOLVED** to **APPROVE** the single recommendation for the purchase and installation of 2 x 4 cycle racks at the front of Roffey Millennium Hall at a quoted cost of £305.20 plus VAT (subject to review).

Members were also reminded that whilst the Working Party made recommendations to Council on any CIL expenditure, the Working Party would welcome from all members of the Council, any suggestions on future projects.

FC/106/26 Use of Parish Council Facilities for Elections

Members **NOTED** the report from Clerk regarding the charges to HDC for use of Parish Council owned venues as Polling Stations.

FC/107/26 North of Horsham Parish Liaison Group

Members **NOTED** the Notes of the Liaison Group Meeting held 26th November (as circulated by email previously) and specifically the potential request to accommodate a short-term health facility to at the Community Building until the completion of the new, permanent health facility in 2029. Members **AGREED** to delegate any decision regarding the accommodation of rooms by the local health provider to the Clerk, in liaison with the Working Group, with any decisions ratified at the next Full Council meeting.

Following a request from Cllr. Searle it was **RESOLVED** that he should be added to the membership of the Community Building Working Group.

FC/108/26 Policies

The following recommended Policies were **APPROVED** :

- 107.1 Statement of Intent as to Community Engagement
- 107.2 Safeguarding Policy
- 107.3 Website Accessibility Policy
- 107.4 Dog Bin Policy
- 107.5 Employer's Discretion Policy

FC/109/26 Correspondence

The Council **NOTED** correspondence list 1 as circulated with the Agenda and list 2 issued immediately prior to the meeting, covering the period 6th November 2025 to 7th January 2026.

Members **AGREED** that the issue of grit bins (correspondence regarding which was included on List 2) should be added to a future PET Committee Meeting Agenda.

Cllr. Turner also referred to an email that he (and all other Councillors) had received from a resident regarding the land adjacent to Amberley Close open space which currently has a planning application for a bungalow pending, and the suggestion that the Council should consider applying for the area to be included on HDC's register of Assets of Community Value. It was subsequently **AGREED** that once the decision of the pending application is known, the matter should be referred to the PET Committee for discussion, prior to any recommendation to Council.

FC/110/26 Date of next Meeting

The date of the next scheduled Meeting was **NOTED** as 5th March 2026.

There being no other business, the Chairman closed the meeting at 8.22pm.

Signed

Date



NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2026/27

Forecast for 2025/26		
Revenue expenditure	£	644,528.00
Income		
Precept	£	401,537.00
One off Grant for Interpretation Board	£	927.00
Environmental Grant	£	12,752.00
Income inc hall hires, interest	£	252,100.00
	£	667,316.00
Predicted Surplus at 31.3.26	£	22,788.00

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General Reserve Considerations for 2025/26		
General Reserve at 31.3.25	£	279,893.00
Transfer to EMR for Trees	£	4,000.00
Transfer to Vat Contingency EMR	£	10,000.00
Transfer to EMR for Mowbray Community Building	£	5,000.00
Transfer to EMR for Playground	£	5,000.00
Transfer to EMR for NHH Heating	£	5,000.00
Transfer to EMR for RMH Lift	£	5,000.00
Transfer to EMR for R&R	£	5,000.00
Actual General Reserve at 01.04.25	£	240,893.00

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Final funding for 2025/26		
General Reserve at 01.04.25	£	240,893.00
plus Predicted surplus for 2025/26	£	22,788.00
Predicted carried Over General Reserve as at 31.3.26	£	263,681.00

Budget for 2026/27		
Revenue expenditure	£	680,372.00
Income		
Environmental Grant	£	12,752.00
Income from hall hires, allotments, other	£	257,150.00
	£	269,902.00
Deficit	£	410,470.00

Precept calculation for 2026/27		
Proposed expenditure less expected income	£	410,470.00
NHH Heating EMR	£	5,000.00 (+)
RMH Lift EMR	£	5,000.00 (+)
Mowbray Community Facility	£	10,000.00 (+)
Contribution to replenish R&R EMR	£	29,000.00 (+)
Contribution to replenish Elections EMR	£	6,000.00 (+)
Contribution to replenish Vat EMR	£	5,000.00 (+)
Funds left at 31.3.26	£	263,681.00 (-)
Proposed General Reserve at 31.3.2026	£	210,000.00 (+)
Final precept requirement for 2026/27	£	416,789.00

* Comment : Amount of overspend based on predicted expenditure to year end.

** Comment: In excess of the previously agreed £150k

*** Comment: Amount available to cover General Reserves at year end, to Earmark for planned activities or to offset against 2025/26 expenditure

In summary

Tax Base 2026/27	9112.5	HDC Figure notified on 10.11.25
Potential Precept	£	416,789.00
Per Band D Charge	£	45.74
Band D Charge 2025/26	£	44.73
Increase in Band D Charge	2.3%	or £1.01 per annum/8p per month
Precept 2025/26	£	401,537.00
Increase in Precept	3.8%	