



North Horsham Parish Council

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26th February 2026

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a Meeting of North Horsham Parish Council on **Thursday 5th March 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. 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 8th January 2026

5. Decisions made by delegated power since 8th January 2026 for ratification

See Clerk's report

6. Committees and Working Parties

Minutes for 6.1. to 6.4 circulated separately and on the website. For 6.5 & 6.6 see Clerk's report.

6.1 To receive and adopt the Minutes of the Finance & Administration Committee Meeting held 19th February 2026

- 6.2 To receive and adopt the Minutes of the Planning, Environment and Transport Committee Meetings held on 29th January 2026**
- 6.3 To receive and adopt the Minutes of the Property Committee Meeting held 5th February**
- 6.4 To receive and adopt the Minutes of the Personnel Committee Meeting held 22nd January 2026**
- 6.5 To receive the Notes and approve the Recommendations of the Asset Transfer Working Group Meeting held 5th February 2026**
- 6.6 To receive the Notes and approve the Recommendations of the Mowbray Community Building Working Group Meeting held 5th February 2026**

7. Reports from Representatives on Outside Bodies

See Clerk's report

Decision: To note information from representatives on outside bodies

8. Reports from District or County Councillors

Decision: To receive any report

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

The Chairman of the NHCLT may wish to give an update

Decision: To receive an update

10. Chairman's Announcements

Decision: To note any Chairman's announcements

11. Financial Matters

See Clerk's report

Decisions:

11.1 To note the Financial Report to 31st January 2026

11.2 To agree the Payment and Transfer lists for December 2025 and January 2026

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

See Clerk's report

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

13. Data Protection Review

See Clerk's report

Decision: To note the review undertaken, actions taken and confirm Council compliance in accordance with Assertion 10 of the 2026/27 AGAR

14. Community Engagement

See Clerk's report

Decision: To agree any action

15. Policies

See Clerk's report

Decisions: To review and approve (if appropriate) the following policies:

15.1 Flag Flying Policy

15.2 Bus Shelter Policy - as recommended by the Property Committee meeting held 5th February 2026 (Min. PR/056/26 refers)

15.3 Tree Work Policy - as recommended by the Property Committee meeting held 5th February 2026 (Min. PR/056/26 refers)

16. Correspondence

See Clerk's Report

Decision: To receive correspondence lists from 8th January to 4th March 2026

17. Date of next Meeting

14th May 2026 (Scheduled - Annual Meeting of the Council)

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