



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE MEETING OF NORTH HORSHAM PARISH COUNCIL HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 2nd JULY 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)
Cllr. S. Makin (WSCC)
Cllr. B. Walters (HDC)

FC/29/26 **Public Forum**

There were no members of the public present.

FC/30/26 **Apologies for absence**

The Council received apologies for absence from Cllrs. Burgess & Smithurst. Apologies from Cllr. Dancer were received after the meeting

Members also received apologies from HDC Cllr. Bevis.

FC/31/26 **Declarations of Interest**

There were no declarations of Interests.

FC/32/26 **Minutes**

The Minutes of the Annual Meeting of the Council held on 14th May 2026 and the Extraordinary Meeting held on 10th June 2026 were **AGREED** and were signed by the Chairman as being a correct record.

FC/33/26 **Decisions made by delegated power since 14th May 2026 for ratification**

There had been no delegated decisions since the previous meeting.

FC/34/26 **Committees and Working Parties.**

The following Committee Minutes were presented to the Council:-

- 34.1 Finance & Administration Committee Meeting held 11th June 2026 (recommendations regarding Financial Regulations and Policies were dealt with separately)
- 34.2 Planning, Environment and Transport Committee Meetings held 28th May 2026
- 34.3 Personnel Committee Meetings held 7th May 2026
- 34.4 Transfer Asset Working Group including the **RECOMMENDATION** that Business Plans be prepared for both assets for consideration of transfer together

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

FC/35/26 Reports from Representatives on Outside Bodies

Cllr. Searle reported as follows:

Weinberger

No meetings had been held recently and therefore there was no update.

Biffa

The food waste recycling service had been very successful both in terms of take up by residents and the actual waste processing element. The biggest problem for them remains batteries discarded into household waste, which is happening on an almost weekly basis, resulting in fires. Each time a fire occurs the lost time for the facility is 3 to 4 hours. Members were therefore asked to spread the word about the safe way to recycle batteries, including that they can be left in a clear plastic bag on top of the refuse bin for collection.

Incinerator

Andrew Baldwin may be standing down as Chairman of the Warnham Community Liaison Group but Cllr. Searle will be continuing to attend the meetings. Qair are continuing their negotiations with the contractor over the design and until this process is complete, the funds for the build cannot be released. However, the demolition has already begun which means that the commencement of the development is triggered as far as the planning consent is concerned. It is anticipated that the next meeting will be in a couple of months after which there will hopefully be more to report.

FC/36/26 Reports from District or County Councillors

Cllr. Walters, on behalf of the District Council, invited any questions including on the Local Plan and the Local Government Reorganisation. It was also reported that for those that were aware of the “pink van”, this offered a free service for collection of small electricals, coffee pods and clothing but usage had been declining. Alternatives had therefore been investigated including a model used by Chichester. However, this model did not include the collection of coffee pods or damaged WEEE (Waste Electrical and Electronic Equipment). The coffee pods have alternative collection avenues and there may be an alternative arrangement that could be utilised for the WEEE. However, the Scrutiny Committee had requested that the matter be reviewed again.

Cllr. Raby, on behalf of WSCC, reported that as a substitute he had attended the new Strategic Authority’s Inaugural Board Meeting and that the positivity about the potential impact of the Board for the future of residents of Sussex was welcomed. With the delayed Mayoral Elections now scheduled for April 2028, the chair of the Board will rotate through the Board members until a Mayor is appointed.

Cllr. Raby went on to report about an excellent visit to Elekta in Manor Royal, body scanner manufacturers, an example of the high-quality businesses that are based in West Sussex.

Finally, Cllr. Makin introduced himself as the new WSCC Councillor for Holbrook following the elections in May. Cllr. Makin reported that he, along with the other

49 new Councillors elected to WSCC, was settling in and learning about his roles and responsibilities.

FC/37/26 Report from the North Horsham Community Land Trust (NHCLT) link councillor

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

We continue to attend local meetings concerning the provision of genuinely affordable homes.

The most recent was the Sussex Community Housing Event, which was a days' course run to bring the local Community Land Trusts together and share ideas and difficulties. Myself and Graham (our new NHCLT Board member) attended. It was useful to hear from other CLTs in the local area. The most recent local Housing Needs survey found that over 75% with affordable needs are not even on the housing list!

Locally, we have a stall booked for the Rotary Fun Day this Sunday in Horsham Park between 12 noon and 5.30pm. The children's procession will finish in the park. We are stall 7 (by the path).

We are arranging some children's activities and hope to increase our CLTs membership and local interest in the need for truly affordable housing in the area. Please come and say hello if you are at the Rotary event.

As always, we are grateful for all the help and support we receive from the Parish Council. Thank you so much.

FC/38/26 Chairman's Announcements

The following were **NOTED** :

- 38.1 Following approval at the last meeting, the AGAR for the year ending 31st March 2026 was submitted to the External Auditor, Moores, on 21st May 2026 and the Notice of Elector's Rights was published on the Parish Council website and Noticeboards on 2nd June 2026.
- 38.2 Responses to the Community Governance Review were circulated to all members by email on 23rd June for comment but no responses were received by the deadline of 30th June.

FC/39/26 To review and adopt Standing Orders (inc. Terms of Reference) and Financial Regulations

- 39.1 Members received the reviewed Standing Orders which were based on the model Orders as published by NALC on 31st March 2025 and **NOTED** that there were no recommended changes to these or to the Terms of Reference that form part of the document.

Following discussion, Members **RESOLVED** to **APPROVE** the reviewed Standing Orders.

- 39.2 Members **NOTED** the Financial Regulations that had been reviewed and recommended to Council at the Finance & Administration Committee meeting held 11th June 2026 with no additions. Following a brief discussion it was **RESOLVED** to **APPROVE** the updated Financial Regulations.

FC/40/26 Financial Matters

40.1 Finance Report to show income, expenditure and reserves for the period 1st April 2026 to 31st May 2026

Precept (half year)	208,395
CIL Funding	8,347
Total	216,742

Income to 31st May 2026

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st May 2026*
Admin	3,098	20,000	3,333
Allotments**	1,134	1,150	1,150
North Heath Hall	13,237	88,000	14,667
Holbrook Tythe Barn	6,631	44,000	7,333
Multi Court Lettings	3,178	26,000	4,333
Roffey Millennium Hall	12,475	78,000	13,000
Total	39,753	257,150	43,816

Expenditure to 31st May 2026

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st May 2026*
Admin***	11,878	63,890	10,648
Grants	850	12,000	2,000
Burial ****	1,865	7,900	1,317
Personnel	61,580	389,200	64,867
Allotments	415	2,005	334
Amenity R&OS	10,142	71,913	11,986
North Heath Hall	4,210	43,210	7,202
Holbrook Tythe Barn	4,307	32,286	5,381
Roffey Millennium Hall	6,893	57,968	9,661
Total	102,140	680,372	113,396

* Total cost centre budget for 2026/27 divided by 2/12th.

** 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 31st May 2026.

Income

The income was currently 9% lower than was budgeted at the end of Month 2 of the 2026/27 year, a slight improvement on the situation at the end of Month 1 and about 7% lower than at the same point last year. This was partly down to lower interest receipts but also income from the Multicourts and North Heath Hall were lower than they were in May 2025.

Expenditure

Expenditure was just under 10% lower than would be expected at the end of month 2, broadly similar to the situation at the end of April, and an almost identical underspend to May 2025.

Reserves

As at 31st May 2026 remaining funds, including the 1st half year precept payment received together with General Reserves, stood at £410,632.

In addition, there were Earmarked Reserves of £263,711.

Summary

There was £4,064 less income than budgeted for at the end of month 2 but this was more than offset by expenditure being £11,255 less than anticipated.

40.2 Payment and Transfer Lists

The Council **AGREED** the Payment and Transfer lists for April 2026 (£50,864.60) and May 2026 (£256,152.78) as circulated with the Clerk's report and as published on the website.

FC/41/26 Code of Conduct

Members **NOTED** that on the reviewed document as circulated with the Agenda, the reference on the first page to the previous decision to review annually stated 4th September 2026 when this should have read 2025. There were no officer recommendations for amendment, and it was noted that as the NHPC Code of Conduct is in accordance with the HDC Code of Conduct, if and when there are changes to Local Government organisation, this may well need to be amended dependent on who takes on the role of monitoring officer in relation to complaints about Parish Councillors.

Following discussion Members **RESOLVED** to **APPROVE** the reviewed document (including the corrected date) with no further amendments.

FC/42/26 Annual Parish Meeting

Members **NOTED** the Annual Report, as circulated at the Annual Parish Meeting on 27th April 2026 and the Minutes of the Meeting, both of which were published on the Parish Council website.

FC/43/26 Community Engagement

As had been agreed at the Council Meeting held 5th March 2026 (Min. FC/124/26 refers), the Clerk had arranged a community engagement stand outside the Co-op on Saturday 27th June and the Councillors in attendance were Cllrs. Davidson, Davidson-Fernandez, Knight and Wilton who gave a verbal report at the meeting.

Cllr. Davidson-Fernandez reported that they had been engagement with some people but highlighted that to be effective Councillors needed to be proactive in approaching people. It was felt that it was certainly an exercise worth repeating.

Much of the feedback received had related to issues outside the remit of the Parish Council including issues with the pinch points on Crawley Road, cyclists concerns such as potholes, flooding of a drain in Crawley Road and young people hanging around the Fitzalan Road shops. A comment had also been raised regarding the lack of a bin at a bus stop at the junction of Greenfields Way and Lambs Farm Road.

Cllr. Davidson-Fernandez stated that she would forward a summary of the issues raised to the Clerk, who will circulate a report, including actions taken, to all Members.

It was noted that unfortunately, many people still did not understand who the Parish Council were and their responsibilities.

With regard to future engagement, it was **AGREED** to hold another session on a Saturday in very late August or early September with all Members asked for their availability to attend.

It was also **AGREED** that the issue of traffic calming in Crawley Road would be referred to the PET Committee for further consideration.

FC/44/26 Policies

Members **RESOLVED** to **APPROVE** :-

- 44.1 Legionella Policy
- 44.2 Fire Safety Policy
- 44.3 Recruitment of Ex-Offenders Policy
- 44.4 Treasury Management Policy as recommended by the Finance and Administration Committee Meeting 11th June 2026 (Min. FA/12.1/26 refers)
- 44.5 Corporate Branding as recommended by the Finance and Administration Committee Meeting 11th June 2026 (Min. FA/12.2/26 refers)
- 44.6 Absence Management Policy as recommended by the Personnel Committee Meeting 7th May 2026 (Min. PER/27/26 refers)
- 44.7 Training and Development Policy as recommended by the Personnel Committee Meeting 7th May 2026 (Min. PER/27/26 refers)
- 44.8 General Information and Workplace Rules Policy as recommended by the Personnel Committee Meeting 7th May 2026 (Min. PER/27/26 refers)
- 44.9 Terms and Conditions of Service Policy as recommended by the Personnel Committee Meeting 7th May 2026 (Min. PER/27/26 refers)
- 44.10 Open Spaces Policy as recommended by the Property Committee Meeting 4th June 2026 (Min. PR/013i/26 refers)

FC/45/26 Risk Management Scheme

Members received and **RESOLVED** to **APPROVE** the Risk Management Scheme including :-

- **Fire Safety Policy** - Approved under Minute FC/42/26
- **Health & Safety Statement of General Policy** - previously approved under Minute FC/41/25 with next review due July 2027
- **Legionella Control Policy** - Approved under Minute FC/42/26
- **Fire Safety Risk Assessment** - Carried out by Assurity in April 2024 (copy available by email if required) at all three buildings with desk-based reviews carried out in 2025 & 2026. Next external assessment due in April 2027.
- **Health and Safety Risk Assessment** - Considered by the Property Committee at the meeting held 16th April 2026 and recommendation approved by the Council at the meeting held on 14th May 2026 (Min. FC/11.2/26 refers)
- **Legionella Risk Assessment** - Last carried out by Assurity in April 2025 (copy available by email if required) with the next review due April 2027.
- **Financial and Management Risk Assessment** - Last reviewed by the Finance & Administration Committee at the meeting held 23rd October 2025 (Min. FA/33/25 refers) with the next review due by December 2026.

FC/46/26 North of Horsham Parish Liaison Group

Members **NOTED** the Notes of the meeting held 21st May 2026 which had been circulated previously by email and published on the Parish Council website. Members also received the Notes of the Community Building Working Group together with details of responses to queries raised with L&G.

The Clerk updated the meeting regarding the surgery. Following a meeting with the ICB, a request had been made to consider the housing of containers with services attached including, power, drainage and water to accommodate the temporary facility. The Clerk had advised that this would not be possible on land that the Parish Council would own as this would be just the car park which would be needed for the users of the building. The Clerk had forwarded the request to L&G to see if there were any other spaces that would be suitable but unfortunately the response was that there was not. This response had been relayed to the surgery and the Clerk was therefore awaiting further communications and would arrange a meeting of the Working Group as and when required.

FC/47/26 Climate Change

Cllrs. Davdison-Fernandez and Wilton gave a presentation to the Council (copy of the slides appended to these Minutes) following their attendance at HDC's Carbon Literacy Course.

It was reported that the course brought to the forefront of the mind the issue of climate change and carbon usage. Two websites that were recommended were carbonliteracy.com and impact-tool.org.uk.

Discussion included the limited impact of any parish council or even the UK when there continued to be much larger, high carbon user countries such as China, India and USA. However, it was felt that any small change was beneficial as the ripple effect of changing habits could have a positive impact.

It was also stated that the Council should have a record of achievements already taken in this area such as LED lighting and solar panels at the buildings and that for any future projects, the objective of carbon neutrality should be considered from the outset.

It was also suggested that the HDC's Sustainability Officer, Victoria Wyllie de Echeverria be invited to present to the 2027 Annual Parish Meeting on the issue.

It was subsequently **AGREED** that a Climate Change Working Group be formed with the membership to be Cllrs. Davidson-Fernandez, Mahon and Wilton.

FC/48/26 Correspondence

The Council **NOTED** correspondence list 1 as circulated with the Agenda and list 2 issued immediately prior to the meeting, covering the 14th May to 1st July 2026.

FC/49/26 Date of next Meeting

The date of the next scheduled Meeting was **NOTED** as 3rd September 2026.

Members also **NOTED** that, as notified to them by email on 1st June, it may be necessary to hold an Extraordinary Council Meeting to enable the Council to agree any comment to the next Local Plan Consultation that was scheduled for last July/early August together with a response to the Scoping Consultation for the new Local Plan titled Horsham 2045.

It was **AGREED** that this should be an evening meeting.

There being no other business, the Chairman closed the meeting at 8.24pm.

Signed

Date

CARBON LITERACY COURSE

Key Insights & Next Steps

North Horsham Parish Council

Presented by **Gema Davidson-Fernandez & Sally Wilton**

21 May 2026



Course Overview

Accredited Carbon Literacy Course – Horsham District Council

- Understanding the causes and impacts of climate change
- Exploring the role of Parish & Neighbourhood Councillors
- Benefits of transitioning to a low-carbon economy

Improved health · Cleaner air · Better access to green spaces · Greater resilience to extreme weather



Improved Health



Cleaner Air



Green Spaces



Weather Resilience

About the Carbon Literacy Project



Award-winning learning

UN-recognised, multi-award-winning climate learning initiative delivered by The Carbon Literacy Trust.



A global benchmark

Provides the global benchmark for climate understanding and empowers individuals, organisations and communities.



Learning into action

Practical training that turns learning into measurable climate action.

Training



Knowledge



Action



Impact

Mission & Vision



Mission

To establish a global low-carbon culture by driving behaviour change through Carbon Literacy.



Vision

A world where carbon awareness is the norm and climate action is embedded in everyday life, decision-making and organisational culture.

Carbon Literacy in Numbers



Carbon Literacy is building a global movement for climate action.

Each certified learner creates a ripple effect by:

- **Influencing peers**
- **Shaping workplaces**
- **Informing policy**
- **Strengthening community action**

What We Learned

Council & individual actions to reduce emissions



- ✓ Improve air quality → healthier communities
- ✓ Plant trees and wildflowers → biodiversity & cleaner air
- ✓ Review planning decisions near major roads
- ✓ Create a community orchard or tree-planting scheme
- ✓ Require lower emissions in procurement contracts
- ✓ Encourage personal carbon-reduction behaviours

Carbon Footprint vs Carbon Handprint



Carbon Footprint

Total greenhouse gas emissions caused by an individual, organisation, event or product.



Carbon Handprint

Positive actions taken to reduce climate impact and give back to the planet.

Both are measured in CO₂e — Carbon Dioxide Equivalent

Community Carbon Footprint Data

Source: [Impact-tool.org.uk](https://www.impact-tool.org.uk) · emissions in tonnes CO₂e per person

Category	North Horsham	Horsham District Council
Goods & Services	4.17	4.33
Travel	2.86	3.55
Housing	2.85	3.57
Food & Diet	2.63	2.64
Waste	0.13	0.12
Total footprint	12.6 t	14.2 t

COMPARISON AREAS

Rugby

13 t CO₂e

Crawley

Similar profile

What This Means for Us

Key opportunities for North Horsham Parish Council



Priority Areas

- Consumption
- Travel
- Housing



Community Engagement

- Workshops
- Local campaigns
- Partnerships



Council Actions

- Data-driven decisions
- Resilience planning
- Climate communication

Climate Action Plan Proposal

A Climate Action Plan will help us:

- 1 Capture actions and achievements to date
- 2 Identify priority areas for carbon reduction
- 3 Engage the community effectively
- 4 Build partnerships and networks
- 5 Monitor progress and report outcomes

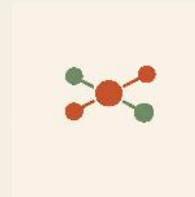


Funding & Support



Available Grants

- Community Climate Fund
- Nature Recovery Award



Networks

- Climate Action Network
- Local authority partnerships
- Community groups

Next Steps

Develop Climate Action
Plan

Identify quick-win
actions

Apply for grants



Form working group

Engage stakeholders

Launch
communications



Thank You

Questions & Discussion

North Horsham Parish Council · Carbon Literacy Course