

NORTH HORSHAM PARISH COUNCIL - MEETING OF THE COUNCIL
THURSDAY 3rd SEPTEMBER 2026 AT 7.30pm

CLERK'S REPORT
To be read in conjunction with the Agenda

1. Public Forum

Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

2. Apologies for Absence

Apologies and reasons for absence to be given to the Clerk. If Members agree the reason for the absence, the apologies may be approved thereby resetting the 6-month clock for attendance.

Decision: To note apologies for absence.

3. Declarations of Interest

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable Interest** in any of the Agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the Agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber, unless they have received a dispensation.

Where you have an **Other Registrable Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

5. Decisions made by delegated power since 2nd July 2026 for ratification

5.1 As agreed at the Extraordinary Council Meeting held 30th July 2026 (Min. FC/59/26 refers) a Working Group was set up to consider promotional material for residents regarding the CGR. Following input from the Clerk, the final version was referred to WSALC for comment and they raised no concerns about the content. A copy of the leaflet was therefore circulated to all Members by email. Following approval by Cllrs. Burgess, Davidson, Davidson-Fernandez, Gough, Rickett, Torn, Turner and Wilton, this being 8 members and a majority of the Council, the decision was delegated to the Clerk in liaison with the Chairman and Vice Chairman of the Council together with the Chairman of the Finance and Administration Committee, and the decision to print the leaflet approved, at a cost of £400 - well within the £2,000 approved funds for this exercise.

5.2 As discussed at the Property Committee Meeting held 6th August 2026 (Min. PR/029/26), following the annual service of the heating systems at all buildings by the new contractor, an issue had been identified with the gas supply at North Heath Hall which resulted in them being unable to issue a Gas Safety Certificate for this building and for the boiler needing to be turned off. As per FR5.18, as this situation posed a serious risk to the delivery of Council services as the issue needed to be rectified before the nurseries

returned for the autumn term, the decision was delegated to the Clerk in liaison with the Chairman of the Council (also Vice-Chair of Property Committee), Vice Chairman of the Council, Chairman of the Property Committee and Chairman of the Finance and Administration Committee and following email approval, the work costing £5,400 plus VAT, to be funded by the North Heath Hal Heating EMR, was approved.

Decision: To ratify any delegated decisions

7. Reports from Representatives on Outside Bodies

Any Members who act as Representative on Outside Bodies will be invited to give any reports.

Cllr. Searle provided the following reports in advance of the meeting.

Biffa Brookhurstwood Mechanical Biological Treatment (MBT)

Landfill gas extraction has increased during the last quarter and converted to 1250kw. ATRF operations since the last meeting has seen the plant operation at 16 tonnes per hour with 9,558 tonnes accepted, of which 2,369 tonnes of sand has been sold to go into the production of concrete block and aggregate sales of 751 tonnes.

Wildlife sightings continue to increase, with sightings of Grizzled Skipper butterflies, Cinnabar and Yellow Shell Moths and a range of birds including Nightingale, Skylark, Linnet, Common Whitethroat and Kestrel. There has also been a deer sighting. There has been a visit from an ITV production team who want to discuss potential filming on site relating to butterfly conservation.

Typical tonnage of food waste per load were 1.5 tonnes.

Tonnage had started to show a reduction in Black Bag volumes and that loads were drier with less odour following the start of Food Waste collections.

Fire alarms continued to be a concern and were still higher than in previous years.

22 fixed penalty notices had been issued for fly tipping and littering within the district in Q2 2026.

Weinberger Brickworks

Nothing to report

Wealdon Works Recycling, Recovery And Renewable Energy

Discussions with contractor regarding design issues are still continuing. Commencement of construction works is still currently estimated to be late 2026 or early 2027.

The Environment Agency carried out a Compliant Assessment on 23rd July 2026 and there were no non-compliances recorded so far this year. A summary of the report is given as follows:

A pre-arranged site inspection was undertaken to review current operations and discuss progress regarding the planned construction of a new facility. The permit variation was issued in November 2022. Since that time, the site has continued to operate as a waste transfer station undertaking basic sorting and segregation of waste. These activities will cease once demolition of the existing building and construction of the new facility commences. The

operator confirmed that the West Sussex waste contract is dependent upon delivery of the new facility. The anticipated timeline for site clearance and commencement of construction is currently estimated to be late 2026 or early 2027. The current operational area and surrounding storage facilities were inspected, and a number of operational matters were discussed. The operator advised that incoming waste streams are currently restricted to dry mixed recyclables (DMR), paper, cardboard, glass, plasterboard and construction and demolition (C&D) wastes sourced from the local area. A recent waste return incorrectly indicated that asbestos had been accepted at the site. The operator confirmed that no asbestos waste had been received. The Britaniacrest site manager confirmed that an accredited Environmental Management System (EMS) is in place. The date of the most recent EMS review was not available at the time of the inspection; however, the operator agreed to provide this information together with details of any improvement actions identified through the review process. The permitted site boundary significantly exceeds the footprint of the remaining building. All waste transfer and sorting activities take place within the building. The structure has undergone repairs to damaged sections and approximately half of the original building has been demolished due to its poor condition. Despite this reduction in size, the remaining building appeared to provide sufficient capacity for the quantity and types of waste accepted at the time of the inspection. Waste observed within the building appeared dusty in nature. However, the size and layout of the building allowed vehicle and plant movements to take place away from access points, reducing the potential for dust emissions to escape the building. Prolonged dry weather conditions had also resulted in dusty conditions on site roadways and surrounding areas. It was noted that the industrial estate contains several other activities with the potential to generate dust and other amenity impacts, including aggregate crushing operations, a brickworks and additional waste management facilities. The operator advised that a road sweeper is deployed three times daily and that a misting system is available for use when required to provide additional dust suppression. Bays located along the rear wall of the building were used for the storage of segregated waste streams, including glass, plasterboard and paper/cardboard. Vehicles entered the building to deposit or collect waste. Recovered uPVC and metal wastes were stored externally in roll-on roll-off (Ro-Ro) containers and removed from site on a regular basis.

A small number of HGV trailers containing wrapped refuse-derived fuel (RDF) were also stored externally. No odour was detected within this storage area during the inspection. Additional external storage included CAR 2 V2.0 Page 3 of 4 empty HGV trailers on behalf of West Sussex County Council and a limited number of end-of-life Ro-Ro containers awaiting decommissioning. Decommissioning activities will involve cutting the containers into sections to facilitate recycling of the metal. At the time of the inspection, the interiors of the Ro-Ro containers were largely empty; however, a small quantity of waste material remained attached to damaged internal metal surfaces. This material consisted predominantly of lightweight plastics and similar windblown waste. Residual waste should be removed prior to storage and decommissioning to minimise the risk of litter generation. There are no non-compliances recorded so far this year (2026), which makes you a Band A operator and means your subsistence fee is currently 95% of the charge for 2027.

10. Chairman's Announcements

- 10.1 An email was circulated to all Members on the weekly summary of 5th August regarding Operation Watershed 2026/27 which is now open for applications. Operation Watershed is West Sussex County Council's community flood resilience programme and parish councils, town councils and constituted community groups are encouraged to come forward with project ideas. Members would need to agree if this should be discussed further and if so, whether this should be by Council or the PET Committee.
- 10.2 As Members were advised as part of the WSCC Highways, Transport and Planning Parish Newsletter that was circulated to all on their weekly email of 5th August, West Sussex County Council has launched a new Highway Ranger pilot to take action in local communities for cleaner and better-maintained streets. The new countywide programme will tackle the everyday issues that can make an area look untidy, helping to keep local streets looking cleaner, safer and more welcoming. The pilot launched on 3 August 2026, starting in Worthing before moving around the county until March 2027. Highway Rangers will focus on the smaller maintenance jobs that can have a big impact on how an area looks and feels, including:
- Cutting back overhanging vegetation
 - Cleaning road and traffic signs
 - Clearing debris from drains and other highways drainage features
 - Minor repairs to street furniture
 - Removing weeds and clearing pavement edges
 - Removing unauthorised signs and advertisements
 - Minor hedge trimming and decluttering works
- Areas of work will be identified by local highways teams working with county councillors, parish and town councils and community groups, alongside issues highlighted through routine inspections.
- 10.3 As Members were notified by email on 5th August, the flagpole at RMH is currently out of service. A quotation for an inspection (which has not been carried out for at least 10 years) and repair is awaited and will be referred to the Property Committee in due course. Until this is completed, no flags will be flown.
- 10.4 The most recent S106 and CIL quarterly report from HDC was circulated by email to all Members on 28th July 2026 and should Members have any queries, they are asked to advise the Clerk.
- 10.5 As referred to at the meeting held 2nd July (Min. FC/43/26 refers), the summary of points raised at the Councillor surgery back in June will be circulated by email with the Agenda.

11. Financial Matters

Finance Report to show income, expenditure and reserves to 31st July 2026

Funding at 31st July 2026

Precept (half year)	208,395
Environmental Grant	6,618
CIL Funding	8,347
Total	223,360

Income to 31st July 2026

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st July 2026*
Admin	6,990	20,000	6,667
Allotments**	1,134	1150	1,150
North Heath Hall	27,121	88,000	29,333
Holbrook Tythe Barn	14,821	44,000	14,667
Multi Court Lettings	6,233	26,000	8,667
Roffey Millennium Hall	25,832	78,000	26,000
Total	82,131	257,150	86,484

Expenditure to 31st July 2026

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st May 2026*
Admin**	20,261	63,890	21,297
Grants	850	12,000	4,000
Burial ***	1,865	7,900	2,633
Personnel	121,076	389,200	129,733
Allotments	621	2,005	668
Amenity Rec & Open Spaces	17,877	71,913	23,971
North Heath Hall	6,432	43,210	14,403
Holbrook Tythe Barn	8,420	32,286	10,762
Roffey Millennium Hall	12,994	57,968	19,323
Total	190,396	680,372	226,790

* Total cost centre budget for 2026/27 divided by 4/12th.
 ** Allotment invoices are sent out annually. The full income is expected by the end of May.
 *** Paid quarterly in Months 2,5,8 & 11

A detailed Income and Expenditure as at 31st July 2026 together with Payment and Transfer Lists for June 2026 (£48,592.46) and July 2026 (£43,856.94) - also published on the Parish Council website - are attached as **Appendix 1, 1a & 1b**.

Income

The income is currently 5% lower than is budgeted at the end of Month 4 of the 2026/27 year, very similar to the previous month and about 5% lower than at this point last year. The income stream that is the most below target is for the Multicourts but as reported previously, this is because the majority of income comes in the winter months.

Expenditure

Expenditure is around 16% lower than would be expected at the end of month 4, a greater difference than at the at the end of June when the difference was 14% below budget and very similar to the figure at this point last year.

Reserves

As at 31st July 2026 remaining funds, including the 1st half year precept payment received together with General Reserves, stood at £371,371.

In addition, there are Earmarked Reserves of £262,963 the same amount as at the end of June 2026.

Summary

As mentioned above, there is £4,532 less income than budgeted for at the end of month 4 but this is more than offset by expenditure being £36,395 less than anticipated.

Decisions:

11.1 To note the Financial Report to 31st July 2026

11.2 To agree the Payment and Transfer lists for June and July 2026

12. Annual Governance and Accountability Return (AGAR) 2025/26

Following submission of the 2025/26 AGAR and supporting documentation to Moore on 21st May 2026, the completed External Auditor's certificate for the 2025/26 financial year (copy attached as **Appendix 2**) with no issues raised, was received on 30th July 2026 and was published on the Parish Council website the same day, as well as posted on the noticeboards.

Members were also asked to note that the Notice of Conclusion of Audit (copy attached as **Appendix 2a**) which was also published on the website on 30th July 2026 as well as on all Parish noticeboards.

Decisions:

12.1 To note the Conclusion of Audit for 2025/26 together with the publication of the signed External Audit Report

12.2 To note the publication of the Notice of Conclusion of Audit 2025/26

13. Community Governance Review

Following the discussion at the Extraordinary Council Meeting held 30th July 2026 (Min. FC/59/26 refers), the Clerk circulated to all Members, via email, a draft response to the Community Governance Review (CGR) Consultation. Following comments and suggestions from Members the final version is **circulated by email** with the Agenda for this meeting. Members are also asked to note that a submission was made to the County Times with a summary of the leaflet content following liaison with the Community Governance Review Publicity Working Group with approval of the Chairman and Vice-Chairman of the Council.

In addition, a copy of a response to the CGR from Rusper Parish Council was circulated to all Members via email and the feedback on this has been added into the response under consideration for approval.

Decision: To agree the final response to the consultation period ending 7th September 2026

14. Breakthrough Communications Subscription

Members may recall that at the Council Meeting held 4th September last year (Min. FC/64/25 refers), the Council engaged the services of Breakthrough Communications for support regarding changes to the responsibilities and duties arising from the new Assertion 10 in the 2025/26 Annual Governance and Annual Return (AGAR) through their Data Protection Toolkit (DPT).

This support has not only assisted with the original objective, but they have also been of assistance with other Data Protection queries together with the production of new policies that are required because of new or updated legislation (including that referred to under Agenda item 15.1).

Breakthrough have now advised they are bringing together their Data Protection Toolkit and Communications Toolkit services to create Breakthrough Pro.

Breakthrough Pro is a holistic service that will continue to support the council with data protection and FOI compliance, while also helping with clear and effective communications. This new Breakthrough Pro would be at the same cost as the stand alone DPT and as a Breakthrough Pro member, the Council would continue to have access to all the trusted data protection and FOI resources we have utilised over the last year together with :-

- A resource hub for communications, data protection and FOI
- A monthly council support bulletin
- Data protection and communications health checks
- Essential live training on data protection and council communications
- Two advice calls each year
- Access to discounted bespoke training

The landscape of Data Protection is becoming increasingly important and the requirements to ensure that the Council complies with Assertion 10 of the AGAR are likely to become more extensive and assessed by both the Internal and External Auditor.

Furthermore, the Council could also benefit from their expertise regarding communications and community engagement, again something that the Council should be giving a higher priority to in the future.

The cost for the renewal would be £595 plus VAT and would be funded by the Professional Services Budget. However, it should be noted that the Professional Services budget (4058/101) is already over budget as it was necessary to fund the 3/4 yearly Reinstatement Valuations for the three buildings at a cost of £1,845. Therefore, if Members agree to proceed it would need to be agreed that this would be funded by General Reserves due to the lack of budget under this cost centre.

Decision: To consider renewal for 2026/27

15. Policies

15.1 Data Protection Complaints Policy - The Data (Use and Access) Act 2025 introduced new requirements for how organisations should handle data protection complaints. These requirements took effect on 19th June 2026 and the key requirement is that individuals must have a way to raise concerns about how their personal data has been handled, and Councils must have a process for dealing with these concerns appropriately. To help, Breakthrough Communications, (as referred to above) have created guidance and a template policy. The draft of this new Data Protection Complaints Policy is attached as **Appendix 3** and Members asked to approve and adopt.

Decision: To review and adopt the new policy

15.2 To receive the following policies as recommended by the Personnel Committee Meeting held 9th July 2026 (documents available as part of the report to the Committee Meeting):

- 15.2.1 Treasury Management Policy
- 15.2.2 Equal Opportunities Policy
- 15.2.3 Secondary Employment, Volunteering and Political Work Policy
- 15.2.4 Standards of Behaviour at Work Policy
- 15.2.5 Amendment to the previously approved General Workplace Rules and Guidance to reflect the HMRC increase to 55p per mile for casual car users, with the addition that the rates will be further reviewed at the time of future HMRC reviews

Decision: To approve the recommendation of the Personnel Committee Meeting held 9th July 2026 (Min. PER/09/26 refers) and adopt the reviewed policies

16. Horsham Association of Local Councils

16.1 The last meeting of HALC was held on Thursday 20th August and a copy of the Minutes are attached as **Appendix 4** and as can be read, the meeting was inquorate.

Decision : To receive the Minutes of the HALC Meeting held 20th August 2026

16.2 As Members were notified by email on 3rd August, Cllr. Sally Wilton was unable to attend the meeting and therefore alternative attendees were requested. Unfortunately, no other Councillors were able to attend on behalf of NHPC. As Cllr. Wilton is the only representative appointed to HALC there is, therefore, a vacancy. Any Members who would be willing to take this vacancy are asked to put themselves forward at the meeting.

Decision : To agree a second voting representative to HALC

17. Correspondence

See **Appendix 5**, with the second list circulated separately at the meeting

Decision: To receive correspondence lists from 2nd July to 2nd September 2026

18. Date of next Meeting

The next scheduled meeting will be held on 5th November 2026.

06/08/2026

North Horsham Parish Council

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Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1008 Miscellaneous Income	175	25	0	(25)			0.0%	
1175 CIL Payment	90	8,347	0	(8,347)			0.0%	8,347
1176 Precept	401,537	208,395	416,789	208,395			50.0%	
1196 Interest Received	23,497	6,965	20,000	13,035			34.8%	
Administration :- Income	425,299	223,731	436,789	213,058			51.2%	8,347
4007 Councillors Training	45	55	1,000	945		945	5.5%	
4008 Councillors Expenses	6,211	3,453	13,200	9,747		9,747	26.2%	
4021 Telephone/Fax/Internet	2,821	952	3,400	2,448		2,448	28.0%	
4022 Postage	717	286	840	554		554	34.0%	
4023 Stationery and Printing	604	226	1,600	1,374		1,374	14.1%	
4024 Subscriptions	3,456	3,339	3,800	461		461	87.9%	
4025 Insurance	13,268	4,282	16,500	12,218		12,218	26.0%	
4028 IT Costs	3,902	2,380	4,000	1,620		1,620	59.5%	
4029 Website Maintenance	164	180	200	20		20	90.0%	
4032 Publicity/Marketing	0	0	500	500		500	0.0%	
4033 Newsletter	882	294	950	656		656	30.9%	
4038 Office Equipment Maint.	517	129	950	821		821	13.6%	
4051 Bank Charges	217	34	350	316		316	9.7%	
4053 PWLB Loan Charges	4,930	0	0	0		0	0.0%	
4057 External Audit Fees	1,365	0	1,500	1,500		1,500	0.0%	
4058 Professional Services	2,985	4,462	4,250	(212)		(212)	105.0%	
4059 Internal Audit Fees	430	(154)	450	604		604	(34.2%)	
4100 Chairman's Allowance	0	0	400	400		400	0.0%	
4120 Roffey Hall Equipment	352	337	2,000	1,663		1,663	16.8%	
4122 Office Equipment	858	6	2,000	1,994		1,994	0.3%	
4123 VE Day 80	1,204	0	0	0		0	0.0%	
4247 Youth Provision	5,000	0	6,000	6,000		6,000	0.0%	
Administration :- Indirect Expenditure	49,926	20,261	63,890	43,629	0	43,629	31.7%	0
Net Income over Expenditure	375,373	203,470	372,899	169,429				
6001 less Transfer to EMR	90	8,347	0	(8,347)				
Movement to/(from) Gen Reserve	375,283	195,124	372,899	177,775				
<u>103 Grants</u>								
4155 Other Grants and Donations	8,344	850	12,000	11,150		11,150	7.1%	
Grants :- Indirect Expenditure	8,344	850	12,000	11,150	0	11,150	7.1%	0
Net Expenditure	(8,344)	(850)	(12,000)	(11,150)				

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Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Burial</u>								
4101 Burial Charges	7,461	1,865	7,900	6,035		6,035	23.6%	
Burial :- Indirect Expenditure	<u>7,461</u>	<u>1,865</u>	<u>7,900</u>	<u>6,035</u>	<u>0</u>	<u>6,035</u>	<u>23.6%</u>	<u>0</u>
Net Expenditure	<u>(7,461)</u>	<u>(1,865)</u>	<u>(7,900)</u>	<u>(6,035)</u>				
<u>106 Personnel</u>								
1178 Training Income	205	0	0	0			0.0%	
Personnel :- Income	<u>205</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
4001 Salaries/NI/Pensions	360,761	118,149	381,000	262,851		262,851	31.0%	
4003 Payroll Admin Charge	735	743	1,450	707		707	51.3%	
4009 Staff Expenses/Mileage	3,231	2,094	4,500	2,406		2,406	46.5%	
4010 Staff Training	1,834	34	1,600	1,566		1,566	2.1%	
4030 Recruitment Advertising	451	0	250	250		250	0.0%	
4067 Protective Clothing	199	56	400	344		344	14.1%	
Personnel :- Indirect Expenditure	<u>367,211</u>	<u>121,076</u>	<u>389,200</u>	<u>268,124</u>	<u>0</u>	<u>268,124</u>	<u>31.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(367,006)</u>	<u>(121,076)</u>	<u>(389,200)</u>	<u>(268,124)</u>				
<u>301 Allotments</u>								
1050 Allotment Rents	1,111	1,134	1,150	16			98.6%	
Allotments :- Income	<u>1,111</u>	<u>1,134</u>	<u>1,150</u>	<u>16</u>			<u>98.6%</u>	<u>0</u>
4012 Water Rates	291	137	430	293		293	31.8%	
4102 Allotment Rent	275	300	300	0		0	100.0%	
4200 Grass cutting	774	184	855	671		671	21.5%	
4259 Allotment Maintenance	20	0	420	420		420	0.0%	
Allotments :- Indirect Expenditure	<u>1,360</u>	<u>621</u>	<u>2,005</u>	<u>1,384</u>	<u>0</u>	<u>1,384</u>	<u>31.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(248)</u>	<u>514</u>	<u>(855)</u>	<u>(1,369)</u>				
<u>302 Amenity, Recs & Open Sp</u>								
1100 Grants Received	13,679	6,618	12,752	6,134			51.9%	
Amenity, Recs & Open Sp :- Income	<u>13,679</u>	<u>6,618</u>	<u>12,752</u>	<u>6,134</u>			<u>51.9%</u>	<u>0</u>
4019 Window Cleaning	1,030	288	1,320	1,032		1,032	21.8%	
4200 Grass cutting	17,851	7,394	23,635	16,241		16,241	31.3%	
4250 Bus Shelter Repairs	1,932	1,953	2,205	252		252	88.6%	
4251 Play Area & M Crts Maint	8,762	1,644	9,555	7,911		7,911	17.2%	
4252 Open Spaces	5,727	2,401	12,180	9,779		9,779	19.7%	
4253 Litter Warden/Clearance	489	178	1,155	977		977	15.4%	

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4254 Community Services - Dog Bins	2,365	788	2,835	2,047		2,047	27.8%	
4255 Street Lighting - Maint/Supply	5,269	924	6,458	5,534		5,534	14.3%	
4258 Multicourts Maintenance	4,675	2,220	4,170	1,950		1,950	53.2%	
4260 Workshop	160	0	500	500		500	0.0%	
4302 Notice Board Maintenance	264	86	900	814		814	9.6%	
4303 Festive Lighting	4,480	0	7,000	7,000		7,000	0.0%	
Amenity, Recs & Open Sp :- Indirect Expenditure	53,005	17,877	71,913	54,036	0	54,036	24.9%	0
Net Income over Expenditure	(39,325)	(11,258)	(59,161)	(47,903)				
<u>401 North Heath Hall</u>								
1000 Hall Lettings	80,532	27,121	88,000	60,879			30.8%	
North Heath Hall :- Income	80,532	27,121	88,000	60,879			30.8%	0
4011 NNDR	5,863	1,730	8,610	6,880		6,880	20.1%	
4012 Water Rates	1,306	369	1,300	931		931	28.4%	
4014 Electricity	3,544	1,019	3,600	2,581		2,581	28.3%	
4015 Gas	5,523	935	10,500	9,565		9,565	8.9%	
4016 Caretaking Materials	1,643	371	2,095	1,724		1,724	17.7%	
4017 Refuse Bin Clearance	987	305	1,050	745		745	29.0%	
4018 Sanitary Waste	294	102	305	203		203	33.4%	
4019 Window Cleaning	701	231	900	669		669	25.6%	
4034 Maintenance - Electrical	525	110	1,890	1,780		1,780	5.8%	
4035 Maintenance - Elect Eqp Insp	977	160	1,505	1,345		1,345	10.6%	
4036 Maintenance - General	2,139	38	2,835	2,797	685	2,112	25.5%	
4037 Maintenance - Fire Alarm Syt	420	0	725	725		725	0.0%	
4039 Maint - Intruder Alarm	950	425	1,260	835		835	33.7%	
4041 Maintenance - Fire Extg Insp	98	0	200	200		200	0.0%	
4042 Maintenance - Gas Boiler etc	494	0	1,050	1,050		1,050	0.0%	
4044 Maintenance - Partition Wall	790	405	1,155	750		750	35.1%	
4046 Small Equipment	0	6	500	494		494	1.1%	
4061 Legionella Testing	520	17	450	433		433	3.7%	
4063 Maintenance - Plumbing	0	150	800	650		650	18.8%	
4065 Fire Prevention Sundries	0	0	130	130		130	0.0%	
4066 Keyholder Services	180	60	350	290		290	17.1%	
4500 Internal Redecorations	2,025	0	2,000	2,000		2,000	0.0%	
North Heath Hall :- Indirect Expenditure	28,979	6,432	43,210	36,778	685	36,093	16.5%	0
Net Income over Expenditure	51,553	20,689	44,790	24,101				

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>402 Holbrook Recreation Centre</u>								
1000 Hall Lettings	41,851	14,821	44,000	29,179			33.7%	
1010 Multi Court Lettings	27,504	6,233	26,000	19,768			24.0%	
Holbrook Recreation Centre :- Income	69,355	21,054	70,000	48,946			30.1%	0
4011 NNDR	3,493	1,033	4,935	3,902		3,902	20.9%	
4012 Water Rates	1,716	748	2,774	2,026		2,026	27.0%	
4014 Electricity	3,741	445	3,644	3,199		3,199	12.2%	
4015 Gas	1,459	279	2,400	2,121		2,121	11.6%	
4016 Caretaking Materials	1,293	2,007	3,535	1,528		1,528	56.8%	
4017 Refuse Bin Clearance	987	363	1,029	666		666	35.3%	
4018 Sanitary Waste	378	131	389	258		258	33.8%	
4019 Window Cleaning	370	101	625	524		524	16.1%	
4034 Maintenance - Electrical	297	105	1,365	1,260		1,260	7.7%	
4035 Maintenance - Elect Eqp Insp	617	1,832	2,805	973		973	65.3%	
4036 Maintenance - General	1,526	116	2,310	2,194	685	1,509	34.7%	
4037 Maintenance - Fire Alarm Syt	524	0	735	735		735	0.0%	
4039 Maint - Intruder Alarm	991	425	1,155	730		730	36.8%	
4041 Maintenance - Fire Extg Insp	65	0	200	200		200	0.0%	
4042 Maintenance - Gas Boiler etc	683	0	609	609		609	0.0%	
4046 Small Equipment	0	0	500	500		500	0.0%	
4061 Legionella Testing	490	17	420	403		403	4.0%	
4063 Maintenance - Plumbing	71	0	893	893		893	0.0%	
4065 Fire Prevention Sundries	0	28	116	88		88	24.5%	
4066 Keyholder Services	230	60	347	287		287	17.3%	
4500 Internal Redecorations	1,690	729	1,500	771		771	48.6%	
Holbrook Recreation Centre :- Indirect Expenditure	20,621	8,420	32,286	23,866	685	23,181	28.2%	0
Net Income over Expenditure	48,734	12,634	37,714	25,080				
<u>403 Roffey Millennium Hall</u>								
1000 Hall Lettings	72,931	24,357	78,000	53,643			31.2%	
1004 Equipment Sale/Sundry Income	1,238	455	0	(455)			0.0%	
1006 Refreshment Sale Income	2,652	1,019	0	(1,019)			0.0%	
Roffey Millennium Hall :- Income	76,820	25,832	78,000	52,168			33.1%	0
4011 NNDR	7,735	2,122	8,925	6,803		6,803	23.8%	
4012 Water Rates	3,674	2,425	4,000	1,575		1,575	60.6%	
4014 Electricity	10,112	2,795	12,000	9,205		9,205	23.3%	
4015 Gas	5,041	1,043	6,000	4,957		4,957	17.4%	
4016 Caretaking Materials	3,305	619	1,990	1,371		1,371	31.1%	
4017 Refuse Bin Clearance	2,304	721	2,310	1,589		1,589	31.2%	

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4018 Sanitary Waste	294	102	305	203		203	33.4%	
4019 Window Cleaning	1,113	317	1,320	1,003		1,003	24.0%	
4020 Refreshment Sale Cost/Sundries	598	282	235	(47)		(47)	119.8%	
4034 Maintenance - Electrical	403	0	2,835	2,835		2,835	0.0%	
4035 Maintenance - Elect Eqp Insp	617	160	1,025	865		865	15.6%	
4036 Maintenance - General	3,710	37	4,095	4,058	365	3,693	9.8%	
4037 Maintenance - Fire Alarm Syt	420	0	685	685		685	0.0%	
4039 Maint - Intruder Alarm	972	425	1,260	835		835	33.7%	
4040 Maintenance - Elevator	1,357	352	1,370	1,018		1,018	25.7%	
4041 Maintenance - Fire Extg Insp	94	147	285	138		138	51.5%	
4042 Maintenance - Gas Boiler etc	283	0	1,260	1,260		1,260	0.0%	
4044 Maintenance - Partition Wall	375	0	735	735		735	0.0%	
4046 Small Equipment	0	340	500	160		160	68.0%	
4061 Legionella Testing	530	17	450	433		433	3.7%	
4062 Air Conditionaing Maintenance	270	0	378	378		378	0.0%	
4063 Maintenance - Plumbing	693	150	1,680	1,530		1,530	8.9%	
4064 Lightning Conductor Works	195	0	378	378		378	0.0%	
4065 Fire Prevention Sundries	0	498	600	102		102	83.0%	
4066 Keyholder Services	180	60	347	287		287	17.3%	
4500 Internal Redecorations	2,003	384	3,000	2,616		2,616	12.8%	
Roffey Millennium Hall :- Indirect Expenditure	46,275	12,994	57,968	44,974	365	44,609	23.0%	0
Net Income over Expenditure	30,545	12,838	20,032	7,194				
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	67,872	1,139	0	(1,139)		(1,139)	0.0%	1,139
4901 VAT Contingency	14,643	0	0	0		0	0.0%	
Earmarked Reserves :- Indirect Expenditure	82,515	1,139	0	(1,139)	0	(1,139)		1,139
Net Expenditure	(82,515)	(1,139)	0	1,139				
6000 plus Transfer from EMR	82,515	1,139	0	(1,139)				
Movement to/(from) Gen Reserve	0	0	0	0				
Grand Totals:- Income	667,001	305,491	686,691	381,200			44.5%	
Expenditure	665,696	191,535	680,372	488,838	1,735	487,103	28.4%	
Net Income over Expenditure	1,305	113,956	6,319	(107,637)				
plus Transfer from EMR	82,515	1,138	0	(1,138)				
less Transfer to EMR	90	8,347	0	(8,347)				
Movement to/(from) Gen Reserve	83,730	106,748	6,319	(100,429)				

Date: 09/07/2026

North Horsham Parish Council

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Lloyds Bank Accounts

List of Payments made between 01/06/2026 and 30/06/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
01/06/2026	Horsham Publications Ltd	010626-01	88.20		Newsletter - Jun 26
01/06/2026	Horsham District Council	010626-02	225.28		Waste & Dog Bin Collect- May26
01/06/2026	Horsham District Council	010626-03	258.00		Business Rates - Jun 26
01/06/2026	Horsham District Council	010626-04	433.00		Business Rates - Jun 26
01/06/2026	Horsham District Council	010626-05	531.00		Business Rates - Jun 26
03/06/2026	British Gas Business	030626-01	226.22		Gas Chgs - 29/04 to 14/05/26
04/06/2026	British Gas Business	040626-01	117.46		Electr Chgs- 14/04 to 13/05/26
09/06/2026	Scottish Water Business Stream	090626-01	368.58		Water Chages 26/02 to 25/03/26
10/06/2026	Amazon Business	100626-01	7.98		Bucket - RMH
10/06/2026	Capital Cleaning (Kent) Limite	100626-03	191.86		Twister Groom Floor Pads
10/06/2026	Grasstex Ltd	100626-04	3,297.91		Grass Cutting
10/06/2026	Incor Group Management Ltd	100626-05	614.12		Window Cleaning
10/06/2026	D. Lees	100626-06	31.95		Milleage Expense - May 26
10/06/2026	Lloyds Bank plc	100626-09	116.30		Search for Property Title Regi
10/06/2026	National Association of Local	100626-08	42.00		Nalc Training - Cllr Mahon
10/06/2026	Pro-Servicing Ltd	100626-07	486.00		Partition Wall Service - NHH
10/06/2026	RBS Software Solutions	100626-10	907.50		Rialtas Web 2026/27
10/06/2026	M Stoner,	100626-11	50.40		Travel Exp - May 26
10/06/2026	T C Maintenance	100626-12	1,130.00		Manor Field Bus Stop
10/06/2026	Viking Direct	100626-13	149.47		Stationery
10/06/2026	West Sussex County Council	100626-14	29,851.54		Salaries - May 2026
10/06/2026	Amazon Business	100626-15	8.20		Sugar for refreshment
10/06/2026	Amazon Business	100626-16	16.49		Tea Bags
10/06/2026	Horsham District Council	100626-17	1,080.00		Car Park Permits
10/06/2026	NETCOM	100626-18	497.77		Phone/Broadband - June 26-NHH
10/06/2026	N. Simmonds,	100626-19	165.00		Key holder Services - Jun 26
16/06/2026	Petty Cash	Lisa U	112.80		Petty Cash Transfer
16/06/2026	Pitney Bowes Finance Ltd.	160626-01	83.94		Franking Machine Rental - Q1
16/06/2026	Holmbush Fencing Supplies Ltd	160626-02	45.60		Fencing Repair - Earls Meadow
16/06/2026	Cain Markings Ltd	160606-03	834.00		Multi Court Maintenance
16/06/2026	Cardinus Risk Management Ltd	160626-04	2,214.00		Reinstatement Valuation
16/06/2026	Tom Fishburn	160626-05	105.30		Mileage - Apr to Jun 26
16/06/2026	NETCOM	160626-06	420.00		Sharepoint Migration
16/06/2026	RGV Commercial & Domestic Heat	160626-07	180.00		Replacement 1st fl Kitchen Tap
16/06/2026	Ricoh UK Ltd	160626-08	276.30		Copy Chgs & Rent - Mar -May 26
16/06/2026	T C Maintenance	160626-09	1,029.00		HTB Barn decorating
16/06/2026	Trafalgar Cleaning Equipment L	160626-10	220.37		Floor Machimne Pads X 2
16/06/2026	Lloyds Bank plc	160626-11	8.50		Bank Charges-10/04 to 09/05/26
17/06/2026	Horsham District Council	170626-01	72.00		Refuse & Recycle Bins - Jun 26
17/06/2026	Horsham District Council	170626-02	72.00		Refuse & Recycle Bins - Jun 26
17/06/2026	Horsham District Council	170626-03	160.90		Refuse & Recycle Bins - Jun 26
17/06/2026	British Gas Business	170626-04	845.65		Electr Chgs- 01/05 to 31/05/26
18/06/2026	EDF Energy Ltd	180626-01	115.94		Street Lighting Supply -May 26
22/06/2026	British Gas Business	220626-01	79.05		Gas Chgs - 27/04 to 28/05/2026
22/06/2026	British Gas Business	220626-02	259.19		Electr Chgs- 01/05 to 31/05/26
23/06/2026	British Gas Business	230626-01	355.19		Gas Chgs - 27/04 to 01/06/2026
30/06/2026	Pitney Bowes Finance Ltd.	300626-01	210.50		Purchase Ledger Payment

Continued on Page 2

LLoyds Bank Accounts

List of Payments made between 01/06/2026 and 30/06/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
Total Payments			48,592.46		

Date: 06/08/2026

North Horsham Parish Council

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Time: 11:51

Cashbook 1

User: JITU

LLoyds Bank Accounts

Payments made between 01/07/2026 and 31/07/2026

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
01/07/2026	Horsham Publications Ltd	010726-01	88.20	88.20		501			Newsletter - Jul 26
01/07/2026	Horsham District Council	010726-02	225.28	225.28		501			Waste & Dog Bins Coll -Jun26
01/07/2026	Horsham District Council	010726-03	258.00	258.00		501			Business Rates - Jul 26
01/07/2026	Horsham District Council	010726-04	433.00	433.00		501			Business Rates - Jul 26
01/07/2026	Horsham District Council	010726-05	531.00	531.00		501			Business Rates - Jul 26
01/07/2026	Arthur J Gallagher Insurance	010726-06	1,460.19	1,460.19		501			Insurance Premium - Jul 26
03/07/2026	British Gas Business	030726-01	96.94	96.94		501			Electr Chgs -14/05 to 13/06/26
08/07/2026	British Gas Business	080726-01	134.96	134.96		501			Gas Chgs -15/05 to 19/06/26
09/07/2026	Enterprise Services Group Ltd	090726-01	100.62	100.62		501			Sanitary/Nappy Bins- Jun 2026
09/07/2026	Fenland Leisure Products Ltd.,	090726-02	71.20	71.20		501			Wetpour binder
09/07/2026	Tom Fishburn	090726-03	96.30	96.30		501			Milleage - Jun 2026
09/07/2026	Forest View Tree Surgery,	090726-04	490.00	490.00		501			Tree Surgery Works
09/07/2026	Grasstex Ltd	090726-05	1,184.74	1,184.74		501			Grass Cutting
09/07/2026	Incor Group Management Ltd	090726-06	614.12	614.12		501			Windows Cleaning
09/07/2026	D. Lees	090726-07	28.35	28.35		501			Milleage - Jun 2026
09/07/2026	Lloyds Bank plc	090726-08	327.99	327.99		501			Measuring Caliper
09/07/2026	Playdale Playgrounds Ltd	090726-09	354.00	354.00		501			Zip Wire services & Maintenanc
09/07/2026	N. Simmonds,	090726-10	1,672.00	1,672.00		501			HTB Electr Test & Insp
09/07/2026	Plastic Sheets.com	090726-11	460.74	460.74		501			Plastic Protection SHEET FOR w
09/07/2026	Fenland Leisure Products Ltd.,	090726-12	355.20	355.20		501			Wetpour repairs
09/07/2026	Amazon Business	090726-13	4.12	4.12		501			Keychain - NHH
09/07/2026	NETCOM	090726-14	501.39	501.39		501			Phone / Broadband - Jul 26
09/07/2026	N. Simmonds,	090726-15	165.00	165.00		501			Keyholder Services - Jul 26
09/07/2026	Southern Counties Tea & Coffee	090726-16	141.71	141.71		501			Refreshments - coffee
09/07/2026	Wigthman & Parrish Ltd	090726-17	631.10	631.10		501			Paper Cup/Black Bags - Caretak
15/07/2026	EDF Energy Ltd	150726-01	101.40	101.40		501			Street Lighting Supply
16/07/2026	Horsham District Council	160726-01	72.00	72.00		501			Refuse & Recycle Bins - Jul 26
16/07/2026	Horsham District Council	160726-02	72.00	72.00		501			Refuse & Recycle Bins - Jul 26
16/07/2026	Horsham District Council	160726-03	205.35	205.35		501			Refuse & Recycle Bins - Jul 26

Subtotal Carried Forward:

10,876.90

10,876.90

0.00

0.00

LLoyds Bank Accounts

Payments made between 01/07/2026 and 31/07/2026

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
17/07/2026	Scottish Water Business Stream	170726-01	136.71	136.71		501			Water Chgs - 04/04 to 03/07/26
17/07/2026	British Gas Business	170726-02	788.53	788.53		501			Electr Chgs -01/06 to 30/06/26
20/07/2026	Lloyds Bank plc	200726-01	8.50	8.50		501			Bank Charges - Jun 26
21/07/2026	British Gas Business	210726-01	199.08	199.08		501			Gas Chgs - 02/06 to 01/07/2026
22/07/2026	British Gas Business	220726-01	21.26	21.26		501			Gas Chgs -29/05 to 28/06/26
22/07/2026	British Gas Business	220726-02	279.36	279.36		501			Electr Chgs -01/06 to 30/06/26
23/07/2026	Amazon Business	230726-01	6.90	6.90		501			Filing Cabinet Key Replacement
23/07/2026	BEL Signs	230726-02	162.00	162.00		501			No Climbing sign Multi Court
23/07/2026	City Electrical Factors Ltd	230726-03	53.71	53.71		501			Led Tube Switch - NHH
23/07/2026	Enterprise Services Group Ltd	230726-04	100.62	100.62		501			Sanitary/Nappy Bins- Jul 26
23/07/2026	Extinguere Ltd	230726-05	176.04	176.04		501			Fire EXtinguishers Service
23/07/2026	G W Shelter Solutions Ltd	230726-06	987.98	987.98		501			Shelter North Heath lane Opp B
23/07/2026	N. Simmonds,	230726-07	65.00	65.00		501			Repair -Light in Rear Lobby
23/07/2026	Wigthman & Parrish Ltd	230726-08	5.83	5.83		501			Tea Spoons
23/07/2026	West Sussex County Council	230726-09	29,959.19	29,959.19		501			Salaries - Jun 2026
31/07/2026	British Gas Business	310726-01	29.33	29.33		501			Gas Chgs - 20/06 to 14/07/2026
Total Payments:			43,856.94	43,856.94	0.00			0.00	

Section 3 - External Auditor Report and Certificate 2025/26

In respect of **North Horsham Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There are no other matters affecting our opinion which we draw to the attention of the authority.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name



External Auditor Signature

A handwritten signature in dark ink, appearing to read "Moore", written over a horizontal line.

Date

15/07/2026



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

Website: www.northhorsham-pc.gov.uk

NOTICE OF CONCLUSION OF AUDIT **Annual Return for the year ended 31 March 2026** **Accounts and Audit Regulations 2015**

The audit of accounts for **North Horsham Parish Council** for the year ended 31 March 2026 has been completed and the accounts have been published.

The Annual Return is available for inspection by any local government elector of the area of **North Horsham Parish** on application to:-

Sarah Norman
Clerk to North Horsham Parish Council
Roffey Millennium Hall
Crawley Road
Horsham
RH12 4DT
Telephone 01403 750786
Monday to Friday 9am to 4.30pm - by appointment only.

Copies of the Annual Return are available on request and the document can be found on the Parish Council's website:- www.northhorsham-pc.gov.uk

Announcement made by Sarah Norman
Clerk and Responsible Financial Officer to North Horsham Parish Council

30th July 2026



North Horsham Parish Council

DATA PROTECTION COMPLAINTS POLICY

This Data Protection Complaints Policy sets out the procedures we have put in place to deal with any complaint regarding the usage of a data subjects' personal data within our organisation or our response to a request made by a data subject under the data protection legislation.

We are North Horsham Parish Council, a council in England. Our contact details are Parish Clerk, Roffey Millennium Hall, Crawley Road, West Sussex, RH12 4DT Tel: 01403 750786

We are a data controller for personal data as defined by all applicable data protection and privacy laws including, but not limited to, the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the "UK GDPR"), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, the Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 as amended, and any successor legislation (the "Data Protection Legislation").

This policy is binding on all employees, members and volunteers ("User" or "Users") of North Horsham Parish Council ("The Organisation")

1. Definitions

- 1.1.** "Personal data" means any information relating to an identified or identifiable individual ("data subject"); an identifiable individual is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual.
- 1.2.** "Complain" or "complaints" means any complaint made in connection with personal data relating to the data subject, where there is an allegation of an infringement of the UK GDPR or Part 3 the Data Protection Act 2018.
- 1.3.** "Complainant" means a data subject who is making a complaint about the organisations usage of their personal data, or a complaint about the organisations response to a request made under the data protection legislation.

2. Who is responsible for managing data protection complaints.

- 2.1.** The Clerk is responsible for the ongoing compliance monitoring of this and other policies that are designed to achieve compliance with the Data Protection Legislation. ("the person responsible for data protection").]

- 2.2.** No user within the organisation shall deviate from this policy without written authorisation from the person responsible for data protection.

3. Time limits

- 3.1.** When a complaint is received the person responsible for data protection must acknowledge receipt of the complaint within the period of 30 days beginning when the complaint is received.
- 3.2.** When a complaint is received the person responsible for data protection must investigate and respond without unjustifiable or excessive delay.
 - 3.2.1.** The organisation aims to investigate and respond to data protection complaints within 30 days but may require extra time if it is justifiable.
 - 3.2.2.** If extra time is justifiable the person responsible for data protection will inform the complainant within 30 days beginning when the complaint is received, together with justification for the delay.

4. What are data protection complaints?

4.1. Valid data protection complaints:

- 4.1.1.** A data protection complaint is a complaint where a data subject considers that there has been an infringement of data protection legislation due to the organisations handling of their personal data.

- 4.1.1.1.** Examples include but are not limited to:

- 4.1.1.1.1.** Complaints about a response to a subject access request, or other rights request

- 4.1.1.1.2.** Complaints regarding security of data subjects' personal data when it is processed by the organisation

- 4.1.1.1.3.** Complaints by a data subject impacted by a data breach

- 4.1.1.1.4.** Complaints by a data subject regarding the organisations collection or use of their personal data

- 4.1.1.1.5.** Complaints by a data subject regarding the organisation's retention of their personal data

4.2. Invalid data protection complaints

- 4.2.1.** Not all complaints that have processing of personal data referenced within them fall under this policy. For example, if an employee raises a grievance issue, and also request copies of their personal information, or a person complains about the

council's service, and at the same time requests that the organisation deletes their personal data.

4.2.2. If the person responsible for data protection is unsure if a complaint falls under this policy or is a general complaint, they should ask the complainant to clarify if they are making a data protection complaint.

4.2.3. If the complaint is regarding a response to a Freedom of Information Request, then it should be handled under the internal review procedures as laid out in the Freedom of Information Act 2000 section 45 code of practice.

4.3. A data protection complaint cannot be made on behalf of a third party unless the complainant has:

4.3.1. an appropriate power of attorney; or

4.3.2. a signed letter of authority from the person they are acting on behalf of.

4.4. If a complaint is deemed not to be a valid data protection complaint it will be dealt with under other appropriate law, codes of conduct, policies or procedures.

5. Means of making a complaint

5.1. Complainants may make a complaint to the organisation by any means but are encouraged to make data protection complaints in writing to parish.clerk@northhorsham-pc.gov.uk.

5.2. The organisations users should be aware that complaints can be made verbally, in writing and via social media. If a user becomes aware that a complaint has been made other than via the email address provided in 5.1 they shall forward details of the complaint to the person responsible for data protection within one day.

5.3. The organisation will ensure that it tells data subjects that they may make a data protection complaint to the organisation and to the ICO in the organisations privacy notice.

5.4. The organisation will ensure that it tells data subjects that they may make a data protection complaint to the organisation and to the ICO in any response to a subject access request or other rights request made under the data protection legislation

5.5. If the person responsible for data protection is in doubt about the complainant's identity, they may need to ask them for proof of ID before the organisation responds.

5.5.1. The person responsible for data protection must ask for ID at the earliest opportunity.

5.5.2. Once there is sufficient information to be satisfied about the requester's identity, the person responsible for data protection must not request more information.

5.6. When a complaint is received, the person responsible for data protection will acknowledge the complaint with 30 days.

6. Investigation

- 6.1.** The person responsible for data protection shall undertake an investigation of a data protection complaint within 30 days but may require extra time if it is justifiable.
 - 6.1.1.** If extra time is justifiable the person responsible for data protection will inform the complainant within 30 days beginning when the complaint is received, together with justification for the delay.
- 6.2.** When investigating the complaint the person responsible for data protection will look at all the relevant facts thoroughly, fairly and accurately.
- 6.3.** When investigating the complaint the person responsible for data protection will speak to relevant users.
- 6.4.** When investigating the complaint the person responsible for data protection will compare the information from the complaint with the information the organisation holds.
- 6.5.** When investigating the complaint the person responsible for data protection will check compliance with data protection legislation, council policies and procedures.
- 6.6.** The person responsible for data protection must make an appropriate level of enquiries based on the circumstances of the complaint, and be able to justify why the complaint was handled in the way it was.
- 6.7.** With regards to the circumstances of the complaint, the person responsible for data protection is not required to take steps that would be unreasonable or disproportionate.

7. Recording outcomes

- 7.1.** The person responsible for data protection will record in an appropriate way:
 - 7.1.1.** The date the data protection complaint was received.
 - 7.1.2.** The letter of acknowledgement.
 - 7.1.3.** Relevant conversations and documents.
 - 7.1.4.** The outcome of the complaint.
 - 7.1.5.** Actions taken due to, the investigation.
- 7.2.** Personal data contained in these records will be kept for no longer than six years.

8. Providing an outcome to the complainant

- 8.1.** Once the investigation is complete, the person responsible for data protection will inform the complainant in writing of the outcome.

- 8.2.** The person responsible for data protection should clearly explain what has been done to resolve their data protection complaint and, where appropriate, any actions taken as a result.
- 8.3.** If the investigation concludes that the organisation has complied with the data protection legislation, the person responsible for data protection will explain this in detail to the complainant.
- 8.4.** In all cases the person responsible for data protection will provide enough information to help the complainant understand the outcome that has been reached.
 - 8.4.1.** It can be useful to itemise the complaint areas in a bullet point list, responding to each point and providing appropriate evidence, where possible.
- 8.5.** In all cases the person responsible for data protection will inform the complainant of their right to make a complaint to the ICO and provide the ICO contact details.

9. Review lessons learned

- 9.1.** Once the person responsible for data protection has provided an outcome, they should review what happened.
 - 9.1.1.** Consider if there is anything that can be learned or improved on to prevent future complaints.
 - 9.1.2.** Recording this information may help identify trends or areas to improve.

10. Updates to this policy

- 10.1.** This policy shall be reviewed annually by the person responsible for data protection.
- 10.2.** This policy shall be reviewed if North Horsham Parish Council makes changes to the organisations Privacy Notice or if there are changes to how the organisation processes data, or the data protection legislation changes.
- 10.3.** This policy was last updated on 3rd September 2026.

11. Implementation

- 11.1.** This policy takes effect from 3rd September and is not retroactive.

HORSHAM ASSOCIATION OF LOCAL COUNCILS (HALC)

Notice of Annual General Meeting

on **Thursday 20th August 2026 at 6:30pm** at Beeson House, Southwater Parish Council, 26
Lintot Square, Fairbank Road, Southwater, RH13 9LA

Present:

- Cllr Graham Watkins (HALC Chair)
- Cllr Val Court (HALC Vice Chair)
- Emily Simpson (Interim HALC Secretary)
- Cllr Douglas Denham St. Pinnock (WSALC Chair)
- Victoria Wyllie de Echeverria (HDC Climate Action Network)
- Ashington (Cllr. Tony Moss)
- Billingshurst (Parish Clerk Greg Burt & Cllr. Sandy Duck)
- Broadbridge Heath (Cllr. Geoff Clark)
- Colgate (Cllr. Stephen Davies)
- Cowfold (Cllr. Kate Howell & Cllr. Felicity Thorpe)
- Nuthurst (Cllr. Dave Cotton & HALC Vice Chair Val Court)
- Pulborough (Cllr. Ian Hare)
- Rudgwick (Cllr. Simon Torn & Paul Kornicky)
- Rusper (Cllr. Fenella Maitland-Smith)
- Shermanbury (Cllr. Trevor Brown & Cllr. Richard Few)
- Shipley (Cllr. Matt Payne)
- Southwater (HALC Chair Graham Watkins, Cllr. Claire Vickers, Cllr. Derek Moore, Julie Crowhurst)
- Upper Beeding (Cllr. Bob Harber)
- Warnham (Cllr. Sally Pavey)
- West Chiltington (Cllr. Viv Gibson)
- West Grinstead (Cllr. Lyn Lambert, Cllr. Rachel Richards)
- Woodmancote (Cllr. Roger Noel)

1. Welcome

The HALC Chair, Graham Watkins, welcomed everyone to the meeting. He gave apologies on behalf of WSALC CEO, Trevor Leggo, and Inspector Neil Durkan. The Chair also said there would be a few changes to the agenda in light of matters relating to the Constitution and which in turn meant the AGM could not take place but instead would become a general meeting. To read his report in full, please see the appendices.

Following the Chair's report, a number of questions were asked:

A councillor asked if invoices would be sent to which the answer was yes, within the next two weeks. The interim Secretary, Emily Simpson, would also ask for the names of the elected HALC representatives.

Councillor Roger Noel (Woodmancote Parish Council) asked if the election votes would not be possible this evening to which the response was no, but they would be the first items at the next meeting. He confirmed items 3, 4, 5 and 6 on the agenda would be removed and postponed.

Councillor Trevor Brown (Shermanbury Parish Council) asked why the Constitution was not appropriate to which the Chair said the Constitution was produced 7 days before a meeting in 2022 whereas there should have been 4 weeks' notice. It was not proposed or seconded; there was no record of the vote, and something as important as the Constitution should be properly tabled, to which the councillor agreed.

A few councillors questioned how HALC would operate when HDC would not be in existence; it was clear changes needed to be made. The Chair said there could be a Horsham Area Association; it was something to consider and the DALC's needed to discuss further. Councillor Val Court (Nuthurst Parish Council) said prior to the previous Chair passing away, there was no Constitution. He introduced it and it had not been read by the Chair until recently, hence only just becoming aware of its content.

Councillor Trevor Brown (Shermanbury Parish Council) said HALC had a limited lifespan but we were facing unprecedented times regarding planned housing and infrastructure issues, as well as local government reorganisation. There needed to be a structure in place to bind us together so that local interests are represented, especially the rural parishes.

Councillor Bob Harber (Upper Beeding Parish Council) asked if Councils could change HALC representatives for the next meeting to ensure good attendance to which the Chair said as the Constitution was not fit for purpose, he encouraged all parishes to elect two representatives.

Councillor Roger Noakes (Woodmancote Parish Council) suggested that the announcement on local government reorganisation should be received before calling the next meeting so we know where we stand as parishes in the new unitary structure.

Councillor Geoff Clark (Broadbridge Heath Parish Council) said if the Constitution was not suitable, was one even necessary to which the Chair said it was a set of basic rules to which the Association needed to adhere to, so he believed it was essential, but it needed to be properly discussed and agreed.

The Chair then introduced WSALC Chair, Douglas Denham St. Pinnock who recommended that members support the current Chair until the WSALC AGM in November and confirmed there would be a WSALC Board meeting in October once the Government announcement had been released. He reiterated that District Associations are informal bodies; they all have Constitutions in West Sussex (although he could not see one for ADALC), but regarding the future, said we are beholden to government. He said he attended meetings on behalf of the newly formed Sussex & Brighton Strategic Authority (SBSA). These meetings take place monthly and anyone can attend as a member of a public. The three Sussex principal authorities and boroughs did a huge amount of work, were ready for the election of a Mayor, and the postponement caused immense frustration and irritation. Trying to postpone the elections and then the change in leadership in two of the three principal counties because of the elections, caused further issues. He said he had met both the new leaders and believed both appeared qualified to create the Mayor's office. He also said he was encouraged that both had made a commitment to him and the Chair of ESALC that they will be recognised going forward.

The WSALC Chair said there was speculation that there may be an election for the Mayor in 2027 but this had not been confirmed, however, he said all were aware of the underlying

electoral cycle; if we lose our place when we are at the same time as other major elections then the cost burden on parish councils is extremely high.

He said that WSALC had a good relationship with the leaders of Arun, Chichester, Mid Sussex and Horsham, as well as the Leaders and Chief Executives of Crawley, Worthing and Adur. The position in West Sussex is we await the decision on LGR and there is little point discussing the District Associations until we have the answer. He said the strong relationship between HALC and HDC was largely due to HALC Chair Graham Watkins and the late Malcolm Eastwood.

He finished by saying as soon as LGR takes place and further information is known, WSALC will share accordingly with all member councils. There will be a reaction and we hope to have all three leaders of the SBSA at the joint ESALC and WSALC Conference on the 4th November to have a conversation about the future of local government and our Associations.

The HALC Chair thanked Douglas Denham St. Pinnock for the update. He said a document would be prepared and shared with HALC members with future proposals for the Association and any suggestions for amendments.

Councillor Trevor Brown (Shermanbury Parish Council) said research around unitary authorities across the country had already taken place and said one of the common threads on how to bring parishes together was with common issues. The WSALC Chair agreed and said cluster meetings in Mid Sussex had been taking place for years and had worked well.

The HALC Chair moved to Item 8 and introduced Victoria Wyllie de Echeverria, HDC's Sustainability Officer who proceeded with a presentation on the Climate Action Network.

2. Apologies

Apologies were received from the following parishes and councillors:

Cllr. Susie Fischel (Ashurst Parish Council), Bramber Parish Council, Cllr. Terry Oliver (Broadbridge Heath Parish Council), Coldwaltham Parish Council, Henfield Parish Council (proxy vote received), North Horsham Parish Council, Cllr. Jason Thomas (Washington Parish Council), Cllr. Jonathan Chowen (West Grinstead Parish Council)

3. Election of Officers of HALC

a) Nominations for and election of Chair

b) Nominations for and election of Vice Chair

c) Update on Secretary and Treasurer (through WSALC)

This item was deferred to a future meeting.

4. Approval of Minutes of the previous HALC meeting held on 22nd June 2026

This item was deferred to a future meeting.

5. Appointment of representatives to outside bodies

a) WSALC Board x2

b) CPRE x1

c) HDC Standards Committee x1

This item was deferred to a future meeting.

6. HALC accounts and agree annual subscription for 2026-27

This item was deferred to a future meeting.

7. Report of past year's HALC activities by the Chair

This was covered in the Chair's opening report.

8. Climate Action Network, update from Victoria Wyllie de Echeverria, HDC's Sustainability Officer

Victoria Wyllie de Echeverria gave a presentation on the Climate Action Network and it was confirmed a copy would be circulated with the minutes.

The Chair thanked Victoria for her presentation. He said it was a great principle but the cost could be excessive for parishes and communities to reduce their carbon impact. He asked if HDC had done any work on cost comparisons to which Victoria said she had not but would be happy to look into it further. She said many councils put funds aside into a 'climate pot.' She referenced HDC's Community Climate Fund which opened four times a year and was available for parish councils to apply for up to £5k for their project. She also confirmed a county-wide Climate Strategy was in development. Other officers were involved and community and parish involvement was expected.

The HALC Chair thanked Victoria for her presentation.

Councillor Roger Noakes (Woodmancote Parish Council) said land is blighted if planning permission is given, even if no building takes place. Communities, together with the land, just sit there and nobody else wants to do anything with the land, i.e. farmers. The Chair said the government was meant to be doing something about land grabbing but it has not; there are no repercussions.

Councillor Sally Pavey (Warnham Parish Council) suggested that HALC meet with MP Peter Lamb who feels strongly about the lack of infrastructure for all the housing. The HALC Chair said he would take this on board.

9. Update on local policing, Inspector Neil Durkan

Members were notified that Inspector Neil Durkan had given apologies for the meeting but hoped to attend a future meeting.

10. LGR update by WSALC Chair, Douglas Denham St Pinnock

This item was discussed at item at the start of the meeting.

11. Reports from outside bodies

a) WSALC

b) HDC Standards Committee

c) CPRE

This item was deferred to a future meeting.

12. Matters of concern to your council not on the agenda

Question from Rudgwick Parish Council:

On 9th July 2026 the House of Commons voted to implement a National Scheme of Delegation (Planning). What steps, if any, did HALC or NALC take to resist this scheme bearing in mind the declared CPRE position:

"This gives council planning officers deciding power over most planning applications in your community, preventing you, your neighbours and your elected representatives from having a right to speak in decisions about new developments in your area. Controversial decisions that will shape our countryside for decades to come should not be approved without scrutiny from those who live there".

The Chair addressed the above question by saying there was a consultation period and he submitted a document on behalf of HALC. He received no feedback and said the representation had no effect on the House of Commons decision. He said the new NPPF had slight tweaks to give planning officers power and there would still be planning committees and parish councils would still have representation. He said Parish Councils were encouraged to have Neighbourhood Plans in place as it will hold more weight.

Councillor Sally Pavey (Warnham Parish Council) said she was a trustee for CPRE Sussex and said the new NPPF had ramifications for rural parishes. Neighbourhood Plans still remain which is a grey area for everyone; Warnham's Neighbourhood Plan is out of date and they are facing developers and Horsham who are seeking to approve every application which comes through. She said these applications were unsustainable as there was no investment in the infrastructure which was something many parishes would experience. She also said there would be issues with traveller sites and councils would not be able to successfully object to them. The Chair agreed that it was difficult to challenge many applications but believed there was still a necessity for Parish Councils to have an in-date Neighbourhood Plan. Once the Plan is 5 years old though, it becomes weak.

Councillor Sally Pavey (Warnham Parish Council) said the new NPPF said Neighbourhood Plans remained valid but questioned having one when they came at a large cost and said the rest of the NPPF would bulldoze it,. She took Ruspur Parish Council as an example: their Neighbourhood Plan was ignored.

Councillor Paul Kornysky (Rudgwick Parish Council) said the National Scheme of Delegation question was his and he said it did not seem as if NALC were on the side of parish councils. He compared responses to the latest NPPF consultation between NALC, HDC and CPRE with the former welcoming the proposed updates whereas the other organisations were strongly against.

The Chair said economics come into the equation, as regardless to what is said, the developer will only spend a certain level. When their profitability stops, they cease to develop in that area and move on. Neighbourhood Plans can make it more costly for developers to build.

The WSALC Chair said both he and WSALC CEO, Trevor Leggo, shared frustration and disappointment with NALC and did not understand why they took this view. A new Chief Executive would be in post next March so there may be changes. He believed it would be a waste of time trying to challenge NALC and time was better spent looking after Sussex.

Councillor Paul Kornysky (Rudgwick Parish Council) said the policies which protected the countryside in the NPPF were now overruled. There is presumption that even if you meet your housing targets, these policies will still not apply.

Councillor Trevor Brown (Shermanbury Parish Council) said there are plans to build 40,000 houses with the existing infrastructure which would be creating an environment not in favour of the people currently here or those who want to move to the area. We need to be less accepting. It is easier to argue that there is not the infrastructure – sewage, GP appointments, hospital waiting times etc. He believed the profile of a lack of infrastructure needed to be raised in this area and questioned how that could be done more publicly. The Chair said this was worth investigating and speaking about with our planning consultant.

Councillor Sally Pavey (Warnham Parish Council) said the lack of infrastructure comes under a separate item. The NPPF could address some of those failings but it has not been improved for the good where it needed to be improved. She said it gives the right to the developers and the developers will likely promise everything but will not deliver. The NPPF could have changed this and made it a balanced approach but it does not. There are some grey areas for interpretation in the NPPF which is the only slight positive. When planning officers are under such pressure to provide housing numbers, and government will step in if they aren't approved, these officers will not have the power to raise issues of infrastructure.

The Chair said a change in Section 106 monies was causing problems in Southwater. Southwater Parish Council should be benefitting from Section 106 monies related to outside play areas and the library to name a couple, totalling approximately £350,000. However, the developer, Berkeley Homes, have resubmitted an application for 94 houses rather than the original 594, and have requested the S106 monies are refunded to them. Southwater parishioners are not getting the gain they were originally promised. Complaints have been made to the planning department and legal department.

The Chair asked if there were any other questions to which Councillors Trevor Brown and Roger Noakes said they would be happy to support the Chair with any developments regarding the Constitution.

13. Date of next meeting

The Chair said as soon as the relevant information was ready, a date would be circulated.

The meeting closed at 8.02pm

North Horsham Parish Council Meeting on 3rd September 2026

Correspondence List 1 from 2nd July to 26th August 2026

Below is a list of correspondence received at the Parish Council Office which has been circulated via email to all Councillors.

1.	<u>West Sussex County Council</u> • West Sussex Recycles: Summer of Sport, ADRRF, and Has it Bin Long Enough? • News Release : Major junction upgrade set to transform safety and travel in Horsham • News Release : Recognised, seen and involved: a new strategy for West Sussex's unpaid carers • News Release : Family Hubs helping thousands of West Sussex families get the best start in life • Residents' eNewsletter : Summer of fun, £117m unlocked for Sussex, action on illegal trading, and support for unpaid carers • News Release : Winning pupils name new food waste collection trucks • News Release : Recognised, seen and involved: a new strategy for West Sussex's unpaid carers - UPDATED • News Release : Council backs call for fairer funding for West Sussex schools • News Release : Change to West Sussex County Council cabinet position • Highways, Transport and Planning Parish Newsletter • News Release : 94 tonnes of waste diverted as county council grant fund delivers lasting community impact • News Release : REISSUE: Better Roads: council stepping up action to protect West Sussex roads from extreme weather • Is your community affected by surface water or groundwater flooding? Operation Watershed 2026/27 is Open for Applications • News Release : West Sussex 'lane rental' funding to improve journeys and highways workers' safety • Highways, Transport and Planning Parish Newsletter • News Release : A fresh look for West Sussex streets as the Highway Ranger pilot launches • News Release : Residents invited to help shape a greener, more resilient future for West Sussex • Countywide Climate Change consultation • West Sussex Recycles: Survey Results, Waste Prevention & Summer of Sport • News Release : Growing Sussex helps protect vulnerable calves from heatwaves • News Release : West Sussex Council leader goes for growth in Crawley • Residents' eNewsletter : Better Roads, Shaping a greener future, 'Best possible start in life,' exam results, summer bus fares and more! • News Release : Reablement helps thousands regain independence in West Sussex • News Release : Summer celebration honours achievements of care leavers in West Sussex • Highways, Transport and Planning Parish Newsletter • News Release : Thriving town centres, greener spaces and better transport links at heart of refreshed Growth Deals • News Release : Compassion, innovation and dedication: West Sussex social care staff celebrated in national awards • News Release : Body worn cameras to support safer school journeys across West Sussex • Bus Stop Improvement Works - Kings Road Roundabout • News Release : Wheels for ALL helps people living with Parkinson's and stroke survivors get back in the saddle
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2.	<u>Horsham District Council</u> • News Release : Horsham District celebrates Love Parks week • Latest News • Road Safety Survey • News Release : Council visits family-run microbrewery and taproom, Brolly Brewing • Nes Release : New exhibition at Horsham Museum: Safa M Studio: An Artisanal Jeweller • News Release : Council partners on new social rented homes for Horsham District • Horsham District Local Plan Update and Consultation • Horsham District Local Plan Main Modifications Stage - 13 Jul to 24 Aug 2026 • Horsham District Local Plan 2023-2040: Main Modifications Stage • News Release : Council public consultation opens on main modifications to its Local Plan 2023-2040 • News Release : Council visits innovative healthcare supplier G&N • News Release : Horsham Park awarded coveted Green Flag Award • News Release : Government delays decision on new councils for West Sussex • Latest News: Local Government Reorganisation Update; Love Parks Week 2026; Council partners on new social rented homes; New exhibition at Horsham Museum • Email from Chief Executive : Local Government Reorganisation • News Release : Save the date for Horsham's Big Nibble event this September • News Release : Response team activated to support Horsham businesses • News Release : Have your say - help shape future parish council arrangements • News Release : New promotional guide highlights Sussex honey • News Release : Council announces £7.2 million investment in infrastructure to benefit Horsham communities • News Release : Accessibility and enjoyment for all at centre of The Capitol's refurbishment • News Release : Council opens new maintenance depot to support food waste collections • Latest News: Community Governance Review Horsham's Big Nibble Council supports Swan Walk businesses • Cllr Tony Hogben - re FP1575 from Old Holbrook to Mowbray • Your Climate Action newsletter from Horsham District Council - August 2026 • News Release : Council is now White Ribbon Accredited • News Release : Council warns food businesses about unsafe chicken products • News Release : Council thanks Friends of Warnham Local Nature Reserve for £250,000 of support • News Release : Council to improve doorstep recycling collections service • Special Edition Climate and Environment Newsletter from Horsham District Council • Latest News: Save the date for Horsham's Big Nibble event this September; Council is now White Ribbon Accredited • News Release : Council Chairman leads VJ Day commemoration at Horsham's War Memorial • Notice of Public Path Diversion Order: Public Footpath No. 1501 (Part) • News Release : Council promotes safe egg handling practices • Invitation to Safe & Happy in Horsham event • News Release : Horsham Museum to close temporarily • News Release : Council congratulates young Horsham entrepreneurs • News Release : £10 million Capitol refurbishment delivers lasting benefits for local community
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3.	<u>National Association of Local Councils (NALC)</u> • Chief Executive's Bulletin 02.07.26 • Events 07.07.26 • Chief Executive's Bulletin 09.07.26 • Events 14.07.26 • Chief executive's bulletin - 16 July 2026 • Events 21.07.26 • Chief Executive's Bulletin 23.07.26 • Chief Executive's Bulletin 30.07.26 • Chief Executive's Bulletin 06.08.26 • Events 11.08.26 • Chief Executive's Bulletin 13.08.26 • Events 18.08.26 • Chief Executive's Bulletin 20.08.26
4.	<u>Sussex Police/Neighbourhood Alert/ Neighbourhood Watch/Report Fraud</u> • NHW - Our News for July 2026 is here! [#707576695] • NHW - The national charity for the Neighbourhood Watch Movement is seeking new trustees – could you be one of them? [#710010061] • Parish and district focus groups with Sussex PCC and Sussex Police • NHW - HDC Community Safety Partnership Road Safety Survey [#712333476] • Sussex Polic - Sussex Alerts :staying safe online, hear from our South East Cyber Crime Unit [#714813855] • NHW - Our News 20 July [#716673270] • Invite to Inspector's Online Meeting 23rd September 2026 • NHW - Listen and subscribe to the new Neighbourhood Watch Podcast! [#720787478] • NHW - Help us prevent wildfires in Sussex [#723847771] • Sussex Police - July Edition : Fraud Newsletter [#724322609] • NHW - Our News August 2026 - free training, tickets and a new podcast episode. [#725259512] • Sussex Police - Horsham Area Burglary & Vehicle Crime Alert [#727791806] • NHW - Learn about coercive control - a special episode of the Neighbourhood Watch podcast with Ruth Dodsworth OBE [#728479079] • Sussex Police - Fraud Newsletter August 2026 [#738122675]
5.	<u>NHS Sussex</u> • NHS Surrey and Sussex Spotlight - 10 July 26 • NHS Surrey and Sussex Spotlight - 24 July 26
6.	<u>Office for National Statistics</u> • Local statistics update : Your July update Issue 19
7.	<u>Other Correspondence</u> • Mulberry LAS Newsletter - Summer 2026 • Action in Rural Sussex Newsletter - Summer 2026 • SGN - Gas Network Upgrade Project - Storage and Welfare area - Oak Tree Way • WHP Telecoms - Pre Consultation: COL.MOD.UK.0009930 1 Star Reservoir, Comptons Brow Lane, Horsham, West Sussex, RH13 6BY, Ngr E: 519098 N: 131559 • Mulberry LAS - Join us at the Mulberry LAS Finance & Governance Networking Day : 10 September 2026 • West Grinstead PC - Local Government Reorganisation & HALC • AiRS - Horsham Housing Event June 2026 slides • AiRS - Community Buildings News July 2026

	• High Weald National Landscape - July eNews • Sussex 1550 - Celebrating the 1550th Anniversary of Sussex • TfSE - Supporting Local Authorities in freight and EV planning • Go To Local - Sept/Oct edition Horsham Pages North
8.	<u>Resident letters</u> • Regarding CGR leaflet • Merger with Horsham Town Council (including Clerk's response) • HDC Proposal (including Clerk's response)

North Horsham Parish Council Meeting on 3rd September 2026	
Correspondence List 2 from 27th August to 2nd September 2026 Below is a list of correspondence received at the Parish Council Office which has been circulated via email to all Councillors.	
1.	<u>West Sussex County Council</u> News Release : Go All In at West Sussex libraries this autumn
2.	<u>Horsham District Council</u> - Latest News: Horsham Museum to close temporarily; Capitol refurbishment delivers lasting benefits for local community; Council congratulates young Horsham entrepreneurs - News Release : Calling all job seekers to come along to the 2026 Horsham Jobs and Skills Fair - Your Climate Action newsletter from Horsham District Council - September 2026 - Examination of the Horsham Local Plan - October Hearing Sessions Information - News Release : Bishopric improvement plans for Horsham move a step closer - News Release : 2026 Friday Lates entertainment season ends on a high note - News Release : Council visits leading air pollution control specialists in Horsham
3.	<u>National Association of Local Councils (NALC)</u> - Chief Executive's Bulletin 27.08.26 - Events 01.09.26
4.	<u>West Sussex Association of Local Councils (WSALC)</u> Upcoming Breakthrough Communications Training
5.	<u>Sussex Police/Neighbourhood Alert/ Neighbourhood Watch/Report Fraud</u> - NHW - Six episodes, six fascinating conversations [#741491408] - NHW - Community Anti-racism Conference - 22 October 2026 at 11am [#743077718] - NHW - Sussex Police & Crime Commissioner Katy Bourne has launched her annual Safer in Sussex Survey [#743318874]
6.	<u>Office for National Statistics</u> Local statistics update : Your August update Issue 20
7.	<u>Other Correspondence</u> AiRS - Village Halls Conference 2026