

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL  
HELD ON THURSDAY 2<sup>ND</sup> NOVEMBER 2017 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

**Present:** Councillors:- A. Britten (Chairman), Mrs K. Burgess, P. Burgess, J. Day\*, Mrs R. Ginn, Mrs F. Haigh, R. Knight, M. Loates (Vice Chairman), R. Millington, T. Rickett, D. Searle, Miss A Smith, J. Smithurst, S. Torn, R. Turner, I. Wassell\*, R. Wilton and Mrs S. Wilton.

\* denotes absence.

**In attendance:** Parish Clerk - Pauline Whitehead BA(Hons) FSLCC, West Sussex County Council (WSCC) Cllr. A. Baldwin. Horsham District Councillor Roy Cornell. One candidate for the casual vacancy in Roffey North. Sonia Mangan – CEO Age UK Horsham District.

**FC/175/17 Public Forum**

There were no members of the public present.

**FC/176/17 Apologies for absence**

The Council received apologies and reasons for absence from Cllr. J. Day and Cllr. I. Wassell.

**FC/177/17 Minutes of the previous meeting**

The minutes of the Parish Council Meeting held on 7<sup>th</sup> September 2017 were agreed and signed by the Chairman as a true record.

**FC/178/17 Declarations of interest**

There were no declarations of interest.

*With the agreement of the Council, the Chairman adjourned the meeting for a brief presentation from the Chief Executive Officer (CEO) of Age UK Horsham District. The CEO explained the role of Age UK Horsham District as a local independent charity and how the need for the services provided by Age UK Horsham District in North Horsham parish was evidenced by a 44% increase in the number of residents who have used the organisation over the last six months. Of specific concern was the poor availability and high cost of transport to get local residents to the hospitals that cover the Horsham area and it was hoped that there would be some collaborative working to explore solutions to the issue in the future. This would be an agenda item for the next Parish Council Meeting.*

**FC/179/17 Co-option of a Councillor to Roffey North**

Following a brief presentation from the candidate and a unanimous vote in favour **it was RESOLVED that Mr James Davidson was co-opted to the Council.**

Cllr Davidson signed his declaration of office form and joined the meeting.

**FC/180/17 Committees and Working Parties**

The following Committee Minutes were presented to Council –

- (a) Property Committee – 19<sup>th</sup> October 2017.
- (b) Planning, Environment and Transport Committee 21<sup>st</sup> September 2017.
- (c) Finance and Administration Committee – 12<sup>th</sup> October 2017.
- (d) Personnel Committee – 5<sup>th</sup> October 2017

**It was RESOLVED that the Committee Minutes listed above be received and adopted.**

**FC/181/17 Report from the Neighbourhood Plan Steering Group**

The Parish Council noted actions from the Neighbourhood Plan Steering Group as follows:-

A leaflet showing the various projects that the Parish Council were doing and encouraging people to engage, get involved and volunteer to help is to be circulated to all households in North Horsham. Appreciation to local resident Bella Smith who has volunteered to design the leaflet.

A dedicated Neighbourhood Plan e-mail address had been set up. Information had been put onto the Parish Council website and Facebook.

The Steering Group hope to attend meetings of local organisations to gather information and consult. It is hoped to engage schools and other organisations where young people meet to launch a logo competition.

Use of research materials from Horsham Society will be a basis for display materials to help inform and engage.

The Neighbourhood Plan Officer from Horsham District Council had been invited to attend the next meeting of the Steering Group. All Councillors were invited to get involved.

There was no proposed expenditure to report.

**FC/182/17 Reports from representatives on outside bodies**

Cllr David Searle informed members that he had attended a recent meeting of the BIFFA – Brookhurstwood Landfill Site Liaison Group. He reported that that the site is now full and restoration works are currently taking place. Weather permitting, restoration should be completed by the end of 2017.

WSCC had entered into a contract to dispose of Refuse Derived Fuel

(RDF) which until recently was going to landfill.

Waste that comes into the site is sorted. Paper, cardboard, wood etc. is a source of RDF and is taken out. All other waste is separated in the Mechanical Biological Treatment (MBT) plant. Biodegradable waste ie food waste, is put through an Anaerobic Digester to provide bio- gas which is subsequently burnt to create electricity. Metal and glass is separated for recycling. Other materials collected in household waste that can be burnt (RDF) will be separated and all RDF wrapped and transported across the site to Britaniacrest who will in turn transport it to Holland to be burnt.

Residual waste from this process which cannot be recycled ie mattresses, flipflops etc. will be taken off site by Britaniacrest, transported to Redhill and put into landfill.

From early 2018 HDC will be introducing the collection of household waste on a two weekly basis. Food waste will attract flies who are likely to lay eggs on it. In some cases it may take a period of three weeks between depositing food in the dustbin and it arriving at the BIFFA site and by that time any fly eggs that may have been laid will have hatched. Whilst the MBT plant has rapid roll doors and there is a negative pressure in the buildings to keep odour inside, it is expected that in hot weather there will be a high risk of fly infestation and odours. Odour or infestation issues can only be investigated and mitigated against at the time of the odour escape or infestation. Anyone noticing an issue should call 01403 339168. The 24/7 number enables issues to be reported direct to the site staff. As an alternative the Environment Agency can be informed but the response time is longer.

#### **FC/183/17 Reports from District or County Councillors**

Holbrook County Councillor P. Catchpole and St. Leonard's Forest County Councillor Mrs L. Kitchen extended their apologies for absence.

WSSC Cllr. A. Baldwin informed the Parish Council that an abandoned car parked on the highway in Wallis Way had been reported under Operation Crackdown and will be removed.

Land at the rear of Northholmes School, being used for antisocial activities by groups of young people, will be secured in the next week.

Restrictions to on-street parking will be considered at the WSSC Local Committee in Horsham on 6<sup>th</sup> November 2017. Yellow lines on Comptons Lane from the main Harwood Road Roundabout to Comptons Brow Lane have been proposed to improve road safety and help prevent accidents. In a consultation this proposal generally gained support.

Horsham District Councillor R. Cornell expressed concern that land on Crawley Road between '78' and Jewsons has been derelict for six years

despite the desperate need for affordable housing. He also raised concern regarding the traffic calming scheme on Crawley Road which he considered dangerous. Horsham District Councillor P. Burgess explained the history of the traffic calming and expressed regret that the ill conceived scheme had gone ahead, stressing that previously cars parked on the road had encouraged traffic to slow. WSCC is not considering any change to the traffic calming scheme.

Cllr Burgess had attended the Wimblehurst Road Residents Meeting to discuss the new development on the former Novartis site off Wimblehurst Road and reported that as a result of lobbying by the group and wider consultation Gordon Road would be made a one way street from next spring.

In his capacity as a District Councillor, Cllr Burgess had written to the West Sussex County Times regarding a proposed variation to the S106 Agreement relating to planning applications for Horsham Football Club and the Holbrook Club expressing his personal concern.

**FC/184/17 Chairman's announcements**

The Year of Culture Working Group had met to discuss potential projects. Notes had or would be circulated.

The Chairman, Cllr Burgess and Clerk attended the West Sussex Association of Local Councils Conference on 4<sup>th</sup> October 2017.

A question has been submitted to the Police Crime Commissioner and Chief Constable of Sussex Police on behalf of North Horsham Parish Council. A copy of the question had been circulated.

**FC/185/17 Financial matters**

Financial papers were circulated with the agenda.

**The Parish Council RESOLVED:-**

- 1. To agree the expenditure list of £64,599.12 to 30<sup>th</sup> September 2017 and £18,927.43 to 30<sup>th</sup> October 2017 (The October expenditure list doesn't include salaries or Members Allowances) (attached).**
- 2. The Council noted the progress of the precept calculations and an error in the papers presented. This would be rectified and presented to the Finance and Administration Committee for further consideration. The Clerk reminded Councillors that agendas and supporting papers for all meetings were circulated for information.**
- 3. The Council did not accept the recommendation of the Finance and Administration Committee to adopt the latest version of the**

**Business Plan (v5) as further clarification of the three year financial considerations were required.**

**FC/186/17 Policies**

Following recommendation from the Finance and Administration Committee **it was RESOLVED to adopt the reviewed Grant Policy.**

**FC/187/17 Consultations**

The Parish Council had been consulted on upgrades to HDC playgrounds at Redkilyn Way and Cissbury Close.

**The Parish Council RESOLVED to support the upgrades to both playgrounds.**

**FC/188/17 Correspondence**

The Council received correspondence lists from 8<sup>th</sup> September 2017 to 2<sup>nd</sup> November 2017. (Copies attached).

**FC/189/17 Date of next Council meeting**

The next Parish Council Meeting will be held on Thursday 11<sup>th</sup> January 2018 (Scheduled)

There being no other business, the Chairman closed the meeting at 8.55pm.

..... Signed

.....Dated

Date: 03/10/2017

## North Horsham Parish Council 17/18

Page No: 3

Time: 15:09

Cash Book 1

User: PW

## Lloyds Bank Accounts

For Month No : 6

## Payments for Month 6

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/09/2017	Horsham District Council	DD010917	161.85	161.85		501		Dog bin collection September
01/09/2017	Horsham District Council	DD0109201	1,566.00	1,566.00		501		Rates September 2017
01/09/2017	Horsham Publications Ltd	DD1092017	56.10	56.10		501		Horsham Pages(North) annue
04/09/2017	British Gas Business	DD0409201	175.34	175.34		501		Electricity 14.07.-13.08.17
07/09/2017	Lloyds Bank	0809171	77.00			4058 101	77.00	Issue of warrant
08/09/2017	Public Works Loan Board	DD	6,902.04	6,902.04		501		September 2017 payment
08/09/2017	Woodstock IT Services	08091710	226.80	226.80		501		IT Support
08/09/2017	SSP Specialised Sports Product	0809178	480.00	480.00		501		Contract service
08/09/2017	West Sussex County Council	0809179	21,512.41	21,512.41		501		Salaries August 2017
09/09/2017	EDF Energy 1 Ltd	0809171	116.68	116.68		501		Streetlighting electricity Aug
09/09/2017	Forest View Tree Surgery,	0809172	800.00	800.00		501		Urg Tree work North Heath Lane
09/09/2017	Johnson Logistics	0809173	162.00	162.00		501		Repairs to bin and fence
09/09/2017	Mrs D. Lees	0809174	51.30	51.30		501		Expenses August 2017
09/09/2017	PITNEY BOWES FINANCE LTD	0809175	208.00	208.00		501		Postage
09/09/2017	Streetlights	0909172	168.30	168.30		501		Cook Road - Streetlight 22
09/09/2017	SSALC Ltd	0909176	57.60	57.60		501		GDPR Training
09/09/2017	Mr N. Simmonds,	0909177	45.00	45.00		501		Key retainer
14/09/2017	British Gas Business	DD	43.90	43.90		501		GAs 25.07-23.08.2017
15/09/2017	British Gas Business	DD1	27.49	27.49		501		NHH Gas 25.07.2017-25.08.2017
15/09/2017	SOS Systems	DD2	53.00	53.00		501		Purchase Ledger
25/09/2017	British Gas Business	DD4	346.90	346.90		501		Gas 01.06.17-31.08.17
28/09/2017	Mr Mark Stoner,	2809175	50.40	50.40		501		August 2017 expenses
28/09/2017	ELA Group	289171	989.32	989.32		501		Compliance work
28/09/2017	West Sussex County Council	2891710	22,411.91	22,411.91		501		Salaries September 2017
28/09/2017	HR Servies Partnership	289172	252.00	252.00		501		HR Support
28/09/2017	Mr N. Simmonds,	2891747	90.00	90.00		501		HTB Boiler room light repair
28/09/2017	R J Jochimsen	289175	540.00	540.00		501		Grass cutting Earles Meadow
28/09/2017	Streetlights	289176	115.50	115.50		501		Street light repair RS Walk
28/09/2017	Turner Security Systems Ltd.	289178	2,274.00	2,274.00		501		Fire alarm
28/09/2017	Viking Direct	289179	194.48	194.48		501		Stationery
29/09/2017	Valuation Office Agency	299171	1,620.00	1,620.00		501		Building valuations for insura
02/10/2017	Mr N. Simmonds,	210172	165.00	165.00		501		Keyholder service

Continued on Page 4

Annex B page 1

## Payments for Month 6

## Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/10/2017	Woodstock IT Services	210173	226.80	226.80		501		IT Support
02/10/2017	G. Burley & Sons Ltd.,	21071	1,771.69	1,771.69		501		Grass cutting
02/10/2017	N.Tucker Ltd	289177	410.00	410.00		501		Window Cleaning
02/10/2017	Information Commissioner's Off	DD2	35.00	35.00		501		Data protection ICO
04/10/2017	British Gas Business	DD	215.31	215.31		501		Electricity 14.08.- 13.09.2017
<b>Total Payments for Month</b>			<b>64,599.12</b>	<b>64,522.12</b>	<b>0.00</b>		<b>77.00</b>	
<b>Balance Carried Fwd</b>			<b>268,979.25</b>					
<b>Cash Book Totals</b>			<b>333,578.37</b>	<b>64,522.12</b>	<b>0.00</b>		<b>269,056.25</b>	

Expenditure list for September 2017 £64,599.12

includes salary payments for

August 2017 and September 2017.

Payment list

Date: 01/11/2017

North Horsham Parish Council 17/18

October 2017 Page No: 1113

Time: 17:53

Cash Book 1

User : PW

Lloyds Bank Accounts

For Month No : 7

Payments for Month 7

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/10/2017	SOS Systems	DD	10.74	10.74		501		Photocopier sundries
01/10/2017	Horsham District Council	DD3	397.80	397.80		501		Ref coll Oct 17 - Mar 18
01/10/2017	Horsham District Council	DD4	786.76	786.76		501		Refuse coll Oct 17 - Mar 18
01/10/2017	Horsham District Council	DD5	397.80	397.80		501		Ref coll Oct 17 - Mar 18
01/10/2017	Horsham District Council	DD6	161.85	161.85		501		Dog bin emptying October 2017
01/10/2017	Horsham Publications Ltd	DD	56.10	56.10		501		Horsham Pages(North) annual
01/10/2017	Horsham District Council	DD	1,566.00	1,566.00		501		Rates October 2017
01/10/2017	Horsham Publications Ltd	DD2	56.10	56.10		501		Horsham Pages(North) annual
03/10/2017	Johnson Logistics	0310171	462.00	462.00		501		Repairs to play areas and open
03/10/2017	SSALC Ltd	0310172	144.00	144.00		501		WSALC Conference
09/10/2017	SOS Systems	DD1	75.86	75.86		501		Printing
10/10/2017	Adrian Mobile Locksmith Ltd	1010171	183.00	183.00		501		New handle
10/10/2017	BEL Signs	1010172	183.60	183.60		501		Notice board repair HTB
10/10/2017	BT Payment Services Ltd	1010173	471.93	471.93		501		Telephone charges
10/10/2017	A. HARFIELD LTD.,	1010174	264.00	264.00		501		Lightning conductor test insp
10/10/2017	Mrs D. Lees	1010175	31.50	31.50		501		Expenses
10/10/2017	Mr Mark Stoner,	1010176	39.60	39.60		501		Expenses September 2017
10/10/2017	N.Tucker Ltd	1010177	340.00	340.00		501		Bus shelter/ notice board clea
11/10/2017	G Collier	1110171	2,016.00	2,016.00		501		Repairs to boardwalks
11/10/2017	Society of Local Council Clerk	1110175	250.00	250.00		501		SLCC VE
13/10/2017	Lloyds Bank	1110174	23.70			4020 403	23.70	Credit card payment
13/10/2017	Lloyds Bank	1110174A	15.97			4036 403	15.97	Door stoppers - credit card
13/10/2017	Lloyds Bank	1110174B	157.45		26.24	4065 401	131.21	Smoke detectors - credit card
13/10/2017	Lloyds Bank	1110174C	29.90			4016 403	29.90	Dishwasher tablets - cr card
17/10/2017	Southern Counties Tea & Coffee	1710172	81.60	81.60		501		Coffee
17/10/2017	Horsham in Bloom	1710173	66.00	66.00		501		Refund of payment
17/10/2017	Horsham District Council	1710174	6,000.00	6,000.00		501		Burial charge qtr to 28.02.17
17/10/2017	Turner Security Systems Ltd.	1710171	364.80	364.80		501		Investigate fault
18/10/2017	British Gas Business	DD7	300.52	300.52		501		Gas 02.08.17-01.09.17
18/10/2017	British Gas Business	DD8	145.44	145.44		501		Gas 02.08.17-01.09.17
18/10/2017	Lloyds Bank	1810171	29.10		4.85	4036 403	24.25	Door bell Credit card
18/10/2017	Lloyds Bank	18101701	64.00			4058 101	64.00	Annual Fee Credit Card



## Payments for Month 7

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
18/10/2017	PITNEY BOWES FINANCE LTD	1810172	36.67	36.67		501		Franking machine retal
19/10/2017	British Gas Business	DD9	51.79	51.79		501		Gas 24.08.17- 27.09.17
20/10/2017	British Gas Business	DD10	39.94	39.94		501		Gas 26.08.17- 29.09.17
23/10/2017	EDF Energy 1 Ltd	DD13	115.23	115.23		501		Streetlight electricit
26/10/2017	HR Servies Partnership	2610174	252.00	252.00		501		HR Support
26/10/2017	Johnson Logistics	2610175	220.00	220.00		501		Replace sign, replace step
26/10/2017	Mrs D. Lees	2610176	67.05	67.05		501		Expenses
26/10/2017	SSALC Ltd	2610178	78.00	78.00		501		Clerks technical training
26/10/2017	Screwfix	2610177	3.99		0.66	4036 403	3.33	Hose connectors
26/10/2017	Lloyds Bank	26101707	9.99		1.66	4036 403	8.33	Hose maintenance
26/10/2017	Lloyds Bank	261020177	44.17		7.36	4036 403	24.31	PPE; cable reel
						4016 403	12.50	PPE; cable reel
26/10/2017	West Sussex Mediation Service	2610179	500.00			4155 103	500.00	Grant
26/10/2017	Home Start CHAMS	2610173	700.00			4155 103	700.00	Grant
26/10/2017	Cruse Bereavement Care WSX	2610172	500.00			4155 103	500.00	Grant
26/10/2017	1st Holbrook Brownies	2610171	300.00			4155 103	300.00	Grant
26/10/2017	Scottish Water Business Stream	DD	64.63	64.63		501		Water 18.7.17- 10.10.17
30/10/2017	British Gas Business	DD11	398.38	398.38		501		Electricity 02.09.17 01.10.17
30/10/2017	British Gas Business	DD12	272.05	272.05		501		Electricity 02.09.17 01.10.17
31/10/2017	VIV EDWARDS	1710171	31.50	31.50		501		Exps July- Sept 2017
31/10/2017	H Griffiths	3110171	20.70	20.70		501		Expenses September 2017
07/11/2017	SOS Systems	DD2	48.22	48.22		501		Printing
<b>Total Payments for Month</b>			<b>18,927.43</b>	<b>16,549.16</b>	<b>40.77</b>		<b>2,337.50</b>	
<b>Balance Carried Fwd</b>			<b>266,817.70</b>					
<b>Cash Book Totals</b>			<b>285,745.13</b>	<b>16,549.16</b>	<b>40.77</b>		<b>269,155.20</b>	

Payment list October 2017 = £18,927.43

It doesn't include Salary payments for October 2017

of £21,101.03 and Members Allowances £1,231.50.

Correspondence List from 8<sup>th</sup> September 2017 to 2<sup>nd</sup> November 2017.  
 Below is a list of correspondence received at the Parish Council Office.  
 Circulated to all Councillors.

1.	<p>West Sussex County Council</p> <ul style="list-style-type: none"> <li>• County News: Horsham district September 2017</li> <li>• Request for some Help - BBC Pandemic Research/ Documentary</li> <li>• Planned roadworks in West Sussex</li> <li>• Early Warning Notice - Temporary Traffic Regulation Order - Pondtail Road, Horsham.</li> <li>• West Sussex County Council news release: Help us prevent overgrown hedges becoming a problem.</li> <li>• West Sussex Cycle Summit - feedback &amp; report</li> <li>• Early Warning Notice - Temporary Traffic Regulation Order - Upper Broadbridge Heath Bypass, Broadbridge Heath - Start date 16/4/2018</li> <li>• WSCC North Horsham CLC 6th November 2017– will include Horsham Parking Review – copy of agenda and reports to be circulated to the local retailers. Cllr T Rickett has volunteered to attend the meeting and to speak if the opportunity arises. A document collating comments already agreed by the Council will be provided.</li> </ul>
2.	<p>Horsham District Council</p> <ul style="list-style-type: none"> <li>• Parent support group in Horsham. Starts Thursday 5th October 10-11:30am at the Children and Family Centre, Harwood Road, Horsham.</li> <li>• Update on Junior Horsham Park Run funded from the Horsham Youth Fund and which started on 17<sup>th</sup> September 2017.</li> <li>• Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - 12/11/2017</li> <li>• Notification that the Parish Council is able to submit a question to the upcoming Police and Crime Panel Meeting on 6<sup>th</sup> October 2017 – deadline 22<sup>nd</sup> September 2017.</li> <li>• The Pink Gift Fair held on 23<sup>rd</sup> and 24<sup>th</sup> September 2017 by HDC raised in excess of £10,000 for Cancer Research.</li> <li>• A27 – Arundel bypass consultation document, presentation and response from Horsham District Council. The response from North Horsham Parish Council was also circulated.</li> <li>• Feedback from the launch of the Year of Culture 2019.</li> <li>• What's on in Horsham District.</li> <li>• Meeting between Louise Goldsmith and the Wimblehurst Residents Association 27<sup>th</sup> October 2017. David Searle to represent the Parish Council.</li> <li>• Posters warning to be alert to crime.</li> <li>• Letter advising that HDC and WSCC will not initiate changes to the Section 106 Agreement that has allocated funding to Roffey Millennium Hall from the Novartis site development. The Parish Council has identified a greater need at North Heath Hall.</li> <li>• Advance notice that HDC CEO will move on next March.</li> </ul>

	<ul style="list-style-type: none"> <li>• Voluntary and Community Services event Monday 13th November 2017.</li> <li>• Consultation on refurbishment of Redkilyn Way Play Area – one comment received regarding concern that the fencing would be removed as cars are often parked on the grass. The proposed benches on the grassed area could infringe on residents' privacy and attract anti social behavior from the users.</li> <li>• Consultation on the refurbishment of Cissbury Close Play Area.</li> <li>• Horsham Park User Survey</li> <li>• Invitation to event on 13<sup>th</sup> November at Drill Hall to discuss the expectations of how HDC support voluntary and community organisations in the future. 2 representatives invited from each organization.</li> <li>• Consultation from DCLG - 'Planning for the Right Homes in the Right Places'. The proposals include the following: <ul style="list-style-type: none"> <li>• a standard method for calculating local authorities' housing need</li> <li>• how neighbourhood planning groups can have greater certainty on the level of housing need to plan for</li> <li>• a statement of common ground to improve how local authorities work together to meet housing and other needs across boundaries</li> <li>• making the use of viability assessments simpler, quicker and more transparent</li> <li>• increased planning application fees in those areas where local planning authorities are delivering the homes their communities need</li> </ul> </li> </ul> <p><a href="https://www.gov.uk/government/consultations/planning-for-the-right-homes-in-the-right-places-consultation-proposals">https://www.gov.uk/government/consultations/planning-for-the-right-homes-in-the-right-places-consultation-proposals</a></p> <ul style="list-style-type: none"> <li>• Updated list of Unspent and Potential Section 106 Funds</li> </ul>
3.	<p>Resident correspondence</p> <ul style="list-style-type: none"> <li>• E-mail of thanks from Chairman of Horsham Society for the Parish Council's involvement in promoting the issue of footpaths that have not been registered.</li> <li>• 1<sup>st</sup> Horsham Brownies – letter of appreciation for a grant awarded by NHPC for £300 to enable a Brownie leader to be involved with an international project.</li> <li>• CHMS Homestart – letter of appreciation for grant award of £700.</li> <li>• Invitation to Tree Charter launch event - Lewes Nov 15<sup>th</sup> – Tree Wardens notified.</li> </ul>
4.	<p>NALC</p> <ul style="list-style-type: none"> <li>• Chief Executive's Bulletin 31 - 8 September 2017</li> <li>• Chief Executive's Bulletin 32 - 15 September 2017</li> <li>• Chief Executive's Bulletin 33 - 22 September 2017</li> <li>• Chief Executive's Bulletin 34 - 29 September 2017</li> <li>• Chief Executive's Bulletin 35 - 6 October 2017</li> <li>• Chief Executive's Bulletin 36 - 13 October 2017</li> <li>• Chief Executive's Bulletin 37 - 20 October 2017</li> <li>• NALC Newsletter - 19 September 2017</li> </ul>

	<ul style="list-style-type: none"> <li>• NALC Newsletter - 29 September 2017</li> <li>• NALC Newsletter - 4 October 2017</li> <li>• NALC Newsletter - 11 October 2017</li> <li>• NALC Newsletter - 19 October 2017</li> <li>• NALC Newsletter – 25 October 2017</li> </ul>
5.	<p>SALC</p> <ul style="list-style-type: none"> <li>• Finance Training (to Finance Committee)</li> <li>• Mobility Scooter Training Initiative in the Horsham Parishes</li> <li>• SSALC newsletter September 2017.</li> <li>• Health and Wellbeing Marketplace Event at County Hall North/ Parkside- 18th October 2017</li> <li>• NALC Legal Topic Note Update – 70 – The Environment.</li> <li>• Sussex Community Housing Hub Launch - information from AirS</li> <li>• Presentations from West Sussex Association of Local Councils Conference on 4<sup>th</sup> October 2017 – Cllr A Britten, Cllr P Burgess and the Clerk attended.</li> <li>• Sussex Watch Out magazines for October 2017</li> </ul>
6.	<p>HALC</p> <ul style="list-style-type: none"> <li>• Minutes 18<sup>th</sup> September 2017.</li> <li>• Annual Meeting of HDC and HALC 13<sup>th</sup> November 2017 The Capitol Horsham.</li> </ul>
7.	<p>Sussex Police</p> <ul style="list-style-type: none"> <li>• In the Know and updates on scams.</li> <li>• Neighbourhood Watch National Survey 13/10/2017</li> <li>• Neighbourhood Watch E-Newsletter October Edition 20/10/2017</li> <li>• Keep A Light On As The Nights Draw In 23/10/2017</li> </ul>
8.	<p>Horsham and Mid Sussex CCG</p> <ul style="list-style-type: none"> <li>• Weekly roundup 4<sup>th</sup> September 2017</li> <li>• Weekly roundup 11th September 2017</li> <li>• Weekly roundup 18th Sept 2017</li> <li>• General information regarding dementia friendly cinema screenings, additional services and opportunities offered by the NHS locally.</li> <li>• Crawley , Horsham and Mid Sussex CCG Newsletter and patient roundup - week starting 25th Sept</li> <li>• Patient roundup for week starting 2nd October 2017</li> <li>• Patient Roundup for week starting October 9nd 2017</li> <li>• Patient Roundup for week starting October 16<sup>th</sup> 2017.</li> </ul>
9.	<p>Horsham and Mid Sussex Volunteering Agency</p> <ul style="list-style-type: none"> <li>• Details of online volunteering service. Poster displayed on Roundel.</li> <li>• HAMSVA E Bulletin - September 20, 2017</li> <li>• HAMSVA E Bulletin - October 5, 2017</li> <li>• Horsham and Mid Sussex Voluntary Action Volunteer Management Forum 10am and 1pm on Tuesday 5<sup>th</sup> December at East Court, East Grinstead.</li> <li>• Sussex Safeguarding Week ideas and access to resources.</li> <li>• HAMSVA E Bulletin - October 18, 2017</li> </ul>

	<ul style="list-style-type: none"> <li>HAMSVA Trustee Report and Financial Statement and Annual Report</li> </ul>
10.	<p>Horsham District Cycle Forum</p> <ul style="list-style-type: none"> <li>Copy of letter to Dr C Lyons at HDC regarding North of Horsham: NHPC Working Party and Cycling</li> <li>West Sussex Cycle Summit - Monday 9th October</li> </ul>
11.	<p>Charter for Trees, Woods and People Updates – A Wild Cherry provided as part of the Charter has been planted off North Heath Lane near to the Riverside Walk by the Tree Wardens.</p>
12.	<p>Historic England Communities, Conservation Areas and Action – 4<sup>th</sup> October Canterbury.</p>
13.	<p>Repair Café in West Sussex The first repair café launches on 7<sup>th</sup> October at the Quaker Meeting House in Horsham and is facilitated by the Quakers and Sussex Green Living.</p>
14.	<p>Horsham District Dementia Action Alliance</p> <ul style="list-style-type: none"> <li>Garden Party on Sunday October 15<sup>th</sup> at the Unitarian church hall &amp; garden, Worthing Road (opp. bus station) RH12 1SL from 3 to 5.00 pm.</li> <li>Pulborough United Reform Church have volunteered to host the next HDDAA meeting on Wednesday 9<sup>th</sup> November 10am – 12noon</li> </ul>
15.	<p>UK Power Networks Free Roadshows (29 Sep 2017 - 9 Oct 2017)</p>
16.	<p>Westlake House</p> <ul style="list-style-type: none"> <li>Good Nutrition and Food tasting at Westlake House 11<sup>th</sup> October 2017. Councillors to respond individually should they wish to attend.</li> <li>Celebration of 25<sup>th</sup> anniversary at Westlake House</li> <li>Mobility seminar at Westlake House 2<sup>nd</sup> November 2017.</li> </ul>
17.	<p>Horsham Older People's Forum 'Full of Life' event 2nd October</p>
18.	<p>Warnham Brickworks CLC, Liaison meeting 2nd October 6pm – Cllr David Searle is the Parish Council representative.</p>
19.	<p>Southern Water Annual Stakeholder Workshops</p>
20.	<p>Your London Gatwick Invitation to Discover Gatwick 21st November 2017</p>
21.	<p>Planning Aid England UpFront: neighbourhood planning news September/October 2017</p>
22.	<p>Highways England Response to Parish Council letter dated 25<sup>th</sup> September 2017 regarding potential improvements to the A27 at Arundel.</p>
23.	<p>Horsham Town and Community Partnership Report to Member Organisations. Notification that Cllr David Searle has taken the role as Chairman of HTCP. Appreciation to Jane Apostolou for her commitment, enthusiasm and involvement.</p>

North Horsham Parish Council Meeting 2<sup>nd</sup> November 2017 Item 14 Annex G

Correspondence List 2 from 27<sup>th</sup> October 2017 to 2<sup>nd</sup> November 2017.  
Below is a list of correspondence received at the Parish Council Office.  
Circulated to all Councillors.

1.	<p>West Sussex County Council</p> <ul style="list-style-type: none"> <li>• Public Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - 12/11/17</li> <li>• Response to Cllr D Searle from Cllr. A. Baldwin about night time Street Lighting in Horsham.</li> <li>• West Sussex Integrated Prevention and Earliest Help Service - The Purple Bus. Further information will be found.</li> <li>• Invitation for two Councillors to attend the Horsham area Highways Team liaison event on either 16<sup>th</sup>, 24<sup>th</sup> or 30<sup>th</sup> November at either 10am or 1pm. The event will be 2 hours long and held at the Broadbridge Heath depot. Cllr Peter Burgess and Cllr David Searle to attend.</li> <li>• County News: Horsham district October 2017</li> <li>• Planned roadworks in West Sussex – 1 November 2017 to 15 November 2017</li> </ul>
2.	<p>Horsham District Council</p> <p>Important changes to bin collections service poster leaflet and timetable. Parish Council training on planning- potentially the morning of Tuesday 19<sup>th</sup> December 2017 led by HDC Director of Planning, Economic Development &amp; Property. What's on in Horsham November 2017. Young Horsham District Forum- 13<sup>th</sup> December 2017 10am – 1pm.</p>
3.	<p>Resident correspondence</p> <ul style="list-style-type: none"> <li>• Letter of appreciation from member of 1<sup>st</sup> Holbrook Brownies for a grant of £300.</li> <li>• St Andrew's Methodist Church Christmas Sheep trail. As part of the Trail the Parish Council will display a sheep in one of its windows at Roffey Millennium Hall. The Parish Council is invited to the Community Christmas Celebration on Friday 8<sup>th</sup> December 2017 between 3.30pm and 6pm.</li> <li>• Enquiry about a new street lamp on Wordsworth Close off Dutchells Copse. Referred to Southern Electric Contracting who work on behalf of WSCC.</li> <li>• Ascot Care Day Club every Friday at Holbrook Tythe Barn.</li> <li>• Remembrance Sunday – All Saints Church, Roffey – invitation to lay a wreath on the war memorial at 11am.</li> </ul>
4.	<p>NALC</p> <ul style="list-style-type: none"> <li>• Chief Executive's Bulletin 38 - 27 October 2017</li> <li>• NALC Newsletter – 31 October 2017</li> </ul>
5.	<p>HALC</p> <p>Annual Meeting of HDC and HALC - 13<sup>th</sup> November 2017 at 7pm at the Capitol in Horsham – the agenda has been circulated to all Cllrs who are welcome to attend. The representatives are Cllr Alicia Smith and the Parish Council Chairman. Godwin Way Car Park - response to HALC</p>

6.	Sussex Police <ul style="list-style-type: none"><li>• In the Know updates on crime</li></ul>
7.	HAMSVAE Bulletin - NOVEMBER 1, 2017 <ul style="list-style-type: none"><li>•</li></ul>
8.	Horsham and Mid Sussex CCG <ul style="list-style-type: none"><li>• . Patient Roundup for week starting October 23rd 2017.</li></ul>
9.	UK Power Networks Be Winter Ready