

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING
THURSDAY 2ND NOVEMBER 2017 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

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.

3. Minutes

Circulated separately and on website.

4. Declarations of Interest.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary 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.

Where you have a **Prejudicial 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.

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.

5. Co-option of Councillor for Roffey North

There has been two applications for the vacancy for a Councillor in Roffey North. The applications have been circulated separately - **Annex A**

The Co-option process will be conducted in open session. The Council does not have to co-opt the applicant, if it chooses not to. (SALC advice).

The applicants have been invited to attend the Council meeting. The meeting will be adjourned and the applicant will be invited to make a brief presentation about themselves (maximum 3 minutes) and answer any questions that Members may have.

Once the meeting has resumed, voting will be by way of a show of hands.

Members are advised that the successful candidate must receive an absolute majority vote of those present and voting (Para. 39, Schedule 12 of the Local Government Act 1972).

Should the applicant be successful they will be required to sign a Declaration of Acceptance of Office prior to joining the meeting.

At the end of the meeting, arrangements will be made for the new Councillor to meet with the Clerk to deal with further administrative matters.

6. Committees and Working Parties

Minutes as follows circulated separately: -

(a) Property Committee 19th October 2017

(b) Planning, Environment and Transport Committees 21st September 2017 and 26th October 2017.

(c) Finance and Administration Committee – 12th October 2017.

(d) Personnel Committee – 5th October 2017.

7. Report from Neighbourhood Plan Steering Group

Meeting notes from 16th October 2017 have been circulated. Actions to note:-

A leaflet showing the various projects that the Parish Council are 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 has been set up. Information has 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 has been invited to attend a meeting. All Councillors are invited to get involved.

8 Reports from Representatives on Outside Bodies.

None submitted.

9. Reports from District or County Councillors

None submitted.

10. Chairman's Announcements

The Year of Culture Working Group has met to discuss potential projects. The notes have been circulated.

The Chairman, Cllr Burgess and Clerk attended the West Sussex Association of Local Councils Conference on 4th 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 has been circulated.

11. Financial Matters.

Expenditure lists for September 2017 - **Annex B** and October 2017 (to follow).

Preliminary precept calculations - **Annex C**
Business Plan - **Annex D**

12. Policies

Recommended by the Finance Committee:-
Grants Policy - **Annex E**

13. Consultations:

HDC consultation on their playgrounds at Redkiln Way and Cissbury Close.
Annex F

14. Correspondence

List from 8th September 2017 to 26th October 2017 attached. List from 27th
October 2017 to 2nd November 2017 will be available at the meeting.- **Annex G.**

15 Date of next meeting

11th January 2018 – Scheduled.

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

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
Total Payments for Month			64,599.12	64,522.12	0.00		77.00	
Balance Carried Fwd			268,979.25					
Cash Book Totals			333,578.37	64,522.12	0.00		269,056.25	

Expenditure list for September 2017 £64,599.12

includes salary payments for

August 2017 and September 2017.

October 2017 expenditure
list to follow.

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Preliminary Precept Calculations

All Committees have considered their forecast for 2017/18 and the potential budget for 2018/19.

The initial figures are included in a draft initial overview of the calculation. (Annex C page 2)

Additional items for consideration will be put forward to the Finance and Administration Committee Meeting in December so that the final precept can be agreed at the Parish Council Meeting on January 11th 2018.

The precept for 2017/18 is £293,551. It is likely that the Council Tax Benefit grant will reduce or disappear in 2018/19. There are no plans to reduce the HDC Environmental Grant.

Part 1 2017/18

General Reserves	General Reserve at 31.03.17 Reserves transfer	85,277 -10,000
General Reserves	General Reserves at 1.4.2017	75,277
Funding 2017/18	Precept Council Tax Benefit Grant (1177/101) Environmental Grant	293,551 1,403 9,691
Funding 2017/18		304,645
Income and Expenditure	Income estimated for 2017/18 Expenditure (revenue) estimated for 2017/18 Ear marked reserve expenditure	173,500 -450,659 -2,500
Net expenditure 2017/18		-277,159
BALANCE FROM 2017/18		102,763

Part 2 2018/19

General Reserves	Estimated General Reserve at 31.03.18	102,763
General Reserves	General Reserves at 1.4.2018	102,763
Funding 2018/19	Council Tax Benefit Grant (1177/101) -notified figure Environmental Grant	0 9500
Funding 2018/19		9,500
Income and Expenditure	Income estimated for 2018/19 Expenditure (revenue) estimated for 2018/19	176,565 499,745
Net expenditure 2016/17		323,180
General reserve 50% of precept 2017/18 (293,552) = £146,775		44,012

Funds to bring up General Reserve to recommended level.

Potential Funding for additional activities associated with the business plan/ savings for large maintenance items/ Car Park contribution - still for discussion

Deficit/ Precept	40,000	40,000
		-294,929

NORTH HORSHAM PARISH COUNCIL



BUSINESS PLAN 2017 -2022

First draft 30th June 2016 – Full Council

Version 2 April 2017 – Finance Committee

Version 3 May 2017 – Full Council

Version 4 October 2017 – Finance Committee

Version 5 November 2017 – Full Council

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The Parish Council

North Horsham Parish Council is made up of four wards, Roffey North, Roffey South, Holbrook East and Holbrook West. The nineteen councillors that make up the Council act as a body corporate and make decisions which are then carried out by the officers who are employed by the Council. Councillors are active within the community and bring issues to the attention of the council and help it make decisions on behalf of the local community.

In June 2016 the Parish Council resolved that it was eligible to use the General Power of Competence which means that the Council is not restricted by the limited powers granted to Parish Councils and can do anything that an individual can lawfully do. The Parish Council has robust financial management and there is a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk.

The Parish Council is responsible for three Community Halls in North Horsham, Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall. It is also responsible for play areas at Earles Meadow, Amberley Close, Birches Road and Holbrook Tythe Barn. The Parish Council looks after open space at Earles Meadow and allotments at Amberley Close. Bus shelters, litter bins, notice boards, dog bins and street lights are also part of the Parish Council's portfolio of assets. The Parish Council has a statutory right to be notified of Planning Applications in its area and submits comments to the Local Planning Authority (Horsham District Council) through a very active Planning, Environment and Transport Committee. There are also Committees to oversee Finance and Administration, Property and Personnel.

The Parish Council has a proactive working relationship with West Sussex County Council (WSCC), Horsham District Council (HDC), Sussex Police and County and District Councillors. The Parish Council is represented on a number of local, district and county organisations.

The Parish Council Office, situated in the Roffey Millennium Hall on Crawley Road is open to the public between 9am and 5pm. Having an office offers residents the opportunity to drop in for information or to discuss issues. The office provides a photocopying service.

All Council and Committee Meetings convened by NHPC are open to the public. There is an opportunity for members of the public to ask questions, comment or raise issues within the first fifteen minutes of the meeting. Members of the public are encouraged to join topic specific working parties to bring expertise and local knowledge.

Meetings are generally held on Thursday evenings starting at 7.30pm in the Roffey Millennium Hall. A list of meetings is published on the Parish Council website www.northhorsham.gov.uk. Agendas are available on our website and displayed on all of our noticeboards.

Introduction to the Business Plan

In 2016 North Horsham Parish Council (NHPC) started the process of preparing their first business plan. This was to give focus on how the Council delivers its services and the need for future planning.

Two visioning events were held. At the first Councillors were encouraged to put forward any suggestions for the future of North Horsham Parish Council. At the second event Councillors and staff members were asked to indicate their support for or against the original suggestions and to prioritise the ideas. There was an opportunity to add comments and further projects.

Some improvements and projects could incur the need for additional expenditure. Whilst there may be a need to make an increase in the precept spread over a number of years to achieve a project that is supported by the community, every effort will be made to work collaboratively and in partnership with other organisations where possible to achieve the maximum value for money.

Ultimately any project within the Plan will have an associated costing and list of objectives to enable the project to be monitored and evaluated.

Purpose of the Plan

The purpose of the North Horsham Business Plan is to:-

- To set out the Parish Council's vision, objectives and key priorities.
- To enable the Parish Council to represent the interests of the community working as a corporate body 'with perpetual succession.'
- To facilitate and recognise the value of partnership working with groups who share a common goal with the Parish Council.
- To promote a greater understanding of what the Parish Council does and ensure that residents have a clear understanding of how the Parish Council looks to develop into the future.
- To enable the Parish Council to operate in a consistent and co-ordinated way.
- To encourage the community to become involved in the democratic process and the future of its parish.
- To help the Parish Council to focus on how services are delivered.
- To aid future budgeting.

NHPC Business Plan is a 'live' document which will be updated on an annual basis and reported against every six months. This will enable the Council to track and monitor its progress against key priorities.

Comments and feedback from residents are welcome and should be addressed to :-

The Parish Clerk,
Roffey Millennium Hall,
Crawley Road,
Horsham
Telephone 01403 750758
E-mail Parish.clerk@northhorsham-pc.gov.uk

Past achievements

The Parish Council has been successful in supporting its community over past years by engaging with residents and representing local views. This is especially relevant in respect of the development North of the A264, transport and environment issues and opportunities that will benefit the community. The Council works to get the best possible outcomes for local people by fostering good relationships with Horsham District Council, West Sussex County Council and other organisations and promoting partnership working where possible.

Significant achievements for North Horsham Parish Council

- Maintaining three well appointed community halls, four play areas, open spaces, allotments and various street furniture.
- Roffey Friendship Group.
- Improvements to buildings, play areas and the Riverside Walk including the addition of street furniture and improved access.
- Facilitating the move of the Horsham Bowls Club and a New Pavilion.
- Improvements at Roffey Corner.
- Improving the environment by providing litter wardens.
- Initial engagement with Horsham District Council and developers with regard to the new development north of the A264.
- Regular articles in North Horsham pages to promote the Parish Council.

Vision

To represent the views of those who live and work in North Horsham Parish and promote a strong, vibrant and inclusive community working in partnership with others.

Aims and Objectives

1. To continue to engage with Horsham District Council, West Sussex County Council and developers to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible.
2. To improve non vehicular access across the A264 to link the new development and beyond to North Horsham.
3. To continue to improve communications with Horsham District Council.
4. To continue working with West Sussex County Council and Horsham District Council to promote best use of resources and partnership working wherever possible especially in respect of highway matters.
5. To produce a Neighbourhood Plan focusing on adding an extra layer of protection on green spaces and building design in the parish.
6. To continue to raise the profile of the Parish Council using Horsham Pages (North) and utilising other methods of communication and community engagement.
7. To encourage greater use of Parish Council facilities as part of activities already established in Horsham Town. For example, encouraging theatre groups to use space at North Heath Hall for performances.
8. To support the provision of youth services in North Horsham to provide better opportunities for young people.
9. To support access to internet facilities.
10. To provide a Friendship Group in Holbrook.
11. To facilitate the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park.
12. Review traffic calming measures on Crawley Road.
13. To consider spaces for community events related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.
14. To encourage local junior schools to learn about the history of North Horsham and provide facilities to exhibit work and give prizes for the best work.

15. To hold a North Horsham Market with stalls and food vendors once a week.
16. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings. (Buses and taxis)
17. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

Other considerations

The Parish Council also discussed taking responsibility for the Car Park in Godwin Way*, Facilitating a 'dial a ride' scheme for the elderly and infirm, have electric car charging points at community halls powered by solar panels, an audit of personnel, make all halls vatable and contract out caretaking and cleaning duties. But these were all rejected at this time. The Parish Council wanted to help provide a new home for Horsham Football Club, possibly within the North Horsham Development, but a planning application for a ground at Hop Oast has been agreed by the Planning Authority.

*The Parish Council has entered into negotiations with Horsham District Council to lease the Car Park funded by contributions from local retailers. There may be a need for a small contribution from the Parish Council. (See financial considerations).

Progress of individual projects

2017

1. To engage with Horsham District Council, West Sussex County Council and developers to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible.

Quarterly Parish Liaison Group meetings will be organised by the Parish Council. Invitees will be Councillors, Liberty Property Trust, HDC, community organisations, the CCG, churches, members of the community and neighbouring Parish Councils.

There is an opportunity to be part of six weekly HDC, Developer Liaison Meetings held every six weeks, organised by HDC and starting in January 2018. The representative will be nominated at the Planning Meeting on 26th October 2017.

2. To improve non vehicular access across the A264 to link the new development and beyond to North Horsham.

An initial report has been commissioned from Phil Jones Associates on which to move forward with the developers and other agencies. This will be ongoing over several years.

3. To improve communications with Horsham District Council

The Clerk, Chairman and other Councillors have met with officers and councillors from HDC to discuss various issues as appropriate and ongoing efforts are being made to engage with HDC. Positive working relationships are being established.

4. To continue working with West Sussex County Council and Horsham District Council to promote best use of resources and partnership working wherever possible especially in respect of highway matters.

There are ongoing discussions to promote this.

5. To produce a Neighbourhood Plan focusing on adding an extra layer of protection on green spaces and building design in the parish.

*The Parish Council agreed to produce a NP focusing on Local Green Spaces and Building Design. **A budget of £10,000 has been allocated.** It is hoped that this can be completed in two years maximum.*

6. To raise the profile of the Parish Council using Horsham Pages (North) and utilising other methods of communication and community engagement.

The Parish Council has set up a contract for a year (cost £560) to advertise in Horsham Pages (North) ie. six entries. The website has been updated and Facebook is used regularly. The Annual Parish Council was organised as a community event to raise the profile of the Parish Council.

7. To encourage greater use of Parish Council facilities as part of activities already established in Horsham Town. For example, encouraging theatre groups to use space at North Heath Hall for performances.

The Chairman and Clerk have spoken with HDC Economic and Visitor team to see if events held in Horsham Town can include North Horsham. Ongoing dialogue will be needed. The HDC Year of Culture 2019 should be an opportunity to address this. A working group has been set up to explore different activities.

8. To reopen Roffey Youth Club to provide opportunities for young people – maybe for NHPC to manage.

This is being explored with West Sussex County Council. HDC has suggested engaging a third party such as Horsham Matters to do some work with young people to understand the issues.

9. To support access to internet facilities.

West Sussex County Council are working with HDC, Horsham Matters and Age UK Horsham District on a Digital Inclusion project. They are aware that the Parish Council is willing to support their initiative where appropriate and within resources.

10. To provide a Friendship Group in Holbrook.

A 'taster' session will be held in November.

2019 onwards

11. To facilitate the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park.

There is information on file to suggest this will not be possible for at least three to five years. This is a major project and would need buy in from HDC, WSCC and other agencies.

12. Review traffic calming measures on Crawley Road.

West Sussex County Council has no plans to make any amendments to Crawley Road.

13. To consider spaces for community events related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.

HDC do a buildings audit on an annual basis and are aware of the facilities that the Parish Council can offer.

14. To encourage local junior schools to learn about the history of North Horsham and provide facilities to exhibit work and give prizes for the best work.

Information is required to ascertain what schools already do and how best to offer information to complement the work already done in schools. There could be opportunities to exhibit work at Roffey Millennium Hall.

15. To hold a North Horsham Market with stalls and food vendors once a week.

The logistics of setting up stall in terms of space , access to toilets, electricity etc. would be needed in the first instance.

16. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings. (Buses and taxis)

Improvements could come with the new development north of the A264.

17. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

The Council may have the opportunity to become involved in community assets on the development north of Horsham.

Financial Considerations

The Parish Council is funded through the precept and has ongoing revenue costs. To complete the aims and objectives to achieve the vision the Parish Council will have to consider the budget over the next few years.

	2015/16 Actual	2016/17 Actual	2017/18* Actual	2018/19* Based on projects listed	2019/20* Based on projects listed
INCOME					
Finance	283	1,518	150	200	200
Allotments	500	750	765	765	765
NHH	56,362	57,651	60,200	61,000	61,000
HTB	26,397	27,068	26,200	28,000	28,000
Multi Courts	20,217	17,921	12,240	13,000	13,000
RMH	74,601	73,845	74,000	74,000	74,000
TOTAL	178,360	178,753	173,555	176,965	176,965
EXPENDITURE					
Finance	64,735	52,278	67,943	75,715	68,000
Grants	13,773	8,577	10,000	10,000	10,000
Burial	6,000	3,000	1,500	3,000	3,000
Planning	1,550	0	2,000	2,225	2,225
Allotments	1,179	717	1,318	1,000	1,000
Amenities	42,408	37,799	50,889	50,000	50,000
NHH	21,995	24,070	24,380	25,000	25,000
HTB	18,609	17,582	22,213	23,000	23,000
RMH	34,527	32,564	38,455	39,000	39,000
Personnel	287,220	293,325	277,715	283,557	285,000
TOTAL	491,996	469,912	496,413	512,497	506,225
NET EXPEND.	313,636	291,159	322,858	335,532	329,260
FUNDING					
Precept	278,908	282,726	293,552	296,500	299,465
Council Tax benefit	11,678	7,006	1,401	0	0
Environmental Grant	9,388	9,538	9,691	9,691	9,691
TOTAL	299,974	299,270	304,644	306,191	309,156

*Not based on any evidenced figures at this stage.

Earmarked Reserves

The level of Earmarked Reserves and General Reserves will be important to enable the Council to take on additional services like the Youth provision and Friendship Group. Due to higher income than expected and lower expenditure than expected it is forecast that the level of reserves will rise.



North Horsham Parish Council

GRANTS POLICY

Policy Statement

North Horsham Parish Council recognises the importance of the valuable contributions by all organisations to the enhancement, improvement and wellbeing of the local community.

To support the wellbeing of the local community, the Parish Council will provide monies within the Council's annual Budget for the purpose of grant funding.

Who can apply?

This Policy applies to any organisation which falls within the eligibility criteria, which is based in or benefits the residents of North Horsham.

Key Principles

North Horsham Parish Council's Grants Policy is based on the following principles –

- Grants are payments made by the Parish Council to an organisation for a specific purpose and where it can be clearly demonstrated how funding will benefit and promote the wellbeing of the local community.
- The Grants Policy will be administered within the criteria set down in the Grants Policy Guidance Note for Applicants.
- Each application for a grant will be treated on its own merit.
- Organisations that apply should operate under the Equality Act 2010 whereby all individuals have reasonable, potential access to the activities, facilities or services offered by the organisation.
- Projects must demonstrate sustainability and long term value for money.
- Applications must be made on the official application form and supported by evidence that is asked for.

Review of the Policy

The Grants Policy is scheduled to be reviewed in October 2019 subject to change in legislation or requirements of the Parish Council.

North Horsham Parish Council

GRANTS POLICY - GUIDANCE NOTES FOR APPLICANTS

These Guidance Notes are intended to provide information to assist applicants regarding the procedure to be followed in applying for a grant from North Horsham Parish Council. Please read them carefully before completing the Application Form.

Who may apply for a grant.

Applications will be considered from the following –

- Not for profit organisations, including voluntary organisations.
- Religious groups, where it is demonstrated that there is a clear benefit to the local community, irrespective of their religious beliefs.
- Education, health or social service establishments, where it is demonstrated that there is a clear benefit to the local community and that the establishment is working in partnership with other groups.

Who is not eligible to apply for a grant?

Applications will not be considered from the following –

- Organisations supporting or opposing any political party.
- Organisations showing any discrimination (in line with the Equality Act 2010)
- Private organisations operating as a business for profit.
- 'Upward Funders' – groups or organisations whose fund raising is sent to a central office for redistribution.
- National organisations or groups with access to funds from a national 'umbrella' or 'parent' organisation, unless funds are not available from the national body or are inadequate for a specified project.
- Individuals.

The Application.

The application form is available from the Parish Clerk (contact details below) or from the Parish Council website www.northhorsham-pc.gov.uk

All applications:-

- Must be made by an organisation with clearly written aims and objectives and a written constitution.
- Must demonstrate clearly how a grant will benefit the local community of North Horsham.
- Must be made on the Parish Council's Application Form.
- Must be signed with a 'hard' signature.
- Must include all the supporting documentation that is requested (see the Checklist on the Application Form).

How the application is determined.

Each application for grant funding will be considered on its own merit

- Account will be taken of –
 - The level of the organisation's own fund-raising activities.
 - The level of grant funding sought or secured from other sources.
 - The level and frequency of previous grant applications.
- Applications will be considered at each meeting of the Parish Council's Finance and Administration Committee (for details of the dates of meetings, please see the Parish notice boards or visit the Parish Council's website).
- The Parish Council will not commit to ongoing grant funding – a fresh application must be made each year.
- The Parish Council may attach conditions to the award of a grant, if it is considered appropriate.

Following determination of the application.

- Successful applicants will be notified in writing shortly after the meeting granting the application.
- Successful applicants will be sent a letter of confirmation in which there will be a request for written details of the bank account into which the award will be deposited.
- Successful applicants will be required to acknowledge the Parish Council's contribution on any publicity.
- The Parish Council will request that confirmation that the funding has been spent for the purpose for which it was granted within six months of the grant being awarded.
- In the event that grant is not used, either in part or in full; or the grant is not used for the purpose specified in the application, the Parish Council reserves the right to reclaim the amount of the grant paid, in full.

Data

The information provided in the grant application will solely be used to determine the grant funding and will be kept for a maximum of six years. A resume of the application will form part of the Clerk's Report for the decision making meeting. Any award will be published on the Parish Council's website. www.northhorsham-pc.gov.uk

Should you have any questions or require additional support to complete the application form please contact

The Parish Clerk
Roffey Millennium Hall,
Crawley Road,
Horsham,
West Sussex, RH12 4DT

Tel. 01403 750786

E-mail - Parish.clerk@northhorsham-pc.gov.uk



**Horsham
District
Council**

The Resident

Our ref: CC/17PLAY/REDKILN

Your ref:

Date 7th September 2017

Dear Resident

REDKILN WAY PLAY AREA – CONSULTATION STAGE 1

The Council's Play Strategy identifies a programme of play area replacements across the Horsham District to ensure safety is maintained and play value is maximised. We are currently making plans to improve the play opportunities at the Redkiln Way Play Area by renewing, expanding and re-designing the existing play area. It is proposed that new play equipment would be aimed at children within the approximate age range of 5 to 14 years.

To encourage imaginative play and create a more integrated play space it is proposed that parts or the entire boundary fence may be removed. This has worked well on other sites which we have transformed recently where the location is away from main roads. Whilst we had initial concerns regarding the control of dogs on these sites, we have found that this has not been an issue. As part of the works, we have appointed a highly experienced consultancy to ensure that correct procedures are followed in dealing with excavated materials.

As part of the improvement works we will be looking to improve sightlines from the road. Past experience has shown that renewing areas like this increases footfall and reduces the appeal for anti-social behaviour.

A local business has offered to contribute towards the cost of new picnic tables and possibly one or two table tennis tables for use by local businesses and local residents. These could be installed further south in the open space towards Redkiln Way and the group of oak trees; possible locations are shown on the attached map. This is dependent on sufficient funding being raised by local businesses.





We would be pleased to receive any comments and also discuss any ideas that local residents or users (parents and children) may have to help inform our choice on design for the play area. If you would like to be involved please contact me on 01403 215136 or e-mail parks@horsham.gov.uk by Thursday 28th September 2017.

Yours sincerely


Deborah Mallard **Parks & Countryside Projects Officer**



KEY

-  Picnic Table (approximate positions)
-  Table Tennis Table (approximate positions)
-  Approximate areas of existing mounding
-  Indicative area of existing vegetation

Redkiln Way Open Space
 Map A

NOTE

To: North Horsham Parish Council

From: Debbie Mallard, Parks & Countryside Projects Officer, Horsham District Council

Date: 25.07.17

MANOR FIELDS PLAY AREA – UPDATE

1. Recap of Proposals

To create a new larger play space on the corner of the informal recreation ground and remove the existing play areas at the Manor Fields and Earlswood Close entrances.

2. Results of the Consultation

Stage 1

The result of the first stage of consultation with residents was as follows:-

- 53 (24%) of the 217 residents returned responses;
- 40 (75%) out of the 53 residents support the proposals;
- 11 (21%) out of the 53 residents do not support the proposals;
- 2 (4%) out of the 53 were undecided.

The results of the consultation with residents and Sussex Police helped to inform the criteria for the design:

- To increase surveillance keep views across the site open;
 - No shrub planting which may block views;
 - Plant trees only with clear stems to allow for views below canopy;
 - Any earthworks included in the scheme shall be low in height;
 - Equipment with open views through;
- Design space to discourage youths and adults hanging out;
 - limited seating;
 - open views;
 - no hidden areas to hang out;
 - no large roofs on equipment;
 - no high large platforms;
- Consider privacy of residents;
 - Heights of equipment restricted.
- Consider whether parts of the play area for younger children could be enclosed due to concerns regarding dogs and safety (18% of those who support the proposals think that the play area should be fenced off);
- New signage to target dog owners to pick up dog mess;
- Consult with the residents who have said they would like to be involved in the play area proposals;
- Consult with Sussex Police during the design process to help achieve a safe environment.

Stage 2

A sketch scheme and an image sheet of the new larger play space were sent to 18 of the 53 residents who had specifically asked to be involved in the design. 2 residents sent back comments relating to: the number of trees and impact of shade on private gardens; new path and impact on gates to private gardens, size of the play area, and visibility of the play space from Manor Fields Road. Some revisions were made to the scheme.

3. The Scheme

I attach an image sheet and the scheme layout at a scale of 1:500 showing the play area within the context of the open space. The scheme includes new tree planting and the creation of wildflower/long grass areas for the whole open space.

The scheme includes:-

1. The entire open space and the integration of the new play space within it.
2. A woodland theme for the play space to fit into the semi –rural character of the open space.
3. Play equipment for children from 1 to 11 years old. The play equipment, shown on the image sheet, is made from good quality hardwood timber. The play space is loosely divided into two areas for the younger and older children.
4. New trees (planted as standards with clear stems) which will help to integrate the play area in to the open space and reinforce the woodland theme.
5. Gentle earth contouring (generally 0.5m and no higher than 1m) to provide some enclosure.
6. A bench in the area for the younger children.
7. The play area, located a minimum of 30m away from dwelling windows.
8. Wildflower and long grass areas which will help to animate the space particularly in the spring and summer and improve biodiversity by providing valuable new habitats for insects, butterflies and bees. Mown paths and a possible small field stile through the areas will create an added fun element to the scheme. These areas may also help to reflect the place name.

Plenty of space will be left on the recreation ground for dog walking and a kick about area. We considered whether parts of the play area for younger children could be enclosed due to some concerns regarding dogs and safety. To allow for a free flowing and integrated scheme encouraging imaginative play, we have not included fencing. This has worked very well on other sites which we have transformed recently where the location is away from main roads. Whilst we had initial concerns regarding the control of dogs on these sites, we have found that this has not been an issue. We will install two new signs along the existing path targeting dog owners to pick up dog mess and keep their dogs under control.



















The North Horsham Parish Council asked whether we could consider an outdoor gym trail in the open space. We are currently exploring options for installing some gym items at Horsham Park on a trial basis and if this proves to be successful will consider other sites, including Manor Fields, dependant on funding.

4. Redundant play areas

- The existing play area at the Manor Fields Road end will be permanently returned to grass.
- The Earlswood Close Play Area site will be returned to grass as an interim measure. The District Council will be considering longer term options for the site as follows:-
 - The development potential of the site will be investigated.
 - A permanent soft landscape option; either grass or community garden.

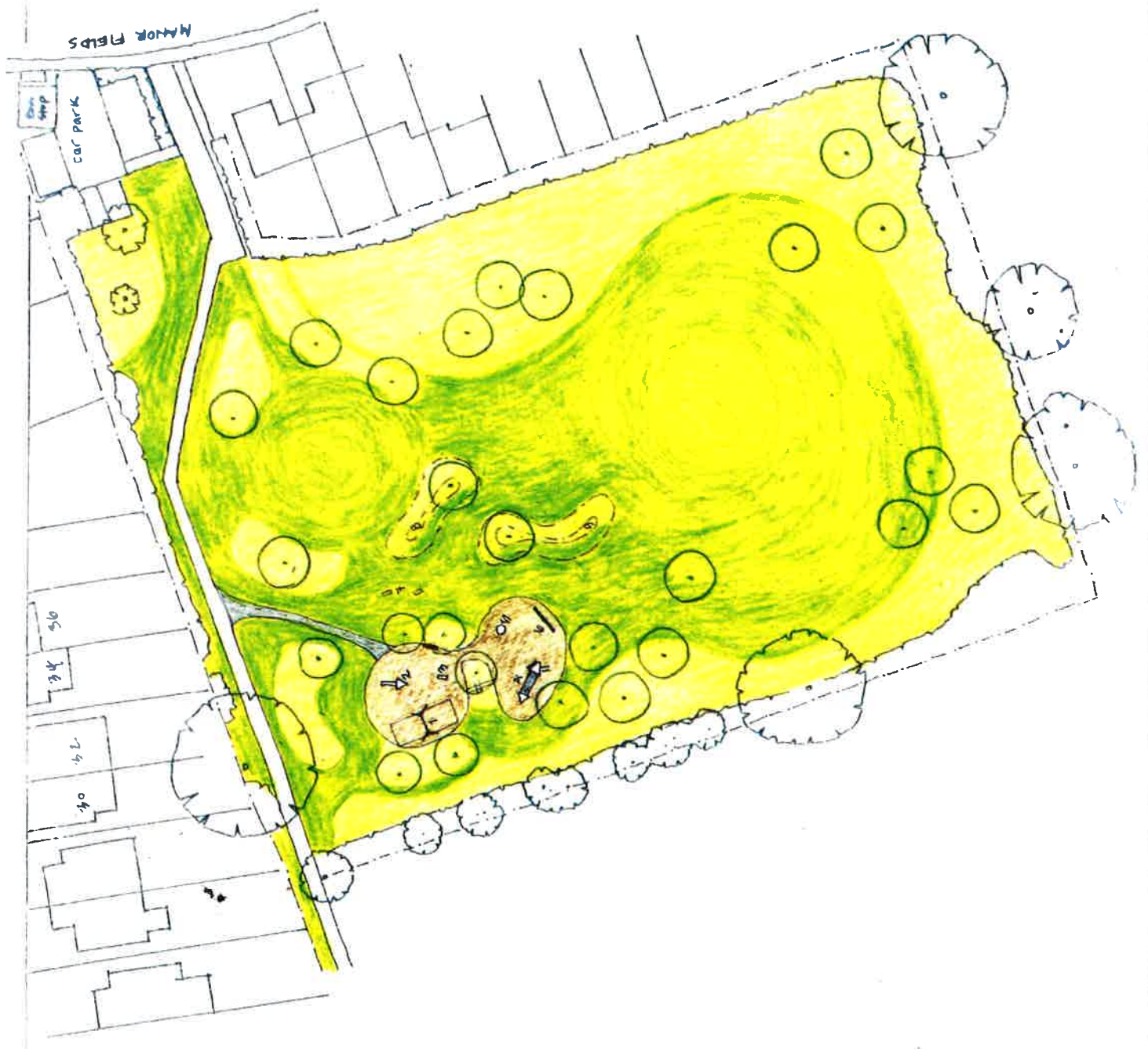
5. Invitations to Quote

Eight companies were invited to quote for the supply and installation of the scheme. A local contractor will be awarded the work. The work is expected to start on site the week beginning the 28th August 2017.

-  Existing trees
 -  Existing scrub
 -  Proposed trees
 -  Proposed wildflowers/long grass
 -  Grass
 -  1 Double swing 2.5m high
 -  2 Multi-play unit Platform 1m high + slide
 -  3 Small see-saw
 -  4 Multi-play unit Platform 1.8m high
 -  5 Roundabout/spinner
 -  6 4-seater see-saw
 -  70 Deer springers/bikers (future phase)
-
-  New path
 -  Safety surface
 -  Seat
 -  Playshole
 -  Low mound (0.5m high)
 -  Low mound (0.5-1m high)



Horsham District Council
 Parks & Countryside
MANOR FIELDS PLAY AREA
 SCHEME LAYOUT
 SCALE 1:500
 DRAWN BY: BM
 DRAWING NO: CC/PLAYMAN/114





Kompan NRO2002 -1001 Two Towers
Platform 1.8m high. Bridge base beam 2m high. Overall height 4m high.



Carved deer (Future phase dependant on funding)



Kompan KSW90010 -0902 -0502 Double swing cradle and flat seat



Kompan NRO 0106 -0502 See saw for 4



Kompan NRO1003-1001 Tower with slide
1m high platform. Highest post 3.2m



Tree planting to help to integrate the play area into the open space.

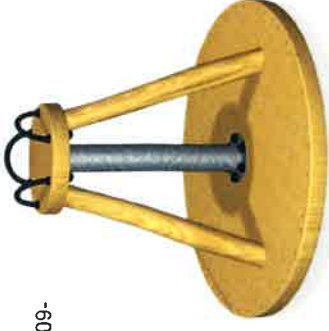


Timber bench



Kompan See saw

Kompan NRO109-0901 Carousel
0.75 to 1m high



Timber play S4 2415 Swinging deer head (Future Phase dependant on funding)



Gentle mounding 0.5 to 1m high with tree planting



Wildflower areas and or long grass

Manor Fields Play Area

IMAGE SHEET 1 Dwg no: CC/PLAYMAN/108REVC

Woodland /forest theme



**Horsham
District
Council**

xx

Our ref: CC/17PLAY/CISS

Your ref:

Date 9th October 2017

Dear Resident

CISSBURY CLOSE PLAY AREA

The Council's Play Strategy identifies a programme of play area replacements across the Horsham District to ensure safety is maintained and play value is maximised.

We are currently making plans to improve the play opportunities at Cissbury Close Play Area by renewing and re-designing the existing play area. It is proposed that new play equipment would be aimed at pre-school and primary children (approximately age ranges 1 to 8 years).

We would be pleased to discuss any ideas that local residents or users (parents and children) may have to help inform our choice on design. If you would like to be involved please contact me on 01403 215136 or e-mail parks@horsham.gov.uk by Monday 30th October 2017.

Yours sincerely



**Deborah Mallard
Parks & Countryside Projects Officer**

Correspondence List from 8th September 2017 to 2nd 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"> • County News: Horsham district September 2017 • Request for some Help - BBC Pandemic Research/ Documentary • Planned roadworks in West Sussex • Early Warning Notice - Temporary Traffic Regulation Order - Pondtail Road, Horsham. • West Sussex County Council news release: Help us prevent overgrown hedges becoming a problem. • West Sussex Cycle Summit - feedback & report • Early Warning Notice - Temporary Traffic Regulation Order - Upper Broadbridge Heath Bypass, Broadbridge Heath - Start date 16/4/2018 • 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.
2.	<p>Horsham District Council</p> <ul style="list-style-type: none"> • Parent support group in Horsham. Starts Thursday 5th October 10-11:30am at the Children and Family Centre, Harwood Road, Horsham. • Update on Junior Horsham Park Run funded from the Horsham Youth Fund and which started on 17th September 2017. • Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - 12/11/2017 • Notification that the Parish Council is able to submit a question to the upcoming Police and Crime Panel Meeting on 6th October 2017 – deadline 22nd September 2017. • The Pink Gift Fair held on 23rd and 24th September 2017 by HDC raised in excess of £10,000 for Cancer Research. • A27 – Arundel bypass consultation document, presentation and response from Horsham District Council. The response from North Horsham Parish Council was also circulated. • Feedback from the launch of the Year of Culture 2019. • What's on in Horsham District. • Meeting between Louise Goldsmith and the Wimblehurst Residents Association 27th October 2017. David Searle to represent the Parish Council. • Posters warning to be alert to crime. • 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. • Advance notice that HDC CEO will move on next March.

	<ul style="list-style-type: none"> • Voluntary and Community Services event Monday 13th November 2017. • Consultation on refurbishment of Redkiln 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. • Consultation on the refurbishment of Cissbury Close Play Area. • Horsham Park User Survey • Invitation to event on 13th 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. • Consultation from DCLG - 'Planning for the Right Homes in the Right Places'. The proposals include the following: <ul style="list-style-type: none"> • a standard method for calculating local authorities' housing need • how neighbourhood planning groups can have greater certainty on the level of housing need to plan for • a statement of common ground to improve how local authorities work together to meet housing and other needs across boundaries • making the use of viability assessments simpler, quicker and more transparent • increased planning application fees in those areas where local planning authorities are delivering the homes their communities need <p>https://www.gov.uk/government/consultations/planning-for-the-right-homes-in-the-right-places-consultation-proposals</p> <ul style="list-style-type: none"> • Updated list of Unspent and Potential Section 106 Funds
3.	<p>Resident correspondence</p> <ul style="list-style-type: none"> • 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. • 1st 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. • CHMS Homestart – letter of appreciation for grant award of £700. • Invitation to Tree Charter launch event - Lewes Nov 15th – Tree Wardens notified.
4.	<p>NALC</p> <ul style="list-style-type: none"> • Chief Executive's Bulletin 31 - 8 September 2017 • Chief Executive's Bulletin 32 - 15 September 2017 • Chief Executive's Bulletin 33 - 22 September 2017 • Chief Executive's Bulletin 34 - 29 September 2017 • Chief Executive's Bulletin 35 - 6 October 2017 • Chief Executive's Bulletin 36 - 13 October 2017 • Chief Executive's Bulletin 37 - 20 October 2017 • NALC Newsletter - 19 September 2017

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

	<ul style="list-style-type: none"> HAMSVA Trustee Report and Financial Statement and Annual Report
10.	<p>Horsham District Cycle Forum</p> <ul style="list-style-type: none"> Copy of letter to Dr C Lyons at HDC regarding North of Horsham: NHPC Working Party and Cycling West Sussex Cycle Summit - Monday 9th October
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 – 4th October Canterbury.</p>
13.	<p>Repair Café in West Sussex The first repair café launches on 7th 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"> Garden Party on Sunday October 15th at the Unitarian church hall & garden, Worthing Road (opp. bus station) RH12 1SL from 3 to 5.00 pm. Pulborough United Reform Church have volunteered to host the next HDDAA meeting on Wednesday 9th November 10am – 12noon
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"> Good Nutrition and Food tasting at Westlake House 11th October 2017. Councillors to respond individually should they wish to attend. Celebration of 25th anniversary at Westlake House Mobility seminar at Westlake House 2nd November 2017.
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 25th 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>