

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL
HELD ON THURSDAY 10TH NOVEMBER 2016 AT 7.30pm
AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

Present: Councillors:- A. Britten, Mrs K. Burgess, P. Burgess*, N. Butler*, J. Day, Mrs R. Ginn, Mrs F. Haigh, R. Knight, M. Loates, R. Millington, Miss H. Ralston, T. Rickett, D. Searle, A Smith, S. Torn (arrived late and extended apologies), R. Turner, I. Wassell*, R. Wilton and Mrs S. Wilton

* denotes absence

In attendance: Parish Clerk - Pauline Whitehead BA(Hons) FILCM

FC/074/16 Public Forum

There were two members of the public present. Both spoke regarding agenda item FC/078/16, Car Park in Godwin Way. Concern was raised regarding the impact on local businesses should proposals made by Horsham District Council (HDC) to charge for parking at the Godwin Way Car Park be implemented. One resident, a previous business owner, expressed concern that ad hoc users of the local shops would be put off by having to pay and suggested that some business owners may be willing to make a modest contribution to keep the car park free of charge at least for two hours. The residents expressed regret that the Lloyds Bank on Fitzalan Road would be closing permanently in March 2017.

FC/075/16 Apologies for absence

The Council received apologies and reasons for absence from Cllr P. Burgess, Cllr N. Butler and Cllr. I. Wassell.

FC/076/16 Minutes of the previous meeting

The minutes of the Parish Council Meeting held on 1st September 2016 and the Extraordinary Parish Council Meeting held on 27th October 2016 were agreed and signed by the Chairman as a true record.

FC/077/16 Declarations of interest

There were no declarations of interest.

With the agreement of the Council, the Chairman brought forward agenda item 9 – Car Park in Godwin Way.

FC/078/16 Car Park in Godwin Way

Cllr S Torn joined the meeting part way through this item.

The Parish Council had received a proposal with two options for the future operation of the Car Park in Godwin Way from Horsham District Council (HDC). One option was for the Parish Council to run the Car Park.

At the Council Meeting on 1st September 2016 the Council agreed not to

take responsibility for the Car Park in Godwin Way, but to step back and have a watching brief.

The Clerk advised that Standing Order 7a states that a resolution (*of the Council*) shall not be reversed within six months except either by a special motion, which requires written notice by at least two thirds of all Councillors (14) and which should be given to the Proper Officer seven clear days before the meeting or by a motion moved in pursuance of the recommendation of a committee or a sub-committee. Therefore, the option for the Parish Council to run the Car Park had already been decided. The Clerk suggested that the Council may, however, wish to comment on the alternative proposal which is an Annual Permit Scheme catering for the regular short stay user; the regular long stay parker (worker/commuter) or the irregular short stay user (out of town visitor, event attendance). A copy of the annotated proposal from HDC was attached to the agenda and forms Annex 1 of the minutes. The Council was also given a breakdown of hires at Roffey Millennium Hall between 28th October 2016 and 3rd November 2016 in order to assess the potential, optimum free hours required for an annual permit to reduce impact on the hire of Roffey Millennium Hall.

The ensuing debate expressed concern that the roads surrounding the Car Park, some of which are bus routes, could become clogged with parked cars. Concern was also expressed regarding surface drainage on the car park which causes flooding into local shops.

It was RESOLVED that the Clerk would request more information from HDC and write to all retailers who may benefit from the use of the Car Park to explore if they would be willing to contribute to the annual cost of running it, should the Parish Council be minded to take responsibility for it in the future. The proposals for the management of the Car Park from HDC should be made clear to retailers.

FC/079/16

Committees and Working Groups

The following Committee Minutes were presented to Council –

- (a) Planning, Environment and Transport Committee – 8th September 2016, 29th September 2016 and 3rd November 2016.
- (b) Finance and Administration Committee – 20th October 2016.
- (c) Property Committee – 13th October 2016.

The Personnel Committee Meeting scheduled for 6th October 2016 and the Internal Working Controls Meeting scheduled for 3rd October 2016 were cancelled due to lack of business.

A working party was formed at the Planning, Environment and Transport Committee held on 3rd November 2016 to work on the proposed planning application for the Recycling and Incineration Unit on Brookhurst Road when it comes forward. Cllr D Searle and Cllr R Knight

volunteered to sit on the working party.

It was RESOLVED that the Committee Minutes listed above be received and adopted and the other information be noted.

FC/080/16 Reports from representatives on outside bodies

The minutes of the Horsham Association of Local Councils (HALC) held on 6th October 2016 and attended by Cllr Mrs S. Wilton had been circulated.

A report written by the Clerk from the West Sussex Association of Local Councils (WSALC) meeting held on 17th October 2016 attended by Cllr. R. Wilton and the Clerk had been circulated.

The notes from a meeting of the Britannia Crest Liaison Group held on 12th September 2016 had been circulated.

It was RESOLVED to receive and note the reports.

FC/081/16 Chairman's announcements

An interim report (October 2016) submitted by Elizabeth C. Leggo MRPharmS, PgDip and commissioned by West Sussex ALC Ltd exploring opportunities for Parish and Town Council Involvement in Health and Wellbeing in West Sussex highlights the Roffey Friendship Club, a North Horsham Parish Council financed initiative, as good practice and one of the ways in which Parish Councils will be encouraged to get involved in communities in the future.

Appreciation was expressed to the Horsham Community First Responders who will purchase an Automatic External Defibrillator to be sited outside the Roffey Millennium Hall on the basis that the Parish Council will meet the annual running costs. This commitment had been discussed and agreed at the last Property Committee meeting.

It was RESOLVED to receive the Chairman's announcements.

FC/082/16 Financial matters

The expenditure list for October 2016 totalling £26,153.32; the expenditure list for November 2016 for £36,942.20 and the Financial Report to 31st October 2016 including Ear Marked Reserves was circulated to the Council prior to the meeting.(Annex 2)

It was RESOLVED to approve the expenditure lists and the Financial Report.

FC/083/16 Electoral Review of Horsham.

The independent Local Government Boundary Commission for England (LGBCE) is carrying out an electoral review of Horsham District Council and the Parish Council had been invited to comment.

It was RESOLVED to send a letter to Local Government Boundary Commission for England. A copy of the letter is attached to the minutes. (Annex 3)

FC/084/16

Removal of Telephones in North Horsham Parish

British Telecom intend to remove 40 public payphone kiosks across the district, 5 of which are within North Horsham Parish. This is due to low usage.

The payphones are situated as follows:-

1. Adjacent to the shopping parade, North Heath Lane, Coltsfoot Drive
2. Near 76 and 78 Pondtail Road
3. By the bus stop at Church Road
4. At the junction of Loughton Road and Hawkesbourne Road
5. Outside Littlehaven Station on Rusper Road

Members did not agree that the public payphone kiosk outside Littlehaven Station on Rusper Road should be removed on safety grounds. The area is known to have poor mobile telephone signal and should there be an accident or incident it is imperative that there should be several means of summoning assistance.

It was RESOLVED that the Clerk would respond to the consultation indicating that the Council opposed the removal of the public payphone kiosk outside Littlehaven Station on Rusper Road on safety grounds but that there was no objection to the removal of the other four public payphone kiosks in North Horsham parish.

FC/085/16

Correspondence

The Council noted correspondence lists from 2nd September 2016 to 10th November 2016. (Annex 4)

FC/086/16

Exclusion of Press and Public

It was RESOLVED that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as item FC/068/16 relates to staff.

FC/087/16

Staff matters

It was RESOLVED to confirm appointment of the Clerk, the Deputy Clerk and one part-time caretaker at North Heath Hall.

FC/088/16

Date of next Council meeting

Thursday 5th January 2017 (Scheduled)

There being no other business, the Chairman closed the meeting at 9.00 pm.

..... Signed

.....Dated

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Parish Meeting – Roffey 26th September 2016**Current Operation***Car Parks*

1. Godwin Way Car Park

Area	Car Park	Operation	Max Stay
Roffey	Godwin Way	Free	24 hrs

Current Finances

Excludes any enforcement costs

Income		-0
Expenditure		
Rates	4032	
Works	975	
Landscape	1816	
Printing (vouchers/discs)	0	
Additional Insurance	0	
Internal charges (Management/ legal/ finance/ IT / Procurement/ Communications)	5090	
		11913
HDC Subsidy		11913

Rural Review Objectives

- Cost saving
- Consistency across the district
- Future Parking needs and investment programme

Survey Findings

All agreed that further surveys particularly on Saturdays would assist in clarifying the usage in the Mill Lane CP.

Main points from the survey

The maximum capacity that the car park saw was 66% during the survey period. This was during a week day and during 'core working hours'.

The survey highlights a need for both short stay and long stay parking within the car park. On a weekday 49% of cars parked for up to 2 hours; 24% parked for 2 to 4 hours; and 27 % stayed 4+ hours. On a weekend the number of short stay parkers increases to 56% parking for less than 2 hours, 26% parking for 2-4 hours, with less people parking for longer than 4 hours as that drops to 18%.

I'd suggest that we need to review the current 24hr no time limit to parking. Reducing the maximum amount of time will stimulate dwell time; there is also a need to offer long stay parking – and this could better be managed through the introduction of season tickets.

87% of all people questioned parked for less than 2 hours

50% were using the car park for shopping, food and visit purposes – every visitor for food or shopping stayed for under 4 hours.

51% said that they used the car park 1-2 times a week with 41% using it 3 or more times a week.

Preferred Proposal

We have to ensure that we meet our objectives and introduce a scheme that is simple and promotes use of the car parks. It is important that we offer a scheme that encourages return visits, doesn't impact on the surrounding streets and offers value for money. This proposal is for those larger car park market towns, if this is not deemed viable or required for this location then the other option available is for the Parish Council to take over the running costs of the car park – this is detailed in the section below 'other options available'.

There are three groups of users that we need to cater for.

1. The regular short stay user
2. The regular long stay parker (worker/ commuter)
3. The irregular short stay user (out of town visitor, event attendance)

It is proposed that we offer a scheme that enables all three of these users to have access to the parking facilities and encourages visits.

Annual Permit

It is proposed that the introduction of a district wide annual parking permit be introduced. This would address the needs of the regular short stay parker.

A significant concern regarding the introduction of car parking charges is the impact on the regular user; as with any form of charge for each use, the regular user is negatively impacted the most.

One option that is available to ensure that the regular user pays, but is not penalised for being loyal, is to offer a 'annual pass' that requires a reasonable one off payment (to be decided, but thought to be between £10 and £20) that creates loyalty through the value of pre-paid parking.

Offering 'annual' parking discs with an annual fee would offer the user unlimited visits within the villages for a maximum of 2 hours (to be negotiated) at a time by displaying the disc in any of HDC's rural car parks.

It is proposed that these 'permits' would not be car specific so they could be transferred between household vehicles or visiting guests.

Season Ticket prices

It is important to manage a balanced season ticket system within a parking area to enable long stay parkers to park whilst enabling sufficient short stay parking spaces. For long stay parkers a season ticket scheme may need to be introduced to manage the number of long stay bays available.

Hourly Voucher

Finally, we have to enable those that infrequently use the car parks the ability to park. It is proposed that we use an hourly voucher scheme that can be sold by local shops (similar to the current arrangement) so customers can purchase hourly vouchers to enable them to park within our car parks. We will also be exploring the introduction of phone payment parking to support this.

Operational hours

The survey highlighted that the car park is used by customers for various reasons; there are no stand out user groups such as shoppers or commuters that would then dictate the need for any operational restrictions.

Other options available

The scheme above is what HDC are promoting through our entire major rural car parks but are aware that there are smaller villages that may want to approach this differently to meet their needs and the car park user needs.

Within the discussions between HDC and the Parish Council it was understood that the carpark met the needs of the park users, the village hall and other wider users within the area, and that the better option would be that the Parish Council take over the running of the car park.

Parish Council run car park

The car park would be leased to the Parish Council by HDC on a peppercorn rent scheme. The Parish council would then become responsible for the running of the car park including:

- All running costs (set out above actual spend in 2015/16)
- Maintenance
- Enforcement regime (to be discussed – if needed)
- All management responsibilities

The running costs (minus HDC's internal charges) will become the responsibility of the Parish Council along with maintenance and general day to day management.

If the Parish council ran the car park then any operation including time limits, charges and enforcement would become their responsibility and they could manage it as they see best for the local needs.

HDC would be happy to discuss this option if this is something the Parish Council would be looking to do, including; advising on possible operation needs and offering an enforcement service.

Pay and display machines

Within some rural areas within the West Sussex County there has been the introduction of pay and display machines to try and recoup some of the costs of managing rural car parks. This is not something that we are proposing as the introduction of pay and display machines negatively impacts the regular loyal user as they have to pay for each visit.

Other Topic areas

Community Hall

The car park facilitated the users of the community and the Parish Council were keen that any changes made to the car park would take into consideration the impact it will have on the hall and they were keen that solutions could be found to support the hall and clubs that run from them.

Conclusion

Currently the rural car parks cost us around £140k per year to run, in reality this is no longer viable and HDC have to look to recoup their costs. Not only to balance the budget but to offer an argument to reinvestment back into our tired rural car parks.

The two viable options for this area include;

1. The Annual Permit Scheme
2. Parish Council run car park

The costs minus HDC's internal charges is around £6,900 (annually) for the Parish Council to take control and manage the use of the car park to better meet the needs of the local people.

Due to the nature of this car park and the fact that it is very much a community facility not supporting a large retail economy or a tourist trade, the best bet is for the car park to be run for the needs of the very local facilities and the Parish Council are in a better position to manage this.

Date: 07/11/2016

North Horsham Parish Council 16/17

Page No: 1070

Time: 17:29

Cash Book 1

User: PW

Lloyds Bank Accounts

For Month No: 7
Expenditure list to 31.10.16

Payments for Month 7

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
30/09/2016	Mrs D. Lees	8959	46.80	46.80		501		travel exps
30/09/2016	Mr Mark Stoner,	8960	18.00	18.00		501		Travel exps
30/09/2016	Mr Mark Stoner,	8960a	50.40	50.40		501		EXPSAUG20162/70
30/09/2016	T C Maintenance	8961	300.00	300.00		501		Decoration
30/09/2016	N.Tucker Ltd	8962	410.00	410.00		501		Notice board cleaning
30/09/2016	T C Maintenance	8964	150.00	150.00		501		Playground repairs
03/10/2016	Horsham District Council	DD	152.70	152.70 ✓		501		Dog bin emptying
03/10/2016	Horsham District Council	DD1	3,063.36	3,063.36 ✓		501		Refuse collection
03/10/2016	Southern Water	DD2	32.26	32.26 ✓		501		Water
05/10/2016	British Gas Business	DD	484.86	484.86 ✓		501		electricity
05/10/2016	British Gas Business	DD1	177.90	177.90 ✓		501		electricity
05/10/2016	British Gas Business	DD2	163.80	163.80 ✓		501		Electricity
12/10/2016	SOS Systems	DD	35.48	35.48 ✓		501		Printing
14/10/2016	Woodstock IT Services	1310162 ✓	201.53	201.53		501		IT service contract
14/10/2016	Horsham District Council	131020161 ✓	1,500.00	1,500.00		501		Burial charges
14/10/2016	EDF Energy 1 Ltd	131020161 ✓	89.14	89.14		501		Elec street lighting
14/10/2016	G. Burley & Sons Ltd.,	131020161 ✓	3,250.58	3,250.58		501		Grounds maintenance Aug 2016
14/10/2016	Bryant Fixings Ltd.,	131020161 ✓	6.62	6.62		501		Maintenance multi court
14/10/2016	Adrian Mobile Locksmith Ltd	131020161 ✓	650.40	650.40		501		Speed bumps HTB
14/10/2016	City Electrical Factors Ltd	131020161 ✓	101.01	101.01		501		Flourescent tubes
14/10/2016	Shaw & Sons Ltd	131020161 ✓	13,366.00	13,366.00		501		Replacement doors and windows
14/10/2016	T C Maintenance	131020163 ✓	450.00	450.00		501		general maintenance
14/10/2016	SSP Specialised Sports Product	131020164 ✓	480.00	480.00		501		maintenance multi courts
14/10/2016	Mr N. Simmonds,	131020165 ✓	295.00	295.00		501		electrical work
14/10/2016	Servcom Services UK Ltd.,	131020166 ✓	276.58	276.58		501		thermostat
14/10/2016	Mrs D. Lees	131020167 ✓	25.65	25.65		501		Expenses Sept 2016
14/10/2016	Horsham Publications Ltd	131020168 ✓	188.40	188.40		501		Hall promotion
14/10/2016	Girlforce Gardens Ltd.,	131020169 ✓	94.80	94.80		501		Grounds work
14/10/2016	British Gas Business	DD3	42.17	42.17 ✓		501		Gas
14/10/2016	British Gas Business	DD4	14.88	14.88 ✓		501		Gas
19/10/2016	Information Commissioner's Off	DD	35.00	35.00 ✓		501		Data protection renewal

Total Payments for Month 26,153.32 26,153.32 0.00 0.00

Balance Carried Fwd 284,142.85 PW - agrees with bank reconciliation

Cash Book Totals 310,296.17 26,153.32 0.00 284,142.85

Expenditure for October = £26,153.32

Date 08/11/2016

North Horsham Parish Council 16/17

Page No: 1072

Time 13:30

Cash Book 1

User : PW

Lloyds Bank Accounts

For Month No : 8

Payments for Month 8

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
10/11/2016	SOS Systems	DD101116	44.45	44.45		501		Printing
11/11/2016	Adrian Mobile Locksmith Ltd	1111161	120.00	120.00		501		Door lock repair
11/11/2016	Contemporary Blind Company	11111611	633.60	633.60		501		Roller blinds
11/11/2016	City Electrical Factors Ltd	11111612	16.67	16.67		501		recycle lamp
11/11/2016	G Burley & Sons Ltd ,	11111613	1,771.69	1,771.69		501		Grounds maintenance
11/11/2016	Woodstock IT Services	11111614	801.53	801.53		501		Migration to office 365
11/11/2016	ZURICH MANAGEMENT	11111615	114.00	114.00		501		LCAS members hip
11/11/2016	Wolseley UK Ltd	11111616	14.33	14.33		501		Basin waste
11/11/2016	West Sussex County Council	11111618	22,576.96	22,576.96		501		September salaries
11/11/2016	Miss Alex Vallance,	11111619	31.05	31.05		501		Mileage October 2016
11/11/2016	Mr Ross McCartney,	1111162	27.18	27.18		501		Mileage - September 2016
11/11/2016	N Tucker Ltd	11111620	335.00	335.00		501		Notice board cleaning
11/11/2016	T C Maintenance	11111621	300.00	300.00		501		Playground maint
11/11/2016	Mr N. Simmonds,	11111622	215.00	215.00		501		Emergency lighting test
11/11/2016	Servcom Services UK Ltd ,	11111623	420.94	420.94		501		Heating fault
11/11/2016	PITNEY BOWES FINANCE LTD	11111625	244.67	244.67		501		Franking machine rental
11/11/2016	Mrs D. Lees	1111163	32.40	32.40		501		Mileage October
11/11/2016	Kave Theatre Services	1111164	178.56	178.56		501		Microphone repair
11/11/2016	HR Servies Partnership	1111165	504.00	504.00		501		Personnel advice
11/11/2016	A HARFIELD LTD,	1111166	264.00	264.00		501		Lightening conductor test and
11/11/2016	Girlforce Gardens Ltd ,	1111167	3,090.60	3,090.60		501		Clear Tythe Barn flowerbeds
11/11/2016	ELA Group	1111168	145.40	145.40		501		Lift service
11/11/2016	Essential Hygiene & Catering S	1111169	689.91	689.91		501	
11/11/2016	Earles Meadow Conservation	11111610	575.00			4155 103	575.00	Grant
11/11/2016	Royal British Legion	11111624	17.50			4100 101	17.50	Remembrance Sunday wreath
11/11/2016	Cllr S Wilton	11111617	15.30			4008 101	15.30	Travel expenses
11/11/2016	Jack and Jill Pre-school	11111626	2,000.00			4155 103	2,000.00	Grant
11/11/2016	Home-start Crawley, Horsham	11111627	1,500.00			4155 103	1,500.00	Grant
25/11/2016	Southern Water	DD	262.46	262.46		501		Water

Total Payments for Month 36,942.20 32,834.40 0.00 4,107.80

Balance Carried Fwd 247,200.65 - month end not completed.

Cash Book Totals 284,142.85 32,834.40 0.00 251,308.45

Expenditure for November 2016 so far

£ 36,942.20

Parish Council Meeting 10th November 2016

Actual funding, income and expenditure for 2016/17 showing annual budget for 2016/17 (set in January 2016 as part of the precept) and the proposed forecast as part of the initial precept calculation for 2017/18 presented at the Parish Council meeting on 1st September 2016.

Position at 31st October 2016**Funding**

Precept	282,726
Council Tax Benefit	7,006
Environmental Grant	9,538
Total	299,270

Income

Cost Centre	Actual Income	Annual Budget	Proposed Forecast
Admin	1,209	600	150
Allotments	750	725	750
North Heath Hall	31,825	59,000	59,000
Holbrook Tythe Barn	14,851	25,000	25,686
Multi Court Lettings	6,897	12,000	12,000
Roffey Millennium Hall	43,155	73,750	72,600
Total	98,687	171,075	170,186

Expenditure

Cost Centre	Actual Expenditure	Annual Budget	Proposed forecast
Admin	34,783	67,460	57,527
Grants	7,853	17,000	10,000
Burial	3,000	6,000	3,000
Personnel	171,681	270,100	290,485
Planning, Env, Trans	0	4,000	2,000
Allotments	397	1,700	1,714
Amenity, Recs and Open Spaces	23,198	51,275	50,697
North Heath Hall	15,840	30,712	25,756
Holbrook Tythe Barn	10,211	26,294	21,553
Multi Court Lettings (no separate budget)			
Roffey Millennium Hall	18,537	45,410	37,213
Total	285,500	519,951	499,945

Net expenditure	186,813	339,376	329,759
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All income and expenditure to 31st October 2016 is included in this report. Income is running on track to realise the proposed forecast. Expenditure is approximately £6,000 less than that would be expected to realise the proposed forecast. The net expenditure is lower than anticipated at this stage in the year against the proposed forecast.

Earmarked Reserves

Annex 2(4)

To 30.10.16

From 1.1.15
15.0.5

901 Earmarked Reserves							
4900	Repairs & Renewals Reserve	14,708	23,736	160,766	137,030		137,030
4901	Revenue Reserve	0	0	7,955	7,955		7,955
4902	Damage Reserve	0	0	4,000	4,000		4,000
4903	Election Reserve	0	0	19,950	19,950		19,950
4904	Capital Projects Reserve	0	0	4,000	4,000		4,000
4905	Earmarked Reserve -Youth Prov	0	0	5,621	5,621		5,621
4907	Planning Reserve	0	3,750	12,000	8,250		8,250
4908	Capital Receipts Reserves	0	0	25,000	25,000		25,000
	Earmarked Reserves :- Expenditure	<u>14,708</u>	<u>27,486</u>	<u>239,292</u>	<u>211,806</u>	<u>0</u>	<u>211,806</u>
	Net Expenditure over Income	<u>14,708</u>	<u>27,486</u>	<u>239,292</u>	<u>211,806</u>		
<hr/>							
	Earmarked Reserves :- Expenditure	14,708	27,486	239,292	211,806	0	211,806
	Income	0	0	0	0		
	Net Expenditure over Income	<u>14,708</u>	<u>27,486</u>	<u>239,292</u>	<u>211,806</u>		



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
HolbrookTythe Barn

Email: parish.clerk@northhorsham-pc.gov.uk

Website: www.northhorsham-pc.gov.uk

The Review Officer (Horsham)
Local Government Boundary Commission for England
14th Floor, Millbank Tower
Millbank
LONDON
SW1P 4QP

11th November 2016

Dear Sir,

North Horsham Parish Council acknowledge the current consultation on the warding arrangements for Horsham District Council and the proposed increase in district councillors from forty four to forty seven. The Council also acknowledges that there will possibly be proposals to change existing ward boundaries to establish a pattern of wards to deliver electoral equality, reflect the interests and identities of local communities and provide for effective and convenient local government.

Horsham will support significant growth over the next fifteen to twenty years with over sixteen thousand new homes identified in the Horsham District Planning Framework. (Horsham Place Plan 2016:3) North Horsham Parish Council covers the wards of Roffey North and South and Holbrook East and West. Whilst all of the wards have different and distinctive characteristics they work together as North Horsham Parish which has its own identity and which complements Horsham Town and neighbouring parishes.

The Parish faces uncertainty in the future as there are proposals to build two thousand, seven hundred and fifty dwellings in Holbrook West over the next ten to fifteen years, therefore in light of any possible changes that may be required in the future it is hoped that any change to the ward boundaries at this stage are kept to a minimum.

Kind regards

Pauline Whitehead BA (Hons) FILCM
Clerk to North Horsham Parish Council

North Horsham Parish Council – Parish Council Meeting 10th November 2016

Correspondence List from 2 nd September 2016 - 4 th November 2016 Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.	
1.	Horsham Blueprint Newsletter September 2016
2.	NALC DIS Extra 890, 891. NALC Newsletter - 6 September 2016, 16 th September 2016, 25 th October 2016, 1 st November 2016. Bulletin 16 th September 2016, 30 th September 2016, 7 th October 2016, 21 st October 2016.
3.	Horsham District Council Business newsletter. HDC Democratic Services - forthcoming Committee information Recently made Traffic Regulation Orders Opportunity to comment on consultation letter which will be sent to local residents regarding Manor Fields Playing Fields. List of Section 106 contributions. Anti-terrorism workshop – 31 st October 2016 Cllr Jordan Day attended. Billingshurst Village Centre Supplementary Planning Document – Adoption. Notification that certain telephone boxes in the Parish are being considered for decommissioning. Response to news that Henfield's Neighbourhood Plan has been quashed by the High Court and HDC's reaction.
4.	Sussex Police 'In the Know' updates. Opportunity to join Peoples Panel.
5.	West Sussex County Council Temporary Traffic Regulation - Road Closures:- <ul style="list-style-type: none"> • Sedgwick Lane , Horsham, 19th September • Springfield Road / Albion Way - 1st November 2016 - BT Openreach cabling works - Nightworks 23:00-06:00 hrs • Barns Green Half Marathon 2016 - TTRO/738 • Broadbridge Heath - A24 Horsham Bypass - Remedial works to bridges - 20th September 2016 - Nightworks - 20:00-05:00hrs Updates on roadworks. West Sussex Up Coming and In Progress Roadworks Report , 7th September 2016 to 21st September 2016, 21 st September to 5 th October 2016 Press releases regarding Information on Changes to Household Waste Recycling Site Rights of Way inspections in North Horsham scheduled for September October. Councillors invited to put forward any areas of concern. North Horsham County Local Committee - 12 September 2016 – minutes. County News – September 2016.

	<p>Permission has been granted to advertise a proposed traffic Order the effect of which will be to introduce School Keep Clears adjacent to the entrances to North Heath Community Primary School operative Monday to Friday 8am to 5pm.</p> <p>Knowledge Lab - Free Event – Preventing drug related suicide, overdose and accidental death in West Sussex, 12th October from 1:30pm WSCC offices, Parkside Horsham.</p> <p>Notification of planning application for Wealdon Brickworks, recycling and incineration unit. www.britaniacrestrecycling.co.uk/wealden-works-dp</p> <p>Notification of Public Rights of Way Maintenance and request for any concerns.</p> <p>Get ready for winter event 14th November – Brighton.</p>
6.	<p>Horsham District Cycling Forum</p> <p>Horsham District Cycling Forum – Minutes of the meeting on Tuesday 2nd August.</p> <p>West Sussex Cycle Summit / Minutes of the HDCF AGM 30th September 2016 in Chichester.</p>
7.	<p>West Sussex Mediation Service</p> <p>Newsletter</p>
8.	<p>Resident's letters</p> <p>Letter of appreciation for public speaking at the 1st September 2016 PCM and comments on DC/16/1677 land north of Horsham.</p>
9.	<p>Horsham in Bloom</p> <p>Invitation to nominate a local member of the community for an award and to attend the Award Ceremony on 29th September at the Holbrook Community Centre. Cllr Rita Ginn to attend on behalf of North Horsham Parish Council.</p>
10.	<p>Horsham Town Community Partnership</p> <p>Report to member organisations 12th September 2016 and 1st November 2016.</p> <p>Opportunity to vote for the Riverside Walk project to be awarded grant funding to enable further improvements.</p>
11.	<p>Liberty Ltd.</p> <p>Public exhibition – north of Horsham Development, Park Barn, North Street.</p>
12.	<p>SALC</p> <p>Newsletter.</p> <p>Opportunity to ask strategic questions of Sussex Chief Constable- deadline for questions 10th November 2016</p>
13.	<p>Action in Rural Sussex</p> <p>AGM and Conference 2016 – 12th October 2016 at Lewes Town Hall 4.30 to 8pm.</p>
14.	<p>NHS HORSHAM AND MID SUSSEX Clinical Commissioning Group</p> <p>Social Prescribing Conference 10 November. Civic Hall, Crawley Town Hall, Crawley 9.30am-4.00pm (Registration from 9.15am)</p> <p>Newsletter – summer 2016</p>
15.	<p>CAGNE</p> <p>News bulletins</p> <p>Notification of PC Forum meeting on Wednesday 29th November..</p>
16.	<p>Weinerberger Community Liaison Committee</p> <p>Minutes from 16th March 2016 and agenda for 5th October 2016. Minutes from the 5th October meeting. David Searle is the NHPC representative.</p>

17.	Horsham District Cycling Forum Meeting on Tuesday 4th October at 7:30pm in the Bodiam Room, WSCC, County Hall North, Parkside, Horsham
18.	Brittaniacrest Recycling Notification of public exhibition at Roffey Millennium Hall on 7 th and 8 th October 2016 regarding a forthcoming planning application for a recycling recovery and renewable energy facility at the site of the former Wealdon Brickworks of Langhurstwood Road.
19.	Horsham Association of Local Councils Notification and agenda for meeting of HALC at Pulborough on 6 th October 2016 plus minutes. Cllr Sally Wilton and the Clerk attended. Notification and agenda for the AGM on 21 st November 2016 at the Capitol.
20.	West Sussex Association of Local Councils Notification, agenda and associated papers for AGM at Lodge Hill on 17 th October at 10am. Cllr Roger Wilton and the Clerk attended.
21.	Department of Business, Energy & Industrial Strategy (BEIS) Heat network regulations workshop – 17th October 2016 – Worthing.
22.	Your London Airport Gatwick Response to news that a second runway will be built at Heathrow – 25.10.16.
23.	AIRS Village Hall workshops.

North Horsham Parish Council – Parish Council Meeting 10th November 2016

Correspondence List from 5 th November 2016 to 10 th November 2016 Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.	
1.	Sussex Police 'In the Know' update
2.	Local Government Settlement 2017/18 Letter from Jeremy Quin MP in response to letter sent from NHPC Finance Cttee expressing concern about the potential capping of Parish Council precepts by the Government.
3.	West Sussex County Council Adult Social Care Newsletter November 2016
4.	NALC Bulletin on national developments and meetings - 4 November 2016 Newsletter -9 th November 2016.
5.	Resident correspondence E-mail raising concern that the flower beds in front of Tythe Barn had been cleared. A response with the background was sent.
6.	West Sussex County Council West Sussex Life - Information and Statistics 2017-19 https://www.westsussex.gov.uk/about-the-council/information-and-data/reports/west-sussex-life/ Roadwork notifications.
7.	SALC Watch out – Sussex magazine – November 2016
8.	Sussex Police Consultation for the Sussex Police Precept 2017/2018. This proposes to increase the police element of council tax rise by around £5 per household to fund over 100 new police officers and specialist staff. The survey is designed for individuals to respond – see https://www.sussex-pcc.gov.uk/priorities/budget/ . The Council was invited to contact the Clerk if they wished to put forward a response.