

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL  
HELD ON THURSDAY 19<sup>th</sup> MAY 2015 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL**

**Present:** Councillors A. Britten, Mrs K. Burgess, P. Burgess, N. Butler, R. Knight, M. Loates, T. Rickett, D. Searle, S. Torn, R. Turner, I. Wassell, R. Wilton and Mrs S. Wilton

\* denotes absence

**In attendance:** Sue Kemp, Parish Clerk  
Eamonn Flynn, Premises Manager  
Darren Robb, Premises Manager  
Six members of the public were present

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**FC/001/15 ELECTION OF CHAIRMAN**

This agenda item was taken by the current Chairman of Council. Members noted that two nominations had previously been made – Councillors Rickett and R. Wilton.

Councillor Rickett thanked those who had nominated him but stated that he would be withdrawing from the nomination. Following a majority vote

**IT WAS RESOLVED**

**That Councillor Roger Wilton be elected as Chairman of the Parish Council for the forthcoming year**

**FC/002/15 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

The Chairman duly signed his Declaration of Acceptance of Office, which was witnessed by the Proper Officer of the Council

**FC/003/15 PUBLIC FORUM**

There were no comments or questions from those members of the public present

**FC/004/15 EARLES MEADOW TREE**

The Chairman welcomed Jake Strutt of Strutt Tree Care and David Kavanagh-Spall, consultant to Strutt Tree Care, a senior education lecturer at Plumpton Collage on arboriculture and the author of a Report on the Earles Meadow feature tree.

Members also had the benefit of the Clerk's Report detailing action taken to date regarding potential danger that may be caused by the tree.

Mr Kavanagh-Spall commented that the tree had reached veteran status and whilst showing features of aging, it still had vitality. He further commented –

- (a) the tree needed to be sensitively reduced to under 20m in height, from the current 34m, over a long period of time
- (b) the tree needed assistance with its rooting medium and the soil content surrounding the tree
- (c) 'Halo pruning' viz. the removal of one of the other two trees would greatly assist
- (d) A maximum exclusion area of 15m, with a minimum of 8-9m was needed for the protection of both the tree and the public

Following discussion

**IT WAS RESOLVED**

- (a) **That initial work be undertaken as described in Mr Kavanagh-Spall's Report, subject to planning permission**
- (b) **That a 20-year Management Plan be put in place as described in Mr Kavanagh-Spall's Report**
- (c) **That an Information Sign be provided to explain the actions taken regarding the tree**
- (d) **That the matter be referred to the Property Committee for further action with a Report for the next meeting on 11<sup>th</sup> June 2015 as regards the exclusion area and Information Sign.**

**FC/005/15 ELECTION OF VICE CHAIRMAN**

Members noted that two nominations had previously been made – Councillors Rickett and Turner.

Following Members being asked to vote by way of a show of hands, Councillor Peter Burgess asked for a closed vote. Following which

**IT WAS RESOLVED**

**That Councillor Turner be elected, by a majority, as Vice Chairman of the Parish Council for the forthcoming year**

- FC/006/15 VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**  
The Vice Chairman duly signed his Declaration of Acceptance of Office, which was witnessed by the Proper Officer of the Council
- FC/007/15 APOLOGIES FOR ABSENCE**  
There were no apologies for absence received
- FC/008/15 MINUTES OF THE PREVIOUS MEETING**  
The Minutes of the meeting of 19<sup>th</sup> March 2015 were agreed and signed by the Chairman as being a true record
- FC/009/15 DECLARATIONS OF INTEREST**  
There were no Declarations of Interest made
- FC/010/14 COMMITTEE MINUTES**  
The following Committee Minutes were presented to Council –  
(a) **Property Committee – 9<sup>th</sup> April 2015**  
(b) **Planning, Environment and Transport Committee – 16<sup>th</sup> April 2015**
- IT WAS RESOLVED**  
**That the Committee Minutes be adopted**
- FC/011/15 ANNUAL MEETING OF THE ELECTORS OF THE PARISH**  
Members noted the Minutes of the Annual Meeting of the Electors of the Parish held on Monday 27<sup>th</sup> April 2015 which were available on the Parish Council's web site. It was noted that the Minutes would be signed at the next Annual Meeting of Electors in 2016.
- IT WAS RESOLVED**  
**To note receipt of the Minutes of the Annual Meeting of the Electors of the Parish held on 27<sup>th</sup> April 2015**
- FC/012/15 CASUAL VACANCIES**  
Members noted receipt of the Clerk's Report. It was noted that two people had put themselves forward for co-option – Mrs Rita Ginn, a former Parish Councillor; and Mrs Frances Haigh, a former District Councillor. Following discussion

**IT WAS RESOLVED**

- (a) That Mrs Ginn and Mrs Haigh be co-opted to the Parish Council**
- (b) That the remaining four vacancies be advertised by every available means**

Mrs Ginn and Mrs Haigh duly completed their Declaration of Acceptance of Office as Co-Opted members of the Council, which was witnessed by the Proper Officer of the Council

**FC/013/15 APPOINTMENTS TO COUNCIL COMMITTEES**

**(a) Finance and Administration Committee**

Members noted the nominations received. Members noted that a Committee Chairman and Vice Chairman would be elected at the first Committee meeting on 4<sup>th</sup> June 2015, as would membership of the Internal Controls Working Group.

**IT WAS RESOLVED**

**That Councillors Peter Burgess, Butler, Torn and Mrs S. Wilton, together with the Chairman and Vice Chairman of Council be appointed to the Finance and Administration Committee (Standing Order 15.9-2)**

**(b) Property Committee**

Members noted the nominations received. Members noted that a Committee Chairman and Vice Chairman would be elected at the first Committee meeting on 11<sup>th</sup> June 2015

**IT WAS RESOLVED**

- (i) That Councillors Britten, Mrs Burgess, Knight, Loates, Searle, Torn, and R. Wilton be appointed to the Property Committee (Standing Order 15.9-3)**
- (ii) That Standing Order 15 9-3 be amended to reduce the Committee membership from eight to seven members**

**(c) Planning, Environment and Transport Committee**

Members noted the nominations received. Members noted that a Committee Chairman and Vice Chairman would be elected at the first Committee meeting on 18<sup>th</sup> June 2015. Members noted that the 'distribution' of Ward Members would be addressed at the next meeting.

**IT WAS RESOLVED**

**That Councillors Mrs Ginn, Mrs Haigh and Rickett (Holbrook East); Councillors Knight and Wassell (Holbrook West); Councillors Loates, Searle and Butler (Roffey North); and Councillor Mrs S. Wilton (Roffey South) be appointed to the Committee (as laid down in Standing Order 15.9-4)**

**(d) Personnel Committee**

Members noted the nominations received. Members noted that a Committee Chairman and Vice Chairman would be elected at the first Committee meeting on 2<sup>nd</sup> July 2015

**IT WAS RESOLVED**

**That Councillors Loates and Rickett (together with the Chairman and Vice Chairman of Council and the Chairman of the Finance and Administration Committee be appointed to the Committee (Standing Order 15.9-5)**

**(e) Local Plan Committee**

Members noted receipt of the Clerk's Report and further that a meeting of this Committee had been arranged for 26<sup>th</sup> May 2015. Following discussion

**IT WAS RESOLVED**

- (a) That the continuation of the Local Plan Committee be reviewed in May 2016**
- (b) That Councillor Mrs Haigh (together with the Chairman, Vice Chairman of Council, Chairman of the Finance and Administration Committee and the Chairman of the Planning, Environment and Transport Committee) be appointed to the Committee (Standing Order 15.9-6)**

**FC/014/15 REPRESENTATIVES TO OUTSIDE BODIES**

Members noted the nominations received.

**IT WAS RESOLVED**

**That the following appointments be made –**

- (a) BIFFA Brookhurst Wood Landfill Site Liaison Group  
Councillor Searle**

- (b) **Horsham District Association of Local Councils  
Chairman and Vice-Chairman of Council**
- (c) **Horsham District Burial Advisory Group  
Councillor Searle**
- (d) **Sussex Association of Local Councils  
Chairman of Council**
- (e) **Horsham in Bloom  
Councillor Mrs Ginn**

**FC/015/15 REPORTS FROM OUTSIDE ORGANISATIONS**

Members noted that there were no Reports

**FC/016/15 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman drew Members' attention to notes prepared by Councillor Searle following his attendance at a North Horsham Development Surgery, hosted by the developers, Liberty. Members noted that Councillor Searle attended this Surgery in his capacity as a representative of the Horsham Town Community Partnership. It was further noted that representatives from the Parish Council would be attending a similar surgery on 27<sup>th</sup> May. Members asked that Councillor Searle's notes be appended to the Minutes.

This generated discussion when Members expressed their concerns regarding the limited access to these Surgeries and the secrecy surrounding the Horsham District Council Reference Group meetings.

**FC/017/15 REVIEW OF COUNCIL POLICIES**

**(a) Amendments to the Policy and Conditions of Hire in relation to Council owned Premises**

Members noted receipt of the Clerk's Report detailing suggested amendments and additions to the Policy.  
Following discussion

**IT WAS RESOLVED**

- (i) **That the following sections be amended as detailed within the Clerk's Report –**
  - (a) **Section 4 – Age of Hirer**
  - (b) **Section 7 – Deposits**
  - (c) **Section 9 – Payment of Hire Charges**

- (d) **Section 18 – Undesirable substances**
- (e) **Section 23 – Equipment provided by the Council**
- (f) **Section 24 – Cleanliness**
- (g) **Section 37 – End of Hire**

(ii) **That the following additional sections be incorporated into the Policy as detailed within the Clerk’s Report**

- (a) **New Section 7 – Use of the Rear Garden at North Heath Hall**

(iii) **New Section 6 – Booking Exclusions**  
**That in respect of paragraph (iii) of this new staff be consulted as to their views regarding the opening of the community venues on Bank Holidays**

(iv) **New Section 25 – Barbecues**

- (a) **That the section include reference to hog roasts, as appropriate**
- (b) **That in respect of paragraph (i) reference to Holbrook Tythe Barn is deleted**
- (c) **That an additional paragraph is provided regarding the use and safe disposal of disposable barbecues**

(b) **All other Council Policies**

Members noted receipt of the Clerk’s Report listing all the Council’s Policies, including those contained within the Staff Handbook. Members noted that, at this time, there were no suggested amendments to any of the Policies.

**IT WAS RESOLVED**

**To continue approval of the listed Council Policies without amendment**

(c) **Staff Handbook Policies**

Members noted receipt of the Clerk’s Report listing all the Council Policies contained within the Staff Handbook.

Members noted that, at this time, there were no suggested amendments to any of the Policies.

**IT WAS RESOLVED**

**To continue approval of the listed Council Policies in the Staff Handbook without amendment**

**FC/018/15 STANDING ORDERS**

Members noted receipt of the Clerk's Report detailing suggested amendments to Standing Orders. Following discussion

**IT WAS RESOLVED**

- (a) **That Standing Order 28.5 – Financial Matters – be amended updating the statutory reference to the Public Contracts Regulations 2015 (S.I 2015/102).**
- (b) **That Standing Orders be appropriately amended in accordance with the Resolutions made earlier in this meeting**

**FC/019/15 YEAR END ACCOUNTS – 2014/2015**

Members noted that the year-end accounts had been finalised on 16<sup>th</sup> April; and that these would be considered by the Finance and Administration Committee on 5<sup>th</sup> June 2014, who will formulate a Recommendation to Council. Members noted that the appointed deposit date to the external auditors had been amended to 6<sup>th</sup> July 2015

**IT WAS RESOLVED**

**Members noted this section of the report**

**FC/020/15 APPOINTMENT OF THE INDEPENDENT INTERNAL AUDITOR**

Members noted receipt of the Clerk's Report as to the re-appointment of the current Internal Auditor, Mulberry and Co. for the forthcoming financial year. Following discussion

**IT WAS RESOLVED**

**That Mulberry and Co. be re-appointed as the Council's internal auditor for the year 2015/2016**

**FC/021/15 FINANCIAL MATTERS**

**(a) Accounts for Payment**

Members noted the list of invoices for payment tabled at the meeting.

**IT WAS RESOLVED**

**That the schedule of accounts for payment, totalling £97,048.19, be authorised**

**(b) Direct Debits and Standing Orders**

Members noted receipt of the Clerk's Report detailing those payees to whom payment was currently made by Direct Debit for goods and services. It was noted that no payments were currently made by Standing Order. Following discussion

**IT WAS RESOLVED**

**To approve the list of payees to whom payment was made by Direct Debit**

**(c) Financial Regulations**

Members noted receipt of the Clerk's Report regarding Financial Regulations; and that there were no suggested amendments or additions..

**IT WAS RESOLVED**

**To continue approval of Financial Regulations, without amendment**

**FC/022/15 DATE OF NEXT COUNCIL MEETING**

Thursday 25<sup>th</sup> June 2015

There being no other business, the Chairman closed the meeting at 8.45pm

..... Signed

.....Dated

## **NORTH OF HORSHAM DEVELOPMENT**

I attended Liberty's North Horsham Development Surgery on 13th May at 6 Bishopric representing Horsham Town Community Partnership with a view to ensuring the Riverside Walk is protected during and after the development. Below are some of the issues that I raised which other Councillors may wish to follow up if they visit the surgery.

### **PARKWAY STATION**

Liberties are adamant that they have Network Rails approval to the new station. When I question them and ask if they would share with me who they have spoken to at Network Rail they swerved the question and it transpired that they only have approval of their business case for a new station but not approval to build a new station. They say they are waiting for the new Southern Train Operating franchise to be put in to place before they start talking detail.

### **NUMBER OF HOUSES**

The number of houses shown on the plans do not amount to 2750. Whilst I have not counted them it appears they have shown in the region of 500. They say the plans are of small scale and they cannot show all the houses. I guess when all the houses are shown the green spaces will start to disappear and what looked like a well designed open planned development will be like all other development all crushed together.

### **MANAGEMENT FEES**

At Kings Hill the Business Park tenants pay a management fee which pays for the up keep of the landscaping, litter picking and security patrols. Money which is left over (if any) pays for the up keep of landscaping and litter picking in the communal areas with help from the retail sector. House owners at Kings Hill pay £350 p.a. for a similar service in the residential area. Hope those in the social houses can afford the management fee.

### **FOOTBRIDGE**

It is proposed to construct a pedestrian footbridge at the end of Bartholomew Road across the A264 to the development. It is expected that business park employees and school children attending the secondary school will regularly use the footbridge. This will cause parking issues in Bartholomew Road. The footbridge proposal shows a ramp on the Bartholomew Road side approx 100m long finishing adjacent to the houses. Once those children attending the school discover an ideal skate board area we will have lots of complaints from the residents.

### **CLOSURE OF LANGHURSTWOOD ROAD**

It is proposed to close Langhurstwood Road at the junction of the A264 and construct a roundabout to the East towards Crawley. A road will be constructed from this roundabout into the development and all traffic access to Langhurstwood Road will use this road. The 293 HGV movements in and out of BIFFA Waste, Britaniacrest Skip Lorries, Brickworks Delivery vehicles, vehicles visiting and delivering goods to the business park and MoD site and the traffic to and from the cemetery that is being set aside for future use after Hill Cemetery is closed.

It is planned to build houses along this new access road which if the design follows those at Kings Hill the front door is within a metre of the footpath. Heavy vehicles will also cause damage to the adjacent property.