

**NOTTH HORSHAM PARISH COUNCIL
THURSDAY 4th SEPTEMBER 2014 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

CLERK'S REPORT

6. 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 now 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

7. CHAIRMAN'S ANNOUNCEMENTS

At the time of writing the Report there are no Chairman's Announcements

8. NEIGHBOURHOOD PLAN

Members are advised that a meeting is in the process of being arranged with a view to determining a way forward on this issue. It is anticipated that a Report will be available for the next full Council meeting

RECOMMENDATION

Members are asked to note the Report

9. DEVELOPMENT NORTH OF THE A264

Members are advised that Councillor Torn will give an update on this issue

RECOMMENDATION

Members are asked to note the Report

10. **HOLBROOK TYTHE BARN AND NORTH HEATH HALL**

Members are advised of the following –

HOLBROOK TYTHE BARN

- (a) a Practical Completion Certificate has been sent by e-mail (the original has not been made available) relating to completion of (i) the grasscrete carpark; (ii) the porch entrance to the building; (iii) the Multi Courts; and (iv) the Clubhouse (viz. the Bowls Club)
- (b) the O & M Manuals despite being promised some three weeks ago have still not been received from the main contractor (HRP Projects)
- (c) no workmen, contractors or the main contractors have been on site for some time
- (d) there are a number of issues still outstanding
- (e) the Council's professional advisors have still not been paid (in the region of £20,000) as per the terms of the contract)
- (f) the Clerk has been informed that the Council's main contacts, Robin Barton and Rob O'Hara, with the developers, Westrock, are no longer working for the company.
- (g) the new wing of the Barn continues to be unavailable for public use

Members are advised that despite the Council being disadvantaged by the fact that the professional advisors have not been paid and will not undertake further work without payment, the Clerk asked Carl Flinn to visit the site with her to establish a definitive list of those issues outstanding. This will obviously be at a cost to the Parish Council.

Mr Flinn expressed the view that the outstanding work, together with the poor standards of work in some areas needed to be addressed by Westrock themselves and will be writing to Westrock to invite them to attend a site meeting.

Members are further advised that, in the meantime, staff will be costing the outstanding issues as if the Council would be doing the works itself, so that in the event, of redress being sought, this can be included in any claim. Further, it is known that the Bowls Club also have a number of outstanding issues, some of which are quite major and it may be that in the event of redress being sought, joining with the Bowls Club may be stronger than acting alone.

RECOMMENDATION

- (a) **That Council ratifies the action of the Clerk in instructing Carl Flinn to assess the current situation**
- (b) **To consider any interim action that may be taken**
- (c) **That Members note this section of the Report**

NORTH HEATH HALL

Members are advised that work on the roof commenced on 23rd July with the erection of the scaffolding. The new windows will be installed on Thursday and Friday 11th and 12th September. This has necessitated some moving around of users at North Hall, as access to the windows from inside the building is required. Staff have been advised that the roofing contractors will continue to be on site but with less disruption and the Hall will be able to function normally.

RECOMMENDATION

Members are asked to note this section of the Report

11. THINK FAMILY – THINK SOUTH HOLMES PROJECT

Members are asked to note that this Project is Government funded and is being led by Sussex Police, Horsham District Council (HDC) and London and Quadrant Housing Association. Sussex Police are again seeking the involvement of North Horsham Parish Council.

A Neighbourhood Survey was recently undertaken the results of which were very positive, with a number of actions and new ideas being raised; with one of the key issues being communications.

A new notice board has been provided on the estate and the Parish Council has provided a poster offering information on the various activities being held at Roffey Millennium Hall.

Sussex Police have asked the Parish Council for assistance with replacement Bus Shelters, including the Council owned shelter in Church Road. This can be achieved by way of a grant from West Sussex County Council (WSCC) and this will be researched and a Report prepared in due course.

Sussex Police have also asked that two telephone boxes – Hawkesbourne Road and Church Road (both of which fall within the Think Family areas of Roffey are adopted. Sussex Police would like to utilise the two boxes as Police/Community Information Points. The process of adoption is as follows –

- (a) the local authority (in this case the Parish Council) approves the change of use of the boxes and the removal of the telephony equipment
- (b) application is made to the Highway Authority (WSCC) for consent to keeping the boxes on the highway
- (c) checks are made as to the supply of power. If power is provided BT will continue to provide this free of charge
- (d) completion of the formal Agreement with BT

- (e) the cost of adoption is £1 per box
- (f) future maintenance does not lie with BT

Sussex Police are then suggesting that, once the boxes are adopted by the Parish Council, grants and/or sponsorship will be sought for re-painting and cleaning (the suggestion is that this is through Community Payback), the replacement and/or repair of windows; the boarding up of a second side for local school artwork, information posters etc.; and a general tidying of the surrounding area.

RECOMMENDATION

Members' views are sought as to the adoption by the Parish Council of two telephone boxes in Church Road and Hawkesbourne Road

12. HOLBROOK AND ROFFEY COMMUNITY GROUPS

Members will be aware that these two Community Groups have been in existence for some time, having been created in their present form by the former Clerk for the purposes of attaining Quality Status. Each Group meets four times in the year. Members are now invited, however, to consider the need for these Groups and may wish to consider the following points –

- (a) very few members of the public attend the meetings
- (b) the Parish Council now has a proven track record of consulting with the electorate by way of single issue public meetings and the Planning, Environment and Transport Committee
- (c) whilst being two separate geographical and political areas, the continuance of 'separate' meetings for Holbrook and Roffey could be interpreted as being divisive, when the Parish Council strives to be all inclusive
- (d) County and District Councillor; and Police attendance is gradually declining, with some representatives attending infrequently
- (e) no matters have been referred from either of the Groups to Council or any Committees since the existence of the current format of the Groups

RECOMMENDATION

Members' views are sought

13. OLDER PERSONS' AFTERNOON EVENT

This agenda item follows a chance meeting in the Parish Office with an older lady when, during the conversation, issues surrounding loneliness and activities were talked about. The suggestion was made that an afternoon event might be arranged to gauge interest.

Longer serving Councillors may recall that such a proposal has been put forward before but was not allowed to proceed.

This one off event would be arranged and managed by staff (the Clerk and Administration Officer) and would be at no cost to the Parish Council, apart from the use of a room at Roffey Millennium Hall. The aim of the staff would be to make introductions, so that if such a Group became viable, it would be self-managing.

The event will be held on Thursday 18th September 2014 from 2pm to 3.30pm. Should any Members wish to attend, they will be most welcome.

RECOMMENDATION

Members are asked to note the Report

14. REPORTS REGARDING OUTSIDE ORGANISATIONS

At the time of writing the Report, there are no advance Reports

RECOMMENDATION

Members are asked to note this section of the Report

15. APPROVAL OF ACCOUNTS

The schedule of accounts for payment will be tabled at the meeting

RECOMMENDATION

That the payment of accounts is approved

16. DATE OF NEXT COUNCIL MEETING

Thursday 4th September 2014

Sue Kemp – Parish Clerk
28th August 2014