

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING
THURSDAY 10th NOVEMBER 2016 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.

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.

6. Reports from Representatives on Outside Bodies

- Horsham Association of Local Councils (HALC) 6th October 2016. - Cllr Mrs S Wilton attended on behalf of the Parish Council. Minutes have been circulated and are noted on the correspondence list. The next meeting is the AGM on Monday 21st November at the Studio in the Capitol Theatre, Horsham.
- West Sussex Association of Local Councils (WSALC). 17th October 2016. Cllr R Wilton attended on behalf of the Parish Council. A report will be circulated by the Clerk.

7. Chairman's Report

Opportunities for Parish and Town Council Involvement in Health and Wellbeing in West Sussex. An interim report (October 2016) submitted by

Elizabeth C. Leggo MRPharmS, PgDip and Commissioned by West Sussex ALC Ltd. uses 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.

8. Financial Matters.

Expenditure Lists and the Financial Report to 31st October 2016. To follow.

9. Car Park in Godwin Way.

A proposal with two options for the future operation of the Car Park in Godwin Way has been received from Horsham District Council (HDC). One option is 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.

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. Therefore, the option for the Parish Council to run the Car Park has already been decided.

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 is attached. Details of the Annual Permit Scheme can be found on page 2.

The Council may also wish to raise:-

1. The survey showed a maximum capacity within the car park of 66%, however, there are times when the car park is oversubscribed and cars park in the surrounding areas.
2. Impact on local businesses.
3. The potential impact that charging for car parking will have on the use of Roffey Millennium Hall as many hirers comment that they enjoy the use of the facility because of the ease of parking and the fact that there is no additional charge.

A breakdown of hires at the Roffey Millennium Hall between 28th October 2016 and 3rd November 2016 follows:-

	Fri 28/10	Sat 29/10	Sun 30/10	Mon 31/10	Tues 01/11	Wed 02/11	Thurs 03/11
Up to and including 2 hours	5	0	0	5	8	3	6
Over 2 hours up to 3 hours	0	1	2	3	2	1	3
Over 3 hours up to 4 hours	1	1	2	0	0	0	2
4 hour and over		1	0	0	1	2	1
Total hires	6	3	4	8	11	6	12

The majority of hires are up to and including 3 hours. Of the 50 hires over the week only 9 hires were not from regular hirers. HDC could be invited to consider offering solutions that will support the provision of a community asset and the clubs that run out of it, for example the annual permits covering four hours of 'free' parking' and the sale facilitated through the Parish Council Office during office hours. The Parish Council could request a financial review of the scheme after six months.

10. Electoral Review of Horsham

The Local Government Boundary Commission (LGBC) for England is carrying out an electoral review of Horsham District Council (HDC) and will draw new council ward boundaries across Horsham. The Commission has announced that 47 councillors should be elected to the council in the future which is three more than the current arrangements. North Horsham Parish Council consists of the wards of Holbrook East, Holbrook West, Roffey North and Roffey South and information regarding these wards from LGBC is as follows:-

Ward	No. of District Councillors	Current electorate	Forecast electorate
Roffey North	2	4966	4947
Roffey South	2	4943	4919
Holbrook East	2	4328	4219
Holbrook West	2	4534	4410

The development north of the A264 has not been taken into consideration as it is only at planning outline stage and the projected figures, which have resulted from the review of the West Sussex County boundary, only run to

2021. Any significant change in numbers of electors within set criteria automatically triggers a review.

HDC is also a consultee and they will be putting their response to the Executive Committee in early December.

HDC suggested that whilst there may be some slight changes in irregularities with the Parish Ward boundaries, in essence the Parish Boundary will remain as is. A copy of the Boundary map is attached. I am advised that the additional 3 Councillors are likely to be allocated to areas where there is significant development throughout the district. In the northern quarter this could be to service Broadbridge Heath, Kilnwood Vale or Southwater all of which have existing new development.

This is the first stage of consultation with very little substance on which to comment. The next stage of the consultation, due out in early 2017 will offer proposals on which to comment.

A suggested response will follow. A more specific response will be appropriate at the next stage in the process.

11. Removal of Telephones in North Horsham Parish

BT 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 Laughton Road and Hawkesbourne Road
5. Outside Littlehaven Station on Ruser Road

There is an opportunity to adopt any of the telephone boxes for community use. Further information regarding this is available on <https://business.bt.com/solutions/small-business/communities/adopt-a-kiosk/>

Pauline Whitehead
Clerk to North Horsham Parish Council

2nd November 2016

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

<p>Correspondence List from 2nd September 2016 - 4th November 2016 Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.</p>	
1.	<p>Horsham Blueprint Newsletter September 2016</p>
2.	<p>NALC DIS Extra 890, 891. NALC Newsletter - 6 September 2016, 16th September 2016, 25th October 2016, 1st November 2016. Bulletin 16th September 2016, 30th September 2016, 7th October 2016, 21st October 2016.</p>
3.	<p>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 – 31st 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.</p>
4.	<p>Sussex Police ‘In the Know’ updates. Opportunity to join Peoples Panel.</p>
5.	<p>West Sussex County Council Temporary Traffic Regulation - Road Closures:-</p> <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 <p>Updates on roadworks. West Sussex Up Coming and In Progress Roadworks Report , 7th September 2016 to 21st September 2016, 21st September to 5th 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>

	<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.

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. ^{*}Typing error - should be Godwin Way CP.

Main points from the survey

There are days when the car park is over-subscribed and cars park in the surrounding areas.

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)

Hirers of R.M.H can be regular visitors - once or twice a week or attend one off events. The weekly schedule gives some idea of usage and length of stay. (See sample within the Clerks Report)

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.

*3 hours - this would cover 4/5ths (approx) of users of R.M.H.
4 hours would cover 9/10th of users of R.M.H.*

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 Council has already decided against this option.

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.