

**NOTTH HORSHAM PARISH COUNCIL
THURSDAY 17th MARCH 2016 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

CLERK'S REPORT

3. 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

6. CHAIRMAN'S ANNOUNCEMENTS

(a) Access to Parish owned land

(b) Neighbourhood Plan

(c) Change of Parish Name

Members are asked to note that these are still 'live' issues, but will be passed on to the new Clerk

(d) Fire Officer Visit – Roffey Millennium Hall

Members are asked to note that the Fire Officer visited Roffey Millennium Hall on Thursday 3rd March 2016, with one day's notice. Whilst there is nothing adverse to report, a full Report will be available for the next Property Committee meeting

RECOMMENDATION

Members are asked to note this section of the Report

7. APPOINTMENT OF A NEW PARISH CLERK

Members are asked to note that the Chairman will address Members on this agenda item

RECOMMENDATION

Members are asked to note this section of the Report

8. CASUAL VACANCIES TO THE PARISH COUNCIL

As Members are aware there remains two casual vacancies (one each in Roffey North and Roffey South) following the May election.

Members are advised that there has been an expression of interest in filling one of the vacancies but at the time of writing the Report, nothing further has been heard from the applicant.

Members are further advised that the vacancies continue to be advertised.

RECOMMENDATION

Members are asked to note this section of the Report

9. POLICY AND CONDITIONS OF HIRE IN RELATION TO PARISH OWNED PREMISES

Members are asked to approve an amendment to the Policy at Section 36 – Inflatable Bouncing Devices. Members are advised that the full document is available to view on the Parish web site.

The amendment is by the addition of a penultimate paragraph to the section to read – ‘Bouncy Castles or other Inflatable Bouncy Devices are not permitted to be installed on the hard surfaces outside of any of the Parish Council venues viz. on the patio areas of Holbrook Tythe Barn, North Heath Hall and Roffey Millennium Hall’.

This follows a conversation between the Clerk and a supply company for the hire of Bouncy Castles and issues with potential hirers at Holbrook Tythe Barn.

RECOMMENDATION

That the Policy and Conditions of Hire in relation to Parish owned Premises is amended at Section 36, as described

10. **VISIONING EVENT**

Members are asked to note the following points that were raised in the final segment of the Visioning Event held on 11th February 2016, under the management of Trevor Leggo, of Surrey and Sussex Association of Local Councils.

The purpose of the Event was to begin the process of formulating a Business Plan for the next three to five years; and also to give guidance to the new Clerk. Following Trevor Leggo's suggestion, a copy of the Business Plan 2013-2018 of Aldwick Parish Council is enclosed for Members' to consider.

Members are asked to note that the items are listed under generic headings but are in no particular order of importance or otherwise.

Highway, Transport, Planning and associated issues

- More efficient traffic calming measures along Crawley Road through Roffey
- Facilitate a Dial-A-Ride scheme for the elderly and infirm
- Encourage more taxis to serve the centre of the Town in the evenings and not cluster at the Station
- Evening Bus Service to North Horsham via North Heath Lane to improve access to the Town Centre
- Highway improvements for the north of Horsham development
- Closer liaison with WSCC with deployment of speed detection and awareness
- To improve Bus service coverage in the evenings
- Provide a new home for Horsham FC, possibly within the North Horsham development
- Improve footpath crossings across the A264
- To have more 'clout' on planning issues
- New Parish Plan for 2017
- To have significant input into the North Horsham new development especially transport and community facilities
- To have a positive influence on the north of Horsham development if it is not possible to stop it
- If not a Neighbourhood Plan, then a coherent plan to evidence priorities for the future
- To examine all proposals for North Horsham to ensure the infrastructure is adequate
- Electric car charging points at Community Halls powered by solar panels

Administration issues, including personnel and financial issues

- Full Personnel audit undertaken by an external Company
- Purchase buildings, houses, shops to provide a secure investment for the future of the Parish
- Build up a Property Portfolio to provide additional income
- Re-structure staffing arrangements
- Look at Hall facilities to examine ways of providing more attractions i.e. North Heath Hall stage
- All Halls to be VAT-able
- All caretaking and cleaning to be contracted out

Social and economic issues

- Strengthening the definition of the North Horsham 'Village' image
- Encouragement to local Primary Schools to learn about the history of North Horsham and provide facilities to exhibit and give prizes for work
- Support to the Think Family Project in Roffey
- Community Café/Internet Café needed to support local families with no access to the internet
- North Horsham Market with stalls and food vendors, once a week
- Youth services across the Parish area, not just Roffey
- Roffey Youth Centre opened for an evening Youth Club, possibly managed by the Parish Council
- Smartening up of the Roffey central area
- Revitalising the original proposals for re-building and re-marketing Roffey Centre
- Revisit re-development of the centre of Roffey i.e. The Star PH, the Scrap Yard, the shops and the car park
- To facilitate the re-development of the Roffey Centre
- More places for older people to reduce isolation – not just in Roffey
- To consider spaces for community events related to STEM and the growing digital creative industry worth £8 million per minute

Communication

- Greater communication with Horsham District Council (HDC)
- Greater communication with West Sussex County Council (WSCC)
- Purchase space in Holbrook Pages and print Parish Council's Newsletter with no printing or delivery costs but each household receiving its own personal copy

Members may now wish to consider holding a further Visioning Event, with the assistance of Trevor Leggo; or forming a Working Group (with a specific remit and reporting back to full Council) for the progression of the process

RECOMMENDATION

Members' views are sought as to how they wish to proceed

**11. HORSHAM TOWN COMMUNITY PARTNERSHIP (HTCP) –
MEMORANDUM OF UNDERSTANDING**

Members are advised that the current Memorandum of Understanding (MOU) with HTCP is due for review, with the original having been entered into on 9th December 2013. A similar, but separate, MOU is also due for review between HTCP and each of the Neighbourhood Councils; and HDC in conjunction with WSCC.

Members will find enclosed a draft MOU as provided by HTCP

RECOMMENDATION

Members' views are sought

12. ANNUAL MEETING OF ELECTORS

Members are reminded that this meeting is to be held on Monday 25th April 2016 at 7.30pm at North Heath Hall. The speaker will be on the subject of Neighbourhood Plans, as previously Resolved; and is yet to be arranged.

RECOMMENDATION

Members are asked to note this section of the Report

13. REPORTS REGARDING OUTSIDE ORGANISATIONS

Members are advised that at the time of writing the Report, there are no advance Reports

RECOMMENDATION

Members are asked to note this section of the Report

14. APPROVAL OF ACCOUNTS

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

RECOMMENDATION

That the payment of accounts is approved

15. DATE OF NEXT COUNCIL MEETING

Thursday 12th May 2016 (scheduled) – Annual Meeting of Council

16. EXCLUSION OF THE PRESS AND PUBLIC

‘To consider whether to exclude the Press and Public from the meeting during the consideration of the following items in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that they involve the likely disclosure of exempt information’

Sue Kemp – Parish Clerk
7th March 2016