

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL
HELD ON THURSDAY 5th JANUARY 2017 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**, R. Turner, I. Wassell, R. Wilton and Mrs S. Wilton

* denotes absence.

** arrived late and extended apologies.

In attendance: Parish Clerk - Pauline Whitehead BA(Hons) FILCM and Deputy Clerk – Vivien Edwards.

FC/089/17 Public Forum

There was one member of the public in attendance and West Sussex County Councillor Peter Catchpole. No questions were posed.

FC/090/17 Apologies for absence

The Council received apologies and reasons for absence from Cllr Mrs K. Burgess, Cllr Mrs R. Ginn and Cllr. R. Knight.

FC/091/17 Minutes of the previous meeting

The minutes of the Parish Council Meeting held on 10th November 2016 were agreed and signed by the Chairman as a true record.

FC/092/17 Declarations of interest

There were no declarations of interest.

FC/093/17 Committees and Working Groups

The following Committee Minutes were presented to Council –

- (a) Personnel Committee – 17th November 2016.
- (b) Property Committee – 1st December 2016
- (c) Planning, Environment and Transport Committee – 8th December 2016.
- (d) Finance and Administration Committee – 15th December 2016

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

FC/094/17 Reports from representatives on outside bodies

There were no reports from representatives on outside bodies.

Cllr S Torn joined the meeting.

FC/095/17 Reports from District or County Councillors

County Councillor Peter Catchpole reported that West Sussex County

Council's budget proposals would be considered in February 2017 and that necessary provision for Adult Social Care would impose an increase. The County Council intends to explore with the Government more sustainable ways of funding Adult Social Care in the future.

Cllr Catchpole offered to support the Parish Council's ambition to extend the Roffey Friendship Group into Holbrook and would talk with the Clerk offline.

FC/096/17 Chairman's announcements

The were no Chairman's announcements.

FC/097/17 Car Park in Godwin Way

A resolution not to take responsibility for the Godwin Way Car Park was made at the September 2016 Parish Council Meeting, however, the Clerk had received thirteen signed requests from Members to revisit the topic and discuss it again (in accordance with Standing Order 7a).

The Parish Council had received copies of Horsham District Council's Notices of Proposals, Amendment Orders and Schedules for the Godwin Way Car Park plus the Council's Statement of Reasons for making the Amendments. Notes from a meeting between Horsham District Council and North Horsham Parish Council on 9th December 2016 had been circulated along with a revised breakdown of running costs. In addition the results of a survey conducted among local retailers by the Parish Council and a draft copy of terms of lease from Horsham District Council had been circulated. However, Councillors observed that there were still many outstanding questions and great uncertainty about the overall liability to the Council that could have a long term financial effect on local residents. The level of support for the Parish Council taking responsibility for the car park shown from local retailers was disappointing.

It was RESOLVED that the Parish Council would not take responsibility for the Godwin Way Car Park.

FC/098/17 Financial matters

Interim Internal Audit

Six areas for improvement had been highlighted in the Interim Internal Audit Report for year ended 31st March 2017. The Clerk had addressed the issues and proposed or had taken actions as follows:-

1. Cash books and bank reconciliations had been filed separately and in numerical order so that it is clear if any are missing.
2. The Council had been invited to review the Code of Conduct later in this meeting.
3. The Clerk had offered ways to resolve the Internal Auditor's concern regarding a married couple serving on the Finance and

Administration Committee where there is a quorate of three, as this could allow those members to influence significant control over the committee.

4. The Council were invited to adopt and review policies recommended by SALC later in this meeting.
5. The Internal Auditor had recommended that the General Reserve be increased to £100,000 transferring money from non-specific Ear Marked Reserves(EMR). The Finance Committee proposed to keep the EMRs as is and use the General Reserve to balance the budget to achieve the requisite precept amount.
6. The EMRs appeared to be in excess when compared to the Business Plan. The Finance Committee proposed that £25,000 be set aside for capital projects associated with the Business Plan but currently did not allocate money to specific projects.

It was RESOLVED that the risk of a married couple being able to exert influence over the Finance and Administration Committee should the meeting be held with only a quorate of three was very low and therefore no action to change Standing Orders would be taken.

It was RESOLVED to note the Internal Auditor's interim report and agree the proposed or completed actions.

Budget and precept for 2017/18

The Finance Committee had recommended a budget and precept calculation that resulted in a 1.9% increase at Band D Council Tax. A proposal to increase the Council tax at Band D by 2.3% was not supported as there was no supporting evidence.

It was RESOLVED to agree the budget for 2017/18 and to agree a precept of £293,553 (Two hundred and ninety three thousand, five hundred and fifty three pounds). This represents an increase of 1.9% at Council Tax Band D which increases the payment at Band D from £33.57 to £34.21.

FC/099/17 Consultations

Horsham District Council draft Economic Strategy.

It was RESOLVED to submit comments within the Clerk's Report with an additional paragraph covering the importance of building on Horsham's existing digital creative industry and working with Enterprise Partnerships to encourage money to be invested to make "Horsham the home to digital". A copy of the response is attached.

NALC Dependent Carers' Allowance Survey.

It was RESOLVED to submit comments circulated with the agenda. A copy of the response is attached.

FC/100/17 Policy documents

The Council had received proposals for the Code of Conduct, Dispensation Scheme, Grievance Policy, Disciplinary Policy, Complaints Policy, Communications Policy including the use of internet, email and IT Policy, Media Policy and Social Media Policy, Data Protection Policy and Retention of Documents Policy.

It was RESOLVED to adopt all Policies. Copies of the Policies are attached to the minutes.

FC/101/17 Correspondence

The Council received correspondence lists from 11th November 2016 to 5th January 2017. (Copy attached)

FC/102/17 Date of next Council meeting

Thursday 16th March 2017 (Scheduled)

There being no other business, the Chairman closed the meeting at 9.17pm.

..... Signed

.....Dated

NALC Dependent Carers Allowance Survey

The National Association has adopted a longstanding policy position that parish councillors should have the same rights as principal authority councillors to be able to claim the Dependants' Carers' allowance. At the moment parish councillors cannot reclaim monies under this allowance to pay for childcare and similar to attend parish council meetings. This is unfair as the same allowance is currently available to principal authority councillors and not to parish councillors.

The formal NALC position is that it seeks amendment of the Local Authorities (Members' Allowances) (England) Regulations, 2003 so that the provisions of paragraph 7 apply equally to local councils as to principal authorities. This position was adopted by the National Association in 2011 based on intelligence received from the Cumbria Association of Local Councils. This has also been an issue for parish councils in areas as disparately located as Yorkshire and Hampshire.

The National Association, having received queries from the parish sector about whether there was likely to be any legal change to this predicament, wrote to DCLG in September, 2012 and August, 2016. In August 2016 the Department for Communities and Local Government wrote back to NALC asking for evidence of costings and case study evidence which would assist the Minister in considering the matter seriously. This survey is the best mechanism available to gather such information and relay it to DCLG by late January, 2017.

County Officers are accordingly asked to please forward this survey link onto all member councils in their areas and strongly encourage them to complete the survey (County Associations themselves are also warmly encouraged to complete the survey) – thanks.

Respondents are strongly encouraged to complete the following survey by at the latest 17:00 on 18 January, 2017.

* 1. What is the name of your parish council or county association?

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* 2. Do any of your parish councillors find attendance at parish council meetings difficult because of childcare or caring for dependants?

Yes

No

* 3. Is your parish council in favour of parish councillors being able to claim Dependents' Carers' Allowance in the same way as principal authority councillors?

- Yes Additional comments:- ① the calendar of meetings is published in advance, therefore, the councillor could organise accordingly.
- No ① Where would the money come from to pay a Dependent Carers' Allowance?

* 4. How much money does your parish council think an individual parish councillor should be able to claim from the Allowance per meeting as a range to cover childcare and other dependant care costs to enable your councillors to attend parish council meetings?

- £0-14 Additional comments:- ① This depends on the going rate for childminding.
- £15-30 ① Existing legislation about claiming mileage within the parish prohibits payment to Councillors - how would this work?
- £31-45
- £46-60 ① Where would the money come from?
- Other (please specify)

UP TO £15

* 5. Has the current exclusion of parish councillors from being able to claim the Dependents' Carers' Allowance been a disincentive to any of your residents from standing as parish councillors to your knowledge?

- Yes There is no evidence that parish councillors are put off standing as councillors because they are not able to claim an allowance but the potential is acknowledged as one of many factors that could influence a decision and discourages engagement in Parish Councils
- No

6. Please feel free to include any short anonymised anecdotal case study evidence in this box which will help the Department build up a picture as to why Allowance extension is needed.

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NORTH HORSHAM PARISH COUNCIL

CODE OF MEMBERS' CONDUCT

(adapted from the Horsham District Council Code of Member's Conduct – Constitution issue 39 July 2014)

Part 1

General provisions

Introduction and interpretation

This Code of Members' Conduct ('Code') is made under section 27(2) of the Localism Act 2011 and was adopted by North Horsham Parish Council on 1st July 2012.

- 1(1)** This Code applies to you as a member of North Horsham Parish Council.
- 1(2)** You should read this Code together with the general principles of public life referred to in section 28(1) of the Localism Act 2011 and set out in Part 5 of this Code.
- 1(3)** It is your personal responsibility to comply with the provisions of this Code.
- 1(4)** In this Code –
'meeting' means any meeting of—
 - (a) the authority;
 - (b) any of the authority's committees, sub-committees, joint committees or joint sub-committees;
 - (c) members' formal or informal meetings with other members and/or with officers relating to the business of the authority (working parties).

'member' includes a co-opted member and an appointed member;

'register of member's interests' means the authority's register of member's pecuniary and other interests established and maintained by the authority's monitoring officer under section 29 of the Localism Act 2011; 'the authority' or 'your authority' means North Horsham Parish Council.

- 1(5)** References to the authority's chief finance officer shall be read as references to the person appointed by the Parish Council under the Local Government Act 1972 section 151 who has responsibility for the administration of its financial affairs (usually the Responsible Finance Officer).
- 1(6)** References to the authority's monitoring officer and the authority's standards committee shall be read, respectively, as references to the monitoring officer and the standards committee of Horsham District council which has functions in relation to the parish council for which it is responsible under sections 28(9) and 29(4) of the Localism Act 2011.

Scope

- 2(1)** Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you—
- (a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or
 - (b) act, claim to act or give the impression you are acting as a representative of your authority,
and references to your official capacity are construed accordingly.
- 2(2)** This Code does not have effect in relation to your conduct other than where it is in your official capacity.
- 2(3)** Where you act as a representative of your authority –
- (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and in so far as it conflicts with any other lawful obligations to which that other body may be subject.
- 2(4)** It is a criminal offence, without reasonable excuse, (a) to fail to notify the authority's monitoring officer of a disclosable pecuniary interest (as defined in paragraph 13(1) of this Code, (b) to fail to disclose such an interest at a meeting (where it is not registered or notified), (c) to fail to notify the monitoring officer of such an interest that is not on the register that you have disclosed at a meeting , (d) to take part in discussions or votes at meetings with such an interest , or (e) to take a decision where you have a disclosable pecuniary interest. It is also an offence to knowingly or recklessly provide false or misleading information to the authority's monitoring officer.
- 2(5)** Any written allegation received by the authority's monitoring officer that you have failed to comply with this Code will be dealt with by the authority's monitoring officer or standards committee under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code the authority has the right to have regard to this failure in deciding (a) whether to take action and (b) what action to take in relation to you.

General obligations

- 3(1)** You must treat others with respect.
- 3(2)** You must not –
- (a) do anything which may cause your authority to breach any of the equality enactments (as defined in the Equality Act 2010);
 - (b) bully any person;

- (c) intimidate or attempt to intimidate any person who is or is likely to be –
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

4 You must not –

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where -
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is -
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the authority*; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.

5 You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

6 You –

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
- (b) must, when using or authorising the use by others of the resources of your authority –
 - (i) act in accordance with your authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

* means the member should consult the Clerk before taking a decision on whether or not to disclose confidential information

- 7(1)** When reaching decisions on any matter you must have regard to any relevant advice provided to you by –
- (a) the authority's chief finance officer; or
 - (b) the authority's monitoring officer,
where that officer is acting pursuant to his or her statutory duties.
- 7(2)** You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

PART 2

Personal and Prejudicial Interests

Personal interests

- 8(1)** You have a personal interest in any business of your authority where either –
- (a) it relates to or is likely to affect -
 - (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
 - (ii) any body -
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
 - (iii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50;
- or**
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of –
 - (i) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
 - (ii) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.
- 8(2)** In sub-paragraph 8 (1)(b), a relevant person is –
- (a) a member of your family or any person with whom you have a close association; or

- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosure of Personal interests

- 9(1)** Subject to sub-paragraphs (2) to (5), where you have a personal interest described in paragraph 8 above in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- 9(2)** Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- 9(3)** Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(iii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- 9(4)** Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- 9(5)** Where you have a personal interest but, by virtue of paragraph 16, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.
- 9(6)** This sub-paragraph does not apply to this authority.
- 9(7)** This sub-paragraph does not apply to this authority.

Prejudicial interest generally

- 10(1)** Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

10(2) You do not have a prejudicial interest in any business of the authority where that business –

- (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;
- (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
- (c) relates to the functions of your authority in respect of -
 - (i) this sub-paragraph does not apply to this authority;
 - (ii) this sub-paragraph does not apply to this authority;
 - (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 - (iv) an allowance, payment or indemnity given to members;
 - (v) any ceremonial honour given to members; and
 - (vi) setting council tax or a precept under the Local Government Finance Act 1992.

10(3) The determining of any approval, consent, licence, permission or registration as referred to in paragraph 10(2)(b) shall include the amendment, modification or variation of any such approval, consent, licence, permission or registration of any condition, limitation or term to which it is subject or the revoking of any approval, consent, licence, permission or registration.

11 Paragraph 11 does not apply to this authority.

Effect of prejudicial interests on participation

12(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority –

- (a) you must withdraw from the room or chamber where a meeting considering the business is being held -
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;
unless you have obtained a dispensation from your authority ;
- (b) this sub-paragraph does not apply to this authority;
- (c) you must not seek improperly to influence a decision about that business.

12(2) Where you have a prejudicial interest in any business of your authority, which is not a Disclosable Pecuniary Interest as described in Paragraph 13 of this Code and defined in section 30 of the Localism Act 2011, you may attend a meeting but only for the purpose of making representations, answering questions or giving

evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Part 3

Disclosable Pecuniary Interests

Disclosable Pecuniary Interests

- 13(1)** Subject to sub-paragraphs (2) and (3) you have a Disclosable Pecuniary Interest in any business of your authority (as defined by section 30 of the Localism Act 2011) in relation to you or your partner where it relates to or is likely to affect any of the matters within the descriptions set out in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 SI 2012/1464.
- 13(2)** In sub-paragraph (1) your partner means –
- (a) your spouse or civil partner;
 - (b) a person with whom you are living as husband and wife; or
 - (c) a person with whom you are living as if you were civil partners.
- 13(3)** In sub-paragraph (2) any interest which your partner may have is only treated as your interest if you are aware that your partner has the interest.
- 13(4)** A list of the descriptions of Disclosable Pecuniary Interests referred to in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations is set out in Part 6 of this Code.
- 13(5)** There are criminal offences in relation to action you may take or fail to take concerning Disclosable Pecuniary Interests which are outlined in paragraph 2(4) of this Code and more particularly defined in section 34 of the Localism Act 2011.

Disclosure of Disclosable Pecuniary Interests

- 14(1)** Subject to sub-paragraph (2) where you have a Disclosable Pecuniary Interest in any business of your authority and you attend a meeting of your authority at which the business is considered you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent.

- 14(2)** Where you have a Disclosable Pecuniary Interest in any business of your authority you need only disclose to the meeting the existence and nature of the interest if the interest is not already registered on your register of member's interests.
- 14(3)** If the Disclosable Pecuniary Interest is not already on your register of member's interests or the subject of a pending notification to the monitoring officer and is disclosed to the meeting you must notify the monitoring officer of the interest within 28 days of disclosure to the meeting.

Effect of Disclosable Pecuniary Interests on participation

- 15** Where you have a Disclosable Pecuniary Interest in any business of your authority -
- (a) you must not participate or participate further in any discussions of the matter at a meeting; or
 - (b) participate in any vote or further vote taken on the matter at the meeting; and
 - (c) must withdraw from the room or chamber where the meeting considering the matter is being held unless you have received a dispensation from the authority.

Part 4

Registration of Members' Interests

Registration of members' interests

- 16(1)** Subject to paragraph 17, you must, within 28 days of –
- (a) this Code being adopted by or applied to your authority; or
 - (b) your election or appointment to office (where that is later), register in your authority's register of members' interests (maintained under section 29 of the Localism Act 2011) details of (i) your personal interests where they fall within a category mentioned in paragraph 8(1)(a) and (ii) your disclosable pecuniary interests where they fall within a category mentioned in paragraph 13, by providing written notification to your authority's monitoring officer.
- 16(2)** Subject to paragraph 17, you must, within 28 days of becoming aware of any new personal interest or Disclosable Pecuniary Interest or change to any personal interest or Disclosable Pecuniary Interest registered under paragraph (1), register details of that new personal interest or Disclosable Pecuniary Interest or change by providing written notification to your authority's monitoring officer.
- 16(3)** You must within 28 days (beginning with the date of the disclosure at the meeting) provide written notification to your authority's monitoring officer of any Disclosable Pecuniary Interests disclosed at a meeting which is not already on the register or the subject of a pending notification.

- 16(4)** Any interests notified to the authority's monitoring officer will be included on the register of member's interests.
- 16(5)** A copy of the register of member's interests will be available for public inspection and will be published on the authority's website.

Sensitive information

- 17(1)** Where you consider that the information relating to any of your interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 16.
- 17(2)** You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.
- 17(3)** In this Code, 'sensitive information' means information whose availability for inspection by the public could lead to you or a person connected with you being subject to violence or intimidation.
- 17(4)** The published register may state you have a personal or disclosable pecuniary interest details of which have been withheld under section 32(2) of the Localism Act 2011.

Part 5

THE GENERAL PRINCIPLES OF PUBLIC LIFE

The general principles governing your conduct under section 28(1) of the Localism Act 2011 are set out below:

Selflessness

- 1** Holders of public office should act solely in terms of the public interest.

Integrity

- 2** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try to inappropriately influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

- 3** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

4 Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

5 Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

Honesty

6 Holders of public office should be truthful.

Leadership

7 Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Part 6

The categories of Disclosable Pecuniary Interests under The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 SI 2012/1464.

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

Interest	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.

Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

Interest	Description
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions -

“the Act” means the Localism Act 2011;

“body” in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

EXPLANATORY NOTE **(This note is not part of the Code)**

The code of members’ conduct sets out the conduct that is expected of members and co-opted members of the authority.

Paragraph 1 of the Code provides that the Code applies to any member of the authority and that it is the personal responsibility of each member to comply with the Code.

Paragraph 2 of the Code provides that the Code applies whenever a member is acting in his or her official capacity. Additionally, where a member is acting as a representative of his or her authority, he or she must continue to observe the authority’s code, unless he or she is subject to another relevant authority’s code, or unless (in relation to any other body) it conflicts with any other legal obligations. There are also criminal offences in relation to the disclosure of pecuniary interests which are outlined in paragraph 2.

Paragraph 3 of the Code provides that members must treat others with respect and not do anything which may cause their authority to breach equality legislation, or which compromises the impartiality of those who work for the authority or bully anyone or intimidate persons involved in code of conduct cases.

Paragraph 4 of the Code provides that members must not without consent disclose confidential information they have acquired and must not prevent others from gaining access to information to which they are entitled.

Paragraph 5 of the Code provides that a member must not conduct himself or herself in a manner which could bring his or her authority into disrepute.

Paragraph 6 of the Code provides that a member must not use his or her position improperly to gain an advantage or confer a disadvantage and that when using or authorising the use of the authority’s resources, he or she must act in accordance with the authority’s reasonable requirements, must not permit those resources to be used for political purposes and must have regard to the Local Authority Code of Publicity.

Paragraph 7 of the Code provides that a member must have regard to advice given by the chief finance officer and monitoring officer and must give reasons for decisions made.

Paragraph 8 of the Code provides a list of matters which constitute a personal interest.

Paragraph 9 of the Code provides that generally a member with a personal interest in any business of his or her authority must disclose that interest at any meeting at which the business is considered.

Paragraph 10 of the Code provides that generally a member with a personal interest also has a prejudicial interest if the interest could be regarded by a member of the public as so significant that it is likely to prejudice his or her judgement of the public interest. The paragraph provides that in specified circumstances a member may regard himself as not having a prejudicial interest.

Paragraph 11 does not apply to your authority.

Paragraph 12 of the Code provides that a member with a prejudicial interest must, unless, for example, he or she is making representations and members of the public are also allowed to make representations on that matter, or he or she has obtained a dispensation, withdraw from any meetings at which the business is being considered, and must not improperly influence decisions in relation to the business.

Paragraph 13 of the Code provides details of matters which constitute a disclosable pecuniary interest. Further definition is provided in Part 6 of this Code.

Paragraph 14 of the Code provides that generally a member with a disclosable pecuniary interest in any business of his or her authority must disclose that interest at any meeting at which the business is considered. Exceptions apply where the interest is already registered.

Paragraph 15 of the Code provides that a member with a disclosable pecuniary interest must not participate in any discussion or participate in any vote on the matter and must withdraw from the meeting considering the matter.

Paragraph 16 of the Code provides that a member must notify the monitoring officer of his or her personal interests and disclosable pecuniary interests and any change to those interests must also be notified. Separate notification is required to the monitoring officer where a disclosable pecuniary interest is disclosed at a meeting which is not already on the register or subject to a pending notification.

Paragraph 17 of the Code provides that a member may notify the monitoring officer of any sensitive information the availability of which to the public could lead to the member or a person connected with the member being subject to violence or intimidation.

NORTH HORSHAM PARISH COUNCIL CODE OF MEMBERS' CONDUCT DISPENSATION SCHEME

This Dispensation Scheme is adapted from the Horsham District Council Code of Members' Conduct Dispensation Scheme Constitution issue 39 July 2014 and is in line with Standing Order 13.

1. **Introduction**

Parish Councils are responsible for determining requests for a dispensation by a Parish Councillor under Section 33 of the Localism Act 2011. This is because they are a "relevant authority" under section 27(6) (d) of the Act. Under Standing Order 13 this responsibility has been delegated to the Parish Clerk.

In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest. Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law.

2. **Applicability**

The following arrangements for seeking dispensations from prohibitions on participation apply from 1st July 2012. The statutory basis for the Rules is to be found in the Localism Act 2011 sections 33 and 31(1) and (4).

A Member or co-opted Member of the Parish Council can make a written request to the proper officer of the Parish Council who has delegated authority to grant dispensation:-

(a) relieving the Member or co-opted Member from either or both of the restrictions in section 31(4) of the Localism Act in cases described in the dispensation and/or (b) relieving the Member or co-opted Member from the restrictions in Paragraph 12 of the Code of Member's Conduct in cases described in the dispensation.

3. **Existing dispensations**

All dispensations granted before 1st July 2012 have ceased to apply.

4. **New rules**

The old rules for seeking dispensation under the Local Government Act 2000 are now replaced. In future, dispensations may only be granted by the Authority's Proper Officer, acting on a written request from a Member.

5. **Legal Criteria**

5.1. If a Member or co-opted Member of the Authority (a) is present at a meeting of the Authority, or of any Committee, sub-Committee, joint

Committee of the Authority (b) has a disclosable pecuniary of interest and/or a prejudicial interest in any matter to be considered, or being considered at the meeting, and (c) is aware that the condition in paragraph (b) is met the Member or co-opted Member may not participate in the matter.

5.2. These rules apply:

5.2.1. To either or both of the prohibitions from participation set out in the Localism Act 2011 section 31(4) concerning the matter in which a Member or co-opted Member has a disclosable interest ; and

5.2.2. to prohibitions from participation concerning a matter in which a Member or co-opted Member has a prejudicial interest.

Section 31(4) of the Localism Act 2011 provided in relation to disclosable pecuniary interests -

“(4) The Member or co-opted Member may not -

(a) participate or participate further, in any discussion of the matter at the meeting, or

(b) participate in any vote, or further vote, taken on the matter at the meeting but this is a subject to section 33”

Paragraph 12 (1) of the Code of Member's Conduct provides in relation to prejudicial interests:

1) Where you have a prejudicial interest in any business of your Authority -

(a) you must withdraw from the room or chamber where a meeting considering the business is being held (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence; (ii) in any other case, when it becomes apparent that the business is being considered at that meeting; unless you have obtained a dispensation from your Authority.”

5.3. A dispensation can only be granted if after having had regard to all relevant circumstances the Proper Officer:-

5.3.1. Considers that without the dispensation the number of persons prohibited by section 31(4) from participation in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business, or

5.3.2. Considers that granting the dispensation is in the interest of persons living in the Authority's area, or

5.3.3. considers that it is otherwise appropriate to grant a

dispensation.

6. Maximum period

A dispensation will specify the period for which it has effect and the period specified may not last for more than four years from the date of the giving of the dispensation.

7. How to apply for a dispensation

If a Member wishes to seek dispensation to enable him or her to participate in the consideration of a matter from which he or she would be excluded by the provisions of section 31(4) of the Localism Act 2011 or the Code, he or she should write to or email the Clerk a request for a dispensation explaining why it is desirable for a dispensation to be granted as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

8. Records

The Proper Officer will formally notify the Councillor of their decision and reasons in writing at the earliest opportunity and in any event within five working days of the decision. The Proper Officer will keep a formal record with the Register of Members' interests and provide a copy to the District Council's Monitoring Officer.

9. Consideration of an application for dispensation

The following is a summary of what might be regarded as good practice in considering and application for a dispensation –

- 9.1. Dispensations should be granted only in exceptional circumstances.
- 9.2. Dispensations cannot be granted other than in the circumstances set out in the Localism Act 2011 section 33(2) set out in paragraph 4.3 above.
- 9.3. A dispensation cannot authorise a member to act unlawfully.
- 9.4. Any dispensation that has already been granted will be ignored when applying the legal criteria in paragraph 4.
- 9.5. The interest of the Member seeking the dispensation will be balanced against the potential effect of the outcome of the vote if the Member is unable to participate.
- 9.6. A dispensation may be granted to enable a Member to speak only or to speak and vote.
- 9.7. A dispensation should not be granted when the dispensation would conflict with the general principles which underlie the Code of Members' Conduct –
 - 9.7.1. Selflessness – Holders of public office should act solely in terms of the public interest.
 - 9.7.2. Holders of public office must avoid placing themselves under any obligation to people or organisations that might try to inappropriately influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

9.7.3. Objectivity – Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

9.7.4. Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

9.7.5. Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

9.7.6. Honesty - Holders of public office should be truthful.

9.7.7. Leadership - Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

9.8. Dispensation should not be granted where the nature of the Member's interest would damage public confidence in the conduct of the Authority's business were the dispensation to be granted.

9.9. If a dispensation is granted it should usually be for one specific item of business at one meeting of the Authority.

9.10. Consideration must take account of any legal requirement or statutory guidance issued by Department for Communities and Local Government.

9.11. Section 31(4) of the Localism Act 2011 does not apply in relation to anything done for the purposes of deciding whether to grant a dispensation under this section.

9. Disclosure of Decision

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

10. Help

Further assistance can be obtained from the Parish Clerk.



NORTH HORSHAM PARISH COUNCIL GRIEVANCE POLICY

INTRODUCTION

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0>). It also takes account of the ACAS guide on discipline and grievances at work. (<http://www.acas.org.uk/media/pdf/b/l/Discipline-and-grievances-Acas-guide.pdf>). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a workplace colleague, a trade union representative or a trade union official. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date
 - any changes to specified time limits must be agreed by the employee and the Council

- an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the Data Protection Act 1998
- recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the Council's and the employee's consent.

INFORMAL GRIEVANCE PROCEDURE

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact either the Clerk, the Chairman of the Personnel Committee or, if appropriate, another member of the Personnel Committee.

FORMAL GRIEVANCE PROCEDURE

5. If it is not possible to resolve the grievance informally, the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Personnel Committee.
6. The Personnel Committee will appoint a sub-committee of three members to investigate the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. The sub-committee will investigate the matter before the grievance meeting which may include interviewing others (e.g. employees, councillors or members of the public) .

Notification

8. Within 10 working days of the Council receiving the employee's grievance, the employee will be asked, in writing, to attend a grievance meeting. The sub-committee's letter will include the following:
 - the names of its Chairman and other members
 - a summary of the employee's grievance based on his/her written submission
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 25 working days of when the Council received the grievance
 - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
 - a copy of the Council's grievance policy
 - confirmation that, if necessary, witnesses may attend on the employee's behalf and that the employee should provide the names of his/her witnesses at least five working days before the meeting
 - confirmation that the employee will provide the Council with any supporting evidence at least five working days before the meeting.

The grievance meeting

9. At the grievance meeting:
 - the Chairman will introduce the members of the sub-committee to the employee
 - the employee (or companion) will set out the grievance and present the evidence
 - the Chairman will ask the employee what action does he/she wants the Council to take
 - any member of the sub-committee and the employee (or the companion) may question any witness
 - the employee (or companion) will have the opportunity to sum up the case
 - the Chairman will provide the employee with the sub-committee's decision, in writing, within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal
 - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

The appeal

10. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the Personnel Committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
11. Appeals may be raised on a number of grounds, eg:
 - a failure by the Council to follow its grievance policy
 - the decision was not supported by the evidence
 - the action proposed by the sub-committee was inadequate/inappropriate
 - new evidence has come to light since the grievance meeting.
12. The Appeal will be heard by a panel of three members of the Personnel Committee who have not previously been involved in the case. There may be insufficient members of the Personnel Committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the Personnel Committee. The appeal panel will appoint a Chairman from one of its members.
13. The employee will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
14. At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - explain the action that the appeal panel may take.
15. The employee (or his/her companion) will be asked to explain the grounds of his/her appeal.
16. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
17. The appeal panel may decide to uphold the decision of the Personnel Committee or substitute its own decision.
18. The decision of the appeal panel is final.



NORTH HORSHAM PARISH COUNCIL DISCIPLINARY POLICY

Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0>). It also takes account of the ACAS guide on discipline and grievances at work <http://www.acas.org.uk/media/pdf/b/l/Discipline-and-grievances-Acas-guide.pdf>. The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below. The Clerk is responsible for the day to day management of the staff and will inform the Personnel Committee of concerns regarding staff.
- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used to when performance management proves ineffective. For more information see the ACAS publication "How to manage performance" at <http://www.acas.org.uk/media/pdf/m/0/How-to-manage-performance-advisory-booklet.pdf>
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any disciplinary, investigatory or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend

any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submission

- If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the Data Protection Act 1998
- recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary action. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure, raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include an oral warning, written warning, final written warning or dismissal
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the Council's and the employee's consent.

Examples of misconduct

- 4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct:
- unauthorised absence

- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

Examples of gross misconduct

- 5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct:
- bullying, discrimination and harassment
 - incapacity at work because of alcohol or drugs
 - violent behaviour
 - fraud or theft
 - gross negligence
 - gross insubordination
 - serious breaches of health and safety rules
 - serious and deliberate damage to property
 - use of the internet or email to access pornographic, obscene or offensive material
 - disclosure of confidential information.

Examples of unsatisfactory work performance

- 6 The following list contains some examples of unsatisfactory work performance:
- inadequate application of office procedures
 - inadequate IT skills
 - unsatisfactory management of staff
 - unsatisfactory communication skills.

DISCIPLINARY INVESTIGATION

- 7 The Council's Personnel Committee will appoint an Investigator who will be responsible for undertaking the investigation - a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the Personnel Committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Personnel

Committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should deal with the following:

- what the investigation is required to examine
- whether a recommendation is required
- how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a report
- who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

- 8 The Investigator will be asked to submit a report within 20 working days of appointment. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage (see paragraph 16).
- 9 The Personnel Committee will first notify the employee in writing of the alleged misconduct and ask him/her to attend a meeting with the Investigator. The employee will be given at least five working days' notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee should be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
- 10 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 11 If there are other persons (eg employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 12 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be taken.
- 13 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or

- the employee has a case to answer and there should be action under the Council's disciplinary procedure.

14 The Investigator will submit the report to the Personnel Committee which will decide whether further action will be taken.

15 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

THE DISCIPLINARY MEETING

16 If the Personnel Committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:

- the names of its Chairman and other two members
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the investigation report, all the supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing (at least 15 working days) so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least five working days before the meeting
- that the employee and the Council will provide each other with all supporting evidence at least five working days before the meeting. If witnesses are not attending the meeting, witness statements will be submitted to the other side at least five working days before the hearing
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The disciplinary meeting will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee
- the Investigator will present the findings of the investigation report
- the Chairman will set out the Council's case and present supporting evidence (including any witnesses)

- the employee (or the companion) will set out his/her case and present evidence (including any witnesses)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or the companion) will have the opportunity to sum up his/her case
- the Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision
- the disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

DISCIPLINARY ACTION

17 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

Oral warning

An oral warning is issued for most first instances of minor misconduct. The Council will notify the employee:

- of the reason for the warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- of the right to appeal
- that a note confirming the oral warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for six months.

Written warning

If there is a repetition of earlier misconduct which resulted in an oral warning, or for different and more serious misconduct, the employee will normally be given a written warning. A written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal

- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 12 months.

Final written warning

If there is further misconduct during the period of a written warning or if the misconduct is sufficiently serious, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 18 months.

Dismissal

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

18 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal.

19 If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action imposed as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal

THE APPEAL

20 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five

working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

- 21 The grounds for appeal include;
 - a failure by the Council to follow its disciplinary policy
 - the sub-committee's decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.

- 22 The Appeal will be heard by a panel of three members of the staff committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.

- 23 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

- 24 At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - explain the action that the appeal panel may take.

- 25 The employee (or his companion) will be asked to explain the grounds for appeal.

- 26 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal hearing.

- 27 The appeal panel may decide to uphold the decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

- 28 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

- 29 The appeal panel's decision is final.



North Horsham Parish Council

CODE OF PRACTICE FOR HANDLING COMPLAINTS

1. Introduction

1.1 This code of practice is based on the National Association of Local Councils (NALC) Legal Topic Note 9E (June 2014) on Handling Complaints (England).

1.2 Definition of a complaint

'A complaint is an expression of dissatisfaction, however made, about the council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council.'

1.3 Parish Councils as corporate bodies are not subject to the jurisdiction of The Local Government Ombudsman, and there are no provisions for another body to which complaints can be referred. Parish Councils should adopt a standard formal procedure for considering complaints for the benefit of good administration and transparency. The Council will do its utmost to settle complaints and satisfy complainants in the interest of the good reputation of the Council.

1.4 A complainant can be members of the public, councillors, employees of the council or members of an organisation.

1.5 The identity of a complainant will only be made known to those who need to consider a complaint. Care will be taken to maintain confidentiality where circumstances demand, e.g. where matters concern financial or sensitive information or where third parties are concerned.

1.6 The Parish Council will bear in mind the provisions of the Data Protection Act 1998 and Freedom of Information Act 2000 in handling complaints.

2. Complaints outside this Code of Practice

2.1 Depending on the nature of the complaint, there may be alternative routes to use rather than this complaints procedure.

2.2 The following categories fall outside this code of practice:-

Nature of Complaint	Refer to
Alleged financial irregularity.	Local electors have a statutory right to object to a Council's audit of accounts (s.16 Audit Commission Act 1998). Contact the Council's auditor whose name and address can be obtained from the Clerk.
Criminal activity.	The police
Parish Councillor conduct alleged to breach the Code of Conduct adopted by the council.	A complaint relating to a Member's failure to comply with the Code of Conduct must be referred to North Horsham District Council's Monitoring Officer
Employee conduct	Report initially to the Clerk, but if the complaint is about the Clerk, report to the Chairman of the Council. Complaints regarding employees are dealt with under internal disciplinary procedures.
Employee complaint about the workplace	Raise initially with the Line Manager, Clerk or Chairman who will follow the Grievance Policy.

3 Aims of The Code of Practice

3.1 Where a complaint relates to the administration or procedures of the Parish Council, this complaints procedure will normally be used to resolve the issue. The process aims to :-

- Be reasonable, accessible and transparent
- Provide a standard procedure for considering complaints
- Ensure that complainants feel satisfied that their grievance has been properly and fully considered.
- Treat all parties fairly.
- Keep the full Council informed.

4 First stage - Informal complaints

4.1 An informal complaint may be given orally or in writing to the Clerk. If a complaint is given to a Councillor, it is their duty to notify the Clerk or Chairman of the Council within seven working days.

4.1 The Clerk or Chairman of the Council will acknowledge receipt of the complaint within ten working days and do their best to resolve the complaint so that the complainant

feels satisfied that their grievance has been fully considered, taken seriously and acted upon accordingly in a timely fashion.

5 Second stage - Formal complaints

Before the meeting

- 5.1 If the complaint is not resolved informally, the Clerk will ask the complainant to make a formal complaint in writing. If the complainant does not wish to put the complaint to the Clerk, they may be advised to put it in writing to the Chairman. The letter must state that a Formal Complaint is being lodged and should include the following information:-
- Name, address and telephone number of the complainant
 - The complaint about the Council's procedures or administration.
 - How the issue has affected the complainant.
 - Copies of any relevant documents or other evidence to which the complainant may wish to refer at the meeting.
 - Details of third parties and their involvement.
 - What action the complainant believes is required to resolve the complaint.
- 5.2 On receipt of the written complaint the Clerk or Chairman will inform the complainant that the complaint will be considered by a Complaints Panel. The Complaints Panel will comprise of the Chairman or Vice Chairman of the Council and the four Standing Committees with a quorum of three. Their findings will ultimately be reported at the next Council Meeting. The complainant will be informed that a mutually convenient date for a Complaints Hearing Meeting will be scheduled within 28 days. The Clerk will issue an agenda for the Complaints Hearing Meeting not less than three days before the meeting date. The complainant shall be invited to attend the Complaints Hearing Meeting and informed that they are allowed to bring one representative with them for support or who may speak on their behalf if they so wish.
- 5.3 Any documentation regarding the complaint not already supplied must be sent to the Clerk seven (7) clear working days prior to the meeting, excluding weekends and public holidays. The Council shall similarly provide the complainant with copies of any documentation upon which the Council wishes to rely at the meeting.

At the meeting

- 5.4 The Complaints Panel will appoint a Chairman for the Complaints Hearing Meeting. The Panel shall consider whether the circumstances of the meeting warrant the exclusion of the public and press.
- 5.5 The Chairman will introduce everyone present and explain the procedure that will be followed. (Outlined in 5.6 and 5.7)

- 5.6 The complainant (or their representative) will be invited to detail the complaint to the Complaints Panel. The Complaint Panel Members will then, if they wish, ask questions of the complainant relating to the complaint. The Parish Clerk, other officer or Councillor, will explain the Council's position relating to the complaint (if necessary). Panel Members will ask any question of the Parish Clerk, Officer or fellow Panel Member. The Parish Clerk or other Officer, Panel Member and complainant will be offered the opportunity to make any final comments (in that order).
- 5.7 The Parish Clerk or other Officer and the complainant to be asked to leave the room while the Panel Members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties are to be invited back into the meeting room. The Chairman may adjourn the meeting if wished in order that specialist advice may be sought. The Parish Clerk or other Officer and complainant will be invited to return to hear the recommendation to full Council. If a recommendation cannot be reached at the meeting, the Chairman will advise when the recommendation will be made and communicated to the complainant.

After the meeting

- 5.8 Any recommendation on a complaint will be ratified and announced at the next meeting of the Council in public. Within seven (7) working days of the Council accepting the recommendation of the Complaints Panel, the Clerk will put the decision in writing to the complainant.

6. Reviewing and Monitoring the Policy

- 6.1 The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.



North Horsham Parish Council

COMMUNICATIONS POLICIES

The following suite of policies aims to give guidance on all aspects of communication.

1. Policy on the use of the internet, e-mail and IT equipment.
2. Media Policy
3. Social Media Policy.

1. POLICY ON THE USE OF THE INTERNET, EMAIL AND IT EQUIPMENT Originally adopted November 2014

1. Policy Statement

North Horsham Parish Council is committed to maintaining a safe and proper use of all its IT facilities, including the use of email, the internet and IT equipment for the effective communication and protection of the business of the Parish Council, its staff and Councillors.

2. Key Principles

North Horsham Parish Council's Policy on the use of the internet, email and IT equipment is based on the following principles –

- That use of the Council's email facilities are permitted and used in a safe and lawful manner.
- That use of the internet on Council equipment is permitted and used in a safe and lawful manner.
- That monitoring of the use of the Council's email systems and the internet may take place within the scope of the Data Protection Act 1998.
- That the Council's IT systems and equipment are protected with a range of IT security measures.
- That the potential consequences of breaches to this Policy are clearly identified.

3. Who does the policy apply to?

The Policy applies to all employees and Councillors of North Horsham Parish Council.

4. Review of the Policy

Subject to any new legislation, changes in case law which require immediate amendment or the requirements of the Parish Council, the Policy will be reviewed every two years.

5. Use of E-mail systems

North Horsham Parish Council's email system is intended to promote effective communications on matters relating to the provision of services and the business of the Parish Council. The email system should, therefore, only be used for that purpose.

5.1 General guidance on the use of E-mail systems.

- The Council's email system should be used responsibly.
- Emails are to be written in accordance with the standards of any other written communication and the content and language used in the email must be consistent with best Council practice.
- Sent emails must not contain obscene, abusive or profane language.
- The email system should not be used for spreading gossip, for personal gain or be in breach of any of the Council's Policies e.g. sexual or racial harassment.
- Confidential information must not be sent externally outside of the Council.
- Emails are disclosable in any legal action against the Council relevant to the issues set out in the email.
- Emails must not include, either in the text or file attachments, sensitive personal data, without appropriate protection, in order to comply with the Data Protection Act 1998.
- Email addresses should be treated, where appropriate, as confidential and care taken that private email addresses are not wrongly circulated.
- Emails sent to groups of people must be relevant to all concerned.
- Should any member of staff receive an email containing abusive or threatening language the Parish Clerk must be informed.
- Email inboxes will be managed by others when individual members of staff are absent from work.
- Staff must refuse to accept emails with attachments sent by members of the public to facilitate using the photocopying service provided by North Horsham Parish Council.

6. Use of the Internet

- 6.1** The Council's connections to the closed Parish Council Internet are to be used by staff as part of the normal execution of an employee's job responsibilities for the Council's business and provision of services. Connections to the Internet must only be by way of IT equipment authorised for the purpose. Councillors using IT equipment owned by the Council must abide by this policy.
- 6.2** Any information (including email messages) that has been downloaded from the Internet by whatever means should be checked for computer viruses before being loaded onto any machine which is connected to the Council's network. This is necessary in order to avoid the Council's information systems being subjected to computer hacking and software viruses.
- 6.3** The wi-fi code for the open Internet connection must only be given to hirers of the Hall, staff and Councillors.

7. Non-permitted use of the internet

The following instances are deemed as unacceptable use or behaviour by employees or Councillors. This list is not exhaustive -

- Allowing any unauthorised users to access the internet using employees log in details; or while an employee is logged on.
- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.
- Passing on such material to colleagues or other external persons or distributing and forwarding such material.

- Using the internet (or email system) to perpetrate any form of fraud; or software, film or music piracy.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless the download is covered or permitted under a commercial agreement or other such licence.
- Hacking into unauthorised areas within the Council's systems or externally.
- Introducing any form of malicious software into the Council's network.
- Gambling.
- Disclosing of any confidential Council information without express consent.
- Registering an account on any website being used for personal reasons.
- Any other areas where the Council reasonably believes may cause them concern.
- The use of memory sticks from third parties to facilitate using the photocopying service provided by North Horsham Parish Council.

8. Monitoring and privacy issues.

8.1 The Data Protection Act 1998 does not prevent the monitoring of emails and use of the internet by employees and Councillors on the Council's IT equipment. The Council's reasons for such monitoring are as follows –

- To ensure compliance with the Council's Dignity at Work Policies.
- To check for resources utilisation.
- To maintain the reputation of the Council.

8.2 The Council, may retrieve the contents of all incoming and outgoing email messages for the purpose of monitoring whether the use of email system is legitimate, to find lost messages and to respond to new incoming messages. Retrieval may also be undertaken to assist in the investigations of wrongful acts or to comply with any legal obligation.

8.3 Monitoring also includes password protected and deleted items.

9. Consequences of breaches of the Policy.

9.1 Serious breaches of the Policy in relation to non-permitted use of the internet and misuse of the Council's email system may be treated as gross misconduct and as such may be the subject of summary dismissal for employees.

9.2 Less serious breaches of the Policy may result in disciplinary proceedings being commenced for employees.

9.3 Breaches of the Policy by Councillors will lead to them not being able to use the equipment and being reported to the Monitoring Officer.

2. MEDIA POLICY

The media policy is based on a template issued by the National Association of Local Councils 2016.

Introduction

1. North Horsham Parish Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this

information is not available via the Council's publication scheme, please contact the Council's Clerk or Deputy Clerk.

2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including the use of the internet.
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council's obligations set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's Standing Orders and Financial Regulations. The Council's Financial Regulations and relevant Standing Orders referenced in this policy are available via the Council's publication scheme and on the Parish Council website www.northhorsham-pc.gov.uk.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's Publication scheme.

Meetings

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Meetings of the Council and its committees include an opportunity for public participation and the media may speak and ask questions. Public participation is regulated by the Council's Standing Orders.
8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone talking a report of a Council or committee meeting and for telephoning their report at their own expense.
12. The Council will resolve on an individual basis whether the public may participate in a working party. Photographing, recording, filming or other reporting of a meeting of a working party is not allowed.

Other communications with the media

13. This policy does not seek to regulate councillors in their private capacity.
14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
15. The Council Clerk, or Deputy Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.
16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

Monitoring and review of this policy

The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.

3. SOCIAL MEDIA POLICY

This Social Media Policy is based on a template issued by the Society of Local Council Clerks 2016.

1. Policy statement

- 1.1. This policy is intended to help employees including Clerks, RFO's, Executive Officers, part-time, fixed-term and casual employees (collectively referred to as employees in this policy), volunteers and members make appropriate decisions about the use of social media such as blogs, social networking websites, forums, message boards, or comments on web-articles, such as Twitter, Facebook and LinkedIn.

- 1.2. This policy outlines the standards we require employees and volunteers to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.
- 1.3. This policy forms part of the suite of Communications Policies.

2. The scope of the policy

- 2.1. All employees, volunteers and members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our council.
- 2.2. Breach of this policy by employees may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. Responsibility for implementation of the policy

- 3.1. The council has overall responsibility for the effective operation of this policy.
- 3.2. The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- 3.3. All employees, volunteers and members should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Clerk or Chairman.
- 3.4. Questions regarding the content or application of this policy should be directed to the Clerk.

4. Using social media sites in our name

- 4.1. Only an officer nominated by the Clerk is permitted to post material on a social media website in the council's name and on our behalf.

5. Using social media

- 5.1. We recognise the importance of the internet in shaping public thinking about our council and community. We also recognise the importance of our employees, volunteers and members joining in and helping shape local government conversation and direction through interaction in social media.
- 5.2. Before using social media on any matter which might affect the interests of the council you must:
 - a) have read and understood this policy and the others in the suite of Communications Policies and
 - b) employees and volunteers must have sought and gained prior written approval to do so from the Clerk.

6. Rules for use of social media

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

- 6.1. Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- 6.2. Any employee, volunteer or member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform their Line Manager, the Clerk or the Chairman.
- 6.3. Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with your Line Manager, the Clerk or Chairman.
- 6.4. Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
- 6.5. Before you include a link to a third party website, check that any terms and conditions of that website permit you to link to it.
- 6.6. When making use of any social media platform, you must read and comply with its terms of use.

- 6.7. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the council.
- 6.8. You are personally responsible for content you publish into social media tools.
- 6.9. Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- 6.10. Don't discuss employees without their prior approval.
- 6.11. Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- 6.12. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

7. Monitoring use of social media websites

- 7.1. Employees should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedure.
- 7.2. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us.
- 7.3. In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct (this list is not exhaustive):
 - a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
 - b) a false and defamatory statement about any person or organisation;
 - c) material which is offensive, obscene
 - d) criminal, discriminatory, derogatory or may cause embarrassment to the council, members, or our employees;
 - e) confidential information about the council or anyone else
 - f) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the council); or
 - g) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.Any such action will be addressed under the Disciplinary Procedure and for employees may result in summary dismissal.
- 7.4. Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our Disciplinary Procedure, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.
- 7.5. If you notice any use of social media by other employees or volunteers in breach of this policy please report it to your Line Manager, the Clerk or Chairman.

8. Monitoring and review of this policy

The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.



North Horsham Parish Council

DATA PROTECTION POLICY

This policy is based on the National Association of Local Councils Legal Topic Note 38 (January 2013)

1. Introduction

One of the Council's roles is to encourage community involvement and participation; publication of some personal information is integral to this aim. At the same time, such publication must minimise any potential negative impact on individuals, e.g. intrusive marketing or identity theft.

The eight principles of the act are given at the end of this Policy along with a link to the full online definition of the Act. It should be noted that any individual has the right to make a complaint to the Information Commissioner and that any upheld complaint against the Council could result in a fine. The simplest way of ensuring compliance is to adopt a simple set of over-arching principles, since individuals acting for the Council may not be familiar with the full Act.

2. Principles of the Policy

The following principles apply:

Principle 1: Permission

The Council will not gather or publish any personal data unless the purpose of the data is made clear to, and permission has been obtained from, the data owner.

Principle 2: Single Use

Any personal data gathered as above will not be used for any purpose other than that stated when it was obtained. For example, if the Council gathers personal data for a paper publication it may not subsequently publish that data on the internet, and vice versa.

Principle 3: Protection of Electronic Data

The Council will ensure the safe keeping of any electronic files containing personal data and will not release those files to any external party except for the purpose of printing or publication. The Council will require that any files thus released are deleted after use.

As further protection avoid presenting long lists of personal data. In general, contact information should be "dotted around" and presented in the context of other information. This is because there are always people who will use data from the internet for purposes other than that intended. An example would be gathering contact lists for onward sale; in this case, understanding the demographic or locality of contacts makes them more valuable. The way data is presented online may deter such misuse.

3. The Data Protection Act 1998

For full information see:

http://www.ico.gov.uk/for_organisations/data_protection.aspx.

4. Principles of the Act

The following are the eight principles of the Act reproduced from UK Government web site above:-

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless: (a) at least one of the conditions in Schedule 2 is met, and (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under the Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

5. Monitoring and Review of the Policy

The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.



North Horsham Parish Council

DOCUMENTS AND RECORDS RETENTION POLICY

This code of practice is based on the National Association of Local Councils (NALC) Legal Topic Note40 (November 2016) on Local Councils' Documents and Records and 'Charles Arnold Baker on Local Council Administration' (Tenth Edition).

1. Introduction

1.1 The Council recognises the need to retain documentation for audit purposes, staff management, tax liabilities, and the eventuality of legal disputes and proceedings.

1.2 In agreeing a document retention scheme, the Council has addressed these needs, and taken into account its obligations under the Local Government Act 1972, the Audit Commission Act 1998, the Public Records Act 1958, the Data Protection Act 1998, the Employers' Liability (Compulsory Insurance) Regulations 1998, the Limitation Act 1980, the Employment Rights Act 1996, the Local Authorities Cemeteries Order 1977, the Local Government (Records) Act 1962, the Freedom of Information Act 2000 and the Lord Chancellor's Code of Practice on the Management of Records Code 2002 .

2. Retention of documents for legal purposes

2.1 Most legal proceedings are governed by the Limitation Act 1980. The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim.

Category	Limitation Period
Negligence (and other torts)	6 years
Defamations	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal injury	3 years
To recover land	12 years
Rent	6 years
Breach of trust	None

2.2 Some types of legal proceedings may fall into two or more categories. In these circumstances, the documentation should be kept for the longest of the differing limitation periods.

2.3 As there is no limitation period in respect of trusts, the Council will never destroy trust deeds and schemes and other similar documentation.

2.4 Some limitation periods can be extended. Examples include:

- where individuals first become aware of damage caused at a later date (e.g. in the case of personal injury);
- where damage is latent (e.g. to a building);
- where a person suffers from a mental incapacity;
- where there has been a mistake or where one party has defrauded another or concealed relevant facts.

2.5 In such circumstances, the Council will weigh up (i) the costs of storing relevant documents and (ii) the risks of:

- claims being made;
- the value of the claims; and
- the inability to defend any claims made should relevant documentation be destroyed.

3. Document retention schedule

3.1 The Council has agreed a minimum document retention schedule, based on the obligations under the previously named Acts, Codes, Orders and Regulations.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT

Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from the date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753) Management.
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
For Halls and Recreation Grounds		
Applications to hire Lettings diaries Copies of bills to hirers Record of tickets issued	6 years	VAT
For Allotments		
Register and plans	Indefinite	Audit, Management

3.2 The need to retain any documents not included in the above schedule should be considered on an individual basis. As a guide, and in the absence of any prevailing Act, Code, Order or Regulation to the contrary, documents may be destroyed if they are no longer of use or relevant. If in doubt, advice should be sought from the Town Clerk.

4. Reviewing and Monitoring the Policy

4.1 The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.

North Horsham Parish Council – Parish Council Meeting 5th January 2017

<p>Correspondence List from 11th November 2016 to 28th December 2016 Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.</p>	
1.	<p>SALC DIS Extra 895. UK Parliament Week Free introduction to social media course – 31st January 2016 Request To Complete & Promote Dependant Carers' Survey To Member Councils In Your Areas By 18/1/17 – taken to January 2017 PCM Minutes from the meeting with the Chief Constable plus Q&A Watch Out Magazine - Sussex Edition Newsletter January 2017. WSALC Board Meeting 19 January 2017 West Sussex ALC Spring Conference Thursday 30th March 2017 at The Lodge Hill Centre, Watersfield, Nr Pulborough, West Sussex.</p>
2.	<p>NALC Bulletin on national developments and meetings - 11 November 2016, 25th November 2016, 2 December 2016, 16 December 2016. Voting for councillors and clerks to Larger Councils' Committee. Update 18th November 2016. Newsletter – 29th November 2016 DIS 896, DIS 897. Results of Elections held at NALC - 13 December 2016</p>
3.	<p>Earles Meadow Conservation Group Letter of appreciation for grant funding . 11.11.16 – copied to Finance Cttee.</p>
4.	<p>West Sussex County Council Permission has been granted to advertise a proposed permanent Traffic Order the effect of which will be to introduce lengths of prohibition of waiting at any time (double yellow lines) at the junction of Primrose Copse and Holbrook School Lane. TRO/HON8024/RC. Planned roadworks. Traffic regulation Jackdaw Lane and Rusper Road with minor changes on Littlehaven Lane. Proposed Submission Draft West Sussex Joint Minerals Local Plan – Update. For further information on the West Sussex Joint Minerals Local Plan, please visit www.westsussex.gov.uk/mwdf County News: Horsham district November 2016 County Local Committee (CLC) 28th November 2016.</p>
5.	<p>Sussex Police In the Know Updates Sussex Fraud newsletter. 23.11.16 Horsham Police Weekly Updates</p>
6.	<p>Horsham District Council CIL Statement of Modifications Consultation (P&NC) Code of Conduct training slides from 23rd November 2016 and a flowchart regarding declarations of interest. December Events in Horsham</p>

	<p>Winter Wellness Newsletter</p> <p>Notification of proposals to fund floodlighting at the tennis courts in Horsham Park with S106 money allocated to North Horsham - £30,000.</p> <p>Letter to Mr Gavin Barwell, Minister of State for Housing & Planning 13/12/16.</p> <p>Business newsletter Winter 2016</p> <p>Notice of car park charges for Godwin Way Car Park amongst other rural car parks.</p> <p>Neighbourhood Plan Conference on 25 January 2017, 2pm – 5pm at the Billingshurst Conference Centre.</p>
7.	<p>West Sussex Mediation Service</p> <p>Newsletter November 2016</p>
8.	<p>Riverside Walk Improvements</p> <p>Update on funding opportunities, publicising the project and progress</p>
9.	<p>Horsham and Mid Sussex Voluntary Action</p> <p>E Bulletin No 35 No. 36</p> <p>Annual accounts.</p>
10.	<p>Horsham District Older Peoples Forum</p> <p>Agenda for meeting on Thursday 8th December 2016</p>
11.	<p>Horsham District Cycling Forum</p> <p>Details of Meeting on 6th December 2016</p> <p>Minutes of the meeting of 6th December 2016 and notification of the next meeting on Tuesday 7th February at 7:30pm in the Hastings Room, WSCC, County Hall North, Parkside, Horsham.</p>
12.	<p>Three Southern Counties Devolution</p> <p>Update on the Three 3SC Digital Proposition</p>
13.	<p>Resident's letters</p> <p>E-mail expressing concern regarding the proposals by HDC to charge for parking in the Godwin Way Car Park.</p>
14.	<p>Gatwick Airport</p> <p>Gatwick Airport Revised Noise Complaints Handling Policy 2016</p>



North Horsham Parish Council

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Ms C Mangan
Economic Development Manager
Horsham District Council
Parkside
Chart Way
Horsham
West Sussex
RH12 1RL

24th January 2017

Dear Ms Mangan,

North Horsham Parish Council (NHPC) has considered the preliminary draft of the 'Horsham District Economic Strategy' and as inward investment will focus on North Horsham and Novartis, is very keen to have positive and open channels of communication with Horsham District Council (HDC) throughout the development of the Economic strategy and into the future.

Whilst the 'loss of existing business due to the shortage of commercial space and outdated employment accommodation' (page 5) is appreciated, the 'positive focus on providing new commercial sites and premises' (page 3), and the need for 'new strategic sites providing employment floorspace' (page 5) makes the proposed business park on the site north of Horsham extremely attractive. However, this significantly affects the residents of North Horsham due to the 'pressure on infrastructure with negative impact on the Horsham District' (Page 5) which is identified as a threat to the Economic Strategy and which is of particular concern to residents in North Horsham.

The practical development of access to areas where potential business sites are to be developed, so as to cause as few issues to local residents as possible, has been extensively explored by NHPC and local residents whilst considering the application for the new development north of Horsham. NHPC has already identified the need for significant improvements to enable motorists, pedestrians and cyclists to travel easily from Roffey to the proposed business site in North Horsham and a copy of the comments in the initial response to planning application DC/16/1677 with the relevant sections highlighted is attached.

Page 7 of the draft strategy states the priorities identified by Horsham District Council. NHPC would like to see high prioritisation given to securing investment from Local Enterprise Partnerships to promote the creative digital industry within Horsham as this is an existing industry with the potential for and strong indication of growth. With investment there is the potential for "Horsham to be the home of digital" in the future and to build on the success of one of the largest video game companies in the South of England which is based in Horsham. Despite £20 million investment to BT over the three year period to 2015 broadband is not available to all rural communities in Horsham District. This reduces the opportunities for remote/teleworking. Improvements in this area has the potential to keep more than 30,000 people who currently leave

Horsham for work within the community, generating more local income and bringing greater prosperity to the town.

'Developing business cases for investment in transport infrastructure improvements and pursuing external funding to deliver the priority schemes' (page 19) is cited as a barrier to economic growth. NHPC recognised the benefits in partnership working to maximise the benefits for local residents and consider it very important to be included in discussions relating to the development of the business park and Novartis sites in the future.

The Parish Council has been approached by your colleague, Lynda Spain regarding Visitor Economy Priorities and whilst this hasn't been discussed separately by NHPC, the response to the Economic Strategy covers some aspects of this. For example, NHPC supports 'Priority 5 – Promoting the District Offer' (page 21) and the need to encourage people to visit Horsham. It is, therefore, important to keep the key routes into Horsham Town attractive and free flowing. Working with WSCC to keep the grass verges through North Horsham cut in a timely way to promote this vision is of key importance.

You are probably aware that NHPC has been in discussion with HDC regarding the management of the Car Park in Godwin Way (page 25) but due to lack of support from local retailers and limited information on the true financial liability the Parish Council has declined to take responsibility.

Finally it is observed that whilst the economic strategy deals with the 'bigger picture', there is also a need to encourage smaller pockets of retail and service provision for those in the community who cannot travel into the town centre. Reference to working at grass roots level with organisations such as the Parish Council seem to be omitted from the Economic Strategy, however, NHPC would like to reiterate that they would like to promote a positive and open working relationship in order to help both organisations serve their communities better.

Yours sincerely,

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

Cc. Lynda Spain – Economic Development Officer - Horsham District Council

Parish Clerk: Pauline Whitehead BA(HONS) FILCM



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Development Control (North)
Horsham District Council
Parkside
Chart Way
Horsham
West Sussex
RH12 1RL

28th October 2016

Dear Sirs,

Re:- Planning Application DC/16/1677 – Development on land north of Horsham

North Horsham Parish Council has given due consideration to Planning Application DC/16/1677 and puts forward **initial** comments below. The Parish Council is aware that there are likely to be amendments made to the application before it comes before the Horsham District Council (HDC) Development Management (North) Committee Meeting and will continue to monitor and comment on this application throughout the process.

1. Transport

1.1 North Horsham Parish Council supports Horsham District Council's findings that "The key to unlocking the potential of North Horsham is a comprehensive travel plan for rail, roads and public transport focusing on connectivity to the town centre" (Horsham Place Plan 2016-17) and recommends that **strong consideration should be given to re-routing the A264 north of the development site and providing a natural boundary to the development north of Horsham. This would allow the existing A264 to be downgraded to a distributor route. Whilst this may be costly, it would provide a better, sustainable solution for the longer term and into the future.** This development has a huge impact on the residents of Horsham and its surrounding communities and the developer has a duty to offer appropriate solutions to challenges within the highway infrastructure.

1.2 The stretch of the A264 affected by the proposed development is an important part of the wider transport system that forms a part of the route from the south coast northwards to London via the M23 or via the sub-standard A24 towards Dorking and Leatherhead. Still to be completed developments at Kilnwood Vale, west of Horsham (Broadbridge Heath) and in Southwater, have already increased pressure on major routes, especially the A264, and will continue to do so. There is evidence that traffic has slowed as a result. Smaller roads in the vicinity of the development are used to avoid congestion on the major routes. Many of the smaller roads are extremely narrow and pass through rural hamlets and communities or through residential areas of Horsham already congested with traffic.

1.3 It would appear that the proposed road layouts are based on reducing financial outlay rather than on providing good infrastructure solutions. A comprehensive precedent has been set by the development west of Horsham which has not impeded the traffic flow on the A264 and it is important that the best solutions are sought and financial investment is maximised for the benefit of local residents.

1.4 Traffic on the A264 should not be unduly impeded by vehicles accessing, exiting and crossing into the new development, resulting in additional congestion on major routes and the road networks in adjacent parishes.

1.5 There must be sufficient, safe, prominent, visible and accessible crossings on the A264 for non-motorised traffic (pedestrians and cyclists) to reduce dangers to users and encourage car use to be at a minimum. In addition, pedestrian access from the east and south of the proposed railway station is inadequate and would not encourage residents to access the station on foot, this is expanded on later in this document.

1.6 Buses should not be directed along Pondtail Drive and Pondtail Road both of which are narrow and unsuitable for this purpose. A foul sewer routed along Pondtail Road could exacerbate the flooding that already takes place there.

1.7 The Parish Council wishes to raise strong concern that ancient woodland (Bush Copse) will be potentially sacrificed for a roadway to allow a free flow of traffic around the site and questions if other cultural and heritage features on the site may be lost to future generations. "Planning permission should be refused for development resulting in the loss or deterioration of irreplaceable habitats, including ancient woodland" (National Planning Policy Framework (NPPF) para 118).

1.8 Significant buffering is included within the plans for the new development, but the line of trees currently forming a noise barrier on the south of the A264 will be breached to facilitate the additional access and does not take into account the noise from additional traffic. Consideration should be given to improving the buffer to the south of the A264.

2. The proposed road system

2.1 North Horsham Parish Council challenges the evidence used to support the road structure proposals and how the development would be phased (Design and Access Statement pg. 144; 08). The evidence doesn't appear to take account of the cumulative effect of other developments already underway or anticipate further development.

2.2 The Parish Council requires further details of the supporting evidence, including the dates and times of the surveys. The Parish Council strongly recommends that an up to date survey is undertaken to take account of recent development and with realistic forecasts in anticipation of potential development where planning permission has been given

2.3 Has consideration been given to new technological advances in relation to electric cars and the installation of charging systems?

2.4 The Parish Council would be pleased to see a response to the consultation from Highways England regarding the proposed road system.

3. Proposed new roundabout on A264 at Langhurstwood Road

3.1 The proposed roundabout at Langhurstwood Road is considered to be ill conceived, relying on existing infrastructure that was not intended for significant traffic flows and is therefore not fit for this purpose. In particular, Pondtail Drive was never intended as a through road. It is narrow and it leads onto a local road structure that is already at capacity during peak times. There is considerable concern for those residents on Pondtail Drive who will lose significant amenity and

be subjected to increased noise and vibration from traffic including buses and lorries should the proposal go ahead.

3.2 The distance between the roundabout on Pondtail Road and the proposed new roundabout is relatively short. The impact of the restricted length is significant traffic build up both on the A264 and on Pondtail Road. There would be increased risks to the safety of road users because Pondtail Road narrows to enable traffic to navigate the bridge under the railway line and this is an area where there has been a history of flooding. Buses travelling along the narrower part of Pondtail Road would especially pose a danger to oncoming traffic.

3.3 A roundabout slowing traffic at Langhurstwood Road would lead to congestion further along the A264 and on the A24, but it is considered acceptable to have an access onto and leaving the new development for vehicles only at this point.

3.4 There is potential to provide a bridge to enable cyclists and pedestrians to cross to and from Langhurstwood Road/ Pondtail Road over the A264. This must be grade separated to ensure the safety of pedestrians and cyclists, to provide good non-motorised access to and from the new development and to ensure that the flow of traffic on the A264 is not impeded.

4. Northlands Road to Old Holbrook

4.1 It is recommended that this junction becomes an access for pedestrians and cyclists between the existing settlement in North Horsham and the new development as an alternative to Pondtail Drive. This access allows more direct access to North Heath Lane.

5. Rusper Road

5.1 The Parish Council was disappointed that the diagrams within the planning application did not reflect reality.

5.2 In order to access the town centre and residential areas to the east of Horsham, traffic exiting the A264 from the Rusper Road roundabout is likely to encounter the railway crossing at Littlehaven station which causes significant congestion and tailbacks and therefore is not suitable as the main access for the new development for all traffic. It is also not suitable for additional traffic, as properties open directly onto Rusper Road itself and there would be significant impact to residents who live in and around that area, as noise and vibration from traffic is likely to increase. However, this was the Parish Councils' favoured route for buses as it links with Littlehaven Railway Station and leads to the main Horsham station.

5.3 As the Rusper Road roundabout is shown currently as the access point on the new development for schools and Littlehaven Station, it would be logical instead to install a two-level system (graded) at this point whereby only cyclists, pedestrians and buses could cross the A264 from Rusper Road, without impeding the flow of traffic on this major route for those travelling from the south coast to Gatwick and areas where employment opportunities are more prevalent.

5.4 A proposed cycle/pedestrian footbridge has been included in the plan at the Rusper Road roundabout by the developers, however, there is insufficient room to land the footbridge where it has been shown, as that is where any additional car lanes will be sited. In addition, there is no room for any pavement from the Rusper Road roundabout down to the Giblets Road roundabout, where Rusper Road leads into Horsham.

5.5 The rampart of the Motte and Bailey in Lemmington Way, owned by Horsham District Council, which is very close to the A264 boundary fence and an existing dwelling which is on the site of the proposed road works, calls into question whether significant expansion of the roundabout is appropriate. There are also areas of archaeological significance on the development site itself. It is incumbent on HDC to ensure that local heritage features are protected appropriately. A better

solution would be to include a left-hand filter from the A264 into Rusper Road (south) and a left-hand filter from Rusper Road (south) onto the A264.

6. New junction between Rusper Road roundabout and the Moorhead roundabout (Crawley Road) currently shown as Left in and Left out

6.1 The new junction between Rusper Road roundabout and the Moorhead roundabout (Crawley Road) currently shown as left in and left out would be a better place for a roundabout to access the new development (but no access south into the existing residential areas off Bartholomew Way) as this would give more direct access to sports pitches, leisure facilities, railway station, schools and business park. It would also avoid traffic from the East having to travel on the A264 as far as Rusper Road roundabout and traffic exiting from the business park and railway station having to exit left and double back at the Moorhead roundabout.

7. Moorhead roundabout

7.1 Moorhead roundabout accesses the most suitable route for traffic into Horsham, as far fewer homes open out onto the roads. Currently the reverse camber on the roundabout and the speed of vehicles, especially lorries, travelling west towards the Great Daux roundabout on the A264 from Crawley has caused numerous accidents and ways of designing out those flaws need to be considered seriously to improve safety and reduce the potential for traffic congestion.

7.2 Improvements are required to increase the potential capacity for traffic travelling along the A264 without deviation from the west northwards and vice versa at this roundabout. This could include dedicated left turn carriageways on the A264 to enable traffic to turn from the north into Crawley Road and from Crawley Road west onto the A264.

7.3 Concern was expressed regarding the safety aspects of traffic turning in and out of Earles Meadow from the Moorhead roundabout and the dangers posed by vehicles turning across fast moving traffic near a blind corner.

8. Cycle and pedestrian access additional to that included above

8.1 All cycle routes should adhere to guidance in the Sustrans Design Manual (April 2014) and be 2 metres wide.

8.2 Proposals for pedestrian and cycle access using grade separated routes at Langhurstwood Road, Old Holbrook and Rusper Road will supplement the access route near the football pitch at Shottermill across the A264 which appears to be included as part of a footpath route within the new plans.

8.3 To improve the spinal route within the application to enable pedestrians and cyclists to travel unhindered from Roffey to Wimlands Road or to Warnham Station, it is considered that a footbridge that runs opposite the Earles Meadow turn on Crawley Road across the A264 to link in to the proposed 'east /west spinal route' would encourage more people to use it effectively. This could link in with the underpass close to the railway line in some way and could address the current lack of access for pedestrians and cyclists from the East/ Roffey and improve the internal linkages for pedestrians and cyclists from the business park and railways station so that they are not forced on to either a circuitous route to access crossing points or on dark, exposed paths across fields and parks to retail and residential areas.

8.4 In order to use the underpass close to the railway line, significant improvements, including safe, all weather access routed away from the road should be developed. This would enable residents south and east of the railway line to access the proposed railway station by foot or on a non-motorised vehicle. The underpass should be upgraded to include lighting to allow for safer and more inviting pedestrian and cyclist access to the proposed railway station.

9. Wimlands Road/ Emergency Access

9.1 Wimlands Road is crossed by the main rail line to London and has a level crossing, therefore its suitability as the emergency route for evacuating the carriageway on the A264 in case of an emergency and for accessing the new development is questioned and evidenced reassurances are required.

10. Internal Road Design

10.1 There is concern that insufficient parking is provided for residents and visitors which will lead to parking on and blockage of the main, arterial roads which should be discouraged.

10.2 The Parish Council would recommend there are no parking courts, but if these are included, Secured by Design principles should be used so that group car parking is easily accessible, easy to use, attractive and well lit.

10.3 Street lighting should be low level and unobtrusive.

10.4 Consideration should be given to adequate provision to allow refuse collection to be undertaken with minimal disruption to traffic flow.

10.5 The proposed new entrance to the development off the A264 will have to be suitable to take traffic currently using the first part of Langhurstwood Road which will be blocked off. This includes significant vehicle movement (including heavy lorries) to Brookhurst Wood Landfill site (Biffa and Viridor), Langhurstwood Quarry (Weineberger Brickworks) and the proposed development of Wealdon Brickworks to provide a Recycling and Incineration Unit (Brittaniacrest). Has Horsham District Council satisfied themselves that the design of the access road is sufficiently robust?

10.6 Housing design along the access road should be designed to mitigate noise and vibration from the heavy traffic movements. A zone of landscaping may help to reduce impact on residents to give some distance and segregation, but careful design is imperative if housing is to be built in this area. This includes consideration of dust and pollution from emissions which could have an environmental/health effect on residents.

10.7 Concern was raised regarding the width and design of internal roads especially those linking to the business park.

11. Viability of public transport

11a. Railways

11a.1 Is there potential to improve connectivity from North Horsham to Warnham station?

11a.2 Clarification on what will happen if the railway station is not built is required and should that be the case, does the finalised transport layout still work? If the station isn't built, then reassurance would be required to confirm that the money allocated for this would be invested in highways infrastructure and not more dwellings.

11a.3 The land allocated for the railway station and its parking should include use for a Park and Ride facility in phase 1 of the development to encourage residents on the new development to access Horsham without using their cars.

11a.4 It has been stated that if a new station is to be built in North Horsham another one between Horsham and Crawley must close. Kilnwood Vale has been promised a station and improvements have recently been made at Littlehaven Station, therefore in reality, the station at North Horsham appears to be reduced in priority. What evidence is there for the viability of the station?

11a.5 Littlehaven Station will need further improvements as new development is likely to increase demand, especially if the proposed railway station is not built. It is strongly advised to consider improvements on the London bound platform and to review the entrance and exit to the Horsham bound platform which is currently narrow and on a slope. Access to Littlehaven Station from housing development may necessitate improvements to footpaths in the vicinity and to consideration of a pedestrian footbridge to cross the railway line safely. Privately owned land adjacent to Littlehaven Station could provide parking solutions.

11b. Buses

11b.1 A good public transport system with ideal walking distances to bus stops (400 metres) from the start of construction would minimise the impact on the new residents and on existing infrastructure.

11b.2 Consideration should be given to a Park and Ride facility adjacent to the proposed new station to incorporate into existing bus routes. The existing bus routes 23, 98 and 200 could easily link to the facility and provide improved connectivity between the new development, Crawley and Horsham.

11b.3 The Parish Council recommends that buses are routed along Rusper Road to connect to railway stations and to reduce the use of cars.

12. Phasing

12.1 The Design and Access Statement indicates that phasing has been carefully considered and takes account of early delivery of key infrastructure, including the education and transport elements. Liberty pledge early delivery of infrastructure where possible and in consultation with key stakeholders to ensure that infrastructure is delivered in an appropriate and timely manner. A programme of delivery for the highway infrastructure will be agreed and the sequence of works, including the delivery of the new junctions on the A264. (DAS pg. 144 S8). The Parish Council would like more clarity around this and information on the phasing of the business park which is vital for the viability of the development. It is crucial that affordable housing, education facilities and public transport is delivered proportionally as the development is built to address housing need in Horsham and to ensure that new residents are able to establish positive community links and travel habits.

13. Flooding

13.1. It is noted that SuDS (Sustainable drainage systems) are used wherever possible, however, the Parish Council has concerns that water draining into the streams on site could create a problem downstream in the town or further along the River Arun, Does HDC have evidence that this will not cause a problem?

13.2 The Parish Council has concern regarding the level and intensity of contaminants from water being discharged into the natural water system and the resulting effects on wildlife habitats in the local area, especially Warnham Nature Reserve – site of local value and wealth of wild life.

13.3 HDC must be satisfied that the development will not increase the likelihood of flooding in the area and that there will be no detrimental effect on the water table. Should the drainage profile of the area be changed and it became more prone to flooding this could have a consequence on the ability of homeowners to gain insurance cover.

14. Green spaces

14.1 The Parish Council need assurance that open spaces that are already in existence, for example the Riverside Walk, will be preserved within the ethos that they were originated, i.e. that the walk or other rural footpaths will not be diverted through development.

14.2 There needs to be clarity on who will be responsible for green spaces, recreational facilities and trees both in the day to day management and long term. This may be something to explore with the Parish Council, but ongoing management will require a level of finance to support it.

14.3 How will proposed facilities fit in with those already in existence in Horsham? There is concern that new facilities may impact on the viability of existing leisure centres, multi courts, sport and leisure provision, halls and community centres already in existence in Horsham.

14.4 Sports facilities should have non-invasive lighting to protect nearby housing from light pollution and adequate changing facilities available.

14.5 Are HDC and Sport England satisfied that the provision of land for sport replaces what has been lost within North Horsham from development on land previously designated for sport e.g. Jackdaw Lane?

14.6 The size of the sports hub is not commensurate with the development and described as being a 'destination' facility which implies that it will attract visitors from outside the immediate area. This puts additional pressure on the transport system in and around the development. The application indicates that a commercial leisure centre facility (e.g. a private gym) may create an additional 78 Full Time Equivalent jobs. More details of the proposals for leisure are required as it is of significant size.

15. Ecology

15.1 The Parish Council echoes the concerns of the Woodland Trust regarding the threat that development poses to ancient woodland on the site.

15.2 The area is a natural habitat for Pipistrelle Bats which in the UK are protected by law. It is illegal to damage, destroy or disturb any bats or roosts without having taken the necessary precautions. The Council requests a bat survey to be undertaken along with a similar survey to ascertain if other protected species are in danger from the development.

16. Archaeology, historic and cultural features

16.1 Attention is drawn to significant sites of local heritage and scheduled monuments on or near to the development site. These include the Motte and Bailey (on Lemmington Way), the Moated House Farm (linked to the Motte and Bailey), the moat north of Graylands Farm and The Castle Earthworks. These are part of Horsham's heritage and should be retained for the benefit of future generations.

17. Building design

17.1 There should be continuity in design and adherence to the Sussex vernacular. The sample of building design and materials appears to be sympathetic to local design, but the Parish Council echoes concern raised by the Horsham Society that there is a risk of nostalgia and rural idyll. Design should be cohesive and in compliance with standards set down within the Horsham Design Statement and monitored closely.

17.2 Houses should include access points for broadband and TV reception to avoid unsightly satellite dishes or large aerials.

17.3 It would appear that higher density and lower cost housing is close to the access road and that there is not a good mix of lower cost and higher priced housing in proximity to each other.

17.4 A settlement of this size should include provision for a good mix of housing size and tenure to allow intergenerational integration and ensure a balanced community. There does not appear to be any detail of accommodation to meet other needs, such as retirement housing, nursing homes, life time homes to meet the needs of the physically disabled or those with learning difficulties. At a

minimum, it should include one purpose built sheltered housing complex which promotes independent living with onsite support facilities in a safe and secure environment similar to Highwood Mill on the West of Horsham strategic site. There is evidence that the number of Horsham’s population that is 85 years and over will double between 2014 and 2034 (Horsham Place Plan 2016 pg. 12)

No of Bedrooms	Market Housing	Social Rented		Intermediate Housing		Total	%
		Flats	Houses	Flats	Houses		
1	39	41		105		185	6.7
2	327	91	189	127	51	785	28.6
3	731		29	67	67	894	32.5
4+	828				58	886	32.2
Total	1925	132	218	299	176	2750	100.0
%	70.0	4.8	7.9	10.9	6.4	100.0	

17.5 Has a housing needs survey been done and if so what is actually needed?

17.6 Only 39 one-bedroom market properties are included within the proposals. There is anecdotal evidence that 1 and 2 bedroomed properties and bungalows are required for single occupancy and for downsizing.

17.7 A development of this size would usually require a church or place of worship which could also provide community support.

17.8 Attention is also drawn to the Horsham District Hotel and Visitor Accommodation Study (July 2016: i) which suggests that there will be a shortage of hotel accommodation in Horsham to meet the requirements of local companies. This may work in tandem with the creation of the new Business Park.

18. Affordable Housing

18.1 The National Planning Policy Framework (NPPF), Horsham District Planning Framework(HDPF) and Strategic Housing Market Assessment all recommend 35% Affordable Housing on new development.

18.2 The distribution of home sizes appears to be a reasonable match to the SHMA requirements. (see overleaf)

Ref 1: https://www.horsham.gov.uk/_data/assets/pdf_file/0008/14102/CD_H_04_NW-Sussex-SHMA-Affordable-Housing-Needs-Update-Final-Report-F071014.pdf

No of Bedrooms	Social Rented Housing				Intermediate Housing				Total	SHMA 2014 Ref 1	
	Flats	Houses	Total	%	Flats	Houses	Total	%	%		
1	41		41	11.7	105		105	22.1	146	17.7	20.0
2	91	189	280	80.0	127	51	178	37.5	458	55.5	45.0
3		29	29	8.3	67	67	134	28.2	163	19.8	20.0
4+						58	58	12.2	58	7.0	10.0
Total	132	218	350	100.0	299	176	475	100.0	825	100.0	
% Flats/Houses	37.7	62.3	100.0		62.9	37.1	100.0				
% Social/Intermediate Ref 2			42.4				57.6				

However, **Ref 2:** HDPF Paragraph 6.8 page 56

"The overall housing tenure target is to provide 70% of the total as Social/Affordable rented properties and 30% as Intermediate/shared ownership properties."

On this basis, the Social Rented should be 578, so there is a shortfall of 228 homes. In addition, the proportion of Affordable Homes should be 35% so the total number should be 963, with 674 Social Rented, giving a shortfall of 324 homes in this tenure.

18.3 In 2011 the breakdown of housing in Horsham was as follows: -

72% home ownership (this was a declining figure)

13% social tenants

14% private tenants

1% shared ownership

18.4 Planning application DC/16/1677 includes affordable housing as follows: -

30% local need (5% below the recommended amount)

Of that 30% 5% is contingent on the business park being built. (Reducing the potential to 25% and reducing the overall percentage of affordable housing if land for the business park is used for housing)

Of the proposed 30% 12.7% is affordable rental, 5% is shared ownership, 4.7% is discount market and 7.3% is private rented.

18.5 The total area of the site is 231.80 hectares of that 83% is being put to residential land use. (36%) The proportion of the site being offered for affordable housing is extremely small.

Whilst only 30% of the total number of houses will be categorised as affordable, it has been identified that this will represent a £5.66 million deficit to the developer which they are willing to

carry. However, the amount of affordable housing is less than is considered necessary for the development and the amount is not acceptable.

19. Construction

19.1 Given that there will be 381 construction workers on site what arrangements will be made to ensure they don't cause disruption to local residents? This includes excess noise and inconsiderate parking?

19.2 The Parish Council needs assurance that HDC considers that there are adequate tyre washing facilities.

20. Retail

20.1 The scale of the retail area is not commensurate with the development and will attract those from outside the development to visit, especially those from Kilnwood Vale which has no facilities. This has an impact on traffic on the surrounding roads and on roads within the development. Is there sufficient car parking and facilities to allow deliveries by lorry?

21. Business

21.1 There are concerns regarding the feasibility of a business park for high value manufacturing and technology as there is spare capacity of office provision within Horsham (with some offices being redesigned as housing) and surrounding towns that could be more attractive. The Parish Council is concerned that the units could be used for warehousing. Further clarification of the evidence base for the business park is required.

21.2 Major long standing employers have left Horsham in recent years, e.g. Novartis and Applied Materials) however, there is a proposal for a life science business park to be developed on the old Novartis site. Could this affect the viability of a similar type of business park on the outskirts of Horsham? The Parish Council is keen that the development encourages local enterprise and promotes stronger communities.

21.3 Is there provision for sufficient car parking and delivery by lorries?

22. Employment

22.1 Employment growth is dependent on high value businesses (Horsham Place Plan pg. 15) and it has been estimated that the employment space is likely to create 3,500 to 4,000 new jobs. (Horsham Place Plan 2016 pg. 17). The Planning application refers to employment opportunities through the retail outlets and the commercial leisure centre providing 468 Full Time Equivalent jobs. What evidence is there that there is suitable skilled labour to fill these jobs? Greater understanding of the business park and the number of jobs that will be provided is required.

23. Education

23.1 Policy SD8 states that 2 primary schools and a secondary school will be included in the planning application. DC/16/1677 indicates "on the school campus on the east of the site will be a secondary school, primary school (singular) and special educational needs. Land north of the proposed school campus could be acquired by West Sussex County Council if future expansion became a reality. A second primary school is proposed in the western part of the site." (Folder 1; Application documents; pg. 18 sections 3.4 – 3.43) Clarification is required as to what the developer will actually provide, land or the actual facilities.

23.2 Depending on the phased building of the development, there is a potential for those in the west of the area to have no definitive route to the larger school campus. Access to the school for those in the extreme west of the site is across the busy access road.

23.3 Additional school places are vital to cope with the increased need from all of the development around Horsham. This will be even more urgent when the development north of Horsham is built.

23.4 A strategic view of school provision for Horsham should be undertaken to take into account where the need for school places is and where provision is made and plans made accordingly. Currently the cost of school transport is very high and a strategic overview may offer a solution to reduce costs, reduce travel times and reduce road congestion.

24. Health

24.1 It is extremely disappointing that there is a lack of specified commitment to health within the application. Acknowledgement is given to the work of the Clinical Commissioning Group and their effort to ensure that an appropriate health facility commensurate to the size and needs of the local population is provided is supported.

24.2 Horsham is roughly 15 miles from all of the main hospitals in the surrounding area, therefore, a health facility such as a walk-in centre would be of benefit.

24.3 Concern was expressed regarding all transport links to the hospitals but especially public transport links which are not only difficult, often including many changes, but extremely costly.

24.4 Consideration should be given to using one of the business units adjacent to the A264 to be used as a fire/ ambulance /Police station for quick and easy access to major roads and Horsham.

24.5 There is significant concern about pressure on existing services such as schools, doctors' surgeries, dentists etc.

25. Community

25.1 The community centre should complement existing community facilities in Horsham and clarity surrounding its purpose, target audience and who manages and is responsible for it in the long term is needed. Should the Parish Council or another organisation be approached to explore long term management there is a question around financial contribution.

25.2 Concern was raised regarding the physical divide that Old Holbrook provides which segregates the new development. The resulting two distinct areas have individual characteristics of lower density and higher density housing. Reassurance was required to ensure that there would be links which would integrate the three areas to create a cohesive community.

26. General points

26.1 The Parish Council would like to better understand how development of Gatwick Airport and the proposed development at Wealdon Brickworks for a Recycling and Incineration Unit may influence this development and who would review it? It is noted that Gatwick Airport has not objected to the application on the grounds of noise as the development was outside their specified noise contours, however, it was recommended that potential house buyers were advised that there could be aircraft noise.

26.2 The Parish Council requires a better understanding of the process by which the developer can be held accountable for delivering what has been promised in the application.

26.3 Assurance is required from HDC that if a facility isn't built the land will not be used for more housing.

26.4 Currently the area north of the A264 is part of North Horsham Parish, however, the development is of a suitably significant size to warrant having its own Parish Council. Do HDC have any thoughts about this?

26.5 How will the large developments west of Horsham be impacted by the development in North Horsham and will the impact reach to Kilnwood Vale and Southwater?

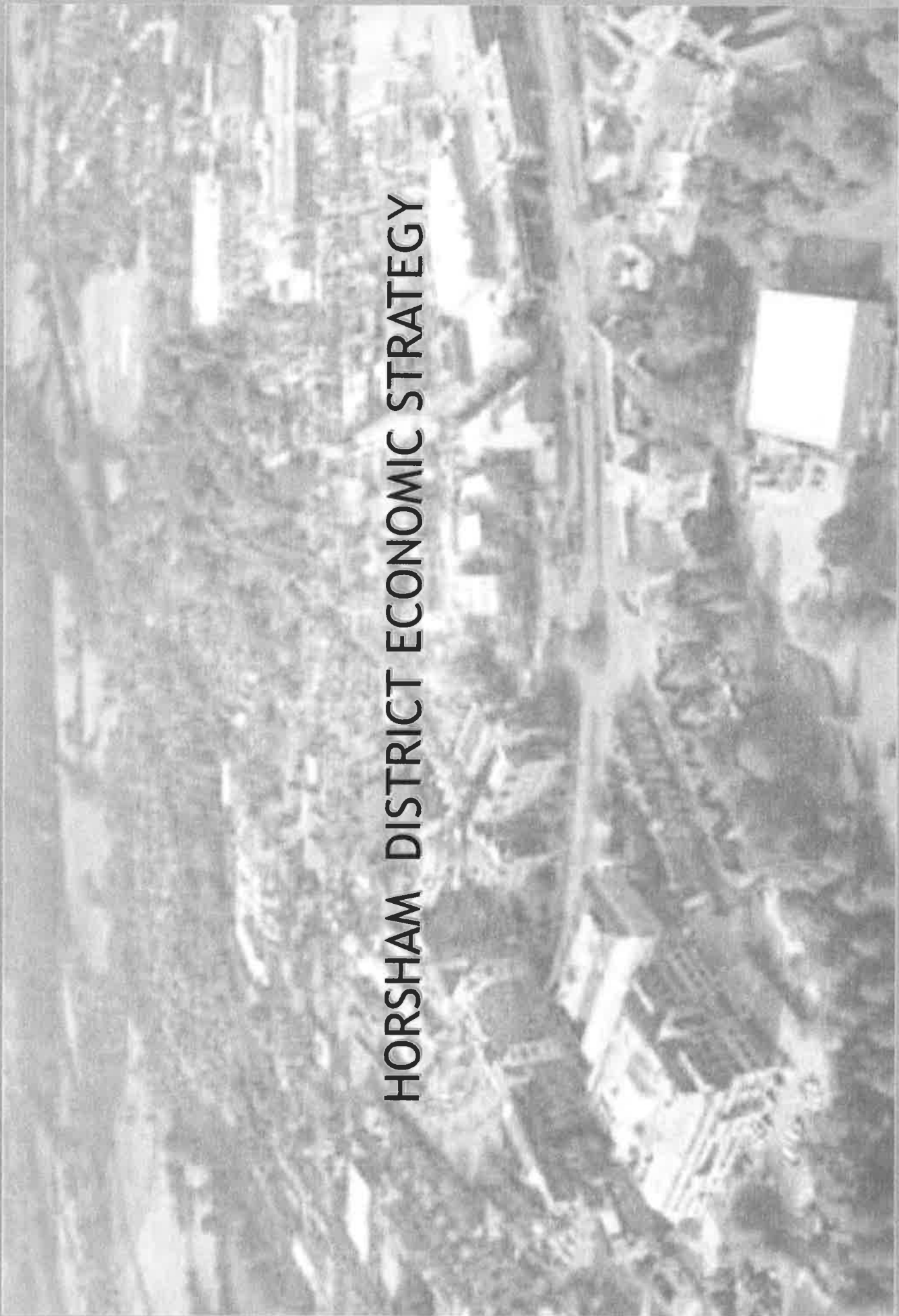
26.6 It is disappointing that the developer chose to hold its public exhibition in Horsham (Park Barn on 30th September 2016 and 1st October 2016), that it was poorly signposted and badly attended. The venue was away from a bus route and with limited paid car parking which may have restricted the ability of some local residents' to attend. It was felt that the standard of exhibition material was very poor and that there was a heavy reliance on artistic impressions. It is hoped that a further exhibition will be held in North Horsham

The Parish Council will submit further comments in due course.

Yours faithfully

Pauline Whitehead BA(Hons) FILCM
Clerk to the Council

HORSHAM DISTRICT ECONOMIC STRATEGY





Foreword

With the adoption of the Horsham District Local Plan, we now have the offer of strategic sites and positive planning policies to encourage economic growth. We must now move forward with a proactive new economic strategy to support our home grown businesses and attract new investment, with the important message that Horsham District is “Open for Business”

Introduction

Horsham District Council has a key role in driving economic growth and is required by Government to set out a clear economic vision and strategy for our area which positively and proactively encourages sustainable economic growth. We must create the conditions that support the local economy and remove barriers that stop businesses creating jobs. Looking back over the past three years, whilst the statistics relating to quality of life paint a positive picture, our economic performance has been poor. Our business rates for the District have remained static since 2013. In looking at the trend of changes in business rateable value, which is a measure of relative economic growth, Horsham District is ranked 288 out of the 353 English Authorities. We are the worst performing authority in West Sussex.

A review of our current situation reveals that there is a limited supply of space in both the office and industrial / warehouse sector. This is due to a modest increase in demand, loss of existing stock to alternative uses and the lack of new developments coming forward. We have witnessed companies such as RSA downsizing and then losing the offices to residential. Alongside this we have seen the number of enquiries for office and commercial floorspace increase year on year. To retain and grow our business rates will require a **positive focus on providing new commercial sites and premises** and allowing existing businesses to expand.

The second pressing issue is the continuing rise in out commuting from the District. To be able to afford to live in this area, a large proportion of our residents find higher paid jobs in areas such as London, Gatwick and Croydon. The danger here is in creating a dormitory District where new business floorspace continues to decline, with a knock-on impact on the support for the market towns and town centre. To increase the number of higher paid, higher skilled job opportunities relies on attracting new businesses and retaining the high growth existing businesses

This strategy aims to achieve long term prosperity and resilience with a need in the short term to establish a strong basis for growth and intervention. It is important that the strategy is iterative, with an ability to respond to future challenges and opportunities.



Economic Overview

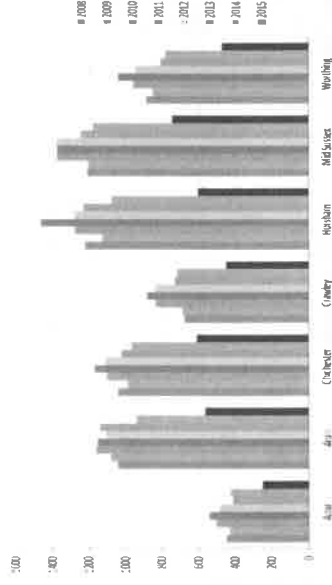
Residents of Horsham District

- ◆ 135,900 population in 2015
- ◆ Workforce of 67,300 (economically active)
- ◆ In 2015 xx% of the District's residents were aged 16-29 years old
- ◆ In 2015 xx% of the residents were over 65 years of age
- ◆ Education - 45.2% of residents are qualified to NVQ4 or above
- ◆ Residents earning higher than county average
- ◆ High cost of living - high and rising house prices

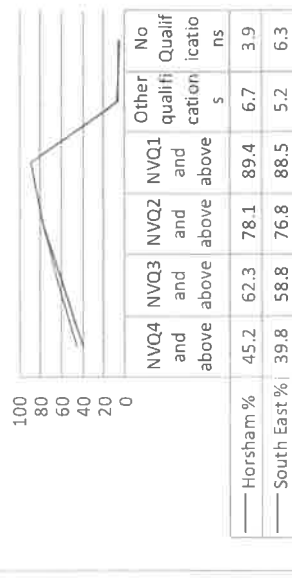
Horsham District Economy in Numbers

- ◆ Estimated 7,160 businesses
- ◆ 49,900 jobs in total
- ◆ £2.6 billion Gross Value Added (GVA) in 2014
- ◆ An entrepreneurial district - the highest business start-up rate in the County?
- ◆ Business survival rates
- ◆ 72% of businesses are rurally based
- ◆ High employment rate - lowest jobseeker's allowance claimant rate on record (x.x% of the working age population xxx 2016)
- ◆ Size of business premises -
- ◆ Size of businesses
- ◆ Business Clusters
- ◆ Xx visitors a year (xx million day visitors)
- ◆ Visitors spend circa £xxx million, supporting xxxx jobs

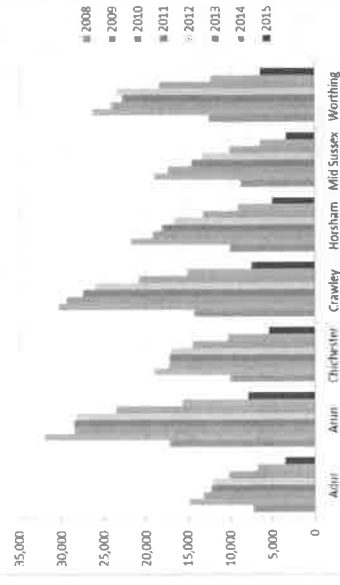
Start-ups in Districts & Boroughs 2008-2015
(2015 data incomplete)



Qualifications



Job claimants in Districts & Boroughs 2008-2015
(2015 data incomplete)



Strengths	Weaknesses
<p>Demographics</p> <ul style="list-style-type: none"> ◆ Has a higher percentage of residents in higher and intermediate occupations ◆ A very low percentage of benefits claimants ◆ Educational achievement is well above average ◆ High proportion of economically active residents <p>Business</p> <ul style="list-style-type: none"> ◆ 27.1% of businesses are knowledge based, higher than the national figure of 21.8% ◆ Second highest average rate of start-ups out of the West Sussex Districts and greater short-term and long term survival rates ◆ Significant number of home based and micro businesses ◆ Increasing demand from companies not in the area seeking to relocate to Horsham <p>Place</p> <ul style="list-style-type: none"> ◆ A desirable place to live ◆ Crime rates are amongst the lowest in the country <p>Opportunities</p> <ul style="list-style-type: none"> ◆ High concentration of Professional, Scientific and Technical businesses ◆ A desirable place to live in a central location, partially within the South Downs National Park ◆ Proactive communications with the business community ◆ Promotion of the District offer to attract new businesses ◆ First class schools with high levels of attainment ◆ New strategic sites providing employment floorspace 	<p>Demographic</p> <ul style="list-style-type: none"> ◆ Low number of full-time students ◆ Migration characterised by young adults moving away ◆ Average earnings for residents are significantly higher than those working but living outside the District ◆ Large number of out commuters ◆ Increasing older population <p>Business</p> <ul style="list-style-type: none"> ◆ 69% of commercial space built before 1980 ◆ Lack of freehold and leasehold employment land ◆ Start up rate has dropped to its lowest rate since before 2008 ◆ Lowest business growth rate in West Sussex <p>Place</p> <ul style="list-style-type: none"> ◆ High house prices ◆ Poor infrastructure with inadequate broadband speeds, mobile phone coverage and road congestion <p>Threats</p> <ul style="list-style-type: none"> ◆ Loss of existing businesses due to the shortage of commercial space and outdated employment accommodation ◆ Failure to secure inward investment and generate new business rates ◆ Further decline in the number of start-up businesses ◆ Government legislation and changes to PD rights, with the subsequent impact on the supply of employment land ◆ Continuation of the growth in out-commuting to secure higher paid jobs ◆ Increasing pressure on infrastructure with negative impact on the Horsham District offer e.g. schools, traffic congestion



Horsham Economic Strategy Vision Statement:

Think Horsham - a first choice business and visitor destination

The objectives for the strategy are as follows:

- ◆ Promoting diversification within the local business base
- ◆ Building on the digital sector business base to support a more buoyant and resilient economy
- ◆ Valuing places within Horsham and ensuring that they are able to evolve as modern and effective economic locations
- ◆ Targeting growth locations - intervening in locations where the potential for growth is highest and there is a strong case for intervention
- ◆ Targeting growth sectors - focussing activity on the sectors which are most important not only to Horsham but also to West Sussex
- ◆ Ensure residents have the skills and information to access opportunities in Horsham
- ◆ Improve the quality of Horsham's offer as a business and visitor location
- ◆ Increase the proportion of high-growth businesses
- ◆ Enhance connectivity and accessibility for businesses
- ◆ Think Horsham - Open for Business - to ensure that Horsham District Council's policies and services support the growth of existing businesses and do not present barriers to attracting new businesses

To address the objectives and deliver the overall vision, the strategy focuses on five priorities:

- ◆ Inward Investment
- ◆ Enterprise
- ◆ Skills and Employment
- ◆ Infrastructure
- ◆ Promoting the District Offer





What Are Our Priorities?

The strategy focuses on five priority areas:

Priority 1: Inward Investment.

Securing economic growth and inward investment will, in part, be dependent on businesses and investors believing in the potential of Horsham's economic locations. In the short term this will focus on the offer provided by North Horsham and Novartis.

Priority 2 Enterprise

It is essential that the District offers a range of quality commercial floorspace to ensure that these businesses have the opportunity to grow and remain here.

Priority 3: Skills and Employment

Horsham's priority for **Skills and Employment** - is to develop the skills that will be needed in the future and find supportive ways of providing skills and employment opportunities to those who are finding it difficult to get jobs.

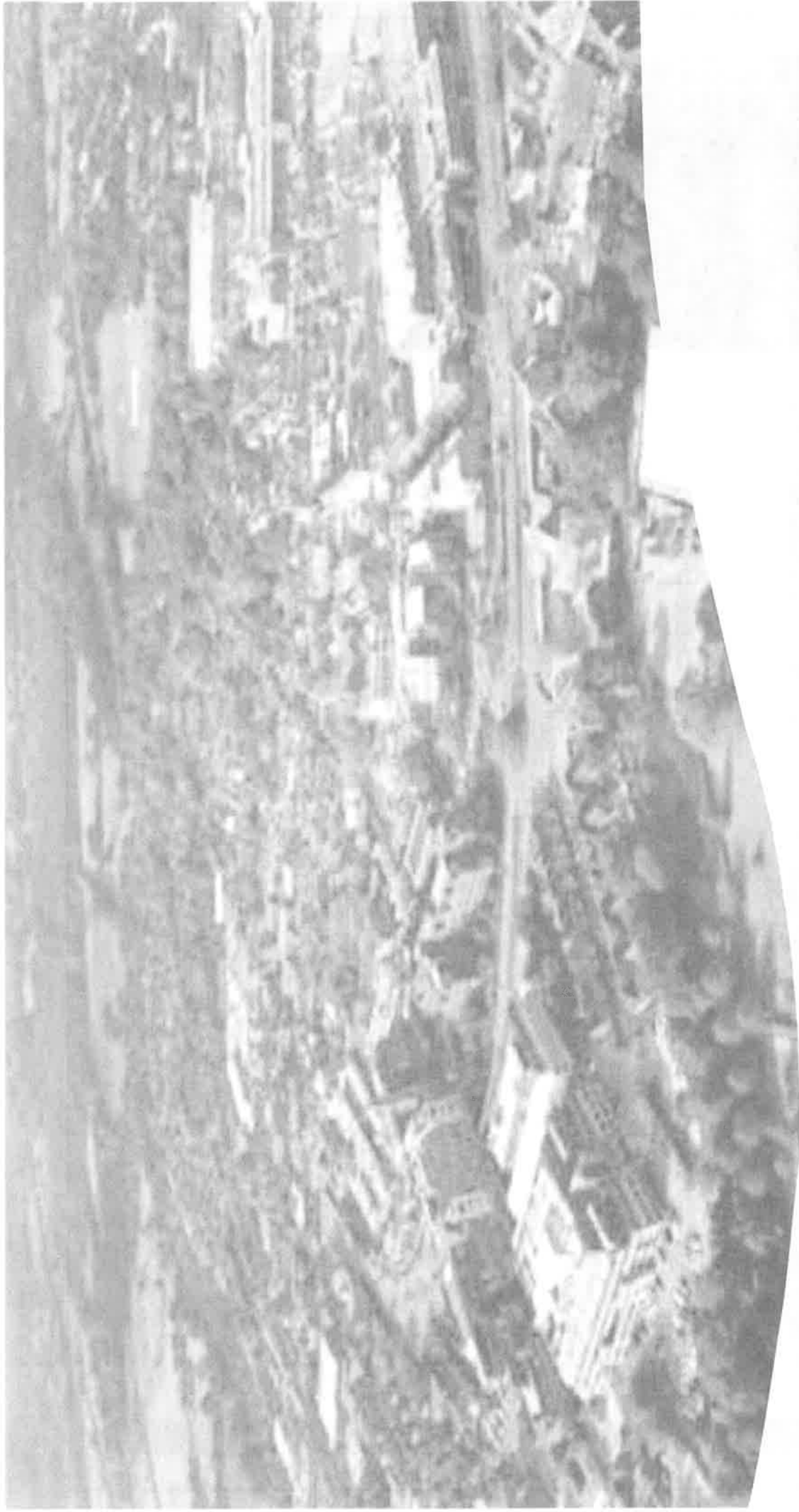
Priority 4: Infrastructure - to address the barriers to economic growth

Infrastructure is vital to the continuing economic growth of the District. There needs to be active support to enable improved access to higher speed broadband and mobile coverage.

Priority 5: Promoting the District Offer

It is important that not only should we celebrate and promote the distinctiveness of the area but we should also build on our current strengths and ensure that we secure a vibrant visitor economy.





Priority 1: Inward Investment



Priority 1: Inward Investment

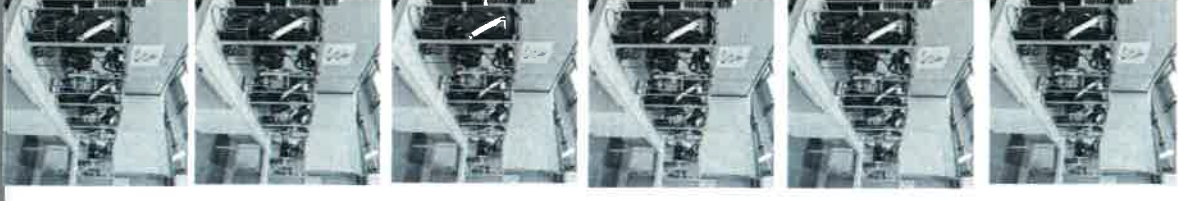
Securing economic growth will, in part, be dependent on businesses and investors believing in the potential of Horsham's economic locations. In the short term this will focus on the offer provided by **North Horsham and Novartis**.

- ◆ Attract new companies as part of the strategic sites developments
- ◆ Promote the District as a place to invest in.

Why is this a priority?

The issue is the continuing increase in out commuting to secure higher paid jobs, with limited business growth and opportunity for residents to work within the District. We now have a number of strategic sites in the pipeline which offer an excellent opportunity to attract new companies into the District. The identified need is to increase the number of skilled, higher paid jobs within the District. This not only achieves a key objective of economic growth, it also helps to address the increasing number of residents forced to commute out of the District to find the higher paid job opportunities.

The District does not perform well in growing its business rates base and has the lowest business rate growth in West Sussex. It is essential to focus resources on attracting new businesses into the District if we are to improve our performance.



Priority 1: Inward Investment

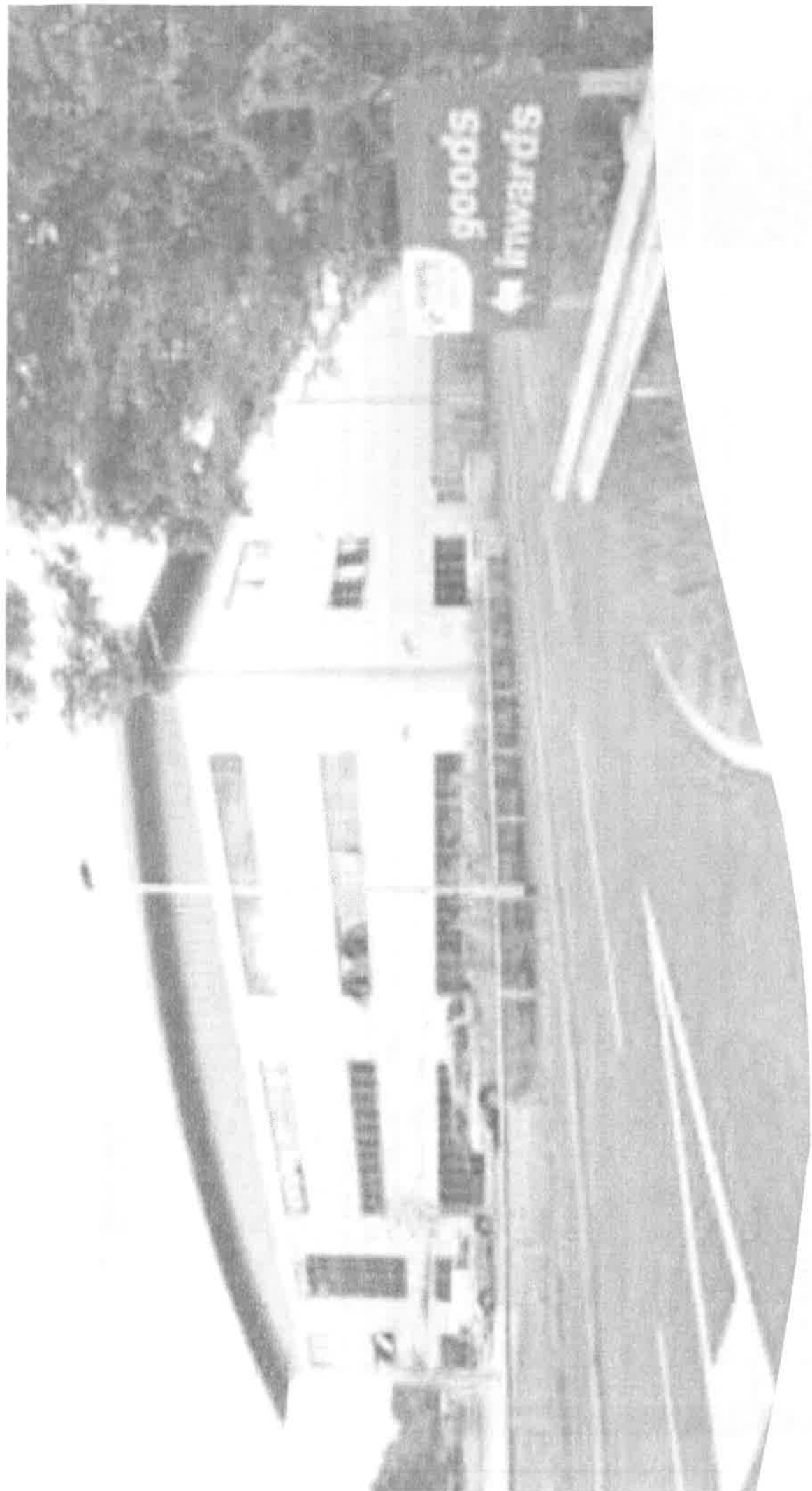
What we will do

It is critical that we invest resources into the promotion of the strategic sites to secure inward investment from companies outside the District. It is important to target companies with high growth potential, offering higher paid and higher skilled job opportunities. Part of this work is ensuring that we promote the significant assets already here and present a compelling argument as to why businesses would relocate to Horsham.

Think Horsham: Open for Business - We have already established the Think Horsham brand and can use this to demonstrate the competitive advantages the District has to offer. Our key assets include proximity to Gatwick and London, the outstanding quality of life, and the strength of our business base in our priority growth sectors. To attract the inward investment we need to ensure our economic growth, we need to understand the needs of companies we want to attract into the area and ensure we offer genuine competitive advantage.

- ◆ We will promote Horsham as an outstanding business destination through the Think Horsham brand. We also need to ensure that businesses understand that Horsham is 'open for business' with a co-ordinated offer in terms of location, skilled workforce, supply chains and knowledge base.
- ◆ We will need to focus our resources on attracting inward investment and to do this we will put in place an Account Management programme. This will ensure that businesses have direct access to senior management within HDC to provide excellent support and develop specific solutions to address their requirements.
- ◆ We will target high growth companies and through contacts at UKTI, Gatwick Diamond, establish direct links to companies in the CDIT sector.
- ◆ We will ensure that the companies are aware of the Horsham District offer.
- ◆ Establish our priority sectors and what their needs are: CDIT, Biosciences
- ◆ Use of existing companies as ambassadors





Priority 2 Enterprise



Priority 2 Enterprise - support our local businesses to become more productive and resilient to support long-term economic growth.

The business survey revealed that businesses want to stay within the District and are anticipating growth in the future. It is essential that the District offers a range of quality commercial floorspace to ensure that these businesses have the opportunity to grow and remain here.

Why this is a priority

Businesses need space to start up, move to and grow. Providing a range of business premises is important, with calls for small units in rural areas, high-tech business parks, industrial units, serviced sites and Grade A offices. The council, as local planning authority, has a key role in this work area. Local companies and business organisations have highlighted the importance of identifying further employment sites, and protecting existing premises. Over two thirds of businesses are rurally based. The rural economy is growing with important specialist industries such as fresh produce, food production and viticulture. Both employment and number of businesses have grown in the last three years and there is scope for further development through supporting business growth.

The market towns provide a network of attractive places to visit and underpin the wider rural economy. They face significant economic challenges, in particular the retail sector. A priority must be to support the market town businesses and enhance the vitality of their high streets.

The District has above average rates of business start-ups. We want to make it easier for people starting a business to access information and advice to support them in their early stages. Start-up businesses sometimes do not have the resources to pay for business advice, and yet this is a time when they can benefit from impartial and professional advice. There is a lot of information available for start-up businesses but it can be time consuming and confusing for people to try and find out about everything they need to know. Businesses have told us they value the council's role in providing information, but that this service could be improved.

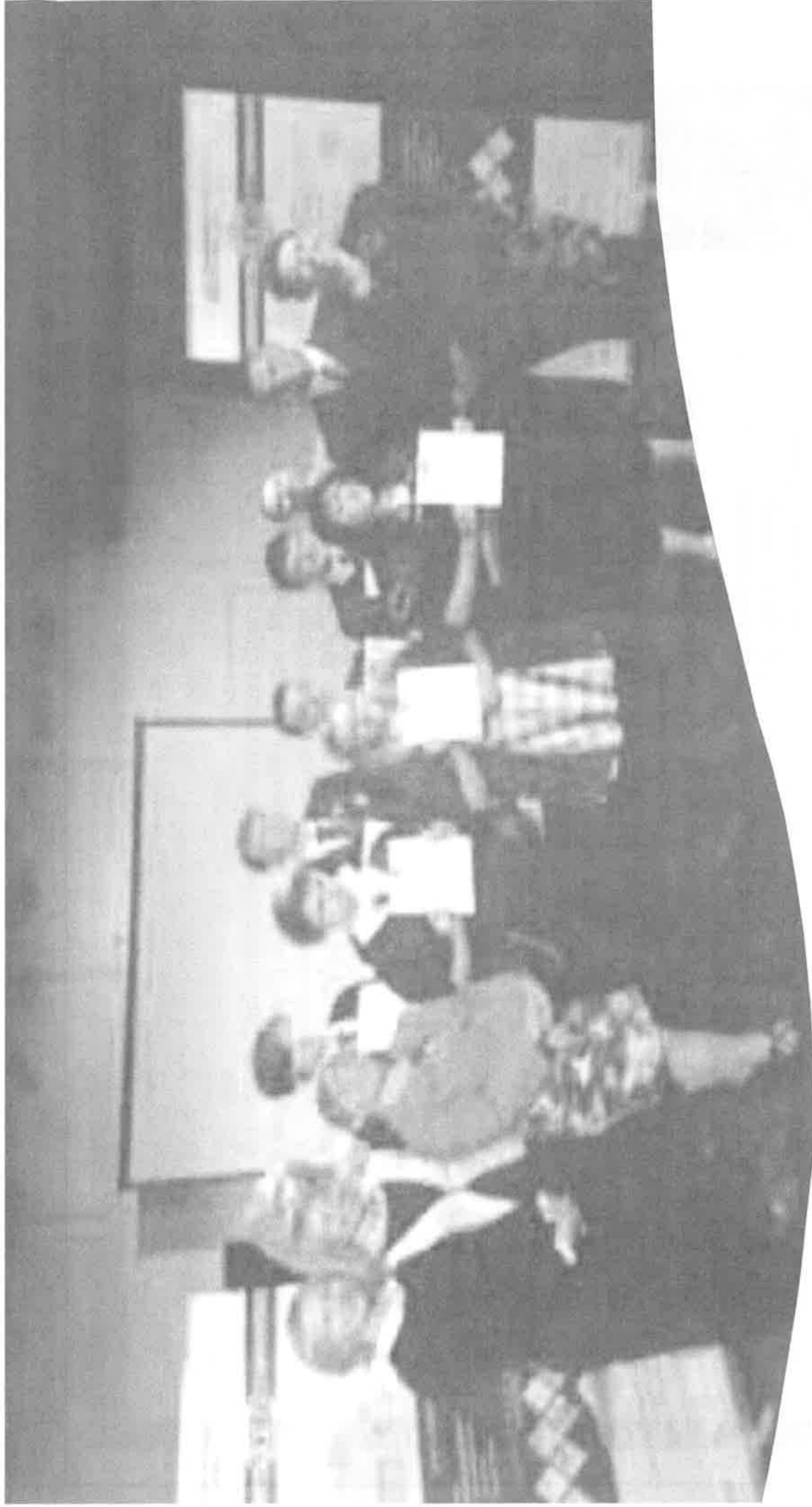


Priority 2 Enterprise - support our local businesses to become more productive and resilient to support long-term economic growth.

What we will do

- ◆ Think Horsham: Open for Business - we will work with colleagues in Strategic Planning and Development Management to ensure that our planning policies are supportive of the local economy
- ◆ Maintain statistical evidence on demand and supply of commercial land and premises, to inform the planning process and investment decisions.
- ◆ Establish and maintain a regular dialogue with private sector developers and commercial property agents, to inform decision making and assist the delivery of employment sites.
- ◆ Identify and promote funding opportunities for employment land/premises development (when available) to encourage investment in sites and premises.
- ◆ Raise awareness of business support for start-ups and new businesses by providing tailored information at locations across the district, including Business Information Points
- ◆ Programme of events under the Microbiz brand to provide training and support for start ups and small businesses
- ◆ The provision of a free, online database of commercial sites and premises, including the availability of council owned workspace and offices, through our liaison with property agents.
- ◆ Continue the Business Newsletter to keep businesses up-to-date with information on council services, events and other sources of support.
- ◆ a 'joined-up' council wide approach on providing information and support for new businesses
- ◆ Identify new sites and premises through the sites allocation development plan document
- ◆ Prioritise the provision of supported, affordable commercial units to support start-ups and small businesses
- ◆ Develop a robust business engagement strategy - establish regular liaison with the District's most significant employers and growth businesses. This should provide regular access to senior officers and members, giving them a prominent role in the development of the business support offer.





Priority 3: Skills and Employment



Priority 3: Skills and Employment

Horsham's priority for **Skills and Employment** - is to develop the skills that will be needed in the future and find supportive ways of providing skills and employment opportunities to those who are finding it difficult to get jobs.

Why is this a Priority?

There is a growing demand for skilled workers in innovative and emerging sectors. The District has low numbers of full-time students with migration characterised by young adults moving away. The business survey identified recruitment issues and a requirement for STEM skills.

Some businesses identify skills and recruitment difficulties as a 'barrier to growth'. Investment in workforce development will bring benefits to local businesses and the people who work in those businesses, helping the wider economy to grow.

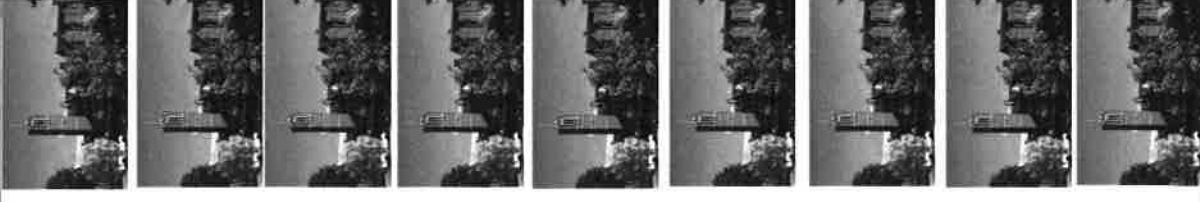


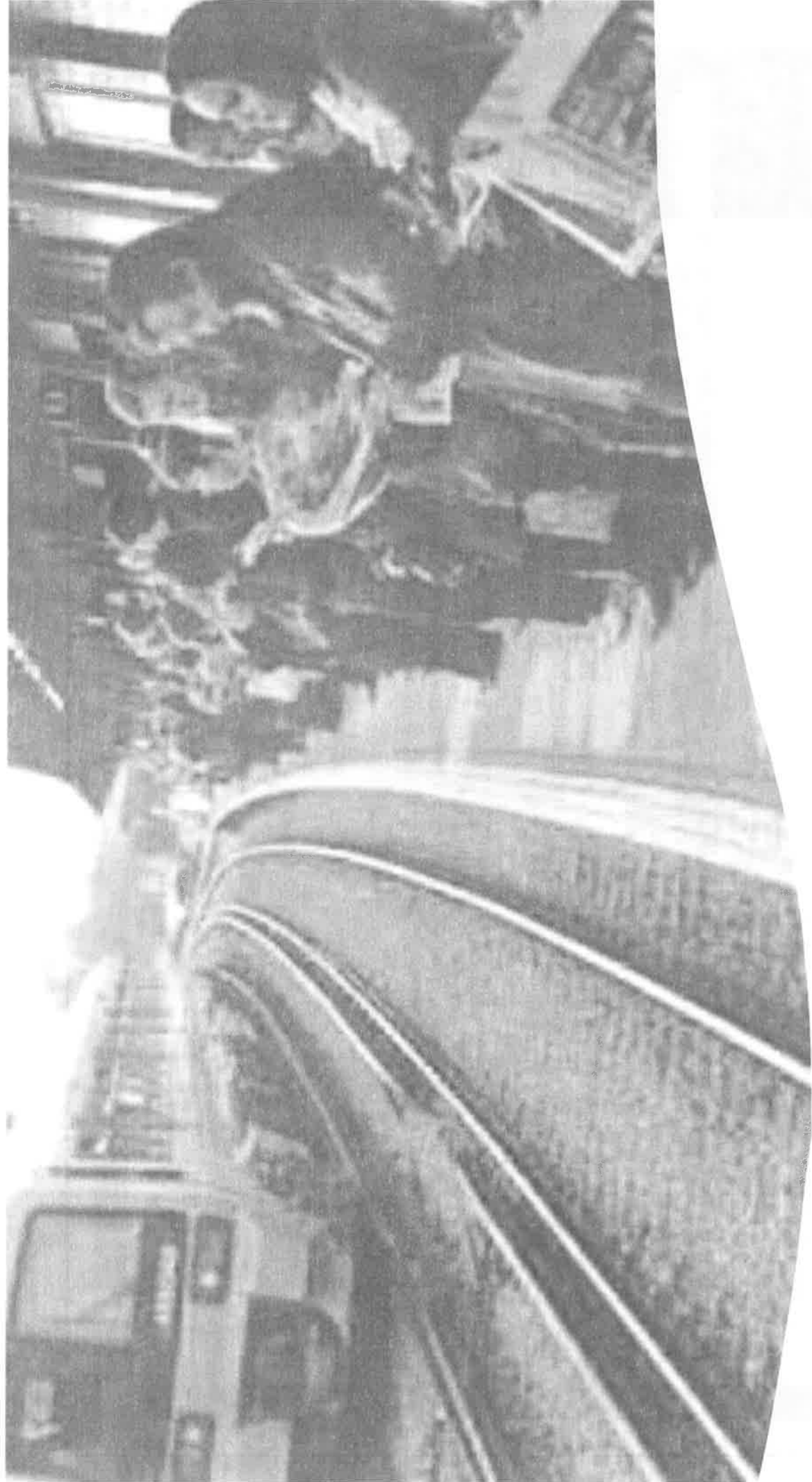
Priority 3: Skills and Employment

What will we do?

The challenge is to identify skills needs in advance. We need to develop a relationship with local employers to gather skills intelligence from them to inform training providers from the local universities, colleges and school. This will help to improve the supply of talented people with the right skills needed by businesses. Having good information on the local skills needed by businesses will help to target training for those people who have found it difficult to get jobs in the past.

- ◆ We need to encourage businesses to invest in skills and workforce development, including:
 - ◇ Developing links with training providers
 - ◇ Offering traineeships and apprenticeships
 - ◇ Offering work placements
 - ◇ Identify and promote funding opportunities for skills and workforce development (when available) to encourage local businesses to invest in their staff.
- ◆ We will further develop a programme of events to foster the links between education and employers including:
 - ◇ Jobs/Recruitment Fair
 - ◇ Careers Fair/STEM sector promotion
 - ◇ Education and Employer Engagement (Event/Programme) including
 - ⇒ CPD Training for Careers teachers at Horsham District Schools
 - ⇒ Apprenticeship Week events
 - ⇒ C2C Enterprise Advisor Programme roll out
 - ⇒ Young Enterprise
 - ◇ STEM promotion
 - ⇒ STEM FEST type activity working with STEM Sussex and FSB
 - ⇒ work with schools and employers
 - ⇒ network of STEM sector employers acting as mentors





Priority 4: Infrastructure



Priority 4: Infrastructure - to address the barriers to economic growth

Infrastructure is vital to the continuing economic growth of the District. There needs to be active support to enable improved access to higher speed broadband and mobile coverage. This priority links to priorities 1 and 2 in ensuring that the infrastructure improvements needed to deliver the strategic sites is secured.

Why this is a priority

While one of the key advantages of the area is its proximity to Gatwick and London, there is concern that congestion is now impacting on the District's potential of continued economic growth. Some parts of the district have slow, or no broadband coverage and limited mobile coverage, particularly the rural areas. Access to higher broadband speeds and better use of IT can make businesses more competitive and help create more employment opportunities in rural areas.

Broadband and the need for higher internet speeds has been raised as a key priority for businesses across the District, where access to increased speeds is necessary to perform at the cutting edge of business innovation. Lobbying for additional funding for 5G approaches and piloting new solutions will be key to future economic success.

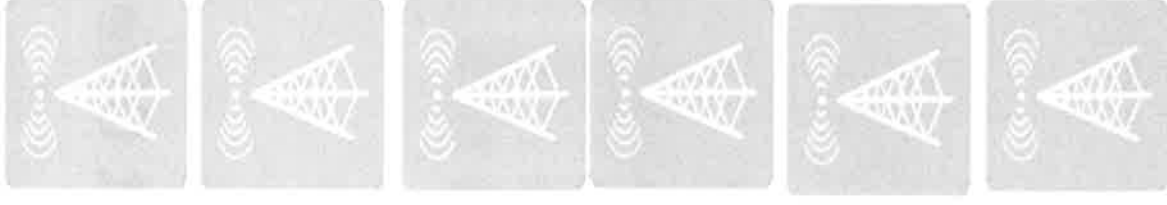
Superfast broadband can help improve business performance by providing access to new markets, improving customer relationships and delivering operational savings. Broadband connectivity is particularly important in rural areas given the physical remoteness from markets. However, the rural nature of the District also makes it costly to invest in superfast coverage. Many businesses in the District have highlighted inadequate broadband provision as a significant barrier to growth.

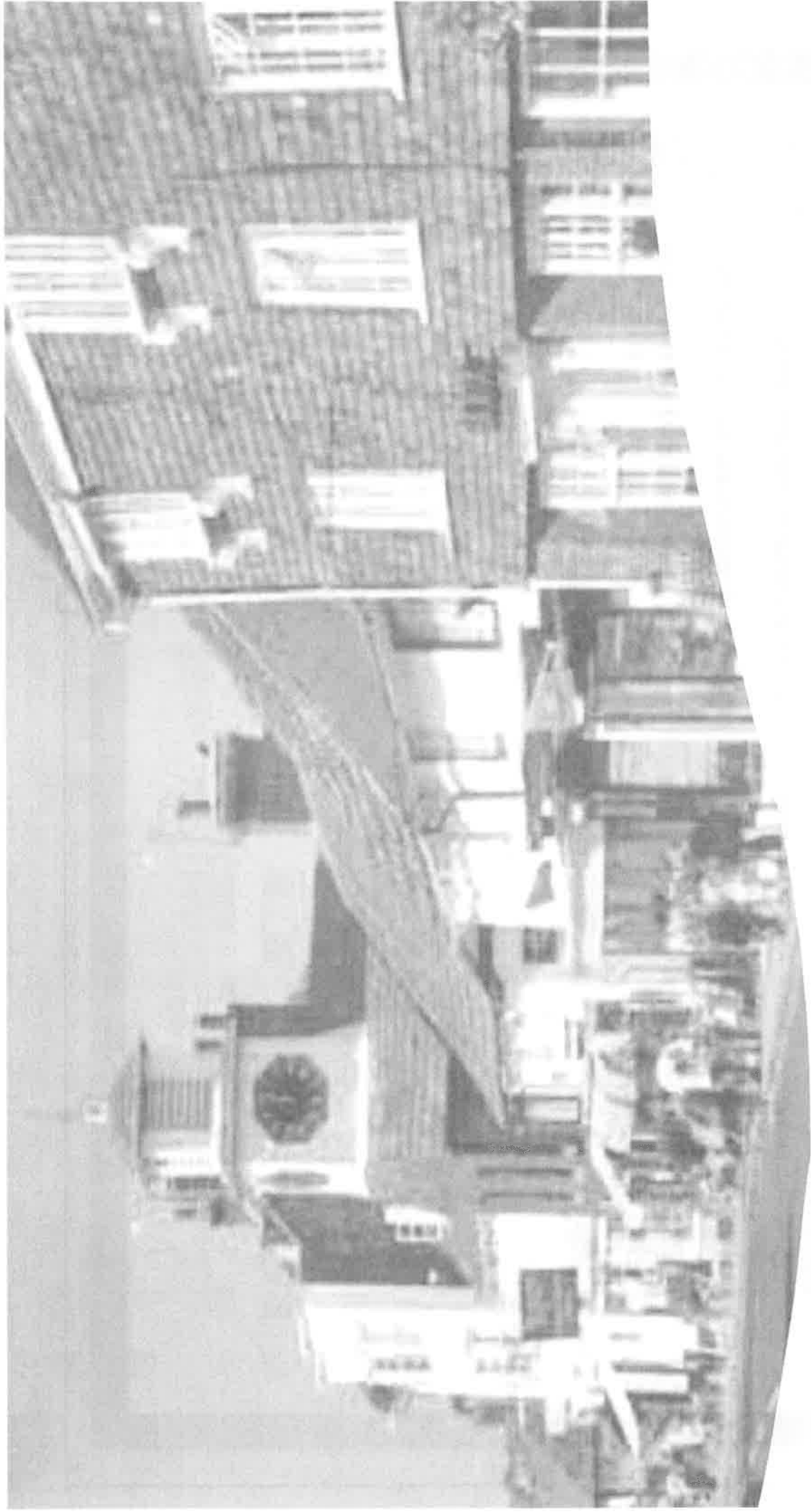


Priority 4: Infrastructure - to address the barriers to economic growth

What we will do

- ◆ Work with partners to ensure that 3SC Devolution delivers significant transport and digital infrastructure improvements
- ◆ Working with providers to deliver wireless solutions to communities/businesses in “not-spot” areas.
- ◆ Planning requirement re connections etc.
- ◆ Develop a programme of digital inclusion with partners to ensure that all residents and businesses have the skills to embrace new technology and connectivity
- ◆ Develop business cases for investment in transport infrastructure improvements and pursue external funding to deliver the priority schemes
- ◆ Work with WSCC in supporting and promoting Better Connected
- ◆ Lobby Central Government to deliver on its promise of 95% superfast coverage by 2017





Priority 5: Promoting the District Offer



Priority 5: Promoting the District Offer

- Events
- Visitor economy
- Marketing
- Branding/identity
- Culture and Heritage

Why is this a priority?

A key strength of the District is the quality of the things that attract people to the place, such as the natural environment, our heritage and culture, food, gardens, parks, events and scenery.

It is important that not only should we celebrate and promote the distinctiveness of the area but we should also build on our current strengths and ensure that we secure a vibrant visitor economy. The visitor economy is the UK's sixth largest industry and is one of the few sectors seeing substantial growth, contributing around £115 billion to the UK economy and responsible for one third of all new jobs created between 2009 and 2011.

The visitor economy generates economic and social activity for visitors and residents alike. It not only supports jobs and economic well-being, but it helps to support facilities and amenities for local communities, encourages residents to stay and spend leisure time in the local area. It also enhances the image of an area, thereby attracting commercial investment by demonstrating to potential investors that the area is good to locate in.

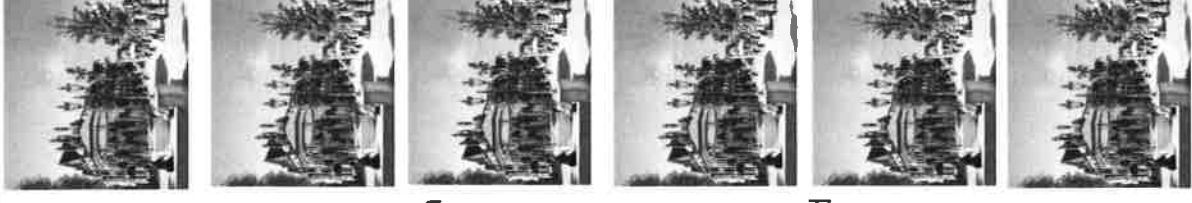
The Horsham District Hotel & Visitor Accommodation Study shows good potential for tourist accommodation development in the Horsham District. The District is well placed to capitalise on the projected growth in the domestic short break and overseas tourist markets, building on its attractive countryside and the pulling power of the South Downs National Park.



Priority 5: Promoting the District Offer

What will we do?

- ◆ Provide additional support, networking and skills workshops for tourism businesses
- ◆ Work with tourism partners to develop a new destination management plan for the District
- ◆ Work with Planning to bring forward site allocations for new hotel and larger scale visitor accommodation development
- ◆ Engaging with pub landlords and tenants and restaurant owners to make them aware of the potential for them to provide accommodation
- ◆ Accommodation to service active tourism
- ◆ Programme of campaigns to promote the District offer
- ◆ Development of a year round programme of events that supports a year round visitor offer
- ◆ Work with partners to increase their confidence and capacity to put on quality events
- ◆ To position Horsham District as a convenient and desirable business tourism destination
- ◆ To encourage the development of major visitor attractions through engagement and support for their strategic plans.
- ◆ Build on and support our local arts, culture and heritage sectors to maximise their positive cultural, social and economic contribution
- ◆ To raise the profile of Arts and Heritage in the District and put the District on the regional map, securing long term benefits from an economic, cultural and community perspective





APPENDIX 1: POLICY CONTEXT



Horsham District Council Corporate Plan Priorities 2016-19

The Economy - Improve and support the local economy, features as one of four priority areas in the Horsham District Council Corporate Plan 2016-19. The key objectives for the Economy are:

- ◆ Develop and progress a master plan for Horsham Town Centre
- ◆ Deliver and subsequently implement a new Economic Development strategy to promote the district as a first choice business and visitor destination
- ◆ Develop and progress a master plan for Hurst Road, Horsham
- ◆ Finalise and progress plans for Billingshurst Village Centre
- ◆ Produce and implement a strategy for the management of off street car parks across the district

The Council's day to day activities will help to deliver the Corporate Plan Priorities:

- ◆ By working in partnership at sub-regional, area and local levels to drive initiatives that will lead to increased economic vibrancy in our District
- ◆ By encouraging local businesses to work together to promote the economy
- ◆ Develop and deliver the Council's parking strategy, policies, procedures and systems
- ◆ By understanding and identifying the economic impact and infrastructure implications of possible Gatwick Airport expansion, and minimising disruption to residents
- ◆ By providing a broad range of services, events and business initiatives that add to the District's rich cultural landscape and heritage



**Horsham
District
Council**

Policy Context

National Planning Policy Framework

The National Planning Policy Framework (NPPF) sets out the Government's planning policies for England and how these are expected to be applied. One of the core planning principles is to proactively drive and support economic development to deliver the homes, business and industrial units, infrastructure and thriving local places that the country needs. The Government is committed to securing economic growth in order to create jobs and prosperity. The NPPF sets out how the planning system should do everything it can to support sustainable economic growth. Planning should operate to encourage and not act as an impediment to sustainable growth.

Local planning authorities should:

- ◆ Set out a clear economic vision and strategy for their area which positively and proactively encourages sustainable economic growth
- ◆ Support existing business sectors and plan positively for the location, promotion and expansion of clusters or networks of knowledge driven, creative or high technology industries

Coast to Capital

Horsham District is part of the Coast to Capital Local Enterprise Partnership. This is one of 39 partnerships established across the UK by Government to determine regional economic priorities, while making investments and delivering activities to drive growth and job creation. The three key priority areas identified in the Coast to Capital Strategic Economic Plan are:

- ◆ Enhance business support and skills
- ◆ Accelerate research and innovation
- ◆ Invest in transport, flood defences and resilience
- ◆ To foster the growth of existing and new businesses
- ◆ To maximise the benefits of technological change
- ◆ To contribute to public sector decision making at a local, regional and national level



Policy Context

Gatwick Diamond

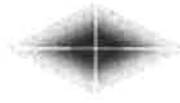
Horsham District is part of The Gatwick Diamond Initiative, a business-led partnership focusing on key strategic issues to address the needs of the area and ensure that it is a world-class place to live, work and do business.

Key Objectives

- To promote the area as a world class business location
- To attract investment whether from UK, government or foreign
- To help retain existing businesses
- To foster the growth of existing and new businesses
- To maximise the benefits of technological change
- To contribute to public sector decision making at a local, regional and national level

Rural West Sussex Partnership

Horsham District is part of the Rural West Sussex Partnership. This partnership supports businesses in rural parts of the county that want to grow. Its main focus is attracting new investment and on supporting small scale, high end manufacturing; home based businesses and businesses linked to the natural environment.



gatwickdiamond
global gateway

Policy Context Continued...

West Sussex County Council

The county council has produced An Economic Strategy for West Sussex 2012-2020. It sets out a high level approach to supporting sustainable economic growth in West Sussex. The strategy promotes seven strategic priorities:

- ◆ Promote West Sussex as a First Class Business Location
- ◆ Understand and respond to the needs of established businesses and support people to start and grow successful enterprises
- ◆ Adapt and respond to new funding conditions and opportunities to ensure that West Sussex secures investment to support its economic development priorities
- ◆ Deliver the transport and communications infrastructure that businesses and residents need
- ◆ Make best use of land and property to support a robust and sustainable economy
- ◆ Support the creation of a range of jobs that enable people to participate in the labour market in a way that best reflects their needs at different life stages
- ◆ Support local people to acquire the skills that the economy needs
- ◆ To grow quality jobs and business opportunities

Supporting Economic Growth in West Sussex

An Economic Strategy for West Sussex | 2012 - 2020

Policy Context Continued...

Devolution

The Government is committed to devolving powers and resources to a local level, which allows authorities to make collective decisions about key services which will benefit the whole area. A bid has been submitted to Government to boost productivity and economic growth in three of England's strongest performing counties.

The partners in the Three Southern Counties (3SC), (East Sussex, Surrey and West Sussex) aim to take greater control over their road and rail network, provide confidence in housing delivery, pioneer new digital technology and launch University Enterprise Zones to support high-tech businesses. Key proposals include a long-term infrastructure strategy so the counties, district and borough councils and Local Enterprise Partnerships (LEPs) can work with Government to tackle congestion and invest in key sites for housing and employment.

The devolution bid, if successful would help to:

- ◆ Unlock more brownfield sites to build affordable homes
- ◆ Deliver 34,000 planned homes - supporting 58,000 new jobs
- ◆ Roll out world class digital infrastructure - bringing superfast broadband to every urban and rural community and the prospect of ultrafast connectivity to all key business
- ◆ Ensure the 3SC has an agreed programme of investment to tackle notorious road congestion across the counties, with the 3SC applying for development funding to implement the work
- ◆ Co-ordinate work to improve rail capacity between London and the south coast to enable access to high speed rail
- ◆ Establish an integrated bus network across the 3SC and Greater Brighton areas with smart ticketing to help residents access jobs, education, training, leisure and tourism
- ◆ Reduce hard to fill vacancies across the 3SC area and begin to close the skills gap



