

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL  
HELD ON THURSDAY 16<sup>th</sup> MARCH 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\*, 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.

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**FC/103/17 Public Forum**

There was one member of the public in attendance. No questions were posed.

**FC/104/17 Apologies for absence**

The Council received apologies and reasons for absence from Cllr. A. Britten and Cllr. R. Millington. Cllr Mrs R. Ginn did not attend and did not give apologies.

**FC/105/17 Minutes of the previous meeting**

The minutes of the Parish Council Meeting held on 5<sup>th</sup> January 2017 were agreed and signed by the Chairman as a true record.

**FC/106/17 Declarations of interest**

There were no declarations of interest.

**FC/107/17 Committees and Working Groups**

The following Committee Minutes were presented to Council –

- (a) Personnel Committee – 16<sup>th</sup> February 2017.
- (b) Property Committee – 2<sup>nd</sup> February 2017.
- (c) Planning, Environment and Transport Committee – 12<sup>th</sup> January 2017, 9<sup>th</sup> February 2017 and 2<sup>nd</sup> March 2017.
- (d) Finance and Administration Committee – 23<sup>rd</sup> February 2017

In addition the notes from the Development North of Horsham Working Party held on 11<sup>th</sup> January 2017 were presented.

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

**It was AGREED that the notes of the Development North of Horsham Working Party held on 11<sup>th</sup> January 2017 be received.**

**FC/108/17 Reports from representatives on outside bodies**

There were no reports from representatives on outside bodies.

**FC/109/17 Reports from District or County Councillors**

There were no reports from District or County Councillors.

*Cllr S Torn joined the meeting.*

**FC/110/17 Chairman's announcements**

Helen Ralston resigned from the Council on 7<sup>th</sup> February 2017. The vacancy was advertised by Horsham District Council (HDC) and on 2<sup>nd</sup> March 2017 a Casual Vacancy declared. The vacancy has been advertised and co-option will be on the agenda for the May Parish Council Meeting.

Several Councillors attended a Thanksgiving Service on 3<sup>rd</sup> March 2017 to remember the late Pat Rutherford who had been an active member of North Horsham Parish Council for many years. The late Mrs Rutherford had been made a Freeman of the Parish in 2014.

A Community Evening including the Annual Parish Meeting will be held on Monday 24<sup>th</sup> April 2017 between 7.30pm and 9.30pm at North Heath Hall. The Annual Parish Meeting will start at 8.45pm. A poster had been circulated to all Councillors and was on the Parish Council website.

On 21<sup>st</sup> February 2017 a small group of Councillors met with West Sussex County Council's Principal Community Officer for North Horsham and Chanctonbury to discuss any opportunities that there may be for re-opening Roffey Youth Club, providing a community internet café to support families without internet access, provide more places for elderly residents to meet to reduce isolation, to build on the success of Roffey Friendship Group and to gain more information on the 'Think Family' project in Roffey – all of the projects had been identified in the Parish Council's Business Plan. A possibility of shared use of the car park associated with the Family Centre was also broached. The Officer will come back to the Parish Council in due course.

Legal and Finance Training will be held at Roffey Millennium Hall on Monday 3<sup>rd</sup> April starting at 7pm. All Councillors and office staff are invited.

**FC/111/17 Planning Application DC/16/1677 Development North of Horsham**

Amended plans had been released for DC/16/1677 – development North of Horsham. Those delegated to review and progress professional support by the Planning Environment and Transport Committee on 29<sup>th</sup> September 2016 had made initial approaches to traffic consultants. It was noted that the Parish Council was seeking quotations to engage Transport Planning Consultants to undertake a critique of the amended Transport Assessment in DC/16/1677 and to comment on the broader transport proposals, including the proposed railway station with specific emphasis on the A264 through North Horsham Parish and its ability to cope. However, the Council also noted the tight timetable to commission and complete this work.

**FC/112/17 Financial matters**

All documents were either circulated with the agenda or in the case of larger documents, e-mailed to Members.

**The Parish Council RESOLVED:-**

**To agree the Financial Report including the Ear Marked Reserves to 28<sup>th</sup> February 2017 (attached).**

**To agree the expenditure list of £8,848.95 to 28<sup>th</sup> February 2017 (attached).**

**To agree the Risk Management Scheme to 31<sup>st</sup> March 2017 and the Asset Register totalling £1,315,122.**

**To agree the actions resulting from the identified high risks in the Risk Management Scheme to 31<sup>st</sup> March 2017 (attached).**

**FC/113/17 Calendar of Meetings**

The Clerk had conducted a survey of Councillors to ascertain views on the number of Council and Committee meetings held, preferred days of when meetings were held and the volume of paperwork issued to Members. The results of the survey demonstrated that there was no evidence for any significant change to the current arrangements. Comments made by Councillors to improve the administrative service had been acted upon. A draft calendar of meetings for 2017/18 was presented.

**The Council RESOLVED:-**

**1. That any changes to the Calendar of Meetings for 2017/18 should be put to the Clerk as soon as possible in readiness for adoption at the Annual Parish Council Meeting in May 2017.**

**2. To agree the following meetings not included in the 2016/17 calendar:-**

**27th April 2017 – Finance and Administration Committee**

**4<sup>th</sup> May 2017 – Planning, Environment and Transport Committee**

**11<sup>th</sup> May 2017 – Annual Meeting of the Parish Council.**

**FC/114/17 NEIGHBOURHOOD PLAN**

The Parish Council had previously agreed to undertake a Neighbourhood Plan (NP) and designate the Parish as NP Development Area, however, the process had been halted as further information regarding the focus of the plan became available from the NP Officer at HDC.

Following a vote the Council **RESOLVED to undertake a NP which covers local green spaces and housing design only. The Council allocated a budget of £10,000 from their funds to undertake the Plan which would be supplemented with outside funding where possible.**

**FC/115/17 Neighbourhood Wardens**

This item was deferred until the next meeting.

**FC/116/17 Consultations**

The Council **RESOLVED** to respond to a consultation by the Local Boundary Commission on proposed changes to the parish warding arrangements for North Horsham Parish Council. A copy of the letter is attached.

The Council **RESOLVED** to submit the following ideas to feed into a Tourism Strategy for HDC:-

- Public Realm Improvements and The Visitor Welcome – there would be benefit in keeping the grass verges and traffic signs on the route from the A23 into Horsham well cut, clean and tidy.
- Branding and Marketing the parish :- the parish has its own identity with its own logo.
- Maximising the pull of Events and Facilities – the Riverside Walk passes through the parish and close to North Heath Hall. The outside space at North Heath Hall could be used as part of the annual day of dance or linked into events in Horsham Town as could the shopping areas in North Horsham. There could be community events on the recreation areas as part of a wider sporting event.
- Supporting Visitor Economy Businesses:- there are a number of public houses and food outlets in North Horsham parish.

**FC/117/17 Policies**

The Council **AGREED** the Investment Policy; Fire Safety Policy; Health and Safety Statement of General Policy and Legionella Control Policy (attached)

**FC/118/17 Correspondence**

The Council received correspondence lists from 6<sup>th</sup> January 2017 to 16<sup>th</sup> March 2017. (Copies attached).

**FC/119/17 Date of next Council meeting**

The Annual Parish Council Meeting will be held on Thursday 11<sup>th</sup> May 2017 (Scheduled)

There being no other business, the Chairman closed the meeting at 8.50pm.

..... Signed

.....Dated

**Finance Report to 28<sup>th</sup> February 2017**

*Actual funding, income and expenditure for 2016/17 showing annual budget for 2016/17 (set in January 2016 as part of the precept) and the forecast agreed as part of the precept calculation for 2017/18 on 5<sup>th</sup> January 2017.*

**Position at 28<sup>th</sup> February 2017****Funding**

Precept	<b>282,726</b>
Council Tax Benefit	<b>7,006</b>
Environmental Grant	<b>9,538</b>
<b>Total</b>	<b>299,270</b>

**Income**

<b>Cost Centre</b>	<b>Actual Income</b>	<b>Annual Budget</b>	<b>Proposed Forecast</b>
Admin	1,171	600	150
Allotments	750	725	750
North Heath Hall	51,779	59,000	59,000
Holbrook Tythe Barn	23,840	25,000	25,686
Multi Court Lettings	15,518	12,000	12,000
Roffey Millennium Hall	66,888	73,750	72,600
<b>Total</b>	<b>159,946</b>	<b>171,075</b>	<b>170,186</b>

**Expenditure**

<b>Cost Centre</b>	<b>Actual Expenditure</b>	<b>Annual Budget</b>	<b>Proposed forecast</b>
Admin	42,309	67,460	57,527
Grants	8,577	17,000	10,000
Burial	3,000	6,000	3,000
Personnel	268,626	270,100	290,485
Planning, Env, Trans	0	4,000	2,000
Allotments	685	1,700	1,714
Amenity, Recs and Open Spaces	35,240	51,275	50,697
North Heath Hall	22,756	30,712	25,756
Holbrook Tythe Barn	14,020	26,294	21,553
Multi Court Lettings (no separate budget)			
Roffey Millennium Hall	27,777	45,410	37,213
<b>Total</b>	<b>422,990</b>	<b>519,951</b>	<b>499,945</b>

<b>Net expenditure</b>	<b>263,044</b>	<b>339,376</b>	<b>329,759</b>
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January and February 2017 salaries are included in the report. Income is on track to reach the forecasted amount. Expenditure is less than would be expected, therefore the net expenditure is lower than anticipated in the year against the proposed forecast. A list of Earmarked Reserves is overleaf.

02/03/2017

## North Horsham Parish Council 16/17

14:35

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2017

Month No : 11

## Committee Report

P.C.M 16.3.17  
 Agenda item 10  
 Earmarked Reserves to  
 28.2.17.

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual To
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**Earmarked Reserves**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual To
<b>901 Earmarked Reserves</b>				
4900 Repairs & Renewals Reserve	0	23,736	160,766	137,030
4901 Revenue Reserve	0	0	7,955	7,955
4902 Damage Reserve	0	0	4,000	4,000
4903 Election Reserve	0	0	19,950	19,950
4904 Capital Projects Reserve	0	0	4,000	4,000
4905 Earmarked Reserve -Youth Prov	0	0	5,621	5,621
4907 Planning Reserve	0	3,750	12,000	8,250
4908 Capital Receipts Reserves	0	0	25,000	25,000
<b>Earmarked Reserves :- Expenditure</b>	<b>0</b>	<b>27,486</b>	<b>239,292</b>	<b>211,806</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>27,486</b>	<b>239,292</b>	<b>211,806</b>
<b>Earmarked Reserves :- Expenditure</b>	<b>0</b>	<b>27,486</b>	<b>239,292</b>	<b>211,806</b>
<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>27,486</b>	<b>239,292</b>	<b>211,806</b>

Date: 02/03/2017

North Horsham Parish Council 16/17

Page No: 3

Time: 15:41

Cash Book 1

User: PW

Lloyds Bank Accounts

EXPENDITURE LIST FEBRUARY 2017

For Month No : 11

Payments for Month 11

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
30/12/1899	Petty Cash	8976	132.31			201	132.31	
01/02/2017	CF Corporate Finance Ltd	DD	158.94	158.94		501		Photocopier lease
08/02/2017	N.Tucker Ltd	0802171	410.00	410.00		501		Window Cleaning
08/02/2017	Mr Mark Stoner,	0802172	86.40	86.40		501		Expenses Jan 2017
08/02/2017	Mr N. Simmonds,	0802173	35.00	35.00		501		Kitchen light repair
08/02/2017	ELA Group	0802174	145.40	145.40		501		Contractural maintenance
08/02/2017	Essential Hygiene & Catering S	0802176	19.73	19.73		501		First aid equip
08/02/2017	SOS Systems	DDB	10.74	10.74		501		Printing
08/02/2017	Asperger's Voice	0802175	200.00			4155 103	200.00	Grant for Understanding Autism
08/02/2017	NHPC	8975	150.00			4155 103	150.00	Roffey Friendship Group
09/02/2017	Petty Cash	8965	126.40			201	126.40	Top up
10/02/2017	SOS Systems	DD1	61.55	61.55		501		Printing
15/02/2017	British Gas Business	dd	354.51	354.51		501		Gas
15/02/2017	British Gas Business	DDa	306.28	306.28		501		Gas
15/02/2017	British Gas Business	DD2	235.52	235.52		501		Electricity
15/02/2017	British Gas Business	DD3	268.29	268.29		501		Electricity
15/02/2017	Mrs D. Lees	1502177	38.25	38.25		501		January 2017 Expenses
15/02/2017	1st Roffey Scouts	1602175	5.40	5.40		501		Exps Feb17
15/02/2017	Servcom Services UK Ltd.,	1602176	547.20	547.20		501		Heting fail
16/02/2017	Woodstock IT Services	1602171	174.00	174.00		501		Wireless access point
16/02/2017	West Sussex County Council	1602172	250.00	250.00		501		Harwood Rd rent 01.03.17-28.02
16/02/2017	Servcom Services UK Ltd.,	1602173	310.37	310.37		501		Underfloor heating fault
16/02/2017	NETCOM	1602174	504.00	504.00		501		Website
21/02/2017	Lloyds Bank	2102171	85.32			4500 403	2.59	blind hangers
						4034 403	-8.00	Refund heater
						4016 403	73.74	Boots
						4021 101	16.99	Phone top up
21/02/2017	Lloyds Bank	2102171A	62.84		10.47	4016 401	52.37	Fabric for bench
21/02/2017	Lloyds Bank	2102171B	-23.90		-3.98	4034 403	-19.92	Refund heater
21/02/2017	Enterprise Services Group Ltd	2102172	160.02	160.02		501		Sanitary waste
23/02/2017	Assurity Consulting Ltd	2302171	738.00	738.00		501		Legionella Risk Assessment
23/02/2017	G. Burley & Sons Ltd.,	2302172	1,771.69	1,771.69		501		Grass cutting
23/02/2017	Mr N. Simmonds,	2302173	40.00	40.00		501		Light failure
23/02/2017	UKHost4U	8977	191.98	191.98		501		Basic web hosting
24/02/2017	British Gas Business	DD	1,140.01	1,140.01		501		Electricity02.12.16 - 31.01.17
28/02/2017	Horsham District Council	DD	152.70	152.70		501		Dog bins

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Total Payments for Month	8,848.95	8,115.98	6.49	726.48
Balance Carried Fwd	210,412.95			
Cash Book Totals	<u>219,261.90</u>	<u>8,115.98</u>	<u>6.49</u>	<u>211,139.43</u>

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Total expenditure through cash book for February  
= £8,848.95.

The invoice for February 2017 salaries had not  
been received.



North Horsham Parish Council - Risk Management Scheme

List of actions resulting from risk assessments

FIRE RISK ASSESSMENTS

Any issues raised have been actioned, therefore there are no outstanding items from the Fire Risk Assessment.

HEALTH AND SAFETY RISK ASSESSMENT

Areas of High Risk were as follows:-.

Hazard		Existing Controls	Actions
<b>BUILDINGS</b>			
Unlawful entry with risk of criminal damage or theft whilst the building is unmanned.		There are some measures in place.	To implement a Lone Working Policy for staff especially in relation to entering empty buildings. To consider a panic alarm for the PC Office at RMH.
Risk of attack and being subjected to antisocial behaviour including that associated with drug use whilst the building is in operation.		The risk is tolerated.	Purchase of a sharps bin for use at each premises. RMH – restrict access to the building including use of the toilets for public use when there is lone working.
<b>MULTI COURTS</b>			
Unlawful entry with risk of criminal damage or theft with the potential to cause harm.		The risk is treated and measures are in place.	
Maintenance of the floodlight towers – working at height - falls		The risk is transferred to contractors.	
Floodlight towers – unauthorised scaling of towers - falls		The risk is tolerated.	
<b>PLAY AREAS</b>			
Unlawful entry with risk of criminal damage or theft with the potential to cause harm.		The risk is tolerated but with some mitigation measures in place.	
Anti social behaviour in		The risk is	

particular bullying or entrapment. Drug use.		treated as far as possible .	
Animal fouling giving rise to toxicaria.		The risk is treated as far as possible.	
OPEN SPACES			
Injury from falling branches from trees on Parish Council land.		Additional measures required to treat the risk.	A full inventory of trees is required along with a tree survey from an arboricultural expert. A prioritised list of remedial work is required to enable a phased approach to tree work over a period of years.
Animal fouling giving rise to toxicaria.		The risk is treated as far as possible.	
ALLOTMENTS			
Injury from falling branches from trees on Parish Council land.		See entry for Open Spaces.	
Animal fouling giving rise to toxicaria.		The risk is treated as far as possible.	

## LEGIONELLA RISK ASSESSMENT

A risk assessment was carried out in February 2017. Any issues raised will be actioned.

## FINANCIAL RISK ASSESSMENT

There were no identified areas of high risk. The following actions will be carried out:-

- To continue updating, reviewing and implementing policies as required.
- Training on Finance and Legal matters (arranged for April 3rd 2017), VAT training.
- Continue updating and developing the asset register.
- Review deposit with Co-operative Bank.
- Develop Business Interruption Plan and Strategy.
- Allotment rental agreement review due in 2017.
- Develop the Roffey Friendship Club and develop a similar group in Holbrook that can run sustainably.



# North Horsham Parish Council

Roffey Millennium Hall,  
Crawley Road, Horsham,  
West Sussex, RH12 4DT

Tel: 01403 750786 (Office & Hall Bookings)  
Roffey Millennium Hall, North Heath Hall  
HolbrookTythe Barn

Email: [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)

Website: [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk)

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Mr A Hinds  
Review Officer (Horsham)  
Local Government Boundary Commission for England  
14<sup>th</sup> Floor, Millbank Tower  
Millbank  
LONDON  
SW1P 4QP

23<sup>rd</sup> March 2017

Dear Mr Hinds,

Thank you for your letter dated 7<sup>th</sup> February 2017 which outlines the draft recommendations on the future electoral arrangements for Horsham.

North Horsham Parish Council has considered the proposed changes which involve dividing both parish wards of Roffey South and Horsham West to create two additional parish wards. Whilst the Council can see that creating North Horsham Rural may be of benefit when the new development north of the A264 commences, it does not support dividing Roffey South into two wards. The division doesn't appear to offer any benefits for local residents and in an area where ward boundaries and parish boundaries already cause confusion, this just increases the lack of clarity. The populated area of Roffey North and Roffey South appear to be similar therefore there seems no reason to decant part of Roffey South to create a new parish ward. The Council has also expressed concern that the new wards are only represented by one councillor where the other wards have at least three.

Perhaps greater clarity on how the proposals were arrived at may help the Parish Council to gain greater understanding of why the Local Government Boundary Commission felt these changes are necessary.

I look forward to hearing from you.

Yours sincerely

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



# North Horsham Parish Council

## INVESTMENT POLICY

*This policy has been prepared using:-*

*Department of Communities and Local Government (DCLG): (2010): Guidance on Local Government Investments.*

*Joint Practitioners' Advisory Group (2016): Governance and Accountability for Smaller Authorities in England.*

### **INTRODUCTION**

Both the CIPFA Code and the DCLG Guidance require the Council to invest its funds prudently, and to have as its objectives security (protecting the capital sum from loss) and then liquidity (keeping the money readily available for expenditure when needed). Once proper levels of security and liquidity are determined it will then be reasonable to consider what yield can be obtained consistent with those priorities. The Council is ultimately responsible for its investments.

### **POLICY STATEMENT**

North Horsham Parish Council will make investments in line with current, published guidance from the Department of Communities and Local Government, Chartered Institute of Public Finance and Accountancy and the Joint Practitioners' Advisory Group. Consideration will be given to security of the original capital sum, liquidity and yield in that order of priority.

### **SHORT TERM INVESTMENTS**

Short term investments are those made in sterling which have a maturity of less than 12 months. Investments will be regarded as commencing on the date on which the funds are paid over to the counterparty. The Council will undertake an assessment to ensure that the original sum invested is not subject to unreasonable risk and that it is available to be accessed by the authority without any reduction from the time the investment is made.

Short term investments will be authorised by the Finance and Administration Committee with a determined maximum period for which funds may be committed so as not to compromise availability, using the appropriate cash flow projection.

For the prudent management of its treasury balances, maintaining sufficient levels of security and availability, the Council, as a preference, will use deposits with banks or building societies (Specified investments) for short term investments.

## **LONG TERM INVESTMENTS**

Long term investments are those made in sterling and maturing over a period of 12 months or more. On acquisition, long term investments will be recorded in the cash book as expenditure in the year and also as an increase in assets and long term investment until its maturity. At maturity the total proceeds will be recorded as income.

The Council may wish to consider specified investments and non- specified investments for long term investments. Non-specified investments, such as investment in the money market, stocks and shares or peer to peer lending have greater potential risk than specified investments and therefore carries a limit of £50,000 investment in total per year. Non-specified investments will be agreed by full Council following recommendation by the Finance and Administration Committee. The Council does not employ in-house or externally any financial advisors but will rely on information which is publicly available supported by professional guidance as necessary.

## **FREEDOM OF INFORMATION**

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Parish website and a hard copy will be available from the Parish Office.

## **REVIEW AND AMENDMENT OF REGULATIONS**

The policy will be reviewed annually by the Finance and Administration Committee and recommendations made accordingly to the Council. The Council reserves the right to make variations to the Policy at any time, subject to the approval of the full Council. Any variations will be made available to the public.

23<sup>rd</sup> February 2017



# NORTH HORSHAM PARISH COUNCIL

## FIRE SAFETY POLICY

### POLICY STATEMENT

This Fire Safety Policy has been prepared by the Parish Clerk as the Responsible Person for the premises known as Roffey Millennium Hall, Holbrook Tythe Barn and North Hall to comply with **The Regulatory Reform (Fire Safety) Order 2005** (FSO).

The purpose of this Policy is to ensure the safety from fire of all relevant persons on, or in the vicinity of the premises by effective planning organisation, control, monitoring and review of the preventative and protective measures

### KEY PRINCIPLES

This Policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements. As such the following will be provided:

- The Deputy Clerk and Facilities Officer will be responsible for the provision of **safety assistance** to assist the Responsible Person in carrying out their duties under the FSO
- A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed and its significant findings acted upon
- A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed and practised by the regular carrying out of fire drills
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire and Rescue Service as required

### WHO DOES THE POLICY APPLY TO

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

### REVIEW OF THE POLICY

Subject to any new legislation, changes in case law or the requirements of the Parish Council which require immediate amendment, the Fire Safety Policy will be reviewed at the annual meeting of Council in May.



# **NORTH HORSHAM PARISH COUNCIL HEALTH AND SAFETY**

## **STATEMENT OF GENERAL POLICY**

### **POLICY STATEMENT**

North Horsham Parish Council aims to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to health which may arise from work activities through a positive scheme of risk management.

### **KEY PRINCIPLES**

The Parish Council will -

- Manage the health and safety risks in the workplace proactively to prevent accidents and cases of work-related ill health.
- Provide clear instructions and information, with adequate training, to ensure that employees are competent to do their work. The Parish Council will provide such information, training and supervision, as is needed for this purpose.
- Engage and consult with employees on day to day health and safety conditions as they arise.
- Implement emergency procedures.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage/ use of substances.
- Maintain up to date records of Health and Safety incidents and Report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) as appropriate.
- Give a high level of commitment to health and safety and will comply with all statutory requirements.

### **WHO DOES THE POLICY APPLY TO**

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

### **REVIEW OF THE POLICY**

Subject to any new legislation or changes in case law which require immediate amendment; or any changes in the needs of the Parish Council, the Health and Safety – Statement of General Policy will be reviewed annually.



# **NORTH HORSHAM PARISH COUNCIL**

## **LEGIONELLA CONTROL POLICY**

### **POLICY STATEMENT**

The aim of the Legionella Control Policy is, as far as is reasonably practicable, to ensure the protection of all staff, visitors, hirers and other persons who may be affected by the use and distribution of the Parish Council's water services from the effects of Legionella bacteria.

### **KEY PRINCIPLES**

The Parish Council aims to have in place all the necessary and appropriate measures for the prevention of the formation of Legionella bacteria, thus offering, as far as reasonably practicable, a high level of protection to all persons who may be affected by the use and distribution of the Parish Council's water services.

### **WHO DOES THE POLICY APPLY TO?**

The Policy applies to employees and Councillors of North Horsham Parish Council; and contractors

### **REVIEW OF THE POLICY**

Subject to the requirements of the Parish Council; or any new legislation; or changes in case law; or new or changes to British or European standards; or changes to or new Codes of Practice; or new or changes to relevant Guidance Notes; which require immediate amendment, the Policy will be reviewed at the annual meeting of Council in May of each year.



## **1. PROTECTION FROM HAZARDS**

- 1.1. The Parish Council will do all that is reasonably practicable to protect employees, visitors and neighbours from hazards arising from the use and distribution of water services in all Parish Council owned premises
- 1.2. The Parish Council will achieve this through full compliance with all statutory requirements of current relevant legislation, British and European standards, Codes of Practice and Guidance Notes

## **2. RISK ASSESSMENT**

- 2.1. To achieve the effective implementation of this Legionella Control Policy, the Parish Council will carry out a Risk Assessment for the operation of the water services present in all Parish Council owned premises
- 2.2. The Parish Council will ensure that any Legionella risks are either prevented or adequately controlled
- 2.3. The Parish Council will take action where the level of control requires improvement
- 2.4. The Risk Assessment will be reviewed regularly; or whenever there is any reason to suspect that it is no longer valid

## **3. CONTROL ACTION**

- 3.1. The Parish Council will consider the removal or replacement of equipment or facilities that may present a Legionellosis risk, as preventative action
- 3.2. Where it is impracticable to eliminate all risk by the removal or replacement of the equipment or facility, the Parish Council will implement suitable precautionary measures
- 3.3. The Parish Council will document and regularly monitor these measures to ensure the risks are minimised.

## **4. USE OF PRODUCTS**

- 4.1. The Parish Council will specify that contractors only use products within the Parish Council's water systems registered under the following schemes -
  - Water Regulations Advisory Scheme (WRAS)
  - Fittings that bear the relevant British Standards Kitemark
  - Products from companies who are on the BSI register of 'Firms of Assessed Capability' and assessed to the relevant part of ISO 9000

**5. WATER MANAGEMENT SYSTEM**

- 5.1. The Parish Council will implement a Water Management System that takes into account the Risk Assessment and any relevant best practice guidelines
- 5.2. The monitoring tasks required and their frequencies will be found within this system

**6. LEGAL RESPONSIBILITIES AND TRAINING**

- 6.1. The Parish Council will ensure that all employees and contractors are aware of their legal responsibilities and duties
- 6.2. The Parish Council will arrange for training to be provided to ensure that this awareness is communicated
- 6.3. The implementation of this Policy is a mutual objective for management and all employees in Parish Council owned premises

**7. REFERENCES**

- Health and Safety at Work Act 1974 (HSWA)
- Control of Substances Hazardous to Health Regulations (COSHH)
- Management of Health and Safety at Work Regulations (MHSWR)
- Approved Code of Practice and Guidance (L8) – ‘ Legionnaires Disease – the control of legionella bacteria in water systems’

Horsham Parish Council – Parish Council Meeting 16<sup>th</sup> March 2017

Correspondence List from 6<sup>th</sup> January 2017 to 16<sup>th</sup> March 2017

Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.

1.	<p>Horsham Society</p> <p>Formal request for Horsham District Council (HDC) to include all public footpaths in the District on their land onto West Sussex County Council's Definitive Map.</p> <p>Proposed Design Brief for Horsham – whilst this relates to Horsham Town, this could be a reference document for North Horsham Parish in the future. The document will form part of the evidence base for Blue Print Neighbourhood Plan for Horsham Town.</p>
2.	<p>West Sussex County Council</p> <p>List of roadworks</p> <p>Proposed permanent Traffic Order Leith View Road Horsham - TRO/HON8026/RC – adopted 09.03.17</p> <p>Email from Assistant Engineer, Improvements Economy, Infrastructure and Environment Highways and Transport, West Sussex County Council to County Cllr Peter Catchpole regarding improvements to crossing the A264 at Old Holbrook.</p> <p>Community Highway Scheme Application Process – Update</p> <p>Draft Minerals Plan jointly progressed with the South Downs National Park Authority – deadline for consultation 13<sup>th</sup> March 2017. Considered by Planning Committee and agreed that no response would be given. The Joint Minerals Plan was highlighted by HDC Neighbourhood Plan Officer as information contained in the Minerals Plan would be an evidence base for sites in a Neighbourhood Plan.</p> <p>Proposed permanent TRO Hammerpond Road TRO/HON1602/RC</p> <p>Horsham District newsletter – January 2017</p> <p>Horsham County Local Committee agenda on 6<sup>th</sup> March.</p> <p>Reported raised manhole cover in Twittern between Greenfields Close and Lambs Farm Close 27.2.17, to <a href="mailto:customer.service@westsussex.gov.uk">customer.service@westsussex.gov.uk</a></p> <p>Letter dated 24<sup>th</sup> February 2017 from Louise Goldsmith regarding Operation Watershed.</p> <p>Letter dated 6<sup>th</sup> March 2017 explaining how Public Rights of Way are managed and how the Parish Council can report any concerns.</p>
3.	<p>Horsham District Council</p> <p>Initial Contact by Norman Kwan, the Neighbourhood Plan Officer. AN informal meeting will be set up.</p> <p>Works information – M23 Gatwick.</p> <p>Update on Planning enforcement for 2016 from Mr C Lyons, Director of Planning, Economic Development and Property.</p> <p>February Events in the Horsham District</p> <p>Junior Parkrun formal application and notification that £800 was awarded to it from the Youth Fund.</p> <p>Preventing Violent Extremism and Radicalisation workshops. Opportunity for training.</p>

	<p>Notification that HDC has adopted a Statement of Community Involvement. Great British Spring Clean by Keep Britain Tidy 3-5 March 2017. A summary of Horsham District Council's Annual Performance Report for 2015-16 - available to read online:- <a href="https://www.horsham.gov.uk/financeandperformance/finance-and-performance/annual-performance-report">https://www.horsham.gov.uk/financeandperformance/finance-and-performance/annual-performance-report</a></p> <p>Planning Aid – Neighbourhood Planning news.</p> <p>Debt Awareness Week Event - 'The Benefit Cap' invitation to seminar 21<sup>st</sup> February 2017. Notes from Cllr Frances Haigh.</p> <p>What proposals to replace CIL would mean for applicants and authorities – article forwarded by Neighbourhood Plan Officer</p> <p>Plans approved for 130 West Sussex homes despite neighbourhood plan clash – article forwarded by Neighbourhood Plan Officer.</p> <p>Notification of Notice Made for Introduction of charges in market town and village car parks.</p> <p>The Horsham District Play Strategy An opportunity to comment by 13<sup>th</sup> March 2017.</p> <p>Horsham Community Infrastructure Levy - Examiner's Report</p> <p>Planning bulletin 03.03.17</p> <p>The Examiner's Final report on HDC's CiL Charging Schedule was supported by the examiner with no alterations. These will be put forward for adoption by HDC. <a href="https://www.horsham.gov.uk/planningpolicy/planning-policy/community-infrastructure-levy">https://www.horsham.gov.uk/planningpolicy/planning-policy/community-infrastructure-levy</a> <a href="https://www.horsham.gov.uk/planningpolicy/planning-policy/community-infrastructure-levy/cil-examination">https://www.horsham.gov.uk/planningpolicy/planning-policy/community-infrastructure-levy/cil-examination</a></p>
4.	<p>West Sussex Association of Local Councils Final agenda for meeting on 19<sup>th</sup> January 2017. Cllr Roger Wilton is the representative.</p>
5.	<p>Horsham and Mid Sussex Clinical Commissioning Group Response to letter asking about capacity for health care in Horsham sent from the north of Horsham Development working party. Winter newsletter</p>
6.	<p>Horsham Police Weekly updates – In the Know. Sussex Police People's Voice Acting Inspector Steve Chalcraft has been appointed as the new Neighbourhood Policing Team Inspector for Horsham.</p>

	Chief Inspector Howard Hughes is moving from Horsham District and will temporarily be replaced by Chief Inspector Miles Ockwell.
7.	Horsham District Older People's Forum Meeting & question time with Nick Herbert MP - 3rd March, Drill Hall, Horsham. Cllr Alicia Smith and Cllr D Searle to attend. Notes from Meeting provided by Cllr A Smith. Nationwide search begins for brilliant ideas to support inactive older people – request for ideas to be given direct to Mr Bruton.
8.	Gatwick Airport Management Board Fourth Meeting on 31 <sup>st</sup> January 2017 in the Ascot Suite, Hilton Hotel, Gatwick Airport, 10:00 – 13:00. Cllr T Rickett is the nominated representative.
9.	YMCA Downslink Group Recruiting Positive Placements volunteer mentors for young people .
10.	West Sussex Mediation Service Newsletters.
11.	NALC Chief Executive's Bulletins 1 - 13 January 2017 including letter from Chairman and benefits of NALC. Chief Executive's Bulletin 2 - 20 January 2017 23 – 28 January 2017 31 January – 4 February 2017, 5 – 10 February 2017, 12 – 17 February 2017 7 <sup>th</sup> – 24 <sup>th</sup> February 2017 Bulletin 8 – 3 <sup>rd</sup> March 2017. NALC Newsletter - 17 January 2017 NALC Newsletter - 24 January 2017 NALC Newsletter 31 January 2017 NALC Newsletter 14 <sup>th</sup> February 2017 NALC Newsletter 21 <sup>st</sup> February 2017 NALC Newsletter - 1 March 2017 NALC Newsletter 7 <sup>th</sup> March 2017 NALC DIS 900 & Grants and Funding Bulletin Bulletin 3 <sup>rd</sup> to 27 <sup>th</sup> January 2017
12.	Horsham Forest Neighbourhood Council Support for opposing Godwin Way Car Park fees.
13.	Wimblehurst Road Residents Association. Copy of letter to WSCC regarding the purchase of the former Novartis site in Wimblehurst Road, Horsham. Response from Leader of WSCC.
14.	SALC Link to petition 'Give communities back the right to decide where houses are built' originated by The Petitions Team, UK Government and Parliament. First Aid Course – 27 <sup>th</sup> March 2017 Normandy Rounders Club – Contacts required West Sussex ALC Spring Conference - Programme – Reminder. Notes from WSALC Board Meeting 19 <sup>th</sup> January 2017. Locality guide for how to put <i>Keep it Local</i> principles into practice: <a href="http://locality.org.uk/our-work/campaigns/keep-it-local/">http://locality.org.uk/our-work/campaigns/keep-it-local/</a> Newsletter March 2017.
15.	Horsham Town and Community Partnership Newsletter January 2017, February 2017
16.	Horsham & Mid Sussex Voluntary Action HAMSV A E Bulletins

	HAMSVA Website Launch 13 <sup>th</sup> February 2017 Funding opportunities in Horsham.
17.	HALC Minutes on Meeting on 18 <sup>th</sup> January 2017 Conference Saturday 8 <sup>th</sup> April Lavina House, Horsham 9am – 1pm.
18.	Liberty Property Trust Copy of objection to Planning Application WSCC/062/16/NH - Proposed recycling, recovery and renewable energy facility, Langhurstwood Road
19.	Resident correspondence E-mail from former resident of Liberty Development in King's Hill in the Tonbridge and West Malling area offering an insight into that development now it has been established.
20.	Horsham Cycling Forum Next meeting Tuesday 7 <sup>th</sup> February at WSCC Offices Chart Way.
21.	HAMSVA Horsham District Networking Event will focus on Partnership Working and will take place on Wed 29 March 2017 at East Clayton Farm, Washington
22.	The Warnham Brickworks, Weineberger Liaison Group Meeting on 10 <sup>th</sup> April. The Parish Council representative Cllr David Searle will attend.
23.	Horsham District Dementia Action Alliance A FREE event at the Drill Hall, Denne Road Horsham on 30 <sup>th</sup> March 2017 from 9am to 1pm.
24.	National Council for Voluntary Organisations (NCVO) Local Needs, Local Voices: Building devolution from the ground up. Paul Winyard and Nick Davies: March 2017

Horsham Parish Council – Parish Council Meeting 16<sup>th</sup> March 2017 List 2

<p>Correspondence List 2 from 6<sup>th</sup> January 2017 to 16<sup>th</sup> March 2017                  Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.</p>	
1.	<p>Horsham &amp; Mid Sussex Voluntary Action                  Heat for Health - Conference 27<sup>th</sup> March / Have your say on the development of a Fuel Poverty Network (9.30am - 2pm in Haywards Heath, Clair Hall),</p>
2.	<p>NALC                  Chief executives' Bulletin 9 – 10<sup>th</sup> March 2017                  NALC Newsletter - 14 March 2017</p>
3.	<p>Sussex Police -Horsham Weekly bulletin 10/3/17</p>
4.	<p>HMSVA                  Horsham Networking event – 29<sup>th</sup> March 2017 Washington. Focus on the National Citizen's Service (NCS).</p>
5.	<p>Horsham Town Community Partnership                  Report to member organisations March 2017</p>
6.	<p>HALC                  Conference on 8<sup>th</sup> April at Lavinia House, Horsham.</p>
7.	<p>West Sussex County Council                  Cabinet Member for Adult Social Care &amp; Health - Newsletter March 2017                  Planned roadworks in West Sussex – 15 March 2017 to 29 March 2017</p>
8.	<p>Crawley, Horsham and Mid Sussex Home Start                  Acknowledgement of grant for £1,500 and case study to demonstrate how funding is being used in North Horsham.</p>
9.	<p>Southwater Parish Council                  Southwater Parish Council is referring the planning application relating to Horsham Football Club to the Secretary of State along with the planning application for housing on Jackdaw Lane as that is the enabling site.</p>