

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL  
HELD ON THURSDAY 7<sup>TH</sup> SEPTEMBER 2017 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

**Present:** Councillors:- A. Britten (Chairman), Mrs K. Burgess, P. Burgess, J. Day, Mrs R. Ginn\*, Mrs F. Haigh, R. Knight, M. Loates\* (Vice Chairman), R. Millington, T. Rickett\*, D. Searle, Miss A Smith, J. Smithurst, S. Torn, R. Turner, I. Wassell, R. Wilton and Mrs S. Wilton.

\* denotes absence.

**In attendance:** Parish Clerk - Pauline Whitehead BA(Hons) FILCM, Deputy Clerk – Vivien Edwards, West Sussex County Council (WSSC) Cllr. L. Kitchen and WSSC Cllr. A. Baldwin.

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**FC/158/17 Public Forum**

There were no members of the public present.

**FC/159/17 Apologies for absence**

The Council received apologies and reasons for absence from Cllr. Mrs R. Ginn, Cllr. M. Loates and Cllr. T. Rickett.

**FC/160/17 Minutes of the previous meeting**

The minutes of the Parish Council Meeting held on 6<sup>th</sup> July 2017 were agreed and signed by the Chairman as a true record.

**FC/161/17 Declarations of interest**

There were no declarations of interest.

**FC/162/17 Committees and Working Parties**

The following Committee Minutes were presented to Council –

- (a) Property Committee – 17<sup>th</sup> August 2017.
- (b) Planning, Environment and Transport Committees 20<sup>th</sup> July 2017 and 24<sup>th</sup> August 2017.
- (c) Finance and Administration Committee – 31<sup>st</sup> August 2017.

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

Following Mr N. Butler's resignation from the Parish Council it was **RESOLVED** that a vacancy on the Planning, Environment and Transport Committee would be filled by Cllr. J. Smithurst and a vacancy on the Finance and Administration Committee would be filled by Cllr. R. Millington.

**FC/163/17 Report from the Neighbourhood Plan Steering Group**

The Neighbourhood Plan Steering Group had not met since the last Parish Council Meeting. To fill a vacancy left by Mr N. Butler it was **RESOLVED to appoint Cllr. A. Britten to the Neighbourhood Plan Steering Group.**

**FC/164/17 Reports from representatives on outside bodies**

There were no reports submitted.

**FC/165/17 Reports from District or County Councillors**

Holbrook County Councillor P. Catchpole extended his apologies for absence.

WSSC Cllr. A. Baldwin informed the Parish Council that eight permanently fixed bollards had now been installed outside One Stop on Lambs Farm Road as a measure to manage parking and improve safety. The Parish Council were independently installing two additional concrete bollards on the grass verge at that location to further improve safety.

A missing finger sign at Littlehaven Infants School had been reinstated. Horsham District Council's (HDC) Community Safety team was involved in putting in place measures to reduce anti-social behaviour on their land at the rear of Northolmes Junior School. This included strengthening the perimeter fence. The Police are aware of the issues in the area.

WSSC Cllr. L. Kitchen had nothing to report, but encouraged anyone who had any concerns to contact her.

Cllr. P. Burgess, Horsham District Councillor for Holbrook West notified Members that Crawley Borough Council had written to the Department of Transport to pledge their support for a railway station at Kilnwood Vale. HDC will send a letter to the Department of Transport in support of a railway station in the new development north of Horsham. It is likely that Faygate railway station will ultimately be decommissioned. Littlehaven railway station has recently been upgraded and no changes to services are planned.

HDC has concerns regarding the closure of The Rising Sun Public House on Pondtail Road. It could have been considered for nomination as an asset of community value but it has been sold. On 24th August 2017 the Parish Council Planning, Environment and Transport Committee considered a planning application (DC/17/1704) for the change of use of the premises from a public house to a nursery and offered no objection.

**FC/166/17 Chairman's announcements**

Mr N. Butler resigned his post as a Councillor after ten years on the Parish Council due to increased work commitments. A letter of appreciation will be sent acknowledging his contribution to the Council, community and district, especially in respect of encouraging young people to engage with

new and innovative ideas to better place them in the increasing amount of local, digital, employment opportunities.

A Caretaker had been appointed to work at North Heath Hall. Mr Hugh Griffith started work on 1st September 2017. Appreciation was extended to all members of staff who had committed to covering the caretaker vacancy by working additional hours, at different buildings and by working flexibly to support the staff team.

Administration Clerk Nikki Bulbeck will leave the Parish Council on 22nd September 2017. Her contribution to the Parish Council, especially in relation to the Roffey Friendship Club has been greatly appreciated. Recruitment for the post is taking place.

An informal meeting was held on 17th July 2017 between Cllr. A. Britten, Cllr. F. Haigh, the Clerk and Horsham District Council's Head of Community and Culture and the Parks and Countryside Development Officer. The meeting enabled the Parish Council to be briefed on developments in green infrastructure in North Horsham Parish. Informal notes of the meeting had been circulated.

The Clerk met with members of St. Mark's Church to explore the activities that they offer, opportunities for collaborative working and to ascertain if there is a need for a Friendship Club in Holbrook. Informal notes of the meeting had been circulated. A 'taster' Friendship event will be held at North Heath Hall on Tuesday 7th November 2017 between 3pm and 4.30pm. Those attending will be canvassed to determine how a Friendship Club may develop in the future. The event has been advertised in the Holbrook Pages (North) along with a request for local residents to get involved running any future Club.

Confirmation that North Horsham Parish Council is now a member of the Horsham District Dementia Action Alliance had been received along with a membership pack.

From 25th May 2018 there will be new legislation regarding the handling of personal data encapsulated in the General Data Protection Regulation (GDPR). Compliance training from SALC will be shared with Councillors and the necessary policies put into place.

**FC/167/17 Financial matters**

Financial papers were circulated with the agenda. A revision to the Financial Report was explained at the meeting and a Revised Financial

Report is attached to the minutes.

**The Parish Council RESOLVED:-**

1. To note the Revised Financial Report including the Ear Marked Reserves to 31st August 2017 (attached).
2. To agree the expenditure list of £56,089.35 to 31st July 2017 and £41,942.59 to 31st August 2017 (attached).
3. To note that the Audit for 2016/17 was unqualified and that no further action was required.

**FC/168/17 Horsham District Year of Culture 2019**

The Chairman of the Council and the Clerk had been invited to attend the launch of the Horsham District Year of Culture 2019 on Wednesday 27th September 2017. The Year of Culture 2019 is a celebration of arts and heritage in the Horsham district and an opportunity to shape its part in the community into the future.

Several ideas of how North Horsham Parish Council could get involved were discussed, including a celebration of music and folk songs, a catalogue of the architecture of north Horsham, sponsoring a talk on the art deco building on the former Novartis site on Parsonage Road nominated by the Parish Council to be part of a heritage trail, organising a pageant in which local schools could take part, a snapshot of history relating to the Second World War and children's poetry.

To progress the involvement of North Horsham Parish Council in this initiative it was **RESOLVED** to appoint Cllr. R Wilton, Cllr. R. Turner and Cllr. A. Britten to a working party to bring recommendations to a future Parish Council Meeting.

**FC/169/17 Horsham District Council- Infrastructure Delivery Plan**

A list of potential projects had been presented to the Property Committee, Planning, Environment and Transport Committee and Finance and Administration Committee. All Committees had agreed the list without amendment and recommended it to full Council.

**The Parish Council RESOLVED to submit the attached list of Infrastructure Projects to HDC for consideration for inclusion in the HDC Infrastructure Delivery Plan.**

**FC/170/17 Policies**

Subject to two small amendments on the Allotment Rules, the Parish Council **RESOLVED** to adopt the following policies:-

- **Business Continuity Policy and Plan.**

- **Allotment Tenancy Agreement.**
- **Allotment Rules.**
- **Safeguarding Policy (to support the Policy and Conditions of Hire in Relation to Council owned Premises).**

**FC/171/17 Godwin Way Car Park**

An informal meeting took place on 4th August 2017 at the HDC Offices between the Director of Planning and Head of Parking Services at HDC and Cllr Alan Britten, Cllr Ray Turner, Cllr Frances Haigh and the Clerk. The meeting primarily aimed to raise with HDC the impact that the introduction of paying for parking on the Godwin Way Car Park was having on local traders and a possible solution whereby the Parish Council holds a non-repairing/ maintenance lease and local traders pay an annual contribution to cover the costs incurred by HDC. HDC indicated that the likely cost associated with a non-repairing/maintenance lease would be £16,000 including enforcement for the disabled bays. NHPC pressed for a breakdown of the costs and a written agreement to facilitate taking the matter forward for consideration by the Parish Council. It was hoped that the arrangement could be put into place to coincide with Christmas trading. HDC Officers explained that they would need to take the proposal to various Committees.

A previous lease drawn up by HDC for Godwin Way Car Park when NHPC considered taking full responsibility for the facility was for ten years, with a break clause after five years. In order to reduce financial risk to the Parish Council it would be prudent if the non-repairing/maintenance lease had break clauses after three and seven years. It would also be prudent to have local agreements with local retailers to fit in with the non-repairing lease.

Potential financial contribution from the Council would be a portion of the full cost. For the scheme to be fair, all traders would need to contribute. Currently the cost to North Horsham Parish Council for season tickets and parking discs is £532 per year.

**It was RESOLVED to:-**

**Note that an informal meeting had been held between HDC and NHPC.**

**Progress discussions with HDC to enter into a non-repairing/maintenance lease arrangement on the Godwin Way Car Park if it is offered. The lease would potentially be for a maximum of ten years with break clauses after three and seven years and consideration would be given to financial and any other risks**

**involved during the discussions with HDC.**

HDC Project Manager, Mr S Hamilton-West has invited the Parish Council to put forward any improvements and updates the community would like to see at the Godwin Way Car Park. The meeting will be held at 10am on Thursday 28th September 2017 at Roffey Millennium Hall.

**It was RESOLVED to meet with HDC Projects Manager Mr S. Hamilton-West to discuss potential updates and improvements to the Godwin Way Car Park.**

**FC/172/17 Roffey Friendship Club**

The Parish Council acknowledged the benefits gained from the Roffey Friendship Club and the contribution made by the current Administration Clerk who had the flexibility in working hours and skills required to enable the Friendship Club to succeed. When recruiting another member of staff for the Administration Clerk post, the focus will be on the skills required for the smooth running of the office and this may compromise the ability to run the Friendship Club as it is currently, therefore more Councillor involvement will be necessary.

**Councillors RESOLVED that they all wished to be involved with the Friendship Club and that the Deputy Clerk would send round a programme of activities so that Councillor's names could be put forward on a fortnightly basis.**

**FC/173/17 Correspondence**

The Council received correspondence lists from 7<sup>th</sup> July 2017 to 7<sup>th</sup> September 2017. (Copies attached).

**FC/174/17 Date of next Council meeting**

The next Parish Council Meeting will be held on Thursday 2<sup>nd</sup> November 2017 (Scheduled)

There being no other business, the Chairman closed the meeting at 8.45pm.

..... Signed

.....Dated

## Finance Report to 31<sup>st</sup> August 2017 Revised

The Financial Year runs from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018.

### Funding

Full funding is paid by Horsham District Council in 2 six monthly instalments.

Precept	<b>146,776</b>
Council Tax Benefit	<b>701</b>
Environmental Grant	<b>4,846</b>
<b>Total</b>	<b>152,323</b>

### Income

Cost Centre	Actual Income	Annual Budget
Admin	144	150
Allotments	765	765
North Heath Hall	23,270	60,200
Holbrook Tythe Barn	13,907	26,200
Multi Court Lettings	5,983	12,240
Roffey Millennium Hall	28,194	74,000
<b>Total</b>	<b>72,263</b>	<b>173,555</b>

### Expenditure

Cost Centre	Actual Expenditure	Annual Budget
Admin	31,912	*67,943
Grants	4,980	10,000
Burial	0	1,500
Personnel	114,854	277,325
Planning, Env, Trans	2215	2,000
Allotments	17	1,318
Amenity, Recs and Open Spaces	14,692	50,889
North Heath Hall	9,312	24,380
Holbrook Tythe Barn	8,433	22,213
Roffey Millennium Hall	13,621	38,455
<b>Total</b>	<b>200,036</b>	<b>496,023</b>

<b>Net expenditure</b>	<b>(127,773)</b>	<b>(322,468)</b>
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\*includes £10,000 for a Neighbourhood Plan agreed by full Council after budget had been set.

The expected net expenditure for five months of the year would be around £134,500. Expected Income is on track, with the Tythe Barn performing well above its forecast budget which counterbalances Roffey Millennium Hall where income is slightly down. However, overall expenditure is lower. This is due, in part to there being a vacancy for a caretaker and control over maintenance and repairs.

There has been no written response from Horsham District Council regarding a dispute over the level of burial charges North Horsham Parish Council is being asked to contribute for Roffey Cemetery. The matter is being pursued.

NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES -31st August 2017

		RESERVES		EXPENDITURE		INCOME		EXPENDITURE		INCOME		NOTE
		BALANCE 31.3.2016	TRANSFER 31.3.2016	BALANCE 1.4.2016	ACTUAL 01.04.2017	ACTUAL 31.03.2017	BALANCE 31.03.2017	TRANSFER 01.04.2017	ACTUAL 31.08.2017	ACTUAL 31.08.2017	BALANCE 31.08.2017	
310/0	GENERAL RESERVES	101744	-24100	77644	470391	478024	85277	-10000	-201934	224585	97928	
	<b>EARMARKED RESERVES</b>										0	
											0	
320/0	REVENUE - VAT Contingency	7955	0	7955	0	0	7955		0	0	7955	
											0	
321/0	REPAIRS & RENEWALS	140666	20100	160766	23736	0	137030	8000		0	145030	
											0	
322/0	ELECTION	19950	0	19950	0	0	19950		0	0	19950	
											0	
325/0	DAMAGE	4000	0	4000	0	0	4000	-4000	0	0	0	3
											0	
326/0	YOUTH PROVISION	0	0	0	0	0	0		0	0	0	
											0	
327/0	ROFFEY YOUTH CLUB	5621	0	5621	0	0	5621		0	0	5621	1
											0	
328/0	PLANNING	8000	4000	12000	3750	0	8250		0	0	8250	
											0	
330/0	CAPITAL PROJECTS	4000	0	4000	0	0	4000	-4000	0	0	0	3
											0	
331/0	NEIGHBOURHOOD PLAN	0	0	0	0	0	0	10000	0	0	10000	4
											0	
335/0	CAPITAL RECEIPT	25000	0	25000	0	0	25000		0	0	25000	2
											0	
		316936	0	316936	497877	478024	297083	0	-201934	224585	319734	

- 1 Roffey Youth Club                      Monies held following the closure of Roffey Youth Club
- 2 Capital Receipt                              Capital Receipt from sale of land at North Heath Hall for Capital projects identified in the Business Plan only.
- 3 Damage/ Capital projects                Reserves moved to 321 Repairs and Renewals agreed by F&A. ( Jnl1 19.05.17)
- 4 Neighbourhood Plan                        Fund created for the NP (Jnl 2 19.05.17) Money taken from the General Reserve. The balance sheet will not reflect this until the year end.



## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 5

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
101	Debtors	13,310	0	13,310
105	Vat Refunds	1,422	0	1,422
201	Lloyds Bank Accounts	165,697	0	165,697
202	Co-op Community Directplus A/c	108,800	0	108,800
203	Nationwide	60,000	0	60,000
210	Petty Cash	150	0	150
<b>Total Current Assets</b>		<b>349,379</b>	<b>0</b>	<b>349,379</b>
<u>Current Liabilities</u>				
501	Creditors	29,646	0	29,646
<b>Total Current Liabilities</b>		<b>29,646</b>	<b>0</b>	<b>29,646</b>
<b>Net Current Assets</b>		<b>319,734</b>	<b>0</b>	<b>319,734</b>
<b>Total Assets less Current Liabilities</b>		<b>319,734</b>	<b>0</b>	<b>0</b>
<u>Represented By :-</u>				
301	Curent Year Fund	12,651	0	12,651
310	General Reserve	85,277	0	85,277
320	Earmarked Reserves - VAT Con	7,955	0	7,955
321	Earmarked Reserves - R&R Fund	145,030	0	145,030
322	Earmarked Reserves - Election	19,950	0	19,950
327	Ear Marked Res-Yth Charity Bal	5,621	0	5,621
328	Ear marked Reserve Planning	8,250	0	8,250
331	Earmarked Reserve - NP	10,000	0	10,000
335	Ear Marked Res Capital Receipt	25,000	0	25,000
<b>Total Equity</b>		<b>319,734</b>	<b>0</b>	<b>319,734</b>

**North Horsham Parish Council 17/18**

**Income and Expenditure Account for Year Ended 31st March**

31st March		31st March
	<b>Income Summary</b>	
282,726	Precept	146,776
163	Interest Received	9
<u>282,889</u>	Sub Total	<u>146,785</u>
	<b>Operating Income</b>	
17,899	Administration	836
750	Allotments	765
0	Amenity, Recs & Open Sp	4,846
57,651	North Heath Hall	23,270
44,989	Holbrook Recreation Centre	19,890
73,845	Roffey Millennium Hall	28,194
<u>478,024</u>	Total Income	<u>224,585</u>
	<b>Running Costs</b>	
52,278	Administration	31,912
0	Section 137	0
8,577	Grants	4,980
3,000	Burial	0
293,325	Personnel	114,854
0	Planning, Env & Transport	2,215
717	Allotments	17
37,799	Amenity, Recs & Open Sp	14,692
24,070	North Heath Hall	9,312
17,582	Holbrook Recreation Centre	8,433
32,564	Roffey Millennium Hall	13,621
27,966	Earmarked Reserves	1,900
<u>497,877</u>	Total Expenditure	<u>201,934</u>
	<b>General Fund Analysis</b>	
101,744	Opening Balance	85,277
478,024	Plus : Income for Year	224,585
<u>579,768</u>		<u>309,862</u>
497,877	Less : Expenditure for Year	201,934
<u>81,891</u>		<u>107,928</u>
-3,386	Transfers TO / FROM Reserves	10,000
<u>85,277</u>	<b>Closing Balance</b>	<u>97,928</u>

Lloyds Bank Accounts  
EXPENDITURE LIST - JULY 2017

## Payments for Month 4

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/07/2017	British Gas Business	D	262.80	262.80		501		Electricity 02.05.-01.06.2017
01/07/2017	British Gas Business	DD1	399.34	399.34		501		Elec 02.05-01.06.2017
01/07/2017	British Gas Business	DD2	225.67	225.67		501		Elec 14.05-13.06.2017
01/07/2017	Horsham District Council	DD6	161.85	161.85		501		Dog bin emptying July 2017
01/07/2017	Horsham District Council	DD7	1,566.00	1,566.00		501		Rayes July 2017
01/07/2017	Horsham Publications Ltd	DD8	56.10	56.10		501		Purchase Ledger
03/07/2017	British Gas Business	DD4	43.91	43.91		501		Gas 24.05.17-22.06.17
03/07/2017	British Gas Business	DD5	14.39	14.39		501		Gas 25.05.17-22.06.17
03/07/2017	Lloyds Bank	31058176X	-25.00			4058 101	-25.00	entry made 2x
14/07/2017	Jack and Jill nursery	140720171	2,000.00			4155 103	2,000.00	Grant
14/07/2017	SSP Specialised Sports Product	14071702	480.00	480.00		501		Multi court maintenance
14/07/2017	Woodstock IT Services	14071703	226.80	226.80		501		IT support
14/07/2017	Mr N. Simmonds,	14071704	165.00	165.00		501		Emergency light te
14/07/2017	BEL Signs	14071710	47.40	47.40		501		POst and post fix
14/07/2017	Woodstock IT Services	1407172	280.80	280.80		501		Purchase Ledger
14/07/2017	West Sussex County Council	1407174	23,129.51	23,129.51		501		Salaries June 2017
14/07/2017	T C Maintenance	1407175	500.00	500.00		501		General maintenance
14/07/2017	PITNEY BOWES FINANCE LTD	1407176	33.67	33.67		501		Quarterly rental franking mach
14/07/2017	N.Tucker Ltd	1407177	265.00	265.00		501		window cleaning
14/07/2017	Girlforce Gardens Ltd.,	1407178	169.20	169.20		501		Mow around Tythe Barn
14/07/2017	EDF Energy 1 Ltd	1407179	115.23	115.23		501		Electricity for street lights
14 2017	PITNEY BOWES FINANCE LTD	1407076a	3.00	3.00		501		Quarterly rental franking mach
14/07/2017	Lloyds Bank	140717	5.91		0.98	4036 403	4.93	Amazon - tape
14/07/2017	Lloyds Bank	14072017	5.87		0.98	4036 401	4.89	Amazon - brass pole
14/07/2017	Lloyds Bank	1407173	36.00			4058 101	36.00	Land registry titles
16/07/2017	Extinguere Ltd	1607171	66.50	66.50		501		Service fire extinguishers
17/07/2017	Nathalie Bennet	1707171	67.92		11.32	1000 403	56.60	Invoice 20305 paid twice L9107
21/07/2017	Nationwide Building Society	TRANSFER	20,000.00			203	20,000.00	Transfer to Nationwide
25/07/2017	Petty Cash	8979	122.22			201	122.22	
27/07/2017	Essential Hygiene & Catering S	2707171	728.92	728.92		501		Cleaning materials
27/07/2017	HR Servies Partnership	2707173	252.00	252.00		501		HR support
27/07/2017	SSALC Ltd	2707175	32.40	32.40		501		Guide to Finance and Transpare
27/07/2017	Mr N. Simmonds,	2707176	1,261.00	1,261.00		501		Electrical inspections
27/07/2017	G. Burley & Sons Ltd.,	2707172	1,771.69	1,771.69		501		Grass cutting July

Date: 01/08/2017

North Horsham Parish Council 17/18

Page No: 1104

Time: 14:50

Cash Book 1

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LLoyds Bank Accounts

For Month No : 4

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
								2017
27/07/2017	PKF Littlejohn LLP	2707174	1,200.00	1,200.00		501		External audit costs
27/07/2017	Viking Direct	2707177	88.12	88.12		501		Stationery
27/07/2017	Scottish Water Business Stream	dd	113.51	113.51		501		Water 28.06.17-12.07.17
28/07/2017	Scottish Water Business Stream	DD	216.62	216.62		501		Water 03.05.17-13.07.17
<b>Total Payments for Month</b>			<b>56,089.35</b>	<b>33,876.43</b>	<b>13.28</b>		<b>22,199.64</b>	
<b>Balance Carried Fwd</b>			<b>195,872.45</b>					
<b>Cash Book Totals</b>			<b>251,961.80</b>	<b>33,876.43</b>	<b>13.28</b>		<b>218,072.09</b>	

Expenditure for July 2017 = £56,089.35 -  
£20,000 of this was transferred  
to Nationwide Building Society in  
a deposit account.

## Lloyds Bank Accounts

For Month No : 5

EXPENDITURE LIST AUGUST 2017

## Payments for Month 5

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/08/2017	Lloyds Bank	01082017	258.19		43.03	4305 201	215.16	Bollards
01/08/2017	G. Burley & Sons Ltd.,	0108171	1,771.69	1,771.69		501		Grasscutting - June 2017
01/08/2017	Mrs D. Lees	0108172	56.70	56.70		501		Purchase Ledger
01/08/2017	Mr Ross McCartney,	0108174	10.21	10.21		501		Purchase Ledger
01/08/2017	Mr N. Simmonds,	0108176	165.00	165.00		501		Purchase Ledger
01/08/2017	T C Maintenance	0108177	150.00	150.00		501		General maintenance
01/08/2017	Woodstock IT Services	0108178	226.80	226.80		501		IT Support
01/08/2017	Horsham Publications Ltd	August 17	56.10	56.10		501		Horsham Pages(North) annual
01/08/2017	Horsham District Council	DD0108	1,566.00	1,566.00		501		Rates August 2017
01/08/2017	Horsham District Council	DD018	161.85	161.85		501		Dog bins August 2017
01/08/2017	CF Corporate Finance Ltd	DD0108	206.94	206.94		501		Purchase Ledger
02/08/2017	British Gas Business	DD0208	137.14	137.14		501		Electricity 14.06.17 13.07.1
11/08/2017	C Brewer & Sons Ltd	1108171	10.60	10.60		501		Decorating material
11/08/2017	Mr Mark Stoner,	1108171x	73.80	73.80		501		Purchase Ledger
11/08/2017	BT Payment Services Ltd	1108172	3,580.59	3,580.59		501		New telephone system
11/08/2017	EDF Energy 1 Ltd	1108173	116.68	116.68		501		Electricity Street lighting
11/08/2017	ELA Group	1108174	145.40	145.40		501		Service lift
11/08/2017	Girlforce Gardens Ltd.,	1108175	107.40	107.40		501		Strim, weed, weed clearance
11/08/2017	Servcom Services UK Ltd.,	1108176	1,326.51	1,326.51		501		Thermostat
11/08/2017	N.Tucker Ltd	1108177	260.00	260.00		501		Purchase Ledger
14/08/2017	British Gas Business	DD1408	15.87	15.87		501		Gas 23.06 -24.07.17
14/08/2017	British Gas Business	DD140817	47.57	47.57		501		23.06-24.07.17
15/08/2017	West Sussex County Council	1108178	23,526.11	23,526.11		501		Members Allowances July 2017
23/08/2017	Scottish Water Business Stream	DD2308	241.89	241.89		501		Water 16.05.-08.08.2017
24/08/2017	Lloyds Bank	2408171	34.98		5.83	4016 401	29.15	Flasks
24/08/2017	Lloyds Bank	2408172	84.00		14.00	4007 101	70.00	GDP Training D Searle
24/08/2017	Trafalgar Cleaning Equipment L	2408172	259.20	259.20		501		Service /training floor mach
24/08/2017	Servcom Services UK Ltd.,	2408173	674.82	674.82		501		New actuator to AHU
24/08/2017	Johnson Logistics	2408174	393.16	393.16		501		Clearance and disposal
25/08/2017	British Gas Business	DD2508	743.06	743.06		501		Electricity 02.06-31.07.2017
30/08/2017	British Gas Business	DD	16.40	16.40		501		Electricity 01.08.2017
30/08/2017	British Gas Business	DD3008	401.40	401.40		501		Electricity 2.6.-31.7.2017
31/08/2017	Eazzee.co.uk	2908171	223.20	223.20		501		Personal Protective Clothing

Date: 01/09/2017

North Horsham Parish Council 17/18

Page No: 1107

Time: 10:22

Cash Book 1

User : PW

Lloyds Bank Accounts

For Month No : 5

Payments for Month 5

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/08/2017	Enterprise Services Group Ltd	2908172	160.02	160.02		501		Sanitary collection
31/08/2017	G. Burley & Sons Ltd.,	2908173	1,771.69	1,771.69		501		Grass cutting
31/08/2017	HR Servies Partnership	2908174	252.00	252.00		501		HR Support
31/08/2017	Servcom Services UK Ltd.,	2908175	87.62	87.62		501		Boiler repair
31/08/2017	Turner Security Systems Ltd.	2908176	2,280.00	2,280.00		501		Intreuder alarm maint and moni
31/08/2017	Assurity Consulting Ltd	3108171	342.00	342.00		501		Workplace Environmental Assess
<b>Total Payments for Month</b>			<b>41,942.59</b>	<b>41,565.42</b>	<b>62.86</b>		<b>314.31</b>	
<b>Balance Carried Fwd</b>			<b>165,696.65</b>					
<b>Cash Book Totals</b>			<b>207,639.24</b>	<b>41,565.42</b>	<b>62.86</b>		<b>166,010.96</b>	

Expenditure for August 2017 = £41,942.59

Infrastructure Delivery Plan (IDP) - Horsham District Council Consultation August 2017

**Infrastructure Schedule**

North Horsham Parish Council

E-mail [Parish.clerk@northhorsham-pc.gov.uk](mailto:Parish.clerk@northhorsham-pc.gov.uk) Telephone 01403 750786

Considered by Property, Planning and Finance Committees.
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Purpose:- To identify the infrastructure or services that are required to support the delivery of the Council’s Horsham District Planning Framework specifically in North Horsham. This could include infrastructure required to cope with capacity issues, co-location of services or upgrades to existing facilities. HDC encourages the Parish Council to engage with community groups in the area.

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Transport	To improve non-vehicular access across the A264 to link the development north of the A264 and beyond with the existing residential areas of North Horsham and Horsham town	A264	Report from Phil Jones Associates (to be attached) HDPF objective 3.12 “Opportunities for non car based transport...will be supported” Objective 11.4 – “Transport access and ease of movement is a key factor in the performance of the local economy” Policy SD9 ‘Transport Infrastructure development north of Horsham’.	West Sussex County Council	?	?	2020

<b>Infrastructure Type</b>	<b>Infrastructure Project</b>	<b>Location</b>	<b>Evidence</b>	<b>Delivered by</b>	<b>Cost</b>	<b>Existing Committed Funding</b>	<b>Delivery Timescale</b>
Community	Provision of a youth facility for those in Roffey – possibly using the WSCC Family Centre on Godwin Way.	Roffey	Area of depravation. No existing facility. New development on Parsonage Road within walking distance of Roffey. Higher density, lower cost, housing. HDPF policy 42 “Positive measures which help create a socially inclusive and adaptable environment for a range of occupiers and users to meet their long term needs will be encouraged and supported. Particular account will be given to....The co-ordination of services to fulfil the needs of young people”	Possibly Parish Council in partnership with WSCC/ HDC?	?	?	2018



<b>Infrastructure Type</b>	<b>Infrastructure Project</b>	<b>Location</b>	<b>Evidence</b>	<b>Delivered by</b>	<b>Cost</b>	<b>Existing Committed Funding</b>	<b>Delivery Timescale</b>
Community	Opportunities to access internet facilities. To promote science, technology, engineering and mathematics and the growing digital creative industry.	North Horsham	HDC is running a Digital Inclusion programme. There is a greater need to access the internet in order to engage with services.	WSCC/ HDC/ Age UK/ Horsham Matters	?	?	Now and ongoing
Infrastructure	Upgrade to Roffey Centre	Fitzalan Road/ Crawley Road	There is potential for Roffey to provide a larger number of facilities. Could link with the growing digital creative industry in providing space for business that wish to move into the district also creating employment opportunities. HDPF Policy 7 3 “...encouraging provision of small units through development proposals.”	WSCC/HDC/ Parish Council	?	?	2027

<b>Infrastructure Type</b>	<b>Infrastructure Project</b>	<b>Location</b>	<b>Evidence</b>	<b>Delivered by</b>	<b>Cost</b>	<b>Existing Committed Funding</b>	<b>Delivery Timescale</b>
Transport	Review traffic calming measures on Crawley Road	Crawley Road	The traffic calming measures do not work properly. Cars park within the traffic calming and as there is room for two cars to pass, it is largely ignored unless there is a large bus or lorry.	WSCC	?	?	2020
Heritage	To provide an exhibition area to promote local heritage and a sense of place.	North Horsham	No existing facility. Could be an outreach of Horsham Museum to enable young people to engage with local heritage.	HDC/ Parish Council	?	?	2027
Transport	To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane.	North Horsham / Horsham Town	Poor public transport links in Holbrook.	WSCC	?	?	2020

<b>Infrastructure Type</b>	<b>Infrastructure Project</b>	<b>Location</b>	<b>Evidence</b>	<b>Delivered by</b>	<b>Cost</b>	<b>Existing Committed Funding</b>	<b>Delivery Timescale</b>
Open spaces	Roffey Recreation Ground	Roffey Recreation Ground	Lack of security. Reduced public use because of existing sport.	HDC	?	?	2020
Open spaces	Manor Fields Recreation Ground	Manor Fields Recreation Ground	Existing facility old and in need of refurbishment	HDC	?	?	2017
Open spaces	Oak Tree Way Playground	Redkiln Way	Existing facility overgrown and in need of refurbishment	HDC	?	?	2017
Transport	Electric car charging points	Godwin Way Car Park	Increase in the production of and promotion of using electric cars. HDPF 10 – Policy 40. 4 “Includes opportunities for sustainable transport which reduce the need for major infrastructure and cut carbon emissions.”	WSCC/ HDC	?	?	2020
Transport	Improve parking for Littlehaven Rail Station.	Littlehaven Lane	Cars parked in nearby residential roads	WSCC	?	?	2020

<b>Infrastructure Type</b>	<b>Infrastructure Project</b>	<b>Location</b>	<b>Evidence</b>	<b>Delivered by</b>	<b>Cost</b>	<b>Existing Committed Funding</b>	<b>Delivery Timescale</b>
Community	Accessible health facilities	North Horsham	There will be a need for increased access to health facilities as the population increases and ages. HDPF Policy 42 Inclusive Communities.	WSCC/ GPs	?	?	2020
Open Space, Sport & Recreation	To provide outdoor Fitness Equipment	Amberley Road open space	To provide easily accessible equipment to encourage the increasing older population as well as younger people to keep fit. HDPF Policy 42 Inclusive Communities.	HDC/PC	£3,500	None	2018
Open Space, Sport & Recreation	To provide outdoor Fitness Equipment	Birches Road open space	To provide easily accessible equipment to encourage the increasing older population as well as younger people to keep fit. HDPF Policy 42 Inclusive Communities.	HDC/PC	£3,500	None	2018
Open Space, Sport & Recreation	Provide a new bench	Amberley Road open space	To enhance existing facilities for the elderly or those who have physical limitations. HDPF Policy 42 Inclusive Communities.	HDC/PC	£800	None	2018

<b>Infrastructure Type</b>	<b>Infrastructure Project</b>	<b>Location</b>	<b>Evidence</b>	<b>Delivered by</b>	<b>Cost</b>	<b>Existing Committed Funding</b>	<b>Delivery Timescale</b>
Open Space, Sport & Recreation	Enhance and extend boardwalks	Earles Meadow	To improve and extend the boardwalks so that they are more accessible and safer for users of all ages and those with physical limitations. Members of the public come from all over Horsham to use the facilities. HDPF Policy 42 Inclusive Communities.	HDC/PC	£13,000	None	2020
Community Halls and Buildings	Enhance and extend the toilet facilities	North Heath Hall	The venue is used by two Nursery Schools who have identified that the toilets and washrooms provided are not really suitable for young children particularly those with disabilities. With an increasing population locally and increasing free hours available there will be a greater demand for nursery places hence the facilities need to be upgraded to cope with this. HDPF Policy 42 Inclusive Communities.	HDC/PC	£20,000	None	2019

<b>Infrastructure Type</b>	<b>Infrastructure Project</b>	<b>Location</b>	<b>Evidence</b>	<b>Delivered by</b>	<b>Cost</b>	<b>Existing Committed Funding</b>	<b>Delivery Timescale</b>
Community Halls and Buildings	Enhance the kitchen facilities in rooms 15 and 16	North Heath Hall	These rooms are used almost exclusively by a nursery school who have identified that the kitchen facilities provided are minimal and cause safety concerns. With an increasing population locally and increasing free hours available there will be a greater demand for nursery places hence the facilities need to be upgraded to cope with this.	HDC/PC	£5,000 - £8,000	None	2019
Community Halls and Buildings (Money specifically for improvement of Roffey Millennium Hall)	Provision of air conditioning units in some rooms	Roffey Millennium Hall	There is additional need for facilities suitable for hire for the elderly and those with health issues. Some of our rooms which are hired out to Friendship Groups (60+) , NCT, Bariatric exercise classes etc would benefit from having air conditioning. HDPF Policy 42 Inclusive Communities.	HDC/PC	£3,000	None	2018

To be returned to Horsham District Council by 8<sup>th</sup> September 2017

E-mail: [cil@horsham.gov.uk](mailto:cil@horsham.gov.uk)



# North Horsham Parish Council

## Business Continuity Policy and Plan

### Business Continuity Policy Statement

The Civil Contingencies Act 2004 places a duty on the local authority to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption. North Horsham Parish Council's policy is to maintain the continuity of its critical core functions and where these are disrupted by any event to enable them to return to 'normal' operations as soon as possible, taking into account the impact of any delay on quality of service, reputation and finances.

### Scope of the Policy and Plan

This policy and plan is intended to ensure:

- The concept of Business Continuity, the policy and approach is understood by the Council and its staff.
- That there is a clear framework to follow in the case of an emergency.
- That the Parish Council has taken reasonable steps to ensure that there will be as little disruption as possible to the Council (business) in the event of an emergency.

### Responsibilities

North Horsham Parish Council as a corporate body is responsible for the Business Continuity Plan, however, the Chairman and Vice Charman are first responders in an emergency with the Clerk or Deputy Clerk and jointly will be responsible for initiating actions included in the Business Continuity Plan.

The Clerk, as Proper Officer has the delegated day to day responsibility for keeping the plan updated and taking the Plan forward to include lessons learned and good practice with support from the Council and staff members. The Clerk will be responsible for communicating the programme to Councillors and staff.

The Council will be responsible for ensuring there is adequate training for staff and ensuring that activities are completed through a monitoring system.

### Aim of the Plan

This Plan provides the framework in preparation for the Council to cope with the effects of an emergency.

### Objectives

- To define and prioritise the Critical Core Functions of the business
- To identify the emergency risks to the business and assess likelihood and impact
- To detail the agreed response to an emergency including first reactions, recovery objectives, structure for implementation, monitoring, follow up procedures and communication processes.
- To identify key contacts during an emergency.
- To keep the information within the Business Continuity Plan updated and to review procedures at least bi-annually.

### Critical Core Functions of the business

- Roffey Millennium Hall which includes the Parish Office
- North Heath Hall
- Holbrook Tythe Barn
- Multi Courts

#### **Other services that could be affected**

- Amberley Close allotments
- Amberley Close play area
- Holbrook Tythe Barn play area
- Birches Road play area
- Earles Meadow play area
- Earles Meadow open space
- Bus shelters
- Street lights
- Notice boards
- Litter and dog bins
- Litter picking.
- Roffey Friendship Club

#### **Emergency Risks to the business**

- Fire
- Flood
- Theft/ break in.
- Equipment failure
- Staff illness (epidemic)
- Loss of Clerk/ Deputy Clerk due to sudden or long term illness, incapacity or death
- Death or Serious injury to member of staff whilst carrying out Council duties



## Risk Analysis

Area V	Risk and mitigation >	Risk Likelihood/ Impact	Mitigation measures.	Further actions
Loss of building due to fire.		Low/ High	Fire alarm with frequent tests/ Insurance	
Loss of equipment due to fire, flood, equipment failure or theft		Low/ High	Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Insurance.	
Loss of important documents due to fire, flood or theft.		Low/ Medium	Electronic documents backed up and back up kept off site. Land registry documents etc. can be sourced from national repositories.	Continue with a programme of scanning documents to be kept electronically.
Loss of Council computer files due to fire, flood, breakdown or theft.		Low/ Medium	Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Electronic documents backed up and back up kept off site.	
Staff illness.		Low/ High		
Loss of Clerk/ Deputy Clerk due to sudden or long term illness, incapacity or death		Low/ Medium	Sussex Association of Local Councils or Horsham District Council may provide support.	
Death or Serious injury to member of staff whilst carrying out Council duties.		Low/ High	Safe systems of working, equipment is serviced regularly and staff training is undertaken. H&S legislation is observed and enshrined in Policy.	



## Communication processes

When an emergency situation arises **the Clerk/ Deputy Clerk/ Chairman of the Council or Vice Chairman of the Council** is the first point of contact.

Their first priority is to summon the relevant **Emergency Services** if necessary.

The **Clerk/ Deputy Clerk** should then inform **staff, hirers** and other **Councillors** and report to the **HSE** if necessary.

The **Clerk/ Deputy Clerk** may need to contact the **insurance company, hirers, IT providers, Horsham District Council, West Sussex County Council, Sussex Association of Local Councils, the Bank, suppliers or contractors.**

## Key contacts

### Council contacts

Position	Name	Address	Telephone Number
Council Chairman	Cllr Alan Britten	32 Brushwood Road RH12 4PE	01403 272226
Council Vice Chairman	Cllr Martin Loates	10, Bryce Close RH12 4EF	01403 269465
Clerk to the Council	Pauline Whitehead	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786
Deputy Clerk to the Council	Vivien Edwards	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786

## Emergency Contacts

Contact For/ Work	Name	Company/ Location	Telephone Number
Report of crime or need for emergency services		Sussex Police/ Fire / Ambulance	999
Insurance Company		Zurich Munciple	0800 335500 – new claim
Health and Safety Executive		HSE	0345 3009923
Gas		Emergency number	0800 111999
Electricity		Emergency number	0800 3163 105 or 105 – power cuts or emergency
Water		Business Stream  Southern Water	0330 1232000 Mon – Fri 9am -5pm 01903 264444 Out of hours
Telephone		BT	0800 800154

Boarding up		Crawley Double Glazing Repair	0800 0546508
Emergency Repairs		Jack Auletta Ltd. 74 Brockham Lane Betchworth Surrey	01737841048 07796440000
		Concept Building Solutions The Mill Brookes Green Road Partridge Green	0800 1571020
Boilers		ServCom Unit 5 Beeding Court Business Park Shoreham Road Upper Beeding Steyning	01273 820998
Lift		ELA Lifts	07432 737849
Keys		Adrian the Locksmith	07736 441717
Key holder		Nick Simmonds Electrical	07745 790018
IT Support		Woodstock IT 5 The Courtyard Holmbush Farm Crawley Road Faygate	01403 290321
HR Support/ Recruitment		HR Services Quadrant House North Heath Lane Industrial Estate Horsham RH12 5QE	01403 240205
		Sussex Association of Local Councils	01273 830200

### Update and review

This Policy and Plan shall be updated as appropriate and reviewed annually by full Council.

31<sup>st</sup> August 2017

**Business Impact Analysis - North Horsham Parish Council Response to an Emergency including a timeframe of responses, recovery objectives, a structure for implementation, monitoring and follow up procedures.**

TIMELINE		24 hours	Within 7 days	Within 1 month	Within 3 months
Area V	Recovery steps >	Immediate Response and Actions	Management Response	Business Continuity Rebuild Confidence	
Loss of building due to fire.		Inform the Council, staff and appropriate hirers. Inform the insurance company. Relocate hires if possible. Relocate Parish Office if appropriate.	Set up temporary office including communication systems if necessary.	Hold a meeting of the full Council. Review the position. Work with the insurance company to rebuild the facility.	Action any recommendations from the review and continue to review progress.
Loss of equipment due to fire, flood, equipment failure or theft		Inform the Council. Inform the insurance company. Report theft to Police. Decide if equipment needs instant replacement.	Purchase new equipment. Ascertain what has been lost.	Report to full Council. Review position.	Action any recommendations following the review for continuity.
Loss of important documents due to fire, flood or theft.		Inform the Council.	Review the position. Put steps in place to recover the documents if possible.	Report incident to full Council. Review position.	Action any recommendations following the review for continuity.
Loss of Council computer files due to fire, flood, breakdown or theft.		Inform the Council. Retrieve the back up files from the Deputy Clerk.	Install back-up files on temporary or replacement equipment.	Report incident to Full Council Meeting and review position.	Action any recommendations following the review.
Staff illness.		Inform the Council. Decide on temporary cover strategy.	Provide temporary cover.	Provide cover and support whilst staff return to work.	Review the process and action any recommendations.
Loss of Clerk/ Deputy Clerk due to sudden or long term illness, incapacity or death.		Inform the Council. Decide on temporary cover strategy.	Provide temporary cover.	Provide replacement and/ or begin recruitment process	Review position and procedure for continuity.
Death or Serious injury to member of staff whilst carrying out Council duties.		Inform the Council. Inform the insurance company. Inform HSE.	Decide on temporary cover strategy. Investigate how the injury/ death occurred to respond to HSE.	Provide temporary cover then recruitment. Review position and procedure for continuity. Provide support to existing staff.	Provide support to existing clerk if/when they return to work or to the new clerk.





NORTH HORSHAM PARISH COUNCIL  
ALLOTMENT TENANCY AGREEMENT

**PERSONAL DETAILS**

YOUR FULL NAME.

YOUR ADDRESS.

POST CODE.

TELEPHONE NO:

**YOUR AGREEMENT**

1. I agree to rent plot No.            at Amberley Close Allotment Site from North Horsham Parish Council.
2. I agree to pay rent at the prevailing rent each year.
3. I understand that the Council may increase the rent as stated in the Allotment Rules.
4. My rental will start on .....
5. This agreement is subject to the Council's Allotment Rules (and any future changes to them) and the relevant Allotment Legislation.
6. I have been given a copy of the Council's Allotment Rules.
7. I agree to abide by the Council's Allotment Rules.
8. I agree to notify the Parish Council of any change of address.

**DECLARATION**

Full Name.

Your Signature .....

Date.....

Witnessed By (signature) .....

Witness Address

Signed for North Horsham Parish Council.

Date .....



# NORTH HORSHAM PARISH COUNCIL

## ALLOTMENT RULES

### 1. APPLICATION AND WAITING LIST

- 1.1 These rules are made under current legislation and apply to all allotment plots when a tenancy agreement is signed.
- 1.2 Anyone over the age of 18 and resident in the parish can apply for an allotment. The tenant must normally live in the parish during the tenancy. The Council maintains a waiting list for allotments at Amberley Close. The list includes the name, address, telephone number and e-mail address of the applicant and the date of application. The information will be held in line with the Parish Council's Data Protection Policy. The Council may decide to close the waiting list if it feels it has sufficient reason to do so. Available allotments are allocated to the person who has been on the waiting list the longest. In the event that the plot is declined, the plot will be offered to the next person on the list and so on. In the event of a plot being declined by any one person on two occasions, that person's name will be removed from the list. There may be an opportunity to re-join the list (if it is open) at the bottom. The tenancy agreement must be signed prior to the allotment being released by the Council.

### 2. OBSERVANCE OF RULES

- 2.1 Tenants must observe and comply with current rules, regulations, and policies and those which the council may make at any time in the future (e.g. statutory law changes or local restrictions – such as bonfire restrictions). These may be displayed either on notice boards, gates and/or sent with rent invoices, new tenancy agreements etc.
- 2.2 Tenants must comply with any reasonable or legitimate directions given by an authorised officer of the Parish Council in relation to an allotment.

### 3. ASSIGNMENT AND SUB-LETTING

- 3.1. The tenancy of an allotment is personal to the tenant named in the tenancy agreement.
- 3.2. The tenant may not assign, sub-let, or part with possession or control of all or any part of their allotment.



## **4. RENT**

- 4.1. The tenant must pay the invoiced rent within the due date shown on the invoice, usually 14 days.
- 4.2. The rent year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. Tenants taking up an allotment within the rent year will normally be invoiced for the remainder of the year at the full annual rate.
- 4.3. A tenant may voluntarily relinquish their allotment garden at any time or have their tenancy terminated for breach of the tenancy agreement before year end but no rent rebate will be payable.
- 4.4. The departing tenant shall remove all stored materials (see 5.3 below) from their plot before end of the tenancy. The council will dispose of any such material not removed by the tenant and the full cost may be charged to the outgoing tenant.
- 4.5. Allotment rent is reviewed annually by the Council for the forthcoming financial year. Rent may be increased at any time, provided the council publishes the increase on noticeboards and on its website [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk). Failure to give notice to any individual tenant will not invalidate the tenant's rent increase.

## **5. CULTIVATION AND USE**

- 5.1. **Personal use**  
Tenants must use their allotments for their own personal use and must not carry out any business or sell produce from it. Tenants may not use their allotment as a place of residence. Tenants must not sleep on their allotment overnight.
- 5.2. **Permitted Use**  
The allotment is rented to the tenant for the purpose of the cultivation of fruit, vegetables and flowers for use and consumption by themselves and their family.
- 5.3. **Storage of materials within the plot**  
Only materials for use on the plot may be stored there, such as beanpoles, cloches, pots and netting for seasonal use.
- 5.4. **Cultivation**  
Allotments must be kept tidy and maintained in a good state of cultivation and fertility throughout the year.
- 5.5. **Hedges and Trees**  
Tenants are responsible for maintaining any hedge on or abutting their plot. Such hedges should be kept to a maximum height of 2 metres (6'6") and the sides shall be trimmed at least once per year. The Council is responsible for site perimeter hedges.

Tenants must not, without the consent of an unauthorised officer, cut or prune trees outside of their own allotment. Tenants must not plant any trees which will exceed a height of 2 metres. Tenants must not allow self-seeded trees to grow on their allotment (especially any that are growing through a perimeter fence).

#### **5.6. Weed Control**

It is the tenant's responsibility to keep the plot free of weeds that cause a nuisance to adjoining tenants. If on inspection by the Parish Council or as the result of complaints, a plot with weeds is identified, the tenant will be notified. A further inspection will be carried out no later than 6 weeks later and if there are no improvements in cultivation a notice of termination will be sent.

### **6. WATER, BONFIRES AND OTHER RESTRICTIONS**

#### **6.1 Water**

A standpipe for watering facilities is available for use by tenants. The water supply will be turned off in winter to prevent frost damage. The use of sprinklers is prohibited, as is the use of hosepipes. Water butts may be kept on individual plots.

#### **6.2 Bonfires**

Bonfires on any plot are prohibited.

#### **6.3 Rubbish and Recycling**

Rubbish from external sources may not be deposited on the allotments or any other part of the site.

#### **6.4 Recycling**

Tenants are encouraged to recycle material by composting non-diseased vegetative matter for use on the allotment. Tenants must not deposit matter into the hedgerows or perimeter areas of the allotments. Diseased plants and perennial weeds should be removed from the site by the tenant, for disposal elsewhere.

#### **6.5 Removal of soil and similar materials**

Tenants may not remove any material, sand, gravel, earth, or clay from any allotment without written permission from an authorised officer.

#### **6.6 Nuisance**

Tenants must not cause or permit to be caused any nuisance or annoyance to other tenants or residents of properties adjoining the site.

North Horsham Parish Council has a commitment to eliminating unlawful or unfair discrimination and to achieving an environment free from harassment, bullying or intimidating behaviour. This extends to the conduct of allotment tenants.

**6.7 Duty of Care (including chemicals, fuel and other hazardous materials)**

Tenants, even when not on site, have a duty of care to everyone including visitors, trespassers and themselves. Particular care should be taken when using strimmers, rotovators and other mechanical or powered equipment.

Care should be taken to avoid creating hazards by the construction of features on the allotment. Ponds are not allowed for safety reasons.

Chemicals, fuels and hazardous materials must be stored in a locked container. Should herbicides and pesticides be used all safety instructions should be followed. Alternatives should be considered whenever possible.

Obstruction of paths and haulage ways is prohibited.

Tenants may not bring, use, or allow the use of barbed or razor wire on the allotment.

**6.8 Illegal or immoral activity**

The allotments and the site may not be used for illegal or anti-social purposes.

**7. DOGS, ANIMALS AND BEES**

**7.1.** Dogs must not be brought onto allotments or any part of the site unless they are kept on a short lead or otherwise restrained at all times.

**7.2.** Animals, livestock or bees must not be kept on allotments.

**7.3.** If a tenant wishes to keep bees on their allotment, permission must be obtained in writing from the Council. (See policy for keeping bees on allotment plots)

**8. UNAUTHORISED PERSONS**

**8.1** Only the tenant or a person authorised or accompanied by the tenant is allowed on this site.

**8.2.** The authorised officer or other authorised persons may order any unauthorised person on site in the breach of these rules to leave immediately.

**9. PATHS AND HEADLANDS**

**9.1.** Paths within allotments must be kept free from flowering weeds and rank growth must not exceed 150mm (over 6" high).

**9.2.** Shared paths between two allotments must be maintained and kept cut and clipped up to the nearest half width by each adjoining tenant. Paths must

- 9.3 be kept clear of obstruction at all times.  
Headlands must be maintained by the tenant.

## **10. STRUCTURES**

- 10.1. Tenants wishing to erect a shed or greenhouse on an allotment must have the permission of the Authorised Officer in writing and it is incumbent on the tenant to ascertain if planning permission is required from the Local Authority and obtain it if necessary. Sheds and greenhouses must be anchored down, be temporary structures, no larger than 6' x 6' x 6' (1.83m x 1.83m x 1.83m) and be removed at the end of the tenancy. Sheds and greenhouses must be positioned so as not to shade a neighbour's plot. The Council is not responsible for any items left in sheds or greenhouses. Greenhouses and sheds must not contain any glass for safety reasons.
- 10.2. Tenants wishing to erect a polytunnel must have the permission of the Authorised Officer in writing and it is incumbent on the tenant to ascertain if planning permission is required from the Local Authority. Polytunnels must be temporary structures and of a height that does not cause nuisance to neighbouring plots. There should only be one polytunnel per plot and they must be removed at the end of a tenancy.
- 10.3. Any structure erected as above shall be maintained in safe order with a neat external appearance and condition. If the Council is not satisfied with the state of the structure, the tenant must either repair it to the Council's satisfaction or remove the structure within one month of instruction to do so. If the structure is not so removed, the Council may remove it and charge the tenant for the full cost of removal and disposal.
- 10.4. Any structure erected as above shall not be made from hazardous materials (e.g. asbestos) and the colour shall be in keeping with the natural environment.
- 10.5. Any structure erected as above must be adequately secured to the ground to prevent uplift.
- 10.6 Individual plots must not be fenced.

## **11. PLOT NUMBERS**

The allotment number will be identified in such a manner as prescribed by the Council.

## **12. INSPECTION**

Any allotment and any structure on it may be inspected by an authorised officer of the Council or the Police at any time and tenants must give whatever access required with or without notice.

## **13. TERMINATION**

- 13.1.** The tenancy of the allotment may be terminated **by the Council** by serving on the tenant not less than twelve months' written notice to quit expiring at any time between 29<sup>th</sup> September to 6<sup>th</sup> April inclusive.
- 13.2** The Tenant shall on determination of this tenancy by the Council under 13.1 be entitled to compensation only to the extent prescribed by Section 2 of the Allotments Act 1922 and Section 3 of the Allotments Act 1950 but not further or otherwise.
- 13.3.** The tenancy may be terminated **by the Council** by service of one month's written notice on the tenant if: -
- (i) the rent is in arrears for more than 40 days (whether formally demanded or not).
  - (ii) the tenant is in breach of any of these rules or of their tenancy agreement
  - (iii) if the tenant becomes bankrupt. The termination does not prejudice the right of the Council to claim damages for any such breach or to recover any rent already due before the time that the termination was stated.
  - (iv) the tenant moves out of the parish (subject to review of the situation – see 1.2).
  - (v) automatically after two months on the death of the named tenant. Contact must be made with the Authorised Officer as soon as possible. The tenancy may be passed to a close family member if they can evidence having worked on the allotment, at the discretion of the Clerk.
- 13.4.** Tenants may voluntarily terminate their agreement (see 4.3, 4.4 and 10.1 above).
- 13.5.** On the termination of the tenancy, the tenant shall remove any shed, greenhouse, or other building or structure erected on the allotment unless the Council agrees otherwise and confirms the agreement in writing.

## **14. THE COUNCIL'S RESPONSIBILITIES**

### **14.1 Overheads**

The Council shall pay all rates, taxes, dues, or other assessments which may at any time be levied or charged on the allotments.

### **14.2. Administration**

To keep waiting lists, to let plots, to collect rent, to deal with terminations and to enforce the rules of the site.

### **14.3. Repairs and maintenance**

The Council will undertake repairs to site perimeter fences, gates and water infrastructure, maintenance of haulage ways; vacant plot management; and hedge and tree management. All of which is subject to

budget.

**14.4. Plot Clearance**

The Council reserves the right to clear overgrown plots that are currently tenanted and are causing a nuisance. The Council will only carry out this action once the tenant has been informed and a notice of termination sent to them. The tenant will be charged the full cost on each occasion that this occurs

**14.5. Liability**

The Council is not liable for loss by accident, fire, theft, or damage of any structures (including sheds), tools, plants, or contents on any allotment. Tenants are advised not to store any items of value on the allotment and to insure and mark any items kept at the allotment. Tenants are advised to report any incidents of theft and vandalism to an authorised officer and the police.

**15. COMMUNICATION**

**15.1** Any written notice required by the tenancy shall be sufficiently served if sent by e-mail, post or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Council's Clerk.

## TERMS AND INTERPRETATION

<b>Allotment</b>	A plot of land that is let by the Council for the cultivation of herb, flower, fruit and vegetable crops and recreational gardening.
<b>The Council</b>	North Horsham Parish Council.
<b>Site</b>	The area of allotments grouped together at Amberley Close, Horsham.
<b>Rent</b>	The annual rent payable for the tenancy of an allotment.
<b>Review Notice</b>	Any notice of reviewed change.
<b>Tenant</b>	A person who holds an agreement for the tenancy of an allotment.
<b>Tenancy Agreement</b>	A legally binding written document which records the terms and conditions of letting of a particular allotment to an individual tenant.
<b>Haulage Way</b>	A common route within the site for vehicular and pedestrian access to allotments.
<b>Headland</b>	The area of land between an allotment plot and any haulage way or perimeter fence.
<b>Authorised Officer</b>	The Parish Clerk or Deputy Clerk to North Horsham Parish Council.
<b>Cultivation</b>	Keeping the plot in good productive order by the maintenance and improvement of soil, the control and prevention of flowering weeds and the planting and maintenance of ornamental plants and herb, flower, fruit and vegetable crops.
<b>Paths</b>	Dividing paths between allotments.



# North Horsham Parish Council

## SAFEGUARDING POLICY

*This policy has been prepared using Department of Communities and Local Government (DCLG): (2014): Safeguarding children and young people and Horsham District Council Safeguarding 2017 [www.horsham.gov.uk accessed 30.08.2017] and is in line with the Policy and Conditions of Hire in Relation to Council Owned Premises.*

### **INTRODUCTION**

Safeguarding is protecting adults at risk or children from physical, emotional, sexual abuse and neglect. It is always unacceptable for a child, young person or an adult at risk to experience abuse of any kind. The legal duty to safeguard children and vulnerable adults is set out in the Safeguarding Vulnerable Groups Act 2006 (England and Wales). North Horsham Parish Council expects the users of its services to observe exemplary standards of behaviour and conduct with regard to safeguarding the welfare of children and vulnerable adults and promotes a safeguarding culture and environment.

### **POLICY STATEMENT**

The Council will seek to safeguard children and vulnerable adults by:

- Valuing, listening to and respecting children and vulnerable adults.
- Ensuring that all suspicions of, and allegations of abuse are taken seriously and reported as necessary;
- Sharing information about concerns with appropriate agencies;
- Providing training and support where necessary;
- Ensuring that all Members, staff and volunteers are aware of this policy and promote good practice.

### **DEFINITIONS**

For the purpose of this policy a child is anyone under the age of 18 (as defined in The Children Act 1989). The main forms of abuse covered by the policy and defined in the Act can be categorised as Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect.



A vulnerable adult is someone over the age of 18 who is 'in need of community care services by reasons of mental health or other disability, age or illness' and 'is or may be unable to take care of him or herself, or is unable to protect him or herself against significant harm or exploitation'. It should be noted that disability or age alone does not signify that an adult is vulnerable.

## **PROCEDURE FOR DEALING WITH ALLEGATIONS OF ABUSE**

Any allegation of abuse should be reported to the user of its services, the Clerk or the Chairman of the Council as appropriate, who may need to involve outside agencies to make further investigations.

## **USEFUL CONTACT DETAILS**

West Sussex Adults' Services (01243 642121)  
Multi-agency Safeguarding Hub (MASH) (033 022 266664)  
Sussex Police (101)  
NSPCC Child Protection Helpline (0808 800 5000)  
Child-Line (0800 1111)

Policy adopted:- September 2017  
To be reviewed May 2019

North Horsham Parish Council

Correspondence List from 7<sup>th</sup> July 2017 to 31<sup>st</sup> August 2017.

Below is a list of correspondence received at the Parish Council Office. A list covering 1<sup>st</sup> September 2017 to 7<sup>th</sup> September 2017 will be circulated separately. Circulated to all Councillors.

1.	<p>West Sussex County Council</p> <ul style="list-style-type: none"><li>• Planned roadworks in West Sussex.</li><li>• West Sussex Local Access Forum - Annual Report</li><li>• North Horsham County Local Committee 12<sup>th</sup> June 2017 – minutes.</li><li>• Hospital Insight Project - survey open until 31 July/ Event for Organisations 12 September. Investigations around independent living at home and community transport.</li><li>• Temporary Traffic Regulation Order - Parsonage Road, Horsham - 12/08/2017</li><li>• Horsham Parking Review - Notice of Consultation</li><li>• Temporary Traffic Regulation Order - Rusper Road, Horsham - 12/08/2017.</li><li>• County News: Horsham district July 2017.</li><li>• FW: proposed permanent TRO Littlehaven Lane Horsham - TRO/HON1703/RC – removal of yellow lines.</li><li>• Temporary Traffic Regulation Order - Horsham Northern Bypass Westbound, Horsham - 04/09/2017</li><li>• Temporary Traffic Regulation Order - Rusper Road, Horsham - 30/08/2017</li><li>• Temporary Traffic Regulation Order - Langhurst Wood Road, Horsham - 11/09/2017</li><li>• County News: Horsham district August 2017</li></ul>
2.	<ul style="list-style-type: none"><li>• Horsham District Council</li><li>• Notification that the Neighbourhood Plan area was designated at a meeting on 12<sup>th</sup> June 2017.</li><li>• Summer count of gypsy and traveller caravans.</li><li>• List of events happening in Horsham July/ August/ September 2017.</li><li>• Horsham Youth Forum – minutes including information on gap in services.</li><li>• SummerFest 2017 - festival for disabled young people in West Sussex</li><li>• Year of Culture – invitation to get involved.</li><li>• Updates on plans for the upgrade of Manor Fields Play Area including Scheme plan, images of the proposed equipment and a note to the Parish Council outlining the work.</li><li>• Horsham District Council : Rural car park machines to take coin payment.</li><li>• Consultation on Application to Aug 2017 POP- Roffey Football Club – redesign to improve car parking and electric shower.</li></ul>

	<ul style="list-style-type: none"> <li>• Planning Obligations Panel - s106 applications – 7<sup>th</sup> August 2017 – application for Roffey Football Club (see above). 10<sup>th</sup> August 2017 – confirmation that Roffey Football Club had been awarded the requested amount of £6,873 from S106 funds.</li> <li>• The Pink Gift Fair – Parkside Saturday 16<sup>th</sup> and 17<sup>th</sup> September.</li> <li>• Horsham Football Club/Residential Site - completed section 106 agreement.</li> </ul>
3.	<p>Sussex Police</p> <ul style="list-style-type: none"> <li>• In the Know – weekly updates</li> <li>• Notification by NHPC of concerns about unacceptable behaviour at flats at South Holmes Road (11.07.17) and inconsiderate parking at Bluebell Close and roads in walking distance of Littlehaven Lane.(11.7.17)</li> <li>• Sussex Fraud Newsletter - additional news on rise in HMRC fraud</li> </ul>
4.	<p>NALC</p> <ul style="list-style-type: none"> <li>• Chief Executive's Bulletin 25 - 7 July 2017</li> <li>• Chief Executive's Bulletin 26 - 14 July 2017</li> <li>• Chief Executive's Bulletin 27 - 21 July 2017</li> <li>• Chief Executive's Bulletin 28 - 28 July 2017</li> <li>• Chief Executive's Bulletin 29 - 4 August 2017</li> <li>• Chief Executive's Bulletin 30 - 18 August 2017</li> <li>• NALC Newsletter - 11 July 2017</li> <li>• NALC Newsletter - 18 July 2017</li> <li>• NALC Newsletter - 25 July 2017</li> <li>• NALC Newsletter - 1 August 2017</li> <li>• NALC Newsletter - 8 August 2017</li> <li>• NALC Newsletter - 15 August 2017</li> <li>• NALC Newsletter - 29 August 2017</li> <li>• Local Council Review – Summer 2017 – Article on Health and Well-being that refers to the Roffey Friendship Club.</li> <li>• Charter for Trees, Woods and People -communication with the Tree Charter communications officer about North Horsham's commitment to trees in the parish and the nomination of Tree Wardens.</li> <li>• NALC Newsletter - 22 August 2017</li> </ul>
5.	<p>HALC</p> <ul style="list-style-type: none"> <li>• Minutes of the meeting held on 12<sup>th</sup> July 2017 including presentation notes from Chris Stark, West Sussex Highways, SSALC Training Programme 2017 and a Hospital Transport Flyer.</li> </ul>
6.	<p>SALC</p> <ul style="list-style-type: none"> <li>• LTN 54 Protection of ownerless common land and village greens.</li> <li>• Newsletter July 2017.</li> </ul>

	<ul style="list-style-type: none"> <li>• SSALC Training Programme 2018 – Survey</li> <li>• Councillors Briefing &amp; Awareness Training – 19<sup>th</sup> October 2017 – Crowborough.</li> <li>• Invitation to Creating a Healthy Horsham' Thursday 21<sup>st</sup> September</li> <li>• Share your council's thoughts on citizenship and civic engagement with us.</li> </ul>
7.	<p>Resident correspondence</p> <ul style="list-style-type: none"> <li>• Roffey Football Club – notification that the Football Club are applying for Section 106 money to extend the public footpath and increase the capacity of the car park to reduce on street parking.</li> <li>• Yellow lines on Bluebell Close – resident interested in supporting the initiative. Directed to WSCC and Cllr P Catchpole. WSCC suggest the painting of a white line (H) to demarcate the drive entrance, but this is not enforceable, alternatively yellow lines.</li> <li>• HDC owned land adjacent to 5 Copse Close, Holbrook RH12 5RS – green prunings left on green open space – HDC legal department and Cllr Andrew Baldwin are pursuing this.</li> <li>• Westlake House - Invitation to Summer Party 22<sup>nd</sup> July 2017 from 3pm and Summer BBQ on 19<sup>th</sup> August 2017..</li> <li>• St Catherine's Hospice – fundraising event.</li> <li>• E-mail response to letter sent by NHPC Planning Committee expressing concern about the closure of the Rising Sun, Pondtail Road, Horsham.</li> <li>• Asperger's Voice – confirmation that grant money has been spent on the project for which it was given.</li> <li>• Resident concern regarding anti-social parking outside the café on North Heath Lane at Coltsfoot Drive shops. Recommended reporting to West Sussex County Council and County Councillor.</li> <li>• Several e-mails in response to a request for anyone who uses particular footpaths in North Horsham to get in contact as the Deregulation of Footpaths Act could result in some urban footpaths (twittens) being lost. All e-mails forwarded to Horsham Society who are leading on this initiative to try to register the footpaths.</li> </ul>
8.	<p>Horsham in Bloom</p> <p>Opportunity to nominate a resident of group who is responsible for an outstanding front garden or communal area.</p> <p>Invitation to the awards ceremony 5<sup>th</sup> October 2017 at the Holbrook Club – Cllr Rita Ginn is the Parish Council representative.</p>
9.	<p>Horsham and Mid Sussex Clinical Commissioning Group</p> <ul style="list-style-type: none"> <li>• CCG GP Extended Access Survey. Survey open Monday 17th July - Friday 15th September.</li> </ul>

	<ul style="list-style-type: none"> <li>• Crawley, Horsham and Mid Sussex CCG- Summer 2017, Newsletter</li> <li>• Health and Wellbeing in your Parish: Communications from Horsham and Mid Sussex CCG</li> <li>• 7<sup>th</sup> August 2017- weekly CCG roundup.</li> <li>• 11<sup>th</sup> August 2017 – weekly CCG roundup.</li> <li>• 21<sup>st</sup> August - weekly CCG roundup.</li> <li>• Networking event - Monday 25<sup>th</sup> September at Roffey Millennium Hall.</li> <li>• Crawley, Horsham and Mid Sussex CCG- 14 August, Weekly Roundup.</li> </ul>
10	<p>West Sussex Mediation Service</p> <ul style="list-style-type: none"> <li>• Newsletter July</li> <li>• Newsletter August</li> </ul>
11	<p>Horsham Town Community Partnership  Feedback and pictures from the 2017 Annual Riverside Walk. NHPC had donated £100 grant to the project.  HTCP Report to Member Organisations, 18th July 2017.  A profile about HTCP, outlining achievements and the opportunities for a Chair. Jane Apostolou is stepping down after the AGM in October 2017.</p>
12	<p>HAMSVA  E Bulletin - July 19 2017  E Bulletin - August 2, 2017  E Bulletin - August 16, 2017  Changes in Service Provision in Horsham from 2018.</p>
13	<p>Wimblehurst Road Residents Association  Development of former Novartis site, Wimblehurst Road, Horsham.  Letter to leader of West Sussex County Council asking for a meeting.</p>
14.	<p>Horsham Blueprint  AGM 14th August 2017</p>
15.	<p>Horsham Cycle Forum</p> <ul style="list-style-type: none"> <li>• Notes from Meeting on 27<sup>th</sup> June 2017 with Horsham District Council. Next forum meeting Tuesday 1st August at 7:30pm in the Bodiam Room, County Hall North, WSCC, Parkside, Chart Way, Horsham.</li> <li>• West Sussex Cycle Summit - Monday 9th October 1:00pm-4:30pm, County Hall North, Parkside, Horsham, RH12 1XH</li> </ul>
16.	<p>Public Sector online  Free guide to summer days out and activities.</p>

17.	Horsham District Older Peoples Forum Public meeting - Thursday 31st August 2017 10.30am - 1pm at Henfield Village Hall, Coopers Way Henfield.
18.	WSALC <ul style="list-style-type: none"> <li>• Informal notes and handouts from Board Meeting on 27<sup>th</sup> July 2017, plus official minutes.</li> <li>• West Sussex ALC Annual General Meeting &amp; Autumn Conference 2017. The Clerk and Cllr P Burgess confirmed to attend.</li> </ul>
19.	Wealden Buildings Study Group Information Sheet and Poster.
20.	Horsham Dementia Action Alliance Information concerning membership of the Horsham DAA.
21.	Horsham Pages North September/October 2017 Issue – page 56.

**North Horsham Parish Council**

Correspondence List from 1<sup>st</sup> September 2017 to 7<sup>th</sup> September 2017

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

1.	SALC <ul style="list-style-type: none"><li>• 2018 Training Programme</li><li>• Creating Dementia-Friendly Communities- a guide for MPs and councillors.</li></ul>
2.	Horsham and Mid Sussex CCG Weekly roundup 28 <sup>th</sup> August 2017
3.	The Parishes of Colgate and Roffey Service of Inauguration of the new parish of Colgate and Roffey. Wednesday 20 <sup>th</sup> September 2017 at 7.30pm at St Saviour's Church, Forest Road, Colgate, RH12 4SZ Cllr A Britten to attend.
4.	Resident Correspondence Letter of complaint regarding an area of overgrown land, referred the resident to Bryant Homes Southern Ltd who are responsible for the land.
5.	NALC Newsletter - 5 September 2017
6.	HALC Agenda for meeting on 18 <sup>th</sup> September 2017. Cllr Alicia Smith is the Parish Council representative.
7.	HAMSVA E Bulletin - September 6, 2017