



# North Horsham Parish Council

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28<sup>th</sup> February 2018

## NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a meeting of North Horsham Parish Council to be held on **Thursday 8<sup>th</sup> March 2018 at 7.30pm** at Roffey Millennium Hall for the transaction of the business on the agenda below.

Members of the Press and public are welcome to attend.

Pauline Whitehead BA(Hons) FSLCC  
Clerk to the Council

### AGENDA

1. **Public Forum.**  
The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.
2. **Apologies for absence.**  
**Recommendation:- To receive apologies for absence.**
3. **Minutes.**  
**Recommendation:- To approve and sign the Minutes of the Council Meeting held on 11<sup>th</sup> January 2018.**
4. **Declarations of Interest.**  
See Clerk's Report.  
**Recommendation:- To receive any Declarations of Interest from Members of the Council.**

*The meeting will be adjourned for the Horsham Prevention Inspector from Sussex Police to respond to concerns raised by North Horsham Parish Council regarding various issues.*

5. **Committees and Working Parties.**  
Minutes circulated separately.  
**Recommendations:-**
  1. To receive and adopt the Minutes of -
    - (a) Property Committee - 8<sup>th</sup> February 2018.
    - (b) To note that the next Property Meeting has been moved to Thursday 3<sup>rd</sup> May 2018.
    - (c) Planning, Environment and Transport Committees –25<sup>th</sup> January 2018, 22<sup>nd</sup> February 2018.
    - (d) Finance and Administration Committee – 15<sup>th</sup> February 2018.
    - (e) Personnel Committee – 18<sup>th</sup> January 2018

6. **Report from the Neighbourhood Plan Steering Group (NPSG)**  
See Annex A.  
**Recommendations:-**
  1. To receive the notes of the meetings held on 16<sup>th</sup> January 2018.
  2. To agree to put a community survey on Survey Monkey
  3. To note that the NP Steering Group does not yet have the level of membership to operate on its own, therefore it has the status of a working party.
  4. To engage consultant support for the NP.
  
7. **Reports from Representatives on Outside Bodies.**  
**Recommendations:-**
  1. To receive and note reports from representatives on outside bodies.
  
8. **Reports from District or County Councillors**  
**Recommendation:-** To receive any report submitted.
  
9. **Chairman's Announcements.**  
See Clerk's Report.  
**Recommendation:-** To receive the Chairman's announcements.
  
10. **Financial Matters. – See Annex B**  
1. Payment schedule for January 2018 and February 2018.  
**Recommendations:-**
  1. To agree the payment schedule for January 2018 and February 2018.
  
11. **Godwin Way Car Park**  
**Recommendation:-** To consider proposals from HDC.
  
12. **General Data Protection Regulations (GDPR)**  
Notes of a meeting held on 15<sup>th</sup> February 2018 have been circulated.  
**Recommendations:-**
  1. To consider quotations for providing a data audit, systems checks and the services of a Data Protection Officer.
  2. To set up e-mails '@northhorsham-pc.gov.uk' for all Councillors to be used for Parish Council work.
  3. For Councillors to undergo brief 'in-house' training as appropriate.
  
13. **Annual Parish Meeting**  
**Recommendation:-** To agree to hold the Annual Parish Meeting on Monday 23<sup>rd</sup> April 2018 at Roffey Millennium Hall and to provide an opportunity for various projects initiated by the Parish Council to be showcased.
  
14. **100 year anniversary to mark the end of WW1 – See Annex C**  
The Royal British Legion has launched 'the Silent Soldier' which is a sponsored silhouette fixed in the community to display a mark of respect to those who fell in the four years of war leading to Armistice in November 2018.  
**Recommendation:-** To consider North Horsham Parish Council's involvement in marking the 100 years anniversary of the end of WW1.
  
15. **South and South East in Bloom – Parishes in Bloom – See Annex D**  
**Recommendation –** To form a working party with a view to entering the Parishes in Bloom section of South and South East in Bloom which is free and non competitive.
  
16. **Policies – See Annex E**  
**Open Spaces Policy.**  
**Conditions of Hire for Parish Council Halls.**

**Health and Safety Statement.**

**Recommendation:- To adopt the policies above.**

**17. Correspondence – See Annex F**

**Recommendation:- To receive correspondence lists from 12<sup>th</sup> January 2018 to 8<sup>th</sup> March 2018.**

**18. Date of next Meeting**

**Annual Parish Meeting – 10<sup>th</sup> May 2018 (Scheduled).**

**Please note that the agenda and associated report can be found on the Parish Council website <http://www.northhorsham-pc.gov.uk>.**