

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL  
HELD ON THURSDAY 8<sup>TH</sup> MARCH 2018 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

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

\* denotes absence.

**In attendance:** Parish Clerk - Pauline Whitehead BA(Hons) FSLCC, Deputy Clerk – Vivien Edwards; Sussex Police Inspector S. Leadbeatter of the Adur, Worthing and Horsham Prevention Team and one member of the public.

Before the start of the meeting Councillors stood for one minute's silence to remember and honour Cllr Roger Wilton who had passed away on 19<sup>th</sup> February 2018.

The Chairman congratulated Cllr T. Rickett on being awarded the British Empire Medal for his services to tennis.

**FC/210/18 Public Forum**

A resident expressed disappointment that the Parish Council had declined to participate in the two-year project for neighbourhood wardens initiated by Horsham District Council (HDC). He referred to a new district wide Public Spaces Protection Order as detailed in the latest newsletter from HDC (spring 2018:22). The resident had previously e-mailed the clerk who had directed him to the minutes of the Parish Council Meeting January 2018 and the associated papers.

The Chairman acknowledged the resident's enquiry and indicated that a verbal response would be given in due course.

**FC/211/18 Apologies for absence**

The Council received apologies and reasons for absence from Cllr. J. Day, Cllr Miss A Smith and Cllr I. Wassell.

**FC/212/18 Minutes of the previous meeting**

The minutes of the Parish Council Meeting held on 11<sup>th</sup> January 2018 were agreed and signed by the Chairman as a true record.

**FC/213/18 Declarations of interest**

There were no declarations of interest.

*With the agreement of the Council, the Chairman adjourned the meeting to allow Police Inspector Leadbeatter from the Adur, Worthing and Horsham*

*Prevention Team to respond to concerns raised by North Horsham Parish Council about a rise in vehicle and petty crime in the parish.*

*Inspector Leadbeatter explained that combatting vehicle crime was a priority, but part of the problem initially, was that crimes were not being reported to the Police. There were also issues around cars not being locked and valuables being left in cars and on show. Following a focused campaign, three individuals have been arrested and two have been given community orders.*

*Concern was expressed that the lack of streetlighting after midnight could be a factor in the increase in crime. Inspector Leadbeatter advised that crimes were taking place at all times of the day and night and that streetlighting would not deter a determined, opportunist thief. Generally the perpetrators of these crimes were local.*

*Sussex Police had been operating under a new Policing model over the last few months which moves away from having Police Officers assigned to specific areas. This was in response to cuts in funding and having to find ways of working collaboratively within Sussex and in partnership with other forces such as Surrey Police. Inspector Leadbeatter was advised that the message about the new Policing model had not reached the general public and their expectations in some instances did not match what was able to be provided.*

*The motives for two recent high profile stabbings in Horsham were unclear at this stage in the enquiry.*

*The Chairman thanked Inspector Leadbeatter for her attendance and she offered to attend future meetings to give an update on Police matters.*

#### **FC/214/18 Committees and Working Parties**

The following Committee Minutes were presented to Council:–

- (a) Property Committee - 8<sup>th</sup> February 2018.
- (b) It was noted that the next Property Meeting has been moved to Thursday 3<sup>rd</sup> May 2018.
- (c) Planning, Environment and Transport Committee –25<sup>th</sup> January 2018 and 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

**It was RESOLVED that the Committee Minutes and change of date for the next Property Committee meeting listed above be received and adopted.**

**FC/215/18 Report from the Neighbourhood Plan Steering Group (NPSG)**  
Steering Group notes from a meeting held 16<sup>th</sup> January 2018 had been circulated to the Council.

**It was AGREED to receive the notes of the NPSG meeting held on 16<sup>th</sup> January 2018.**

Appreciation was shown to Cllr Miss A. Smith for her ongoing work on producing a Community Survey. The Clerk advised that the cost of printing and distributing the Community Survey to every home would be in the region of £2,000. It had been suggested that the proposed Community Survey be put onto an online survey tool (Survey Monkey) and another piece put into the Horsham Pages to direct residents to the survey. To subscribe to Survey Monkey for a year would cost just over £400 per annum. It was suggested that the Parish Council Wordpress website could be used for an online survey but this would need to be investigated further. There was concern that too much emphasis was being put on using electronic methods of collecting information when many residents would prefer paper copies.

The Clerk expressed concern 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. It had been acknowledged by the NP Steering Group that more residents were needed to get involved with the Plan and a recruitment leaflet had been circulated in Horsham Pages (North) which is delivered to the majority of homes in North Horsham parish.

The Clerk explained that the Neighbourhood Plan had been promoted through articles in Horsham Pages (North), a stand at last year's Annual Parish Meeting, a board in the foyer of Roffey Millennium Hall and through the Parish Council website and Facebook. There had been no interest from residents.

**The Council did not agree to move forward with the Community Survey on an online survey platform at this stage as it was felt that before the project was taken further it was important to gauge the level of interest in the community for carrying out a Neighbourhood Plan.**

**The Council RESOLVED to print a leaflet about the Neighbourhood Plan to circulate to every household . Cllr T. Rickett BEM offered to organise for the leaflets to be distributed without the Council incurring any cost to the Parish Council. Drop off points around the Parish for residents to return comments would be sought.**

The cost for engaging a consultant to speak to the Neighbourhood Plan

Steering Group ranged from £250 to £500 but one consultant had offered to speak free of charge.

**The Council did not agree to move forward with a consultant at this time as the level of resident interest would determine whether or not the Parish Council would have a mandate to continue with the Plan.**

**FC/216/18 Reports from representatives on outside bodies.**

Cllr Peter Burgess attended the West Sussex Association of Local Councils Conference in Arundel on 6<sup>th</sup> March 2018. Speakers included Age UK, Nick Herbert MP, West Sussex County Council and the new Deputy Chief Constable at Sussex Police.

**FC/217/18 Reports from District or County Councillors**

WSCC Cllr. Liz Kitchen and WSCC Andrew Baldwin gave their apologies for the meeting.

Cllr Baldwin submitted a report attached to the minutes.

HDC Councillor Peter Burgess reported that final consent had been given for the outline planning application for the development North of Horsham and the Section 106 Agreement had been signed.

**FC/218/18 Chairman's announcements**

The Chief Executive Officer (CEO) of Horsham District Age UK had spoken with the Chairman regarding the Car Scheme and transport to hospital for residents in North Horsham parish.

**FC/219/18 Financial matters**

**The Parish Council RESOLVED to agree the payment schedule to 31<sup>st</sup> January 2018 for £30,670.41 and the payment schedule to 28<sup>th</sup> February 2018 for £36,478.46. (attached).**

**FC/220/18 Godwin Way Car park**

In April 2017 Horsham District Council (HDC) introduced a system of pay and display at Godwin Way Car Park. Initial issues were rectified by HDC. However, retailers had reported a loss in business as there are lots of alternatives for shopping within a short distance where there is free parking or a wider range of products. Inconsiderate parking has been reported in nearby streets.

On 20<sup>th</sup> November 2017 HDC reported that the annual cost of running Godwin Way Car Park for 2017/18 was £23,757. Of this £9,157 were direct costs; £8,600 were HDC overheads (Management and enforcement) and £6,000 was allocated towards capital repairs. No major work has been done on the car park for around ten years. HDC advised that the cost for resurfacing and re-marking the car park is approximately

£1,000 per space. There are 59 spaces. The projected annual expenditure excludes any contingency for extra cleaning, snow clearing and any allowance for inflation.

Projected income for 2017/18 was £13,000 from pay and display, £2,600 from season tickets and £6,540 from parking discs making a total of £22,140.

In January 2018, HDC offered 3 options:-

Option 1 – keep as is.

Option 2 – North Horsham to take over the running of the car park and all associated costs. For this HDC would look to the Parish Council to pay £18,000 per year.

Option 3 – To introduce a ‘free’ one hour parking period for customers for which the Parish Council would contribute towards the potential lost income (projected to be £6,000 to £7,000 per year). The Parish Council would raise this money from retailers. HDC would increase the maximum stay of the car park from 3 hours to 4 hours.

A proposal was put forward for Option 1. An amendment to the original proposal was then made “to consult with the retailers before taking this forward”.

Following a vote **it was RESOLVED to keep the charges for the Godwin Way Car Park as is, but to check that this is acceptable with the retailers before proceeding.**

#### **FC/221/18 General Data Protection Regulations (GDPR)**

Notes from the GDPR working party meeting held on 15th February 2018 were circulated with the agenda and the three recommendations made by the working party put forward for consideration.

The working party recommended to seek quotations from companies who could undertake a data audit for the Parish Council and provide a Data Protection Officer(DPO) in compliance with legislation. The Council considered three quotations for GDPR provision from Sussex Association of Local Council recommended contractors. **It was RESOLVED to appoint GDPR-info to provide the DPO function for 2018/19 and to do a data audit at a cost of £900. It was further agreed to review the provision at the end of 2018/19 to ensure cost efficiency in providing the Data Protection Officer role.**

**It was AGREED to set up e-mails '@northhorsham-pc.gov.uk' for all**

**Councillors so that those who wish to use them for Parish Council work can do so.**

**It was AGREED that Councillors will undergo brief ‘in-house’ training on GDPR as appropriate.**

**FC/222/18 Annual Parish Meeting**

**The Council RESOLVED 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.**

**FC/223/18 100 year anniversary to mark the end of WW1**

The Parish Council had received correspondence from the Royal British Legion outlining ways in which the Parish Council could commemorate the end of WW1. A ‘Silent Soldier’ Scheme and ‘Thank You’ campaign were being promoted, although there was little information about the latter at this time. The opportunity for collaborative working with local organisations had been raised with the Royal British Legion.

**It was RESOLVED to sponsor a total of two ‘Silent Soldiers’ to be sited on parish council land outside Roffey Millennium Hall and at Holbrook Tythe Barn. The money would come from the Chairman’s allowance and the Parish Council grant fund.**

The silhouettes, made of diabond, do not need planning permission to erect but the Parish Council would be responsible for them. They will be covered under the Parish Council’s public liability insurance.

**FC/224/18 South and South East in Bloom – Parishes in Bloom**

Parishes in Bloom is a pilot scheme for 2018 to recognize the contribution made by Parish Councils to the general environment. An assessment is made based on community involvement, environmental responsibility and maintenance.

**The Parish Council RESOLVED not to enter South and South East in Bloom - Parishes in Bloom category.**

**FC/225/18 Policies**

**It was RESOLVED to adopt the following policies (attached): -**

- **Open Spaces Policy.**
- **Conditions of Hire for Parish Council Halls.**
- **Health and Safety Statement**

**FC/226/18 Correspondence**

The Council received correspondence lists from 12<sup>th</sup> January 2018 to 8<sup>th</sup> March 2018. (Copies attached).

**FC/227/18 Date of next Council meeting**

The Annual Parish Council Meeting will be held on Thursday 10<sup>th</sup> May 2018 (Scheduled)

There being no other business, the Chairman closed the meeting at 9.10pm.

..... Signed

..... Dated

Report from West Sussex County Councillor Andrew Baldwin to  
North Horsham Parish Council Meeting 8<sup>th</sup> March 2018.  
Agenda item FC/217/18

1. New perimeter fence at North Holmes school – the new metal fence was due to have been completed along the northern boundary of the school field last week but the weather has delayed things. It should be finished this week. The fence between the school and the cricket club was built the previous week. WSCC paid the District Council's contractors to remove the vegetation on the adopted highway between the school fence and HDC's recreation area and they have made a good job.
2. Parking opposite the shops in Lambs Farm Road – last month the Highways Manager and myself met Mr Armstrong and some of his neighbours. We had a very positive and amicable meeting. It has been left that they will be supplied with details of which bits belong to WSCC and then they can apply for traffic calming measures through the online Community Highways scheme. It will take up to 3 years from start to finish if the application is successful. The good news is there is some s. 106 money available, not sure if there is enough until the changes the residents want to see have been evaluated and properly costed. A possible alternative may be to allow them to plant a tree (at their expense) outside their houses but this risks setting a precedent which County does not like to do and then there would be issues re future maintenance and liability and also are there any drains or cables to consider?
3. Yellow lines outside The Comptons – the work should happen this month
4. On 20 February the Rights of Way Committee, of which I am a member, agreed that on balance a right of way does exist in Coney Croft between the garages which are situated next to 21 and 23. It joins the existing footpath from near All Saints church in Crawley Road to Greenfields Road. In determining these application the Officers emphasised that we cannot take into account safety and security. Realistically the law needs changing because it asks for evidence that some residents had challenged people who used the unofficial cut through in the past. I made the point that most people nowadays are too scared to challenge others because of likely repercussions like physical or verbal abuse. I did not vote for it, the others on the Committee all voted in favour of this as there were no real justifiable grounds for refusal. The person who made the application now lives in Norfolk but the application still had to be heard and considered.



At : 14:45

## LLoyds Bank Accounts

## List of Payments made between 01/01/2018 and 31/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/01/2018	SOS Systems	DD-080118	50.30		00008277/7780/SOS Systems
01/01/2018	Horsham Publications Ltd	DD	56.10		Horsham Pages(North) annual
02/01/2018	Horsham District Council	DD-HDC-Jan	161.85		Emptying Dog Bins
02/01/2018	Horsham District Council	DD=HDC-Jan	1,566.00		Rates Jan 18
02/01/2018	EDF102 - Refund Payment	BGC- EDF10	-115.23		EDF102 - Refund Payment
03/01/2018	Mulberry & Co	0301182	375.12		Professional Services - Audit
03/01/2018	N. Simmonds,	0301183	200.00		Electrical Maintenance-HBC
03/01/2018	Woodstock IT Services	0301184	232.20		IT Support Services
04/01/2018	British Gas Business	DD- Dec 12	472.22		961296274/7791/British Gas Bus
10/01/2018	British Gas Business	DD+Dec 12	254.76		British Gas Bus- Gas cost
11/01/2018	Llyods Bank Credit Card Paymen	JAN18-CARD	35.42		Parts for Floor Cleaner
11/01/2018	City Electrical Factors Ltd	1101181	127.51		Lamps
11/01/2018	V Edwards	1101182	36.00		Expenses Oct - Dec 17
11/01/2018	Johnson Logistics	1101183	360.00		Gen.Maint + Int.Dec
11/01/2018	D. Lees	1101184	28.35		Expenses Dec 17
11/01/2018	N. Simmonds,	1101186	155.00		Electrical Work
11/01/2018	Ultraclean Commercial	1101187	120.00		Bus Shelter Cleaning
11/01/2018	Chalvington Group	1101181-2	846.00		Install CCTV
12/01/2018	C Brewer & Sons Ltd	0801181	12.94		Internal Redecorations
12/01/2018	BT Payment Services Ltd	0801182	445.23		Telephone & Broadband
12/01/2018	N. Simmonds,	0801183	300.00		Electrical Work
12/01/2018	West Sussex County Council	0801184	23,066.17		December 2017 Salaries
12/01/2018	British Gas Business	DD-Dec 12	126.10		British Gas Bus - Gas Cost
19/01/2018	Credit Card Payment- Jan 18	JAN 18 CC	13.51		Credit Card Payment- Jan 18
19/01/2018	Credit Card Payment-Jan18	JAN18 CARD	12.00		Credit Card Payment-Jan18
23/01/2018	EDF Energy Ltd	DD-EDF Jan	116.68		Street Lighting
25/01/2018	Pitney Bowes Finance Ltd.	DD- P Bowe	17.70		Pitney Bowes - Rental
25/01/2018	Surrey Hills Solicitors	DD-SurHill	82.80		Professional Fees - NNH
26/01/2018	British Gas Business	DD-2212668	443.42		Electricity - 021217 to 020118
26/01/2018	British Gas Business	DD-2509843	327.82		Electricity - 021217 to 020118
26/01/2018	Scottish Water Business Stream	DD-BS-Jan	233.26		Water rates
30/01/2018	Forest View Tree Surgery,	3001181	160.00		Open Space Fallen Trees
30/01/2018	SSALC Ltd	3001183	172.80		Staff Training
30/01/2018	N. Simmonds,	3001184	135.00		Electrical Maintenance - RMH
30/01/2018	Lloyds Credit Card payment	C CARD-JAN	5.58		Credit Card payment-Jan 18
31/01/2018	Scottish Water Business Stream	DD-BSJan18	37.80		Water Rates

**Total Payments**                      30,670.41

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At: 11:49

## Lloyds Bank Accounts

## List of Payments made between 01/02/2018 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2018	CF Corporate Finance Ltd	DD =FEB18	158.94		Lease for Photocopier
01/02/2018	Horsham Publications Ltd	DD-FEB18	56.10		Horsham Pages(North) annual
01/02/2018	Horsham District Council	DD=FEB18	161.85		Dog bins FEB 2018
02/02/2018	G. Burley & Sons Ltd.,	020218-1	1,771.69		Ground Maintenance
02/02/2018	Grigg & Co	020218-2	140.00		Install outside tap
02/02/2018	D. Lees	020218-3	41.40		Expenses Jan 2018
02/02/2018	Servcom Services UK Ltd.,	020218-5	234.69		Boiler Repairs
02/02/2018	M Stoner,	020218-6	34.20		Expenses Dec 17 - Jan 18
02/02/2018	Streetlights	020218-7	610.20		Streetlighting Contract
02/02/2018	Woodstock IT Services	020218-8	232.20		IT Support
02/02/2018	British Gas Business	DD-BGT	458.59		Electricity Cost
06/02/2018	Chalvington Group	060218-1	705.00		Purchase Ledger Payment
06/02/2018	Essential Hygiene & Catering S	060218-2	433.38		Cleaning materials
06/02/2018	ELA Group	060218-3	150.49		Lift Contract
06/02/2018	H Griffiths	060218-4	28.80		Expenses Dec2017 - Jan 2018
06/02/2018	N. Simmonds,	060218-5	165.00		Emergency light test
06/02/2018	Ultraclean Commercial	060218-6	426.00		Purchase Ledger Payment
06/02/2018	West Sussex County Council	060218-7	24,055.47		Members Allowances Jan 18
13/02/2018	SOS Systems	DD-SOS	65.44		Printing & Stationery
14/02/2018	C Brewer & Sons Ltd	140218-1	52.63		Paint
14/02/2018	Chalvington Group	140218-2	141.00		CCTV
14/02/2018	Horsham District Council	140218-3	1,652.00		Refund Refuse Collection
14/02/2018	SESA Home Services	140218-5	109.78		Repair leak to wc
14/02/2018	N. Simmonds,	140218-6	40.00		Electrical work
14/02/2018	Lloyds C-card- Keys	FPI-FEB18	7.25		Keys
14/02/2018	Lloyds C-Card - Floor Cleaner	FPI=FEB18	11.31		Floor Cleaner Parts
14/02/2018	Lloyds C-Card- Domain Renewal	FPI+FEB18	119.99		Domain Renewal
16/02/2018	British Gas Business	DD-B-Gas	489.98		Gas 16.12.17-25.01.18
16/02/2018	British Gas Business	DD-Gas	209.06		Gas 20.12.17-25.01.18
16/02/2018	Fibro Myalgia - Refund	FPO-F9112	19.04		Fibro Myalgia - Refund
22/02/2018	SOS Systems	DD-FEB 18	57.96		Printing
22/02/2018	EDF Energy Ltd	DD-FEB18	116.68		Streetlighting electricity
22/02/2018	Lloyds Bank - credit card	04220218	71.99		Web hosting - UKHost4U
22/02/2018	Horsham in Bloom	220218-02	400.00		Grant - Horsham in Bloom
22/02/2018	Horsham Town Community Partner	220218-03	170.00		HTCP Grant
22/02/2018	Enterprise Services Group Ltd	220218-1	160.02		Sanitary collection
22/02/2018	Turner Security Systems Ltd.	220218-5	280.80		Intruder Alarm System contract
22/02/2018	West Sussex County Council	220218-6	250.00		Allotment rent 010318 - 280219
23/02/2018	Ascot Care	008983	115.64		Refund-Cancel Booking-Inv20801
27/02/2018	SSALC Ltd	270218-02	57.60		Cllr training GDPR
27/02/2018	T C Maintenance	270218-3	710.00		General repairs
27/02/2018	Scottish Water Business Stream	DD-BS	257.30		Water-16.11.17 to 12.2.18
28/02/2018	L Eldridge	2702181	11.64		Refund - multi courts
28/02/2018	Lloyds Bank - credit card	2802181	59.74		Cleaning materials and refresh
28/02/2018	British Gas Business	DD-GBT	316.21		Electricity-3.1.18 - 1.2.18
28/02/2018	British Gas Business	DD=BGT	525.84		Electricity -3.1.18 to 1.2.18
28/02/2018	Petty Cash	Cheque	135.56		Petty Cash

Lloyds Bank Accounts

List of Payments made between 01/02/2018 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
<b>Total Payments</b>			<u>36,478.46</u>		

FC/219/18

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# North Horsham Parish Council

## OPEN SPACES POLICY

### POLICY STATEMENT

It is the Policy of North Horsham Parish Council to protect all open space owned by the Parish Council and ensure a safe and well managed environment for all users.

### KEY PRINCIPLES

The Parish Council:

- Recognises that the provision of open space and their design and layout are important for play and recreation and are important in contributing to the quality of the environment
- Will build into the Council's Risk Assessment procedures clear processes for the management of Parish Council owned Open Spaces, including play equipment and trees
- Provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and the Council's contractors
- Provide such information, training and supervision, as they need for this purpose
- 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 users of Parish Council owned Open Spaces, employees and Councillors of North Horsham Parish Council and Council contractors.

### 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 Open Spaces Policy will normally be reviewed at the annual meeting of Council in May.

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## **1. AREAS OF OPEN RECREATIONAL SPACE**

### **1.1. Open Spaces**

- Amberley Close Open Space
- Birches Road Open Space
- Earles Meadow
- Holbrook Tythe Barn Open Space

### **1.2. Play Areas**

- Amberley Close Play Area
- Birches Road Play Area
- Earles Meadow Play Area
- Holbrook Tythe Barn Play Area
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### **1.3. Allotment Sites**

- Amberley Close Allotment Site
- Harwood Road Allotment Site

### **1.4. Other areas of Open Space**

- Land at Chennells Brook – part of
- North Heath Hall – rear garden
- Roffey Corner – part of

## **2. PROHIBITIONS ON THE USE OF OPEN SPACES AND PLAY AREAS**

**2.1.** The Parish Council seeks to protect the physical environment of the Open Spaces, the wildlife and the public by putting into place, prohibitions on activities, which may cause damage to the Open Spaces and the public.

**2.2.** The following activities are prohibited, unless the permission of the Parish Council has been obtained in writing:

- The removal of any barrier, post, seat or any other item provided for use on the Open Spaces and Play Areas or for the maintenance of them
- The erection of any barrier, post, ride, swing or any other structure
- The removal of any plants, trees or soil from the Open Spaces
- The killing, injuring, taking or disturbing of any animal; and no person shall engage in hunting, shooting or the setting of traps or the laying of snares
- The turning out of or permitting any animal to graze on the Open Spaces
- The erection of a tent or the use of a vehicle, caravan or other structure for the purpose of camping
- The lighting of fires or the disposal of a match or any other thing likely to cause a fire
- The use of fireworks or other pyrotechnic devices
- Engaging in the sport of archery
- The throwing of or the striking of a hard cricket ball with or without a bat

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- The playing of golf, including the driving, chipping or pitching of a hard golf ball
- The holding of any event, be it charitable, commercial or private, without seeking the consent of the Parish Council beforehand
- That there be no driving or other use of any motor vehicle, motor cycle or other mechanically propelled vehicle
- The depositing or dumping of litter or other waste materials of any description.

### **3. DAMAGE TO OPEN SPACES**

- 3.1.** Any damage or faults to items on the Open Spaces or any other related issues should be reported as soon as reasonably practicable to the Parish Office at Roffey Millennium Hall.

### **4. PLAY AREAS**

- 4.1.** The Parish Council seeks to provide Play Areas to a high standard which offer a wide range of enjoyable and stimulating play opportunities to all children visiting the Play Areas.
- 4.2.** All Parish Council owned Play areas are inspected as follows:
- October to March –once a week – by visual and basic operational inspection
  - April to September – twice a week - by visual and basic operational inspection
  - June of each year – by the Royal Society for the Prevention of Accidents (RoSPA) – full operational inspection
- 4.3.** Gates into the Play Areas should be kept shut at all times.
- 4.4.** Dogs, with the exception of assistance dogs, are not permitted in any of the Play Areas.
- 4.5.** The play equipment provided by the Parish Council is suitable for children up to the age of 14 years. Users and visitors to the Play Areas can obtain more specific information on the various facilities available, by contacting the Parish Office at Roffey Millennium Hall.
- 4.6.** The safety of children whilst using and visiting the Play Areas is the responsibility of the child's parent, guardian or carer.
- 4.7.** Any damage or faults with the play equipment, fencing, gates or other items in the Play Areas; or any other related issues should be reported as soon as reasonably practicable to the Parish Office at Roffey Millennium Hall.

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## 5. ALLOTMENT SITES

- 5.1. The Allotment site at **Amberley Close** is owned and managed by the Parish Council; to which separate conditions apply. Further details can be obtained by contacting the Parish Office at Roffey Millennium Hall.
- 5.2. The Allotment site at **Harwood Road** is owned by West Sussex County Council and managed by the Harwood Road Allotment Association. Further details can be obtained by contacting the Parish Office at Roffey Millennium Hall.

## 6. OTHER AREAS OF OPEN SPACE – SPECIFIC AREAS

- 6.1. The land alongside **Chennells Brook** owned by the Parish Council forms part of the wider Riverside Walk network.

Users of this area should take care at times of heavy rain or snow and walk on the tarmac path, so as to avoid injury by slipping down the bank into the water.

The Parish Council would encourage cyclists using the path to dismount when using this area of the Walk.



## NORTH HORSHAM PARISH COUNCIL

### POLICY AND CONDITIONS OF HIRE IN RELATION TO PARISH COUNCIL OWNED PREMISES

#### 1. EXTENT OF THE POLICY

The Policy and Conditions of Hire relate to all premises owned by North Horsham Parish Council - Holbrook Tythe Barn, North Heath Hall and Roffey Millennium Hall.

#### 2. CORRESPONDENCE

All correspondence shall be addressed to the Parish Clerk, North Horsham Parish Council, Roffey Millennium Hall, Crawley Road, Horsham, West Sussex, RH12 4DT.

Telephone – 01403 750786.

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

#### 3. REGULATIONS

All Hirers of Parish Council premises are bound by the rules and regulations governing use of the premises, which are deemed to be incorporated in these conditions.

#### 4. AGE OF HIRER

Persons under the age of 18 years are not acceptable as Hirers or as signatories to the Parish Council's documentation in relation to hire of any of the premises.

#### 5. BOOKING PROCEDURES

Bookings may be made by telephone, email or by personal visit to the Parish Office at Roffey Millennium Hall.

On receipt of the required information, a Booking Confirmation letter will be sent to the Hirer, in duplicate. The Hirer is required to confirm the booking by returning a signed copy of the Booking Confirmation letter to the Parish Office.

Provisional bookings are not accepted.

#### 6. BOOKING EXCLUSIONS

- a) Bookings will not be taken for groups that it is believed may exceed the capacity of any room or rooms as prescribed by the current Fire Regulations.
- b) Bookings will not be taken for parties or events specifically for persons between 11 and 21 years.
- c) Bookings are not taken at any of the Parish Council's venues (including the Multi Courts) on any Bank or Public Holidays i.e. New Year's Day, Good Friday, Easter Monday, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, Christmas Day and Boxing Day and any other Public Holiday that may be announced from time to time.

Bookings are generally not taken during the Parish Council's Christmas closure from 1pm on Christmas Eve until the New Year return to work date (the Parish Office will advise of opening hours).

Bookings may be taken on the Saturday and Sunday between Good Friday and Easter Monday.



d) The Council will not hire premises for purposes that conflict with its policies on Equality and Diversity, Safeguarding, Counter Terrorism and Security and / or that are in breach of the Equality Act 2010, Children Act 2004, Care Act 2014 and the Counter Terrorism and Security Act 2015. This legislation will also be taken into account when considering whether to accept a booking. The Council also reserves the right to not hire premises to people or organisations whose views and / or conduct are not in accordance with the Public Sector Equality duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Prevent people being drawn into terrorism
- Advance equality of opportunity between different groups
- Foster good relations between different groups

The Council will not hire premises for purposes that are likely to cause offence to public taste and decency, except where the possible offence is balanced or outweighed by other factors (e.g. freedom of expression or artistic merit). This will ultimately be determined by the Property Committee who will make a determination as to whether to hire the premises.

The Council will report individuals and / or organisations to the Police if it is believed that they may have committed a public order or incitement to hatred offence (or any other criminal offence) on Council premises.

When hiring the premises, the Council expects the Hirer to observe exemplary standards of behaviour and conduct with regard to safeguarding children and vulnerable adults. The Hirer is responsible for being fully aware of issues concerning the safeguarding of children and vulnerable adults. Any possible risks involved in proposed activities must be considered by the Hirer and appropriate action must be taken to protect everyone involved. The Council reserves the right to cancel any bookings where the safeguarding conditions within its safeguarding policy are not adhered to. This will include any incident where a group has allowed a person or people to help with running a group in any capacity without formal notification to the venue or without enhanced DBS checks being made available for inspection.

## **7. REAR GARDEN AT NORTH HEATH HALL**

Use of the rear garden at North Heath Hall may be used as part of the hire of the building.

The specific hiring of the rear garden at North Heath Hall e.g. for amateur dramatic productions, may be at the discretion of the Parish Clerk.

In the event of such a hiring the hire charge will be the same as that currently for the hire of Rooms 1 and 4 together.

## **8. HIRE CHARGES**

The charges for the hire of each of the Parish Council's premises and services provided shall be those as determined, from time to time, by the Parish Council.

The Parish Council's Policy is to review hire charges annually, coming into effect on the 1<sup>st</sup> of April each year.

Where a booking is made for a date or dates after the date on which the Council's reviewed charges come into effect, the scale of charges determined at the review shall be those applicable to the Hirer.

**9. DEPOSITS**

The taking of a deposit shall be at the discretion of the Parish Clerk and shall not exceed £350.

The deposit shall be paid at the time the invoice for the hire is sent out and is refundable subject to the conditions in the following paragraph.

The Council may make deductions from the deposit for damage to property and equipment, the need for additional cleaning after the event and any additional costs incurred by the Council associated with servicing the event outside the agreed times and terms of hire.

**10. ADDITIONAL CHARGES**

Any other charges due from the Hirer shall be invoiced by the Council as soon as is practicable after the date of hire.

Additional charges shall include costs due from the Hirer for damage, breakages, additional hire time, additional cleaning time (where the Hirer has left the premises in an unacceptable condition) or for any other item referred to in these conditions.

**11. PAYMENT OF HIRE CHARGES**

Payment of charges will be notified to the Hirer by way of an invoice.

When premises are hired by an **Occasional Hirer** for bookings of five or less sessions, an invoice will be drawn prior to the booking. Payment must be made seven days prior to the event taking place and, in any event, by the date stated on the invoice.

Where a booking is made with less than seven days' notice, payment of the amount due must be made in full immediately.

Where payment is not received as directed, the hire may be subject to cancellation at the discretion of the Parish Clerk or other authorised officer.

Late payment of any invoice may, at the discretion of the Parish Clerk, attract an administration fee of £5 per week, beyond the due date of the invoice.

**12. METHODS OF PAYMENT**

Payments for hire may be made in the following ways:

- By cheque – payable to North Horsham Parish Council – and sent to the address stated in (2) above or delivered personally to the Parish Office
- By cash – in person at the Parish Office (do **NOT** send cash by post)
- By Bank Transfer – bank details are on the invoice.

Currently, the Parish Council is unable to accept payment by credit or debit card.

**13. CANCELLATION POLICY**

In the event of a cancellation by the Hirer **fourteen days or more** prior to the event, a full refund will be given for any monies paid, providing notification of the cancellation is given in writing.

In the event of a cancellation by the Hirer with **less than fourteen days** notice, a refund is at the discretion of the Parish Clerk.

Bookings are accepted by the Parish Council on the basis of the information supplied by the Hirer. In the event that any information given as to proposed use, number of persons attending or any other relevant factor is found to be incorrect, the Parish Council reserves the right to cancel the booking. In such cases, a refund will be considered by the Parish Council's Property Committee, on application by the Hirer in writing.

All of the Community venues owned by the Parish Council are registered Polling Stations and as such, certain areas of North Heath Hall, Holbrook Tythe Barn and Roffey Millennium Hall will be closed on those days when European, Parliamentary and/or local elections are held. Where possible, the Parish Council will endeavour to find alternative accommodation within their venues. Notification of forthcoming elections will be given to the Hirer as soon as possible.

Bookings may be cancelled by the Parish Council for the essential safety of the Hirer or for operational reasons. Notification of the cancellation will be given to the Hirer as soon as possible. The decision of the Parish Council in this regard is final. Every attempt will be made by the Parish Council to provide alternative premises, where possible. The Hirer will be given a full refund of any monies paid in respect of such a cancellation.

**14. PURPOSE OF HIRE AND SUB-HIRING**

The Hirer shall not use the premises for any purpose other than that described in the Booking Confirmation letter and shall not sub-hire the premises to any other person or organisation.

**15. INDEMNITY AND INSURANCE**

The Hirer shall be liable for and indemnify the Parish Council against any liability, cost, claim or proceedings whatsoever arising under any statute or at Common Law in respect of any default or injury however or by whoever caused by or to any persons which shall occur while such person is in or on any part of the premises; or in respect of any loss or damage suffered or sustained by any person in consequence of any such default or injury, other than arising from the Parish Council's negligence.

The Parish Council reserves the right to require any Hirer to produce evidence that the necessary insurances referred to in the above paragraph have been taken out and are in force at all material times.

Hirers are asked to consult their own insurers so as to safeguard themselves in the event of their being held liable for any claim, demand, action or proceedings in this connection.

Public Liability - Hirers, other than those hiring for a non-paying function such as anniversary parties, birthday parties, funerals etc. will be required to produce Public Liability insurance to a level recommended by the Parish Council's insurers.

All Parish Council owned premises are insured against claims arising out of the Parish Council's negligence.

**16. GOOD ORDER**

The Hirer shall be responsible for good order being kept through the period of hire.

The Parish Council may make an additional charge for any expenses incurred in engaging the Police or other personnel to preserve order prior to, during or after the period of hire.

**17. SECURITY - NORTH HEATH HALL AND HOLBROOK TYTHE BARN**

The Hirer (or their representative) must be present in the building at all times during the agreed hire period. At no time must the building be left empty and unlocked and unalarmed. At the end of the hire period, Hirers must wait for the caretaker to arrive before vacating the building.

**18. PERSONAL INJURY AND LOSS OR DAMAGE TO PROPERTY**

The use of the premises and equipment, facilities and amenities, including car parking where available is permitted solely at the Hirer's own risk. The Parish Council shall not be liable for any injury to any Hirer or any employee, invitee or guest of the Hirer; or for loss or damage to any property.

Any property and effects in the premises belonging to the Hirer shall be at their sole risk; and unless previously agreed by the Parish Council, if such equipment, property and effects are not removed at the end of the hire, an additional charge may be made.

**19. RISK ASSESSMENT**

Every Hirer is responsible for performing a Risk Assessment prior to each and every use of the premises. The Parish Council, may at its discretion, require a copy of the Risk Assessment.

**20. ILLEGAL OR UNLAWFUL ACTIVITIES**

The Hirer shall not cause or permit the premises to be used for any unlawful or illegal activity. The Parish Council reserves the right to cancel the hire immediately and any monies paid will be forfeited. The Parish Council will report evidence of illegal activities on the premises to the Police and assist with their enquiries.

**21. UNDESIRABLE SUBSTANCES**

No article of an inflammable, explosive, dangerous, noxious, intoxicating or offensive nature may be brought onto the premises without the written permission of the Parish Council.

Candles, smoke and bubble machines must not be used in any premises owned by the Parish Council due to the automatic fire alarms.

Hirers must keep helium filled balloons weighted, so that they do not rise to the ceiling and cause activation of the automatic alarm systems.

**22. SMOKING**

In accordance with the law, smoking is not permitted in any premises owned by the Parish Council.

**23. EMERGENCY PROCEDURES**

At the commencement of any period of hire, the caretaker on duty will point out the location of all fire exits and assembly points and any other emergency procedures that may be in place.

It is the responsibility of the Hirer to familiarise themselves with the means of escape from the premises and to ensure that any person at the period of hire requiring a Personal Evacuation Plan is identified and a Plan in place.

The Hirer shall ensure that all fire exits (internal and external) and common parts of the premises are kept free of any obstruction and shall immediately remove anything deemed to be an obstruction at the request of the caretaker on duty or other authorised officer of the Parish Council.

All rooms within each of the premises have a maximum number of people allowed to use each room either seated at tables or for dancing which have been set by the Fire Service.

It is the responsibility of the Hirer to ensure that the maximum numbers are not exceeded. The hire will be stopped immediately by the caretaker in charge or other authorised offer of the Council if the number of people in any room exceeds the permitted maximum.

In the event of an emergency, the Hirer shall comply with all directions given by any authorised officer of the Council; or any member of the Emergency Services; or any other statutory body or agency.

**24. ELECTRICAL SAFETY**

It is recommended that any electrical equipment brought to the premises for use by a Hirer should carry an up-to-date PAT certificate.

The Parish Council will offer an annual service to Regular Hirers to enable electrical equipment used on the premises to be tested by a PAT registered electrical inspector.

The electrical circuits in the premises must not be overloaded by the attachment of excessive quantities of electrical equipment. The maximum loading on the circuits must not exceed 30amps. Should any damage occur to the electrical circuitry of the premises by overloading or by the use of faulty equipment, the Hirer will be responsible for the cost of any call out charges, repairs etc. to reset circuits.

**25. RIGHT OF ENTRY**

The Parish Council reserves the right for any authorised officer of the Parish Council, the Police, Fire Brigade or any other statutory body to enter the premises at all times; and the right to require the Hirer to refuse admission to or remove from the premises any disorderly person or persons, which may cause danger or damage to the premises.

**26. EQUIPMENT PROVIDED BY THE COUNCIL**

The kitchens at each of the premises provide basic items of crockery and cutlery – cups, saucers, water glasses and jugs, kettles and urns. Each kitchen also has a cooker (except for the kitchenette in Room 15/16 of North Heath Hall) and a fridge and freezer. Dishwashers are available at all Halls and information on this will be given by the caretaker on duty at the time of hire.

The kitchens in each of the premises are not intended for the preparation and cooking of full scale meals but for warming food and cooking small items only.

Deep fat frying is not permitted in any of the kitchens in each of the premises.

Hirers shall be responsible for ensuring that all small electrical appliances (kettles and tea urns) are switched off at the mains at the end of the hire.

Chairs and tables are available at each of the premises at no charge. The Parish Council can also provide multimedia projectors, projection screens and flip charts – all of which are subject to an additional charge.

Operation of the moveable partition walls at North Heath Hall and Roffey Millennium Hall must only be undertaken by the caretaker on duty or another authorised employee of the Parish Council.

It is the responsibility of the Hirer to report any damage or defect to; or the loss of any equipment to the caretaker on duty or to the Parish Office.

Equipment owned by the Parish Council, such as tables and chairs, will not be loaned or hired out to any third party for use outside of Parish Council premises.

**27. CLEANLINESS**

All Hirers shall leave all areas of the premises which have been hired clean and tidy and in an acceptable condition, including kitchen appliances, crockery and cutlery.

Black rubbish sacks will be provided for occasional Hirers for functions such as a birthday party to dispose of rubbish in the Parish Council's refuse bins, the location of which will be pointed out by the caretaker on duty.

The location of brooms, dustpans and brushes and mops will be pointed out by the caretaker on duty for use by Hirers at the end of hire, as appropriate.

**28. BARBECUES**

Barbecues are permitted on the outside patio areas of North Heath Hall and Holbrook Tythe Barn.

The intended use of a barbecue must be notified by the Hirer to the Parish Office at the time of making the booking or prior to the booking.

Barbecues must not be placed near to any wooden structures e.g. seats, sheds etc

The use of an accelerant, such as petrol, must not be used to ignite the barbecue.

If disposal barbecues are used, these must not be disposed of in the Parish Council waste bins.

The use of a hog roast may be permitted and Hirers must contact the Parish Office before making any arrangements for this.

The safety of others and any loss or damage arising from the use of a barbecue or hog roast is the full responsibility of the Hirer.

**29. ACCIDENTS**

The Hirer must report all accidents involving injury to the public to the caretaker on duty or other authorised officer, as soon as reasonably practicable.

There is a legal requirement under the RIDOR Regulations to report certain types of accident or injury. The form to be used in such instances is prescribed and assistance will be given, if required, by the Parish Clerk.

**30. ALCOHOL**

The Parish Council's venues are not subject to a Premises Licence. If it is the intention of the Hirer to sell or supply alcohol, it is the Hirer's responsibility to make an application to Horsham District Council for a Temporary Event Notice.

A copy of the Notice, when obtained, must be provided to the Parish Office. It is the responsibility of the Hirer to ensure that the provision and serving of alcohol is in accordance with the Licensing Act 2003.

**31. BROADCASTING AND FILM RIGHTS**

A Hirer, hiring any Parish Council owned premises, shall not be granted broadcasting or film rights without the prior consent of the Parish Clerk.

If such consent is given, the Parish Council reserves the right to take part in any negotiations, to be party to the terms and condition of any agreement reached and to share in any income and publicity derived therefrom.

**32. PUBLIC PERFORMANCE AND COPYRIGHT WORKS**

It is the Hirer's responsibility to ensure that there is no infringement of copyright during any period of hire and the Hirer shall agree to indemnify the Parish Council in respect of any liability arising from any infringement of copyright or performance rights.

The Hirer shall comply with the requirements of the Performing Rights Society Limited in relation to all musical work in the Society's repertoire.

The use of the stage lighting and other production equipment at North Heath Hall; and the sound system at Roffey Millennium Hall may only be used subject to permission being given by the Parish Clerk or other authorised officer and may be subject to supervision by an authorised officer of the Parish Council.

### **33. MUSIC AND DANCING**

The Hirer shall observe all statutes, regulations and bylaws in relation to music and dancing in public places.

Windows and doors shall be kept closed during all events involving music held at the Parish Council's premises, so as to avoid disturbance to neighbouring premises.

Hirers should ensure that their employees, invitees or any other person associated with the Hirer leave Parish Council premises quietly and to minimise noise outside the premises.

All music shall cease at 11pm.

Hirers are asked to note that North Heath Hall is fitted with a Sound Limiter system which automatically cuts off the power supply if the noise level exceeds a prescribed level. Hirers will be given instruction on how the system works and how to reset the system to restore power. In the event that the Hirer cannot reset the equipment, the caretaker on duty must be informed immediately, as this may affect the use of other equipment.

Any attempt to over-ride the system will disqualify the Hirer from further bookings at Parish Council premises and may give rise to an additional charge being made for the employment of an outside contractor to reset the equipment.

It is recommended that any electrical equipment brought to the premises for use by a Hirer should carry an up-to-date PAT Certificate.

### **34. SERVICES AND ALTERATIONS**

No additions or alterations shall be made to the gas, water or electrical supplies, any electrical equipment; and no structural or other alterations shall be made to the fabric of the building; nor to any of the furniture, fixtures, fittings or other property in the premises; nor any attachment by way of hooks, nails, screws or any non-removable substance e.g. glue, shall be made of any equipment or materials to the fabric or structure of the building without the express permission of the Parish Clerk. Any such permission shall be subject to any terms and conditions as may be stipulated.

### **35. CHILDREN AND YOUNG PERSONS**

The Hirer shall ensure that any activities for children under the age of eight years complies with the provisions of the Children Act 1989 and any other relevant legislation; and that only fit and proper persons have access to the children.

The Hirer shall take responsibility for all children in their care at all times while they are on Parish Council premises.

The Parish Council will not assume responsibility for the care or welfare of any unaccompanied child or children.

Any suspicious behaviour should be reported immediately to the caretaker on duty or other authorised officer of the Council; or to the Police.

**36. ANIMALS**

The Hirer shall ensure that no animals (including birds) are brought onto Parish Council premises, unless prior permission has been given by the Parish Clerk.

Assistance dogs are welcome on Parish Council premises, providing they are accompanying their owner.

**37. INFLATABLE BOUNCING DEVICES**

It is the responsibility of the Hirer to ensure that the company from which the equipment is hired (the Company) fully complies with the guidance 'The Safe Operation of Inflatable Bouncing Devices' issued by the Inflatable Play Inspections Schemes.

It is the responsibility of the Hirer to ensure that the Company employs suitably experienced and trained adult personnel, where the Company is responsible for setting up, operation and supervision of the Bouncy Castle.

It is the responsibility of the Hirer to ensure that the Company provides written evidence of a current Public Liability Insurance Policy with a limit of indemnity of at least £1 million.

If the Hirer is to operate the Bouncy Castle, it is the responsibility of the Hirer to ensure that they are provided, by the Company, with written instructions about the safe setting up, operation and supervision of the equipment and that the name and address of the manufacturer or supplier is clearly marked upon it.

The Hirer's attention is drawn to the following guidelines:

- (a) Children should not be allowed to use the Bouncy Castle if there is a high wind or in wet weather
- (b) The Bouncy Castle must be adequately secured to the ground and situated away from possible hazards
- (c) Soft matting covering hard surfaces must be placed adjacent to the front or open sides. Users should not be allowed to obstruct the entrance or exit. No-one should be allowed to play on the step or front apron of a Bouncy Castle.
- (d) There should be responsible adult supervision paying close attention to the children at play at all times during its use
- (e) The number of children using the Bouncy Castle must be limited to the number recommended in the Hire Company's safety instructions. There must be no overcrowding
- (f) A rota system for different age or size groups should be operated, together with the observance of any age limit of users (it is suggested that children over the age of 10 years should not use the equipment)
- (g) All children should be made to remove footwear, hard or sharp objects such as jewellery, buckles, pens and other similar pocket contents.
- (h) Eating or performing acrobatics must not be allowed.

The above is guidance only and is not a comprehensive guide. Further information may be obtained from [www.pipa.org.uk/playSafe](http://www.pipa.org.uk/playSafe)

It is recommended that any electrical equipment brought to the premises by a Hirer should carry an up-to-date PAT Certificate

No Inflatable Bouncing Device is permitted to be erected on the hard surfaces outside of any of the Parish Council owned venue i.e. the patio areas at Holbrook Tythe Barn, North Heath Hall and Roffey Millennium Hall.



**38. FLYPOSTING**

Flyposting on vacant shop premises, street furniture, trees etc. is an offence and makes an offender liable, on summary conviction, to substantial penalties.

An unauthorised and illegal display of posters may result in the cancellation of a booking and may be taken into account when considering accepting future bookings of any Parish Council premises.

**39. ADVERTISING AND OTHER SIGNAGE**

Notice boards are provided at Parish Council premises to advertise a variety of events and Hirer's activities at each of the Parish Council premises, subject to the approval of the Parish Clerk.

Any inappropriate, offensive, commercial or non-relevant posters, flyers or stickers will be promptly removed.

Advertising and signage on the outside of any Parish Council premises are subject to approval by the Parish Council; and may also require planning consent and the consent of the Highway Authority.

**40. LOTTERIES, RAFFLES AND GAMING**

No gaming, betting games or lotteries shall be carried on or be allowed to be carried on in any of the Parish Council premises, except those games made lawful by the Betting, Gaming and Lotteries Acts; and then only if the statutory provisions are complied with.

**41. END OF HIRE**

All periods of hire at all Parish Council owned premises shall cease at the following times:

Monday to Thursday 11.00 pm  
Friday and Saturday 11.30pm  
Sunday 9.00 pm

**42. NOISE**

It is the responsibility of the Hirer to ensure the effective supervision of the arrangements and the activities in the premises during the period of hire and for the prevention of disorderly behaviour, so as to ensure that no nuisance or annoyance is caused to nearby residents.

It is the responsibility of the Hirer to ensure that the Hirer and the Hirer's employees, invitees and guests make the minimum of noise and disturbance on arrival at and departure from the premises; and in the immediate environment of the premises.

**43. COMPLAINTS**

Any complaint by the Hirer in respect of the use of Parish Council premises or the arrangements for that use, shall be made in writing to the Parish Clerk, within seven days of the date of hire. In the event of a complaint being made, the Parish Council's Complaints procedure will be followed.

**44. CHANGES TO POLICY AND CONDITIONS OF HIRE**

The Parish Council reserves the right to amend this Policy and the Conditions of Hire at any time; and any changes to the Policy and Conditions of Hire shall be notified to all Hirers.

The Policy and Conditions of Hire in force at the date of hire shall be those which are applicable to the hire.

**45. DATE OF REVIEW**

This Policy and the Conditions of Hire will be reviewed at the annual meeting of Council in May.

FC/225/18





# 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 Meeting 8<sup>th</sup> March 2018 Item 17 Annex F**

Correspondence List 1 from 12<sup>th</sup> January 2018 to 28<sup>th</sup> February 2018.

Below is a list of correspondence received at the Parish Council Office.

List 2 will be circulated at the meeting.

Circulated to all Councillors.

1. West Sussex County Council

- Planned roadworks in West Sussex
- Free Online Safety Session for West Sussex Residents at County Hall North, Horsham 5th Feb 2018
- Bus Service Changes, February/March 2018
- Public Notice - Temporary Traffic Regulation Order - Wimland Road, Faygate - 31/01/2018
- Public Notice - Temporary Traffic Regulation Order - Wimland Road, Faygate - 12/02/2018
- Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - 13/05/2018
- Proposed Footway Improvement Heron Way.
- Permanent Traffic Regulation Order – Bluebell Close TRO/HON1701/RC
- F/path Closure, Early Warning Notice - Temporary Traffic Regulation Order - Albion Way subway, Horsham - 20/03/2018.
- Notification of Sussex Day on 16<sup>th</sup> June 2018 and an invitation to share any events with WSCC so that they can be advertised as part of the whole event.
- Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - 04/08/2018
- North Horsham County Local Committee 19<sup>th</sup> February 2018 – agenda.
- Early Warning Notice - Temporary Traffic Regulation Order - London Road, Horsham - 4/06/2018
- Early Warning Notice - Temporary Traffic Regulation Order - Richmond Road, Horsham - Proposed start date 21/05/2018.
- Early Warning Notice - Temporary Traffic Regulation Order - Crawley Road, Horsham - 25/07/2018
- Military Memories Tea Party; RAF Centenary Event 5<sup>th</sup> April 2018 2.30pm – pm Crawley Library.

2. Horsham District Council

- What's On in Horsham.
- Management structure.
- Residential Development by HDC at former Scout hut site, Peary Close, Horsham to be known as Eagle Court.
- Application for funding for HDC Community Safety Scheme and 4 The Youth. The money held by HDC in the Horsham Youth Fund came originally from North Horsham Parish Council, Denne, Forest and Trafalgar Neighbourhood Councils and was for use for projects for young people in those areas.
- Great British Spring Clean 2 – 4 March 2018.
- North Horsham Parish Council Section 106 funds (Property Committee)

FC/226/18

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- Presentation on Car Parking given to Forest Neighbourhood Council in January 2018.
- Velo South 2018 - Event Notification for Sunday 23 September 2018

3. Resident correspondence

- Letter regarding tree at Earles Meadow.
- Note from Rudgwick Resident concerning North of Horsham Development Viability

4. NALC

- Chief Executive's Bulletin 2 - 12 January 2018
- Chief Executive's Bulletin 3 - 19 January 2018
- Chief Executive's Bulletin 4 - 26 January 2018
- Chief Executive's Bulletin 5 - 3 February 2018
- Chief Executive's Bulletin 6 - 9 February 2018
- Chief Executive's Bulletin 7 - 16 February 2018
- Chief Executive's Bulletin 8 - 23 February 2018 v3 – includes NALC GDPR Tool kit.
- NALC Newsletter – 30 January 2018
- NALC Newsletter – 13 February 2018
- NALC Newsletter – 20 February 2018
- NALC Newsletter – 27 February 2018

5. SALC

- Essential First Aid for Adults event is being held at Warnham Park on Tuesday 13<sup>th</sup> March 2018 & Thursday 10<sup>th</sup> May 2018. Presentations and documents from the GDPR training held recently. Cllr P Burgess, Cllr I Wassell, the Clerk, Deputy Clerk and Committee Clerk have attended training sessions.
- West Sussex Association of Local Councils Annual Spring Conference on Tuesday 6<sup>th</sup> March 2018, at the Hilton Avisford Park, Yapton Lane, Walberton, Arundel, West Sussex, BN18 0LS. Programme and associated details. Cllr P Burgess to attend.
- Response to questions put to the Sussex Police Crime Commissioner by North Horsham Parish Council and a copy of the minutes of the meeting.
- GDPR – Useful Documents.
- NALC Legal Briefing: Reporting Personal Data Breaches.

6. HALC

- Minutes of meeting held 9<sup>th</sup> January 2018 and associated information.

7. Sussex Police

- In the Know and updates on scams.
- Neighbourhood Alert – weekly bulletins
- Really Useful Advice from Take Five To Stop Fraud Week 25/01/2018
- Response from Police Crime Commissioner to enquiry from Property Committee about Police powers in cases of trespass by travellers. Original letter to PCC dated 10.1.18, response dated 05.02.18.
- Graffiti on bus shelters on Bartholomew Way and Jackdaw Lane. Sussex Police and HDC are working together as part of the Community Safety Team to try to identify the perpetrators.

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8. Horsham and Mid Sussex CCG
  - CCG Patient Roundup 1st - 12th Jan 2018
  - Patient Roundup 15th - 26th Jan 2018
  - Survey: Medicines on prescription that can be bought over the counter, survey ends 28th February.
  - Patient Roundup 29th Jan - 9th Feb 2018
  - Patient Roundup 12-23 February 2018.
9. Horsham and Mid Sussex Volunteering Agency
  - Newsletter January 17, 2018
  - Horsham District Council proposals for the delivery of Voluntary and Community Support after 1<sup>st</sup> April 2018
  - West Sussex Grants Funding Changes - Crowdfunding Meetings
  - Newsletter January 31, 2018
  - Networking Event which will focus on the future support for community and voluntary sector in Horsham District. The event will be held between 10am and 1pm on Monday 5<sup>th</sup> March at the Roffey Millennium Centre in Horsham.
  - West Sussex County Council, WSCC VCS Engagement Event Tuesday 27 February 2018
  - Newsletter February 14, 2018
10. Horsham District Cycle Forum
  - Next forum meeting - Tuesday 6th February
11. Horsham District Dementia Action Alliance.
  - Minutes of the Horsham District Dementia Action Alliance Open Forum held at Skylark Care Home, St Marks Lane, Horsham, RH12 5PU on Tuesday 13<sup>th</sup> February at 10am. Cllr A Britten and the Deputy Clerk attended.
  - "Time for a cuppa" Fundraising event for Dementia UK at Westlake House.
12. Horsham District Older Peoples Forum
  - MP Question Time - 10.30am - 1pm on Friday 2nd March 2018. Request for topical questions.
13. Sport England  
Newsletter.
14. Horsham District Age UK  
Invitation to celebrate 60 years anniversary 20<sup>th</sup> February 2018 11.45am to 2.30pm Lavinia House.
15. Planning Aid England  
Up front – newsletter.
16. The New Friends of Horsham Park
  - December newsletter and notes from meetings.
  - Fund raiser ideas (Festival of Gardening) and input for our Year of Culture 2019 Projects (Poets Corner)
  - List of events coming up in February and March 2018.
  - January Newsletter.
17. Local Council Public Advisory Service  
Update on General Data Protection Regulations (GDPR) including link to ICO guidance <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-officers/>

18. UK Power Networks  
Storm Fionn.
19. Kent, Surrey, Sussex Air Ambulance  
Letter of appreciation for grant funding of £2,000 and conformation that the money had been spent according to the application.
20. Community Engagement Team – Gatwick Airport  
Invitation to Discover Gatwick 21st February 2018
21. Brittaniacrest  
Proposed designs for Recycling Plant at Langhurstwood Road.

**North Horsham Parish Council Meeting 8<sup>th</sup> March 2018 Item 17 Annex F**

Correspondence List 1 from 1<sup>st</sup> March 2018 to 8<sup>th</sup> March 2018.

Below is a list of correspondence received at the Parish Council Office.

To be circulated at the meeting.

Circulated to all Councillors.

1. West Sussex County Council

- Planned Roadworks in West Sussex.
- Early Warning Notice - Temporary Traffic Regulation Order - Littlehaven Lane, Horsham - Proposed start date 27/08/2018.
- Public Notice - Temporary Traffic Regulation Order - Albion Way Subway, Horsham - Start date 20/03/2018
- County News: Horsham district February 2018.
- Early Warning Notice - Temporary Traffic Regulation Order - Sedgwick Lane, Horsham - Proposed start date 09/04/2018
- Public Notice - Temporary Traffic Regulation Order - Richmond Road, Horsham - 23/03/2018
- Public Notice - Temporary Traffic Regulation Order – Wimland Road, Faygate - Start date 26/03/18
- Young Horsham District Forum – agenda for meeting 14<sup>th</sup> March 2018 and minutes of previous meeting.

2. Horsham District Council

- What's on in Horsham.
- Opportunity to comment on the designs for Roffey Recreation Ground.
- Community Safety Team – response to graffiti at Jackdaw Laner and Bartholomew Lane bus stops, Earles Meadow rails and private houses. Graffiti at North Heath Lane bus stops and an old BT phone box.

3. Resident correspondence

Letter of concern about littering near Heath Way shopping parade and the Parish Council's decision not to take up the Community Warden Scheme.

4. NALC

- Chief Executive's Bulletin 9 - 2 March 2018.
- NALC Larger Councils' Committee 2018 Governance Review Survey – Opportunity To Respond.

5. SALC

Data Protection fee guide for Controllers – from the Information Commissioners Office.

6. Bad weather

Uk Power Networks - Information On Weather And The Electricity Network 01/03/2018

Horsham District Older Peoples Forum – MP Question Time – 2<sup>nd</sup> March. 2018 – cancelled.

New Friends of Horsham Park – litter pick 2<sup>nd</sup> March – cancelled

Updates from WSCC on initiating emergency plans.

Updates from the Emergency Planning Officer at HDC on potential areas to be affected by the bad weather.

Sussex Police - Winter Is Well And Truly Here 28/02/2018

7. Sussex Police

Horsham Weekly Bulletin 02/03/2018

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8. Horsham and Mid Sussex Volunteering Agency  
Newsletter February 28, 2018
9. Sport England  
Active places – March newsletter.
10. Horsham District Cycle Forum  
Report from cycle at Kings Hill.