



NORTH HORSHAM PARISH COUNCIL



ANNUAL REPORT 2017/18

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MESSAGE FROM THE CHAIRMAN

It is with pleasure that, as Chairman of North Horsham Parish Council, I introduce the Annual Report for 2017/18.

When I speak with residents I am surprised how many people living in Roffey and Holbrook aren't aware that North Horsham has its own Parish Council and yet, the Parish Council works to try and influence positive outcomes for the local community in many ways.

When Horsham District Council (HDC) introduced car parking charges at the Godwin Way Car Park last April, a group of Parish Councillors explored with HDC if there was a way of keeping parking free. The Parish Council had listened to retailers who were finding that trade had reduced and to residents who were attracted to other shopping areas where car parking was free. The Parish Council put forward two schemes for consideration by the retailers, but both were rejected.

The development north of Horsham received final approval from the planning authority early in 2018 and the Parish Council has co-ordinated quarterly liaison meetings which include the developer Liberty Property Trust, HDC, West Sussex County Council (WSSCC) and other key stakeholders, including residents. The aim of the meetings is to share knowledge and expertise and the Parish Council works hard to ensure that local views are heard.

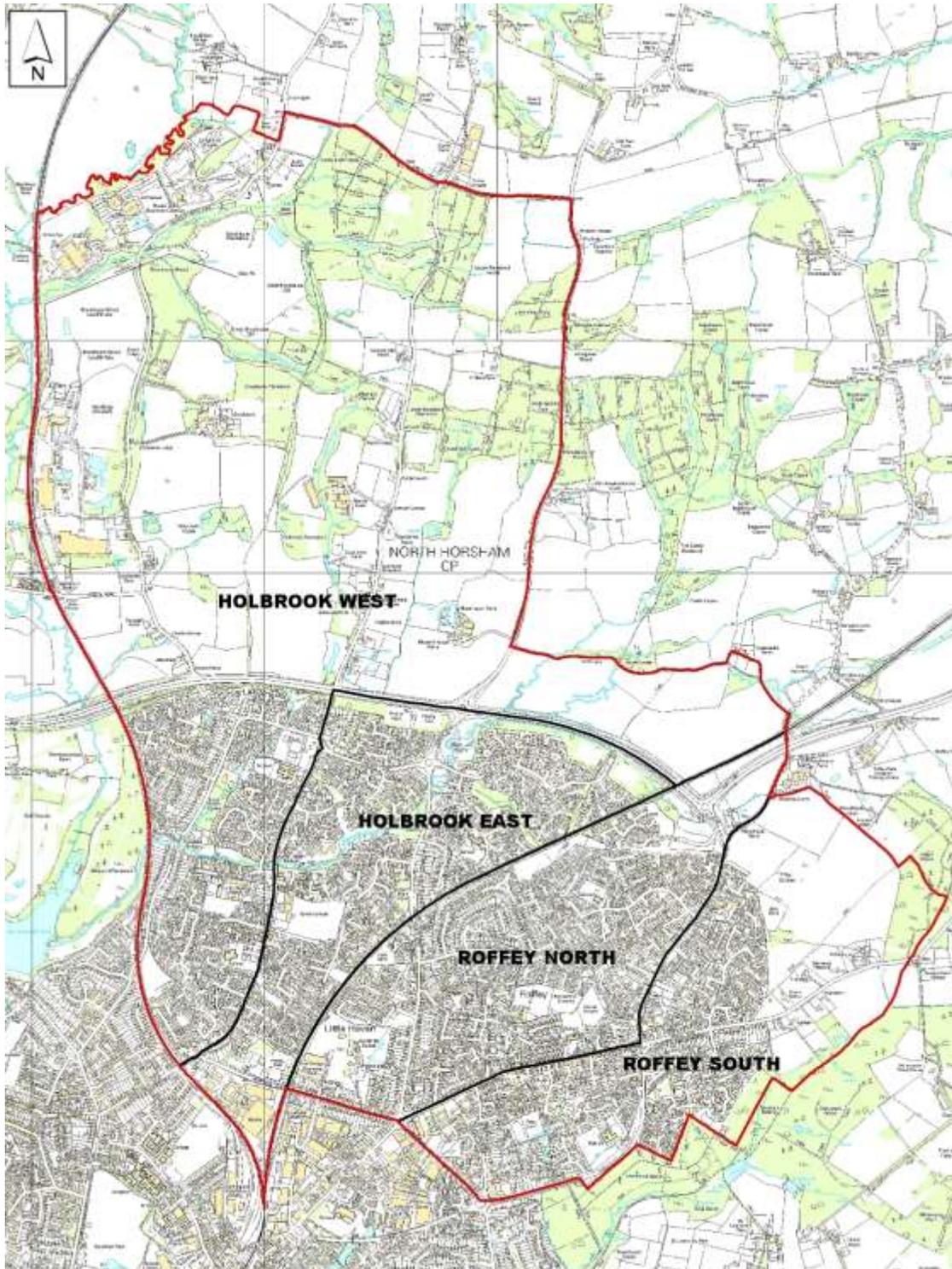
Local government is going through challenging times and I would like to express appreciation for the hard work of staff, councillors and residents who have worked for their local community over the last few years. I would especially like to pay tribute to former Chairman of the Council Roger Wilton who passed away earlier in 2018 and whose contribution made a significant difference in North Horsham over many years. I hope that over the next twelve months more people in the parish come to know the work of the Parish Council and take up opportunities of working with us for the benefit of the wider community. Volunteers are always welcome!

There is lots of information about the Parish Council contained in this report and I hope that you enjoy reading it.

*Councillor Alan Britten
Chairman of North Horsham Parish Council*

NORTH HORSHAM

North Horsham parish is made up of four parish wards, Roffey North and South and Holbrook East and West.



The parish covers approximately 1,905 hectares and in 2011 had a population of 24,193. In 2011 there were 10,198 households and 17,119 electors. The majority of housing is concentrated to the south of the A264, but in 2017/18 approval for a

development of 2,750 houses, a business park, schools, community buildings and green spaces will transform how the parish looks. Following a review from the Boundary Commission, it is likely that in the future, North Horsham Parish will have six wards instead of the current four to take account of the additional population. These will be Holbrook East, Holbrook West, Roffey North, Roffey South, Comptons and North Horsham Rural.

North Horsham Parish is neighbour to Forest and Denne Neighbourhood Councils, Warnham Parish Council, Rusper Parish Council and Colgate Parish Council. An area to the east of the parish borders the High Weald Area of Outstanding Natural Beauty (WAONB).

North Horsham contains a wealth of green areas used for recreation, many play areas, community buildings, health facilities, shops and small businesses. It has good bus links, a railways station, cycleways and both urban and rural footpaths. The much-loved Horsham Riverside Walk passes through some of North Horsham's unspoilt woodland and HDC's only listed ancient monument, Chennelsbrook motte and bailey castle, is situated just off Lemmington Way. Whilst there is dependence on Horsham town for some of the larger facilities, North Horsham has its own identity and sense of community with long established local organisations.

PARISH COUNCIL

The Parish Council Office is situated in the Roffey Millennium Hall on Crawley Road. The Parish Office opens Monday to Friday from 9am to 5pm and offers an opportunity to book and pay for hire of the three halls owned and maintained by the Parish Council (Roffey Millennium Hall, North Heath Hall and Holbrook Tythe Barn), the multicourts and allotments. There is information available about Parish Council facilities, the local area and what's on in the halls. There is an opportunity for small amounts of photocopying to be done for a modest charge.

The full Parish Council as a corporate body meets at the Roffey Millennium Hall six times in the year and there are regularly scheduled meetings of the Parish Council's Committees – Finance and Administration, Personnel, Planning Environment and Transport and Property. The Parish Council has formed several working parties over the year which report either to the Council or a specific Committee. Several Councillors worked on plans for the proposed Horsham District Council Year of Culture 2019 and made inroads into starting a Neighbourhood Plan. The Parish Liaison group that reviews the progress of the development north of Horsham reports to the Planning, Environment and Transport Committee and includes key stakeholders including residents. An Internal Controls group reports to the Finance and Administration Committee.

Meetings of the Parish Council and its Committees usually start at 7.30pm, are held in public and everyone is welcome to attend. There is fifteen minutes set aside at the beginning of all Council and Committee meetings for members of the public to ask questions, raise issues of concern, make a statement about local issues or draw relevant matters to the Council's attention.

Details of meetings, including a calendar of meetings can be found on the Parish Council's notice boards which are situated across the parish and on the Parish Council's website www.northhorsham-pc.gov.uk.

PARISH COUNCILLORS

Parish Councillors are active in the community, work together to bring local issues to the attention of the council and work together to make decisions on behalf of the local community.

North Horsham Parish Council has nineteen Councillors, but currently there are three vacancies, two in Roffey South and one in Roffey North. Of the remaining sixteen councillors, eleven were elected in May 2015, three were co-opted prior to May 2017, Cllr John Smithurst was co-opted to fill a vacancy in Holbrook East in May 2017 and Cllr James Davidson was co-opted to fill a vacancy in Roffey North in October 2017. The vacancies were left by the resignation of Helen Ralston and Nik Butler who both worked hard on behalf of their community. Parish Council elections are due in May 2019.

The three current vacancies came about due to the resignation of Alicia Smith (February 2018), and Jordan Day (April 2018). Roger Wilton, who passed away in February 2018, had been the Chairman of the Council for many years and his wealth of knowledge, experience and good humour will be greatly missed. The community benefitted greatly from Roger during his time on the Council and through the other work he did with community organisations. Alicia Smith and Jordan Day had only been Councillors for a short time, but Alicia Smith had made a significant contribution to the Neighbourhood Plan and Jordan Day to the Planning, Environment and Transport Committee.

The Parish Council operates an independently reviewed Scheme of Members' Allowances whereby an annual Allowance of £458 is payable to those elected Parish Councillors who wish to receive it. The Allowance is not available to those who are co-opted.

The Parish Council nominates representative Parish Councillors to serve on several local voluntary, public and community organisations throughout the year. Examples of such organisations are Horsham Town Community Partnership and Horsham District Association of Local Councils.

Activities in central Government impact on local Councils and Councillors keep up to date with legislation and new opportunities through attending training events. This year, Councillors have attended training on Highways Matters, the new General Data Protection Regulations that will come into force in May 2018 and on changes in the Planning System. Training is offered through WSCC, HDC and through the Surrey and Sussex Association of Local Councils.

VOLUNTEERS

The Parish Council is grateful to two local volunteers who have stepped forward to take the role of Tree Wardens for the Parish. The Tree Warden Scheme, which is overseen by WSCC, supports local Tree Wardens who are appointed by the Parish Council and offers advice and some training. North Horsham's Tree Wardens have provided a list of all the trees on Parish Council Property and have reported back to the Planning, Environment and Transport Committee on a six-monthly basis.

The Parish Council is grateful to residents who have worked with the Parish Council on large planning applications ensuring that local people have an opportunity to get involved and make their views known.

The Parish Council is appreciative of the Earles Meadow Conservation Group who support them in looking after the large open space at Earles Meadow by litter picking, planting, minor repairs and conservation work.

Whilst individual projects have been singled out above, the Parish Council would like to thank all the volunteers who work to support their community, without them, North Horsham would not be the place that we all love to live and work in.

PARISH COUNCIL STAFF

North Horsham Parish Council employs eleven members of staff, three full time and eight part time. Two members of staff left the Council during the year and two new members of staff were recruited. The Parish Council promotes a strong team culture despite some members of staff working remotely. There are five administration staff and six caretakers, two at each Hall. In 2017 a caretaker uniform was introduced to help identify Council staff. Two of the caretakers are also litter wardens who work to keep the main streets of North Horsham clean and tidy.

The Council is committed to developing and nurturing its staff through training and opportunities for growth. Currently one member of staff is studying for a recognised qualification and all staff are given the opportunity to attend relevant short courses to improve their skill base.

FINANCE

The Parish Council is funded by the Precept, a Council Tax Benefit Grant, and Environmental Cleansing Grant. Other income is from the from halls and other assets. The table below shows actual income and expenditure over the last three years and the budget for 2017/18.

Income

	2015/16 actual	2016/17 actual	2017/18 actual	2018/19 budget
Precept	278,908	282,726	293,551	319,943
Council Tax Benefit	11,678	7,006	1,403	0
Environmental Grant	9,388	9,538	9,691	9,691
Administration	283	1,518	879	150
Allotments	500	750	1,015	765
North Heath Hall	56,362	57,651	62,013	61,400
Holbrook Tythe Barn	26,397	27,068	35,098	28,840
Multi Court Lettings	20,217	17,921	22,318	17,510
Roffey Millennium Hall	74,601	73,845	74,222	74,700
Total income	478,334	478,023	500,190	512,999

Expenditure

	2015/16 actual	2016/17 actual	2017/18 actual	2018/19 budget
Administration	50,412	52,278	52,327	57,715
Grants	13,773	8,577	8,800	10,000
Burial contributions	6,000	3,000	9,183	6,500
Personnel	287,220	293,325	275,645	285,793
Planning Environment and Transport	1,550	0	2,000	2,250
Allotments	1,179	717	1,009	1,350
Amenity, Recs and Open Spaces	42,408	37,799	42,712	51,507
North Heath Hall	21,995	24,070	23,303	26,093
Holbrook Tythe Barn	18,609	17,582	20,777	21,882
Roffey Millennium Hall	34,527	32,564	33,200	37,731
Total expenditure	477,673	469,912	468,954	485,971

The Parish Council started the financial year with a General Reserve of £85,277. At 31st March 2018 the General Reserve had risen to £106,513 which covers net expenditure (2017/18) for running the Parish Council for four months. The Parish Council is advised to have a six months' running reserve.

The Parish Council also holds Earmarked Reserves for identified purposes as shown below.

Earmarked Reserves

Reserve	Purpose	Balance at 31.3.2018 - £
Repairs & Renewals	For ongoing maintenance work at the Community venues.	139,886
Election Reserve	For Parish election costs.	19,950
Revenue Reserve – VAT contingency.	To cover the Council should it exceed the de-minimus value of VAT.	7,955
Neighbourhood Plan	For use to produce a Neighbourhood Plan for North Horsham	10,000
Planning	For professional support in relation to large development.	8,035
Roffey Youth Club	Funds from the closure of Roffey Youth Club and the winding down of the associated Charity.	5,621
Capital Receipt	Sale of land at North Heath Hall to be spent on capital projects from the Business Plan.	25,000
TOTAL Ear Marked Reserves		216,447

GRANTS

The Parish Council is pleased to have supported activities which benefited the local community during 2017/18.

Details of grants made during 2017/18 are shown below -

March 2018	Royal British Legion	Sponsorship of two 'Silent Soldiers' to commemorate 100 years since the end of WW1	£500
February 2018	Asperger's Voice	Contribution to room hire for Understanding Autism 2018 event	£200
February 2018	Horsham in Bloom	Sponsorship of the Horsham in Bloom Allotment competition 2018	£400
February 2018	North Horsham Friendship Club	Contribution towards entertainment and transport	£200

February 2018	Horsham Town Community Partnership	Contribution towards the Riverside Walk 2018	£170
December 2017	Earles Meadow Conservation Group	Equipment and ongoing work	£550
October 2017	1 st Holbrook Brownies	To support a young leader taking part in an international programme	£300
October 2017	West Sussex Mediation	Supporting the cost of free mediation services using local volunteer mediators.	£500
October 2017	Cruse West Sussex Area	Supporting bereaved adults, young people and children living in North Horsham	£500
October 2017	CHAMS Home Start	Supporting vulnerable families with young children living in North Horsham	£700
June 2017	Jack and Jill Preschool	To purchase equipment and furniture to open a second site at Northolmes School	£2,000
April 2017	Horsham Town Community Partnership	To support the Riverside Walk project	£100
April 2017	Kent, Surrey and Sussex Air Ambulance	To provide advance pre-hospital lifesaving care to ill and injured people in the South East of England	£2,000
April 2017	Horsham in Bloom	Sponsorship of the Allotment competition in the Horsham in Bloom event	£400
April 2017	Victim Support	To provide emotional and practical support to victims and witnesses of crime	£500

COUNCIL ACTIVITIES DURING 2017/18

In June 2016 HDC announced that it was looking to charge for car parking in the Godwin Way Car Park. The Parish Council entered into discussions with HDC to explore whether this was a facility that could be provided by the Parish Council to enable parking to remain free of charge. However, there was little support from the local business community and reluctantly in January 2017 the Council decided against providing the service. Further discussions took place with HDC again during 2017/18, with two different schemes coming forward, but again there was little support from the local retailers for the Parish Council to act.

The Planning, Environment and Transport Committee has considered over 200 Planning applications over the year and submitted comments to HDC. The Committee has also considered and responded to consultations as appropriate. The Planning, Transport and Environment Committee has considered Traffic Regulation Orders and supported putting yellow lines in Old Holbrook. The Parish Council has continued to work collaboratively with key stakeholders on the development north of the A264 to try to get the best for existing residents and those moving into the new housing. The working group has invited representatives from Horsham Churches Together, Highways, Education, Health, and Business to meet with them, WSCC, HDC and the developers as more details emerge. The Parish Council is also exploring how best to integrate the new development with the existing.

The original application for the Recycling, Recovery and Renewable Energy Facility and Ancillary Infrastructure at the former Wealden Brickworks, Langhurstwood Road (WSCC/062/16/NH) submitted in 2016 was withdrawn but following some design alterations a new application has been submitted (WSCC/ 015/18/NH) and is due for determination in June 2018. The Parish Council held a public meeting to hear the views of its electorate and will submit its comments to WSCC.

The Planning, Environment and Transport Committee has funded two bollards at Lambs Farm Road shops following concerns around the safety of pedestrians using the forecourts of the shops and to try to stop inconsiderate parking. There have also been representations made to the appropriate authorities regarding fumes from the fast food outlet at Lambs Farm Road, the poor condition of the land next to 78 Crawley Road, the poor condition of road signs, littering and the traffic congestion which was caused by inadequate parking facilities at the Tesco Express on Redkiln Way. Alterations have now been made at the Tesco Express which have improved traffic flow.

The Planning Committee has supported Horsham District Cycle Forum in their quest to achieve a Cycling Plan for Horsham and the installation a section of cycleway that links the existing residential area of Horsham to the new development through an underpass near the Moorhead Roundabout. This “missing link” would allow a cycle path to run continuously from Horsham to Crawley.

The Property Committee oversees all the Parish Council's buildings and open spaces. During 2017/18 there has been the usual ongoing work to ensure that the buildings are in a good state of repair and compliant with legislation. This year CCTV has been installed at Roffey Millennium Hall, the boardwalks at Earles Meadow have been repaired and there has been a new water heater installed at Holbrook Tythe Barn. Projects have been put forward to HDC to include in their Infrastructure Delivery Plan meaning that projects will be considered for funding from development.

The buildings continue to be used for a variety of activities including dance and keep fit classes, children's parties, martial arts, painting classes, one to one consultations, Citizens Advice Bureau surgeries and corporate events. The Parish Council is pleased to report that when asked for feedback there is a high level of satisfaction from the hirers of the halls. The Parish Council has worked hard to increase the use of its facilities and has had some success, especially at Holbrook Tythe Barn. The Parish Council is always willing to discuss with clients' ways in which we can help to provide a space for their event or activity.

There has been limited tree work during 2017/18 but the Parish Council still looks to ultimately provide a schedule of works for trees to complement the schedules of work and inspection regimes for the buildings and Parish Council owned Play Areas at Holbrook Tythe Barn, Birches Road, Amberley Close and Earles Meadow. Street lighting, bus shelters, litter bins, dog bins and notice boards owned by the Parish Council are routinely inspected and any damage repaired.

The Parish Council has met with representatives from local organisations to ascertain where collaborative working will help to support residents. There have been discussions surrounding hospital transport with Horsham District Age UK, crime in North Horsham with Sussex Police, providing friendship groups with St. Mark's Church and District and County Councillors on local matters. The Parish Council has supported the Woodland Trust's Tree Charter and became a Charter Branch, which means that it follows guidelines on manages its trees and wooded areas to a standard recognised by the Trust. The Parish Council has also become part of the Horsham District Dementia Action Alliance and staff and councillors have been trained to support those with dementia by becoming Dementia Friends.

The Parish Council agreed to undertake a Neighbourhood Plan in 2015 but did not have sufficient resources at the time to progress it. Over 2016 and early 2017 this proposal was revisited and in March 2017 it was agreed to progress with a Neighbourhood Plan focusing on Local Green Spaces and Housing Design. The project failed to attract resident interest despite several advertisements in the Horsham Pages (North), so the Parish Council has decided to go to the community to see if they will support a Neighbourhood Plan before moving forward any further.

North Horsham Parish Council put forward plans for funding as part of Horsham District Council's Year of Culture 2019 to raise the profile of the Chennelsbrook motte and bailey castle just off Lemmington Way. It was hoped that a Medieval festival could have been held at Amberley Open Space. Regrettably the Parish Council was not successful in securing the £10,000 required for the festival, but instead secured £1,000. The Parish Council is in discussion with HDC as they are refurbishing the play area at Roffey Recreation Ground with a medieval theme, so there could be some opportunity to put on an event or work together in some way.

North Horsham Friendship Club has continued to meet every fortnight on a Thursday afternoon between 2pm and 4pm at Roffey Millennium Hall. Activities have included games afternoons, sing-a-longs, talks and demonstrations but the focus is on giving people the chance to meet up over a cup of tea and a piece of cake and to make friendships.



North Heath Hall, North Heath Lane.

COUNCIL RESPONSIBILITIES...who does what?

Municipal services within North Horsham are provided by three tiers of Local Government – West Sussex County Council, Horsham District Council and North Horsham Parish Council. All Councils work together, but each authority has its own areas of responsibility and service delivery. Overleaf is an overview of which authority provides each service.

<p>NORTH HORSHAM PARISH COUNCIL</p>	<p>Roffey Millennium Hall North Heath Hall Holbrook Tythe Barn Amberley Road Allotments Holbrook Tythe Barn Play Area Birches Road Play Area Amberley Close Play Area</p>	<p>Earles Meadow Play Area Earles Meadow open space Bus shelters – 6 in various locations Notice Boards – 9 in various locations Street Lighting- 27 in various locations Seats Litter bins Dog bins – 27 in various locations</p> <p>For more details on North Horsham Parish Council visit our website:- www.northhorsham-pc.gov.uk</p>
<p>HORSHAM DISTRICT COUNCIL</p>	<p>Refuse collections Waste and Recycling Litter Dog fouling Housing Environmental Health Business Rates</p>	<p>Open spaces (some) Tourist Information Planning Services Economic Redevelopment Car Parks Council Tax</p> <p>For more details on HDC visit their website:- www.horsham.gov.uk</p>
<p>WEST SUSSEX COUNTY COUNCIL</p>	<p>Libraries Highways Footpaths Road conditions Street Lighting Education</p>	<p>Social Services Trees Trading Standards Health Children’s Services</p> <p>For more details on WSCC visit their website:- www.westsussex.gov.uk</p>

YOUR PARISH COUNCILLORS AT APRIL 2018

		ADDRESS	PHONE
HOLBROOK EAST	Karen Burgess	27, Haybarn Drive, RH12 5JF	273533
	Rita Ginn	17, Rusper Road, RH12 4BA	264109
	Frances Haigh	27, Winterbourne, RH12 5JW	253652
	Tony Rickett	33, Bluebell Close, RH12 5WB	217003
	John Smithurst		
HOLBROOK WEST	Peter Burgess	27, Haybarn Drive, RH12 5JF	273533
	Roland Knight	99, Pondtail Road, RH12 5HT	264072
	Richard Millington	22, Keats Close, RH12 5PL	241746
	Ian Wassell	21, Speedwell Way, RH12 5WA	258762
	Alan Britten	32, Brushwood Road, RH12 4PE	272226
ROFFEY NORTH	James Davidson		
	Martin Loates	10, Bryce Close, RH12 4EF	269465
	David Searle	7, Earles Meadow, RH12 4HP	256267
	Simon Torn	9, Shepherds Way, RH12 4LT	07748 332774
	VACANCY		
ROFFEY SOUTH	Ray Turner	8, Conifers Close, RH12 4QH	259612
	VACANCY		
	Sally Wilton	54, Beech Road, RH12 4TU	269126
	VACANCY		

PROPOSED CALENDAR OF MEETINGS TO AUGUST 2018

APRIL 2018 Monday 23rd Thursday 26 th	Annual Meeting of Electors of the Parish. Planning, Environment & Transport.
MAY 2018 Thursday 10th Thursday 17 th Thursday 24 th	COUNCIL. Personnel. Planning, Environment & Transport.
JUNE 2018 Thursday 14 th Monday 18 th Thursday 21 st Thursday 28 th	Property. Internal Controls WP Planning Environment & Transport. Finance and Administration.
JULY 2018 Thursday 5th Thursday 19 th	COUNCIL Planning Environment & Transport.
AUGUST 2018 Thursday 16 th Thursday 23 rd Thursday 30 th	Property Planning, Environment & Transport. Finance and Administration.