



North Horsham Parish Council

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30th August 2018

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a meeting of North Horsham Parish Council to be held on **Thursday 6th September 2018 at 7.30pm** at Roffey Millennium Hall for the transaction of the business on the agenda below.

Members of the Press and public are welcome to attend.

Pauline Whitehead BA(Hons) FSLCC
Clerk to the Council

Prior to the meeting, from 7pm, the Plannings Obligations Officer from Horsham District Council will give a presentation on Section 106 and Community Infrastructure Levy.

AGENDA

1. Public Forum.

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

2. Apologies for absence.

Recommendation:- To receive apologies for absence.

3. Minutes.

Recommendation:- To approve and sign the Minutes of the Council Meeting held on 5th July 2018.

4. Declarations of Interest.

See Clerk's Report.

Recommendation:- To receive any Declarations of Interest from Members of the Council.

The Meeting will be adjourned for a brief presentation on Community Land Trusts from Action in Rural Sussex.

5. Committees and Working Parties.

Minutes circulated separately.

Recommendation:- To receive and adopt the Minutes of -

(a) **Property Committee - 16th August 2018.**

(b) **Planning, Environment and Transport Committees –19th July 2018 and 23rd August 2018.**

(c) **Finance and Administration Committee – 30th August 2018.**

(d) Personnel Committee – 9th August 2018.

- 6. Reports from Representatives on Outside Bodies.**
Horsham District Council has invited four Councillors from North Horsham Parish Council to join Focus Groups to develop a new Management Plan for Horsham Park. The Focus Groups are:-
Usage, community involvement and public relations,
Safety, security and user experience.
Park infrastructure
Landscape, ecology and grounds maintenance.
Recommendations:-
1. To receive and note reports from representatives on outside bodies.
2. To consider appointing four Councillors to attend the four focus groups that are developing a new Management Plan for Horsham Park.
- 7. Reports from District or County Councillors.**
Recommendation:- To receive any report submitted.
- 8. Chairman's Announcements – for noting only.**
See Clerk's Report.
Recommendation:- To receive the Chairman's announcements.
- 9. Financial Matters.**
See Clerk's Report.
Expenditure list for July 2018 (attached) and August 2018 (to follow).
1. Business Plan v5 June 2018 recommended by the Finance and Administration Committee (attached)
2. Fire risk assessments.
Recommendations:-
1. To agree the expenditure lists for July 2018 and August 2018.
2. To agree the Business Plan v5 June 2018.
3. On recommendation from the Property Committee to note that Fire Risk Assessments have been carried out at North Heath Hall and Roffey Millennium Hall and that the remedial actions have been undertaken. A desk based Fire Risk Assessment has been carried out at Holbrook Tythe Barn.
- 10. Scheme of Members Allowances**
See Clerk's Report.
Recommendation:- To agree an increase in the Member's Allowance for elected Councillors from £458 per year to £467 per year backdated to 1st April 2018 in line with guidance from the HDC Remuneration Panel and the adopted Scheme of Member's Allowances.
- 11. Voluntary Sector Support**
The Parish Council has the facilities required for Horsham District Council (HDC) to offer a drop in for volunteers and charities to support their outreach programme, but HDC has no budget.
Recommendation:- To consider if the Parish Council is willing to offer a room at one of the Community Halls free of charge as part of a HDC Outreach project, mindful that this could set a precedent.
- 12. Community Land Trusts**
See Clerk's Report.
Recommendation:- To explore creating a Community Land Trust as a means to having greater control of affordable housing on the new development north of Horsham.

- 13. Development north of Horsham – health facility**
See minutes from Planning, Environment and Transport Committee 23rd August 2018/
Clerk's Report.
Recommendation:- To consider a recommendation from the Planning, Environment and Transport Committee regarding a preference for a health facility on the development north of Horsham.
- 14 North Horsham Neighbourhood Cup**
See Clerk's Report.
Recommendation:- To consider future arrangements for awarding the North Horsham Neighbourhood Cup.
- 15. Questions for Chief Constable of Sussex Police**
See Clerk's Report.
Recommendation:- To submit any strategic or unresolved topics to be raised with the Chief Constable through the Sussex Association of Local Councils Board.
- 16. Standing Orders and Policies**
See Clerk's Report for information regarding the superseded Data Protection Policy 2018.
Recommended amendments to Standing Orders from NALC are attached.
The following policies are attached:-
Business Continuity, Flag Flying Policy.
Recommended by the Personnel Committee – General Information and Workplace Rules and Guidelines, Terms and Conditions of Service and Absence Management Policy.
Recommended by the Property Committee - Terms and conditions of Hire for Parish Council premises (including the multi courts).
Adopted by the Planning, Environment and Transport Committee - Planning Protocol.

Recommendations:-

- 1. To note that the Data Protection Policy last agreed in May 2018 has been superseded by the General Privacy Policy adopted as part of a suite of policies associated with the General Data Protection Regulations in July 2018.**
- 2. To agree changes to Standing Orders recommended by NALC.**
- 3. To review the Business Continuity Policy and adopt the Flag Flying Policy and the policies recommended by the Personnel Committee. To include a sentence on the Parish Council Childcare Scheme in the General Information and Workplace Rules and Guidelines.**
- 4. To agree changes to the Terms and Conditions of hire of Parish Council premises (including the multi courts) recommended by the Property Committee. To give delegated powers in Standing Orders to the Property Committee to review and adopt the Terms and Conditions of Hire for Parish Council premises (including the multi courts) and to review and agree the Health and Safety and Fire Risk Assessments of all assets without the need to bring them to full Council.**
- 5. To note that the Planning, Environment and Transport Committee adopted the Surrey and Sussex Association of Local Councils Planning Protocol as guidance to best practice.**

- 17. Consultations**
Department of Transport – ‘Future of Mobility – call for evidence.’
Recommendation:- To respond to Question 6 “How can Government ensure that future urban transport systems support people’s wellbeing and flourishing, healthy communities” by asking that supermarkets review their delivery networks so that smaller vehicles are mandatory for deliveries within residential areas.

- 18. Future Pension provision for new employees.**
See Minutes of the Finance and Administration Committee 30th August 2018.
Recommendation:- To consider any recommendation made at the Finance and Administration Committee Meeting on 30th August 2018.

- 19. Correspondence – for noting only.**
See attached.
Recommendation:- To receive correspondence lists from 6th July 2018 to 6th September 2018.

- 20. Date of next Meeting**
1st November 2018 (Scheduled)

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