

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 6TH
SEPTEMBER 2018 AT 7.30pm AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD,
HORSHAM**

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

* denotes absence.

In attendance: 3 members of the public and the Deputy Clerk – Vivien Edwards

Prior to the meeting, the Planning Obligations Officer from Horsham District Council gave a presentation on Section 106 and Community Infrastructure Levy. A copy of the presentation handout will be circulated to all councillors.

In the absence of Cllr Britten, Cllr T. Rickett B.E.M took the Chair.

FC/270/18 Public Forum

None of members of the public in attendance wished to speak.

FC/271/18 Apologies for absence

The Council received apologies and reasons for absence from Cllr A. Britten, Cllr Mrs K. Burgess, Cllr P. Burgess, Cllr Mrs F Haigh and Cllr R Knight.

FC/272/18 Minutes of the previous meeting

The minutes of the Parish Council Meeting held on 5th July 2018 were agreed and signed by the Chairman as a true record.

FC/273/18 Declarations of interest

Cllr R Turner declared a personal interest in the item regarding the North Horsham Neighbourhood Cup as a member of his family had been nominated for the award.

Cllr M Loates declared an interest in the item relating to the Scheme of Members Allowances as he is a member of the Independent Remuneration Panel at Horsham District Council (HDC).

The meeting was adjourned for a brief presentation on Community Land Trusts from Action in Rural Sussex.

A copy of the presentation slides will be circulated to all councillors.

FC/274/18 Committees and Working Parties

The following Committee Minutes were presented to Council: –

- (a) Property Committee - 16th August 2018.
- (b) Planning, Environment and Transport Committee – 19th July 2018 and 23rd August 2018.
- (c) Finance and Administration Committee – 30th August 2018.
- (d) Personnel Committee – 9th August 2018.

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

FC/275/18 Reports from representatives on outside bodies.

There were no reports from representatives on outside bodies.

HDC has invited four Councillors from North Horsham Parish Council to join focus groups to develop a new Management Plan for Horsham Park.

It was RESOLVED to appoint the following councillors to attend the focus groups:

- **Usage, community involvement and public relations – Cllr S Wilton**
- **Safety, security and user experience – Cllr T Rickett B.E.M (depending on time of meetings, ideally outside of working hours)**
- **Park infrastructure - Cllr R Millington (depending on time of meetings, ideally outside of working hours)**
- **Landscape, ecology and grounds maintenance – Cllr D Searle**

FC/276/18 Reports from District or County Councillors

Apologies were extended from West Sussex County Cllrs. Andrew Baldwin and Peter Catchpole.

Cllr Liz Kitchen attended the meeting but did not give a formal report. At the request of members of the Parish Council, Cllr Kitchen agreed to ask for an update regarding the rolling closure of Crawley Road, in particular the lack of public information and the poor signage. This will be reported back to members via the Clerk.

FC/277/18 Chairman's announcements

Following representation from the Parish Council, West Sussex County Council's (WSCC) Principle Rights of Way Officer has recommended to

WSCC Highways to consider adopting a pathway that runs from Amberley Road to Earles Meadow and including it on the definitive map of footpaths in the parish.

WSCC is investigating further, a request to add part of a footpath over Parish Council land in the stretch from North Heath Lane towards Rusper Road (Part of the Riverside Walk) onto the WSCC definitive rights of way map.

FC/278/18 Financial matters

- 1. The Parish Council AGREED the payment schedule to 31st July 2018 for £37,686.85 (attached) and the payment schedule to 31st August 2018 for £45,071.10. (attached).**
- 2. It was RESOLVED to agree the Business Plan v7 June 2018, with one minor amendment to the Earmarked Reserves VAT Contingency from £7,965 to £7,955, confirmation in footnote 1 that the actual de-minimus below which VAT can be claimed is £7,500 (page 13) and making amendments to acknowledge that the Parish Council has agreed not to pursue a Neighbourhood Plan.**
- 3. On recommendation from the Property Committee, it was RESOLVED 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.**

FC/279/18 Scheme of Members Allowances

Cllr M. Loates declared an interest in this item

Currently, those Members who were elected to the Council are eligible to receive a Member's Allowance "based on 9.4% of that for a Horsham District Councillor's basic allowance and shall be varied with effect from the beginning of the year in accordance with the same average percentage change of the levels of the Horsham District Council's staff's remuneration for that year." *Extract from adopted Scheme of Member's Allowances.*

The payment for 2017/18 was £458. For 2018/19 that amount will rise to

9.4% of £4,970 which is £467.

The Council AGREED 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 Independent Remuneration Panel and the adopted Scheme of Member's Allowances.

FC/280/18 Voluntary Sector Support

The Parish Council has the facilities required for HDC to offer a drop in for volunteers and charities to support their outreach programme, but HDC has no budget for this.

The Parish Council RESOLVED not to offer space at one of the Community Halls free of charge. It was agreed to advise HDC to apply to the Parish Council for a grant to help cover the cost of hiring a suitable room.

FC/281/18 Community Land Trusts

There was a brief presentation from AIRS earlier in the meeting to explain about Community Land Trusts. Three residents who were interested in helping with the Neighbourhood Plan had shown an interest in finding out more about Community Land Trusts and were present at the meeting.

It was AGREED to commence an initial investigation into setting up a Community Land Trust as a means to having greater control of affordable housing in North Horsham. This initiative will be led by the Planning, Environment and Transport Committee.

FC/282/18 Development north of Horsham – Health Facility

It was RESOLVED to support a recommendation from the Planning, Environment and Transport Committee that preference should be given to a doctor's surgery on the development north of Horsham as opposed to a super surgery on the Business Park or infrastructure contributions.

FC/283/18 North Horsham Neighbourhood Cup

Cllr R Turner declared an interest in this item and left the room during the discussion.

North Horsham Parish Council provided a cup which has been awarded in

the past through Horsham in Bloom to either an individual or organisation who has made a contribution to their local environment.

The last winner (2017) was awarded the cup for a spectacular floral display in their front garden at Howard Road. Despite the folding of Horsham in Bloom, one nomination for the award has been received.

It is hoped that the old Horsham in Bloom Committee will be resurrected for 2019. If not, the cup will be returned to the Parish Council for consideration of how to award it in future.

It was AGREED not to award the Neighbourhood Cup for 2018 but to consider this again next year when, hopefully, a new Horsham in Bloom Committee will have been formed.

FC/284/18 Questions for Chief Constable of Sussex Police

Members of the Parish Council have been asked if they wish to raise any strategic or unresolved topics with the Chief Constable through the Sussex Association of Local Councils Board.

It was RESOLVED to put forward the following questions:

- 1. What are the police doing to tackle the drug problem in (North) Horsham?**
- 2. Are the police taking any action to deter the motorcyclists on the A264 who are acting in an antisocial manner, driving in such a way to cause excessive noise and nuisance to local residents?**

FC/285/18 Standing Orders and Policies

The Council RESOLVED to:-

- 1. 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. Agree changes to Standing Orders as recommended by NALC.**
- 3. 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. Agree to the following changes to the Terms and Conditions of hire of Parish Council premises (including the multi courts) as recommended by the Property Committee.**
 - Clause 13 – to change the number of days required for cancelling a booking without charge from 14 to 28 days.**
 - Clause 33 – to amend the second paragraph to read:
Wherever possible, windows and doors shall be kept closed during all events involving music/ noisy activities held at Parish Council premises, so as to avoid disturbance and nuisance to neighbours.**
 - To add the following sentence to the Policy:
HOLBROOK TYTHE BARN
There is a height barrier in place at the entrance to Holbrook Tythe Barn with a maximum height restriction of 2.1m. To arrange for taller vehicles to gain entry to the premises, please contact the Parish Council Office.**
- 5. Agree 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.**
- 6. Note that the Planning, Environment and Transport Committee adopted the Surrey and Sussex Association of Local Councils Planning Protocol as guidance to best practice.**

FC/286/18 Consultations

Department of Transport – 'Future of Mobility' – Call for Evidence

The Parish Council AGREED to respond to Question 6 of the Department of Transport – Future of Mobility – call for evidence consultation “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.

FC/287/18 Future Pension Provision for new employees

The Finance and Administration Committee deferred this matter until their next meeting for further professional advice.

FC/288/18 Correspondence

The Council received correspondence lists from 6th July 2018 and 6th September 2018. (Copies attached).

FC/289/18 Date of next Council meeting

The next Parish Council Meeting will be held on Thursday 1st November 2018 (scheduled).

There being no other business, the Chairman closed the meeting at 8.50 pm

..... Signed

..... Dated

At : 11:22

LLoyds Bank Accounts

List of Payments made between 01/05/2018 and 31/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2018	Horsham District Council	DD-7394128	168.30		Dog bins May 2018
01/05/2018	Scottish Water Business Stream	DD-BS	241.13		Water 11.01.18-02.04.18
01/05/2018	Horsham District Council	DD-May 18	1,613.00		Rates May 2018
01/05/2018	Horsham Publications Ltd	DD-On Acc	68.10		Purchase Ledger Payment
03/05/2018	CF Corporate Finance Ltd	DD-0195286	158.94		Photocopier lease
03/05/2018	British Gas Business	DD-BGas	386.89		Electricity 14.03.18-13.04.18
03/05/2018	EDF Energy Ltd	DD-May18	115.23		Streetlighting electricity
09/05/2018	Petty Cash	Petty Cash	135.09		
09/05/2018	Adrian Mobile Locksmith Ltd	01090518	131.40		Repair door hinges
09/05/2018	G. Burley & Sons Ltd.,	02090518	1,771.69		Grass cutting
09/05/2018	ELA Group	03090518	150.49		Lift service
09/05/2018	H Griffiths	04090518	52.65		Feb/ March 18 expenses
09/05/2018	Horsham District Council	05090518	1,682.60		Roffey Cemetery maint contrib
05/2018	D. Lees	06090518	37.35		April 2018 expenses
09/05/2018	NETCOM	08090518	180.36		IT Provision
09/05/2018	Shaw & Sons Ltd	09090518	177.22		Jackdaw Ln Bus Shelter repair
09/05/2018	N. Simmonds,	10090518	455.00		Emergency light repair
09/05/2018	Victim Support	11090518	500.00		Grant
09/05/2018	Viking Direct	12090518	29.02		Shredder oil/ duplicate book
09/05/2018	West Sussex County Council	13090518	24,285.14		Salaries Apr. 2018
09/05/2018	GDPR Services	8990	1,080.00		GDPR services
09/05/2018	Lloyds Bank	07090518	20.07		Credit card payment
16/05/2018	I Thinkettle	8992	100.00		Refund deposit 21385
16/05/2018	Lloyds Bank	17052018	50.48		Padlocks
16/05/2018	Lloyds Bank	1705181	10.49		Dishwasher tablets
17/05/2018	Lloyds Bank	170518	20.00		Discs
17/05/2018	Lloyds credit card	02032018	-5.50		refresh
17/05/2018	City Electrical Factors Ltd	1705181	36.12		Return Hand Dryer
17/05/2018	Enterprise Services Group Ltd	1705182	160.02		Sanitary collection
17/05/2018	D. Lees	1705183	57.84		Insurance - business use
17/05/2018	N. Simmonds,	1705185	307.00		PAT Testing
17/05/2018	M Stoner,	1705186	37.80		Expenses April 2018
23/05/2018	CAME & CO	2305181	8,567.17		Insurance
23/05/2018	Air Conditioning Direct Suppli	2305182	324.00		Routine service
23/05/2018	Johnson Logistics	2305183	570.00		Repair fences and CO2 alarms
23/05/2018	N. Simmonds,	2305184	40.00		Repair emergency light fitting
25/05/2018	British Gas Business	DD	101.40		Gas 24.03.18-02.05.18
25/05/2018	British Gas Business	DD	306.09		Gas 27.03.18-02.05.18
31/05/2018	Lloyds bank credit card	310518	30.00		Leaving token
31/05/2018	British Gas Business	DD-310518	432.37		Electricity 02.04.18-01.05.18
31/05/2018	British Gas Business	DD310518-1	254.88		Electricity 02.04.18-01.05.18

Total Payments	44,839.83
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At : 11:49

LLoyds Bank Accounts

List of Payments made between 01/06/2018 and 30/06/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/06/2018	SOS Systems	D D	120.43		pRINTING
01/06/2018	G. Burley & Sons Ltd.,	010618-01	1,291.69		Grass cutting
01/06/2018	City Electrical Factors Ltd	010618-02	61.57		Electrical Maintenance
01/06/2018	NETCOM	010618-03	180.36		Computer Cost
01/06/2018	Servcom Services UK Ltd.,	010618-04	402.84		33011/8037/Servcom Services UK
01/06/2018	N. Simmonds,	010618-05	305.00		Install replacement lights
01/06/2018	West Sussex County Council	010618-06	24,507.52		May 2018 salaries
01/06/2018	Horsham District Council	DD-010618	168.30		Dog bins June 2018
01/06/2018	Horsham Publications Ltd	DD-On Acct	68.10		Purchase Ledger Payment
01/06/2018	Horsham District Council	DD-010618	1,613.00		Raves June 2018
04/06/2018	British Gas Business	DD	287.04		Electricity 14.04.18-13.05.18
05/06/2018	Scottish Water Business Stream	DD-050618	311.96		Water charge
13/06/2018	Essential Hygiene & Catering S	130618-01	109.21		Cleaning materials
3/06/2018	D. Lees	130618-02	52.20		Expenses May 18
13/06/2018	NETCOM	130618-04	283.80		Upgrade to SSD
13/06/2018	Pitney Bowes Finance Ltd.	130618-05	255.94		Postage
13/06/2018	N. Simmonds,	130618-06	45.00		Repair to PIR sensor light
13/06/2018	M Stoner,	130618-07	23.40		Expenses May 2018
13/06/2018	Ultraclean Commercial	130618-08	426.00		Window cleaning
13/06/2018	Lloyds Bank Business	130618-03	30.00		Lloyds Bank Business
21/06/2018	City Electrical Factors Ltd	210618-01	314.71		Hand dryer
21/06/2018	Extinguere Ltd	210618-02	115.30		Fire extinguisher check
21/06/2018	SSALC Ltd	210618-03	72.00		Councillor briefing J Gough
21/06/2018	N. Simmonds,	210618-04	55.00		Replace lamp fitting
21/06/2018	SSP Specialised Sports Product	210618-05	498.00		Service to MUGA
21/06/2018	Storm Print and Design	210618-06	300.00		NP Printing
21/06/2018	British Gas Business	DD-210618	1,630.26		Gas 01.03.18-31.05.18
22/06/2018	SOS Systems	DD-220618	10.74		Toner
22/06/2018	EDF Energy Ltd	DD22061801	116.68		Electricity Street lighting
7/06/2018	British Gas Business	270618-01	52.13		Electricity 03.05.18-02.06.18
27/06/2018	British Gas Business	270618-02	109.10		Gas 03.05.18-02.06.18
27/06/2018	British Gas Business	270618-03	240.38		Electricity 02.05.18-01.06.18
27/06/2018	British Gas Business	270618-04	425.32		Electricity 02.05.18-01.06.18
30/06/2018	Llyods Bank Interest Y2017/18	31032018	237.89		Interest Entered Twice

Total Payments	34,720.87
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NORTH HORSHAM PARISH COUNCIL



BUSINESS PLAN 2018 -2023

First draft 30th June 2016 – Full Council

Version 7 June 2018 (amended)

Agreed and Adopted 6 September 2018 – Full Council

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Glossary

WSSC – West Sussex County Council

HDC – Horsham District Council

SALC – Sussex Association of Local Councils.

1. The Parish Council

1.1 North Horsham Parish Council is currently made up of four wards, Roffey North, Roffey South, Holbrook East and Holbrook West. The nineteen councillors that make up the Council act as a body corporate and make decisions which are then carried out by the officers who are employed by the Council. Councillors are active within the community and bring issues to the attention of the council and help it make decisions on behalf of the local community.

1.2 In June 2016 the Parish Council resolved that it was eligible to use the General Power of Competence which means that the Council is not restricted by the limited powers granted to Parish Councils and can do anything that an individual can lawfully do. The Parish Council has robust financial management and there is a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk.

1.3 The Parish Council is responsible for three Community Halls in North Horsham, Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall. It is also responsible for play areas at Earles Meadow, Amberley Close, Birches Road and Holbrook Tythe Barn. The Parish Council looks after open space at Earles Meadow and allotments at Amberley Close. Bus shelters, litter bins, notice boards, dog bins and street lights are also part of the Parish Council's portfolio of assets. The Parish Council has a statutory right to be notified of Planning Applications in its area and submits comments to the Local Planning Authority (Horsham District Council) through a very active Planning, Environment and Transport Committee. There are also Committees to oversee Finance and Administration, Property and Personnel.

1.4 All Council and Committee Meetings convened by North Horsham Parish Council are open to the public. There is an opportunity for members of the public to ask questions, comment or raise issues within the first fifteen minutes of the meeting. Members of the public are encouraged to join topic specific working parties to bring expertise and local knowledge.

1.5 Meetings are generally held on Thursday evenings starting at 7.30pm in the Roffey Millennium Hall. A list of meetings and agendas for meetings are published on the Parish Council website www.northhorsham.gov.uk and available on the parish notice boards.

1.6 The Parish Council has a proactive working relationship with West Sussex County Council (WSCC), Horsham District Council (HDC), Sussex Police and County and District Councillors. The Parish Council is represented on a number of local, district and county organisations.

1.7 The Parish Council Office, situated in the Roffey Millennium Hall on Crawley Road is open to the public between 9am and 5pm. Having an office offers residents the opportunity to drop in for information or to discuss issues. The office provides a photocopying service.

1.8 The Parish Council runs the North Horsham Friendship Club which meets every fortnight and gives an opportunity for people over sixty to meet together. The club usually runs from 2pm to 4pm and there is a £2 subscription for tea and cake. The lively afternoons include activities such as games, quizzes, talks, music and outings. Around 20 – 25 people attend at any one time although the membership itself is around 40. The group manages its own budget and the club runs on subscriptions enhanced by a modest grant from the Parish Council.

1.9 The Parish Council provides two litter wardens who collect litter on specific routes in the parish and for which an Environmental Grant is paid by HDC.

2.Introduction to the Business Plan

2.1 The North Horsham Parish Council Business Plan originated in 2016 with an aim of giving focus to how the Council delivers its services and the need for future planning.

2.2 Two visioning events were held. At the first Councillors were encouraged to put forward any suggestions for the future of North Horsham Parish Council. At the second event Councillors and staff members were asked to indicate their support for or against the original suggestions and to prioritise the ideas. There was an opportunity to add comments and further projects.

2.3 Some improvements and projects could incur the need for additional expenditure. Whilst there may be a need to make an increase in the precept spread over a number of years to achieve a project that is supported by the community, every effort will be made to work collaboratively and in partnership with other organisations where possible to achieve the maximum value for money.

2.4 Ultimately any project within the Plan will have an associated costing and list of objectives to enable the project to be monitored and evaluated.

3.Aims of the Plan

3.1 The purpose of the North Horsham Business Plan is to:-

- To set out the Parish Council's vision, objectives and key priorities.
- To enable the Parish Council to represent the interests of the whole community working as a corporate body 'with perpetual succession.'
- To facilitate and recognise the value of partnership working with groups who share a common goal with the Parish Council and its community.
- To promote a greater understanding of what the Parish Council does, how it represents its community and to ensure that residents have a clear understanding of how the Parish Council looks to develop into the future.
- To enable the Parish Council to operate in a consistent and co-ordinated way.
- To encourage the community to become involved in the democratic process and the future of its parish.
- To help the Parish Council to focus on how services are delivered.
- To aid future budgeting.

3.2 North Horsham Parish Council Business Plan is a 'live' document which will be updated on an annual basis and reported against every six months. This will enable the Council to track and monitor its progress against key priorities.

3.3 Comments and feedback from residents are welcome and should be addressed to :-

The Parish Clerk,
Roffey Millennium Hall,
Crawley Road,
Horsham
Telephone 01403 750758
E-mail Parish.clerk@northhorsham-pc.gov.uk

4. Past achievements

4.1 The Parish Council has been successful in supporting its community over past years by engaging with residents and representing local views. This is especially relevant in respect of the development north of the A264, transport and environment issues and opportunities that will benefit the community.

4.2 Significant achievements for North Horsham Parish Council

- Maintaining three well appointed community halls, four play areas, open spaces, allotments and various street furniture.
- North Horsham Friendship Group.
- Improvements to buildings, play areas and the Riverside Walk including the addition of street furniture and improved access.
- Facilitating the move of the Horsham Bowls Club and a New Pavilion.
- Improvements at Roffey Corner and Lambs Farm Road.
- Improving the environment by providing litter wardens.
- A Parish Liaison group which engages with Horsham District Council, the developers and other key stakeholders with regard to the new development north of the A264.
- Regular articles in North Horsham pages, up to date website and Facebook to promote the Parish Council

5. Vision

5.1 To represent the views of those who live and work in North Horsham Parish and promote a strong, vibrant and inclusive community working in partnership with others.

6. Objectives

1. To encourage any Councillor vacancies to be filled and to look to retaining knowledge after the next elections in 2019 to provide succession.
2. To ensure that all buildings and open spaces are run efficiently, effectively and inclusively as possible.
3. To achieve customer satisfaction and repeat hires.
4. To prioritise work on the buildings, open spaces and trees so that essential work and health and safety work is undertaken first.
5. To increase use of Parish Council facilities, as part of activities already established in Horsham Town and further afield.
6. To work with WSCC, HDC and key agencies to promote best use of resources and partnership working wherever possible in all aspects of the public realm but especially in respect of highway matters.
7. To continually improve communications with WSCC, HDC and all agencies who work within North Horsham.
8. To continue to engage with WSCC, HDC and all other appropriate agencies to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible.

9. To improve non vehicular access across the A264 to link the new development and beyond to North Horsham and to re-establish a cycle link through the underpass near Moorhead roundabout.
10. To support a Walking and Cycling Infrastructure Plan for North Horsham.
11. To continue to raise the profile of the Parish Council and keep residents informed using Horsham Pages (North), an attractive website, Facebook and other methods of communication and community engagement as appropriate and in line with Council Policy.
12. To support the North Horsham Friendship Club for those over sixty.
13. To support the provision of youth services in North Horsham to provide better opportunities for young people.
14. To support access to internet facilities and developing technology. To support activities related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.
15. To support local business in North Horsham where possible. To encourage inclusion in economic activities in Horsham District as appropriate.
16. To be involved as a facilitator of the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park.
17. To promote a review of the traffic calming measures on Crawley Road as appropriate.
18. To encourage local junior schools to learn about the history of North Horsham and provide facilities to exhibit work and give prizes for the best work. To promote Horsham District Council's only listed Ancient Monument – Chennellsbrook Castle (the Motte and Bailey castle north of Chennells Brook Farm).
19. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings (Buses and taxis) to provide an even coverage of public transport connectivity across the parish.
20. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

7. Other considerations

7.1 The visioning event raised other projects such as facilitating a 'dial a ride' scheme for the elderly and infirm, installing electric car charging points at community halls powered by solar panels, making all halls vatable and contracting out caretaking and cleaning duties, but these didn't have sufficient support to include in the Business Plan at the time, nor available funding. The projects could be reconsidered in the future. In 2018 , the Parish Council considered taking responsibility for the Car Park in Godwin Way, but there wasn't the support from the retail sector. The Parish Council may wish to consider organising community events for Sussex Day (16th June) and the big clean (first weekend in March) in the future. The Parish Council consulted with the community about producing a Neighbourhood Plan but the lack of support and the expense led to the Council deciding that A Neighbourhood Plan wouldn't be produced in July 2018.

7.2 There was a staff review in 2017 which demonstrated that staffing levels were adequate for the current level of business, but there was very little additional capacity for large projects, staff vacancies, holidays or illness. As business has increased at the halls, there has been a need for greater flexibility between the caretakers and with one caretaker post vacant, cover has been given by office staff, reducing their ability to cover their day to day work. When there is a reduction in staff cover, fewer bookings can be taken. This impacts on income from the asset. There will be

a need to adopt different working practices with some regular hirers holding keys and the use of contract cleaners until a replacement caretaker is found.

8. Key priorities, costings and notes

The aims and objectives are in black, potential cost in red and progress is in blue.

Short term goals (2018/19)

1. To encourage any Councillor vacancies to be filled and to look to retaining knowledge after the next elections in 2019 to provide succession. *Money has been set aside in Earmarked Reserves for election expenses if there is a contested election. Money has been set aside for Councillor training.*

Councillor vacancies are advertised widely and those residents who engage with the Parish Council encouraged to join the Council. Councillors will be informed of the process for elections nearer May 2019 through HDC and SALC.

2. To ensure that all buildings and open spaces are run efficiently, effectively and as inclusively as possible. *The Council is aware of the slowness of the booking system and the risk to the efficient running of the halls, replacing the booking system would have a cost for the system and training. The cost is unknown at this time but is being explored.*

3. To achieve customer satisfaction and repeat hires.

4. To prioritise work on the buildings, open spaces and trees so that essential work and health and safety work is undertaken first.

5. To increase use of Parish Council facilities, as part of activities already established in Horsham Town and further afield.

The Property Committee has control over the buildings and open spaces and regularly review the Terms and Conditions of Hire, other associated policies, maintenance schedules and the financial costs. The Personnel Committee review staff capacity.

All buildings are accessible and compliant with DDA. North Horsham Parish Council is a member of the Horsham District Dementia Action Alliance. Some staff have been trained as Dementia Friends.

A customer satisfaction survey is given to hirers to measure performance and as a way of improving service.

The Caretakers are key in providing a positive customer experience. They wear uniform so that they are easily identifiable and are in close communication with the office through clear lines of management. There are positive remarks following bookings on most occasions.

By having a system of prioritising work, the Property Committee can make consistent and measured decisions. Health and Safety work is essential and can be done through officer delegation as required.

Staff upsell the facilities and look for new and innovative ways in which the spaces can be used. There has been greater emphasis on advertising using the website and social media and this will increase. Difficulties in filling caretaker vacancies has a knock on effect on bookings and different ways of working will be considered where appropriate.

The bookings system has its limitations and is slow. Consideration could be given to changing to a more efficient system in the future.

6. To work with WSCC, HDC and key agencies to promote the best use of resources and partnership working wherever possible in all aspects of the public realm but especially in respect of highway matters.
7. To continually improve communications with WSCC, HDC and all agencies who work within North Horsham.

The Parish Council has a slot on the Parish Council agenda for West Sussex County Councillors and Horsham District Councillors to submit a written or verbal report and every effort is made to work collaboratively where possible. County and District Councillors are contacted between meetings where appropriate. Parish Councillors can speak at County and District meetings.

The Parish Council is regularly consulted on issues that will affect the residents of North Horsham and collaborative working is promoted where possible. The Parish Council is invited to training events with WSC and HDC. The Parish Council has corresponded with WSCC on highways issues as a result of items raised at Planning, Environment and Transport Meetings or on concerns raised by residents.

Positive relationships have been sought with key agencies in North Horsham. This has been through grant contributions to them to provide services and through the biannual Community Showcase where local organisations are invited to promote their services. The next Community Showcase should be in 2019.

8. To continue to engage with WSCC, HDC and all other appropriate agencies to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible. *Section 106 contributions have been set aside for some improvements.*
9. To improve non vehicular access across the A264 to link the new development and beyond to North Horsham and to re-establish a cycle link through the underpass near Moorhead roundabout. *Section 106 contributions have been set aside for some improvements.*

The Parish Council facilitates quarterly North of Horsham Development Parish Liaison Group meetings between key stakeholders including community groups and residents. The meetings are reported back to the Planning, Environment and Transport Committee for action and notes from the meeting are published on the Parish Council's website.

An initial report on the opportunities for cycling connectivity between the new and existing development has been completed by Phil Jones Associates on which to move forward with the developers and other agencies. This will be ongoing over several years and be part of the discussions of the North of Horsham Development Parish Liaison Groups.

Medium term goals (2018 – 2020)

10. To support a Walking and Cycling Infrastructure Plan for North Horsham.

The Parish Council has written letters of support for a Walking and Cycling Infrastructure Plan to WSCC, HDC and the developers and requested that the Parish Council is fully engaged with the process.

11. To continue to raise the profile of the Parish Council and keep residents informed using Horsham Pages (North), an attractive website, Facebook and other methods of

communication and community engagement as appropriate and in line with Council Policy. *Money has been included in the revenue budget for North Horsham Pages and additional advertising.*

The Parish Council has set up a contract to advertise in Horsham Pages (North) The website has been updated and Facebook is used regularly. Work is ongoing to make the website easier to navigate and to make it easier for customers to hire the Parish Council's halls. There are plans to advertise more widely and perhaps use other methods of engagement to encourage people to hire the halls and to get involved with the Parish Council.

12. To support the North Horsham Friendship Club for those over sixty. *A grant of around £250 is given to the North Horsham Friendship Club annually, from the existing grant fund.*

North Horsham Friendship Club has around 40 members with between 20 – 25 people attending each session. The activities include quizzes, talks, outings, music and games. The Facilities Officer spends a portion of her time preparing and delivering the activities as necessary and refreshments. Councillors can volunteer to assist.

14. To support the provision of youth services in North Horsham to provide better opportunities for young people.

This is being explored with WSCC. HDC has suggested engaging a third party such as Horsham Matters to do some work with young people to understand the issues.

15. To support access to internet facilities. To support activities related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.

WSCC is working with HDC, Horsham Matters and Age UK Horsham District on a Digital Inclusion project. They are aware that the Parish Council is willing to support their initiative where appropriate and within resources.

HDC do a buildings audit on an annual basis and are aware of the facilities that the Parish Council can offer and that the Parish Council is willing to enter into a dialogue in the future.

Long term goals (2018 – 2023)

16. To support local business in North Horsham where possible. To encourage inclusion in economic activities in Horsham District as appropriate.

Initial approaches have been made to HDC Economic and Visitor team to see if events held in Horsham Town can include North Horsham. Ongoing dialogue will be needed.

17. To be involved as a facilitator of the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park.

There is information on file (2015) to suggest this will not be possible for at least three to five years even if money were available, which it isn't at this stage. This is a major project and would need buy in from WSCC, HDC and other agencies. Checked with HDC in 2018 and nothing is known about any redevelopment.

18. To promote improvements in the traffic calming measures on Crawley Road as appropriate.

WSSCC has no plans to make any amendments to Crawley Road But there could be opportunities if any redevelopment was done at the Roffey Centre.

19. To encourage local junior schools to learn about the history of North Horsham and provide facilities to exhibit work and give prizes for the best work. To promote Horsham District Council's only listed Ancient Monument – Chennelsbrook Castle.

As part of the HDC Year of Culture 2019, local schools have been encouraged to try to achieve 'Artsmark' which is an accreditation to demonstrate that a school is working to promote individuals to express themselves in a variety of mediums. The Parish Council is looking to use grant money to work with any local school who are working towards 'Artsmark' to provide an exhibition space for art work and photographs which catalogue North Horsham over the last fifty to sixty years. There is an ongoing promotion of Chennelsbrook Castle, the only listed Ancient Monument in Horsham District.

20. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings. (Buses and taxis) to provide an even coverage of public transport connectivity across the parish.

Improvements could come with the new development north of the A264.

21. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

The Finance Committee has agreed to review this on an annual basis to ascertain whether finding allows further investment. The next review is December 2018.

9. Financial Considerations

9.1 Many of the short and medium term goals have money allocated. Setting money aside for longer term goals is more difficult as they are dependent on opportunities becoming available to the Parish Council.

Five year figures with budgetted figures for 2018/ 19 and an estimated increase of 3% in 2019/20

	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Estimated Based on set budget	2019/20 Estimated Approx. 3% increase on 2018/19
INCOME					
Finance	283	1,518	879	150	200
Allotments	500	750	1,015	765	1,025
NHH	56,362	57,651	62,013	61,400	63,242
HTB	26,397	27,068	35,098	28,840	29,705
Multi Courts	20,217	17,921	22,318	17,510	18,035
RMH	74,601	73,845	74,222	74,700	76,941
TOTAL	178,360	178,753	195,545	183,365	189,148
EXPENDITURE					
Finance	64,735	52,278	52,327	57,715	59,446
Grants	13,773	8,577	8,800	10,000	10,000
Burial	6,000	3,000	9,183	6,500	7,500
Planning	1,550	0	2,000	2,250	2,500
Allotments	1,179	717	1,009	1,350	1,370
Amenities	42,408	37,799	42,712	51,507	53,052
NHH	21,995	24,070	23,303	26,093	26,875
HTB	18,609	17,582	20,777	21,882	22,538
RMH	34,527	32,564	33,200	37,731	38,862
Personnel	287,220	293,325	275,643	285,793	291,793
TOTAL	491,996	469,912	468,954	500,821	513,936
NET EXPEND.	313,636	291,159	273,409	317,456	325,048

FUNDING					
Council Tax benefit	11,678	7,006	1,403	0	0
Environmental Grant	9,388	9,538	9,691	9,836	10,131
Precept	278,908	282,726	293,551	319,943	329,541
TOTAL	299,974	299,270	304,645	329,779	339,672

GENERAL RESERVE					
Impact of accounts on GR	-13,662	8,111	31,236	12,323	14,624
GR	101,744*	85,277	164,563	176,886	191,510

Five year figures with projected figures for 2018/19 based on June 2018 actual amounts and an estimated increase of 3% in 2019/20.

	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Estimated Based on estimated figs	2019/20 Estimated Approx. 3% increase on 2018/19
INCOME					
Finance	283	1,518	879	500	500
Allotments	500	750	1,015	765	1,000
NHH	56,362	57,651	62,013	63,500	65,500
HTB	26,397	27,068	35,098	36,000	37,000
Multi Courts	20,217	17,921	22,318	23,000	23,500
RMH	74,601	73,845	74,222	77,000	79,000
TOTAL	178,360	178,753	195,545	200,765	206,500
EXPENDITURE					
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Grants	13,773	8,577	8,800	10,000	10,000
Burial	6,000	3,000	9,183	6,500	7,500
Planning	1,550	0	2,000	2,250	2,500
Allotments	1,179	717	1,009	1,350	1,370
Amenities	42,408	37,799	42,712	51,507	53,052
NHH	21,995	24,070	23,303	26,093	26,875
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RMH	34,527	32,564	33,200	37,731	38,862
Personnel	287,220	293,325	275,643	285,793	291,793
TOTAL	491,996	469,912	468,954	500,821	513,936
NET EXPEND.	313,636	291,159	273,409	300,056	307,436

FUNDING					
Council Tax benefit	11,678	7,006	1,403	0	0
Environmental Grant	9,388	9,538	9,691	9,836	10,131
Precept	278,908	282,726	293,551	319,943	329,541
TOTAL	299,974	299,270	304,645	329,779	339,672

GENERAL RESERVE					
<i>Impact of accounts on GR</i>	-13,662	8,111	31,236	29,723	32,236
GR	101,744*	85,277	164,563	194,286	226,522

*£24,100 put into Earmarked Reserves reducing GR to £77,644.

9.2 The Internal Auditor advised that a General Reserve of around £150,000 (approximately 5 – 6 months running costs) would be acceptable.

9.3 At the end of 2017/18, the General Reserve exceeded £150,000 by £14,563. This money could be transferred into Earmarked Reserves or used for projects within the Business Plan.

9.4 Based on the budgeted figures and the revised estimates based on last years actuals it is predicted that the General Reserve at the end of 2018/19 will have exceeded the £150,000 advised by the Internal Auditor allowing money to be transferred to the Earmarked Reserves or modest additional projects to be undertaken.

9.5 If everything remains on track and the budget for 2019/10 is set at 3% the General Reserve will again rise giving the Parish Council options to top up reserves that may be depleted or starting new projects identified in the Business Plan.

10. Earmarked Reserves

	01.04.2016	01.04.2017	01.04.2018	01.04.2019	01.04.2020
VAT Contingency ¹	7,955	7,955	7,955	7,955	7,955
Repairs and Renewals ²	160,766	145,030	139,886	139,886 ^a less HTB Water heater £2,036 height barrier £3,000 (to June 2018)	134,000 ^{7a} maximum
Election ³	19,950	19,950	19,950	19,950	0 ^{7b}
Roffey Youth Club ⁴	5,621	5,621	5,621	5,621	5,621
Planning ⁵	12,000	8,250	8,035	8,035	8,035
Capital Receipt ⁶	25,000	25,000	25,000	25,000	25,000
Total	231,302	211,816	206,457	206,457 less expenditure from R&R.	180,621 maximum

Footnotes

1. Some of the Parish Council's buildings are opted to tax, others are exempt. Currently VAT can be claimed up to £7,500. If the Council's VAT exceeds that figure, all VAT must be paid. VAT is monitored by the Finance Committee quarterly and should be aware if the de minimus will be exceeded. If the money has to be given to HMRC, another contingency would need to be built up as quickly as possible.
2. Repairs and renewals are for large cost items. There is usually around £6,000 spent every year on items that unexpectedly need repair. (see point ⁸)
3. Contested elections could cost the full £19,950. If there were a by-election the cost would come from this Earmarked Reserve. (see point ⁸)
4. Money left from the Roffey Youth Club could go towards another youth facility or project.
5. Money has been set aside for transport surveys, professional fees associated with the new development, improvements to local areas or tree survey work.
6. Capital receipt from the sale of land at North Heath Hall can only be spent on other capital projects.
7. Earmarked Reserves where future funding may be required.
 - a. The boiler at Roffey Millennium Hall is likely to need replacing in the next two to three years (£40,000). The gutters at Roffey Millennium Hall leak and will need some remedial work or replacement within the next eighteen months. (£4,000) There are

refurbishments needed to the toilet areas and lower kitchen at North Heath Hall (£20,000). Pieces of play equipment are likely to need replacement within the next two years and there are ongoing repairs required to the boardwalks at Earles Meadow.

Whilst the work is likely to be staggered, this will reduce the reserve quite significantly and a top up will be needed to ensure there is funding available in the future.

It would be prudent to top up Repairs and Renewals in 2019/20 and again in 2020/21.

- b. If money in the Elections Earmarked Reserve were to be used, it should be replaced over the period from 2019 to 2023.

11. Conclusion

11.1 Increasing the precept by 1.9% and 8% at Council Tax Band D over the last two years has allowed the General Reserve to increase to the required level advised by the Internal Auditor.

11.2 Increased income and savings made on expenditure have allowed there to be additional money available to top up Earmarked Reserves. This could provide funding for large repairs which have been identified as imminent.

11.3 The precept should be set in the future at a level whereby the General Reserve is kept at the level recommended by the Internal Auditor and so that any Earmarked Reserves that are used can be replenished within a reasonable space of time if appropriate.

North Horsham Parish Council Meeting 5th July 2018 Item 18 Annex 3

Correspondence List 1 from 11th May 2018 to 29th June 2018.

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

To be circulated at the meeting.

Circulated to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none">• Planned Roadworks in West Sussex.• Public Notice - Temporary Traffic Regulation Order - London Road, Horsham - Start date 04/06/2018• Public Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - Start date 04/06/2018• Emergency Public Notice - Temporary Traffic Regulation Order - West Parade, Horsham - Start date 15/05/2018• West Sussex County Council news release: Fire service joins thousands around the world to celebrate IDAHOBIT.• West Sussex Crowd.• Emergency Public Notice - Temporary Traffic Regulation Order - West Parade, Horsham - Start date 18/05/2018• Public Notice - Temporary Traffic Regulation Order - Littlehaven Lane, Horsham - Start date 11/06/2018• Permanent Traffic Order Standen Place - TRO/HON1804/RC• Early Warning Notice - Temporary Traffic Regulation Order - Black Horse Way, Horsham - Proposed start date 22/07/2018• Early Warning Notice - Temporary Traffic Regulation Order - Worthing Road, Horsham - Proposed start date 22/07/2018• Public Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - Start date 18/06/2018• School Effectiveness Strategy Consultation – deadline 15th June 2018.• County News: Horsham district May 2018• Temporary Traffic Regulation Order - Rusper Road, Horsham - Start date 25/06/2018• Parent & Carer Online Safety Survey.• Early Warning Notice - Temporary Traffic Regulation Order - East Street, Horsham - Proposed start date 10/08/2018• Early Warning Notice - Temporary Traffic Regulation Order - Kings Road, Horsham - Proposed start date 22/10/2018• Public Notice - Temporary Traffic Regulation Order - Old Holbrook, Horsham - Start date 20/07/2018
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none">• What's on in Horsham.• Public Access Downtime 14th May 2018 – no access to Planning Applications.• Horsham District Council Annual Reception on Wednesday 23 May 2018 at 7pm• Young Horsham District Forum 2nd July 2018.• Horsham District Joint Action Group (Crime and Disorder)

	<ul style="list-style-type: none"> • Link to HDC response to the draft National Planning Policy Framework. • Youth Community Fund – consultation on two potential projects. • North Horsham – Street naming and numbering – development off Jackdaw Lane, Horsham. Choice between Larks Rise, Woodlark Lane, Dovedale Road, Tern Close. Comment invited from the Parish Council. • Recently made Traffic Regulation Order • Proposed Permanent Traffic Order St Mark's Lane, Horsham - TRO/HON1802/RC • HDC response to "Supporting housing delivery through developer contributions" • Planning Obligations Panel - S106 applications – Agenda 11th June • Additional Application for Community Youth Fund • Horsham EqualiTeas Event 21st June 2018. • Outcome of Planning Obligations Panel Roffey Recreation ground improvements - £100,000; Holbrook Club Play Barn project - £68,648.42 • Planning Parish Council training event 6 June 2018. Presentation slides.
3.	<p><u>Resident correspondence</u> E-mails and letters relating to travellers on the Holbrook Tythe Barn car park. Emails relating to WSCC planning meeting on 19th June at Chichester. Copy of request to the Secretary of State to call in the incinerator planning application.</p>
4.	<p><u>NALC</u></p> <ul style="list-style-type: none"> • Chief executive's bulletin – 11 -18 May 2018 • Chief Executive's Bulletin 21 - 25 May 2018 • LCR opinion article survey on reorganizing local government. • Chief executive's bulletin – 18 May 2018 • Chief Executive's Bulletin 22 - 1 June 2018 • Chief executive's bulletin – 8th June 2018 • Chief executive's bulletin- 15th June 2018 • Chief executive's bulletin – 22nd June 2018 • Newsletters 11th May – 29th June 2018
5.	<p><u>WSALC</u> Board minutes from 19th April 2018.</p>
6.	<p><u>SALC</u></p> <ul style="list-style-type: none"> • Big Health and Care Conversation: Town and Parish • 'Battle's Over - A Nation's Tribute' 11th November 2018 – potential events to commemorate the end of WW1. • Councillors Briefing & Awareness Training – 10th July 2018 – Chichester. • Parish Council CIL Survey
7.	<p><u>Sussex Police</u> Horsham Weekly Bulletin 11/05/2018 including chance to go behind the scenes of the Contact Command and Control Room at Sussex Police this summer. Horsham Weekly Bulletin 08/06/2018</p>

8.	<u>Crawley, Horsham and Mid Sussex CCG</u> WSSC In House Social Care - Service Proposals - survey ends 31st May. Patient Roundup 7th May -25th May 2018. June Patient roundup 26th May to 8th June
9.	<u>Horsham District Dementia Action Alliance.</u> West Sussex Partners in Care Spring Symposium 24 th May 2018. Events in Horsham for Dementia Action Week 20th-27th May.
10.	<u>Horsham in Bloom</u> Notification that the Committee has folded and that a grant of £400 awarded by the Parish Council for the allotment competition will be returned.
11.	<u>CPRE Sussex</u> Public meeting regarding the Horsham Incinerator, Saturday 9th June 2018, St Mark's Church, Holbrook - Invitation to attend.
12.	<u>Horsham District Cycling Forum</u> Next meeting 5 th June at HDC Offices Parkside Horsham.
13.	<u>Alzheimer's Society</u> Cupcake Day invite - Friday 15th June Survey**Dementia Framework Review
14.	<u>New Friends of Horsham Park</u> Year of Culture Update
15.	<u>Friends of Horsham Park</u> June Newsletter

North Horsham Parish Council Meeting 5th July 2018 Item 18 Annex 3

Correspondence List 2 from 30th June 2018 to 5th July 2018.

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

To be circulated at the meeting.

Circulated to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none">• Public Notice - Temporary Traffic Regulation Order - Worthing Road, Horsham - Start Date 22/07/18• Public Notice - Temporary Traffic Regulation Order - Black Horse Way, Horsham - Start Date 22/07/18• Parish & Town Council Community Resilience /Emergency Plans - Level 3 heat warning issued to West Sussex residents. Important Information.• The West Sussex Parent Carer Online Safety Survey 02/07/2018• Invitation to a WSCC briefing on the former Novartis site on Wednesday 25th July from 6.30pm – 8pm at the Holbrook Club, North Heath Lane, RG12 5PJ• Temporary closure of the cycle lane on Godwin Way to allow gas works.• Temporary closure of Crawley Road from Spooners Road to Millthorpe Road to allow carriageway repairs.• List of roadworks in the area.
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none">• What's On in Horsham District.• Launch of Refill Horsham District
3.	<p><u>Resident correspondence</u></p> <p>Responses to leaflet drop regarding a Neighbourhood Plan. Resident concern regarding trespass at Holbrook Tythe Barn. Resident concern regarding nuisance from Littlehaven station parking and noise.</p>
4.	<p><u>NALC</u></p> <ul style="list-style-type: none">• Chief executive's bulletin 29th June 2018• Newsletter 4th July 2018.
5.	<p><u>Sussex Police</u></p> <p>Weekly bulletin. Funday Sunday 08 July – 12pm To 6pm In Horsham Park 03/07/2018</p>
6.	<p><u>Crawley, Horsham and Mid Sussex CCG</u></p> <p>NHS Crawley and NHS Horsham and Mid Sussex CCG Annual General Meeting (AGM) 24th July at Haywards Heath</p>