

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 1ST
NOVEMBER 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: Horsham District Councillor Roy Cornell, West Sussex County Councillors Andrew Baldwin and Liz Kitchen. Parish Clerk - Pauline Whitehead BA(Hons) FSLCC) and the Deputy Clerk – Vivien Edwards

FC/290/18 Public Forum

There were no members of the public in attendance.

FC/291/18 Apologies for absence

The Council received apologies and reasons for absence from Cllr R. Knight, Cllr R. Millington and Cllr I. Wassell.

FC/292/18 Minutes of the previous meeting

The minutes of the Parish Council Meeting held on 6th September 2018 were agreed and signed by the Chairman as a true record.

FC/293/18 Declarations of interest

Cllr K. Burgess and Cllr P. Burgess declared a prejudicial interest part way through item FC/300/18 as their son is a Caretaker for North Horsham Parish Council.

FC/294/18 Committees and Working Parties

The following Committee Minutes were presented to Council: –

- (a) Property Committee – 18th October 2018.
- (b) Planning, Environment and Transport Committee – 20th September 2018 and 25th October 2018.
- (c) Finance and Administration Committee – 11th October 2018.
- (d) Personnel Committee – 4th October 2018.

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

FC/295/18 Reports from representatives on outside bodies.

The Council received notes from the Horsham Park Management Planning Landscape/Ecology Focus group held on 11.10.2018 which had been

circulated to all Councillors previously.

Cllr Searle reported that he had attended a recent meeting of the Brookhurst Wood Landfill Site Liaison Group (BIFFA). The large-scale mechanical biological treatment (MBT) plant, designed to recover 40% of the Refuse Derived Fuel (RDF), is currently running at between 50 -56%. The landfill site has been capped and restoration of the site is scheduled to be finished by 2023. Currently tipping is taking place in the old access road to bring it to its final level. Biffa has submitted a planning application to West Sussex County Council (WSSC) to demolish the disused kiln that is on the site. MBT received 48,184 tonnes of house hold waste between July - September 2018 and baled and wrapped 7906 to take off site.

Cllr Searle had attended the Weineberger Liaison Group. Brick production had hit its target for 2018 and all bricks that have been manufactured had been sold, consequently their stocks were low.

Cllr Searle will attend the Britanniacrest Liaison Group next Monday when there should be more information on the proposed incinerator for their Langhurstwood Road site which had been refused permission by WSSC.

FC/296/18 Reports from District or County Councillor

Horsham District Councillor Roy Cornell informed the Parish Council that Horsham District Council (HDC) Officers had written to Sussex Partnership NHS Foundation Trust regarding land adjacent to 78 Crawley Road and been advised that there are embryonic plans to use the area for a National Health Service (NHS) medical unit. It was believed that the land had been given to the people of Roffey by the NHS and that it may be an area where affordable housing would give significant benefit to the parish in the future. It was suggested that the Parish Council may consider purchasing the land and forming a Community Land Trust to bring the idea of more affordable housing in the parish to fruition.

The Planning, Environment and Transport Committee had considered concerns raised by a resident regarding the junction of Manor Fields and Harwood Road. Traffic leaving Manor Fields and turning right towards Horsham had restricted sightlines and the traffic flow is often heavy and travelling at considerable speed. The Planning Committee had agreed to write to WSSC Highways outlining the concerns and West Sussex County Cllr Andrew Baldwin would be copied into the letter.

Concern was raised regarding speeding on Rusper Road and enquiries made about a Speed watch initiative previously organised by the Police.

The Clerk had made enquiries and the information would be circulated to Councillors.

West Sussex County Cllr Andrew Baldwin reported that WSCC were facing serious funding cuts as their grant from government had reduced by £145,000,000 since 2010/11. Whilst WSCC had made savings of £216,000,000 during that time, they still need to find savings of over £100,000,000 over the next four years. This would obviously have a knock on effect to the services that can be provided. This was particularly evident where Traffic Restriction Orders (TRO) were concerned, as Cllr Baldwin had received eight requests for support so far this year, but only three TROs a year are allowed with a maximum spend on each one of £3,000.

Temporary gas works on Crawley Road have caused another road closure in close proximity to the recent three months road closure required to relay gas pipes. The gas pipe laying work has not yet been completed.

A traffic calming scheme suggested by residents of Lambs Farm Road has been refused by WSCC. Throughout the county there were 60 applications and only 12 accepted. One of the reasons being that there have only been five recorded accidents in the road in 5 years involving personal injury.

The Parish Council's Planning, Environment and Transport Committee has agreed to submit a TRO for additional yellow lines on the junctions of Lambs Farm Road, Morrell Avenue, Farhalls Crescent and Rough Way and will hold a site meeting to discuss what would be most appropriate request. West Sussex County Cllr. Andrew Baldwin would be invited to the meeting.

West Sussex County Cllr Liz Kitchen reported that Colgate Parish Council was still pursuing a 40mph speed limit along the whole of Forest Road. Money is available to local community groups through the Community Initiative Fund.

There is a consultation on the Gatwick master plan with local exhibitions planned. The Planning, Environment and Transport Committee will consider their response to the plan at their next meeting.

Residents of Durrants Village have put forward a plan to upgrade Faygate railway station as a cheaper alternative to creating two new railway stations at North Horsham and Kilnwood Vale.

FC/297/18 Chairman's announcements

The Chairman had accepted an invitation to lay a poppy wreath at All Saints Church Roffey on behalf of the residents in North Horsham parish on Remembrance Sunday, 11th November 2018. This year commemorates 100 years since the end of World War 1.

Appreciation was expressed for notes circulated by Cllr J Gough following her attendance at the South East Community Led Housing Conference led by Action in Rural Sussex. Cllr P. Burgess was also in attendance at the Conference.

FC/298/18 Financial matters

- 1. The Parish Council AGREED the payment schedule to 30th September 2018 for £42,238.25. (attached).**
- 2. The Council AGREED to minute that the Annual Governance and Accountability Return had been received back from the External Auditor without qualification. This had been reported in detail at the Finance and Administration Committee on 11th October 2018.**

FC/299/18 Community Land Trusts

The Council **RESOLVED** that Cllr J. Davidson, Cllr J. Gough, Cllr J. Smithurst and Cllr R. Turner would form a small working party to commence an initial investigation into setting up a Community Land Trust as a means to having greater control of affordable housing provision in North Horsham parish. The Planning, Environment and Transport Committee will lead the initiative and members of the public that have previously expressed an interest will be invited to join the working party.

FC/300/18 Future pension provision for new caretakers

Cllr K Burgess and Cllr P Burgess declared prejudicial interests and left the meeting completely very shortly after the commencement of the debate.

The Parish Council reviewed information regarding alternative pensions which could be offered to new Caretakers who may come into post in the future. After a lengthy debate, **it was AGREED that further information was required and that this item would be taken to both the Finance and Administration Committee and Personnel Committee before being brought back to the full Council.**

FC/301/18 Horsham District Council of the Year 2019 Flag

It was AGREED to purchase a Year of Culture flag at a cost of £50.75 and to fly it on the Roffey Millennium Hall flagpole throughout 2019, except on the agreed flag flying days of the Union Flag.

FC/302/18 Policies

The Council **RESOLVED** to agree and adopt :-

1. A Secondary Employment, Volunteering and Political Work Policy, Equal Opportunities Policy, Dignity and Respect at Work Policy, Standards of Behaviour at Work Policy and Pensions Policy recommended by the Personnel Committee.
2. An additional clause to the Open Spaces Policy “Metal detecting is not permitted on land owned by the Parish Council unless it is part of an archaeological dig, in which case applications for permission should be made in writing to the Parish Council.”

FC/303/18 Correspondence

The Council received correspondence lists from 6th September 2018 to 1st November 2018. (Copies attached).

FC/304/18 Exclusion of Press and Public

The Council **RESOLVED** that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to staff.

FC/305/18 Staff Matters

The Clerk informed the Council that following a decision not to allow flexible working, a staff member has submitted an appeal. An Appeal Panel had been nominated (Cllr K. Burgess, Cllr T. Rickett B.E.M. and Cllr Searle) and the appeal hearing was scheduled for Thursday 15th November 2018 at 10am.

FC/306/18 Date of next Council meeting

The next Parish Council Meeting will be held on Thursday 10th January 2019 (scheduled).

There being no other business, the Chairman closed the meeting at 9.00 pm.

..... Signed

..... Dated

LLoyds Bank Accounts

Payments made between 01/09/2018 and 30/09/2018

Payment list
presented to P.C.M

Nominal Ledger Analysis

1.11.18

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/09/2018	Pitney Bowes Finance Ltd.	030918-01	208.00	208.00		501			Postage
03/09/2018	N. Simmonds,	030918-02	165.00	165.00		501			Electrical Maintenance
03/09/2018	T C Maintenance	030918-03	1,860.00	1,860.00		501			Maintenance
03/09/2018	Trafalgar Cleaning Equipment L	030918-04	65.02	65.02		501			Repair to vacuum
03/09/2018	Ultraclean Commercial	030918-05	426.00	426.00		501			Window cleaning
03/09/2018	Viking Direct	030918-06	446.09	446.09		501			Stationery
03/09/2018	Horsham District Council	DD-0918	1,613.00	1,613.00		501			Rates - Sept 18
03/09/2018	British Gas Business	DD- BGT0918	201.97	201.97		501			Electricity 14.07.18 13.08.18
03/09/2018	Horsham District Council	DD-Sept 18	168.30	168.30		501			Dog bins September 2018
04/09/2018	Enterprise Services Group Ltd	040918-01	294.38	294.38		501			sanitary waste
04/09/2018	Adrian Mobile Locksmith Ltd	040918-1	60.00	60.00		501			Padlock repair
04/09/2018	G Burley & Sons Ltd.,	040918-2	1,771.69	1,771.69		501			Grass cutting Aug 18
04/09/2018	Johnson Logistics	040918-3	60.00	60.00		501			Install Silent Soldier
04/09/2018	Kiddivouchers	040918-4	256.11	256.11		501			Childcare Vouchers
04/09/2018	D. Lees	040918-5	58.05	58.05		501			Aug 18 Staff Mileage
04/09/2018	R McCartney,	040918-6	93.01	93.01		501			Travel exps April to Aug 18
04/09/2018	NETCOM	040918-7	180.36	180.36		501			IT Cost
06/09/2018	British Gas Business	DD-060918	407.18	407.18		501			Electricity 020718- 310718
10/09/2018	SOS Systems	DD-SOSS	75.62	75.62		501			Printing 10.07.18- 10.08.18
11/09/2018	Cleaning-Maintenance Co Ltd	110918-1	34.80	34.80		501			Cleaning Services
11/09/2018	R J Jochimsen	110918-2	540.00	540.00		501			Grass Cutting Earles Mdw
11/09/2018	SSP Specialised Sports Product	110918-4	498.00	498.00		501			Multi-Court Maintenance
11/09/2018	T C Maintenance	110918-5	376.00	376.00		501			General Maintenance
11/09/2018	Viking Direct	110918-6	202.80	202.80		501			Drawer Unit
11/09/2018	Mr Roy Smith -Refund Inv 21799	9002	40.42			1000	402	40.42	Mr Roy Smith - Refund Inv 21799
13/09/2018	British Gas Business	DD+130918	201.78	201.78		501			Remedial work from hand dryer
13/09/2018	British Gas Business	DD-130918	309.06	309.06		501			Electricity 01.08.18- 24.08.18
17/09/2018	Public Works Loan Board	110918-3	6,655.65	6,655.65		501			PWLB
17/09/2018	West Sussex County Council	110918-7	22,857.00	22,857.00		501			Salaries - Aug 18
17/09/2018	M Stoner,	171918-3	46.80	46.80		501			Expense Aug 18
17/09/2018	Society of Local Council Clerk	190918-2	282.00	282.00		501			Professional Membership
18/09/2018	Llody's Credit Card - Amazon	22.96	22.96		3.83	4020	403	19.13	Coffee Jug
19/09/2018	British Gas Business	DD-190918	201.68	201.68		501			Electricity 02/08/18 31/08/18
19/09/2018	HMRC- Vat Payment - Apr to Jun	FPO-HMRC	558.79			105		558.79	Vat Payment - Apr to Jun 18
21/09/2018	British Gas Business	DD-	499.65	499.65		501			Gas - 01/06/18 -
Sub Total Carried Forward			41,737.17	41,115.00	3.83			618.34	

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Date: 03/10/2018

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Time: 09:31

Cash Book No : 1

User : JC

Lloyds Bank Accounts

Payments made between 01/09/2018 and 30/09/2018

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
24/09/2018	Scottish Water Business Stream	BGT0918 DD-BS0918	100.92	100.92		501		31/08/18 Water - 07.05.18 to 01.06.18
24/09/2018	EDF Energy Ltd	DD- EDF0918	116.68	116.68		501		Streetlighting Electric Aug 18
27/09/2018	British Gas Business	600119455	34.24	34.24		501		Gas - 03.08.18 to 01.09.18
27/09/2018	British Gas Business	DD- 6000940	16.19	16.19		501		Gas - 03.08.18 to 01.09.18
27/09/2018	Scottish Water Business Stream	DD-BS- 0918	233.05	233.05		501		Water - 01.06.18 to 06.08.18
Total Payments :			42,238.25	41,616.08	3.83		618.34	

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North Horsham Parish Council Meeting 1st November 2018 Agenda Item 14

Correspondence List 1 from 7th September 2018 to 25th October 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.• WSCC E-Newsletter September 2018• Early Warning Notice - Temporary Traffic Regulation Order - Giblets Lane, Horsham - Proposed start date 26/10/2018• Community resilience conference – 4th October 2018. Capitol Theatre, Horsham.• Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - Proposed start date: 31/10/18.• E-mail regarding the gas works on Crawley Road and working practices.• Velo South 2018 Event Cancellation.• New permit scheme at Household Waste Recycling Sites from 1 Oct• Proposed permanent Traffic Order Gordon Road - TRO/HON8032/RC• WSCC e-newsletter that includes notification of a second drop in consultation for the former Novartis site on Tuesday 30th October 2018 between 12 noon and 8pm at the Holbrook Club.• Closure of Giblets Lane 26th October 2018 for carriageway repairs.• Public Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham.• Public Notice - Temporary Traffic Regulation Order - Old Holbrook, Horsham• West Sussex County Council Cybercrime/Online Safety Surveys 2018• Invitation to second public consultation drop in to consult on the former Novartis site, 12pm-8pm on Tuesday 30th October at the Holbrook Club, North Heath Lane, Horsham, RH12 5PJ• Temporary Traffic Regulation Order - Godwin Way, Crawley - Extended to 23/12/2018
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none">• What's on in Horsham.• Partnership Intelligence and Guidance on the submission of intelligence.• Exploitation Prevention Conference on Monday 8 October in The Conference Room, Parkside, Horsham from 9am – 1pm.• Opening of The Bridge Leisure Centre, Wickhurst Lane, Broadbridge Heath – 19th October 2018.• Exploitation Prevention Conference 17th October 2018 - event details• Request for help from Horsham Museum & Art Gallery! Anyone associated with football in Horsham was invited to donate artefacts for an exhibition at Horsham Museum.

	<ul style="list-style-type: none"> • News updates. • Artwork proposal for Horsham town centre • Community Partnership Information • Information on training sessions for volunteers as part of Safeguarding month.
3.	<u>Resident correspondence</u> Concern regarding air pollution on Rusper Road. E-mail passed to County Councillor.
4.	<u>NALC</u> <ul style="list-style-type: none"> • Chief Executive's Bulletin – 7th September 2018 • Chief executive's Bulletin – 14th September 2018 • Chief Executive's Bulletin – 21st September 2018 • Chief Executive's Bulletin – 28th September 2018 • Chief Executive's Bulletin - 5th October 2018 • Chief Executive's Bulletin 12th October 2018. • NALC Newsletter – September 14th 2018 • NALC Newsletter – September 19th 2018 • NALC Newsletter – September 26th 2018 • NALC Newsletter – October 3rd 2018 • NALC Newsletter – October 10th 2018 • NALC Newsletter – October 17th 2018 • Ledbury case update – 21st September 2018 • NALC Newsletter – October 22nd 2018
5.	<u>Sussex Association of Local Councils (SALC)</u> <ul style="list-style-type: none"> • Letter of clarification from Sussex PCC, Katy Bourne. • Opportunity to pose a question to Sussex PCC at a meeting to be held in Lewes on 5th October 2018. • Presentations from Legal and Finance Day. • Three Counties Training Programme 2019/20 • Link to video of Sussex Police & Crime Commissioner discussing the recruitment of new officers for Sussex Police and clarifying the figures being reported in the press.
6.	<u>Horsham Association of Local Councils (HALC)</u> <ul style="list-style-type: none"> • Agenda for meeting to be held at Rudgwick Village Hall on Thursday 17th September 2018. • Agenda for AGM at the Capitol Theatre 16th October 2018 starting at 6.30pm with coffee from 6pm. • Presentations on HDC Waste collection, HDC Year of Culture and HDC Planning.
7.	<u>West Sussex Association of Local Councils</u> WSALC AGM & Conference 4th October 2018. Nominated Councillors Cllr A Britten, Cllr P Burgess and Cllr M Loates. Copied to all Councillors for information.
8.	<u>Sussex Police</u> Horsham Weekly Bulletins Fake TV Licence refund alerts. Drug dealing in North Horsham – enquiry to Police. Police No Longer Recording Lost Property. Neighbourhood Watch newsletter.
9.	<u>Crawley, Horsham and Mid Sussex CCG</u> Clinical Commissioning Groups (CCG) Patient Roundup for October 2018

10.	<u>Action in Rural Sussex (AIRS)</u> Sussex Village Hall & Community Building Conferences 2018
11.	<u>Friends of Horsham Park</u> Friends of Horsham Park aspirations for the Park Management Plan Horsham Park Management Planning - Notes from Landscape/Ecology Focus Group meeting held on 11.10.18
12.	<u>Gatwick Airport</u> Invitation to Discover Gatwick 2018/19. Opportunity to visit Gatwick Airport and find out how things work.
13.	<u>Horsham District Cycling Forum</u> Postcards from the Netherlands / AGM Tuesday 2nd October 2018.
14.	<u>Horsham Older People's Forum</u> MP Question Time with Jeremy Quin MP Friday 16th November 2018
15.	<u>Woodland Trust</u> Newsletter regarding Tree Charter.
16.	<u>Horsham Community Town Partnership</u> Thanks for grant donation and information regarding the success of the Riverside Walk which raised over £900 for the Springboard Project.
17.	<u>Warnham Brickworks CLC</u> 15th October at 7pm. Cllr D Searle will attend on behalf of North Horsham Parish Council
18.	<u>Bohunt School Horsham</u> Open evenings held 17 th October 2018 at the Holbrook Club and 18 th October 2018 at the Drill Hall, Denne Road. Talks to be given at 18.15, 18.50 and 19.30.
19.	<u>Highways England</u> Update on the A27 Arundel By-pass.
20.	<u>Saxon Weald</u> <ul style="list-style-type: none"> • Consultation on affordable houses to be built on Blenheim Road, opposite Adversane Court to be held at Trafalgar Road Baptist Church, Trafalgar Road, Horsham, RH12 2QL on 23 October 2018. • Presentation form the consultation.
21.	<u>Weald Action Group</u> Fast action fracking – a lobbying e-mail.
22.	<u>Gatwick Airport</u> Gatwick unveils ambitious draft Master Plan for sustainable future growth
23.	<u>Wimblehurst Residents Association</u> Response to Horsham Enterprise Park Consultation and Invitation to Meeting with WSCC re: Horsham Enterprise Park / Wimblehurst Rd Traffic and Road Safety Plans.

North Horsham Parish Council Meeting 1st November 2018 Agenda Item 14

Correspondence List 2 from 25th October - 1st November 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. • Temporary Traffic Regulation Order - Godwin Way, Crawley - Extended to 23/12/2018 • Gigabit_Voucher_Scheme • Waste News: Freeze with Ease
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • What's on in Horsham. • Horsham District Council - Official Business, Investment and Development Guide • The winter 2018 edition of Our District magazine
3.	<p><u>Gatwick</u> Gatwick Master Plan Consultation – Public Exhibition 3rd November 2018 The Barn, Causeway, Horsham 2.30pm – 7.30pm.</p>
4.	<p><u>NALC</u></p> <ul style="list-style-type: none"> • Chief Executive's Bulletin -19th October • Chief Executive's Bulletin – 26th October • NALC Newsletter – October 24th 2018 • NALC Newsletter – October 31st 2018 • Local Council Review magazine Autumn 2018 – available in the office.
5.	<p><u>Sussex Association of Local Councils (SALC)</u></p> <ul style="list-style-type: none"> • Cold Alert – live from 1st November 2018. • Armed Forces Covenant • Video - Sussex Police & Crime Commissioner • Disqualification Criteria for Councillors and Mayors - updated rules. • Report - Council Tax Referendum Principles
6.	<p><u>Horsham Association of Local Councils (HALC)</u> Draft Minutes of Annual Meeting of HDC and HALC</p>
7.	<p><u>West Sussex Association of Local Councils</u> How Local Authorities in West Sussex could be affected by Council Tax Referendum Principles.</p>
8.	<p><u>Sussex Police</u></p> <ul style="list-style-type: none"> • Horsham Weekly Bulletins • Neighbourhood Watch newsletter. • Neighbourhood Alert - How To Keep The Cyber-Criminals Out • Extortion Scam
9.	<p><u>Horsham Pages North</u> November-December 2018 edition</p>
10.	<p><u>Earles Meadow Residents Association</u> Photographs of planting done to improve the play area at Earles Meadow.</p>