



North Horsham Parish Council

Roffey Millennium Hall,
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4th January 2019

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 10th January 2019 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

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.**
Circulated separately.
Recommendation:- To approve and sign the Minutes of the Council Meeting held on 1st November 2018 and the Extraordinary Parish Council Meeting held on 3rd January 2019.
4. **Declarations of Interest.**
See Clerk's Report.
Recommendation:- To receive any Declarations of Interest from Members of the Council.
5. **Committees and Working Parties.**
Minutes circulated separately, notes attached.
Recommendations:-
 1. **To receive and adopt the Minutes of -**
 - (a) **Property Committee - 6th December 2018.**
 - (b) **Planning, Environment and Transport Committees – 22nd November 2018 and 20th December 2018.**
 - (c) **Finance and Administration Committee – 13th December 2018.**
 - (d) **Personnel Committee – 26th October 2018**
 - (e) **Year of Culture 2019 working party meeting – 9th November 2018**
 - (f) **Community Land Trust working party meeting – 17th December 2018.**
6. **Reports from Representatives on Outside Bodies.**
None submitted to be circulated with the agenda.
Recommendations:- To receive and note reports from representatives on outside bodies.

7. **Reports from District or County Councillors**
None submitted to be circulated with the agenda.
Recommendation:- To receive any report submitted.
8. **Chairman's Announcements.**
See Clerk's Report.
Recommendation:- To receive the Chairman's announcements.
9. **Payment schedules**
See attached.
Recommendation:- To agree the payment schedules for September 2018(amended), October 2018, November 2018 and December 2018.
10. **Financial Regulations**
See Clerk's Report.
Recommendation:- To agree a change of wording to Section 4.1 of the Financial Regulations for greater clarity.
11. **Budget and Precept application for 2019/20**
See attached.
Recommendation:- To agree the budget for 2019/20 and the precept amount to be requested from Horsham District Council.
12. **Elections**
See attached.
Recommendations:-
 1. To agree not to seek to fill the Councillor vacancies in Roffey South and Roffey North until May 2019.
 2. To agree to hold a "Meet the Councillors" event where residents who are interested in becoming a local Councillor can find out more about what the role entails on Thursday 7th March 2019 prior to the full Council Meeting.
 3. To receive information regarding the elections and the role of the Clerk, prepared by Horsham District Council and the Election timetable from NALC.
 4. To note that a NALC publication 'All about Local Councils' is available on the Parish Council website and that a briefing on elections prepared on behalf of the Sussex and Surrey Associations of Local Councils entitled 'Elections 2019' has been circulated to all Councillors.
13. **Community Land Trust**
Notes attached.
Recommendation:- To agree to support the formation of a Community Land Trust for North Horsham Parish and to determine the level of support.
14. **Harwood Road Allotment lease with West Sussex County Council**
A copy of the current lease has been circulated to all Councillors.
Recommendation:- To agree in principal to renew the lease with West Sussex County Council for the allotments on Harwood Road, Horsham on the proviso that there are no changes to any of the terms. The 5 year lease expires in February 2019.
15. **Year of Culture 2019**
Notes attached.
Recommendations:-
 1. To continue to work with local schools to promote the Motte and Bailey Castle on Lemmington Way as part of the Horsham District Council Year of Culture 2019 in a way that will leave a legacy for the future.

2. To review the decision made in January 2018 (Minute FC/200/18) "To stage a six-week photographic exhibition entitled 'North Horsham Now and Then' at Roffey Millennium Hall in 2019 using equipment and resources already available or available free of charge, providing it doesn't interfere with the ability to hire out the rooms involved." To give more specific direction.
 3. To consider a modern day project of taking a photograph of local life on one day during 2019 and creating a visual record as a legacy of the Year of Culture.
16. **Draft Calendar of Meetings for 2019/20**
See attached.
Recommendation:- To note the first draft of the 2019/20 Calendar of Meetings (attached) which will be re-presented with any required amendments at the Annual Parish Council in May 2019.
17. **Bad debt**
See Clerk's Report.
Recommendation:- To consider if the Council wish to accept an offer to pay off a bad debt of £1,108.36 at £5 per month in the first instance with a promise of more money when the debtor has re-established themselves.
18. **Appeal against WSCC/015/18/NH Wealden Brickworks Energy from Waste (Incinerator)**
Recommendation:- To agree what action (if any) the Parish Council wishes to take regarding an appeal against the decision made by West Sussex County Council to reject planning application WSCC/015/18/NH – Wealden Brickworks Energy from Waste (Incinerator).
19. **Planning application DC/18/2687 - Outline planning application for the erection of up to 300 dwellings (C3) including the conversion of existing offices (buildings 3 and 36) up to 25,000sqm of employment (B1) floorspaces and provision of 618sqm of flexible commercial/community space (A1, A2, A3, D1(Creche) use classes) within the ground floor of converted building 36. Improvements to existing pedestrian and vehicular accesses from Parsonage Road and Wimblehurst Road, new cycle and pedestrian accesses from Parsonage Road, together with associated parking and landscaping. All matters reserved except for access. Former Novartis Site, Parsonage Road, Horsham, West Sussex.**
Recommendation:- To submit comments to Horsham District Council by 15th January 2019
20. **Pension for future caretakers**
See Clerk's Report.
Recommendation: To consider recommendations made by the Finance and Administration Committee and the Personnel Committee.
21. **Correspondence**
See attached.
Recommendation:- To receive correspondence lists from 2nd November 2018 to 10th January 2019.
22. **Date of next Meeting**
7th March 2019 (Scheduled)

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