

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING
THURSDAY 10TH JANUARY 2019 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT
To be read in conjunction with the Agenda.**

1. Public Forum.

Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

2. Apologies for Absence.

Apologies and reasons for absence to be given to the Clerk.

3. Minutes

Circulated separately and on website.

4. Declarations of Interest.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

5. Committees and Working Parties

Minutes as follows circulated separately: -

(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.

No reports submitted.

7. Reports from District or County Councillors

No reports submitted.

8 Chairman's Announcements

There are no announcements.

9. Payment schedules

See attached.

List of payments for September 2018 (Amended), October 2018, November 2018 and December 2018 attached.

10. Financial Regulations

Following a recommendation from the Internal Auditor to review Financial Regulation 4.1 as it appears to restrict the day to day working of the Council, the Finance and Administration Committee put forward the following wording at its meeting on 13th December 2018 (See minute FA/278/18):-.

“Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

The authority to amend an approved budget is to be determined by

- The Council for all items over £5,000
- A duly delegated committee of the council for items up to £2,000.
- The Finance and Administration Committee for items between £2,000 and £5,000.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

The Property Committee”..... through to” new Capital projects.”

11. Budget and Precept application for 2019/20

See attached.

12. Elections

See attached.

13. Community Land Trust

See notes from 17th December 2018 attached.

14. Harwood Road Allotment Lease

A copy of the current lease has been circulated to all Councillors.

15. Year of Culture 2019

Notes attached.

16. Draft calendar of meetings 2019/20

See attached.

17. Bad debt

Proceedings have started to recover an outstanding debt for £1,108.36. The defendant has accepted liability and offered to pay £5 per month with a promise to re-evaluate when the defendant has re-established themselves. The court has advised that in order to calculate a fair repayment, the defendant's financial details would be fed into a computer to produce a repayment value that could be higher or lower than that offered.

18. Appeal against WSCC/015/18/NH Wealden Brickworks Energy from Waste (Incinerator)

Brittaniacrest has submitted an appeal to West Sussex County Council (WSCC) regarding the decision to reject planning application WSCC/015/18/NH – Wealden Brickworks Energy from Waste (Incinerator). The Parish Council submitted a very detailed objection to the application.

After validation, the Parish Council has 5 weeks in which to submit comments making the deadline mid- February 2019. WSCC has advised that it is likely that the appeal will be heard through an Inquiry rather than a hearing or written representations. Interested parties can apply to the Planning Inspectorate for Rule 6 status which allows a formal 'very active' role in the Inquiry process.

Lobbying group 'No incinerator 4 Horsham' has asked if the Parish Council would pull together a meeting with interested parish councils and a few local residents involved with the fight against the incinerator to meet with WSCC Planning lead. There has also been a request for the Parish Council to fund the hiring of a room for this purpose. The Sussex and Surrey Association of Local Councils advice on working with lobbying groups has been circulated separately.

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.

The case officer at Horsham District Council has extended the deadline for comments to 15th January 2019.

The Planning, Environment and Transport Committee's initial findings to be taken further from its meeting on 20th December 2018 are as follows:-

- a) See a solution for traffic movements in the area.
- b) To see the avenue of trees on Parsonage Road being protected.
- c) For there to be a foot-link bridge over the railway line.
- d) To raise the site as an employment area first before housing, as it is believed that the site was initially allocated for training and employment rather than housing.

20. Pension for future caretakers

The Finance and Administration Committee (FA/274/18) were minded to propose to the Personnel Committee and full Council that new employees be enrolled with AVIVA and that the Parish Council would match any additional employees' contribution up to a maximum of 6%, but this would be subject to further information being obtained about the details of both the NEST and AVIVA schemes.

Having considered more information regarding the AVIVA pension scheme, the Personnel Committee recommended to full Council that future caretakers should be offered the Local Government Pension Scheme as is currently the case.

21. Correspondence

List from 2nd November 2018 to 4th January 2019 attached. List from 5th January 2019 to 10th January 2019 will be available at the meeting.

22. Date of next meeting

7th March 2019 – Scheduled.

At : 11:09

LLoyds Bank Accounts

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

September 2018 List of payments (Amended)

Parish Council Meeting
10th January 2019.
Agenda item 9.

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
03/09/2018	Pitney Bowes Finance Ltd.	030918-01	208.00		Postage
03/09/2018	T C Maintenance	030918-03	1,860.00		Maintenance
03/09/2018	Trafalgar Cleaning Equipment L	030918-04	65.02		Repair to vacuum
03/09/2018	Ultraclean Commercial	030918-05	426.00		Window cleaning
03/09/2018	Viking Direct	030918-06	446.09		Stationery
03/09/2018	N. Simmonds,	030918-02	165.00		Electrical Maintenance
03/09/2018	Horsham District Council	DD-0918	1,613.00		Rates - Sept 18
03/09/2018	British Gas Business	DD-BGT0918	201.97		Electricity 14.07.18 -13.08.18
03/09/2018	Horsham District Council	DD-Sept 18	168.30		Dog bins September 2018
04/09/2018	Enterprise Services Group Ltd	040918-01	294.38		sanitary waste
04/09/2018	Adrian Mobile Locksmith Ltd	040918-1	60.00		Padlock repair
04/09/2018	G. Burley & Sons Ltd.,	040918-2	1,771.69		Grass cutting Aug 18
04/09/2018	Johnson Logistics	040918-3	60.00		Install Silent Soldier
04/09/2018	Kiddivouchers	040918-4	256.11		Childcare Vouchers
04/09/2018	D. Lees	040918-5	58.05		Aug 18 Staff Mileage
04/09/2018	R McCartney,	040918-6	93.01		Travel exps April to Aug 18
04/09/2018	NETCOM	040918-7	180.36		IT Cost
06/09/2018	British Gas Business	DD-060918	407.18		Electricity 020718-310718
10/09/2018	SOS Systems	DD-SOSS	75.62		Printing 10.07.18-10.08.18
11/09/2018	Cleaning-Maintenance Co Ltd	110918-1	34.80		Cleaning Services
11/09/2018	R J Jochimsen	110918-2	540.00		Grass Cutting Earles Mdw
11/09/2018	SSP Specialised Sports Product	110918-4	498.00		Multi-Court Maintenance
11/09/2018	T C Maintenance	110918-5	376.00		General Maintenance
11/09/2018	Viking Direct	110918-6	202.80		Drawer Unit
11/09/2018	Mr Roy Smith -Refund Inv 21799	9002	40.42		Mr Roy Smith -Refund Inv 21799
13/09/2018	British Gas Business	DD+130918	201.78		Remedial work from hand dryer
13/09/2018	British Gas Business	DD-130918	309.06		Electricity 01.08.18-24.08.18
17/09/2018	Public Works Loan Board	110918-3	6,655.65		PWLB
17/09/2018	West Sussex County Council	110918-7	22,857.00		Salaries - Aug 18
17/09/2018	M Stoner,	171918-3	46.80		Expense Aug 18
17/09/2018	Society of Local Council Clerk	190918-2	282.00		Professional Membership
18/09/2018	Llody Credit Card - Amazon	22.96	22.96		Coffee Jug
19/09/2018	HMRC- Vat Payment - Apr to Jun	FPO-HMRC	558.79		Vat Payment - Apr to Jun 18
19/09/2018	British Gas Business	DD-190918	201.68		Electricity 02/08/18 -31/08/18
21/09/2018	British Gas Business	DD-BGT0918	499.65		Gas - 01/06/18 - 31/08/18
24/09/2018	Scottish Water Business Stream	DD-BS0918	100.92		Water - 07.05.18 to 01.06.18
24/09/2018	EDF Energy Ltd	DD-EDF0918	116.68		Streetlighting Electric Aug 18
27/09/2018	British Gas Business	600119455	34.24		Gas - 03.08.18 to 01.09.18
27/09/2018	British Gas Business	DD-6000940	16.19		Gas - 03.08.18 to 01.09.18
27/09/2018	Scottish Water Business Stream	DD-BS-0918	233.05		Water - 01.06.18 to 06.08.18
26/09/2018	BT Payment Services Ltd	260918-1	696.63		Telephone -Sept 18 to Nov 18
26/09/2018	SSALC Ltd	260918-3	120.00		Training
26/09/2018	Trafalgar Cleaning Equipment L	260918-4	123.00		Hoover Repair
26/09/2018	West Sussex County Council	260918-5	726.00		Eviction Charges

Total Payments 43,903.88

At : 11:29

LLOYDS Bank Accounts

List of Payments made between 01/10/2018 and 31/10/2018

October 2018 List of Payments.

Parish Council Meeting
10th January 2019
Agenda item 9

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2018	Horsham District Council	DD-10/10	168.30		Dog Bins Oct 18
01/10/2018	Horsham District Council	DD-Oct10	1,613.00		Rates for Oct 18
01/10/2018	Horsham Publications Ltd	DD-OCT18	68.10		Horsham Pages
01/10/2018	Horsham District Council	DD=10/10	408.20		Waste Collection
01/10/2018	Horsham District Council	DD=OCT10	408.20		Waste Collection
01/10/2018	Horsham District Council	DD=Oct18	811.20		Waste Collection
02/10/2018	Mr Nicky Carter	9001	49.52		Refund of payment Inv 20949
03/10/2018	G. Burley & Sons Ltd.,	031018-1	1,771.69		Grass cutting
03/10/2018	Cleaning-Maintenance Co Ltd	031018-2	104.40		Cleaning Sept 18
03/10/2018	H Griffiths	031018-3	21.60		Expenses for Sept 18
03/10/2018	D. Lees	031018-4	47.70		Expenses Sept 18
03/10/2018	Viking Direct	031018-5	202.81		Crockery
03/10/2018	Hazelhurst Roofing	9004	2,292.00		Roof Repair
03/10/2018	British Gas Business	DD=Oct10	258.09		Elect 14.08.18 to 13.09.18
04/10/2018	Kiddivouchers	041018-1	256.11		Childcare Vouchers
04/10/2018	NETCOM	041018-2	175.08		IT Support
04/10/2018	N. Simmonds,	041018-3	165.00		Electrical Maintenance
04/10/2018	SSP Specialised Sports Product	041018-4	498.00		Multi Court Maintenance
04/10/2018	West Sussex County Council	041018-5	23,438.84		Salaries - Sept 18
04/10/2018	HMRC - Vat Payment	701.25	701.25		Vat Payment - Jul to Sep 18
11/10/2018	Credid Card - Lloyds Bank	121018-2	82.62		Defib Pads due for Renewal
12/10/2018	Johnson Logistics	121018-1	128.00		General Repairs
12/10/2018	M Stoner,	121018-3	34.20		Expenses Sept 18
12/10/2018	Strutt Tree Care	121018-4	450.00		Survey E M Oak
15/10/2018	SOS Systems	DD-151018	59.32		Printing
16/10/2018	Home Start	161018-1	700.00		Grant
16/10/2018	Essential Hygiene & Catering S	161018-2	909.61		Cleaning Supplies
16/10/2018	HR Servies Partnership	161018-3	414.00		HR Servies
16/10/2018	Pitney Bowes Finance Ltd.	161018-4	17.70		Photocopier Lease
16/10/2018	Streetlights	161018-5	610.20		Streetlights 2nd Installment
18/10/2018	British Gas Business	DD-181018	62.60		Gas - 2.9.18 to 25.9.18
19/10/2018	Information Commissioner's Off	DD-191018	55.00		Data Protection Fees
23/10/2018	Scottish Water Business Stream	DD-231018	289.45		Water - 02.07.18 to 01.10.18
23/10/2018	EDF Energy Ltd	231018edf	115.23		Electricity - Streetlights
26/10/2018	British Gas Business	DD-261018	38.18		Gas - 02.09.18 to 02.10.18
29/10/2018	Lloyds Bank Business	291018-5	84.00		Credit Card Payment
29/10/2018	Adrian Mobile Locksmith Ltd	291018-1	291.00		Keys HTB
29/10/2018	West Sussex County Council	291018-10	24,229.00		Salaries Oct 18
29/10/2018	G Collier	291018-3	936.00		Repair Boardwalks
29/10/2018	Grigg & Co	291018-4	205.00		Repair Toilet
29/10/2018	SSALC Ltd	291018-6	96.00		Clerks Network Training
29/10/2018	Servcom Services UK Ltd.,	291018-7	87.62		Repair Boiler
29/10/2018	Society of Local Council Clerk	291018-8	108.79		Local Council Admin 11
29/10/2018	Viking Direct	291018-9	100.98		Stationery
30/10/2018	Lloyds Credit Card Payment	LLOYDS CC	64.00		Subscription - Oct 18
30/10/2018	RBS Software Solutions	301018-2	1,119.60		Financial package contract
30/10/2018	West Sussex County Council	301018-3	641.58		Payroll Services

At : 11:29

LLoyds Bank Accounts

List of Payments made between 01/10/2018 and 31/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/10/2018	Petty Cash	9007	131.41		Petty Cash
31/10/2018	Lloyds Credit Card Payment	LLOYDSCC	32.78		Coffee Jugs
31/10/2018	Correction of DD HP 17/04/18	DD -HP	-56.10		Correction of DD HP 17/04/18
Total Payments			65,496.86		

At : 15:25

LLoyds Bank Accounts

Parish Council Meeting
10th January 2019.
Agenda item 9.

List of Payments made between 01/11/2018 and 30/11/2018
November 2018 list of payments.

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2018	Horsham Publications Ltd	DD -011118	68.10		Horsham Pages
01/11/2018	CF Corporate Finance Ltd	dd-011118	158.94		Photocopier Rental
01/11/2018	British Gas Business	Dd-BGT	196.77		Elect - 01.09.18 to 30.09.18
01/11/2018	British Gas Business	DD-BGT	545.22		Elect - 25.08.18 to 30.09.18
01/11/2018	Horsham District Council	dd-HDC	168.30		Dog Bins - Nov18
01/11/2018	Horsham District Council	DD_HDC	1,613.00		Rates Nov 18
02/11/2018	BEL Signs	011118-1	220.80		Signs
02/11/2018	ELA Group	011118-2	158.01		Lift Contract
02/11/2018	NETCOM	011118-3	175.08		IT Support
02/11/2018	N. Simmonds,	011118-4	165.00		Emergency Light Test
02/11/2018	British Gas Business	DD BGT	333.92		Elect - 14.09.18 to 13.10.18
06/11/2018	Jitu Chudasama	9008	28.80		Travel Expenses - Nov 18
07/11/2018	BEL Signs	011118-1	150.00		Signs
07/11/2018	DF Pro Installations Ltd	071118-2	600.00		Partition Wall Contract
07/11/2018	Horsham District Council	071118-3	1,682.60		Burial Charges
07/11/2018	Kiddivouchers	071118-4	256.11		Childcare Vouchers Nov 2018
07/11/2018	Mulberry & Co	071118-5	293.76		Audit Fees
07/11/2018	D. Lees	071118-6	58.50		Expenses Oct 18
07/11/2018	M Stoner,	071118-7	45.00		Expenses Oct 18
07/11/2018	SOS Systems	dd-071118	53.33		Printing
08/11/2018	Scottish Water Business Stream	DD-081118	33.60		Water
12/11/2018	The Royal British Legion	9009	18.50		Poppy Wreath
12/11/2018	EDF Energy Ltd	DD-121118	116.68		Street Lighting Electricity
12/11/2018	SOS Systems	dd-121118	10.74		Printing
16/11/2018	Lloyds Credit Card	161118-6	97.98		Lloyds Credit Card
16/11/2018	Cleaning-Maintenance Co Ltd	161118-01	34.80		Cleaning Services
16/11/2018	MDS Consultants	161118-1	264.00		Lighting Conductor
16/11/2018	Contract Interior Systems Ltd	161118-2	182.40		Ceiling Tiles
16/11/2018	Forest View Tree Surgery,	161118-3	1,540.00		Essential Tree Work
16/11/2018	Horsham District Council	161118-4	50.75		Year Of Culture Flag
16/11/2018	HR Servies Partnership	161118-5	414.00		H.R Support
16/11/2018	M Senior	161118-7	35.00		Repair Dishwasher
16/11/2018	N. Simmonds,	161118-8	120.00		Various Electrical Work
16/11/2018	Southern Counties Glass Ltd	161118-9	81.60		Refreshment
22/11/2018	British Gas Business	DD221118-1	276.63		Elect - 01.10.18 to 31.11.18
22/11/2018	British Gas Business	dd221118-2	508.90		Elect - 01.10.18 to 31.10.18
23/11/2018	Scottish Water Business Stream	DD231118-3	319.12		Water
27/11/2018	British Gas Business	DD271118-4	104.01		Gas - 26.09.18 to 02.11.18
27/11/2018	British Gas Business	DD271118-5	324.00		Gas - 03.10.18 to 02.11.18
30/11/2018	Enterprise Services Group Ltd	301118-1	294.38		Sanitary Waste
30/11/2018	H Griffiths	301118-2	24.53		Expenses - Sept- Nov 18
30/11/2018	Johnson Logistics	301118-3	120.00		Gen. Maintenance
30/11/2018	SSALC Ltd	301118-4	72.00		Planning Training
30/11/2018	T C Maintenance	301118-5	287.50		Grass Cutting
30/11/2018	Ultraclean Commercial	301118-6	426.00		Cleaning/Maintenance

Total Payments 12,728.36

8

At : 10:19

LLoyds Bank Accounts

Parish Council Meeting
10th January 2019.
Agenda Item 9.

List of Payments made between 01/12/2018 and 31/12/2018
December 2018 Lst of payments

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/12/2018	Horsham District Council	DD-031218	168.30		Dog Bins
03/12/2018	Horsham Publications Ltd	dd-031218	68.10		Horsham Pages
03/12/2018	British Gas Business	dd=031218	368.32		Elect - 14.10.18 to 13.11.18
03/12/2018	Horsham District Council	DD=031218	1,613.00		Rates
04/12/2018	Lloyds Credit Card	041218-3	16.45		Refreshments
04/12/2018	Kiddivouchers	041218-1	256.11		Childcare Couchers
04/12/2018	D. Lees	041218-2	42.75		Expenses - Nov 18
04/12/2018	NETCOM	041218-4	175.08		IT Support
04/12/2018	Pear Technology Ltd	041218-5	270.00		Mapping System
04/12/2018	Shaw & Sons Ltd	041218-6	121.00		Window Repairs
04/12/2018	N. Simmonds,	041218-7	220.00		Emergency Light Test
05/12/2018	N. Simmonds,	051218-1	115.00		Repairs
05/12/2018	Dale Valley Training Ltd	051218-2	558.00		Tree Warden Training
06/12/2018	T C Maintenance	061218-1	1,230.00		Shelter repairs
10/12/2018	City Electrical Factors Ltd	101218-1	2.90		Electrical Maintenance
10/12/2018	Cleaning-Maintenance Co Ltd	101218-2	69.60		Cleaning
10/12/2018	Moore Stephens	101218-3	1,560.00		External Audit
10/12/2018	T C Maintenance	101218-4	325.00		General Maintenance
12/12/2018	SOS Systems	121218-01	82.31		Printing
14/12/2018	G. Burley & Sons Ltd.,	141218-1	1,771.69		Grass Cutting Oct18
14/12/2018	SOS Systems	141218-sos	10.74		Printing
20/12/2018	Lloyds - Credit Card	201218-5	65.50		Lloyds - Credit Card
20/12/2018	City Electrical Factors Ltd	201218-1	138.97		Electrical Fittings
20/12/2018	Chalvington Group	201218-2	288.00		CCTV
20/12/2018	H Griffiths	201218-3	27.45		Expenses
20/12/2018	Grigg & Co	201218-4	75.00		Repairs
20/12/2018	Servcom Services UK Ltd.,	201218-6	212.10		Leak In Roof
20/12/2018	West Sussex County Council	201218-7	23,203.03		Salaries Nov 18
20/12/2018	Leadbeater locks	201218-8	66.60		Padlock Keys
21/12/2018	British Gas Business	211218-1	522.49		Electric - 01.11.18 to 30.11.18
24/12/2018	EDF Energy Ltd	241218-1	115.23		Street Lighting
24/12/2018	British Gas Business	241218-2	329.50		Electric -1.11.18 to 30.11.18
24/12/2018	British Gas Business	241218-3	1,300.44		Gas - 01.09.18 to 30.11.18
28/12/2018	BT Payment Services Ltd	281218-1	745.35		Telephone Charges
28/12/2018	Do It All Paul	281218-2	450.00		Zip Wire Repair
28/12/2018	M Stoner,	281218-3	38.70		Expenses
28/12/2018	West Sussex Mediation Service	281218-4	500.00		Grant
31/12/2018	British Gas Business	311218-1	113.30		Gas - 03.11.18 to 01.12.18
31/12/2018	British Gas Business	311218-2	320.26		Gas - 03.11.18 to 01.12.18
31/12/2018	Petty Cash	9015	133.14		

Total Payments 37,689.41

9



NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2019/20

Forecast for 2018/19		
Revenue expenditure	486,969	486,969
Income		
Precept	319,943	
Council Tax Benefit Grant	0	
Environmental Grant	9,836	
Income from hall hires	200,085	529,864
	Excess	42,895

Budget for 2018/19		
Revenue expenditure	515,599	515,599
Income		
Council Tax Benefit Grant	0	
Environmental Grant	9,836	
Income from hall hires	205,356	215,192
	Deficit	300,407

General Reserve Considerations for 2019/20	
General Reserve at 31.3.18	106,513
Predicted excess at 31.3.19	42,895
Predicted General Reserve at 31.3.19	149,408

Precept requirement for 2019/20	300,407
Amount to make General Reserve to £150,000.	592
Addition to R&R EMR for Boardwalk repair, Street lights and HTB	26,770
Final precept requirement for 2019/20	327,769

A precept of £327,589 represents a rise of around 2.5% on last year.

Band D draft tax base	8705.2
Proposed Band D figure 2019/20	37.65 (1.9% increase)
Band D figure 2018/19	36.95

2019/20
SUMMARY

	2018/19								2019/20	
	EXPENDITURE				INCOME				BUDGET	
	BUDGET 2018/19	ACTUAL 31.3.2019	ESTIMATED 31.3.2019	TOTAL	BUDGET 2018/19	ACTUAL 31.3.2019	ESTIMATED 31.3.2019	TOTAL	EXPENDITURE	INCOME
Roffey Millennium Hall	37,731	0	37,586	37,586	74,700	0	81,300	81,300	37,829	83,463
North Heath Hall	26,093	0	26,855	26,855	61,400	0	63,400	63,400	26,399	64,873
Holbrook Tythe Barn	21,882	0	22,513	22,513	46,350	0	54,510	54,510	23,001	56,145
Amenities	52,857	0	46,279	46,279	765	0	775	775	51,200	775
F & A (exc. Precept)	74,215	0	65,238	65,238	150	0	100	100	72,470	100
PERSONNEL	285,793	0	286,248	286,248	0	0	0	0	302,450	0
PET	2,250	0	2,250	2,250	0	0	0	0	2,250	0
	500,821	0	486,969	486,969	183,365		200,085	200,085	515,599	205,356

F & A - precept *
Council Tax Benefit Gt*
Environmental Grant*
Total Funding

FUNDING			
BUDGET 2018/19	ACTUAL 31.3.2019	ESTIMATED 31.3.2019	FUNDING 2019/20
319,943		319,943	Precept
0		0	0
9,691		9,836	9,836
329,634		329,779	9,836

**BUDGET 2019/20
INCOME**

			BUDGET 2018/19	ESTIMATED TO 31.3.2019	NOTES 2018/19	BUDGET 2019/20	NOTES 2019/20
INCOME							
401	1000	Hall Lettings	61,400	63,400	NHH - 3% except nurseries 1.5%	64,873	Increase 3% except nurseries 1.5%
402	1000	Hall Lettings	28,840	33,000	HTB - 10%	34,110	10% for ad hoc parties at the weekend. 3% for all other hires.
	1010	Multi Court Income	17,510	21,510	HTB MC - 3%	22,035	HTB MC increase 3%
403	1000	Hall Lettings	72,100	79,100	RMH - 3%	81,263	RMH increase 3%
	1004	Miscellaneous Income	600	200	Fewer photocopies as digital methods are more cost effective.	200	
	1006	Sale of Beverages	2,000	2,000	Keep as previously	2,000	
101	1196	Interest Received	150	100	Interest rates are very low	100	Assuming low interest rates.
301	1050	Allotment Rents	765	775	3%	775	Increase 3%
			183,365	200,085		205,356	

**BUDGET 2019/20
F & A COMMITTEE**

			BUDGET 2018/19	ESTIMATED TO 31.03.19	NOTES	BUDGET 2019/20
EXPENDITURE - REVENUE						
101	4006	Conferences	0	0		
	4007	Councillors' Training	750	250	Additional training may be required after the elections for new councillors.	1,500
	4008	Councillors' Expenses	5,100	4,670	18/19 = 10 Cllrs @£467.00 Potentially 19/20 = 19 Cllrs @£476.34 Allowing for a 2% increase)	9,050
	4021	Telephone	5,000	4,000	Improved rates saw lower bills in 2017/18, it looks like the trend will be repeated in 18/19	3,750
	4022	Postage	2,000	1,500	Reduced rate for franking machine and increased use of e-mail to send out invoices resulted in lower costs in 2017/18. The trend continues for 2018/19	1,500
	4023	Stationery and Printing	2,000	1,750	Less printing and hard copies reduces the printing costs	1,750
	4024	Subscriptions	3,100	3,100	The SALC increase is likely to be higher than in recent years.	3,500
	4025	Insurance	12,205	9,000	A change of provider has reduced costs significantly. There is a query over an engineering cost for 2018/19. 2% increase has been allowed for 2019/20.	9,200
	4026	Publications	50	17	LCR	20
	4028	IT Costs (Software)	2,400	2,400		2,400
	4029	Website Maintenance (hosting)	160	0	Not due until 2019/20	300
	4031	Other Advertising	200	0	Not used for the last 2 years	0
	4032	Publicity/Marketing	1,000	100	Nothing has been considered for 2018/19, the Year of Culture in 2019 has £1,000 sponsorship from HDC, there may be funding needed to supplement that.	1,000
	4033	Newsletter	1,200	681	The current contract with Horsham Pages allows for one page articles every two months.	700
	4038	Office Equipment Maintenance	1,500	1,000	Computers etc.	1,000
	4051	Bank Charges	200	100	Internet banking has reduced costs.	100
	4053	PWLB Loan Charges	13,700	13,200	Principal £4,807.70, interest on remaining sum ends 2025.	12,700
	4057	External Audit Fees	1,500	1,420		1,500
	4058	Professional Services	3,000	3,000	GDPR, eviction, HR services	3,000
	4059	Internal Audit Fees	500	600		600
	4100	Chairman's Allowance	400	400		400
	4103	Parish Plan/ Neighbourhood Plan	0	0	Not applicable	0
	4120	RMH Equipment (for hire)	750	300	Projectors, flasks, flip charts etc.	750
	4122	Office Equipment	1,000	1,000	Photocopier	1,000
102	4150	S137 Grants	0	0	Not applicable	0
103	4155	Grants	10,000	10,000		10,000
104	4101	Burial Charges	6,500	6,750	Annual report given	6,750
			74,215	65,238		72,470

**BUDGET 2019/20
PERSONNEL COMMITTEE**

			BUDGET	ESTIMATED	NOTE	BUDGET
			2018/19	TO		2019/20
EXPENDITURE - REVENUE				31.03.2019		
106	4001	Salaries/NI/Pensions	280,533	280,533	2% increase, average caretaker holiday cover, pay awards and additional admin cover.	296,500
	4003	Payroll Administration Charge	360	800	Capita	800
	4009	Staff Expenses	2,750	3,000	Increase in hires requires more journeys	3,000
	4010	Staff Training	1,500	1,500	To ensure that statutory requirements are met.	1,500
	4030	Recruitment Advertising	250	15	Nominal sum	250
	4031	Staff Personal Protective Clothing	400	400	Additional polo shirts and sweatshirts and any other necessary protective clothing.	400
			285,793	286,248		302,450

Agreed by the Personnel Committee 04.10.18

Whilst only 1% was included in the budget for 2018/19 rather than the average 2% awarded by NALC (this was not announced until after the budget was set), the lack of a caretaker at HTB for 6 months has meant that it is unlikely that the salaries for 2018/19 will exceed the forecast. The increase in salaries 2019/20 reflects an agreed 2% NALC pay increase from April 2019. (This is slightly more for the caretakers) It also allows for some holiday cover for the caretakers, contractual pay awards, and additional admin cover to reflect the increase in hires.

BUDGET 2019/20
PROPERTY COMMITTEE

		BUDGET 2018/19	ESTIMATED TO 31.03.2019	BUDGET 2019/20
EXPENDITURE - REVENUE				
	HALLS SUMMARY			
4011	NNDR (Business Rates)	16,112	16,128	16531
4012	Water Rates	3,661	3,635	3635
4014	Electricity	10,665	10,825	11015
4015	Gas	9,286	9,786	10212
4016	Cleaning Materials	3,690	4,190	4332
4017	Refuse Clearance (HDC)	3,285	3,254	3335
4018	Sanitary Disposals	555	600	615
4019	Window Cleaning	1,382	2,025	2076
4020	Refreshment Sale Costs	500	600	500
4034	Maintenance - electrical	6,000	6,000	6,000
4035	Maintenance - electrical insp.	2,640	2,515	1,680
4036	Maintenance - general	7,000	7,250	7,000
4037	Maintenance - fire alarm	1,821	1,821	1,835
4039	Maintenance - intruder alarm	3,385	2,322	2,382
4040	Maintenance - lift	750	750	750
4041	Maintenance - fire extinguishers	450	450	450
4042	Maintenance - gas boiler	2,150	2,150	2,150
4044	Maintenance - partition wall	1,200	1,500	1,200
4061	Legionella Testing	1,110	1,090	691
4062	Maintenance - air conditioning	309	300	308
4063	Maintenance - plumbing	3,000	3,000	3,000
4064	Maintenance - lightning conductor	227	220	227
4065	Fire Prevention Sundries	250	500	750
4066	Keyholder Services	1,278	540	555
4500	Re-decoration	5,000	5,503	6,000
		85,706	86,954	87,229

**BUDGET 2019/20
PROPERTY COMMITTEE**

			BUDGET 2018/19	ESTIMATED TO 31.3.2019	NOTES 2018/19	BUDGET 2019/20	NOTES 2019/20
EXPENDITURE - REVENUE							
401		NORTH HEATH HALL					
4011		NNDR (Business Rates)	6,234	6,240	2.9% inflation	6,396	2.5% increase
4012		Water Rates	926	900	2.9% inflation	900	
4014		Electricity	2,575	2,575	2.9% inflation	2,640	2.5 increase
4015		Gas	2,000	2,500		2,562	2.5% increase
4016		Cleaning Materials	1,300	1,300	Cost efficiencies	1,332	2.5% increase
4017		Refuse Clearance (HDC)	832	816	2.9% inflation	836	2.5% increase
4018		Sanitary Disposals	185	200	2.9% inflation	205	2.5% increase
4019		Window Cleaning	370	720	2.9% inflation	738	2.5% increase
4034		Maintenance - electrical	2,000	2,000		2,000	
4035		Maintenance - electrical insp.	1,360	1,360	PAT Tests + EL Periodic test due 2019	500	No periodic testing
4036		Maintenance - general	2,000	2,000		2,000	
4037		Maintenance - fire alarm	750	750	Call panel update	750	
4039		Maintenance - intruder alarm	950	774	Maintenance + 2.9% inflation	794	2.5% increase
4041		Maintenance - fire extinguishers	150	150		150	
4042		Maintenance - gas boiler	650	650		650	
4044		Maintenance - partition wall	700	1,000	Service plus new metal plate	700	
4061		Legionella Testing	360	340	Water testing plus risk assessment	236	No risk assessment required. 2 x water testing only.
4063		Maintenance - plumbing	750	750		750	
4065		Fire Prevention Sundries	75	150	New fire notices required	75	
4066		Keyholder Services	426	180		185	2.5% increase
4500		Internal decoration	1,500	1,500	Hall and kitchens	2,000	
			26,093	26,855		26,399	

**BUDGET 2019/20
PROPERTY COMMITTEE**

			BUDGET 2018/19	ESTIMATED TO 31.3.2019	NOTES 2018/19	BUDGET 2019/20	NOTES 2019/20
EXPENDITURE - REVENUE							
402		HOLBROOK TYTHE BARN					
	4011	NNDR (Business Rates)	3,405	3,408	Actual amount	3,493	2.5% increase
	4012	Water Rates	1,500	1,500	Normal consumption not known	1,500	
	4014	Electricity	3,090	3,250	increased usage	3,250	Increase as greater use
	4015	Gas	1,286	1,286	increased usage	1,500	increased usage
	4016	Cleaning Materials	1,000	1,500	Cleaner cover due to lack of caretaker.	1,575	2.5% increase
	4017	Refuse Clearance (HDC)	832	816	2.9% inflation	836	2.5% increase
	4018	Sanitary Disposals	185	200	Increased collection H&S	205	2.5% increase
	4019	Window Cleaning	312	315	2.9% inflation	323	2.5% increase
	4034	Maintenance - electrical	2,000	2,000		2,000	General electrical maintenance
	4035	Maintenance - electrical insp.	530	575	PAT Tests + electrical inspections + EL	590	PAT Tests and emergency light inspections
	4036	Maintenance - general	2,000	2,250		2,000	
	4037	Maintenance - fire alarm	556	556		570	2.5% increase
	4039	Maintenance - intruder alarm	935	774	Maintenance + 2.9% inflation	794	2.5% increase
	4041	Maintenance - fire extinguishers	150	150	Due March 2019	150	
	4042	Maintenance - gas boiler	500	500	Temporary repair undertaken - could need further work.	500	
	4061	Legionella Testing	350	350	Water testing +risk assessment	205	No risk assessment required. 2 x water testing only.
	4063	Maintenance - plumbing	750	750		750	
	4065	Fire Prevention Sundries	75	150	New fire notices required	575	Fire risk assessment £500 April 2019
	4066	Keyholder Services	426	180		185	2.5% increase
	4500	Internal decoration	2,000	2,003	Barn and Wallace Room	2,000	Wallace Room and touch up other areas.
			21,882	22,513		23,001	

BUDGET 2019/20
PROPERTY COMMITTEE

			BUDGET 2018/19	ESTIMATED TO 31.03.2019	NOTES ON 2018/19	BUDGET 2019/20	NOTES ON 2019/20
EXPENDITURE - REVENUE							
403		ROFFEY MILLENNIUM HALL					
	4011	NNDR (Business Rates)	6,473	6,480	2.9% inflation	6642	2.5% increase
	4012	Water Rates	1,235	1,235	2.9% inflation	1235	
	4014	Electricity	5,000	5,000		5125	2.5% increase
	4015	Gas	6,000	6,000		6150	2.5% increase
	4016	Cleaning Materials	1,390	1,390		1425	2.5% increase
	4017	Refuse Clearance (HDC)	1,621	1,622	2.9% inflation	1663	2.5% increase
	4018	Sanitary Disposals	185	200	2.9% inflation	205	2.5% increase
	4019	Window Cleaning	700	990	2.9% inflation	1015	2.5% increase
	4020	Refreshment Sale Costs	500	600	New crockery required	500	
	4034	Maintenance - electrical	2,000	2,000		2000	
					PAT Tests + electrical inspections + EL		
	4035	Maintenance - electrical insp.	750	580		590	
	4036	Maintenance - general	3,000	3,000		3000	
	4037	Maintenance - fire alarm	515	515	2.9% inflation	515	
	4039	Maintenance - intruder alarm	1,500	774	Maintenance + 2.9% inflation	794	2.5% increase
	4040	Maintenance - lift	750	750	Service visits	750	
	4041	Maintenance - fire extinguishers	150	150	To allow for remedial work	150	
	4042	Maintenance - gas boiler	1,000	1,000	To allow for remedial work	1000	
	4044	Maintenance - partition wall	500	500	Annual service	500	
							No risk assessment required. 2 x water testing only.
	4061	Legionella Testing	400	400	Testing + risk assessment	250	
	4062	Maintenance - air conditioning	309	300	2.9% inflation	308	2.5% increase
	4063	Maintenance - plumbing	1,500	1,500		1500	
	4064	Maintenance - lightning conductor	227	220	2.9% inflation	227	2.5% increase
	4065	Fire Prevention Sundries	100	200	New fire notices required	100	
	4066	Keyholder Services	426	180	2.9% inflation	185	2.5% increase
	4500	Internal decorations	1,500	2,000	Corridors and halls	2000	
			37,731	37,586		37,829	

**BUDGET 2019/20
PROPERTY COMMITTEE**

BUDGET 2019/20 PROPERTY COMMITTEE			BUDGET 2018/19	ESTIMATED TO 31.03.2019	NOTES ON 2018/19	BUDGET 2019/20	NOTES ON 2019/20
EXPENDITURE - REVENUE							
AMENITIES - ALLOTMENTS							
301	4012	Water Rates	200	100	Based on invoices	100	
	4102	Rent to WSCC - Harwood Rd	300	250	Renew contract	250	Contract due for renewal Feb 2019.
	4200	Grounds Maintenance	750	750	Grass and hedge cutting	750	
	4259	Allotment Maintenance	100	100	Small maintenance	100	Small maintenance.
			1,350	1,200		1,200	

OTHER AMENITIES							
302	4200	Grounds Maintenance	19,417	15,416	2.9% inflation	20,000	New contractor - more areas covered.
	4019	Bus shelter cleaning	2,346	900	Bus shelters	925	2.5% increase
	4250	Bus Shelter Maintenance	2,000	2,000	Rolling programme of maintenance	2,000	Rolling programme of maintenance
	4251	Play Area Maintenance	8,000	8,000	Areas of wet pour and repairs	8,000	Wet pour repairs and equipment repair.
	4252	Open Space Maintenance	9,000	9,000	Includes tree work	9,000	Includes H&S tree work
	4253	Litter Warden Equipment	650	650	The litter trolley has been repaired several times and there is a possibility that it may not be able to be welded again.	850	New trolley with litter segregation capability.
	4254	Dog Bin Emptying - HDC	2,000	2,019	2.9% inflation	2,069	2.5% inflation
	4255	Street Lighting Maint/Supply	4,500	3,500	Contract to save money	3,500	Includes maintenance and some painting
	4258	Multi Courts Maintenance	2,494	2,494	2.9% inflation	2,556	2.5% inflation
	4260	Workshop	100	100	Security	100	2.5% inflation
	4302	Notice Board Maintenance	1,000	1,000		1,000	Some notice boards are small. Larger ones would be of benefit.
			51,507	45,079		50,000	

**BUDGET 2019/20
PET COMMITTEE**

			BUDGET 2018/19	ESTIMATED TO 31.03.19	NOTE	BUDGET 2019/20
EXPENDITURE - REVENUE						
201	4305	Planning Consultant Fees	2,250	2,250	Increased in 18/19 to include items that may be required by the tree wardens	2,250
	4306	Motte and Bailey	0	0		0
	4307	Emergency Planning	0	0		0
	4308	Highway Enhancements	0	0		0
			2,250	2,250		2,250

Nominations

- Every seat on every parish council is up for election, including both those filled at the 2015 elections and any filled at a by-election or co-opted to the council since then.
- There is no automatic carry-forward of councillors. Anyone wishing to stand for re-election in 2019 must submit their nomination paperwork.
- Please note that all election timetables are statutory. We cannot amend or alter any deadlines for any reason. Nominations must be delivered between 10am and 4pm, Monday to Friday between 26 March and 3 April, and must be brought in by hand.
- The elections office will handle all nominations. We do not expect parish clerks to get involved at all. Please advise all potential candidate to contact us so we can send them a nomination pack from mid-March onwards. The best way to contact us is by email to elections@horsham.gov.uk
- **Anyone wishing to stand as a District candidate** should contact us as soon as possible. We will be holding a formal briefing for district election agents and independent candidates to explain the nomination process and to provide an overview of the election (parish candidates do not need to attend that briefing).

Role of clerks

We ask that you do:

- Explain to potential candidates what the parish council does, how it works, information about roles, responsibilities and meetings etc.
- Use your parish newsletters, magazines and websites to encourage participation from potential candidates and to advertise the election to residents.
- Refer potential candidates to the elections office immediately to receive papers and guidance.
- Publish election notices that we will send to you.
- Continue with your normal duties before and after the election.
- Process acceptance of office documents as normal from all councillors after the election, including those re-standing.

We ask that you do not:

- Give out nomination packs – we will supply them to candidates upon request.
- Collect nominations back in – they have to come direct to the elections office.

Uncontested elections

- If the number of candidates is the same or less than the number of available seats, the election will be uncontested. All those who submitted valid nominations will be declared as having won the seat.
- This is considered unlikely for the District elections, but more likely for parish council elections.
- If your election is uncontested, we will send you the information you need from us.
- There will be a relatively small cost to the parish to cover the expense of preparing and running the election to that point. We will invoice the parish after the election.

Contested elections

- If the election is contested, we will provide details of the nominations to you through the formal notices.
- We will apportion costs for running the elections to the parish, and invoices will be sorted out some time after polling day.

Polling day

- Polling day is Thursday 2 May 2019.
- All polling stations will be open from 7am to 10pm.

The count

- The verification and count will take place on Friday 3 May 2019. We will provide details of winning candidates to you after the declaration of result.

TIMETABLE FOR ELECTIONS 2019

Event	Working days before poll	Date
Publication of notice of election	Not later than 25 days	26 March
Delivery of nomination papers	From the date stated on the notice of election on the nineteenth working day before the election (4pm)	From the date stated on the notice of election on 3 April (4pm)
Deadline for withdrawals of nomination	19 days (4pm)	3 April (4pm)
Publication of first interim election notice of alteration	19 days	3 April
Publication of statement of persons nominated	Not later than 18 days (4pm)	4 April (4pm)
Deadline for receiving applications for registration	12 days	12 April
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	11 days (5pm)	15 April (5pm)
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	6 days (5pm)	24 April (5pm)
Publication of second interim election notice of alteration	18 days - 6 days	Between 4 April and 24 April (inclusive)
Publication of notice of poll	Not later than 6 days	24 April
Publication of final election notice of alteration	5 days	25 April
Deadline for notification of appointment of polling and counting agents	5 days	25 April
First date that electors can apply for a replacement for lost postal votes	4 days	26 April
Polling day	0 (7am - 10pm)	Thursday 2 May
Last time that electors can apply for a replacement for spoilt or lost postal votes	0 (5pm)	2 May (5pm)
Deadline for emergency proxy applications	0 (5pm)	2 May (5pm)

Last time to alter the register due to clerical error or court appeal	0 (9pm)	2 May (9pm)
Delivery of return as to election expenses (parish council elections only)	Not later than 28 calendar days after the date of the election	30 May
Sending postal vote identifier rejection notices	Within 3 calendar months beginning with the date of the poll	2 August

Find out more at www.electoralcommission.org.uk

© NALC 2018

North Horsham Parish Council.

Notes from the Community Land Trust Meeting held on 17th December 2018 at Roffey Millennium Hall, Crawley Road, Horsham starting at 6.30pm.

In attendance

Cllr James Davidson (JD) - North Horsham Parish Council (from 7.30pm)

Cllr Joy Gough (JG) – North Horsham Parish Council

Peter Kenworthy (PK) – Resident

Graham Maunders (GM) – Action in Rural Sussex

Stuart Norton (SN) – Resident

Cllr John Smithurst (JS) – North Horsham Parish Council

Pauline Whitehead (PW) – North Horsham Parish Council – note taker.

Apologies

Cllr Ray Turner – North Horsham Parish Council

Setting the scene

The basis of the working party

PW explained why the working party had been formed. In September 2018 the Parish Council 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 to be led by the Planning, Environment and Transport Committee.” (PCM minute ref. FC/281/18)

In November 2018 after being acknowledged by the Planning, Environment and Transport Committee (Minute ref. PET/51/18) the Parish Council appointed Cllr James Davidson, Cllr Joy Gough, Cllr John Smithurst and Cllr Ray Turner to the Community Land Trust working party to be joined by residents who had shown an interest in the initiative following correspondence relating to the Neighbourhood Plan. (PCM Minute ref. FC/299/18)

The working party had no decision making powers. Any information or recommendations would have to be put back to the Parish Council, preferably through the Planning, Environment and Transport Committee.

Action in Rural Sussex (AiRS)

AiRS is an independent charity formed in 1931 and whilst most of its work is in rural communities, it works in urban areas too. Its broad aims are to reduce the incidence and impact of disadvantage and poverty, increase the capacity of communities to manage change for the benefit of all their members and inform and amplify the voice of communities to influence public policy.

AiRS operates a housing enabling service, "the Sussex Community Housing Hub", funded by nine of the Sussex district councils, including Horsham, which supports and gives technical advice to community led housing groups in Sussex. The Hub is currently supporting some 23 groups across Sussex to develop initiatives. These are predominantly Community Land Trusts (CLT's), support is also offered for cohousing, self-build and co-operatives.

GM provided a presentation of slides which accompany these notes.

CLTs enable the community to own the freehold interest in land / buildings in perpetuity and are not for profit organisations. Whilst they are principally used to build / acquire locally affordable homes for rent or shared ownership, CLT's can also own other community assets – such as a hall, shop, pub or communal land. Income from rent / services charges meets the management cost and can offer an opportunity for local communities to buy other community assets. . The key drivers for setting up a CLT tend to be a lack of locally affordable housing, and to ensure local say and influence on rent policy, allocation policy and design. Typically, rent policy will be based on what people earn locally.

The CLT board, which is elected through its local membership, ensures ongoing stewardship of the assets to ensure community benefit is maximised.

The management of the assets can be undertaken either directly or indirectly by appointing a specialist agency.

CLTs can be flexible to local need and so the nature of the land / buildings developed / acquired, and the form of renting / leasing / share ownership can be varied to suit the local circumstance.

National Community Land Trust Network

GM explained that the National Community Land Trust Network (NCLTN) is the official charity supporting Community Land Trusts in England and Wales.

(<http://www.communitylandtrusts.org.uk>).

Joining the National CLT Network gives access to information regarding specialist funding, resources, legal advice, Directors and Officers Liability insurance and free or discounted training opportunities. NCLTN are supporting the establishment of a number of regional / sub regional hubs – like the Sussex Community Housing Hub to provide 'hands on' advice and support to local community groups.

In December 2016 the Government announced the Community Housing Fund to be available over 5 years. . The first tranche of some £60m was allocated to 148 authorities to administer directly, where there was a significant number of second homes. A further £163m is being made available through the government agency Homes England. Bids for the second tranche of funding is open until December 2019, but it is possible that the deadline may be extended.

General information on CLTs

A CLT is a legal entity and operate in a defined boundary. **It can cost around £500 to become a legal entity – if the NCLTN Model Rules are utilised.** The National CLT Network can provide model documents to cover the legal requirements of setting up a CLT. **Set up funding to get to that stage is available through specialist funding sources.**

Local residents in the defined area (typically a parish – although some encompass several parishes / a town) can become members of the CLT and they elect the board. There are governance documents put in place to ensure openness and accountability. Commonly CLT's take the legal form of a Community Benefit Society.

The origins of of a CLT being formed vary. In some cases, it is because a piece of land becomes available (local authority, parish or private owner wanting to help a local community or through a planning requirement for affordable housing), in some cases it is because there is an unmet identified need and local concern about affordability.

SN asked at this point if the need for affordable housing in North Horsham had been assessed. GM explained that it is usual for a CLT to invite a member of the Local Authority to their 2nd or 3rd meeting to gain an understanding of local need, explore land availability, funding opportunities and start to establish links.

Housing Associations increasingly only tend to be interested in larger developments (30 homes +), so CLTs have a role to play in particular where there may be small parcels of land.

JS asked if S106 funding could be used. GM explained that S106 could be used if that was written into a S106 agreement.

Developers may offer buildings / land to CLTs through Section 106 Agreements at 60 – 70% of market value. Some landowners who may not sell for commercial purposes, are attracted to selling for community use.

Currently NCLTN funding is not available for feasibility studies. Although other sources – principally from the local authority can be.

JS asked what the liability was for both the Parish Council and the board of the CLT. CLTs must be an incorporated body established as a separate legal entity, **therefore the Parish Council has no legal liability**. When the CLT is set up it is important to have adequate insurance to cover the board members (normally through NCLTN) whose liability will only be £1 if they have exercised sound professional judgement whilst operating the CLT.

Should a CLT fold, any assets must be transferred to a similar body.

CLTs are essentially a group of individuals and whilst they work best where there is involvement from the District and Parish Councils, they are an independent legal entity.

At this point GM moved to the template agenda that had been sent to all working party members.

Cllr James Davidson arrived.

Purpose of the Steering Group

Terms of reference are provided by the Hub including key roles such as the chair, secretary and treasurer. A Steering Group operates for a time limited period until the legal entity and board are established. This can be achieved in as little as six months.

Meetings are usually monthly with individuals going away with specific tasks to complete by the next meeting. A draft template which can be varied to suit the needs of the individual CLT is attached to these notes.

Task and finish groups may also be utilised to address specific aspects in more detail.

Parish Council's provide a range of support depending on resources available. This can include in principle support, promotion / advocacy, communication, involvement of individual Parish Councillors, funding - offering a place for them to meet free of charge, website page promotion, grants e.g. Aldingbourne £5,000 and land e.g. Angmering. The Parish Council may be willing to pay for other ad hoc costs such as basic membership of the National CLT Network which is £49 or insurance costs which are in the region of £300.

CLT set up

One of the first tasks of the Steering Group is to define the area of benefit "the community". Whilst boundaries can be changed (subject to members agreement and additional legal cost), this needs to be determined to establish the area from

which members are drawn. In most instances it is often easier to use an area that has already been defined, such as a ward or parish boundary.

Examples and templates covering things like future aims, vision and mission and legal form can be obtained through the Hub and the National CLT Network.

Conflicts of interest are dealt with early on to help ensure that there is good governance.

Development

Local housing need. HDC will have information on housing need and a waiting list. However, the CLT may wish to explore this further and get information of their own. The CLT would develop its own policy on who would occupy any housing, this is usually done in conjunction with the District Council but may be focused on specific groups such as families. Ultimately it would be the Board of the CLT that would decide. The focus for the CLT would be set out in its Vision and Mission and objectives.

CLT's are most effective when they work in partnership with other key local organisations and community groups.

The CLT would look for land opportunities using the Local Plan and **Strategic Housing and economic land availability assessment (SHELAA)** and local knowledge. Site selection process would also involve discussions with landowners, developers and HDC. When approached the developer of the land North of Horsham did not close the door on working with a CLT, although the clock is ticking as the development progresses. . The options would need to be prioritised to determine which piece of land to focus on.

In previous schemes a piece of land has helped to galvanise the CLT and increase support. The number and type of homes will be dependent on many factors including need.

Development management / housing management can be undertaken in a range of ways. At one end of the spectrum, direct project management by the CLT Board (engaging professional support as necessary) and at the other in partnership with existing housing organisations - such as a housing associations or a private organisation. Depending on the option taken there are funding and legal implications to be considered.

Funding.

There are a number of sources of funding available for the various stages. At the outset the voluntary steering group incurs minimal costs and the 'hands on' Hub advice and support, including attendance at every meeting, is funded through the various councils including Horsham District. In the medium term ongoing Hub support and advice is paid for through individual project funding.

Essentially funding is needed for three key stages:

1. The set up cost for a CLT can be in the region of £4,000 – covering for example: incorporation, legal costs, communication (e.g. website / leaflets), meetings, business planning, and feasibility studies etc. .
2. To draw up proposals for a planning application costs in the region of £30,000 to £50,000.
3. The capital cost of building or acquiring property will vary according to the nature of the purchase..

The NCLTN Set up funding is currently closed but under review. It is hoped that further funding will be available early in 2019.

Other sources of funding for the first and second stage include the local authority and Homes England Community Housing Fund. . When capital funding is required for the project, Homes England and / or borrowing through the Charity Bank and Triodos Bank among others, and community shares are examples.

CLT's operate largely through the voluntary effort of board members. As they grow, income from assets and funding for projects enable them to engage paid help.

There may be pockets of money (e.g. Section 106 funding) or other resources to help with various requirements. For example, the Parish Council may offer a room free of charge for the CLT Steering Group to meet. Some groups operate with voluntary support from individuals happy to play a role other than being a steering group member - examples include someone to take minutes of the meetings and someone to develop the website to help publicise the CLT.

Most CLT's have a basic £1 membership fees (individuals and sometimes local organisations). Many CLTs also seek donations and undertake other forms of fund raising.

Communications with the wider community

At the outset, another key consideration for the Steering Group is how engage / involve the wider community. Encouraging involvement in the Steering Group /

Board, membership, CLT promotion generally and engaging key partner organisations.

It is important that the community is involved as the CLT develops. Members will receive regular information on the progress of the CLT and be able to attend the AGM and elect board members.

CLT's generally utilise websites, newsletters, Facebook Page and meetings to galvanise interest, attract board members and raise interest / awareness with people who are in housing need.

Next steps

1. The CLT Meeting will be noted under Chairman's Announcements at the Planning, Environment and Transport Committee Meeting on 20th December 2018.
2. The notes of the meeting will be circulated to the full Council and an agenda item tabled for the Parish Council Meeting scheduled for 10th January 2019.

The Parish Council will be asked: -

- to consider if they will support the forming of a CLT which will become a legal entity in its own right with no liability on the Parish Council.
- To consider if they would support the Steering Group in their application to the National CLT Network at a cost of £49 and pay for the initial insurance at a cost of up to £300 to come from the Planning revenue budget on the basis that the CLT applies for any additional setting up funding through the National CLT Network.
- To consider allowing the CLT to meet in a room provided by the Parish Council once a month free of charge.
- To consider providing administrative support for up to 6 months whilst the CLT is formed.

PW thanked GM for his presentation and for providing information. She also thanked those who attended, especially the residents as they had waited quite a while to get to this meeting stage.

There being no other business, the meeting closed at 8.20pm.

NORTH HORSHAM PARISH COUNCIL – Year of Culture 2019

Notes from the Year of Culture 2019 working party held at 4pm on Friday 9th November 2018 at Roffey Millennium Hall, (Amberley) Crawley Road, Horsham RH12 4DT

In attendance:- Cllr Alan Britten, Cllr Ray Turner, Ms Katheryn Saunderson, Assistant Head Teacher at Northholmes Primary School, Matt, head of Expressive Arts at Northholmes Junior School and Mr Barry Syder, resident.

North Horsham Parish Council has been awarded a grant of £1,000 from Horsham District Council towards promoting the motte and bailey castle at Chennelsbrook (Off Lemmington Way) as part of the Horsham District Year of Culture 2019.

Northholmes School is working towards 'Artmark' which is a promotion of arts, drama and music through existing curriculum values, which enables young people to have their voice. In the case of Northholmes, the young people are between 7 and 11 years old. "Artmark" promotes collaborative working and the Parish Council hoped to work with local students to explore ideas which will bring young people and all sections of the community to work together to promote the motte and bailey, and to also leave a legacy for the future.

Separately, the Parish Council had hoped to facilitate a display of old photographs in one of the rooms in Roffey Millennium Hall for a limited period during the summer of 2019. It was suggested there may be an opportunity to work with schools and other community organisations in North Horsham to enable creative pieces associated with the Motte and Bailey to be displayed as part of the Year of Culture and for community involvement in a photographic exhibition.

It was suggested that different schools in North Horsham may like to study local history surrounding one relevant era and produce work for display. However, another suggestion was that schools may like to concentrate on the era in which the Motte and Bailey existed, chose different aspects of life at that time and then use that as a basis for creating work which could be displayed.

It was observed that the motte and bailey was on the Riverside Walk and yet it wasn't widely known by local people. Horsham District Council maintain the area and the Green Gym also work there. There is an interactive display board and there has been information written about the motte and bailey by local historians in books on local history. Despite that it is still largely unknown.

Ms Saunderson AGREED to act as co-ordinator between the schools and the Parish Council and to explore the suggestions put forward with both Northholmes and the other schools in North Horsham. It was suggested that this could encourage children to undertake basic research and that there could be an opportunity to take some children to the site. It was also observed that families whose children were at local schools may have old photographs which could be

loaned to form an exhibition. There may also be an opportunity to access school records which could give another aspect of local history.

A modern day project of taking a photograph of local life during 2019 was also suggested as a legacy of the Year of Culture.

The meeting ended at 4.55pm.

NORTH HORSHAM PARISH COUNCIL
DRAFT CALENDAR OF MEETINGS MAY 2019 to MAY 2020 (1)
All meetings will be held at Roffey Millennium Hall.

MAY 2019 Thursday 16th Thursday 23 rd	ANNUAL PARISH COUNCIL. Planning, Environment & Transport.	NOVEMBER 2019 Thursday 7th Thursday 28 th	COUNCIL. Planning Environment & Transport.
JUNE 2019 Thursday 13 th Monday 17 th Thursday 20 th Thursday 27 th	Property. Internal Controls WP Planning Environment & Transport. Finance and Administration.	DECEMBER 2019 Thursday 5 th Thursday 12 th Thursday 19 th	Property. Finance and Administration. Planning, Environment & Transport.
JULY 2019 Thursday 4th Thursday 11 th Thursday 18 th	COUNCIL Personnel Planning Environment & Transport.	JANUARY 2020 Thursday 9th Thursday 16 th Thursday 23 rd	COUNCIL. Personnel. Planning, Environment & Transport.
AUGUST 2019 Thursday 1 st Monday 12 th Thursday 22 nd	Property Internal Controls WP Planning, Environment & Transport.	FEBRUARY 2020 Monday 3 rd Thursday 6 th Thursday 13 th Thursday 20 th	Internal Controls WP. Property. Finance and Administration. Planning, Environment & Transport.
SEPTEMBER 2019 Thursday 5th Thursday 12 th Thursday 19 th Thursday 26 th Monday 30 th	COUNCIL. Finance and Administration Planning Environment & Transport. (Budget) Personnel (Budget) Internal Controls WP.	MARCH 2020 Thursday 6th Thursday 19 th	COUNCIL Planning, Environment & Transport.
OCTOBER 2019 Thursday 3 rd Thursday 24 th Thursday 31 st	Property. (Budget) Finance and Administration. (Budget) Planning Environment & Transport.	APRIL 2020 Thursday 2 nd Monday 6 th Thursday 9 th Monday 13th Thursday 16 th Thursday 23 rd	Personnel Internal Controls WP. Property. Annual Meeting of Electors of the Parish. Finance and Administration. Planning, Environment & Transport.
		MAY 2020 Thursday 14th Thursday 21 st	COUNCIL. Planning, Environment & Transport.

North Horsham Parish Council Meeting 10th January 2019 Agenda Item 21

Correspondence List 1 from 2nd November 2018 to 4th January 2019

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

To be circulated at the meeting.

Circulated to all Councillors.

1. West Sussex County Council

- Planned Roadworks in West Sussex.
- North Horsham County Local Committee - 12 November 2018 – agenda.
- Early Warning Notice - Temporary Traffic Regulation Order - Harwood Road, Horsham - Proposed start date: 04/02/19
- Operation Watershed - Ditch the Problem - Riparian Ownership
- Public Notice - Temporary Traffic Regulation Order - Godwin Way, Horsham - Start date 25/11/2018
- Minutes from North Horsham County Local Committee held on 12th November 2018.
- Waste News: Have yourself a waste free Merry Christmas
- Newsletter – December 2018
- Early Warning Notice - Temporary Traffic Regulation Order - Jackdaw Lane, Horsham - Proposed start date 21/01/2019
- Local Committee in North Horsham – 25th February 2018 – 7.30pm County Hall North, Parkside, Charts Way Horsham.
- Early Warning Notice - Temporary Traffic Regulation Order - Parsonage Road, Horsham - Proposed start date: 11/05/19.
- County Local Committee dates 2019/20.
- The West Sussex County Council Budget Challenge
- Public Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - Start date: 19/01/19

2. Horsham District Council

- What's on in Horsham.
- Year of Culture updates.
- Chennells Way Open Space – information about mature Oak Tree
- Opportunity for young people to have their say
- Young Horsham District Forum – 3rd December 2018
- Redkiln Way Play Area refurbishment.
- Section 106 fund printout for North Horsham and commitments for October 2018.
- Reallocation of Section 106 monies awarded to the Holbrook Club for a Play Barn. The request is to reallocate to converting a rifle range into an exercise facility. To be heard by the Plannings Obligation Panel on 10th December. Councillors were invited to put comments forward. Any comments received to be passed on to HDC and noted as from individuals accordingly. Notification that £68,670.95 has been awarded to the project.
- Heritage Trails and free volunteer training.
- Christmas and New Year bin collections | Horsham Christmas Markets Warm Home Discount

- Agenda for Plannings Obligation Panel Meeting 10th December 2018 considering S106 application from Holbrook Club (See above).
 - Details of Year of Culture Launch event.
3. Resident correspondence
Concern regarding air pollution on Rusper Road. E-mail passed to County Councillor.
4. NALC
- Chief executive's bulletin 2.11.18.
 - Chief Executive's Bulletin 9.11.18
 - Chief Executive's Bulletin 16.11.18 – Public sector bodies websites and mobile applications accessibility regulations 2018.
 - Chief Executive's Bulletin 23.11.18
 - Chief Executive's Bulletin 30.11.18
 - Chief Executive's Bulletin 7.12.18
 - Chief Executive's Bulletin 14.12.18
 - Chief Executive's Bulletin 21.12.18
 - Newsletter 8.11.18
 - Newsletter 14.11.18
 - Newsletter 21.11.18
 - Newsletter 12.12.18
 - Tree Charter Day – 24th November 2018
5. Sussex Association of Local Councils (SALC)
- WSALC and NALC Subscriptions 2019/20
 - Public consultation on the proposed Adults' Services Vision and Strategy - 16 November to 14 December 2018.
 - Sussex ALC Weekly Bulletin
6. Sussex Police
- Horsham Weekly Bulletins
 - Sussex Police Funding 2018-2022 11/11/2018
7. Crawley, Horsham and Mid Sussex CCG
- Clinical Commissioning Groups (CCG) Patient Roundup 1st November 2018
 - Public consultation on the proposed Adults' Services Vision and Strategy, 16 November - 14 December 2018.
 - Clinical Commissioning Groups (CCG) Patient Roundup for December 2018.
8. Wimblehurst Road Residents Association
Response to 2nd Horsham Enterprise Park Consultation.
9. Friends of Horsham Park
November newsletter and AGM minutes
10. Gatwick Airport
- Gatwick Masterplan – note of events and where to see hard copies of the masterplan.
 - Invitation to Discover Gatwick 2018/19
11. Horsham Older People's Forum
Old Peoples Forum Agenda for public meeting & AGM 4th December 2018 Ashington

12. The Woodland Trust
Tree Charter Day (24th November 2018) and Newsletter. Forwarded to the Parish Council Tree Wardens.
13. Bohunt School
2020 Admissions Policy consultation.
Section 10 statutory consultation about opening a free school in the area.
14. Westlake House
New general manager – Gail Stone
15. CAGNE
Newsletter
16. The Gatwick Diamond
Economic Summit - 20 June, Arora Hotel, Crawley
17. CPRE
Response to Gatwick Master Plan.
18. Gatwick Airport Noise Management Board
Notes and slides from recent meeting (5th December 2018).