



NORTH HORSHAM PARISH COUNCIL



ANNUAL REPORT 2018/19

Roffey Millennium Hall, Crawley Road, Horsham, West Sussex, RH12 4DT

Tel: 01403 750786

Email: parish.clerk@northhorsham-pc.gov.uk

Website: www.northhorsham-pc.gov.uk

Facebook: [www.facebook.com/](https://www.facebook.com/NorthHorshamParishCouncil) North Horsham Parish Council



MESSAGE FROM THE CHAIRMAN

It is with pleasure that, as Chairman of North Horsham Parish Council, I introduce the Annual Report for 2018/19.

In 1964 Bob Dylan wrote that "The Times They Are a-Changin". This could have been written to apply to the future of North Horsham parish as there are big changes associated with development facing the parish in the future. But, before looking forward, 2018 was a time to look back and reflect on the centenary of the end of the first World War. This tragic event in history affected North Horsham as it did many other communities up and down the country. The Parish Council displayed 'Silent Soldiers' at Roffey Millennium Hall and Holbrook Tythe Barn to remember and respect those who gave their lives for others.

The Parish Council looks forward to working into the future in partnership with other agencies for the benefit of local residents. Over the year questions were put forward to the Chief Constable of Sussex Police to raise awareness of the concerns raised by residents in respect of an increase in car crime, anti-social motorbike riding and drug dealing in the parish.

The Parish Council is taking part in Horsham District Council's Year of Culture 2019 reflecting on "North Horsham Now and Then" and giving an opportunity for a new photographic record of North Horsham to be made and for a chance to reminisce with old photographs. The Council has chosen the 6th July 2019, which coincides with the annual Riverside Walk event, to invite local residents to take photographs of their surroundings to be included to make a pictorial record of North Horsham Parish in 2019.

The Parish Council holds proactive meetings with the developers for the land north of Horsham to try to get the best for local residents. Concerned about a lack of affordable housing, the Parish Council is working with residents to explore if there is a need for a Community Housing Trust in the parish to offer alternatives to those seeking homes of their own.

The Parish Council listens to its residents and is keen for them to be involved. In 2018 Parish Councillors delivered leaflets to every household in the parish asking for views on a Neighbourhood Plan for the parish. When very little support came forward, it was agreed not to continue with the Plan, but those residents who volunteered to give their

proactive support were invited to get involved with other activities led by the Parish Council.

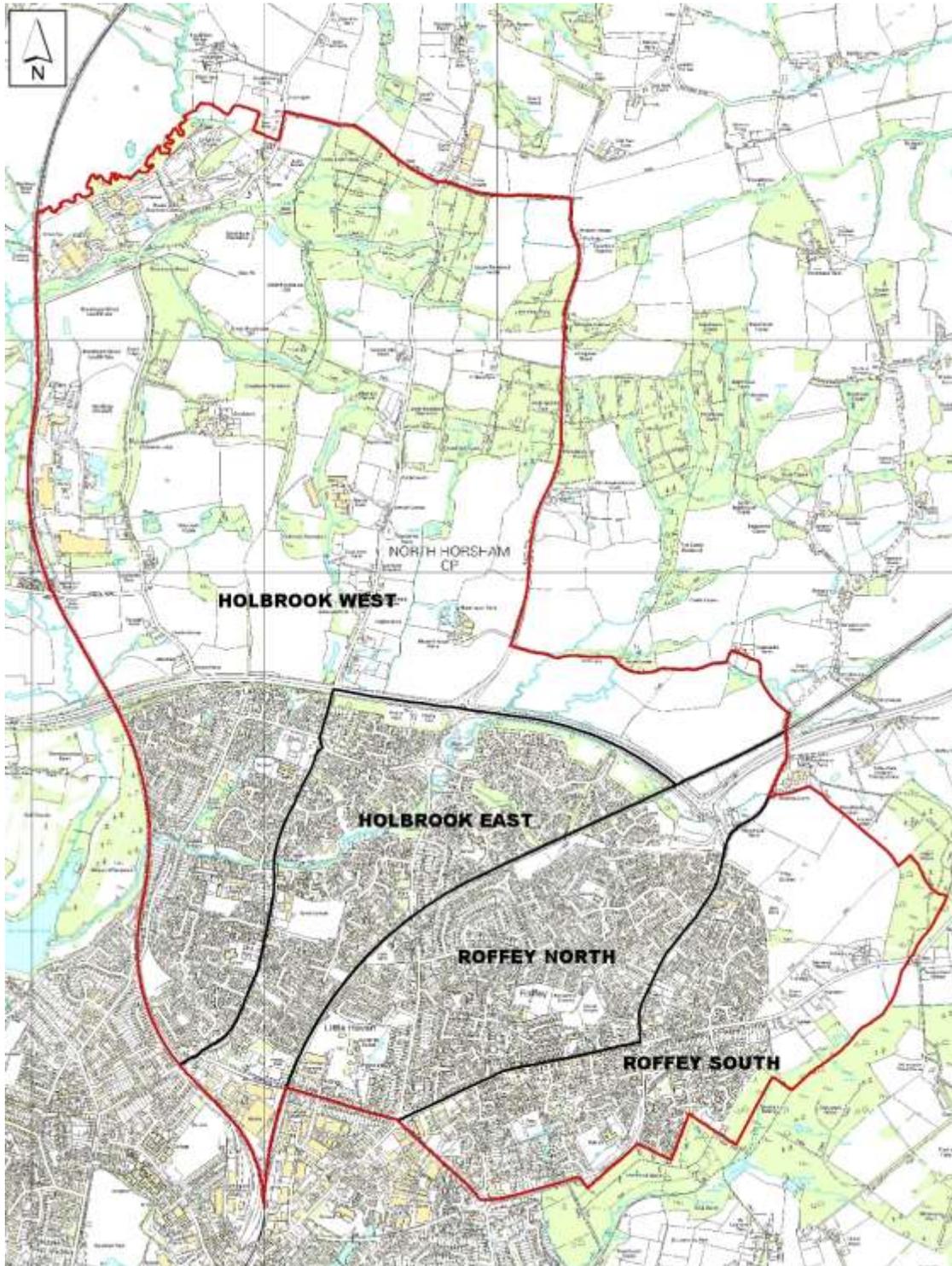
I would like to express appreciation for the hard work of councillors, staff, volunteers and residents who have worked for their local community over the last few years. I hope that more people in the parish put themselves forward to be parish councillors to fill two vacancies in Horsham Rural and Comptons from the May 2019 elections and as opportunities arise and that residents work with the Parish Council for the benefit of the wider community. The Parish Council is the layer of local government closest to its community and it is there to help local residents like you. Please get involved.

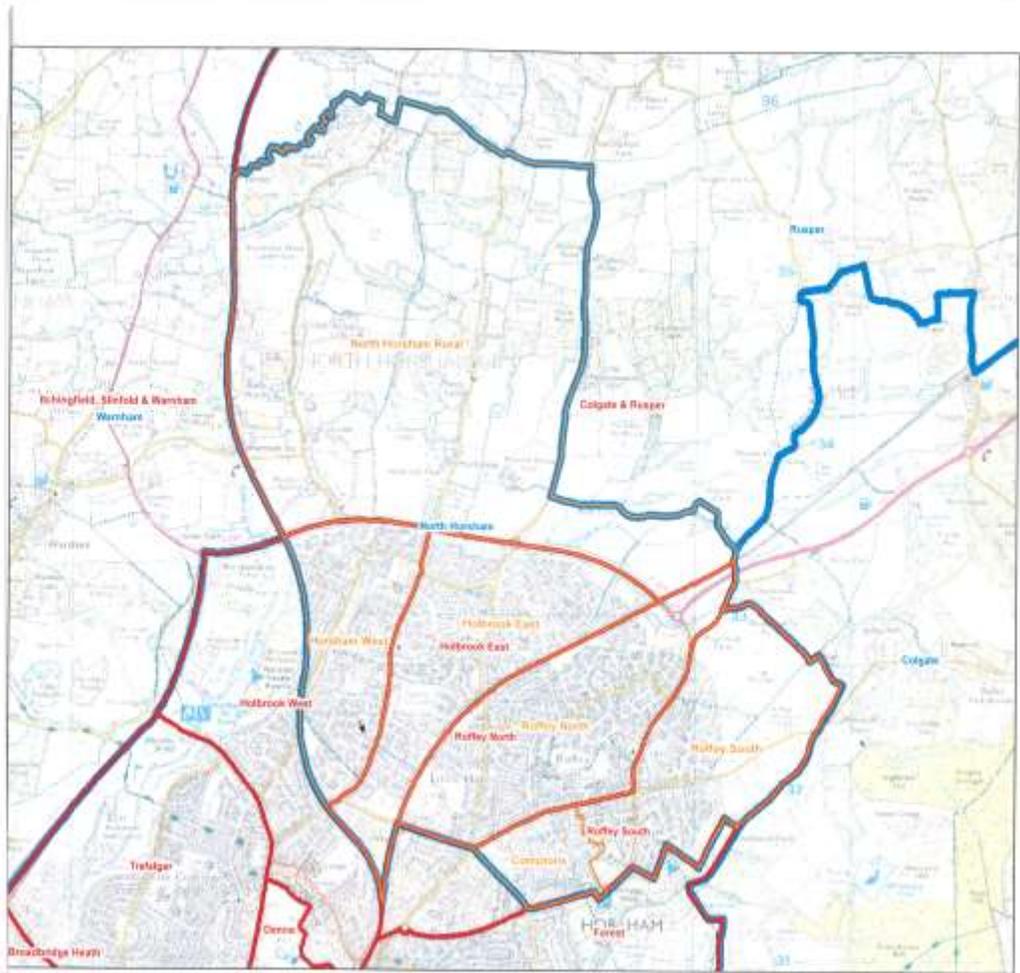
There is a lot of information about the Parish Council contained in this report and I hope that you enjoy reading it.

*Councillor Alan Britten
Chairman of North Horsham Parish Council*

NORTH HORSHAM

North Horsham parish is made up of four parish wards, Roffey North and South and Holbrook East and West. From May 2019 Roffey South will divide and form Roffey South and Comptons and Holbrook West will be divided into Holbrook West and North Horsham Rural. The Parish boundaries and District boundaries are not the same and the parish will still have 19 Councillors.





(Source:Boundary Commission for England 2018.)

Map to show the six wards of North Horsham parish from May 2019.

North Horsham Parish covers approximately 1,905 hectares. In 2011 the parish had a population of 24,193 living in 10,198 households. In 2018 there were 17,003 electors. The majority of housing is concentrated to the south of the A264, but there is approval for a development of 2,750 houses, a business park, schools, community buildings and green spaces on the land north of the A264. It is hoped that work will start in late 2019 and that the Bohunt School will open its doors in 2021.

North Horsham Parish is neighbour to Forest and Denne Neighbourhood Councils, Warnham Parish Council, Rusper Parish Council and Colgate Parish Council. An area to the east of the parish borders the High Weald Area of Outstanding Natural Beauty (WAONB).

North Horsham contains a wealth of green areas used for recreation, many play areas, community buildings, health facilities, shops and small businesses. It has good bus links, a railway station, cycleways and both urban and rural footpaths. The much-loved

Horsham Riverside Walk passes through some of North Horsham's unspoilt woodland and HDC's only listed ancient monument, Chennelsbrook motte and bailey castle, is situated just off Lemmington Way. Whilst there is dependence on Horsham town for some of the larger facilities, North Horsham has its own identity and sense of community with long established local organisations.

PARISH COUNCIL

The Parish Council Office is situated in the Roffey Millennium Hall on Crawley Road. The Parish Office opens Monday to Friday from 9am to 5pm and offers an opportunity to book and pay for hire of the three halls owned and maintained by the Parish Council (Roffey Millennium Hall, North Heath Hall and Holbrook Tythe Barn), the multicourts and allotments. There is information available about Parish Council facilities, the local area and what's on in the halls. There is an opportunity for small amounts of photocopying to be done for a modest charge.

The full Parish Council as a corporate body meets at the Roffey Millennium Hall six times in the year and there are regularly scheduled meetings of the Parish Council's Committees – Finance and Administration, Personnel, Planning Environment and Transport and Property. During 2018/19 working parties have made initial plans for the Year of Culture 2019, started to explore Community Land Trusts and worked together to develop responses to specific consultations. The north of Horsham development Parish Liaison group reports to the Planning, Environment and Transport Committee and includes key stakeholders including residents. An Internal Controls Working Party reports to the Finance and Administration Committee. Parish Councillors have been appointed onto working groups formed by Horsham District Council and which are looking at a Management Plan for Horsham Park.

Meetings of the Parish Council and its Committees usually start at 7.30pm, are held in public and everyone is welcome to attend. There is fifteen minutes set aside at the beginning of all Council and Committee meetings for members of the public to ask questions, raise issues of concern, make a statement about local issues or draw relevant matters to the Council's attention.

Details of meetings, including forthcoming meeting dates can be found on the Parish Council's notice boards which are situated across the parish and on the Parish Council's website www.northhorsham-pc.gov.uk.

PARISH COUNCILLORS

Parish Councillors are active in the community, work together to bring local issues to the attention of the council and work together to make decisions on behalf of the local community.

North Horsham Parish Council has nineteen Councillors. In May 2018 Cllr Joy Gough filled one of two vacancies in Roffey South, leaving one vacancy in Roffey South and one in Roffey North, both as a result of Councillor resignations. With elections in May 2019, the Council agreed that they wouldn't try to fill the vacancies in the last six months of the current administration.

The Parish Council operates an independently reviewed Scheme of Members' Allowances whereby an annual Allowance of £467 is payable to those elected Parish Councillors who wish to receive it. The Allowance is not available to those who are co-opted.

The Parish Council nominates representative Parish Councillors to serve on several local voluntary, public and community organisations throughout the year. Examples of such organisations are Horsham Town Community Partnership and Horsham District Association of Local Councils.

Activities in central Government impact on local Councils and Councillors keep up to date with legislation and new opportunities through attending training events. Councillors have attended training on the General Data Protection Regulations that came into force in May 2018. Training is offered through WSCC, HDC and through the Surrey and Sussex Association of Local Councils.

VOLUNTEERS

The Parish Council is grateful to four local volunteers who have stepped forward to take the role of Tree Wardens for the Parish. The Tree Warden Scheme, which is overseen by WSCC, supports local Tree Wardens who are appointed by the Parish Council and offers advice and some training. North Horsham's Tree Wardens have provided a list of all the trees on Parish Council Property and have reported back to the Planning, Environment and Transport Committee on a six-monthly basis. They are valuable for reporting any concerns with trees that they may notice as they walk around the parish.

The Parish Council is appreciative of the Earles Meadow Conservation Group who support them in looking after the large open space at Earles Meadow by litter picking, planting, minor repairs and conservation work.

Whilst individual projects have been singled out above, the Parish Council would like to thank all the volunteers who work to support their community, without them, North Horsham would not be the place that we all love to live and work in.

PARISH COUNCIL STAFF

North Horsham Parish Council employs eleven members of staff, three full time and eight part time. The three full time staff hold the Certificate in Local Council Administration (CiLCA) qualification. The Parish Council promotes a strong team culture despite some members of staff working remotely. There are five administration staff and six caretakers, two at each Hall. Two of the caretakers are also litter wardens who work to keep the main streets of North Horsham clean and tidy. There was a caretaker vacancy during 2018, but that has now been filled.

The Council is committed to developing and nurturing its staff through training and opportunities for growth. All staff are given the opportunity to attend relevant short courses to improve their skill base.

FINANCE

The Parish Council is funded by the Precept, a Council Tax Benefit Grant, and Environmental Cleansing Grant. Other income is from the from halls and other assets. The table below shows actual income and expenditure over the last three years and the budget for 2018/19.

Income

	2016/17 actual	2017/18 actual	2018/19 actual	2019/20 budget
Precept	282,726	293,551	319,943	327,769
Council Tax Benefit	7,006	1,403	0	0
Environmental Grant	9,538	9,691	9836	9,836
Amenity Misc. income	0	0	150	0
Administration	1,518	879	421	100
Allotments	750	1,015	539	775
North Heath Hall	57,651	62,013	64,471	64,873
Holbrook Tythe Barn	27,068	35,098	36,425	34,110
Multi Court Lettings	17,921	22,318	24,270	22,035
Roffey Millennium Hall	73,845	74,222	85,141	83,463
Total income	478,023	500,190	541,195	542,961

Expenditure

	2016/17 actual	2017/18 actual	2018/19 actual	2019/20 budget
Administration	52,278	52,327	45,766	55,720
Grants	8,577	8,800	5,660	10,000
Burial contributions	3,000	9,183	6,730	6,750
Personnel	293,325	275,645	287,705	302,450
Planning Environment and Transport	0	2,000	737	2,250
Allotments	717	1,009	1,589	1,200
Amenity, Recs and Open Spaces	37,799	42,712	34,481	50,000
North Heath Hall	24,070	23,303	23,180	26,399
Holbrook Tythe Barn	17,582	20,777	21,164	23,001
Roffey Millennium Hall	32,564	33,200	34,546	37,829
Total expenditure	469,912	468,954	461,558	515,599

The Parish Council started the financial year with a General Reserve of £106,513. At 31st March 2019 the General Reserve had risen to £186,151. £26,770 of that has been re-allocated to undertake repairs to the Boardwalks at Earles Meadow in 2019/20, for upgrading the Parish Council's streetlighting and for external decoration at Holbrook Tythe Barn. The remaining £159,381 covers net expenditure (2018/19) for ensuring that the Parish Council can operate for the advised period of around six months' running reserve.

The Parish Council also holds Earmarked Reserves for identified purposes as shown below.

Earmarked Reserves

Reserve	Purpose	Balance at 31.3.2019
Repairs & Renewals	For ongoing maintenance work at the Community venues.	150,220
Election Reserve	For Parish election costs.	19,950
Revenue Reserve – VAT contingency.	To cover the Council should it exceed the de-minimus value of VAT.	7,955
Boiler at Roffey Millennium Hall	Replacement	10,000
Tree Management	To respond to tree inspection and urgent remedial work.	6,000
Planning	For professional support in relation to large development.	8,035
Roffey Youth Club	Funds from the closure of Roffey Youth Club and the winding down of the associated Charity.	5,621
Capital Receipt	Sale of land at North Heath Hall to be spent on capital projects from the Business Plan.	25,000
	TOTAL Ear Marked Reserves	232,781

GRANTS

The Parish Council is pleased to have supported activities which benefited the local community during 2018/19.

Details of grants made during 2018/19 are shown below :-

Grant awarded to	Amount	Purpose
Victim support	500.00	To support victims of crime
Horsham in Bloom - donation returned as Horsham in Bloom disbanded	400.00	Allotment Competition
Age UK Horsham District	1,000.00	To support the North Horsham 'Full of Life' event.
Heather Playgroup	2,500.00	Towards replacing the roof of their playgroup building.
Home Start Crawley, Horsham and Mid Sussex	700.00	To support families in North Horsham.

Grant awarded to	Amount	Purpose
West Sussex Mediation Service	500.00	To support those involved in disputes.
Earles Meadow Conservation Group	565.00	To enable ongoing conservation work at Earles Meadow.
North Horsham Friendship Club	225.00	To enable transport for trips for those who attend the Friendship Club.
Horsham Town Community Partnership	170.00	To support the 2019 Riverside Walk.

In addition to the grants given above, North Horsham Parish Council gives a room free of charge to the Citizens Advice to enable their outreach sessions to take place every Monday morning. The annual cost for this facility is around £1,000.

The Parish Council considers grants at the Finance and Administration Committee Meetings. The grants policy and application form are available on the Parish Council website, or contact the Parish Clerk.

COUNCIL ACTIVITIES DURING 2018/19

The Planning, Environment and Transport Committee has considered over 200 Planning applications over the year and submitted comments to HDC. The Committee has also considered and responded to consultations as appropriate. The Planning, Transport and Environment Committee submitted a Traffic Regulation Order to reduce the speed in Lambs Farm Road and Hawkesbourne Road to try to improve road safety, especially for children walking to nearby schools. The Parish Council has continued to work collaboratively with key stakeholders on the development north of the A264 to try to get the best for existing residents and those moving into the new housing. The working group includes representatives from HDC, the developers, local organisations, residents, Action in Rural Sussex, Parish Council Tree Wardens and those from Education, Health, and Business as required. The Parish Council is also exploring how best to integrate the new development with the existing community.

Over the past twelve months the Parish Council has been asked to comment on several significant consultations and planning applications. The Parish Council objected to the application for the Recovery, Recycling and Renewable Energy facility on Langhurstwood Road having listened closely to residents' concerns. Although the application was rejected by West Sussex County Council (WSSCC), the applicants,

Brittaniacrest Ltd., appealed. The Parish Council will continue to represent residents' views through the appeal process.

The Parish Council supported housing on the former Novartis site on Parsonage Road and well as employment opportunities however, there are concerns that the changes to the road infrastructure are not sufficient to reduce the impact on Horsham in general and in particular those living in close vicinity. The Parish Council will continue to represent the views of local people on local issues.

Gatwick released its masterplan for development over the forthcoming years. Whilst the Parish Council accepts that there will be consequences of development, it also acknowledged that the Airport gives many residents employment opportunities and other benefits and reflected that in its response.

The Property Committee oversees all the Parish Council's buildings and open spaces. There are, Roffey Millennium Hall, North Heath Hall, Holbrook Tythe Barn, Amberly Open space and Playground, Earles Meadow open space and Playground, Birches Road and Holbrook Tythe Barn Playground. During 2018/19 there has been the usual ongoing work to ensure that the buildings are in a good state of repair and compliant with legislation. The buildings continue to be used for a variety of activities including dance and keep fit classes, children's parties, martial arts, painting classes, one to one consultations, Citizens Advice Bureau surgeries and corporate events. The Parish Council is pleased to report that when asked for feedback there is a high level of satisfaction from the hirers of the halls. The Parish Council has worked hard to increase the use of its facilities with success, especially at Holbrook Tythe Barn. The Parish Council is always willing to discuss with clients' ways in which we can help to provide a space for their event or activity.

The playgrounds continue to be popular and there is an ongoing schedule of maintenance and inspection. The 28 Parish Council owned allotments are all occupied and there are 6 people on the waiting list. This has reduced from 2017/18 when there were 9 people on the waiting list. The allotments are inspected regularly. The Parish Council has renewed the lease for the land at Harwood Road allotments for another five years ensuring that the Harwood Road Allotment Association have the opportunity to enjoy the benefits of having a space to grow fruit and vegetables.

During 2018/19 work has commenced on a Tree Management Scheme and measures are in place to progress a schedule of works for trees and a programme of inspection. Schedules of work and inspection regimes are in place for all Parish Council owned assets including Street lighting, bus shelters, litter bins, dog bins and notice boards. Repairs or remedial action is taken as a result of inspections.

North Horsham Friendship Club has continued to meet every fortnight on a Thursday afternoon between 2pm and 4pm at Roffey Millennium Hall. Members must live in North Horsham and be over 60 years of age. Activities have included games afternoons, sing-a-longs, talks, trips and demonstrations, but the focus is on giving people the chance to meet up over a cup of tea and a piece of cake and to make friendships.

And in 2019.....

Looking forward, the Parish Council is involved in the Horsham District Council Year of Culture 2019 and hopes to work with local schools to raise the profile of Horsham District's only listed monument which is the motte and bailey castle off Lemmington Way. The site, owned by Horsham District Council is maintained by Horsham Green Gym. The Parish Council hopes to raise awareness of the monument by working with schools and perhaps producing an interactive website as part of the Parish Council's website.

On July 6th North Horsham Parish Council is asking people to take a photograph of North Horsham as a record of what our parish is like in 2019. Photographs that are submitted will be published on the Parish Council website. Look out for the **Horsham Now and Then event** which will be held on a Saturday morning in September. The Parish Council will be inviting residents to bring along old photographs of the parish and there will be an opportunity to reminisce and to bring the history of the parish alive.



North Heath Hall, North Heath Lane.

COUNCIL RESPONSIBILITIES...who does what?

Municipal services within North Horsham are provided by three tiers of Local Government – West Sussex County Council, Horsham District Council and North Horsham Parish Council. All Councils work together, but each authority has its own areas of responsibility and service delivery. Overleaf is an overview of which authority provides each service.

<p>NORTH HORSHAM PARISH COUNCIL</p>	<p>Roffey Millennium Hall North Heath Hall Holbrook Tythe Barn Amberley Road Allotments Holbrook Tythe Barn Play Area Birches Road Play Area Amberley Close Play Area</p>	<p>Earles Meadow Play Area Earles Meadow open space Bus shelters – 6 in various locations Notice Boards – 9 in various locations Street Lighting- 27 in various locations Seats Litter bins Dog bins – 27 in various locations</p> <p>For more details on North Horsham Parish Council visit our website:- www.northhorsham-pc.gov.uk</p>
<p>HORSHAM DISTRICT COUNCIL</p>	<p>Refuse collections Waste and Recycling Litter Dog fouling Housing Environmental Health Business Rates</p>	<p>Open spaces (some) Tourist Information Planning Services Economic Redevelopment Car Parks Council Tax</p> <p>For more details on HDC visit their website:- www.horsham.gov.uk</p>
<p>WEST SUSSEX COUNTY COUNCIL</p>	<p>Libraries Highways Footpaths Road conditions Street Lighting Education</p>	<p>Social Services Trees Trading Standards Health Children’s Services</p> <p>For more details on WSCC visit their website:- www.westsussex.gov.uk</p>

YOUR PARISH COUNCILLORS AT APRIL 2019

		ADDRESS	PHONE
HOLBROOK EAST	Karen Burgess	27, Haybarn Drive, RH12 5JF	273533
	Rita Ginn	17, Rusper Road, RH12 4BA	264109
	Frances Haigh	27, Winterbourne, RH12 5JW	253652
	Tony Rickett	33, Bluebell Close, RH12 5WB	217003
	John Smithurst	1, Quail Close, RH12 5ZJ	262535
HOLBROOK WEST	Peter Burgess	27, Haybarn Drive, RH12 5JF	273533
	Roland Knight	99, Pondtail Road, RH12 5HT	264072
	Richard Millington	22, Keats Close, RH12 5PL	241746
	Ian Wassell	21, Speedwell Way, RH12 5WA	258762
ROFFEY NORTH	Alan Britten	32, Brushwood Road, RH12 4PE	272226
	James Davidson	4, Littlehaven Lane, RH12 4JA	07771 515281
	Martin Loates	10, Bryce Close, RH12 4EF	269465
	David Searle	7, Earles Meadow, RH12 4HP	256267
	Simon Torn	9, Shepherds Way, RH12 4LT	07748 332774
	VACANCY		
ROFFEY SOUTH	Joy Gough	9 St. Christophers Close RH12 2EH	261800
	Ray Turner	8, Conifers Close, RH12 4QH	259612
	Sally Wilton	54, Beech Road, RH12 4TU	269126
	VACANCY		



PROPOSED CALENDAR OF MEETINGS TO AUGUST 2019

APRIL 2019 Monday 15th Thursday 18 th Thursday 25 th	Annual Meeting of Electors of the Parish. Finance and Administration Planning, Environment & Transport.
MAY 2019 Thursday 2 nd Tuesday 7 th Thursday 16th Thursday 23 rd	Parish Council elections New Councillors are able to take office. ANNUAL PARISH 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.
JULY 2019 Thursday 4th Thursday 11 th Thursday 18 th	COUNCIL Personnel Planning Environment & Transport.
AUGUST 2019 Thursday 1 st Monday 12 th Thursday 22 nd	Property Internal Controls Working Party Planning, Environment & Transport.

For future meetings please see the calendar of meetings on the Parish Council website www.northhorsham-pc.gov.uk.

We love working on behalf of North Horsham and we hope that you enjoy living in this very pleasant part of West Sussex.

If you have enjoyed reading this Annual Report please tell your friends and family!

Hard copies of the report are available at North Horsham Parish Council Offices, Roffey Millennium Hall, Crawley Road, Horsham.

If you have any comments about the Annual Report or you would like to know more, please contact the Clerk.

If you have any comments that you would like the Parish Council to hear, then let the Clerk know.