

**MINUTES OF A NORTH HORSHAM PARISH COUNCIL  
PARISH COUNCIL MEETING HELD ON THURSDAY 7<sup>TH</sup> NOVEMBER 2019  
AT 7.30pm AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

**Present:** Councillors: - A. Britten (Chairman), Mrs K. Burgess, P. Burgess, M. Cockerill (*arrived late and extended apologies*), J. Davidson, Mrs R. Ginn, Mrs J. Gough, R. Knight, D. Mahon\*, R. Millington, T. Rickett B.E.M.(Vice Chairman), D. Searle, A. Shine, J Smithurst, S. Torn, R. Turner, I. Wassell\* and Mrs S. Wilton.

\* denotes absence.

**In attendance:** Parish Clerk - Pauline Whitehead BA(Hons) FSLCC, Deputy Clerk – Vivien Edwards.

**FC/413/19 Public Forum**

There were no members of the public in attendance.

**FC/414/19 Apologies for absence**

The Council received apologies and reasons for absence from Cllr I Wassell. Cllr D Mahon did not attend or give apologies.

**FC/415/19 Minutes of the previous meeting**

The minutes of the Parish Council Meeting held on 5<sup>th</sup> September 2019 were agreed and signed by the Chairman as a true record.

**FC/416/19 Declarations of interest**

There were no Declarations of Interest.

**FC/417/19 Committees and Working Parties**

The following Committee Minutes were presented to Council:–

- (a) Property Committee – 10<sup>th</sup> October 2019
- (b) Scheduled Planning, Environment and Transport Committee – 19<sup>th</sup> September 2019 and an Extraordinary Planning, Environment and Transport Meeting held on 26<sup>th</sup> September 2019. (The Planning Minutes from 31<sup>st</sup> October 2019 had not been finalized and would be presented at the meeting on 9<sup>th</sup> January 2020)
- (c) Personnel Committee – 26<sup>th</sup> September 2019
- (d) Scheduled Finance and Administration Committee – 24<sup>th</sup> October 2019 and Extraordinary Finance and Administration Committees held on 12<sup>th</sup> September 2019 and 7<sup>th</sup> October 2019
- (e) Community Infrastructure Levy Infrastructure working party meeting – 10<sup>th</sup> October 2019 – see agenda item 12.

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

**FC/418/19 Reports from representatives on outside bodies.**

Cllr Searle presented a written report as Chairman of the Horsham Town and Community Partnership (attached). The Chairman thanked him for the report and the extensive work that had been carried out for the benefit of North Horsham.

**FC/419/19 Reports from District or County Councillors**

Horsham District Councillors Roy Cornell (Roffey South), John Milne (Roffey North) and Tony Bevis (Roffey North) were in attendance.

West Sussex County Councillor Liz Kitchen was in attendance. West Sussex County Cllr. Andrew Baldwin gave his apologies for the meeting. West Sussex County Councillor Liz Kitchen reported that remedial work had been done on flowerbeds at Roffey Corner.

Horsham District Councillor John Milne reported that an Audit of Walking and Cycling was underway throughout the whole of Horsham.

Cllr Peter Burgess reported that in his capacity as Cabinet Member for Horsham Town he was initiating a safety project throughout the town and North Horsham to address concerns surrounding the conflict between cyclists and pedestrians and misuse of electric scooters.

**FC/420/19 Chairman's announcements**

1. Appreciation was given to those who supported the 'North Horsham Now and Then' Reminiscence event on 7<sup>th</sup> September 2019. It was not well attended by the public, but the interesting information from the day will be put onto the website in due course.

2. The Horsham District Council (HDC) Joint Action Group due to be held on 10<sup>th</sup> September 2019 was cancelled. The Parish Council's concerns regarding drug dealing and anti-social behaviour in and around Roffey, as reported at the September 2019 Parish Council Meeting, had been passed to Sussex Police.

Cllr Britten, Cllr Turner, Cllr Burgess and the Clerk met with two officers from Sussex Police on 24<sup>th</sup> September 2019 to discuss the concerns surrounding anti-social behaviour. A representative from HDC's Community Safety Team was also invited, but not able to attend.

Acting Sergeant Brotherhood and PCSO Reed updated the Parish Council on concerns regarding specific areas and reported some success in arresting those involved with drug dealing on Oaktree Way. It was acknowledged that there were ongoing issues in other areas of

North Horsham and the Police Officers urged members of the public to contact the Police to report any suspicious behaviour, so that all avenues of investigation could be followed.

Concern was raised that antisocial behaviour was taking place very late at night or in the early hours of the morning and in secluded areas. Members were reassured that the Police worked to cover those times and areas whenever possible, but relied on the public reporting incidents so that they could target their resources appropriately.

Sussex Police could issue Community Protection Notices to those who were displaying unreasonable behaviour that is having a negative impact on the local community's quality of life. Failure to comply may result in a fine or fixed penalty notice.

Criminal Behaviour Orders focus more on the serious offender and had more criteria to comply with, but when issued, failure to comply is a criminal offence and could result in imprisonment or a fine.

Those present queried whether providing more or alternative youth facilities may reduce anti-social behaviour and there was a brief discussion around this. It was concluded that young people who join in with activities have less time to become involved with antisocial activities. Inevitably there would be some young people who would not respond to organised activities, therefore, providing additional facilities may not target those who may be most vulnerable.

Those present thanked the Police Officers for their time and expressed their desire to work with the Police and assist in whatever way possible.

The questions posed to the Horsham District Joint Action Group will be put to the Chief Constable, Giles York by the Surrey and Sussex Association of Local Councils on 15<sup>th</sup> November 2019.

3. The County Councillor for Roffey had reported anti-social behaviour in the copse north of Littlehaven Station. Sussex Police are increasing patrols and volunteers have been asked to do some work to deter antisocial behaviour. A letter is being produced which will be delivered to the houses in Badgers Close and Rusper Road to try to ascertain the scale of the problem and who may be the perpetrators.
4. Appreciation to Cllr Ian Wassell who attended the Horsham in Bloom Presentation evening on 27<sup>th</sup> September 2019. He replaced Cllr Ginn who was unavailable. Cllr Wassell presented the North Horsham Neighbourhood Cup to the joint winners who would hold the cup for six months each. The owners of 18 Speedwell Way had provided a colourful display in their front garden and Luke Ingram, a member of the Green Gym, had displayed enthusiasm and a conscientious

attitude whilst working on sites in Horsham, especially the motte and bailey castle site.

5. HDC has produced its Corporate Plan 2019 – 2023. This had been circulated to all Councillors.
6. The Clerk had signed a data sharing agreement between West Sussex County Council and North Horsham Parish Council as a requirement of the General Data Protection Regulations 2018 (GDPR) and to ensure clarity on the purpose, use and transfer of data held about members of the Local Government Pension Scheme. This was an outstanding item required by the Data Protection Officer as part of the GDPR Audit.
7. A wreath will be laid at All Saints Roffey on Remembrance Sunday on behalf of the residents of North Horsham.

**FC/421/19 Expenditure lists for August 2019, September 2019 and October 2019.**

**The Parish Council AGREED the payment schedule to 31<sup>st</sup> August 2019 for £26,644.31, 30<sup>th</sup> September 2019 for £45,879.66 and 31<sup>st</sup> October 2019 for £42,709.29 (attached).**

**FC/422/19 Year of Culture grant**

The Parish Council applied to HDC for a grant to stage a Mediaeval family Festival in North Horsham to promote the motte and bailey castle off Lemington Way. The aim of the project was to bring the community together, promote the motte and bailey and to leave a legacy as part of the HDC Year of Culture 2019. The full grant was not awarded, but HDC provided £1,000 to enable the Parish Council to promote the motte and bailey castle by some other means. The Parish Council approached local schools to see if they would like to get involved, but despite meetings with the schools and residents, there was no appetite for any commitment. The Year of Culture working party suggested that an interactive website be created that links to the Parish Council website and HDC website, but there is not sufficient expertise or resource in house and as Creative Assembly and others with digital expertise are sponsoring HDC Year of Culture, it would seem sensible to ask them to use the money to create a website that the Parish Council links to as they could use the funding more profitably. The Parish Council learned that a new HDC tourist website was being developed where an item of this type would fit well.

**It was RESOLVED:-**

- 1. To return the £1,000 grant given by HDC to promote the Motte**

**and Baily Castle with a request that they consider making a website that the Parish Council could link to.**

**2. To disband the Year of Culture working party.**

**FC/423/19 Harwood Road Allotments**

The land on which Harwood Road Allotments is situated is owned by West Sussex County Council (WSSC). Harwood Road Allotment Association is not able to enter into a lease with WSSC in its own right, therefore, North Horsham Parish Council stepped in and holds the full repairing lease on their behalf. The Parish Council pays £275 per year to WSSC. The Harwood Road Allotment Association pays £275 to the Parish Council per year.

The lease was renewed on 11th March 2019 following agreement by the Parish Council. The Harwood Road Allotment Association was sent a copy of the renewed lease and asked to confirm that they understood they were responsible for any tree work on the site. In early July 2019 a representative from the Harwood Road Allotment Association contacted the Parish Council to say that they would comply with the terms of the lease except for any tree work, as they don't have sufficient funds in place and they don't feel that they can increase the subscriptions to plot holders to hold a surplus. The Parish Council paid for urgent tree work in 2016. Cllr Searle, Cllr Knight, the Deputy Clerk and Clerk visited the site on 23rd October 2019 and noted that there were approximately 24 mature trees, a large area of scrub, fence with two gates and a ditch with free flowing water which has a concrete bridge. The working group is currently looking at the terms of the lease with WSSC and investigating insurances and legal implications should the Allotment Association not agree to the terms under which the lease was offered.

**The Council RESOLVED:-**

- 1. To note the information in the Clerk's Report.**
- 2. To agree that necessary legal guidance can be sought up to a value of £1,000.**

**FC/424/19 Community Infrastructure Levy (CiL)**

Notes from a meeting of the Community Infrastructure Levy working party held on 10<sup>th</sup> October 2019 had been circulated to all Councillors.

**The Parish Council RESOLVED:-**

- 1. To note that permanent re-lining work at the Multi Use Games Courts at a cost of £1,500 plus VAT will be scheduled to cause least disruption to the hirers.**
- 2. To note that a picnic table, additional bench and additional**

football goal will be ordered for Holbrook Tythe Barn at a maximum cost of £2,500.

3. To agree to install a bench on North Heath Lane near Coltsfoot Drive subject to any required pre-planning advice from HDC and approval by West Sussex County Council (WSSCC) at a maximum cost for advice, supply, delivery and installation of £1,500.
4. To investigate providing fitness equipment, potentially at Holbrook Tythe Barn open space and invite comment via the website, noticeboards, Facebook and Horsham Pages.
5. To look into whether additional bollards at Roffey Corner to protect verge damage would be eligible for CiL money.

**FC/425/19 Community Land Trust**

The Council **RESOLVED** :-

1. To note the notes from the meeting of the Community Land Trust (CLT) working party held on 16<sup>th</sup> October 2019.
2. To agree a formal statement of support “North Horsham Parish Council supports the North Horsham Community Land Trust in their vision to provide genuinely affordable homes for the people of North Horsham in perpetuity.”
3. To offer the CLT financial support by free hire of a room for their meetings.
4. To offer administrative support until a Steering Group is formed (potentially December 2019) and initial training, if required, for the administrator on the CLT Steering Committee as recommended by the Personnel Committee.

**FC/426/19 Proposed removal of BT payphones at Littlehaven Station and Bostock Avenue**

The payphone at Littlehaven Station has registered 10 telephone calls in the 12 month period to 6<sup>th</sup> September 2019. Bostock Avenue has registered 102 calls during the same period.

When previously canvassed regarding the removal of the payphone at Littlehaven Station, members expressed concern for those who may need assistance when travelling by train, especially late at night and who may not have a working mobile telephone.

Following careful consideration the Council **AGREED** that whilst the usage of the BT payphone at Littlehaven Station was low, it was notoriously difficult to get a mobile telephone signal in that area and as a result there could be someone at the station who could need help. Therefore, their recommendation was to retain the facility. There was no objection to the BT payphone at Bostock Avenue being

removed.

**FC/427/19 Horsham District Council's Review of Polling Districts, Polling Places and Polling Stations.**

Polling stations in North Horsham include, Holbrook Tythe Barn, The Holbrook Club, North Heath Hall, St Marks Church, Northolmes County Primary School, Litlehaven County Primary School, Leechpool Primary School and Roffey Millennium Hall.

Potential confusion for those voting at St Marks Church and North Heath Hall had been addressed by additional signage.

**The Parish Council NOTED the polling arrangements for North Horsham and reiterated their previous comments regarding signage to avoid confusion between St Marks Church and North Heath Hall.**

**FC/428/19 Health Care provision in North Horsham**

The following is an extract from the notes from the north of Horsham Parish Liaison Meeting held on 4<sup>th</sup> October 2019. The full notes are available on the Parish Council website.

“Legal and General (L&G) is testing the appropriateness of the functions of the mixed use area on the development north of Horsham and whether this is in the right place to give the best opportunities for residents. The Clinical Commissioning Group (CCG) for Crawley, Horsham and Mid Sussex has options to provide a doctor's surgery in the mixed area, but at the moment, the CCG has rejected the offer as they consider the proposed building to be too small. The CCG suggest that the Holbrook surgery could take additional patients from the development. L&G will continue their discussions with the CCG.”

Cllr P Burgess, in his role and HDC Cabinet Member for Horsham Town explained that HDC officers were proposing a meeting with the CCG to discuss the provision of health facilities in North Horsham.

- 1. The Parish Council RESOLVED to write to the Crawley, Horsham and Mid Sussex Clinical Commissioning Group to express concern regarding future health provision in North Horsham.**
- 2. The letter to be copied to Legal and General, HDC, WSCC, local MP and the Minister of State.**

**FC/429/19 Councillor Training**

**The Parish Council NOTED the following Councillor training had been undertaken: -**

- 1. HDC led Planning Training 6th June 2019 held at Parkside, Horsham.**

**Cllr K Burgess, Cllr P Burgess, Cllr R Ginn, Cllr J Gough, Cllr R Millington.**

- 2. Surrey and Sussex Association of Local Council's (SALC) Planning Training held at Lodge Hill, Pulborough on 12th September 2019.**

**Cllr R Ginn, Cllr J Gough, Cllr D Mahon, Cllr A Shine, Cllr S Wilton.**

- 3. SALC's Councillor Briefing and Awareness held at Battle on 9th July 2019**

**Cllr M Cockerill**

- 4. SALC's Councillor Briefing and Awareness held in Uckfield on 16th July 2019**

**Cllr A Shine**

- 5. SALC Finance Training to be held in East Grinstead on 13th November 2019**

**Cllr M Cockerill, Cllr R Millington, Cllr A Shine, Cllr S Wilton.**

- 6. WSALC Conference and Councillor briefing 4th October, Walburton.**

**Cllr P Burgess, Cllr A Britten.**

#### **FC/430/19 Financial Regulations**

There are slight deviations between the Parish Council's Financial Regulations and the NALC model Financial Regulations which relate to amounts and specific responsibilities, but these have been agreed by the Parish Council previously and reflect specific need.

**The Parish Council AGREED the following recommendations from the Finance and Administration Committee:-**

- 1. To remove Financial Regulation 6.6.**
- 2. To remove Financial Regulation 11.1.k.**
- 3. To adopt the updated Financial Regulations.**

#### **FC/431/19 Member's Allowances**

The Members Allowance Scheme was available on the Parish Council's website [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk).

In line with the Report of the HDC Independent Remuneration Panel (August 2015), the allowance payable to each eligible Parish Councillor is based on 9.4% of the basic allowance for HDC Councillors. For 2019/20 the HDC basic allowance is £5,070 per annum, therefore the Parish Council proportion for 2019/20 is £477 per annum. Co-opted Councillors are not eligible for the Members Allowance.

**It was RESOLVED:-**

- 1. To adopt the Member's Allowance Scheme for 2019/20**
- 2. To agree that the Member's Allowance for 2019/20 is £477 per**



annum.

**FC/432/19 Crime in North Horsham**  
Following consideration it was **AGREED** that there were no new issues to put forward to the next Joint Action Group meeting on 12th November 2019.

**FC/433/19 Policies**  
The Parish Council **RESOLVED:-**

- 1.To adopt the pension policy recommended by the Finance and Administration Committee.**
- 2.To adopt the Allotment Tenancy Agreement and Allotment Rules recommended by the Property Committee.**

**FC/434/19 Correspondence**  
The Council received correspondence lists from 6<sup>th</sup> September 2019 to 7<sup>th</sup> November 2019. (Copies attached).

**FC/435/19 Date of next Council meeting**  
The next Parish Council Meeting will be held on Thursday 9<sup>th</sup> January 2020 (Scheduled).

There being no other business, the Chairman closed the meeting at 8.55 pm.

..... Signed

.....Dated

# HTCP Report 31st October 2019

## **Mobility Scooter Skills and Safety Sessions**

The project is continuing with more than 100 that have attended the sessions so far. We have recently run sessions at Henfield and Billingshurst. Both sessions were very successful with good feedback. We continue to provide sessions in Horsham Park Barn and residential homes in the District. We recently gave taster sessions at Age UK Lavinia House which again was very well received

Some of the people that attended the sessions have told us that there is a very real danger when crossing railway level crossings and we have been asked to give advice. After inspecting the half barriers at Parsonage Road, Horsham I agree that this a very high risk for drivers of mobility scooters. I have made contact with Network Rail and expressed my concerns and offered to work with them to produce guidance. This has been well received by Network Rail and we are currently waiting to hear when we can meet them and the Train Operating Company. I have attached a sketch of a half barrier crossing and a photomontage of Parsonage Road Crossing.

## **Horsham Town Integrated Bus Map**

Currently looking at taking over a bus Information board outside Horsham Railway Station to display the bus map that HTCP has produced

## **Riverside Walk**

Submitted our application to HDC for S106 allocated monies to construct boardwalk at two locations that floods. If successful work will commence in Spring 2020. Local HDC Councilors have agreed to support our application.

## **Warnham Road Crossing**

The Riverside Walk crosses the Warnham Road opposite the Nature Reserve. Drop kerbs have been installed either side but the crossing is very hazardous due to speeding traffic and inconsiderate drivers. We have put together a proposal to WSCC to install a central refuge which will slow the traffic and give pedestrians protection. An improved crossing in this area will benefit the disabled and elderly residence living in the area that wish to visit Warnham Nature Reserve and promote Horsham Town as age friendly. Currently awaiting a response from WSCC

## **HDC Maintenance Grant**

HTCP has received the £1000 maintenance grant from HDC.

## **New HTCP Director**

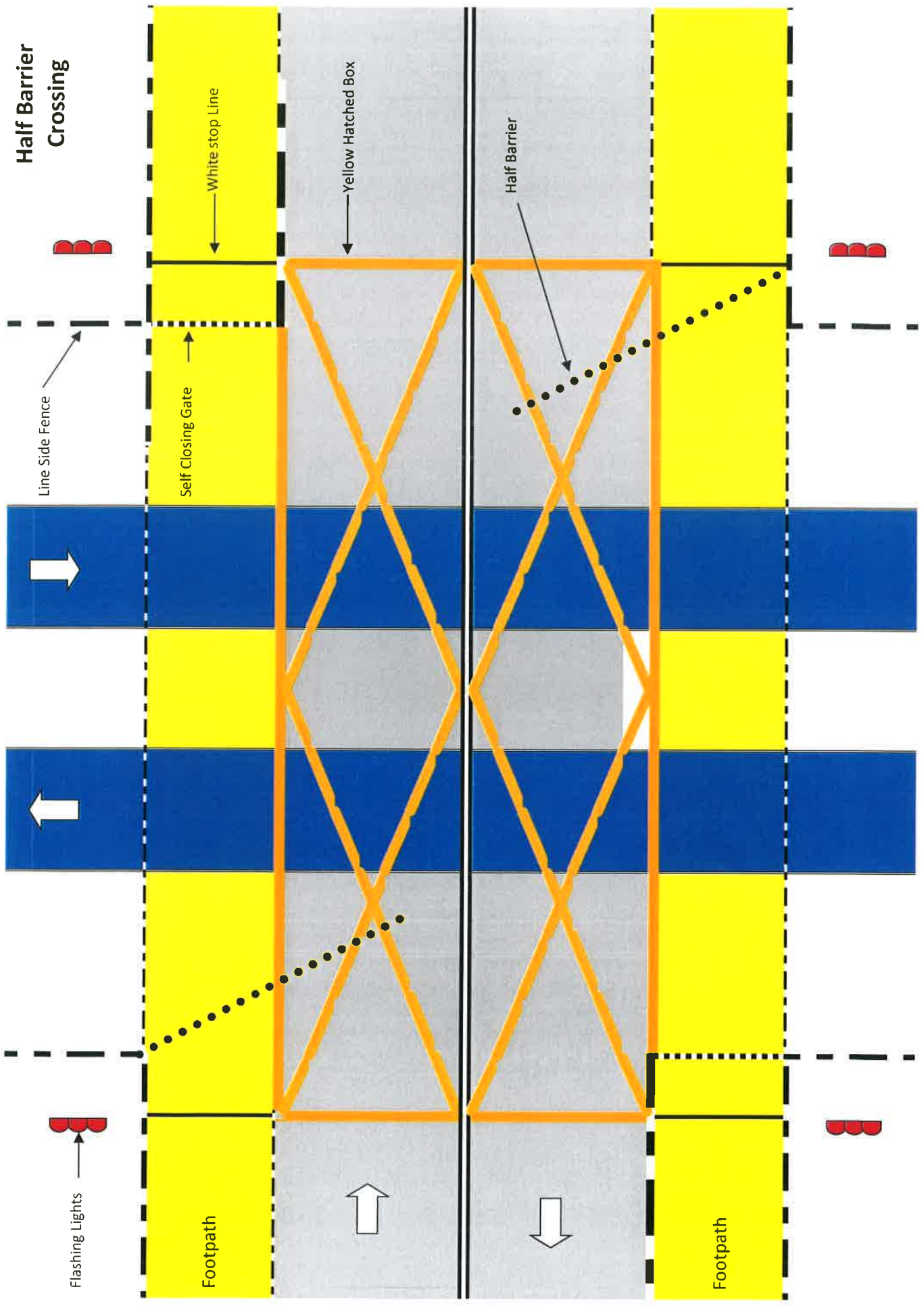
At HTCP, AGM Mary Crosbie who has attended these meeting in the past stood down as a Director after nearly 10 years service. Mary was one of the original Directors and helped start the partnership. A volunteer, Chris Glover has stepped forward and agreed to become a Director which was agreed at the AGM. HTCP now has 8 Directors with one non Director representing Trafalgar Neighbourhood Council

**David Searle**

**Chairman HTCP**

**1st November 2019**

# Half Barrier Crossing



## List of Payments made between 01/10/2019 and 31/10/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2019	Horsham Publications Ltd	011019-01	72.60		Newsletter
01/10/2019	Horsham District Council	011019-02	168.30		Dog Bins
01/10/2019	Horsham District Council	011019-03	663.00		Rates
01/10/2019	Horsham District Council	011019-04	987.00		Rates
03/10/2019	British Gas Business	031019-01	251.79		Elect - 14.08.19 to 13.09.19
07/10/2019	ELA Group	071019-01	777.12		Lift Maintenance
07/10/2019	Forest View Tree Surgery,	071019-02	80.00		TreeCutting
07/10/2019	Grigg & Co	071019-03	355.00		Maintenance
07/10/2019	Hazelhurst Roofing	071019-04	180.00		Maintenance
07/10/2019	Kiddivouchers	071019-05	256.11		Childcare Vouchers
07/10/2019	Moore Stephens	071019-06	1,560.00		Audit Fees
07/10/2019	SSALC Ltd	071019-07	144.00		WSALC Conference
07/10/2019	N. Simmonds,	071019-08	165.00		Maintenance
07/10/2019	Streetlights	071019-09	390.00		Street Lighting
07/10/2019	West Sussex County Council	071019-10	23,903.69		Salaries - Sept 19
09/10/2019	SOS Systems	091019-01	96.31		Photocopy
09/10/2019	H Griffiths	091019-01	37.35		Travel
09/10/2019	D. Lees	091019-02	38.70		Expenses Travel
09/10/2019	Mr Alan Randall	091019-04	75.60		Exp Travel
09/10/2019	SSP Specialised Sports Product	091019-05	498.00		Cleaning
09/10/2019	M Stoner,	091019-06	50.40		Exp Travel
09/10/2019	Amazon Uk	091019-03	26.00		Refreshment
16/10/2019	British Gas Business	161019-01	14.63		Gas - 01.08.19 to 31.08.19
18/10/2019	Information Commissioner's Off	181019-01	55.00		GDPR Data
22/10/2019	EDF Energy Ltd	221019-01	82.27		Street Lighting
22/10/2019	British Gas Business	221019-02	445.50		Elect - 01.08.19 to 30.09.19
22/10/2019	British Gas Business	221019-3	982.72		Elect - 01.08.19 to 30.09.19
24/10/2019	Lloyds Business Account	338.09	338.09		Misc Expenses
24/10/2019	National CLT network CIO	241019-1	152.13		CLT working Party
24/10/2019	Trafalgar Cleaning Equipment L	241019-10	230.33		Cleaning
24/10/2019	City Electrical Factors Ltd	241019-2	42.80		Repairs
24/10/2019	National CLT network CIO	241019-3	37.50		CLT Working Party
24/10/2019	Eazzee.co.uk	241019-4	51.06		Clothing
24/10/2019	Grasstex Ltd	241019-5	8,427.02		Grass Cutting
24/10/2019	NETCOM	241019-6	181.56		IT Cost
24/10/2019	Pitney Bowes Finance Ltd.	241019-7	10.56		Postage
24/10/2019	Playdale Playgrounds Ltd	241019-8	119.40		Play Maintenance
24/10/2019	N. Simmonds,	241019-9	145.00		Repairs
25/10/2019	Scottish Water Business Stream	251019-1	17.75		Water
31/10/2019	B&CE Holdings Ltd	311019-01	600.00		Pension Set Up

Total Payments 42,709.29 ✓

At : 11:46

## Lloyds Bank Accounts

## List of Payments made between 01/09/2019 and 30/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2019	Horsham Publications Ltd	020919-01	72.60		Newsletter
02/09/2019	Horsham District Council	020919-02	168.30		Dog Bins Services
02/09/2019	Horsham District Council	020919-03	663.00		Rates
02/09/2019	Horsham District Council	020919-04	987.00		Rates
02/09/2019	Enterprise Services Group Ltd	020919-1	169.00		Hygiene Services
02/09/2019	West Sussex County Council	020919-10	24,104.23		Salaries - Aug 2019
02/09/2019	Essential Hygiene & Catering S	020919-2	21.88		Cleaning Product
02/09/2019	R J Jochimsen	020919-3	576.00		Meadow Cut at E.M
02/09/2019	D. Lees	020919-4	51.30		Expenses
02/09/2019	R McCartney,	020919-6	37.17		Expenses
02/09/2019	NETCOM	020919-7	298.56		It Support
02/09/2019	Mr Alan Randall	020919-8	39.60		Expenses
02/09/2019	T C Maintenance	020919-9	1,991.00		Maintenance
02/09/2019	Lloyds Business Credit Card	020919-5	53.28		Misc Expenses
03/09/2019	British Gas Business	030919-01	286.33		Gas - 27.06.19 to 31.07.19
09/09/2019	Lloyds Bank	090919-01	25.00		Bank Charges
09/09/2019	Lloyds Bank	090919-01A	-25.00		Bank Charges
10/09/2019	Horsham District Council	100919-1	67.98		Dog Bins
10/09/2019	Public Works Loan Board	100919-10	6,409.25		Public Works Loan
10/09/2019	Horsham District Council	100919-2	67.98		Dog Bins
10/09/2019	Horsham District Council	100919-3	67.98		Dog Bins
10/09/2019	Horsham District Council	100919-4	67.98		Refuse Bin Collection
10/09/2019	Horsham District Council	100919-5	67.98		Refuse Bin Collection
10/09/2019	Horsham District Council	100919-6	67.98		Refuse Bin Collection
10/09/2019	Horsham District Council	100919-7	135.10		Bin Collection
10/09/2019	Horsham District Council	100919-8	135.10		Refuse Bin Collection
10/09/2019	Horsham District Council	100919-9	135.10		Refuse Bin Collection
10/09/2019	Lloyds Bank	090919-1	25.00		Bank Charges
12/09/2019	Horsham District Council	120919-1	1,682.60		Burial Charges
13/09/2019	Lloyds Bank - Credit Card	130919-3	57.60		Cycle Stand
13/09/2019	Assurity Consulting Ltd	130919-1	420.00		Legionella
13/09/2019	Kiddivouchers	130919-2	256.11		Childcare Vouchers
13/09/2019	N. Simmonds,	130919-4	245.00		Maintenance
13/09/2019	SSALC Ltd	130919-5	336.00		Cllr Training
13/09/2019	SSP Specialised Sports Product	130919-6	498.00		Multi Court Maintenance
13/09/2019	Viking Direct	130919-7	146.58		Stationery
13/09/2019	Petty Cash	CHQ-9031	140.65		
16/09/2019	SOS Systems	160919-1	83.65		Printing
20/09/2019	Assurity Consulting Ltd	200919-1	600.00		Fire Risk Assessment
20/09/2019	Balfour Beatty	200919-2	275.58		Signs
20/09/2019	Incor Group Management Ltd	200919-3	426.00		Cleaning
20/09/2019	Repair Glaze	200919-4	145.00		Replace Glass Bus Stop
20/09/2019	Society of Local Council Clerk	200919-5	299.00		Membership
20/09/2019	T C Maintenance	200919-6	1,478.50		Bus Shelter Repair
20/09/2019	British Gas Business	200919-7	679.98		Gas - 01.06.19 to 31.08.19
23/09/2019	EDF Energy Ltd	230919-1	82.71		Street Lights
25/09/2019	British Gas Business	250919-1	32.44		Gas - 01.08.19 to 31.08.19

At : 11:46

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## List of Payments made between 01/09/2019 and 30/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/09/2019	British Gas Business	250919-2	45.18		Gas - 31-05-19 to 26-06-19
25/09/2019	Lloyds Business Credit Card	250919-4	13.77		Cleaning material
25/09/2019	BEL Signs	250919-1	316.80		Signs
25/09/2019	BT Payment Services Ltd	250919-2	547.99		Telephone
25/09/2019	Kave Theatre Services	250919-3	171.00		Maintenance
25/09/2019	Mulberry & Co	250919-5	132.84		Internal Audit
<b>Total Payments</b>			<b>45,879.66</b>		

At : 10:25

## LLoyds Bank Accounts

## List of Payments made between 01/08/2019 and 31/08/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2019	Horsham Publications Ltd	010819-1	72.60		Newsletter
01/08/2019	Horsham District Council	010819-2	168.30		Dog Bins
01/08/2019	CF Corporate Finance Ltd	010819-3	206.94		Lease Rental- Canon copier
01/08/2019	Horsham District Council	010819-4	663.00		Rates
01/08/2019	Horsham District Council	010819-5	987.00		Rates
05/08/2019	G Collier	050819-1	5,496.00		Broadwalk Repairs
06/08/2019	Essential Hygiene & Catering S	060819-1	870.68		Cleaning Supplies
06/08/2019	H Griffiths	060819-2	21.60		Expenses
06/08/2019	Hitek Calibration Servs	060819-3	40.20		Calibrating Thermometer
06/08/2019	Kiddivouchers	060819-4	256.11		Childcare Voucher
06/08/2019	D. Lees	060819-5	48.60		Expenses
06/08/2019	NETCOM	060819-6	181.56		IT Support
06/08/2019	M Senior	060819-7	45.00		Repairs Dishwasher
06/08/2019	N. Simmonds,	060819-8	165.00		Emergency Light Testing
06/08/2019	T C Maintenance	060819-9	574.20		Maintenance
07/08/2019	SOS Systems	070819-1	131.26		Stationery &Printing
07/08/2019	Sasha Bennetts	9029	82.40		Refund of Hall hire
12/08/2019	G Collier	120819-1	10,008.00		Broadwalk Repairs
14/08/2019	Mr S Goodwin	9030	24.00		Refund of Court not Used
16/08/2019	Jitu Chudasama	160819-1	38.25		Expenses
19/08/2019	Advanced Moulds Ltd	190819-1	1,161.60		Water Main Repairs
19/08/2019	City Electrical Factors Ltd	190819-2	71.57		Repairs
19/08/2019	V Edwards	190819-3	71.10		Expenses
19/08/2019	N. Simmonds,	190819-4	235.00		Electrical Work
19/08/2019	M Stoner,	190819-5	32.40		Expenses
19/08/2019	T C Maintenance	190819-6	475.54		Maintenance
19/08/2019	Turner Security Systems Ltd.	190819-7	3,420.00		Security Contract
22/08/2019	EDF Energy Ltd	220819-1	82.71		Street Lighting - Jul 2019
22/08/2019	British Gas Business	220819-2	209.66		Elect -01.07.19 to 31.07.19
22/08/2019	British Gas Business	220819-3	535.39		Elect.01.07.19 to 31.07.19
23/08/2019	British Gas Business	230819-1	47.47		Gas - 29.06.19 to 31.07.19
28/08/2019	Scottish Water Business Stream	280819-1	221.17		Water

<b>Total Payments</b>	<b>26,644.31</b>
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## North Horsham Parish Council Meeting 7<sup>th</sup> November 2019 Agenda Item 22

Correspondence List 1 from 6th September to 31<sup>st</sup> October 2019.  
Below is a list of correspondence received at the Parish Council Office.  
Circulated to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> <li>• Planned roadworks.</li> <li>• West Sussex Pension Fund AGM &amp; Actuarial Meetings.</li> <li>• Newsletters.</li> <li>• Early Warning Notice - Temporary Traffic Regulation Order - Farhalls Crescent, Horsham - Proposed start date 13/01/2020</li> <li>• Public consultation: Proposed budget savings within the Library Service</li> <li>• West Sussex Pension Fund Actuarial Valuation Initial Results Meeting</li> <li>• Public Notice - Temporary Traffic Regulation Order - Old Holbrook, Horsham - Start date 11/10/19</li> <li>• Consultation on proposed changes to concessionary rail travel for older people</li> <li>• Your Town and Parish Council News for November</li> <li>• Planned roadworks in West Sussex between 30 October 2019 and 29 November 2019 and information about <a href="#">one.network</a> which will replace current system of reporting</li> <li>• Waste News: #PumpkinToTalkAbout in West Sussex</li> </ul>
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> <li>• Horsham District Council Draft Corporate Plan</li> <li>• Traveler Movements.</li> <li>• Statement of Community Involvement 2019.</li> <li>• Notification that Legal and General are holding public exhibitions on the North of Horsham development site on Tuesday 05/11 14.00 to 20.00, Saturday 09/11 10.00 to 16.00. The exhibitions will be at the Holbrook Club, North Heath Lane.</li> <li>• Brexit preparation brief.</li> <li>• Notification of when the planning system will be offline.</li> <li>• Notification about problems viewing Planning Applications on HDC Website</li> <li>• Notification of JAG meeting on 1th November</li> <li>• Pre-loved clothes sale in Horsham Sat 9th Nov</li> <li>• Information regarding CLT from Saxon Weld via HDC – forwarded to CLT Working Group.</li> </ul>
3.	<p><u>Residents Correspondence</u></p> <ul style="list-style-type: none"> <li>• E-mail of appreciation to the Parish Council for painting the bus shelter on Bartholomew Road and to the contractor who worked on behalf of the Parish Council. The resident had cleared weeds on the roads around the bus shelter as they were overgrown and untidy.</li> </ul>



	<ul style="list-style-type: none"> <li>• Appreciation from resident for replacing glass at Manor Fields bus shelter.</li> <li>• Enquiry about timing of the turn on of the street lighting on Forest Road. Redirected to WSCC and County Cllr Liz Kitchen.</li> <li>• Concern about air quality outside Robert Southwell School due to parents leaving their cars idling and not walking to school. Redirected to WSCC and Cllr Andrew Baldwin.</li> <li>• Concern about bus shelter on South Holmes Road that is not maintained and in a dirty condition. Redirected to WSCC.</li> <li>• Enquiry about Street Signage in Cook Road. Redirected to HDC.</li> </ul>
4.	<u>National Association of Local Councils (NALC)</u> Chief Executive bulletin.
5.	<u>Sussex Association of Local Councils (SALC)</u> <ul style="list-style-type: none"> <li>• SSALC Training Programme 2020-21 – Survey</li> <li>• Named PCSO for Every Local Community - Press Release - Sussex Police</li> </ul>
6.	<u>Horsham Association of Local Councils (HALC)</u> . Minutes and presentations from the meeting on 12 <sup>th</sup> September 2019.
7.	<u>Sussex Police</u> <ul style="list-style-type: none"> <li>• Horsham weekly bulletin.</li> <li>• PCSO Allocation &amp; Deployment</li> </ul>
8.	<u>Steyning Parish Council</u> Steyning Neighbourhood Plan - Regulation 14 Consultation
9.	<u>Horsham Older Peoples Forum</u> <ul style="list-style-type: none"> <li>• Annual 'MP Question Time' event will be held on Friday 22<sup>nd</sup> November 2019 in the Park Suite conference room, Council Offices, Parkside, Chart Way, Horsham. Rt. Hon. Nick Herbert, MP for Arundel &amp; South Downs, has agreed to come and answers questions.</li> <li>• MP Question time event - CANCELLED</li> </ul>
10.	<u>Earles Meadow Conservation Group</u> Awarded a Gold in the South and South East in Bloom competition for their conservation work at Earles Meadow open space.
11.	<u>Sussex Community Housing Hub</u> Workshop “Community Led Homes” Brighthelm Centre, North Road, Brighton, BN1 1YD. Saturday 12 <sup>th</sup> October 2019 10am – 4pm.
12.	<u>Horsham Society</u> Reminder that the ‘Twitten in North Horsham’ project is still ongoing and more witnesses are required to enable footpaths to remain open.
13.	<u>Horsham Cycle Forum</u> New county-wide design guidance for cycling. Specifically written for West Sussex, the Guide is for Local Planning Authorities who consult WSCC for advice on any road and transport issues that affect proposals submitted for planning permission. The document is available at:- <a href="https://www.westsussex.gov.uk/media/13164/cycling_design_guide.pdf">https://www.westsussex.gov.uk/media/13164/cycling_design_guide.pdf</a>
14.	<u>Warnham Brickworks Community Liaison Committee</u> 18 <sup>th</sup> November 2019 at 7pm. Cllr David Searle is the Parish Council representative.
15.	<u>Crawley, Horsham and Mid Sussex NHS Clinical Commissioning Group</u> <u>October Patient Roundup.</u>
16.	<u>HALC</u>

	Annual meeting between HDC and HALC Thursday 14 <sup>th</sup> November 2019.
17.	<u>Annual Riverside Walk.</u> The total cash figure raised by Riverside Walkers for the funds of The Queen Elizabeth II Silver Jubilee School is £1,107.00.
18.	<u>Asperger's Voice</u> <u>Appreciation for grant.</u>
19.	<u>Home-Start Crawley, Horsham and Mid Sussex (CHAMS)</u> <u>Appreciation for grant.</u>

## North Horsham Parish Council Meeting 7<sup>th</sup> November 2019 Agenda Item 22

Correspondence List 2 from 1<sup>st</sup> to 7<sup>th</sup> November 2019

Below is a list of correspondence received at the Parish Council Office.  
Circulated to all Councillors.

1.	<u>West Sussex County Council</u> <ul style="list-style-type: none"> <li>• Planned roadworks.</li> <li>• West Sussex Fire &amp; Rescue Service welcomes sponsor for driver safety roadshow</li> <li>• E-Newsletter November 2019</li> </ul>
2.	<u>Residents Correspondence</u> Concern about parking on grass verges at Roffey Corner.
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> <li>• Chief Executive bulletin.</li> </ul> NALC and LGA launch new guide to tackle loneliness
4.	<u>Sussex Association of Local Councils (SALC)</u> <ul style="list-style-type: none"> <li>• General Election Resources.</li> </ul>
5.	<u>Horsham Association of Local Councils (HALC)</u> Agenda for joint meeting of HDC and HALC – 14 <sup>th</sup> November 2019 starting at 7pm.
6.	<u>Sussex Police</u> Priority service in the case of a power cut.
7.	<u>Friends of Horsham Park</u> Update.