

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING
THURSDAY 7TH NOVEMBER 2019 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

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

2. 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.

5. 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.

9. Chairman's Announcements

1. Appreciation is given to those who supported the North Horsham Now and Then Reminiscence event on 7th 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 Joint Action Group due to be held on 10th September 2019, where 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, were due to be heard was cancelled, but the information had been passed to Sussex Police.

Cllr Britten, Cllr Turner, Cllr Burgess and the Clerk met with two officers from Sussex Police on 24th September 2019 to discuss the concerns. A representative from Horsham District Council's Community Safety Team who was also invited, was not able to be in attendance.

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 15th November 2019.

3. The County Councillor for Roffey has 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 27th 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 site.

5. Horsham District Council has produced its Corporate Plan 2019 – 2023. This has been circulated to all Councillors.
6. The Clerk has 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.

10. Year of Culture Grant

The Parish Council applied to Horsham District Council (HDC) for a grant to stage a Mediaeval family Festival in North Horsham to promote the motte and bailey castle off Lemmington Way and to bring the community together in 2018 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.

11 Harwood Road Allotments

The land on which Harwood Road Allotments is situated is owned by West Sussex County Council (WSCC). Harwood Road Allotment Association is not able to enter into a lease with WSCC 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 WSCC. 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 WSCC and investigating insurances and legal implications should the Allotment Association not agree to the terms under which the lease was offered.

14. 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 6th 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.

15. 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, Littlehaven County Primary School, Leechpool Primary School and Roffey Millennium Hall. Potential confusion for those voting at St Marks Church and North Heath Hall has been addressed by additional signage.

16. Health Care provision in North Horsham

The following is an extract from the notes from the north of Horsham Parish Liaison Meeting held on 4th 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."

17. Councillor Training

The following Councillor training has 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 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.

18. Financial Regulations

Having reviewed the NALC Model Financial Regulations 2019 the following recommendations are made:-

6.6 Cheques of orders of payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

Recommendation: To change to

6.6 Cheques of orders of payment may be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting).

11.1 The European Union Procurement Directive shall apply and the terms of the Public Contracts 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

Recommendation:- To remove.

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

At : 11:46

LLoyds Bank Accounts

ANNEX 1

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

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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>
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
Total Payments			45,879.66		

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
Total Payments			26,644.31		



NORTH HORSHAM PARISH COUNCIL

PENSIONS POLICY

1. POLICY

- 1.1 Office staff at North Horsham Parish Council who are eligible jobholders are automatically enrolled in the Local Government Pension Scheme (LGPS) which is administered by Hampshire County Council (HCC) from the start of their employment.
- 1.2 Caretakers employed after 10th January 2019 who are eligible jobholders will automatically be enrolled in the People's Pension Scheme from the start of their employment.
- 1.3 The Parish Council has agreed to match employee's contributions to the People's Pension up to a maximum of 7% of their pensionable pay.
- 1.3 All employees will be given details of the relevant pension schemes and guidance by the Pensions Regulator will be followed. Employees are entitled to opt out of the scheme should they wish to.
- 1.4 The employer has to re-enrol employees into the LGPS scheme every three years and employees who have previously opted out may need to opt out again. Details are provided by HCC.
- 1.5 Whilst payments are made into an employee's pension fund, it is their responsibility to review their pension arrangements from time to time and to make sure that they have suitable provision for their retirement.
- 1.6 Any changes to North Horsham Parish Council's Pension Policy will be notified to the LGPS Scheme Administrator (HCC) and The People's Pension and all Scheme members within one month of those changes occurring.

2. REVIEW OF THE POLICY

- 2.1 Subject to any new legislation, changes in case law which require immediate amendment or the requirements of the Parish Council, the Policy will be reviewed every two years. The next review will be in October 2021.



NORTH HORSHAM PARISH COUNCIL

ALLOTMENT RULES

1. APPLICATION AND WAITING LIST

- 1.1 These rules are made under current legislation and apply to all allotment plots when a tenancy agreement is signed.
- 1.2 Anyone over the age of 18 and resident in the parish can apply for an allotment. The tenant must normally live in the parish during the tenancy. The Council maintains a waiting list for allotments at Amberley Close. The list includes the name, address, telephone number and e-mail address of the applicant and the date of application. The information will be held in line with the Parish Council's Data Protection Policy. The Council may decide to close the waiting list if it feels it has sufficient reason to do so. Available allotments are allocated to the person who has been on the waiting list the longest. In the event that the plot is declined, the plot will be offered to the next person on the list and so on. In the event of a plot being declined by any one person on two occasions, that person's name will be removed from the list. There may be an opportunity to re-join the list (if it is open) at the bottom. The tenancy agreement must be signed prior to the allotment being released by the Council.

2. OBSERVANCE OF RULES

- 2.1 Tenants must observe and comply with current rules, regulations, and policies and those which the council may make at any time in the future (e.g. statutory law changes or local restrictions – such as bonfire restrictions). These may be displayed either on notice boards, gates and/or sent with rent invoices, new tenancy agreements etc.
- 2.2 Tenants must comply with any reasonable or legitimate directions given by an authorised officer of the Parish Council in relation to an allotment.

3. ASSIGNMENT AND SUB-LETTING

- 3.1. The tenancy of an allotment is personal to the tenant named in the tenancy agreement.
- 3.2. The tenant may not assign, sub-let, or part with possession or control of all or any part of their allotment.

4. RENT

- 4.1. The tenant must pay the invoiced rent within the due date shown on the invoice, usually 14 days.

- 4.2. The rent year runs from 1st April to 31st March. Tenants taking up an allotment within the rent year will normally be invoiced for the remainder of the year at the full annual rate.
- 4.3. A tenant may voluntarily relinquish their allotment garden at any time or have their tenancy terminated for breach of the tenancy agreement before year end, but no rent rebate will be payable.
- 4.4. The departing tenant shall remove all stored materials (see 5.3 below) from their plot before end of the tenancy. The council will dispose of any such material not removed by the tenant and the full cost may be charged to the outgoing tenant.
- 4.5. Allotment rent is reviewed annually by the Council for the forthcoming financial year. Rent may be increased at any time, provided the council publishes the increase on noticeboards and on its website www.northhorsham-pc.gov.uk. Failure to give notice to any individual tenant will not invalidate the tenant's rent increase.

5. CULTIVATION AND USE

5.1. Personal use

Tenants must use their allotments for their own personal use and must not carry out any business or sell produce from it. Tenants may not use their allotment as a place of residence. Tenants must not sleep on their allotment overnight.

5.2. Permitted Use

The allotment is rented to the tenant for the purpose of the cultivation of fruit, vegetables and flowers for use and consumption by themselves and their family.

5.3. Storage of materials within the plot

Only materials for use on the plot may be stored there, such as beanpoles, cloches, pots and netting for seasonal use.

5.4. Cultivation

Allotments must be kept tidy and maintained in a good state of cultivation and fertility throughout the year.

5.5. Hedges and Trees

Tenants are responsible for maintaining any hedge on or abutting their plot. Such hedges should be kept to a maximum height of 2 metres (6'6") and the sides shall be trimmed at least once per year. The Council is responsible for site perimeter hedges.

Tenants must not, without the consent of an unauthorised officer, cut or prune trees outside of their own allotment. Tenants must not plant any trees which will exceed a height of 2 metres. Tenants must not allow self-seeded trees to grow on their allotment (especially any that are growing through a perimeter fence).



5.6. Weed Control

It is the tenant's responsibility to keep the plot free of weeds that cause a nuisance to adjoining tenants. If on inspection by the Parish Council or as the result of complaints, a plot with weeds is identified, the tenant will be notified. A further inspection will be carried out no later than 6 weeks later and if there are no improvements in cultivation a notice of termination will be sent.

6. WATER, BONFIRES AND OTHER RESTRICTIONS

6.1 Water

A standpipe for watering facilities is available for use by tenants. The water supply will be turned off in winter to prevent frost damage. The use of sprinklers is prohibited, as is the use of hosepipes. Water butts may be kept on individual plots.

6.2 Bonfires

Bonfires on any plot are prohibited.

6.3 Rubbish and Recycling

Rubbish from external sources may not be deposited on the allotments or any other part of the site.

6.4 Recycling

Tenants are encouraged to recycle material by composting non-diseased vegetative matter for use on the allotment. Tenants must not deposit matter into the hedgerows or perimeter areas of the allotments.

Diseased plants and perennial weeds should be removed from the site by the tenant, for disposal elsewhere.

6.5 Removal of soil and similar materials

Tenants may not remove any material, sand, gravel, earth, or clay from any allotment without written permission from an authorised officer.

6.6 Nuisance

Tenants must not cause or permit to be caused any nuisance or annoyance to other tenants or residents of properties adjoining the site.

North Horsham Parish Council has a commitment to eliminating unlawful or unfair discrimination and to achieving an environment free from harassment, bullying or intimidating behaviour. This extends to the conduct of allotment tenants.

6.7 Duty of Care (including chemicals, fuel and other hazardous materials)

Tenants, even when not on site, have a duty of care to everyone including visitors, trespassers and themselves. Particular care should be taken when using trimmers, rotovators and other mechanical or powered equipment.

Care should be taken to avoid creating hazards by the construction of features on the allotment. Ponds are not allowed for safety reasons.

Chemicals, fuels and hazardous materials must be stored in a locked container.

Should herbicides and pesticides be used all safety instructions should be followed. Alternatives should be considered whenever possible.

Obstruction of paths and haulage ways is prohibited.

Tenants may not bring, use, or allow the use of barbed or razor wire on the allotment.

6.8 Illegal or immoral activity

The allotments and the site may not be used for illegal or anti-social purposes.

7. DOGS, ANIMALS AND BEES

7.1. Dogs must not be brought onto allotments or any part of the site unless they are kept on a short lead or otherwise restrained at all times.

7.2. Animals, livestock or bees must not be kept on allotments.

8. UNAUTHORISED PERSONS

8.1 Only the tenant or a person authorised or accompanied by the tenant is allowed on this site.

8.2. The authorised officer or other authorised persons may order any unauthorised person on site in the breach of these rules to leave immediately.

9. PATHS AND HEADLANDS

9.1. Paths within allotments must be kept free from flowering weeds and rank growth must not exceed 150mm (over 6" high).

9.2. Shared paths between two allotments must be maintained and kept cut and clipped up to the nearest half width by each adjoining tenant. Paths must be kept clear of obstruction at all times.

9.3 Headlands must be maintained by the tenant.

10. STRUCTURES

10.1. Tenants wishing to erect a shed or greenhouse on an allotment must have the permission of the Authorised Officer in writing and it is incumbent on the tenant to ascertain if planning permission is required from the Local Authority and obtain it if necessary. Sheds and greenhouses must be anchored down, be temporary structures, no larger than 6' x 6' x 6' (1.83m x 1.83m x 1.83m) and be removed at the end of the tenancy. Sheds and greenhouses must be positioned so as not to shade a neighbour's plot. The Council is not responsible for any items left in sheds or greenhouses. Greenhouses and sheds must not contain any glass for safety reasons.

10.2. Tenants wishing to erect a polytunnel must have the permission of the Authorised Officer in writing and it is incumbent on the tenant to ascertain if planning permission is required from the Local Authority. Polytunnels must be temporary structures and of a height that does not cause nuisance to neighbouring plots. There should only be one polytunnel per plot and they must be removed at the end of a tenancy.

10.3. Any structure erected as above shall be maintained in safe order with a neat external appearance and condition. If the Council is not satisfied with the state of the structure, the tenant must either repair it to the Council's satisfaction or remove the structure within one month of instruction to do so. If the structure is not so removed, the Council may remove it and charge the tenant for the full cost of removal and disposal.

10.4. Any structure erected as above shall not be made from hazardous materials (e.g. asbestos) and the colour shall be in keeping with the natural environment.

10.5. Any structure erected as above must be adequately secured to the ground to prevent uplift.

10.6 Individual plots must not be fenced.

11. PLOT NUMBERS

11.1 The allotment number will be identified in such a manner as prescribed by the Council.

12. INSPECTION

12.1 Any allotment and any structure on it may be inspected by an authorised officer of the Council or the Police at any time and tenants must give whatever access required with or without notice.

13. TERMINATION

13.1. The tenancy of the allotment may be terminated **by the Council** by serving on the tenant not less than twelve months' written notice to quit expiring at any time between 29th September to 6th April inclusive.

13.2 The Tenant shall on determination of this tenancy by the Council under 13.1 be entitled to compensation only to the extent prescribed by Section 2 of the Allotments Act 1922 and Section 3 of the Allotments Act 1950 but not further or otherwise.

13.3. The tenancy may be terminated **by the Council** by service of one month's written notice on the tenant if: -

- (i) the rent is in arrears for more than 40 days (whether formally demanded or not)
- (ii) the tenant is in breach of any of these rules or of their tenancy agreement
- (iii) if the tenant becomes bankrupt. The termination does not prejudice the right of the Council to claim damages for any such breach or to recover any rent already due before the time that the termination was stated
- (iv) the tenant moves out of the parish (subject to review of situation – see 1.2).
- (v) automatically after two months on the death of the named tenant. Contact must be made with the Authorised Officer as soon as possible. The tenancy may be passed to a close family member if they can evidence having worked on the allotment, at the discretion of the Clerk.

- 13.4. Tenants may voluntarily terminate their agreement (see 4.3 and 4.4).
- 13.5. On the termination of the tenancy, the tenant shall remove any shed, greenhouse, or other building or structure erected on the allotment unless the Council agrees otherwise and confirms the agreement in writing (see 10.1 and 10.2).

14. RESPONSIBILITIES OF THE COUNCIL

14.1 Overheads

The Council shall pay all rates, taxes, dues, or other assessments which may at any time be levied or charged on the allotments.

14.2 Administration

To keep waiting lists, to let plots, to collect rent, to deal with terminations and to enforce the rules of the site.

14.3 Repairs and maintenance

The Council will undertake repairs to site perimeter fences, gates and water infrastructure, maintenance of haulage ways; vacant plot management; and hedge and tree management. All of which is subject to budget.

14.4 Plot Clearance

The Council reserves the right to clear overgrown plots that are currently tenanted and are causing a nuisance. The Council will only carry out this action once the tenant has been informed and a notice of termination sent to them. The tenant will be charged the full cost on each occasion that this occurs

14.5 Liability

The Council is not liable for loss by accident, fire, theft, or damage of any structures (including sheds), tools, plants, or contents on any allotment. Tenants are advised not to store any items of value on the allotment and to insure and mark any items kept at the allotment. Tenants are advised to report any incidents of theft and vandalism to an authorised officer and the police.

15. COMMUNICATION

- 15.1 Any written notice required by the tenancy shall be sufficiently served if sent by e-mail, post or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Council's Clerk.

16. REVIEW

- 16.1 Subject to any new legislation or changes in case law which require immediate amendment; or any changes in the needs of the Parish Council, the Allotment Rules will be reviewed every 2 years. The next review will be in October 2021.

TERMS AND INTERPRETATION

Allotment	A plot of land that is let by the Council for the cultivation of herb, flower, fruit and vegetable crops and recreational gardening.
The Council	North Horsham Parish Council.
Site	The area of allotments grouped together at Amberley Close, Horsham.
Rent	The annual rent payable for the tenancy of an allotment.
Review Notice	Any notice of reviewed change.
Tenant	A person who holds an agreement for the tenancy of an allotment.
Tenancy Agreement	A legally binding written document which records the terms and conditions of letting of a particular allotment to an individual tenant.
Haulage Way	A common route within the site for vehicular and pedestrian access to allotments.
Headland	The area of land between an allotment plot and any haulage way or perimeter fence.
Authorised Officer	The Parish Clerk or Deputy Clerk to North Horsham Parish Council.
Cultivation	Keeping the plot in good productive order by the maintenance and improvement of soil, the control and prevention of flowering weeds and the planting and maintenance of ornamental plants and herb, flower, fruit and vegetable crops.
Paths	Dividing paths between allotments.



NORTH HORSHAM PARISH COUNCIL
ALLOTMENT TENANCY AGREEMENT

PERSONAL DETAILS

YOUR FULL NAME:

YOUR ADDRESS:

POST CODE:

TELEPHONE NO:

YOUR AGREEMENT

1. I agree to rent plot No. at Amberley Close Allotment Site from North Horsham Parish Council.
2. I agree to pay rent at the prevailing rent each year.
3. I understand that the Council may increase the rent as stated in the Allotment Rules.
4. My rental will start on
5. This agreement is subject to the Council's Allotment Rules (and any future changes to them) and the relevant Allotment Legislation.
6. I have been given a copy of the Council's Allotment Rules.
7. I agree to abide by the Council's Allotment Rules.
8. I agree to notify the Parish Council of any change of address.

DECLARATION

Full Name:

Your Signature.....

Date.....

Witnessed By (signature).....

Witness Address:

Signed for
North Horsham Parish Council.....

Date

North Horsham Parish Council Meeting 7th November 2019 Agenda Item 22

Correspondence List 1 from 6th September to 31st 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"> • Planned roadworks. • West Sussex Pension Fund AGM & Actuarial Meetings. • Newsletters. • Early Warning Notice - Temporary Traffic Regulation Order - Farhalls Crescent, Horsham - Proposed start date 13/01/2020 • Public consultation: Proposed budget savings within the Library Service • West Sussex Pension Fund Actuarial Valuation Initial Results Meeting • Public Notice - Temporary Traffic Regulation Order - Old Holbrook, Horsham - Start date 11/10/19 • Consultation on proposed changes to concessionary rail travel for older people • Your Town and Parish Council News for November • Planned roadworks in West Sussex between 30 October 2019 and 29 November 2019 and information about one.network which will replace current system of reporting • Waste News: #PumpkinToTalkAbout in West Sussex
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • Horsham District Council Draft Corporate Plan • Traveler Movements. • Statement of Community Involvement 2019. • 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. • Brexit preparation brief. • Notification of when the planning system will be offline. • Notification about problems viewing Planning Applications on HDC Website • Notification of JAG meeting on 1th November • Pre-loved clothes sale in Horsham Sat 9th Nov • Information regarding CLT from Saxon Weld via HDC – forwarded to CLT Working Group.
3.	<p><u>Residents Correspondence</u></p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • Appreciation from resident for replacing glass at Manor Fields bus shelter. • Enquiry about timing of the turn on of the street lighting on Forest Road. Redirected to WSCC and County Cllr Liz Kitchen. • 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. • Concern about bus shelter on South Holmes Road that is not maintained and in a dirty condition. Redirected to WSCC. • Enquiry about Street Signage in Cook Road. Redirected to HDC.
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"> • SSALC Training Programme 2020-21 – Survey • Named PCSO for Every Local Community - Press Release - Sussex Police
6.	<u>Horsham Association of Local Councils (HALC)</u> . Minutes and presentations from the meeting on 12 th September 2019.
7.	<u>Sussex Police</u> <ul style="list-style-type: none"> • Horsham weekly bulletin. • PCSO Allocation & Deployment
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"> • Annual 'MP Question Time' event will be held on Friday 22nd November 2019 in the Park Suite conference room, Council Offices, Parkside, Chart Way, Horsham. Rt. Hon. Nick Herbert, MP for Arundel & South Downs, has agreed to come and answers questions. • MP Question time event - CANCELLED
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 th 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:- https://www.westsussex.gov.uk/media/13164/cycling_design_guide.pdf
14.	<u>Warnham Brickworks Community Liaison Committee</u> 18 th 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 th 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>