

**MINUTES OF A NORTH HORSHAM PARISH COUNCIL MEETING HELD ON
THURSDAY 9TH JANUARY 2020
AT 7.30pm AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

Present: Councillors: - A. Britten (Chairman), Mrs K. Burgess, P. Burgess, M. Cockerill*, 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. West Sussex County Councillor Andrew Baldwin and Horsham District Councillor John Milne.

FC/436/20 Public Forum.

There were no members of the public in attendance.

FC/437/20 Apologies for absence.

The Council received apologies and reasons for absence from Cllr. M. Cockerill.

FC/438/20 Minutes of the previous meeting.

The minutes of the Parish Council Meeting held on 7th November 2019 were agreed and signed by the Chairman as a true record.

FC/439/20 Declarations of interest.

There were no Declarations of Interest.

It was RESOLVED to nominate Cllr. J. Gough, Cllr. R. Millington and Cllr. J. Smithurst to attend Councillor Conduct Training on 30th January 2020 initiated by Horsham District Council and delivered by Cornerstone Barristers.

It was noted that if any information on a Councillor's Declaration of Interest had changed, they should contact the Clerk so that appropriate action can be taken.

FC/440/20 Committees and Working Parties.

The following Committee Minutes were presented to Council:–

- (a) Property Committee – 5th December 2019
- (b) Planning, Environment and Transport Committees – 31st October 2019 and 28th November 2019.
- (c) Finance and Administration Committee – 12th December 2019.

The Community Land Trust (CLT) Working Party formed an entity in their own right at their meeting on 8th January 2020 (and are now known as The North Horsham Community Land Trust) therefore, the CLT working party is now disbanded.

It was RESOLVED that the Committee Minutes listed above be received and adopted and the CLT Working Party be disbanded.

Cllr. J. Gough thanked members of the working party for their work over the last twelve months.

FC/441/20 Working party to investigate advertising on Parish Council bus shelters.

The Parish Council has 9 bus shelters as follows:-

1. Bartholomew Way (The land is owned by Horsham District Council (HDC). The Parish Council has a licence to maintain the shelter for 30 years from 29th April 2009).
2. North Heath Lane, opposite Blenheim Way. (Bus shelter funding agreement with West Sussex County Council (WSCC).23.04.2008).
3. North Heath Lane, opposite Amunsden Road. (Bus shelter funding agreement with WSCC.13.02.2007).
4. North Heath Lane opposite Heath Way. (Bus shelter funding agreement with WSCC.13.02.2007).
5. Crawley Road, by Jeep Centre. (Bus shelter funding agreement with WSCC.23.04.2008).
6. Jackdaw Lane. (Bus shelter funding agreement with WSCC.13.02.2007).
7. Manor Fields. (Bus shelter funding agreement with WSCC.20.05.2004).
8. Church Road
9. Lambs Farm Road, opposite Greenfields Way/ Southdown Close.

Where there is a **bus shelter funding agreement** with WSCC, the Parish Council has provided and maintains the bus shelter, but the land remains in the ownership of WSCC.

It was RESOLVED that a working party be formed to investigate if Parish Council owned bus shelters could possibly contain advertising to generate income whilst also delivering shelter for local residents. Volunteers Cllr. R. Millington, Cllr. A. Shine, Cllr. J. Smithurst and Cllr. S. Torn would serve on the working party.

FC/442/20 Reports from representatives on outside bodies.

There were no reports from representatives on outside bodies.

FC/443/20 Reports from District or County Councillors.

West Sussex County Councillor Liz Kitchen gave her apologies for the meeting.

West Sussex County Councillor Andrew Baldwin reported that Farhalls Crescent would be closed for internal sewer and manhole maintenance work on 13th January 2020. There had been a new leader at WSCC. Cllr Baldwin would find out more about the progress of the implementation of a 20mph speed restriction around Littlehaven School on Hawkesbourne Avenue which was due to be introduced as part of a School Safety Zone.

Horsham District Councillor John Milne reported that HDC's Tourist and Visitor website had been launched. The website would contain a section on the Motte and Bailey Castle at Lemmington Way. HDC was looking to introduce more electric car charging points. Parking charges had been standardised across the town and public consultation events on the development West of Ifield were being held from 10th January 2020 to 18th January 2020.

Horsham District Councillor Peter Burgess noted that Homes England were driving the West of Ifield development as they owned the central strip of land where the proposed development would take place. It was not definite that the land either side of that owned by Homes England would be developed, but if it were, there were plans for additional road network infrastructure. This development was included in HDC's draft Local Plan that was currently at the consultation stage. It has been forecast that the population of Horsham District will increase by 40% over the next 16 years.

FC/444/20 Chairman's announcements.

1. The Parish Council thanked Cllr. Rickett BEM, Cllr. Searle and Cllr. Turner for their attendance at the appeal hearing for the proposed Incinerator at the Wealden Brickworks held at the Horsham Cricket Club in Horsham. There was someone in attendance throughout the hearing and Cllr. Rickett BEM read out a statement on behalf of North Horsham Parish Council, noting the views of local residents.
2. A letter had been sent to the Clinical Commissioning Group (CCG) outlining concerns regarding health care in North Horsham in light of significant additional development. To date there has been no

response from the CCG, but the Holbrook Surgery Patient Participation Group has circulated a statement from the CCG to their patients which includes that “the CCG has not stated that an extension to the existing Holbrook practice will ‘mop up’ these new residents (on the development north of Horsham) and has asked HDC to redirect the Developers from this misunderstanding.”

3. North Horsham Parish Council had submitted their concerns about anti-social behaviour, especially in respect of drug related activities in North Horsham to Sussex Police Chief Constable Giles York at a meeting held with the Surrey and Sussex Association of Local Councils on 15th November 2019. In response Chief Constable Giles York stated that Sussex Police is absolutely dedicated to addressing and reducing all criminality and are specifically working on drug related and anti-social criminality within Horsham. There is a structured, targeted and consistent approach to this type of criminality and success is already being shown as a result of the disruption of those involved through interventions such as arrests, drug warrants and civil injunctions. He went on to say that ‘Sussex Police are acutely aware of the impact this criminality and others have on individuals and communities as a whole; we are robust in our approach to keeping communities safe, identifying and protecting vulnerable people and preventing and responding to harm’.
4. Appreciation was expressed to the Community Land Trust Working Party for their tenacity and determination to achieve setting up a Community Land Trust for North Horsham.
5. A draft calendar of meetings for 2020/21 had been circulated to Councillors. It is open to comment and will be presented at the Annual Parish Council Meeting in May 2020.
6. During discussions between the CLT Working Party and Legal and General, the representative from Legal and General had indicated that he was willing to give the North Horsham CLT a letter of intent to confirm that they would be willing to consider working with the CLT to provide genuinely affordable homes. The CLT had been advised that Legal and General had no record of this internally and that work was starting to allocate land for affordable housing at the end of January 2020. The Community Housing Advisor at the Sussex Housing Hub advised the North Horsham CLT to send a letter to the CEO of Legal and General making a case for them to work together. He suggested

that the letter be endorsed by the Parish Council. In November 2019, the Parish Council issued a statement of support that read "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" and on that basis the Chairman will sign the letter being sent to Legal and General to uphold that statement and to show support for the North Horsham CLT.

FC/445/20 Expenditure lists for November 2019 and December 2019.

The Parish Council AGREED the payment schedule from 1st November 2019 to 30th November 2019 for £45,047.25 and for 1st December 2019 to 31st December 2019 for £40,708.64. (attached).

FC/446/20 WSCC 'Improving Local Places and Spaces' initiative.

In recognition of the reduced service levels and the potential for communities who wish to have a better maintained highway infrastructure, WSCC has launched their 'Improving Local Places and Spaces' initiative. Visit <https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/improving-local-places-and-spaces/> for further details.

Communities can access information, guidance, resources and training to decide on the priorities for their area for highways. There are three elements of this offer.

1. Community Highways Partnerships

Parish and Town Councils can undertake a variety of maintenance activities on the public highway by signing up to an agency agreement with WSCC.

Activities can include:

- Cleaning signs • Graffiti removal • Weed spraying on footway and kerb • Removal of epicormic growth around trees (shoots rising at the bottom of a tree) • Strimming on landscaped areas • Cut back overgrown vegetation • Twitten vegetation clearance • Clear leaves from gully tops • Removal of unofficial signs, verge markers and estate agents boards that pose a danger to highway users • Grass cutting • Siding footpaths • Licensing activities – A-boards/busking • Enforcement – issuing letters to ask for considerate parking, cutting back private vegetation, yellow development signs/ A-boards • Tree work • Inspections • Roundabout maintenance.

An annotated WSCC template agreement for Community Highways Partnerships and an explanatory booklet had been circulated with the

agenda. The template agreement sets out the obligations of the 'agent' (parish council) and the liabilities ie that WSCC will not pay the Parish Council for any additional works and that the agent has to take on all insurance costs associated with any additional works..

2. Community Led Improvement

Communities can raise concerns about highways issues within their area and put forward an application for funding through the County Council's Annual Works Programme.

Community Highway Schemes: • Traffic calming features • Town/village centre enhancements • Cycling facilities • Crossing facilities • Speed limits/zones • Junction improvements • Improved footpath links • Traffic Regulation Orders e.g. parking.

Schemes are assessed and scored, the highest scoring schemes are taken forward. Last year 21 schemes from across the county were successful.

3. Community Action

WSCC support and enable various opportunities for communities and volunteer groups to work on enhancing their neighbourhood through a variety of activities.

The County Council will provide guidance and advice to enable interested groups to tackle those issues in their area which otherwise may be neglected: • cutting back overgrown vegetation • trimming the edges of grass verges • clearing weeds • sign and bollard cleaning • hand clearing gullies and ditches • removing unlawful signs • siding foot-paths and cycle-paths.

Following debate it was **RESOLVED**

- 1. To note the offer from WSCC to provide improvements to the local community through their 'Improving Local Spaces and Places' Scheme which has three elements, Community Highways Partnerships, Community Led Improvement and Community Action**
- 2. To note that North Horsham Parish Council had already been involved in applying for Community Led Improvement through a proposed Traffic Restriction Order for a speed reduction scheme on Lambs Farm Road which did not receive sufficient support from WSCC in relation to other schemes put forward.**
- 3. To explore involvement in a Community Highways Partnership.**

4. To set up a working party to investigate the potential involvement and associated costs of a Community Highways Partnership and report back to the next Parish Council Meeting. Cllr. R. Knight, Cllr. R. Millington, Cllr. R. Turner and Cllr. I. Wassell were appointed to the working party.

FC/447/20 Forecast 2019/2020, Budget 2020/2021 and Precept Calculation 2020/2021.

All papers were circulated with the agenda.

The Council RESOLVED:-

1. To agree the forecast for 2019/2020 and the budget for 2020/21 presented to the Council. (attached).
2. To agree the recommendation from the Finance and Administration Committee to request a precept of £335,194 from HDC for 2020/21.

FC/448/20 Consultation on strengthening Police Powers to tackle unauthorised encampments.

The Government consultation considers measures to criminalise the act of trespassing when setting up an unauthorised encampment in England and Wales. The consultation also covers an alternative approach whereby Sections 61 and 62A of the Criminal Justice and Public Order Act 1994 are amended to permit the police to direct trespassers to suitable authorised sites located in the neighbouring local authority areas; increase the period of time in which trespassers directed from land would be unable to return from 3 months to 12 months and lower the number of vehicles needed to be involved in an unauthorised encampment before police powers can be exercised from 6 to 2 or more vehicles to enable the police to remove trespassers from land that forms part of the highway.

The following response points to the consultation were put forward for consideration:-

- Practically, the method of moving trespassers on that should be adopted is the one that enables the issue to be dealt with in the quickest most cost effective way, to avoid disruption to local communities and landowners.
- Moving trespassers to a suitable authorised site is only effective if there are vacancies and if the site is relatively close.
- Increasing the period of time in which trespassers directed from land would be unable to return from three months to twelve months would provide greater protection to land targeted by the same group of

trespassers on a regular basis.

- Any number of vehicles involved in trespass causes issues to a local community, whether it be one or more, therefore this should be reflected in any changes to the law.
- The police should have the opportunity to remove trespassers from land that forms part of the highway.

The Parish Council RESOLVED to respond to the consultation using the suggested points above.

FC/449/20 Police Crime Commissioner Focus Group.

The Police Crime Commissioner is consulting across Sussex regarding local policing issues and is holding a focus group on 25th February 2020. North Horsham has expressed concern over the last two years about several issues including:-

Noise from motorcycles using the A264

Drug dealing and drug related crimes in an around North Horsham.

Theft from cars in the North Horsham area.

The Council RESOLVED :-

- 1. That the Clerk and Cllr. P. Burgess respond positively to an invitation to attend a PCC focus group on 25th February 2020 at Roffey Millennium Hall.**
- 2. To feed back concerns about local policing issues to Cllr Burgess and the Clerk so that they can be aired at the meeting.**
- 3. To give feedback to the Council at the next Parish Council Meeting.**

FC/450/20 Policies

All policies circulated with the agenda.

The Parish Council RESOLVED:-

- 1. To adopt the Statement of Accessibility recommended by the Finance and Administration Committee.**
- 2. To note that the Finance and Administration Committee reviewed the Grants Policy and Procedure and recommended no changes.**
- 3. To adopt the Community Engagement Strategy presented with no amendments.**

FC/451/20 Correspondence.

The Council received correspondence lists from 7th November 2019 to 9th January 2020. (Copies attached).

FC/452/20 Exclusion of Press and Public.

The Council **RESOLVED** that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the item contains options which try to resolve the early stages of a dispute and for which publicity would prejudice public interest.

FC/453/20 Harwood Road Allotments.

The Parish Council **AGREED** the following:-

1. The Parish Council increases the rent to £700 per year from 1st April 2020 to provide money to set aside in an Earmarked Reserve to start a Tree Management Scheme including a Tree Survey and any urgent required Health and Safety tree work.
2. The Parish Council will surrender the lease in March 2024 when it comes up for renewal with WSCC again.
3. To obtain a copy of the Harwood Road Allotment Association's public liability insurance.
4. To obtain the cost for a Tree Survey for the Harwood Road Allotment site whilst waiting to hear back from WSCC with a view to putting a Tree Management Scheme in place.
5. To include the Harwood Road Allotment site in the Parish Council's inspection routine.
6. To investigate the cost of putting in place a hire agreement, but only to go down this route if the cost is nominal as it should only have to be in place for 4 years.
7. To ascertain what a Deed of Surrender from WSCC could involve should the need arise.
8. To clarify with the Harwood Road Allotment Association in writing that they have responsibility for the fences and all other assets on the site, the Parish Council is making provision for tree management and urgent Health and Safety tree work only.
9. To inform the Harwood Road Allotment Association of the Parish Council's intentions as soon as possible and give them the opportunity to discuss the matter with the nominated representatives on the Parish Council should they wish and to establish themselves with the proper constitution to hold the lease in their own right.
10. To report back to the Property Committee in February 2020 in

the first instance, if any decision is required, so that the matter can be moved forward with expediency, but with a final report back to full Council in March 2020.

FC/454/20 Date of next Council meeting.

The next Parish Council Meeting will be held on Thursday 5th March 2020 (Scheduled).

There being no other business, the Chairman closed the meeting at 8.40 pm.

..... Signed

.....Dated

Lloyds Bank Accounts

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2019	Horsham Publications Ltd	011119-2	72.60		Newsletter
01/11/2019	CF Corporate Finance Ltd	011119-3	158.94		Photocopy Lease
01/11/2019	Horsham District Council	011119-4	168.30		Dog bins
01/11/2019	Horsham District Council	011119-5	663.00		Rates
01/11/2019	Horsham District Council	011119-6	987.00		Rates
04/11/2019	Bryant Fixings Ltd.,	041119-1	2.18		Repairs
04/11/2019	West Sussex County Council	041119-10	25,600.44		Salaries - Oct 19
04/11/2019	City Electrical Factors Ltd	041119-2	177.57		Maintenance
04/11/2019	Essential Hygiene & Catering S	041119-3	735.61		Cleaning
04/11/2019	D. Lees	041119-4	56.25		EXP-OCT 19
04/11/2019	NETCOM	041119-6	181.56		IT System
04/11/2019	RBS Software Solutions	041119-7	1,141.20		Omega Support
04/11/2019	N. Simmonds,	041119-8	180.00		Repairs
04/11/2019	T C Maintenance	041119-9	181.00		Repairs
04/11/2019	Lloyds Credit Card	041119-5	64.00		Misc Expenses
04/11/2019	Lloyds Credit Card	041119-5A	42.67		Misc Expenses
06/11/2019	Asperger's Voice	061119-01	1,000.00		NHPC Grant
06/11/2019	Home Start Horsham & Crawley	061119-02	700.00		Grant Funding
06/11/2019	Amazon Uk	061119-05	4.48		Safety Signs
06/11/2019	Grasstex Ltd	061119-03	2,883.96		Grass Cutting
06/11/2019	Kiddivouchers	061119-04	256.11		Childcare Voucher
06/11/2019	N. Simmonds,	061119-06	130.00		Maintenance
08/11/2019	SOS Systems	081119-01	79.81		Printing
11/11/2019	Lloyds Bank	111119-01	7.00		Bank Charges
12/11/2019	Llyods Credit Card	121119-04	2,402.40		Roffey Hall Equipment
12/11/2019	ELA Group	121119-01	165.92		Maintenance
12/11/2019	Horsham District Council	121119-02	1,698.30		Bin Collection
12/11/2019	Incor Group Management Ltd	121119-03	426.00		Window Cleaning
12/11/2019	Mr Alan Randall	121119-05	68.40		Travel Expenses - Oct 19
12/11/2019	SSALC Ltd	121119-06	480.00		Training Course
12/11/2019	Servcom Services UK Ltd.,	121119-07	87.62		Maintenance & Repairs
12/11/2019	Viking Direct	121119-08	120.09		Stationery
14/11/2019	The Royal British Legion	9033	16.00		Wreath
20/11/2019	West Sussex County Council	201119-01	518.58		Professional services
20/11/2019	BEL Signs	201119-02	181.20		Signs for Earles Meadow
20/11/2019	Essential Hygiene & Catering S	201119-03	30.11		Cleaning Materials
20/11/2019	Forest View Tree Surgery,	201119-04	520.00		Tree Audit
20/11/2019	H Griffiths	201119-05	25.20		Traving expenses
20/11/2019	N. Simmonds,	201119-06	55.00		Maintenance
20/11/2019	T C Maintenance	201119-07	668.14		Repairs & Maintenance
20/11/2019	Scottish Water Business Stream	201119-01	374.06		Water - 15-07-19 to 04-11-19
22/11/2019	EDF Energy Ltd	221119-01	82.71		Street Lights
22/11/2019	British Gas Business	221119-02	331.99		Elect - 01-10-19 to 31-10-19
22/11/2019	British Gas Business	221119-03	644.46		Elect - 01-10-19 to 31-10-19
22/11/2019	Business Credit Card	CREDITCARD	40.11		Misc - Kettle
25/11/2019	British Gas Business	251119-01	105.80		Gas - 25-09-2019 to 31-10-2019
25/11/2019	British Gas Business	251119-02	109.56		Gas - 27-06-19 to 31-07-19

Lloyds Bank Accounts

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/11/2019	British Gas Business	251119-03	421.92		Elect - 14-09-19 to 31-10-19
Total Payments			45,047.25		

Time: 12:11

LLoyds Bank Accounts

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2019	Horsham Publications Ltd	021219-01	72.60		Newsletter
02/12/2019	Horsham District Council	021219-02	168.30		Dog Bins
02/12/2019	Horsham District Council	021219-03	663.00		Rates - Dec19
02/12/2019	Horsham District Council	021219-04	987.00		Rates - Dec19
03/12/2019	British Gas Business	031219-01	297.31		Elect - 01-11-2019 to 13-11-20
04/12/2019	Grasstex Ltd	041219-01	774.00		Grass Cutting
04/12/2019	City Electrical Factors Ltd	041219-02	30.84		Maintenance - Electric
04/12/2019	Enterprise Services Group Ltd	041219-03	198.50		Sanitary Waste
04/12/2019	Horsham District Council	041219-04	1,000.00		Year Of Culture Grant Refund
04/12/2019	Kiddivouchers	041219-05	256.11		Childcare Vouchers
04/12/2019	D. Lees	041219-06	45.45		EXPENSES - NOV 19
04/12/2019	NETCOM	041219-07	184.62		IT Support
04/12/2019	Pear Technology Ltd	041219-09	270.00		It Support
04/12/2019	M Senior	041219-10	85.00		Maintenance
04/12/2019	N. Simmonds,	041219-11	210.00		Emergency Light Testing
04/12/2019	Viking Direct	041219-12	6.69		Stationery
04/12/2019	West Sussex County Council	041219-13	24,204.08		Salaries & Wages - Nov 19
05/12/2019	Kave Theatre Services	051219-01	78.00		Repairs & Maintenance
05/12/2019	Leadbeater locks	051219-02	190.99		Multi Court Pad Locks Maint
05/12/2019	Southern Counties Tea & Coffee	051219-03	81.60		Refreshments
09/12/2019	SOS Systems	091219-01	82.33		Printing
09/12/2019	Bank Charges- PWLB	011219-01	7.00		Bank Charges- PWLB
11/12/2019	St John Abulance	111219-04A	162.00		First Aid Training
11/12/2019	Tesco Stores	111219-04B	94.50		Refreshments
11/12/2019	Cleaning Supplies	111219-04C	20.64		Cleaning Supplies
11/12/2019	Stadia Sports - Lloyds Card	111219-04D	357.00		EMR - CIL Payments
11/12/2019	Lloyds Credit Card	111219-04E	34.43		Fire Shield Blankets
11/12/2019	City Electrical Factors Ltd	111219-01	7.24		Maintenance & Repairs
11/12/2019	Chalvington Group	111219-02	288.00		Maintenance & Repairs
11/12/2019	D. Lees	111219-03	39.64		Expense - Travel Ins
11/12/2019	Servcom Services UK Ltd.,	111219-05	173.15		Boiler Maintenance
11/12/2019	N. Simmonds,	111219-06	330.00		Repairs & Maint - Electric
11/12/2019	M Stoner,	111219-07	56.70		Travel Expenses
11/12/2019	Trafalgar Cleaning Equipment L	111219-08	285.81		Cleaning Materials
12/12/2019	Horsham District Council	121219-01	62.80		Refuse Bin Collection
12/12/2019	Horsham District Council	121219.02	62.80		Refuse Collection
12/12/2019	Scottish Water Business Stream	121219-03	77.24		Water - 12.08.19 to 26.11.19
12/12/2019	Horsham District Council	121219-04	156.00		Refuse Collection
13/12/2019	British Gas Business	131219-01	55.57		Electric -14-11-19 to 26-11-19
13/12/2019	British Gas Business	131219-02	81.39		Gas - 01-11-19 to 26-11-19
18/12/2019	Horsham District Council	181219-01	78.50		Refuse Collection
18/12/2019	Horsham District Council	181219-02	78.50		Refuse Collection
18/12/2019	Horsham District Council	181219-03	124.80		Refuse Collection
20/12/2019	British Gas Business	201219-01	345.15		Electric -01.11.19 to 30.11.19
20/12/2019	British Gas Business	201219-02	637.81		Elect - 01-11-19 to 30-11-2019
20/12/2019	Earles Meadow Conservation Gro	BACS	630.00		Grant
20/12/2019	Lloyds Business Card	201219-04	51.40		Repairs & Maintenance

Time: 12:11

LLoyds Bank Accounts

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/12/2019	City Electrical Factors Ltd	201219-01	41.27		Repairs & Maintenance
20/12/2019	Incor Group Management Ltd	201219-03	426.00		Cleaning Windows
20/12/2019	Playdale Playgrounds Ltd	201219-05	483.97		Play Area ground
20/12/2019	RBS Software Solutions	201219-06	70.80		Professional Fees
20/12/2019	N. Simmonds,	201219-07	60.00		Repairs & Maintenance
20/12/2019	T C Maintenance	201219-08	1,104.54		Repairs & Maintenance
20/12/2019	T C Maintenance	201219-09	1,485.00		Decorating NHH Halls
23/12/2019	EDF Energy Ltd	231219-01	82.27		Street Lighting - 01-11to30-11
23/12/2019	British Gas Business	231219-02	1,569.32		Gas - 01.09.19 to 30.11.2019
23/12/2019	Horsham District Council	241219-01	62.80		Refuse Collection
23/12/2019	Horsham District Council	241219-02	62.80		Refuse Collection
23/12/2019	Mr Alan Randall	231219-01	82.80		Travel Expenses
23/12/2019	BT Payment Services Ltd	231219-02	539.44		Telephone cost
24/12/2019	Horsham District Council	241219-03	124.80		Refuse Collection
27/12/2019	British Gas Business	271219-01	328.34		Gas - 01.11.19 to 30.11.19

Total Payments 40,708.64 ✓



NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2020/21

Forecast for 2019/20		
Revenue expenditure	510,464	510,464
Income		
Precept	327,769	
Community Infrastructure Levy	11,053	
Environmental Grant	9,984	
Income from hall hires	204,201	553,007
	Excess	42,543

Budget for 2020/21		
Revenue expenditure	528,758	528,758
Income		
Community Infrastructure Levy	0	
Environmental Grant	9,984	
Income from hall hires	212,840	222,824
	Deficit	305,934

General Reserve Considerations for 2020/21	
General Reserve at 31.3.19	186,151
Transfer to R&R EMR for Boardwalk, Streetlights and HTB	26,770
Community Land Trust	1,000
Predicted excess at 31.3.20	42,543
Predicted General Reserve at 31.3.20	200,924

Precept requirement for 2020/21	305,934
EMR play equipment	25,000
EMR Boiler	10,000
EMR R&R EM Boardwalks	7,260
EMR Signs	18,000
Noticeboard upgrade	4,000
Less excess from General Reserve	35,000
Final precept requirement for 2020/21	335,194

Tax base for 20/21 = 8733.3

Levy at Band D £38.38

Agreed by full Council 9th January 2020

**BUDGET 2020/21
PROPERTY COMMITTEE**

			BUDGET 2019/20	ESTIMATED TO 31.03.2020	NOTES ON 2019/20	BUDGET 2020/21	NOTES ON 220/21
EXPENDITURE - REVENUE							
403	ROFFEY MILLENNIUM HALL						
4011	NNDR (Business Rates)		6,642	6,628		6,959	5% increase
4012	Water Rates		1,235	1,235		1,235	
4014	Electricity		5,125	5,125		5,125	
4015	Gas		6,150	6,150		6,075	
4016	Cleaning Materials		1,425	1,425		1,425	
4017	Refuse Clearance (HDC)		1,663	1,640		1,664	
4018	Sanitary Disposals		205	205		220	
4019	Window Cleaning		1,015	990		990	
4020	Refreshment Sale Costs		500	500		500	
4034	Maintenance - electrical		2,000	2,000	Inc £240 for CCTV service	2,000	Inc £240 for CCTV service
4035	Maintenance - electrical insp.		590	590	PAT Tests + electrical inspections + EL	2650	Periodic test required (3/21) + PAT tests and electrical inspections.
4036	Maintenance - general		3,000	3,000		3,250	Defibrillator pads required
4037	Maintenance - fire alarm		515	570		570	
4039	Maintenance - intruder alarm		794	794		794	
4040	Maintenance - lift		750	750	Service visits	750	
4041	Maintenance - fire extinguishers		150	150	To allow for remedial work	150	
4042	Maintenance - gas boiler		1,000	1,000	To allow for remedial work	1,000	
4044	Maintenance - partition wall		500	500	Annual service	500	
4061	Legionella Testing		250	250	Water testing only.	380	Risk assessment and water testing
4062	Maintenance - air conditioning		308	270		300	
4063	Maintenance - plumbing		1,500	1,500		1,500	
4064	Maintenance - lightning conductor		227	230		230	
4065	Fire Prevention Sundries		100	100		620	Fire risk assessment required.
4066	Keyholder Services		185	180		180	
4500	Internal decorations		2,000	2,000		2,500	Upstairs rooms
			37,829	37,782		41,567	

Agreed by Full Council on 9th January 2020

**BUDGET 2020/21
PROPERTY COMMITTEE**

			BUDGET 2019/20	ESTIMATED TO 31.3.2020	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/21
EXPENDITURE - REVENUE							
401	NORTH HEATH HALL						
4011	NNDR (Business Rates)		6,396	6,383	Based on invoices	6,700	5% increase
4012	Water Rates		900	900		900	
4014	Electricity		2,640	2,640		2,640	Savings are always trying to be made.
4015	Gas		2,562	2,562		2,562	Savings are always trying to be made.
4016	Cleaning Materials		1,332	1,332		1,332	
4017	Refuse Clearance (HDC)		836	820	Based on invoices	832	
4018	Sanitary Disposals		205	205		220	
4019	Window Cleaning		738	738		738	
4034	Maintenance - electrical		2,000	2,000	Electrical repairs	2,000	Stage lighting requires moving.
4035	Maintenance - electrical insp.		500	500	No periodic test required. Light testing monthly	500	No periodic testing required. Lights tested monthly.
4036	Maintenance - general		2,000	2,000		2,000	
4037	Maintenance - fire alarm		750	750		750	
4039	Maintenance - intruder alarm		794	794		794	
4041	Maintenance - fire extinguishers		150	150		150	
4042	Maintenance - gas boiler		650	650		650	
4044	Maintenance - partition wall		700	700		700	
4061	Legionella Testing		236	251	Environmental assessment and thermometer calibration.	371	Risk assessment required along with environmental assessment and thermometer calibration.
4063	Maintenance - plumbing		750	750		750	
4065	Fire Prevention Sundries		75	75	New fire notices required	585	Fire risk assessment required in 2020.
4066	Keyholder Services		185	180		180	
4500	Internal decoration		2,000	2,000	Hall and kitchens	2,500	
			26,399	26,380		27,854	

Agreed by full Council 9th January 2020

**BUDGET 2020/21
PROPERTY COMMITTEE**

		BUDGET 2019/20	ESTIMATED TO 31.3.2020	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/21
EXPENDITURE - REVENUE						
402	HOLBROOK TYTHE BARN					
4011	NNDR (Business Rates)	3,493	3,486	Actual amount	3,660	5% increase
4012	Water Rates	1,500	1,500		1,500	
4014	Electricity	3,250	3,250		3,250	
4015	Gas	1,500	1,500		1,500	
4016	Cleaning Materials	1,575	1,575		1,575	
4017	Refuse Clearance (HDC)	836	820		832	
4018	Sanitary Disposals	205	205		220	
4019	Window Cleaning	323	320		450	Misquoted in 2019
4034	Maintenance - electrical	2,000	2,000		2,000	General electrical maintenance
4035	Maintenance - electrical insp.	590	590	PAT Tests + electrical inspections + EL	1,900	Drain test and periodic electrical test.
4036	Maintenance - general	2,000	2,000		2,000	
4037	Maintenance - fire alarm	570	570		570	
4039	Maintenance - intruder alarm	794	794		794	
4041	Maintenance - fire extinguishers	150	150		150	
4042	Maintenance - gas boiler	500	500		500	
4061	Legionella Testing	205	221	Water testing +risk asesment	351	Risk assessment required . And thermometer calibration.
4063	Maintenance - plumbing	750	750		750	
4065	Fire Prevention Sundries	575	575	Fire risk assessment £500 April 2019	75	
4066	Keyholder Services	185	180		180	
4500	Internal decoration	2,000	2,000		1,500	
		23,001	22,986		23,757	

Agreed by full Council 9th January 2020

BUDGET 2020/21
PROPERTY COMMITTEE

BUDGET 2020/21 PROPERTY COMMITTEE			BUDGET 2019/20	ESTIMATED TO 31.03.2020	NOTES ON 2019/20	BUDGET 2020/21	NOTES ON 2020/21
EXPENDITURE - REVENUE							
AMENITIES - ALLOTMENTS							
301	4012	Water Rates	100	150	Water leak in 2019	150	More in line with previous bills.
	4102	Rent to WSCC - Harwood Rd	250	275	Actual cost for 2019/20	275	Whilst an increase has been suggested, the figure has been kept at 275 whilst negotiations are in place.
	4200	Grounds Maintenance	750	750	Grass and hedge cutting	750	Grass and hedge cutting
	4259	Allotment Maintenance	100	400	Necessary bramble clearing.	400	Necessary bramble clearing and cutting.
			1,200	1,575		1,575	
OTHER AMENITIES							
302	4019	Bus shelter cleaning	925	925	Regular cleaning of bus shelters.	925	Regular cleaning of bus shelters.
	4200	Grounds Maintenance	20,000	20,500	Some remedial work is required in areas that had been cut back previously.	20,500	Grass amaintenance contract and some ad hoc work.
	4250	Bus Shelter Maintenance	2,000	2,000	Rolling programme of maintenance Bartholomew Road done in 2019 also smashed glass at Manor Fields	2,000	Rolling programme of maitenance
	4251	Play Area Maintenance*	8,000	8,000	Some play equipment requires replacement parts.	8,000	Repairs to equipment and wet pour antiapted.
	4252	Open Space Maintenance**	9,000	9,000	Includes tree work identified in Tree Survey, repairs to the boardwalks at Earles Meadow and other repairs on the Parish Council's open spaces.	10,500	Includes H&S tree work and work required to Veteran Oak tree at EM (in Management Plan)
	4253	Litter Warden Equipment	850	200	The litter trolley has been repaired several times and there is a possibility that it may not be able to be welded again, however, it looks as if it may last until the end of the financial year.	900	New trolley with litter segregation capability.
	4254	Dog Bin Emptying - HDC	2,069	2,020		2,060	2% inflation
	4255	Street Lighting Maint/Supply	3,500	3,500	Maintenance contract enables work to be undertaken as necessary with known costings	3,500	Includes maintenance and replacement as required
	4258	Multi Courts Maintenance	2,556	2,556		2,600	Permanent lining being undertaken through CiL money should reduce costs in the longer term.
	4260	Workshop	100	100	Security	100	For security, small items.
	4302	Notice Board Maintenance	1,000	1,000	This mainly covers cleaning and small repairs.	1,000	A notice board review is scheduled for 2020/21.
			50,000	49,801		52,085	

*Replacement programmes for equipment at Birches Road Playground and Amberley Road Playground have been identified as 2024 and 2025 respectively. The total replacement cost of equipment at Birches Road Playground has been estimated at £58,078 and Amberley Road Playground at £72,560. In order to have sufficient funds to enable replacement it is recommended that £25,000 is set aside in an Earmarked Reserve for 2020/21, 2021/22 and 2022/23 and that work is undertaken in 2022/23 to ascertain more exact costings including what equipment in each playground could be retained so that more exact funding can be allocated in 2023/24 to enable the programme of replacement to proceed.

**Damage to the bridges on the boardwalks at Earles Meadow has been identified. The cost for repair is £7,260. It is recommended that sufficient money is allocated to the Repairs and Renewals Earmarked Reserve to cover the work being done in 2020/21.

Recommendations from the Property Committee (10/10/19) to the Finance Committee:

a) To set up an EMR for replacement play equipment and refurbishment at all play areas owned by the Parish Council and that £25,000 be set aside in the following years: 2020/21, 2021/22, 2022/23.

To undertake work in 2022/23 to ascertain more accurate costings to enable a final amount to be allocated in 2023/24 so that the necessary work can proceed.

b) To allocate £10,000 into the EMR fund for the replacement boiler at Roffey Millennium Hall.

c) To set aside £7,260 in Repairs and Renewals for repairs to the Earles Meadow boardwalks in 2020/21.

Agreed by full Council 9th January 2020

**BUDGET 2020/21
F & A COMMITTEE**

		BUDGET 2019/20	ESTIMATED TO 31.03.20	NOTES	BUDGET 2020/21	NOTES
EXPENDITURE - REVENUE						
101	4006	0	0			
	4007	1,500	1,500	Additional training may be required after the elections for new councillors.	1,000	
	4008	9,050	5,535	Based on payments made for April, July and October 2019 and potential for Jan 20.	6,750	Based on 14 Councillors.
	4021	3,750	3,500	Improved rates saw lower bills in 2017/18 and 2018/19. It looks like the trend will be repeated in 19/20	3,500	Reductions are negotiated when possible
	4022	1,500	1,400	Reduced rate for franking machine and increased use of e-mail to send out invoices resulted in lower costs in 2017/18 and 2018/19. The savings are leveling off.	1,400	
	4023	1,750	1,600	Less printing and hard copies reduces the printing costs	1,600	Need to print fewer documents
	4024	3,500	3,500	The SALC increase is likely to be higher than in recent years.	3,600	Allow for an increase for SALC subs
	4025	9,200	8,850		9,200	To allow for an increase and any additions to policy.
	4026	20	17	LCR	20	
	4028	2,400	2,400		2,400	
	4029	300	300	Hosting charge every two years - due in 2019/20.	0	
	4032	1,000	100	Marketing tends to be done through the website and Facebook to reduce costs.	800	
	4033	700	783	The current contract with Horsham Pages allows for one page articles every two months.	800	
	4038	1,000	1,000	Computers etc.	1,000	
	4051	100	100	Internet banking has reduced costs.	100	
	4053	12,700	12,695	Principal £4,807.70, interest on remaining sum ends 2025.	12,250	
	4057	1,500	1,560		1,600	
	4058	3,000	3,000	GDPR, eviction, HR services, Booking and finance system	3,000	
	4059	600	500	Preparation reduces the time on site and therefore the cost.	500	
	4100	400	400	Covers events such as the APM.	400	
	4120	750	750	Projectors, flasks, flip charts, crockery etc.	750	
	4122	1,000	1,000	Photocopier, chairs	1,000	
103	4155	10,000	10,000		10,000	
104	4101	6,750	6,750	Paid to HDC for upkeep of Roffey Cemetery.	6,750	
		72,470	67,240		68,420	

Agreed by full Council 9th January 2020

BUDGET 2020/21
PERSONNEL COMMITTEE

			BUDGET	ESTIMATED	NOTES 2019/20	BUDGET	NOTES 2020/21
			2019/20	TO		2020/21	
				31.03.2020			
EXPENDITURE - REVENUE							
106	4001	Salaries/NI/Pensions	296,500	296,500	2% increase, average caretaker holiday cover, pay awards and additional admin cover.	305,800	
	4003	Payroll Administration Charge	800	1,000	To cover pension changes	800	
	4009	Staff Expenses	3,000	3,000	Increase in hires requires more journeys	2,500	
	4010	Staff Training	1,500	1,500	To ensure that statutory requirements are met.	1,500	
	4030	Recruitment Advertising	250	50	Nominal sum	250	
	4031	Staff Personal Protective Clothing	400	400	Additional polo shirts and sweatshirts and any other necessary protective clothing.	400	
			302,450	302,450		311,250	

The Personnel Committee recommended a figure of £305,053 for salaries for 2020/21. Further calculations suggest to include holiday cover, the amount needs to be increased to £305,800.

Agreed by full Council 9th January 2020

**BUDGET 2020/21
PET COMMITTEE**

			BUDGET 2019/20	ESTIMATED TO 31.03.2020	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/21
EXPENDITURE - REVENUE							
201	4305	Planning Consultant Fees	2,250	2,250		2,250	
			2,250	2,250		2,250	

Agreed by full Council 9th January 2020

BUDGET 2020/21
INCOME

			BUDGET 2019/20	ESTIMATED TO 31.3.2020	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/21
INCOME							
401	1000	Hall Lettings	64,873	62,500	Income inflated above the calculated rate.	65,625	NHH - 5% increase
402	1000	Hall Lettings	34,110	36,000		37,800	HTB - 5% increase
	1010	Multi Court Income	22,035	22,035		23,140	5% increase
403	1000	Hall Lettings	81,263	81,263		83,700	RMH - 3% to try to equalise the cost of the hires across the halls. VAT payable at RMH only
	1004	Miscellaneous Income	200	500		500	
	1006	Sale of Beverages	2,000	1,000	Fewer hires require refreshments	1,000	
101	1196	Interest Received	100	100	Interest rates are very low	200	Potential for higher interest
301	1050	Allotment Rents	775	803	More work is required at the allotments and the current rents do not cover it.	875	Increase full allotment from £27.05 per annum to £30 and half allotment from 13.55 per annum to £15. (11% increase). To work towards covering the cost of providing the allotments.
			205,356	204,201		212,840	

2019/20 and 2020/21
SUMMARY

	2019/20				2020/21					
	EXPENDITURE			TOTAL	INCOME			BUDGET		
	BUDGET 2019/20	ACTUAL 31.3.2020	ESTIMATED 31.3.2020		BUDGET 2019/20	ACTUAL 31.3.2020	ESTIMATED 31.3.2020	TOTAL	EXPENDITURE	INCOME
Roffey Millennium Hall	37,829	0	37,782	37,782	83,463	0	82,763	82,763	41,567	85,200
North Heath Hall	26,399	0	26,380	26,380	64,873	0	62,500	62,500	27,854	65,625
Holbrook Tythe Barn	23,001	0	22,986	22,986	56,145	0	58,035	58,035	23,757	60,940
Amenities	51,200	0	51,376	51,376	775	0	803	803	53,660	875
F & A (exc. Precept)	72,470	0	67,240	67,240	100	0	100	100	68,420	200
PERSONNEL	302,450	0	302,450	302,450	0	0	0	0	311,250	0
PET	2,250	0	2,250	2,250	0	0	0	0	2,250	0
	515,599	0	510,464	510,464	205,356		204,201	204,201	528,758	212,840

F & A - precept

CiL

Environmental Grant

Total Funding

FUNDING			
BUDGET 2019/20	ACTUAL 31.3.2020	ESTIMATED 31.3.2020	FUNDING 2020/21
327,769		327,769	Precept
0		11,053	0
9,836		9,984	9,984
337,605		348,806	9,984

Agreed by full Council 9th January 2020

NORTH HORSHAM PARISH COUNCIL
SUGGESTED RESERVE BALANCES - from 31.03.17

	RESERVES		ACTUAL	ACTUAL	BALANCE	ESTIMATED	ESTIMATED	BALANCE	RESERVES	ESTIMATED	ESTIMATED	ESTIMATED	BALANCE	
	BALANCE	TRANSFER	BALANCE	EXPENDITURE	INCOME	EXPENDITURE	INCOME	BALANCE	TRANSFER	EMR EXP	EXPENDITURE	INCOME	BALANCE	
	31.03.2017	1.4.2017	1.4.2017	31.03.2018	31.03.2018	31.03.2019	31.03.2019	31.03.2019	1.4.2019	31.03.2020	31.03.2020	31.03.2020	31.03.2020	
310/0 GENERAL RESERVES	85,277	-10,000	75,277	468,953	500,189	106,513	461,557	541,195	186,151	-27,770		510,464	553,007	200,924
EARMARKED RESERVES														
320/0 VAT Contingency	7,955		7,955			7,955			7,955					7,955
321/0 Repairs and Renewals	137,030	8,000	145,030	1900		143,130			129,450		-20,770			129,450
322/0 Election costs	19,950	0	19,950			19,950			19,950					19,950
325/0 Damage	4,000	-4,000	0			0			6,000		1,750			6,000
327/0 Roffey Youth Club	5,621		5,621			5,621			5,621					5,621
328/0 Planning	8,250		8,250	215		8,035			8,035					8,035
330/0 Capital Projects	4,000	-4,000	0			0			0					0
331/0 Neighbourhood Plan		10,000	10,000			10,000			10,000					10,000
335/0 Capital projects associated with NHPC Business Plan	25,000		25,000			25,000			25,000					25,000
	297,083	0	297,083	471,068	500,189	326,204	461,557	541,195	398,162	-27,770	-19,020	510,464	553,007	412,935

Summary of Precepts

Year	Precept	Tax Base	Tax at Band D	% increase at Band D
2020/21	335,194	8733.3	38.38	1.90
2019/20	327,769	8705.2	37.65	1.90
2018/19	319,943	8658.80	36.95	8.00
2017/18	293,552	8580.90	34.21	1.90
2016/17	282,726	8421.40	33.57	0.90
2015/16	278,908	8382.10	33.27	0.91
2014/15	271,405	8230.70	32.97	0.91
2013/14	267,040	8172.30	32.68	0.90
2012/13	288,106	8894.30	32.39	0.87
2011/12	285,531	8894.80	32.10	0.91



North Horsham Parish Council

WEB ACCESSIBILITY STATEMENT

North Horsham Parish Council recognises the importance of providing a website that is accessible to all users and meets accessibility standards. We are committed to making our website accessible to everyone, including blind, partially sighted or hard of hearing visitors who use screen readers or speech recognition. Our aim is to make our website 'perceivable, operable, understandable and robust' for all users as required by 'The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Using this website:

North Horsham Parish Council manages this website. Wordpress is the content management system for the website. WordPress follow web design standards, best practice and aim to achieve the best accessibility as is possible. Wordpress continually look to improve accessibility on their systems through a development forum.

The following are examples of what you should be able to do on this website:-

- Change the font size
- Zoom in up to 300% without the text spilling off the screen
- Navigate most of the website using just a keyboard
- Navigate most of the website using speech recognition software
- Use a screen reader.

We have made the website text as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability.

How accessible is this website?

All main pages can be accessed via the navigation bar underneath the main picture. Each heading has a drop down list of subheadings that, in turn, lead to the public information about North Horsham Parish Council.

We know that some parts of the website aren't fully accessible:

- There is no 'back' button on this website. To return to the previous page, go to the navigation bar and use the drop down headings.
- The navigation bar disappears when scrolling down the page.
- You can't modify the line height or spacing of text.
- Screen readers haven't been tested on the site, so there may be some issues relating to use of these.

- There's a limit to how far you can magnify the map on our 'about the area' page without losing definition.

What to do if you can't access parts of this website:

If you have any questions regarding the accessibility of this site, or if you experience any difficulty in using it, please contact:

The Parish Clerk at parish.clerk@northhorsham-pc.gov.uk

Telephone: 01403 750786

Your request will be considered and we will get back to you within 15 working days.

Reporting accessibility problems with this website:

We're always looking to improve the accessibility of this website. If you find any problems, that aren't listed or if you think that we're not meeting accessibility requirements, please contact:

The Parish Clerk at parish.clerk@northhorsham-pc.gov.uk

Telephone: 01403 750786

Enforcement procedure:

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, please contact the Equality Advisory and Support Service (EASS). More details can be obtained from their website:- <https://www.equalityadvisoryservice.com/>

Contacting us by phone or visiting us in person:

Your contact is the Clerk and Responsible Financial Officer , Pauline Whitehead BA(Hons)
FSLCC

Post:- Parish Council Office, Roffey Millennium Hall, Crawley Road, Roffey, Horsham
RH12 4DT.

E-mail – parish.clerk@northhorsham-pc.gov.uk

Telephone – 01403 750786

Technical information about this website's accessibility:

North Horsham Parish Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile applications) (No. 2) Accessibility Regulations 2018.

The website is partially compliant with the Web Content Accessibility Guidelines version 2.1 (<https://www.w3.org/TR/WCAG21>) AA standard due to the non-compliances listed below.

- There is no 'back' button on this website. To return to the previous page, go to the navigation bar and use the drop down headings. – this cannot be fixed as it is a characteristic of the Wordpress 'themes'.
- The navigation bar disappears when scrolling down the page.- when the website is next reviewed a 'theme' will be selected that addresses this.
- You can't modify the line height or spacing of text. – this cannot be fixed as it is a characteristic of the pdf. documents that are used. Should technology develop, this will be addressed.
- Screen readers haven't been tested on the site, so there may be some issues relating to use of these. – The Parish Council will make efforts to test this as soon as practicable.
- There's a limit to how far you can magnify the map on our 'about the area' page without losing definition. – This will be reviewed and if possible an alternative map included.

How we tested this website

The website was tested by a working party delegated from the Finance and Administration Committee of North Horsham Parish Council.

This statement was prepared for adoption by the Finance and Administration Committee on 12th December 2019 and the Full Council on 9th January 2020.

Review date

The Web Accessibility Statement will be reviewed by full Council in January 2022 or sooner should there be a need.



North Horsham Parish Council

GRANTS POLICY

Policy Statement

North Horsham Parish Council recognises the importance of the valuable contributions by all organisations to the enhancement, improvement and wellbeing of the local community.

To support the wellbeing of the local community, the Parish Council will provide monies within the Council's annual Budget for the purpose of grant funding.

Who can apply?

This Policy applies to any organisation which falls within the eligibility criteria, which is based in or benefits the residents of North Horsham.

Key Principles

North Horsham Parish Council's Grants Policy is based on the following principles –

- Grants are payments made by the Parish Council to an organisation for a specific purpose and where it can be clearly demonstrated how funding will benefit and promote the wellbeing of the local community.
- The Grants Policy will be administered within the criteria set down in the Grants Policy Guidance Note for Applicants.
- Each application for a grant will be treated on its own merit.
- Organisations that apply should operate under the Equality Act 2010 whereby all individuals have reasonable, potential access to the activities, facilities or services offered by the organisation.
- Projects must demonstrate sustainability and long term value for money.
- Applications must be made on the official application form and supported by evidence that is asked for.

Review of the Policy

The Grants Policy was reviewed by the Finance and Administration Committee in December 2019 and adopted by the Parish Council in January 2020. The policy is scheduled to be reviewed in December 2021 subject to change in legislation or requirements of the Parish Council.

North Horsham Parish Council

GRANTS POLICY - GUIDANCE NOTES FOR APPLICANTS

These Guidance Notes are intended to provide information to assist applicants regarding the procedure to be followed in applying for a grant from North Horsham Parish Council. Please read them carefully before completing the Application Form.

Who may apply for a grant.

Applications will be considered from the following –

- Not for profit organisations, including voluntary organisations.
- Religious groups, where it is demonstrated that there is a clear benefit to the local community, irrespective of their religious beliefs.
- Education, health or social service establishments, where it is demonstrated that there is a clear benefit to the local community and that the establishment is working in partnership with other groups.

Who is not eligible to apply for a grant?

Applications will not be considered from the following –

- Organisations supporting or opposing any political party.
- Organisations showing any discrimination (in line with the Equality Act 2010)
- Private organisations operating as a business for profit.
- 'Upward Funders' – groups or organisations whose fund raising is sent to a central office for redistribution.
- National organisations or groups with access to funds from a national 'umbrella' or 'parent' organisation, unless funds are not available from the national body or are inadequate for a specified project.
- Individuals.

The Application.

The application form is available from the Parish Clerk (contact details below) or from the Parish Council website www.northhorsham-pc.gov.uk

All applications:-

- Must be made by an organisation with clearly written aims and objectives and a written constitution.
- Must demonstrate clearly how a grant will benefit the local community of North Horsham.
- Must be made on the Parish Council's Application Form.
- Must be signed with a 'hard' signature.
- Must include all the supporting documentation that is requested (see the Checklist on the Application Form).

How the application is determined.

Each application for grant funding will be considered on its own merit

- Account will be taken of –
 - The level of the organisation's own fund-raising activities.
 - The level of grant funding sought or secured from other sources.
 - The level and frequency of previous grant applications.
- Applications will be considered at each meeting of the Parish Council's Finance and Administration Committee (for details of the dates of meetings, please see the Parish notice boards or visit the Parish Council's website).
- The Parish Council will not commit to ongoing grant funding – a fresh application must be made each year.
- The Parish Council may attach conditions to the award of a grant, if it is considered appropriate.

Following determination of the application.

- Successful applicants will be notified in writing shortly after the meeting granting the application.
- Successful applicants will be sent a letter of confirmation in which there will be a request for written details of the bank account into which the award will be deposited.
- Successful applicants will be required to acknowledge the Parish Council's contribution on any publicity.
- The Parish Council will request that confirmation that the funding has been spent for the purpose for which it was granted within six months of the grant being awarded.
- In the event that grant is not used, either in part or in full; or the grant is not used for the purpose specified in the application, the Parish Council reserves the right to reclaim the amount of the grant paid, in full.

Data

The information provided in the grant application will solely be used to determine the grant funding and will be kept for a maximum of six years. A resume of the application will form part of the Clerk's Report for the decision making meeting. Any award will be published on the Parish Council's website. www.northhorsham-pc.gov.uk

Should you have any questions or require additional support to complete the application form please contact

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

Tel. 01403 750786

E-mail - Parish.clerk@northhorsham-pc.gov.uk



North Horsham Parish Council

STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

1. Introduction

1.1 The council aims to provide services of high quality and to represent the interests of its residents throughout its area. This statement outlines the council's intentions regarding community engagement.

2. The community

2.1 The council is directly responsible to the people of its area, who collectively form the community. Within the community, there are a variety of different bodies and the council must therefore relate closely to those bodies as well as the community as a whole.

2.2 The different bodies making up the community are likely to include:

- Everyone who lives in the parish.
- Those who use the services provided by the council, whether residents or not.
- Those who work or own a business in the parish.
- All young people who go to school or other educational establishments in the parish.
- Voluntary groups, clubs and societies including church and youth organisations which operate in the parish.
- Any group or organisation that represents some or any members of the above sections of the community.
- Visitors or those using the parish facilities and shops.
- Statutory bodies providing services within the parish.
- Any group or other body that are pivotal to the quality of life of North Horsham Parish e.g. health providers, Horsham Town Community Partnership, neighbouring Parish Councils.

3. Aims and objectives

3.1 The council aims to represent and promote the interests of the whole parish community.

3.2 The council aims to ensure that residents and the bodies making up the community are appropriately involved in the decision-making process, particularly in relation to the provision of services and facilities. Whenever possible and practical, the council will encourage the involvement of community members in order to identify their needs and concerns.

3.3 To this end, the council will maintain and develop effective working relationships with all sectors of the community in the expectation that this will lead to:

- Improved satisfaction with public services in the area.
- A greater sense within the community that people are involved in decisions which affect them.
- Greater awareness within the community of the role and responsibilities of the council.

4. Opportunities for community involvement

4.1 The council will engage with the community by providing:

- An accessible Parish Council office at the heart of the community usually open Monday to Friday 9am to 5pm.
- A website (www.northhorsham-pc.gov.uk) which includes a wide range of information about the services provided by the parish council and how the community can contact the council or councillors.
- Social media (Facebook).
- An article in Horsham Pages (North) six times a year.
- An Annual Report summarising the council's activities for the year and providing details of the council's financial position.
- A timetable of council and committee meetings and encouraging public attendance.
- Details of agendas for all council and committee meetings on noticeboards throughout the parish, as well as on the council website.
- A period of time at the start of council and committee meetings for questions from members of the public.
- Minutes of all council and committee meetings on the council website.
- Nominated councillors as representatives to outside bodies with interests affecting the area.
- The organisation for the Annual Parish Assembly, which is open to all residents.
- An opportunity for the community to feedback their views, comments and concerns and effectively using that information as an integral part of the decision-making process.

5. Opportunities for formal representation to the council

5.1 The council may appoint advisors on specific areas of activity where their expertise would assist the council in its decision making, but equally welcomes public participation at council and committee meetings.

5.2 On a day to day basis, the Clerk (or other nominated officer) is generally available to meet those who may wish to attend the council office in order to discuss matters of interest or concern. Representation can also be made in writing by letter or e-mail.

5.3 From time to time particular topics arise which are of sufficient community wide interest to justify the organisation of a public meeting, and the council will make arrangements for such meetings to be held in a suitable location should such a situation arise.

6 Policy Adoption and Review

6.1 The Statement of Intent as to Community Engagement was first approved by council in March 2012. It has undergone two yearly reviews and was last reviewed and adopted in January 2020.

6.2 The policy will be reviewed by January 2022.

9th January 2020

North Horsham Parish Council Meeting 9th January 2020 Agenda Item 16

Correspondence List 1 from 7th November 2019 to 2nd January 2020
 Below is a list of correspondence received at the Parish Council Office.
 Circulated to all Councillors.

1. West Sussex County Council
 - Planned roadworks.
 - Early Warning Notice - Temporary Traffic Regulation Order - Pondtail Road, Horsham - Proposed start date 29/01/2020
 - Highways, Transport & Planning update
 - Your Town and Parish Council News for December
 - Incident Information from WSCC Resilience and Emergencies Team 02/12/2019
 - North Horsham Local Committee draft minutes 4th November 2019.
2. Horsham District Council
 - Anti-Social Behaviour Conference 3rd December 2019
 - Planning Enforcement Consultation – 2nd December 2019 – representative agreed from Planning, Environment and Transport Committee.
3. National Association of Local Councils (NALC)
 - Chief Executive bulletins.
 - Chairman's open letter to Councillors.
4. Sussex Association of Local Councils (SALC)
 - Training opportunities.
 - Sussex ALC Bulletin
5. Horsham Association of Local Councils (HALC)
 Extraordinary meeting of HALC on Wednesday 04 December 2019 to discuss HDC 'Preferred Strategy' Local Plan.
6. Sussex Police
 - Horsham weekly bulletin.
7. Warnham Brickworks Community Liaison Committee
 Agenda and supporting papers for meeting on 18th November 2019
8. Crawley, Horsham and Mid Sussex NHS Clinical Commissioning Group
 Working With You To Improve Mental Health In West Sussex - General Election Update. November Patient Roundup 2019
9. Victim Support
 Information to demonstrate how the grant awarded by the Parish Council had been spent.
10. Age UK Horsham District
 Newsletter
11. No Incinerator 4 Horsham
 Appreciation to Cllr Rickett BEM, Cllr Searle and Cllr Turner for attending the Incinerator hearing every day, closing remarks and reflections from the Chairman.
12. Friends of Horsham Park.
 Newsletter.
13. Gatwick Airport.
 Invitation to Discover Gatwick
14. SGN
 Notification of replacement gas works: Wimblehurst Road, Horsham

North Horsham Parish Council Meeting 9 th January 2020 Agenda Item 16.	
Appendix 5	
Correspondence List 2 from 2 nd January 2020 to 9 th January 2020. 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"> • Planned roadworks. • .Update from Community Resilience Team. • Publication of Soft Sand Review of the West Sussex Joint Minerals Local Plan (Regulation 19) – e-mailed to all Councillors. Noted that members could ask for this to be an agenda item at the next Planning, Environment and Transport Committee. • West Sussex Pension Fund - Funding Strategy Statement Consultation. • Early Warning Notice - Temporary Traffic Regulation Order - Pondtail Road, Horsham - Proposed start date 16/03/2020
2.	<u>Horsham District Council</u> Crime and disorder survey – sent to Chairman and Clerk.
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Chief Executive bulletins.
4.	<u>Sussex Association of Local Councils (SALC)</u> Survey 2020 – sent to Chairman and Clerk.
5.	<u>Sussex Police</u> Horsham weekly bulletin.
6.	<u>Homes England</u> West of Ifield consultation.
7.	<u>Horsham District Older Person's Forum</u> The next meeting is at The Andrew Hall, Red Lane, Shipley, RH13 8PH on Wednesday 4th March 2020.