

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING
THURSDAY 9TH JANUARY 2020 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.

6. Working party to investigate advertising on Parish Council noticeboards

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 (WSSC).23.04.2008).
3. North Heath Lane, opposite Amunsden Road. (Bus shelter funding agreement with WSSC.13.02.2007).
4. North Heath Lane opposite Heath Way. (Bus shelter funding agreement with WSSC.13.02.2007).
5. Crawley Road, by Jeep Centre. (Bus shelter funding agreement with WSSC.23.04.2008).
6. Jackdaw Lane. (Bus shelter funding agreement with WSSC.13.02.2007).
7. Manor Fields. (Bus shelter funding agreement with WSSC.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.

9. Chairman's Announcements

1. The Parish Council would like to thank 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 was 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 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 is 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 has been circulated to Councillors. It

is open to comment and will be presented at the Annual Parish Council Meeting in May 2020.

7. Representatives on Outside Bodies

Whilst parish councillors will serve on the North Horsham Community Land Trust, they will do so as individuals. Therefore, in order to keep the Parish Council informed of progress and of any opportunities for partnership working, a Councillor can be appointed as a 'link' to feed back information.

Ideally this would be an observational role, but this is open to debate between the Community Land Trust and Parish Council.

11. 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 have 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 (attached is a booklet with greater details):

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.

The WSCC template agreement for Community Highways Partnerships (attached and annotated) 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.

WSCC Area Highways Manager is willing to engage further on any opportunities that could be explored for North Horsham Parish Council to deliver on local priorities impacting the neighbourhood.

13 Consultation on Strengthening Police powers to tackle unauthorised encampments

Open spaces owned by North Horsham Parish Council could be vulnerable to unauthorised encampments. Small encampments have been set up in Holbrook Tythe Car Park over the last three years which led to the installation of a height barrier. The cost in staff time and clean up costs to the Council were significant. In addition local people were intimidated and uneasy at having an unauthorised encampment nearby.

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.

When faced with an unauthorised encampment, the Parish Council needed to make sure that the legitimate users of the facilities and those dealing with the trespass

were safe. This involves controlling and monitoring contamination of the site by waste and putting measures in place as far as possible to ensure that users of the facility and staff members are able to continue using them/ working in them safely.

The following response points to the consultation are 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.

14. 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.

Members are invited to feed back specific areas of concern or activity to be reported at the focus group via the Clerk and Cllr Peter Burgess who has been invited as a Horsham District Councillor and a Parish Councillor.

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	12119-03	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			<u>45,047.25</u>		

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

P.C.M 9.1.2020
Item 10
Appendix 1.

<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

Provisional
list for
December 2019

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LLoyds Bank Accounts

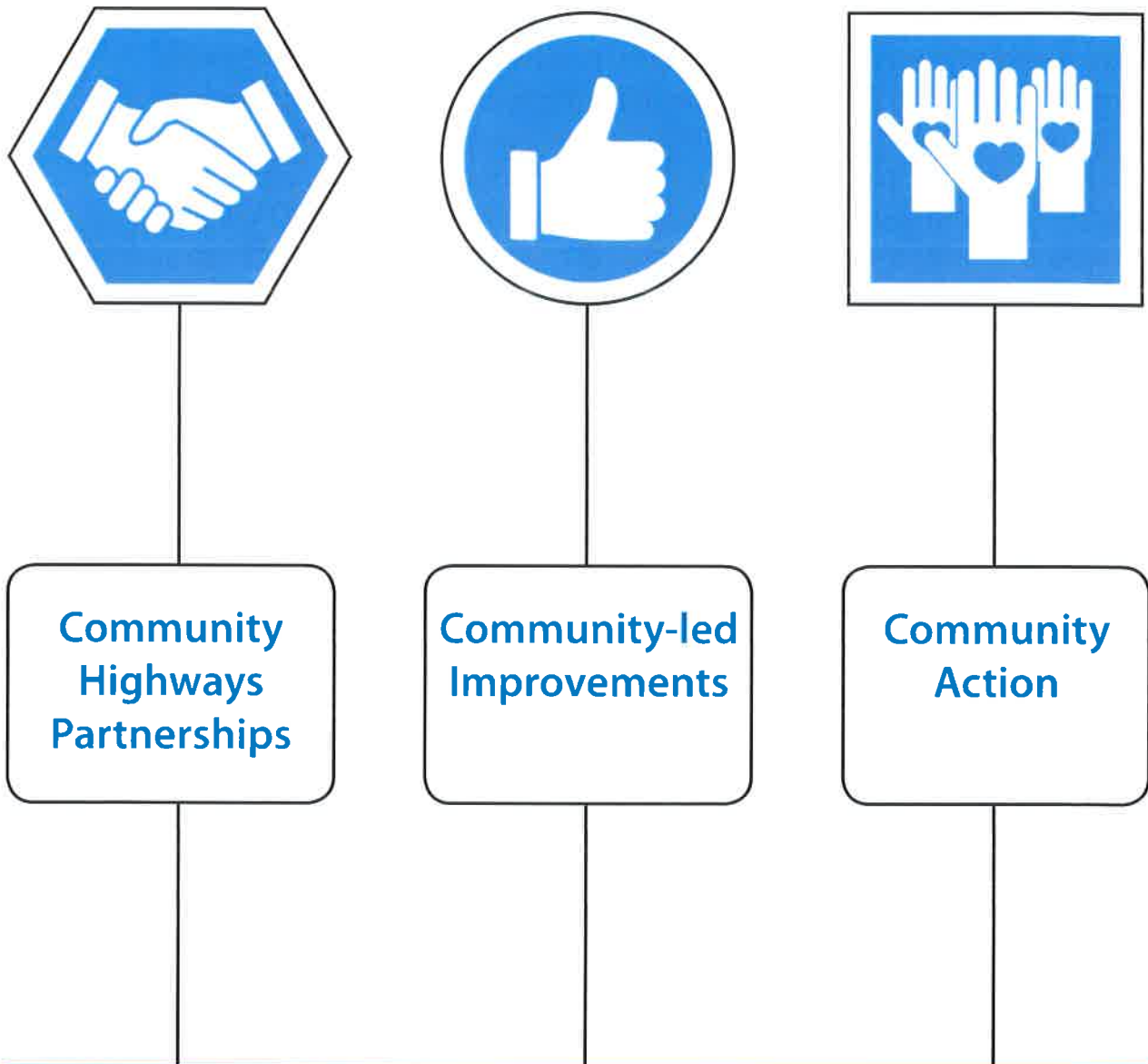
List of Payments made between 01/12/2019 and 31/12/2019

<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		

West Sussex Highways, Transport & Planning

Improving Local Places and Spaces

Supporting Resilient Communities



Foreward

Very often in life a 'one-size fits all' approach just doesn't work, and our highways are no different. West Sussex has a diverse landscape from rural parishes & larger towns, to large urban centres in our District & Borough Councils. To achieve the best deal for each community, West Sussex County Council has come up with a new way of working.

West Sussex County Council continues to strive to find ways to empower communities, help support them to become resilient and enable them to become involved in all the opportunities we have to offer through Improving Local Places and Spaces. We do not and could not do this alone but in partnership with our communities. That is why Improving Local Places and Spaces is so important, it looks in detail at how the County Council can support your Parish and Town Councils and Community Groups to help tackle issues in your local area, the issues that matter to you. Our main objective is for us to work together to help improve the quality of our neighborhoods.

Please be assured we will work with the utmost focus to provide support to our communities and that we will keep relentless focus of our relevant key priorities and apply them to how we will operate with Improving Local Places and Spaces.

Our Priorities...

- **A prosperous place**
- **A strong, safe and sustainable place**
- **A council that works for the community**

Roger Elkins

Cabinet Member for Highways and Infrastructure

July 2019



Improving Local Places and Spaces

Supporting Resilient Communities

West Sussex County Council will still be responsible for:

- Safety related work (e.g. potholes)
- Essential tree maintenance
- Drainage repairs & gully cleaning
- Safety lines & signs
- Resurfacing roads when needed
- Grass cutting

But...

In some areas of work we will be reducing levels of service and helping local communities influence and be part of the delivery of local priorities impacting neighborhoods. 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**
- 2 **Community Led Improvement**
- 3 **Community Action**



Community Highways Partnerships

An agreement between the Parish & Town Councils and Community Groups that enable local maintenance work which enhances the local environment.



Community-led Improvements

Communities can raise concerns about highways issues within their area and apply for a community-driven scheme through the Works Programme.



Community Action

We provide various opportunities to enable volunteer groups to support and enhance their local neighborhood by actively getting involved in a variety of highway related activities.

Community Highways Partnerships



Parish and Town Councils can undertake a variety of maintenance activities on the public highway by signing up to a simple agency agreement with West Sussex County Council.

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



Case Study – Henfield Parish Council

How to get involved:

Contact: active.communities@westsussex.gov.uk

Community-led Improvements

Delivered by West Sussex County Council



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

Community TRO - Communities can apply for Traffic Regulation Orders (TROs) which seek to resolve locally identified issues, examples include:

- Double yellow lines
- Speed limit reductions
- Each year our County Local Committees (CLCs) agree to a number of TROs each (24 across the county).

In addition the Cabinet Member for Highways and Infrastructure has discretion to agree an additional 15.

How to get involved:

For more details and to apply, visit [here](#)



Case Study – Ferring Parish Council

Community-led Improvements

Delivered by communities

There are lots of projects where communities can get involved in their delivery.

Operation Watershed - Community groups interested in delivering improvement projects to tackle issues with drainage infrastructure and the aim of reducing the risk and impacts of flooding, can bid for funding from Operation Watershed (Active Communities funding). There is £300,000 available for 2019/20 and typical projects may include:

- the riparian ditch network
- damage to roads
- Improving resilience to protect homes, businesses and highways

The required demonstrable criteria for applications to be successful include:

- Tackling a recognised surface or ground water flood risk
- Meeting at least one of the following elements in its technical scope:
 - Provide new infrastructure installations or build
 - Make material change improvements to existing infrastructure
 - Increase the drainage capacity of existing infrastructure
 - The provision of assets for community groups' usage to protect their local area
 - Evidence strong community commitment to delivering the project and carrying out future maintenance



Case Study – FLOW

How to get involved:

For more details and to apply, visit: www.westsussex.gov.uk/watershed

Community Action

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



Active Communities:

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

How to get involved:

Contact: active.communities@westsussex.gov.uk

Where communities have a willing group of volunteers and local projects require more support they can request assistance from our **Community Volunteers**.

This includes:

- Task Leader Training – can provide access to West Sussex County Council's Public Liability Insurance
- Risk assessments
- Power tool training
- Limited tool loan



Case Study – Community Volunteers

If your Community Groups project needs extra hands we may be able to help.

Contact: darren.rolfe@westsussex.gov.uk

Community Action



Community Winter Resilience:

The County Council has a Winter Maintenance Plan (WMP) which sets out strategy and service levels for keeping the roads gritted in the winter period. This service can be supplemented by Parish/Town Council Winter Maintenance Plans supporting vulnerable people within their community. Setting out how localised activities for example arrangements for volunteers & farmers to undertake salting and snow clearance. Before each winter parishes undertake an audit of salt bins which the County Council will top up in Autumn in accordance with the WMP yearly offer. We currently work with 155 parish/town councils.



Case Study – East Grinstead

How to get involved:

Contact: active.communities@westsussex.gov.uk

Flood action groups:

Flood action groups are composed of local residents that represent a voice for their community on flood-related issues. They work closely with local authorities, the Environment Agency, water companies, landowners, businesses and other partner agencies involved in flooding to find ways to help reduce flood risk in their community. West Sussex already has 33 local flood action groups across the county involved in local activities to identify and reduce the impact of flooding and contribute to the county's strategic approach to flood risk management.

How to get involved:

For more details and to apply, visit: www.westsussex.gov.uk/floodactiongroups

Community Highways Partnerships

Case Study



- **Henfield Parish Council**
- **Project: Cutting Back Verges/Clearing Vegetation**

"The positive impact to Henfield of the partnership has been gradual but very noticeable. We have received many positive comments from residents, particularly after the recent project to cut back the verges" – **Kevin Wright, Clerk, Henfield Parish Council**



01273 492507 • office@henfield.gov.uk

The Challenge:

- The Parish Council and local community wanted to improve the space they live in by undertaking general small scale highway works.

The Solution/Approach:

- Henfield Parish Council (HPC) wanted to take ownership of the issues in their local area, recognising that the County Council is no longer able to undertake some of the 'nice to do' work that is important to the local community and helps to improve the economy.
- HPC decided to employ its own Works Officers and then purchase a van.
- By the end of 2018, HPC have increased the work it does and employed a further two part time works officer and this enabled HPC to have a two person team working in the village four days per week.

The Results:

- Currently keeping clear of vegetation many of the footpaths around the village; verges are being cut back to increase the width of footways, which is allowing mothers with pushchairs/prams better and safer access.
- Minor tree safety work is being carried out; epicormic tree growth being removed around the village and verges are being cut more frequently to keep the village looking neat and tidy.
- Are able to carry out minor repairs to fences and to keep many gullies clear of leaves in the winter season.

Community-led Improvements

Case Study



- Ferring Parish Council
- **Project: Traffic Calming/Junction Improvement**

"Feedback received is that it has helped reduce the speed of the traffic and has made exiting the side road much easier and less of a hazard" – Amanda Thomas, Administrative Assistant , Ferring Parish Council



parishoffice@ferringparishcouncil.org.uk • 01903249449 • www.ferringparishcouncil.org.uk

The Challenge:

- Exiting Sea Lane Gardens onto Sea Lane, Ferring, was proving difficult due to the very poor visibility at the junction. This had resulted in numerous near misses and a small number of quite serious accidents. It was also evident that crossing the road in this location was difficult in this vicinity. Concerns were also raised regarding vehicle speeds on Sea Lane.

The Approach:

- The community made an application to the County Council for a 'Community Highway Scheme'. Schemes are assessed against criteria which includes safety, contribution to economic growth, environment and sustainability. Budget is allocated to highest scoring schemes each year and this was successful.
- Working with the community, a design with buildout and crossing point was agreed.

The Results:

- The results of the finished scheme are that residents feel safer using the junction, have a new improved crossing point and reduced vehicle speeds on Sea Lane.

Community-led Improvements

Case Study



- FLOW
- **Project: Fixing and Linking Our Wetlands is a Heritage Lottery Funded Project to survey and improve the ditch network of the Manhood Peninsula, to prevent flooding and increase vital habitat for wildlife.**

"The positive impacts have been multiple for the community. We have provided invaluable data to West Sussex County Council, Chichester District Council, the Environment Agency and Parish Councils about drainage that will benefit them through targeted flood risk reduction measures." – Jane Reeve, FLOW Project Leader



jane@jssj.co.uk • mwhg.org.uk

The Challenge:

- The network of waterways on the Manhood Peninsula connect the protected areas of Pagham Harbour, Medmerry and Chichester Harbour. Their upkeep is not just of benefit to wildlife but increasingly to people, as more frequent flooding events take place.

The Approach:

- The FLOW team is made up of local volunteers, led by FLOW Project leader Jane Reeve and Field Officer Christopher Drake. Volunteers are trained in a range of skills, including: GIS mapping, hedge laying, surveying, species identification and landscaping, to restore the wetland network safely and effectively. Many volunteers bring their own expertise of land management and wildlife, while others with a passion for the protection of the environment; grow their knowledge through participation in FLOW.

The Results:



Ditches surveyed



Hedgerows surveyed



Volunteer hours



Sites improved

Community Action

Case Study

- Lavant Parish Volunteer Task Force
- Project: Tackling maintenance tasks around the village



APBLAVAN335@aol.com • 01243527705 • lavantparishcouncil.co.uk

The Challenge:

- The LVTF (Lavant Volunteer Task Force) was formed so that the wide range of maintenance tasks that need doing around the village can be tackled, in support of any more formal work undertaken by various responsible authorities. This can range from patch clearing to general maintenance work.

The Approach:

- LVTF meet every Tuesday morning (9:30am – 1pm) to carry out work which is confirmed in advance.
- There are currently 17 volunteers.
- Training and equipment provided.

The Results:

- So far an extensive stretch of undergrowth along the verges of Centurion Way and essential manicuring of trees and bushes around the village green have been completed.
- Undergrowth round the edges of the football field has been cleared.
- Wooden bus stops at Pook Lane roundabout and the top of St Nicolas Road have had a makeover.

Community Action

Case Study

- West Sussex County Council
- Project: Community Volunteers

"Work the group are involved in is varied and has had a huge benefit to a wide variety of communities" – Darren Rolfe, Community Volunteers Leader



darren.rolfe@westsussex.gov.uk • For more information click [here](#)

The Challenge:

- Led by Darren Rolfe, being a Community Volunteer provides the opportunity to help others, improve the local environment and do something enjoyable. The tasks are varied and the challenges keep you thinking. It is a great opportunity to learn new skills and share Darren's knowledge with others.

The Approach:

Examples of what volunteers can be involved in are:

- Habitat improvement work (including pond restoration)
- Building and installation of planters
- Vegetation clearance to open up the view which has overgrown
- Construction of community facilities e.g. village hall decking, bush shelters, youth camp fencing.

The Results:

- Activities are planned three to six months in advance, most tools used are fairly easy to master and specialist training is given for using power tools. Just choose any activities that you wish to volunteer for and arrangements are organised nearer the date.

Community Action Case Study



- East Grinstead Town Council
- Project: Winter Resilience/Management Plan



01342 323636 • towncouncil@eastgrinstead.gov.uk

The Challenge:

- East Grinstead, being north of the High Weald and with hilly terrain, suffers from very different weather patterns than the bulk of the district south of the Weald. It is generally one or two degrees colder and driving conditions tend to be worse at periods of heavy snow and ice as a result of undulating terrain.

The Approach:

- To assist the community the Town Council purchased a Tracmaster walk behind motorised snow plough and brush and a Glasdon manual gritter for use on the town centre's pavements, steps and bridges.
- Mid Sussex District Council has provided equipment to enable local volunteers to clear ice and snow from pavements.
- Volunteers were loaned equipment including a snow shovel, hats and gloves, Hi-Vis vests and ice grippers..

The Results:

- The Town Council has a community winter resilience plan that supports residents to keep moving safely during winter weather.

Community Action

Case Study

- Tarring Flood Action Group
- Project: Adopt a drain

"Adopt a drain has made a huge difference in periods of heavy rain, we are in a much better position than we were two and a half years ago" – Alison Gilbert, Adopt a Drain leader



tarringfloodgroup@outlook.com

The Challenge:

- After experiencing ground water flooding locally, several members of the local community agreed, initially through the Local Neighbourhood Watch scheme and local councillors, to form a group to help avoid future flooding in the streets.

The Approach:

- Following the advice of the National Flood Forum, West Sussex County Council Highways, Worthing Borough Council' Emergency Team, Operation Watershed and others, the group started researching rain water gardens and out of this came 'Adopt a Drain'.
- Have been provided with kit on loan, snow shovels, heavy duty brooms, litter pickers, Hi-Vis jackets, hoops for litter bags, bags and protective gloves.
- Viewed West Sussex County Council video on clearance of leaves and keeping safe.

The Results:

- Some members have already cleared soakaways and gullies and this is ongoing.
- The group has organised itself so members have an active role which play to their strengths. This could be writing up research, canvassing support from local businesses, or the physical clearance of leaves and debris.



North Horsham
Parish Council Meeting
9th January 2020.
Dated

Sample template agreement
for community highways
Partnerships²⁰

WEST SUSSEX COUNTY COUNCIL

And

COUNCIL

The Agent would be
the Parish Council
in this case.

Agency Agreement

Under s.101 of the Local Government Act 1972 relating to specified highway
functions

ORBIS, Public Law, West Sussex County Council

THIS AGREEMENT is made the

20

BETWEEN

WEST SUSSEX COUNTY COUNCIL County Hall, West St, Chichester PO19 1RG ("the Principal")

And xxxxxxxxxxxx **COUNCIL** of

BACKGROUND

(1) The Principal and the Agent are local authorities constituted by the Local Government Act 1972.

(2) For the purposes of the Highways Act 1980, the Principal is the highway authority for highways (other than trunk roads) situated in East Grinstead and for the purposes of the Road Traffic Regulation Act 1984, the Principal is a traffic authority and a local traffic authority,

(3) By virtue of Section 101 of the Local Government Act 1972 and, subject as provided therein, a local authority may arrange for the discharge of any of its functions by another local authority.

(4) This discharge of functions is made in accordance with Section 9EA of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012.

(5) The Principal and the Agent have agreed that the Agent will act as agent for the Principal and discharge certain of the Principal's highway functions on the terms set out in this Agreement ('the Agency').

IT IS AGREED THAT:

1. TERM AND TERMINATION

1.1 This Agreement shall commence on the xxxx ('the commencement date') and shall continue until it is xxxxx

1.1.1 by either party giving a minimum of six months' written notice;

1.1.2 by the Principal under clause 11.1 (serious breach by the Agent).

- flexible term
can be negotiated
- notice period

2. PARTNERSHIP WORKING

2.1 The parties are committed to the efficient delivery and operation of the Agency for the benefit of the local community and will co-operate in a spirit of partnership to comply with their obligations under this Agreement.

3. PRINCIPAL

3.1. The Principal may continue to exercise the functions described in Schedule 1 and Schedule 4, in accordance with s.101(4) of the Local Government Act 1972.

4. AGENT'S FUNCTIONS

- 4.1. The Agent is empowered in the performance of the Agency to exercise on behalf of the Principal, such powers of the Principal as highway authority and traffic authority and listed in the Schedule of Functions at Schedule 1 ("the Agency Functions").

The Agent's Functions under this Agreement are exercisable solely within the area of the Parish (plan in Schedule 3), known as xxxx Parish, The authority given in Clause 4.1 shall include support to defend any legal proceedings on behalf of the Principal and to issue any consent or licences or enter into any agreements that may be necessary, subject to the terms of this Agreement. The Agent will notify the Principal within 21 days of receipt of any such claim.

- work undertaken will be the sole responsibility of the agent.

- 4.2. The Agent shall not further delegate these functions except to a committee, sub-committee or an officer of the Agent.

- work would be done 'in house' by employing

5. AGENT'S OBLIGATIONS

perhaps a works officer and van. The work cannot be sub-contracted.

- 5.1. The Agent shall provide the Agency to the highest standard with reasonable care and skill in compliance with this Agreement and the Schedule of Functions and shall conform with such legislative requirements and current specifications as are relevant to the provision of the Agency.

- 5.2. In performing the Agency, the Agent shall conform to all relevant policies and procedures of the Principal, including but not limited to those contained in Schedule 4 in relation to health and safety matters.

- H&S compliance.

- 5.3. The Agent shall properly manage and monitor performance of the Agency and immediately inform the Principal if the Agency or any part of the Agency is not, or may not be performed, and whether or not this is the result of any act or omission by the Agent giving details, reasons and likely duration.

- 5.4. The Agent shall take such precautions for the protection of public and private rights or interests as though they were the Principal and in accordance with Schedule 1.

- 5.5. The Agent must comply with all legislative provisions, regulations and guidance relating to the Agency Functions as though the Agent were the Principal.

6. COMMUNICATIONS

- 6.1. The Agent shall provide a quarterly update on the performance of the Agency to include such information as specified in Schedule 2 - Reporting of Agency. This update must be given to the Contact Officer.

- regular reporting to WSCC

- 6.2. The Agent shall operate a complaints procedure for dealing with complaints from members of the public regarding Agency Functions.

- complaints procedure.

- 6.3. The Contact Officer is xxxxxx or any other officer specified to the Agent in writing.

7. AGENT'S PERSONNEL

- 7.1. The personnel assigned by the Agent to the performance of the Agency will be suitably qualified, trained, experienced and properly supervised with regard to the provision of the Agency Functions and will be made fully aware of the Agent's

obligations under the Agreement as it affects them in the performance of their functions.

- staff require ongoing training

7.2. The Agent shall employ sufficient persons to ensure the Agency Functions are provided at all times and in all respects in accordance with the Agreement.

7.3. For the purposes of this clause, 'personnel' shall mean all persons employed by the Agent to perform the functions of the Agency together with the Agent's servants, agents and sub-contractors.

8. COSTS RECEIVED BY THE AGENT

8.1 The Agent shall only receive costs in line with the provisions in the sections of the Highways Act 1980 listed in Schedule 1 (Schedule of Functions)

8.2 All costs received by the Agent in respect of the Agency Functions carried out on behalf of the Principal under this Agreement shall belong exclusively to the Agent.

9. PAYMENTS

The agent cannot charge for any service provided.

9.1. No payments shall to be made by the Principal to the Agent in respect of the performance of the Agency.

10. INDEMNITY AND INSURANCE

WSCC will not contribute to the cost of additional services

10.1. The Agent shall indemnify the Principal against all and any action, claim, costs, demands, proceedings and liabilities arising out of:

10.1.1. any failure of the Agent to discharge the Agency in accordance with the requirements of this Agreement or with any provision of law or to comply in the exercise of the Agency with any requirement referred to herein; or

10.1.2. any negligent act or omission on the part of the Agent, its agents or servants in performing the Agency, except to the extent that any claim is due to any act or omission of the Principal or to any person for whom the Principal is responsible.

10.2. The Agent shall have the Principal's interest endorsed on an existing policy of insurance to cover the indemnity referred to in Clause 10.1

10.3. The policy referred to in Clause 10.2 shall:

10.3.1 have a minimum third party public liability cover in respect of any one occurrence on a claims occurring basis of £10m;

10.3.2 a minimum employer's liability cover in respect of any one occurrence maintained on a claims occurring basis of £10m;

insurance costs would be covered by the agent

11. INADEQUATE PERFORMANCE

11.1. In the event of a serious breach of the Agreement or if non-compliance occurs the Principal may issue an improvement notice detailing the nature of the breach. Where the subject of the improvement notice has not been rectified to the satisfaction of the

Principal within 28 days of issue of the notice, the Agreement may be terminated forthwith.

Specific condition for inadequate performance.

12. VARIATION OF AGREEMENT

12.1. This Agreement may only be varied in writing, in the form of an addendum to this Agreement and with both parties' signed consent.

13. REVIEW OF AGREEMENT

13.1. This Agreement shall be subject to formal review annually. *- Annual review*

14. DISPUTE RESOLUTION

14.1. If any dispute arises out of this Agreement the parties will first attempt to settle it by negotiation.

14.2. If resolution cannot be agreed between the officers directly involved, the matter shall be referred to the parties' duly authorised representatives at the earliest opportunity and within 28 days of the original identification of a possible dispute.

14.3. Where the matter remains unresolved, it shall be referred to the Director of Environment and Economy For The Agent and the senior elected Councillor within their Council, for resolution.

15. GOVERNING LAW AND JURISDICTION

15.1. This Agreement shall be construed in accordance with English Law and the Parties hereby submit to the non-exclusive jurisdiction of English Courts.

Agreed and signed by the parties:

WEST SUSSEX COUNTY COUNCIL

Signature
Name (printed)
Position
Dated

xxxxxxCOUNCIL

Signature
Name (printed)
Position
Dated

SCHEDULE 1

SCHEDULE OF FUNCTIONS

The Agent is empowered to carry out minor highway maintenance activities at their own cost and discretion

Examples include but not limited to:

- Removal of epicormic growth
- Issuing of overgrown vegetation cards to known owners
- Cut back of overgrowth vegetation causing an obstruction
- Clear leaves from gully tops
- Siding of footpaths

Examples of work allowed.

SCHEDULE 2

REPORTING OF AGENT

Reporting will be expected on information specified in Schedule 2 and will be defined by WSCC.

SCHEDULE 3

AGREEMENT PLAN

WSCC agree the specific responsibilities of the agent and the extent of the area where the activities can be carried out.

SCHEDULE 4

HEALTH & SAFETY

The Agent and all persons (including any sub-contractors) employed by it shall throughout the Agreement Term and where appropriate the Agreement Term Option comply fully with the requirements of the Safety Legislation.

The Agent shall provide to the Authorised Officer any information relating to the Town Council's compliance with the Health and Safety policy and the Safety Legislation that the County Council may reasonably request at any time from the Commencement Date.

The Agent shall in performing the Highway Services:

comply with their Health and Safety policy and all applicable Safety Legislation,

ensure that a suitably competent person be responsible for health and safety matters,

undertake appropriate risk assessments,

notify the County Council promptly of all incidents and accidents relating to the Highway Services reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 together with any serious incidents and accidents involving members of the public or employees,

shall inform the County Council of any action taken by the xxx Council or recommended to be taken to prevent a recurrence; and

Keep a full record of all incidents and accidents relating to the Highway Services which shall be available for inspection by the County Council upon reasonable notice

Outlines record keeping requirements.



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
Predited 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

NORTH HORSHAM PARISH COUNCIL
SUGGESTED RESERVE BALANCES - from 31.03.16

	BALANCE 31.03.2017	RESERVES TRANSFER 1.4.2017	BALANCE 1.4.2017	ACTUAL EXPENDITURE 31.03.2018	ACTUAL INCOME 31.03.2018	BALANCE 31.03.2018	ESTIMATED EXPENDITURE 31.03.2019	ESTIMATED INCOME 31.03.2019	BALANCE 31.03.2019	RESERVES TRANSFER 1.4.2019	ESTIMATED EMR EXP 31.03.2020	ESTIMATED EXPENDITURE 31.03.2020	ESTIMATED INCOME 31.03.2020	BALANCE 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

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**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	

Recommended following the Property Committee Meeting 10.10.19

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	

**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	

**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 antiicipted.
	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 repectively.

The total replacement cost of equipment at Birches Road Playground has been estimated at £58,078 and Amberey 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 board walks in 2020/21.

Recommended following the Property Committee Meeting 10.10.19

BUDGET 2020/21
F & A COMMITTEE

			BUDGET 2019/20	ESTIMATED TO 31.03.20	NOTES	BUDGET 2020/21	NOTES
EXPENDITURE - REVENUE							
101	4006	Conferences	0	0			
	4007	Councillors' Training	1,500	1,500	Additional training may be required after the elections for new councillors.	1,000	
	4008	Councillors' Expenses	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	Telephone	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	Postage	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	Stationery and Printing	1,750	1,600	Less printing and hard copies reduces the printing costs	1,600	Need to print fewer documents
	4024	Subscriptions	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	Insurance	9,200	8,850		9,200	To allow for an increase and any additions to policy.
	4026	Publications	20	17	LCR	20	
	4028	IT Costs (Software)	2,400	2,400		2,400	
	4029	Website Maintenance (hosting)	300	300	Hosting charge every two years - due in 2019/20.	0	
	4032	Publicity/Marketing	1,000	100	Marketing tends to be done through the website and Facebook to reduce costs.	800	
	4033	Newsletter	700	783	The current contract with Horsham Pages allows for one page articles every two months.	800	
	4038	Office Equipment Maintenance	1,000	1,000	Computers etc.	1,000	
	4051	Bank Charges	100	100	Internet banking has reduced costs.	100	
	4053	PWLB Loan Charges	12,700	12,695	Principal £4,807.70, interest on remaining sum ends 2025.	12,250	
	4057	External Audit Fees	1,500	1,560		1,600	
	4058	Professional Services	3,000	3,000	GDPR, eviction, HR services, Booking and finance system	3,000	
	4059	Internal Audit Fees	600	500	Preparation reduces the time on site and therefore the cost.	500	
	4100	Chairman's Allowance	400	400	Covers events such as the APM.	400	
	4120	RMH Equipment (for hire)	750	750	Projectors, flasks, flip charts, crockery etc.	750	
	4122	Office Equipment	1,000	1,000	Photocopier, chairs	1,000	
103	4155	Grants	10,000	10,000		10,000	
104	4101	Burial Charges	6,750	6,750	Paid to HDC for upkeep of Roffey Cemetery.	6,750	
			72,470	67,240		68,420	

**BUDGET 2020/21
PERSONNEL COMMITTEE**

			BUDGET	ESTIMATED	NOTES 2019/20	BUDGET	NOTES 2020/21
			2019/20	TO		2020/21	
EXPENDITURE - REVENUE				31.03.2020			
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.

**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	

Recommended following the PET Meeting on 19.9.19

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BUDGET 2020/21
INCOME

		BUDGET 2019/20	ESTIMATED TO 31.3.2020	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/21
		INCOME				
401	1000	64,873	62,500	Income inflated above the calculated rate.	65,625	NHH - 5% increase
402	1000	34,110	36,000		37,800	HTB - 5% increase
	1010	22,035	22,035		23,140	5% increase
403	1000	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	200	500		500	
	1006	2,000	1,000	Fewer hires require refreshments	1,000	
101	1196	100	100	Interest rates are very low	200	Potential for higher interest .
301	1050	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	

Recommended following the Property Committee Meeting 10.10.19

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

Appendix 4.
Recommended by
Finance and Administration
Committee
12.12.19.

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

Appendix 4.
Reviewed by
Finance and Administration
Committee 12.12.19.
No changes.

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 is scheduled to be reviewed in **December 2021** subject to change in legislation or requirements of the Parish Council.

North Horsham Parish Council

4

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

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North Horsham Parish Council

STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

This policy, adopted by North Horsham Parish Council in January 2018, was prepared using the SALC Model policy January 2018

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.
- Through social media (Facebook and Twitter).
- 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.
- 6.2 The policy will be reviewed by January 2020.

11th January 2018

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