



## NORTH HORSHAM PARISH COUNCIL

### MINUTES OF THE MEETING OF NORTH HORSHAM PARISH COUNCIL HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 6<sup>th</sup> JULY 2023 COMMENCING AT 7.30pm

**Present:** Councillors: A. Britten\* (Chairman), Mrs. K. Burgess, P. Burgess, J. Davidson, Mrs. G. Davidson-Fernandez, Mrs. R. Ginn, Mrs. J. Gough, R. Knight, T. Rickett B.E.M.\*, D. Searle, J. Smithurst\*, S. Torn\*, R. Turner and Mrs. S. Wilton (Vice-Chairman)

\* denotes absence

**In attendance:** Sarah Norman (Clerk)  
District Cllr. Emery

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*Due to the absence of the Chairman the Vice-Chairman, Cllr. Wilton, would chair the meeting*

**FC/25/23 Public Forum**

There were no members of the public.

**FC/26/23 Apologies for absence**

The Council received apologies for absence from Cllrs. Britten, Rickett, Smithurst and Torn.

Members also received apologies from County Cllrs. Baldwin and Nagel together with District/County Cllr. Mercer

**FC/27/23 Declarations of Interest**

There were no declarations of Interests.

**FC/28/23 Minutes**

The Minutes of the Annual Meeting of the Council held on 18<sup>th</sup> May 2023 were **AGREED** and were signed by the Chairman as being a correct record.

**FC/29/23 Decisions made by delegated power since 18<sup>th</sup> May 2023 for ratification**

There were no decisions.

**FC/30/23 Committees and Working Parties.**

The following Committee Minutes were presented to the Council:-

- (i) Finance and Administration Committee Meeting held on 15<sup>th</sup> June 2023.
- (ii) Planning, Environment and Transport Committee Meeting held 25<sup>th</sup> May and 22<sup>nd</sup> June 2023
- (iii) Property Committee Meeting on 8<sup>th</sup> June 2023 including **Recommendation to apply for S106 funding for new heating to North/South Hall at RMH (Min. PR/012/23 refers)**
- (iv) Personnel Committee Meetings on 1<sup>st</sup> June and 14<sup>th</sup> June 2023

It was **RESOLVED** that the Committee Minutes as listed above be received and adopted and all recommendations **RATIFIED**.

**FC/31/23 S106 Funding for Sports equipment**

Members **NOTED** the recommendation from the Property Committee Meeting held 6<sup>th</sup> April 2023 that the Council to apply for allocated S106 funds, totalling £3948.64 for indoor sports items at Holbrook Tythe Barn. Following discussion, it was **AGREED** to proceed with the application to HDC for the S106 Funding.

**FC/32/23 Reports from Representatives on Outside Bodies**

Cllr. Searle reported as the representative for the Britanniacrest Liaison Group - now known as the Wealdon Community Liaison Group - a meeting of which was held on 21<sup>st</sup> June 2023. It had been reported by the Project Manager that the arrangements for the finance are continuing and should be finalised by the end of the month. It was stated that it was anticipated that work would commence before the end of the year, but it was noted that this was not set in stone.

The Qair Energy Group had held an exhibition at the Tanbridge School back in April and the organisers had been pleased with the turnout of 118 people. However, there had been criticism of the location and therefore, a second event was being considered at a location north of the town i.e. St Marks church hall or one of the NHPC buildings.

**FC/33/23 Reports from District or County Councillors**

Cllr. Emery reported that HDC is in the process of looking into an updated Local Plan and highlighted the Council's concerns of not having an up to date plan in place, especially when for when the Water Neutrality issues are resolved, and that from a defensive perspective an updated Plan needs to be delivered at pace.

HDC Councillors had received presentations from 8 developers on their plans, but none were in the NHPC area, with the closest being 2,000 homes at Kingsfold. Site visits will also be undertaken in due course.

Cllr. P. Burgess made Cllr. Emery aware of the increase over the originally agreed 2,500 dwellings at Mowbray, an issue he had questioned whilst an HDC Councillor.

With regard to the Water Neutrality situation, Cllr. Emery reported that it was hoped that a solution would be forthcoming next year. A discussion followed regarding potential solutions including maximum usage limits for new dwellings, grey water systems and a reservoir.

The Chairman thanked Cllr. Emery for his report.

**FC/34/23 Report from the North Horsham Community Land Trust (NHCLT) link councillor**

Cllr. Gough, as Chairman of NHCLT reported that the group continued to concentrate on publicity and membership growth. However, the biggest difficulty was still gaining a "loan in principle" so that quick action may be taken if a suitable site comes forward.

Meetings have been held with :

- Graham Maunders of Action in Rural Sussex (AiRS), who continues to be a great source of advice and support. However, housebuilding across the County is reduced due to the Water Neutrality
- Representatives from the development group working on the old Novartis site
- The Development Co-ordinator for all Horsham Churches Together, who is very interested in NHCLT and supportive of the Trust using St Marks for a meeting.

Recent and upcoming activities include :

- A stall at the Sussex Green Community Hub 27<sup>th</sup> May at which some new members had been enrolled. This event had also enabled a very interesting discussion with the new Chair and new Leader at HDC following the May elections.
- A stall in Horsham Carfax market on 24<sup>th</sup> June which had received considerable interest including some new members for the Trust. The local MP, Jeremy Quin, also visited the stall and was very interested in all that the group is trying to achieve.
- An NHCLT stand will be at the Rotary event in Horsham Park on Sunday 9<sup>th</sup> July, between 12-5pm which will include a drawing competition for the children and all visitors would be welcome.
- A get together for the group will be held at Roffey Millennium Hall on Tuesday 11<sup>th</sup> July and it is intended to hold these three times a year with the next one in late September/early October.

Finally, Cllr. Gough expressed the thanks of the Trust to the Parish Council allowing use of the Knepp room free of charge for meetings.

### **FC/35/23 Chairman's Announcements**

Whilst there were no Announcements in the Clerk's Report, a decision had been received earlier that day that the application for an Asset of Community Value for land at Durfold Road and it had been refused. The reason for the refusal was stated as follows :

*The Head of Housing and Community considered that the nomination form provided did not provide sufficient evidence to demonstrate that the land shown edged red on the attached plan ('the Land') met the statutory definition of an asset of community value pursuant to section 88(2) of the Localism Act 2011. The reasons for the decision are as follows:*

1. *Whilst neighbours and users of the Land set out what the Land has been used for many years as an informal open space the information provided centred around people walking their dogs and children playing on the Land. This is the ancillary use of the Land as public open space and in order to be considered as an ACV there must also be a non- ancillary use of the Land that further people's social wellbeing and social interests above the ancillary use.*

2. *It was raised by a few residents of the use of the Land for organised gatherings for people to celebrate special community or national occasions such as the late Queen Elizabeth's II Diamond Jubilee and King Charles III Coronation. However little detail was provided on what type of events took place and no photographs were provided with the application to show these gatherings taking place on the Land.*

The Clerk reported that whilst some photos has been provided of activities, they were difficult to attribute as community gatherings to commemorate national occasions.

**FC/36/23 To review and adopt Standing Orders (inc. Terms of Reference) and Financial Regulations**

As was usual at this time of year, the Council needed to review the Standing Orders (inc. Terms of Reference) and Financial Regulation.

A draft copy of the Standing Orders was circulated with the Agenda, with any suggested amendments shown in red. It was **NOTED** that the Financial Regulations were considered and recommended to Council for adoption at the Finance and Administration Committee meeting held 15<sup>th</sup> June 2023 (Min. FA/10/23 refers) and a copy of the recommended document had been circulated by email.

Whilst there are no proposed amendments to the Standing Orders themselves, minor amendments were recommended for the Terms of Reference to standardise the quorums for the Committees and to also include specific reference to the CIL working party.

Following discussion, it was **RESOLVED** to adopt the reviewed Standing Orders with no amendments in addition to those on the circulated draft together with the Financial Regulations as recommended by the Finance and Administration Committee.

**FC/37/23 Financial Matters**

**i. Finance Report to show income, expenditure for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> May 2023**

**Funding to 31<sup>st</sup> May 2023**

|                                  |                |
|----------------------------------|----------------|
| Precept (half year)              | 182,673        |
| Environmental Grant (half year). | 5,873          |
| <b>Total</b>                     | <b>188,546</b> |

**Income to 31<sup>st</sup> May 2023**

| Cost Centre            | Actual income | Annual Budget  | Estimated income to 31 <sup>st</sup> May 2023* |
|------------------------|---------------|----------------|--|
| Admin                  | 3,169         | 200            | 33   |
| Allotments**           | 965           | 995            | 995  |
| North Heath Hall       | 9,916         | 71,000         | 11,834   |
| Holbrook Tythe Barn    | 6,187         | 38,000         | 6,333  |
| Multi Court Lettings   | 4,081         | 26,600         | 4,433  |
| Roffey Millennium Hall | 11,932        | 45,000         | 7,500  |
| <b>Total</b>           | <b>36,250</b> | <b>181,795</b> | <b>31,128</b>                                  |

## Expenditure to 31<sup>st</sup> May 2023

| Cost Centre               | Actual Expenditure | Annual Budget  | Estimated expenditure to 31 <sup>st</sup> May 2023* |
|---------------------------|--------------------|----------------|---|
| Admin***                  | 18,656             | 54,570         | 20,345  |
| Grants                    | 1,830              | 10,000         | 1,667   |
| Burial ****               | 0                  | 7,460          | 1,242   |
| Personnel                 | 52,021             | 349,650        | 58,275  |
| Planning, Env, Trans      | 0                  | 1,500          | 250   |
| Allotments                | 65                 | 1,560          | 260   |
| Amenity Rec & Open Spaces | 7,382              | 56,485         | 9,414   |
| North Heath Hall          | 5,520              | 30,778         | 5,130   |
| Holbrook Tythe Barn       | 3,127              | 28,095         | 4,683   |
| Roffey Millennium Hall    | 6,184              | 42,840         | 7,140   |
| <b>Total</b>              | <b>94,785</b>      | <b>582,938</b> | <b>108,406</b>                                      |

\* Total cost centre budget for 2023/24 divided by 2/12th.

\*\* Allotment invoices are sent out annually. The full income is expected by the end of April.

\*\*\* Includes, in Actual Expenditure, Annual Insurance Premium of £13,884 paid May 2023 and includes, in Estimated Expenditure, Full Year Budget for Insurance of £13,500

\*\*\*\* Paid quarterly in Months 2,5,8 & 11

## Income

At the end of Month 2 of the 2023/24-year, income was slightly higher than the anticipated by approx. 16%, an increase on the 11% at the end of month 1.

## Expenditure

Overall, expenditure was approx. 13% lower than would be expected at the end of the month, a widening from the gap of 10.5% at the end of month 1.

## Reserves

As at 31<sup>st</sup> May 2023 remaining funds, including the 1<sup>st</sup> half year precept payment received and General Reserves, stood at £353,620.

In addition, there were additional Earmarked Reserves of £274,772 a reduction of £2,309 from the balance at the end of month 1, due to expenditure of £50 on replacement water jugs, £957 for a repair to the electrical installation for the MUGA floodlights, £582 for plans of NHH regarding the washroom refurb, £160 for playground maintenance and £560 for tree surgery.

## Summary

It was noted that there was £5,122 more revenue income than budgeted for at the end of month 2 together with £13,621 less revenue expenditure than anticipated.

The Council **NOTED** the Financial Report to 31<sup>st</sup> May 2023.

## ii. Expenditure Lists

The Council **AGREED** the expenditure lists for April 2023 totalling £47,923.78 and May 2023 totalling £182,493.73 as circulated with the Clerk's report and as published on the website.

### **FC/38/23 Code of Conduct**

Members received the draft revised Code of Conduct, taking into account the revisions made by HDC to their Code based on the LGA model code. It was **NOTED** that the revisions include clarification of the Other Registrable Interest description in Table 2 of Appendix B which was required as the previous version had been ambiguous and unclear.

Following discussion, it was **RESOLVED** to adopt the revised Code of Conduct, as circulated, and for all Members to complete an updated Section H of the Register of Interests (to be circulated by the Clerk after the meeting).

### **FC/39/23 Policies**

As per the Clerk's report, Members had received a copy of the draft documents or had been advised of the availability of the policies under review on the Parish Council website.

It was subsequently **RESOLVED** to adopt :-

- Fire Safety Policy
- Health & Safety - General Statement of Policy
- Complaints Policy
- Lone Working Policy and Staff Performance and Development Policy as recommended by the Personnel Committee Meeting on 1<sup>st</sup> June 2023 (Min. PER/09/23 refers).

### **FC/40/23 Risk Management Scheme**

Members reviewed the Risk Management Scheme (as circulated with the Agenda) including reference to the following documents:-

- **Fire Safety Risk Assessments** - Last carried out by Assurity in April 2021 (copy available by email if required) at RMH and NHH and October 2022 at HTB. Next review due April 2024 for all three buildings. Interim desk review undertaken April 2023.
- **Health and Safety Risk Assessment** - reviewed documented as at July 2023 as circulated by email. Next review July 2024
- **Legionella Risk Assessment** - Last carried out by Assurity in February 2023 (copy available by email if required) with the next review due February 2025.
- **Financial and Management Risk Assessment** - Last reviewed by the Finance & Administration Committee at the meeting held 13<sup>th</sup> October 2022 (Min. FA/32/22 refers) with the next review due by December 2023.
- **Fire Safety Policy** - considered under the preceding Agenda item
- **Health & Safety Statement of General Policy** - considered under the preceding Agenda item
- **Legionella Control Policy** - last review July 2022; next due July 2024

Members **NOTED** that any documents not attached to the Clerk's report or circulated by email, were either published on the NHPC website as part of the Agenda/Report for the meeting at which they were approved or, in the case of the Assessments undertaken by external consultants, were available in the Parish Office on request as they were too large to circulate with the Agenda.

Following discussion, Members **RESOLVED** to approve the Scheme.

**FC/41/23 Warm Banks**

Discussion took place around the suitability of the Parish Council’s venues for this type of activity and whilst supportive of the proposal in general, it was **AGREED** not to use the Parish Council’s buildings for Warm Banks. However, Members did ask for publicity through social media of the Parish Council’s Grant Scheme and that those providing these facilities in the winter of 2023/24 should be encouraged to apply for funding to support their work.

**FC/42/23 Business Plan 2023-27**

Members **NOTED** the summary in the Clerk’s report and following discussion it was **AGREED** that a further evening session should be arranged for early September to discuss the contents of the Plan further.

**FC/43/23 Request for further support of Girls Only Community Football Days at MUGA**

Members noted that at the January Full Council Meeting, Members considered and then agreed to a request from South Coast Sports (SCS) for the use of the MUGAs at Holbrook Tythe Barn for one day, free of charge, for a Girls Only Community Football Day during the school easter holidays (Min. FC/103/23 refers).

Members were advised that SCS would be returning to the MUGAs over the school summer holidays hiring the pitches for 5 weeks/3 days a week and they had requested the support of the Parish Council in providing two additional Girls Only Community Football Days on Friday 4<sup>th</sup> and Monday 14<sup>th</sup> August free of charge.

Following discussion, it was **AGREED** to support the request and allow free of charge use of the courts on the 4<sup>th</sup> and 14<sup>th</sup> August for Girls Only sessions.

**FC/44/23 Correspondence**

The Council **NOTED** correspondence list 1 as circulated with the Agenda and list 2 issued immediately prior to the meeting, covering the period 18<sup>th</sup> May to 6<sup>th</sup> July 2023.

It was **NOTED** that most Councillors had received directly a letter from Jeremy Quin MP congratulating them on their appointment as Councillors at the May elections and that he would be happy to hear from Councillors on matters of concern for the Parish. Discussion then turned to the issue of GP and hospital provision and it was subsequently suggested and agreed that an item be added to the next Full Council Agenda to discuss the provision of health services in the Parish.

**FC/45/23 Date of next Meeting**

The date of the next Meeting on 7<sup>th</sup> September 2023 was **NOTED**.

There being no other business, the Chairman closed the meeting at 8.25pm.

Signed .....

Date .....