

**NORTH HORSHAM PARISH COUNCIL  
PARISH COUNCIL MEETING - THURSDAY 2<sup>nd</sup> NOVEMBER 2023 AT 7.30pm**

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

**1. 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.

**2. Apologies for Absence.**

Apologies and reasons for absence to be given to the Clerk.

**Decision : To note apologies for absence.**

**3. Declarations of Interest.**

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable 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.

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.

Where you have an **Other Registrable 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.

**5. Decisions made by delegated power since 7<sup>th</sup> September 2023 for ratification.**

As some Members will be aware, a significant problem with damp has been identified in the nursery toilets at North Heath Hall. A damp survey was undertaken as a matter of urgency at a cost of £400 plus VAT, authorised under the Clerk's delegated powers as per FR 4.5 and funded by the R&R Earmarked Reserves. The written report from this survey is awaited but a verbal summary of the findings recommended that a first step in identifying the source would be the clearance and subsequent CCTV survey of the drains outside in the car park. Quotes have been obtained and so as not to delay any necessary action, approval of any necessary expenditure will be undertaken in liaison with the Chairman of the Property Committee, be ratified at the next Property Committee Meeting on 8<sup>th</sup> December and noted at the Council meeting in January.

**Decision : To ratify the decisions made by delegated power in relation to the damp issues at North Heath Hall.**

**7. Reports from Representatives on Outside Bodies**

Cllrs. Gough and Knight attended a training session at HDC on planning matters, and the slides from this have been circulated to all Members as part of the weekly correspondence list on 25<sup>th</sup> October 2023. The update situation regarding water neutrality should be noted and the potential implications for past and future planning applications.

CLLr. Searle has provided the following written report:

### **Wienerberger Brickworks Warnham**

1. Wienerberger has an agreement with Qair to purchase surplus heat from the operation of the incinerator when it is constructed and operational.
2. A project is being developed to recover heat from the firing process which is passed through a heat pump. The heat will then be used in the brick drying process. The project will cost £4m and is part funded by the Government.
3. Brick production will stop through December 2023 until January 2024 as demand for bricks has fallen due to the reduction of house building. During this time essential maintenance will be carried out and training delivered. Staff will be encouraged to take annual leave during this period. The current stock of bricks will be considerably reduced during this period.
4. CLG members and residents of Station Road Warnham and Langhurstwood Road were invited to tour the works during the evening of 4th October. I attended and found the tour to be very informative.



A brief outline of the tour is as follows:

Warnham Brickworks is a soft mud plant. Clay is dug from the pit further along Langhurstwood Road and transported to site on a conveyor belt. Sand is

transported to site by road vehicles and stored in bunkers.

Lumps of clay are fed into a grinding machine and water is added. Consistency of the clay at this stage is similar to bread mix before being cooked. Various types of sands are loaded into a hopper and mixed before being added to the clay and this is then put into brick formers which have been given a fine coating of sand to prevent adhesion. The brick formers are 10% larger than the finished brick which is reduced in the drying and firing process to a standard brick size.

With the exception of loading the sands into the hopper and taking the completed bricks to the storage areas the whole process is operated by robots. From start to finish it takes 4 day to make a brick and 200,000 bricks are manufactured each day (approx. 20 houses). The plant is operated 24/7 with 4 shifts each day, 4 on and 4 off. Each shift is manned by 12 operatives who's main role is to correct any breakdowns in the production line.

### **BIFFA Mechanical Biological Treatment Facility**

1. Restoration of the tip will not be completed by the end of the year in accordance with the planning consent. Biffa will be submitting an application for a 12 month extension which has upset the local residents as they were hoping to see a reduction of vehicle movements next year.

## 2. Proposed Open Windrow Composting (OWC)

Biffa acquired Viridor's collections business in September 2021, which included their large and successful organics collections and recycling business which they intended to transfer to the Langhurstwood site.

To accommodate this additional facility planning Application No WSCC/037/23 was made in August 2023 and will be considered at the Parish Councils PET Committee Meeting on Thursday 26th October 2023

The facility would be capable of processing 60,000 tonnes of green waste and 30,000 tonnes of wood per annum;

The compost material will be certified for agricultural uses (PAS100), landfill restoration and community projects;

HGV movements up to 76 daily (60 average)

Further details of the proposed project included:

- Imported green and wood material deposited into bays before loading into a shredder;
- Loading shovel then picks up shredded material to load into windrows;
- The composting process takes a minimum of 5 weeks, typically circa 8 weeks;
- Composted materials will be screened to different sizes and stored for bulk export or bagging;
- The composted material can also be mixed with sand and soils to create topsoil;
- The compost will be PAS100 accredited, not classified as a waste, and can be spread to land;
- Wood is shredded and metals removed before being exported for further processing.

Details of the planning submission:

- Pre-application discussions took place early 2023 to discuss principle of the development and matters to be addressed in the planning application;
- Consultants are currently finalising technical assessments including (but not limited to): transport, odour, landscape and visual impacts, ecology, flood risk and drainage, trees, noise;
- Planning application is being 'twin tracked' with an application for Environmental Permit to be submitted to the Environment Agency;

### **Britaniacrest Recycling and 3R's Development Local Liaison Group**

1. Qair reported at the last CLG meeting that site works will commence at the end of 2023 or early 2024. Financing of the project is still ongoing
2. HZI (Hitachi Zosen Inova), Qair's preferred contractor to construct the incinerator invited members of the CLG to tour a construction site similar to the Warnham project. Myself and 2 other members of the group attended the site at Slough. We were met by the Site Manager, Safety Manager and the senior HZI team who gave an outline of the project. Work started on 3rd May 2021 and is programmed to finish on 21st November 2024

The Slough contract is valued at £400m which is twice the value and size of Warnham and is planned to take 438,000 tons of waste each year which again is half the tonnage planned for Warnham. It is located in a busy industrial site which make delivery of materials very difficult. They adopted and strictly adhered to a "just in time" protocol which sharpened the minds of the suppliers. The works are currently 2 months ahead of programme despite Covid and the Russia and Ukraine war.

HZI are a very caring contractor and they have provided a high standard of welfare facilities for the 500 working on the site which operates 7 days a week. In addition to the standard welfare requirements they have a large canteen serving hot meals and a fulltime medic which I took the opportunity to use. The medic offers a full MOT to the work force every Thursday and they can deal with most minor injuries rather than sending patients to A&E and blocking local residents from using the service. The safety record of the site is excellent with no reportable accident in the last 100,000 man hours.

An incentive is offered to the work force. If there is no reportable accidents within a fixed period HZI will donate a sum of money to a local charity.

**New COVID Variant is now beginning to take hold and 50 members of the construction team and HZI staff are away with Covid.**

An open door policy is offered to the local businesses and residents if they have any issues with the ongoing works they can call into the offices and speak to a senior member of the team. A newsletter is regularly produced and distributed locally to keep everyone up to date on progress and advise if any wide loads are expected or noisy works planned.

I found HZI to be a very considerate contractor who puts safety high on their agenda along with working alongside the public. If they get appointed by Qair I feel we will be able to work with them during the construction period of 3 years.

### **Horsham Town Community Partnership AGM**

HTCP AGM will be held at the Roffey Millennium Hall on 30th October. I am currently the Chairman but after 6 years I have decided to step down and a new Chairman will be appointed. At this time we have received one application for the post which is from Ron Bates who is currently a Director.

### **Horsham District Older Peoples Forum (HDOPF)**

I am a Committee Member of HDOPF and we held an open public meeting at Lavinia House on Wednesday 18th October. There was a good turnout with some people attending in person and others online which included Parish Councillor Joy Gough. Our guest speaker was Katie Bourne OBE, Sussex Police and Crime Commissioner who gave an interesting talk and answered all the questions from the floor.



Our next public meeting will be convened at Lavinia House on Friday 1st December 2023 at 10.00am. Guest speaker will be Jeremy Quin MP, Paymaster General and Minister for the Cabinet Office.

## 10. Chairman's Announcements.

As requested at the last meeting (Min. FC/59/23 refers), a letter was sent to Jeremy Quin MP regarding Health Service provision in the area. A response has been received and was circulated to all Members as part of the weekly correspondence round up email issued on 4<sup>th</sup> October 2023.

A letter has also been sent to the Co-op as instructed at the last meeting (Min. FC/61/23 refers) but to date no response has been received.

Finally, as circulated to all Members as part of the weekly correspondence list on 25<sup>th</sup> October, the Cabinet at HDC has now agreed a proposed timetable (known as the Local Development Scheme) for the preparation of the new Local Plan and a copy is available using this [link](#). The draft Regulation 19 Proposed Submission Local Plan is programmed to be considered by Cabinet and Council on 11 December 2023. Cabinet will commence at 5pm and Council at 6pm. HDC have produced a Local Plan Review Newsletter on their website, with a link included in the email circulated previously. It is proposed that this matter be placed on the Agenda for the January Council meeting to note the timetable when approved by HDC and consider any action by the Parish Council.

## 11. Financial Matters

### i. Finance Report to show income, expenditure and reserves to 30<sup>th</sup> September 2023

#### Funding at 30<sup>th</sup> September 2023

Precept (full year)	365,346
Environmental Grant (full year).	11,745
Climate Change Grant	2,076
<b>Total</b>	<b>379,167</b>

#### Income to 30<sup>th</sup> September 2023

Cost Centre	Actual income	Annual Budget	Estimated income to 30 <sup>th</sup> September 2023*
Admin	11,838	200	100
Allotments**	982	995	995
North Heath Hall	31,921	71,000	35,500
Holbrook Tythe Barn	18,671	38,000	19,000
Multi Court Lettings	10,721	26,600	13,300
Roffey Millennium Hall	33,372	45,000	22,500
<b>Total</b>	<b>107,505</b>	<b>181,795</b>	<b>91,395</b>

#### Expenditure to 30<sup>th</sup> September 2023

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 <sup>th</sup> September 2023*
Admin***	33,017	54,570	34,035
Grants	2,630	10,000	5,000
Burial ****	3,730	7,460	3,730
Personnel	155,440	349,650	174,825
Planning, Env, Trans	0	1,500	750
Allotments	460	1,560	780
Amenity Rec & Open Spaces	24,582	56,485	28,243
North Heath Hall	15,333	30,778	15,389
Holbrook Tythe Barn	13,713	28,095	14,048
Roffey Millennium Hall	18,298	42,840	21,420
<b>Total</b>	<b>267,203</b>	<b>582,938</b>	<b>298,219</b>

- \* Total cost centre budget for 2023/24 divided by 6/12th.
- \*\* 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

A detailed Income and Expenditure together with Payment Lists for August (£45,616.45) and September 2023 (£57,299.38) - also published on the Parish Council website - are attached as **Appendix 1, 1a & 1b**.

### **Income**

At the end of Month 6 of the 2023/24 year, revenue income continues to be higher than the anticipated by approx. 18% - an increase of 4% to the position at the end of month 5.

The second half year instalment of the precept of £182,673 was paid across by HDC before the end of September

### **Expenditure**

Overall, expenditure is approx. 10% lower than would be expected at the end of the month, a widening of around 3% when compared to the end of month 5. It should be noted that the Personnel Budget continues to be around 12% less than would be expected at this time of year for the reasons reported previously.

### **Reserves**

As at 30<sup>th</sup> September 2023 remaining funds, including the full year precept payment received and General Reserves, stood at £441,004.

In addition, there are additional Earmarked Reserves of £269,111 - a reduction of £2,346 from the balance at the end of month 5, due to expenditure of £1,096 from the R&R EMR for repairs to the lift at RMH and the use of a total of £1,250 from the NHH Washroom Refurb EMR - £560 for the HDC Building Control submission and £690 for structural plans.

### **Summary**

As mentioned above, there is £16,110 more revenue income than budgeted for at the end of month 6 together with £31,016 less revenue expenditure than anticipated.

### **Decisions:**

- 11.1 To note the Financial Report to 30th September 2023**
- 11.2 To note the Payment Lists for August and September 2023**

## **12. External Audit**

As noted under the Chairman's Announcements at the last meeting (Min. FC/55/23 refers) the External Audit Certificate for the 2022/23 year has been received (copy attached as **Appendix 2**) with no comments included.

Members are also asked to note that this, along with the Notice of Conclusion of Audit (Copy attached as **Appendix 2a**) has been posted on the Parish Council Noticeboards and published on the Parish Council website.

**Decision : To note the receipt of the External Audit Certificate with no additional comments and the publishing of the Notice of Consultation of Audit for the 2022/23 year.**

### **13. Scheme of Members Allowance**

As is usual at this time of year, the Council needs to review and adopt the Scheme of Members' Allowance for 2024/25, a draft of which is attached as **Appendix 3**.

Members are advised that the Parish Office has not been notified of any updated Report of the HDC Independent Remuneration Panel and therefore, the Members Allowance is restricted to the previously agreed level of £514 per annum, being 9.4% of the basic allowance for HDC Councillors.

**Decision: To review and adopt the Scheme for 2024/25 allowing for an annual Members' Allowance of £514 in line with the Report of the HDC Independent Remuneration Panel (April 2021) and being 9.4% of the basic allowance for HDC Councillors. The next review will be undertaken in November 2024.**

### **14. CIL Working Party**

At the last Council Meeting Members agreed to the recommendation from the CIL Working Party to install defibrillators at both Holbrook Tythe Barn and North Heath Hall (Min. FC/58/23 refers). As part of that decision, it was agreed that an application for funding from the Community Automated External Defibrillators Fund be submitted and funding from the CIL reserves only used if the applications were unsuccessful - in whole or in part.

Unfortunately, when the fund opened it became apparent that applications would only be accepted for units that were to be sited in the public domain, available to anyone at all times. Therefore, as the units at HTB and NHH would be inside the buildings, it was not possible to submit a bid.

However, at the same time contact was made by Cala Homes, a developer at Mowbray, offering to install a defibrillator within the Parish. It has therefore been agreed that Cala Home will fund the purchase of a unit at Holbrook Tythe Barn.

As a result, Members are asked to note that only £775 of CIL funding will now be required for the purchase of a unit for North Heath Hall. The installation of both units will still need to be funded by the CIL reserves (estimated at £60) and therefore the expected overall cost for the two units will be £835 rather than the £1,610 originally envisaged.

A meeting of the CIL Working Party is scheduled for 27<sup>th</sup> October 2023 and the Notes of that meeting will be circulated prior to the meeting and the recommendations reported verbally to Council.

#### **Decisions :**

- i) To note the reduced amount of CIL Funding needed for the two defibrillators**
- ii) To consider and approve if acceptable, any recommendations from the CIL Working Party held 27<sup>th</sup> October 2023**

### **15. Business Plan**

A further session to consider a revised Business Plan was held on Monday 4<sup>th</sup> September and the summary of the recommended amendments, together with a copy of the resulting document is attached as **Appendix 4 & 4a**. A copy of the current document for comparison, is available on the Parish Council website.

Members are asked to consider the document and if agreeing to accept the content, confirm any changes to the Action Points on page 19.

**Decision : To agree a reviewed Business Plan 2023-2026**

#### **16. Youth Justice Programme**

WSCC's Youth Justice Service supports young people aged (10-17/18) to give back to local communities by completing unpaid work hours or community reparations ordered by courts.

They have been working closely over the years with many parish councils completing a variety of tasks from allotment clearances and basic fence repairs and painting to sanding down and retreating benches with wood stain.

As well as providing what is essentially free labour, they are also always on the lookout for any community schemes be it animal sanctuaries or local small hobby groups such as fisheries and football clubs that could use some extra help at times with training or an extra pair of hands.

The young people in question are supervised on a one-to-one basis with whatever task required completed as best as possible taking into account the young person's needs first and foremost.

As such this would mean that time sensitive jobs or ones with strict deadlines are not suitable. However, any ongoing maintenance style tasks are doable once risk assessed accordingly.

In addition to the above is the imminent implementation of the Immediate Justice scheme. The aim of this is to tackle Anti-Social Behaviour and for any harm and damage in communities to be repaired by those responsible. Within in this remit the WSCC Youth Justice team are also looking for creative ways to help out where needed in local communities to make a positive difference.

The Deputy Clerk has made contact with the Earles Meadow Conservation Group, Roffey Cricket Club and our local PCSO. The Cricket Club have already been in touch with some ideas and have been put in direct contact with the Youth Justice team to progress things.

Members are therefore asked if they have any suggestions, noting the limitations as detailed above and to also agree that should suitable tasks be identified by the Clerk in the future, that authority is delegated to allow the works to proceed.

**Decision: To consider, and agree if appropriate, any suggestions for activities on which to work with the Youth Justice team and furthermore, to agree that should suitable tasks be identified by the Clerk in the future, authority be delegated to allow the works to proceed.**

#### **18. Correspondence**

See **Appendix 5**, with the second list circulated separately at the meeting.

**Decision: To receive correspondence lists from 7<sup>th</sup> September to 1<sup>st</sup> November 2023**



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Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Administration</b>								
1008 Miscellaneous Income	23,072	2,076	0	(2,076)			0.0%	
1175 CIL Payment	11,805	0	0	0			0.0%	
1176 Precept	349,011	365,346	365,346	0			100.0%	
1196 Interest Received	1,860	11,838	200	(11,638)			5919.0%	
<b>Administration :- Income</b>	<b>385,747</b>	<b>379,260</b>	<b>365,546</b>	<b>(13,714)</b>			<b>103.8%</b>	<b>0</b>
4007 Councillors Training	65	33	1,000	967		967	3.3%	
4008 Councillors Expenses	6,347	3,118	7,000	3,882		3,882	44.5%	
4021 Telephone/Fax/Internet	3,406	1,400	3,200	1,800		1,800	43.7%	
4022 Postage	723	345	1,200	855		855	28.7%	
4023 Stationery and Printing	1,733	890	1,600	710		710	55.6%	
4024 Subscriptions	3,171	3,183	3,400	217		217	93.6%	
4025 Insurance	13,979	13,884	13,500	(384)		(384)	102.8%	
4028 IT Costs	2,527	2,091	2,800	709		709	74.7%	
4029 Website Maintenance	154	0	170	170		170	0.0%	
4032 Publicity/Marketing	0	0	500	500		500	0.0%	
4033 Newsletter	762	406	850	444		444	47.8%	
4038 Office Equipment Maint.	458	0	950	950		950	0.0%	
4051 Bank Charges	72	0	100	100		100	0.0%	
4053 PWLB Loan Charges	11,217	5,424	11,000	5,576		5,576	49.3%	
4057 External Audit Fees	1,300	65	1,400	1,335		1,335	4.6%	
4058 Professional Services	3,575	1,910	3,350	1,440		1,440	57.0%	
4059 Internal Audit Fees	349	(165)	450	615		615	(36.7%)	
4100 Chairman's Allowance	335	0	400	400		400	0.0%	
4120 Roffey Hall Equipment	674	432	700	268		268	61.8%	
4122 Office Equipment	493	0	1,000	1,000		1,000	0.0%	
<b>Administration :- Indirect Expenditure</b>	<b>51,341</b>	<b>33,017</b>	<b>54,570</b>	<b>21,553</b>	<b>0</b>	<b>21,553</b>	<b>60.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>334,406</b>	<b>346,243</b>	<b>310,976</b>	<b>(35,267)</b>				
6001 less Transfer to EMR	11,805	0						
<b>Movement to/(from) Gen Reserve</b>	<b>322,601</b>	<b>346,243</b>						
<b>103 Grants</b>								
4155 Other Grants and Donations	5,780	2,630	10,000	7,370		7,370	26.3%	
<b>Grants :- Indirect Expenditure</b>	<b>5,780</b>	<b>2,630</b>	<b>10,000</b>	<b>7,370</b>	<b>0</b>	<b>7,370</b>	<b>26.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,780)</b>	<b>(2,630)</b>	<b>(10,000)</b>	<b>(7,370)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Burial</u>								
4101 Burial Charges	7,461	3,730	7,460	3,730		3,730	50.0%	
Burial :- Indirect Expenditure	<b>7,461</b>	<b>3,730</b>	<b>7,460</b>	<b>3,730</b>	<b>0</b>	<b>3,730</b>	<b>50.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,461)</b>	<b>(3,730)</b>	<b>(7,460)</b>	<b>(3,730)</b>				
<u>106 Personnel</u>								
4001 Salaries/NI/Pensions	314,844	152,743	343,000	190,257		190,257	44.5%	
4002 Childcare Vouchers	1,282	0	0	0		0	0.0%	
4003 Payroll Admin Charge	870	0	1,400	1,400		1,400	0.0%	
4009 Staff Expenses/Mileage	3,653	2,339	3,000	661		661	78.0%	
4010 Staff Training	1,460	60	1,600	1,540		1,540	3.8%	
4030 Recruitment Advertising	291	181	250	69		69	72.4%	
4067 Protective Clothing	381	118	400	282		282	29.5%	
Personnel :- Indirect Expenditure	<b>322,782</b>	<b>155,440</b>	<b>349,650</b>	<b>194,210</b>	<b>0</b>	<b>194,210</b>	<b>44.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(322,782)</b>	<b>(155,440)</b>	<b>(349,650)</b>	<b>(194,210)</b>				
<u>201 Planning, Env &amp; Transport</u>								
4305 Planning Consultant Fees	0	0	1,500	1,500		1,500	0.0%	
Planning, Env & Transport :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>				
<u>301 Allotments</u>								
1050 Allotment Rents	983	982	995	13			98.7%	
Allotments :- Income	<b>983</b>	<b>982</b>	<b>995</b>	<b>13</b>			<b>98.7%</b>	<b>0</b>
4012 Water Rates	71	180	100	(80)		(80)	180.0%	
4102 Allotment Rent	275	0	275	275		275	0.0%	
4200 Grass cutting	554	280	765	486		486	36.5%	
4259 Allotment Maintenance	50	0	420	420		420	0.0%	
Allotments :- Indirect Expenditure	<b>950</b>	<b>460</b>	<b>1,560</b>	<b>1,101</b>	<b>0</b>	<b>1,101</b>	<b>29.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>33</b>	<b>523</b>	<b>(565)</b>	<b>(1,088)</b>				
<u>302 Amenity, Recs &amp; Open Sp</u>								
1100 Grants Received	10,677	11,745	10,678	(1,067)			110.0%	
Amenity, Recs & Open Sp :- Income	<b>10,677</b>	<b>11,745</b>	<b>10,678</b>	<b>(1,067)</b>			<b>110.0%</b>	<b>0</b>
4019 Window Cleaning	738	454	1,000	546		546	45.4%	
4200 Grass cutting	11,293	12,964	21,250	8,286		8,286	61.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4250 Bus Shelter Repairs	1,286	965	1,850	886		886	52.1%	
4251 Play Area & M Crts Maint	7,251	2,514	7,875	5,361	2,122	3,239	58.9%	
4252 Open Spaces	6,032	2,653	10,500	7,847		7,847	25.3%	
4253 Litter Warden/Clearance	486	317	945	628		628	33.6%	
4254 Community Services - Dog Bins	2,780	1,063	2,415	1,352		1,352	44.0%	
4255 Street Lighting - Maint/Supply	2,743	1,657	5,500	3,843		3,843	30.1%	
4258 Multicourts Maintenance	3,720	1,860	3,750	1,890		1,890	49.6%	
4260 Workshop	49	0	500	500		500	0.0%	
4302 Notice Board Maintenance	321	136	900	764		764	15.1%	
Amenity, Recs & Open Sp :- Indirect Expenditure	<b>36,698</b>	<b>24,582</b>	<b>56,485</b>	<b>31,903</b>	<b>2,122</b>	<b>29,781</b>	<b>47.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(26,020)</b>	<b>(12,837)</b>	<b>(45,807)</b>	<b>(32,970)</b>				
6001 less Transfer to EMR	996	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(27,016)</b>	<b>(12,837)</b>						
<u>401 North Heath Hall</u>								
1000 Hall Lettings	64,492	31,921	71,000	39,079			45.0%	
North Heath Hall :- Income	<b>64,492</b>	<b>31,921</b>	<b>71,000</b>	<b>39,079</b>			<b>45.0%</b>	<b>0</b>
4011 NNDR	6,487	2,929	7,350	4,421		4,421	39.9%	
4012 Water Rates	826	411	975	564		564	42.2%	
4014 Electricity	2,543	1,046	2,900	1,854		1,854	36.1%	
4015 Gas	5,074	1,527	2,690	1,163		1,163	56.8%	
4016 Cleaning Materials	860	538	1,470	932		932	36.6%	
4017 Refuse Bin Clearance	973	454	882	428		428	51.5%	
4018 Sanitary Waste	118	110	336	226		226	32.8%	
4019 Window Cleaning	590	363	735	372		372	49.4%	
4034 Maintenance - Electrical	2,100	722	1,575	853		853	45.9%	
4035 Maintenance - Elect Eqp Insp	600	720	580	(140)		(140)	124.1%	
4036 Maintenance - General	2,245	1,864	2,100	236		236	88.8%	
4037 Maintenance - Fire Alarm Syst	420	459	615	156		156	74.6%	
4039 Maint - Intruder Alarm	1,070	964	1,000	36		36	96.4%	
4041 Maintenance - Fire Extg Insp	47	0	170	170		170	0.0%	
4042 Maintenance - Gas Boiler etc	274	430	685	255		255	62.7%	
4044 Maintenance - Partition Wall	348	348	840	493		493	41.4%	
4061 Legionella Testing	525	140	385	245		245	36.4%	
4063 Maintenance - Plumbing	406	97	685	588		588	14.2%	
4065 Fire Prevention Sundries	0	0	105	105		105	0.0%	
4066 Keyholder Services	180	90	200	110		110	45.0%	
4500 Internal Redecorations	0	2,120	4,500	2,380		2,380	47.1%	
North Heath Hall :- Indirect Expenditure	<b>25,685</b>	<b>15,333</b>	<b>30,778</b>	<b>15,445</b>	<b>0</b>	<b>15,445</b>	<b>49.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>38,807</b>	<b>16,588</b>	<b>40,222</b>	<b>23,634</b>				
6001 less Transfer to EMR	1,550	0						

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>37,257</b>	<b>16,588</b>						
<b>402 Holbrook Recreation Centre</b>								
1000 Hall Lettings	36,771	18,671	38,000	19,329			49.1%	
1010 Multi Court Lettings	21,991	10,721	26,600	15,879			40.3%	
<b>Holbrook Recreation Centre :- Income</b>	<b>58,761</b>	<b>29,392</b>	<b>64,600</b>	<b>35,208</b>			<b>45.5%</b>	<b>0</b>
4011 NNDR	3,543	1,747	4,200	2,453	2,453		41.6%	
4012 Water Rates	838	555	1,315	760	760		42.2%	
4014 Electricity	3,792	1,350	3,415	2,065	2,065		39.5%	
4015 Gas	1,289	394	1,575	1,181	1,181		25.0%	
4016 Cleaning Materials	1,303	424	1,470	1,046	1,046		28.8%	
4017 Refuse Bin Clearance	825	454	885	431	431		51.3%	
4018 Sanitary Waste	118	110	255	145	145		43.2%	
4019 Window Cleaning	258	159	475	316	316		33.4%	
4034 Maintenance - Electrical	339	2,532	5,155	2,623	2,623		49.1%	
4035 Maintenance - Elect Eqp Insp	600	1,962	2,065	103	103		95.0%	
4036 Maintenance - General	2,101	1,023	1,995	972	972		51.3%	
4037 Maintenance - Fire Alarm Syst	747	420	630	210	210		66.7%	
4039 Maint - Intruder Alarm	932	925	1,000	75	75		92.5%	
4041 Maintenance - Fire Extg Insp	64	0	170	170	170		0.0%	
4042 Maintenance - Gas Boiler etc	751	199	525	326	326		37.8%	
4061 Legionella Testing	480	125	370	245	245		33.8%	
4063 Maintenance - Plumbing	455	245	765	520	520		32.0%	
4065 Fire Prevention Sundries	665	0	630	630	630		0.0%	
4066 Keyholder Services	180	90	200	110	110		45.0%	
4500 Internal Redecorations	166	1,000	1,000	0	0		100.0%	
<b>Holbrook Recreation Centre :- Indirect Expenditure</b>	<b>19,445</b>	<b>13,713</b>	<b>28,095</b>	<b>14,382</b>	<b>0</b>	<b>14,382</b>	<b>48.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>39,316</b>	<b>15,680</b>	<b>36,505</b>	<b>20,825</b>				
6001 less Transfer to EMR	0	2,076						
<b>Movement to/(from) Gen Reserve</b>	<b>39,316</b>	<b>13,604</b>						
<b>403 Roffey Millennium Hall</b>								
1000 Hall Lettings	52,770	31,906	45,000	13,094			70.9%	
1004 Equipment Sale/Sundry Income	660	499	0	(499)			0.0%	
1006 Refreshment Sale Income	1,408	967	0	(967)			0.0%	
1008 Miscellaneous Income	256	0	0	0			0.0%	
<b>Roffey Millennium Hall :- Income</b>	<b>55,093</b>	<b>33,372</b>	<b>45,000</b>	<b>11,628</b>			<b>74.2%</b>	<b>0</b>
4011 NNDR	6,737	3,539	7,700	4,161	4,161		46.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Water Rates	1,573	579	1,260	681		681	45.9%	
4014 Electricity	6,128	2,726	5,385	2,660		2,660	50.6%	
4015 Gas	3,859	1,503	6,300	4,797		4,797	23.9%	
4016 Cleaning Materials	1,344	475	1,445	970		970	32.9%	
4017 Refuse Bin Clearance	1,699	904	1,750	846		846	51.6%	
4018 Sanitary Waste	118	110	245	135		135	45.0%	
4019 Window Cleaning	812	499	1,040	541		541	48.0%	
4020 Refreshment Sale Cost/Sundries	446	389	315	(74)		(74)	123.4%	
4034 Maintenance - Electrical	1,197	900	2,100	1,200		1,200	42.8%	
4035 Maintenance - Elect Eqp Insp	610	370	2,730	2,360		2,360	13.6%	
4036 Maintenance - General	3,330	1,373	3,460	2,087		2,087	39.7%	
4037 Maintenance - Fire Alarm Syt	420	459	580	121		121	79.1%	
4039 Maint - Intruder Alarm	925	925	1,000	75		75	92.5%	
4040 Maintenance - Elevator	774	653	790	137		137	82.6%	
4041 Maintenance - Fire Extg Insp	86	128	170	42		42	75.2%	
4042 Maintenance - Gas Boiler etc	545	433	945	512		512	45.8%	
4044 Maintenance - Partition Wall	688	0	630	630		630	0.0%	
4061 Legionella Testing	578	190	395	205		205	48.1%	
4062 Air Conditionaing Maintenance	277	0	315	315		315	0.0%	
4063 Maintenance - Plumbing	353	105	1,365	1,260		1,260	7.7%	
4064 Lightning Conductor Works	195	0	315	315		315	0.0%	
4065 Fire Prevention Sundries	153	0	105	105		105	0.0%	
4066 Keyholder Services	180	90	200	110		110	45.0%	
4500 Internal Redecorations	1,000	1,950	2,300	350		350	84.8%	
Roffey Millennium Hall :- Indirect Expenditure	<b>34,025</b>	<b>18,298</b>	<b>42,840</b>	<b>24,542</b>	<b>0</b>	<b>24,542</b>	<b>42.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>21,068</b>	<b>15,074</b>	<b>2,160</b>	<b>(12,914)</b>				
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	54,130	14,268	0	(14,268)		(14,268)	0.0%	14,268
Earmarked Reserves :- Indirect Expenditure	<b>54,130</b>	<b>14,268</b>	<b>0</b>	<b>(14,268)</b>	<b>0</b>	<b>(14,268)</b>		<b>14,268</b>
<b>Net Expenditure</b>	<b>(54,130)</b>	<b>(14,268)</b>	<b>0</b>	<b>14,268</b>				
6000 plus Transfer from EMR	54,150	14,268						
6001 less Transfer to EMR	20	0						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
Grand Totals:- Income	<b>575,755</b>	<b>486,672</b>	<b>557,819</b>	<b>71,147</b>			<b>87.2%</b>	
Expenditure	<b>558,298</b>	<b>281,470</b>	<b>582,938</b>	<b>301,468</b>	<b>2,122</b>	<b>299,346</b>	<b>48.6%</b>	
<b>Net Income over Expenditure</b>	<b>17,457</b>	<b>205,202</b>	<b>(25,119)</b>	<b>(230,321)</b>				
plus Transfer from EMR	<b>54,150</b>	<b>14,268</b>						
less Transfer to EMR	<b>14,371</b>	<b>2,076</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>57,236</b>	<b>217,394</b>						

Date: 06/09/2023

## North Horsham Parish Council

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## Lloyds Bank Accounts

## List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2023	Horsham Publications Ltd	010823-01	82.20		Newsletter
01/08/2023	Horsham District Council	010823-02	30.00		Litter Bins
01/08/2023	Horsham District Council	010823-03	207.44		Dog Bins refuse collection
01/08/2023	Horsham District Council	010823-04	291.00		Build. Rates
01/08/2023	Horsham District Council	010823-05	489.00		Build. Rates
01/08/2023	Horsham District Council	010823-06	589.00		Build. Rates
01/08/2023	EDF Energy Ltd	010823-07	607.53		Electr - 18/04 to 17/07/2023
01/08/2023	Petty Cash	9060	108.88		Petty Cash Transfer
01/08/2023	Lloyds	BACS	2,130.10		CCLA Interest Reversed
03/08/2023	British Gas Business	030823-01	30.68		Gas - 15/06 to 14/07/2023
03/08/2023	British Gas Business	030823-02	251.77		Electr - 14/06 to 13/07/23
04/08/2023	Scottish Water Business Stream	040823-01	238.39		Water - 21/04 to 20/07/2023
04/08/2023	Scottish Water Business Stream	040823-02	334.07		Water - 21/04 to 20/07/2023
07/08/2023	Amazon Business	070823-01	114.70		Refreshment cups
07/08/2023	bpm Architectural Services Ltd	070823-02	756.00		EMR - Architect Drawing NNH
07/08/2023	City Electrical Factors Ltd	070823-03	9.44		Building Maintenance
07/08/2023	Incor Group Management Ltd	070823-04	483.12		Window Cleaning
07/08/2023	D. Lees	070823-05	30.15		Travel Expenses
07/08/2023	Mr Alan Randall	070823-07	79.20		Travel Expenses
07/08/2023	Servcom Services UK Ltd.,	070823-08	144.00		Bioler Maintenance
07/08/2023	N. Simmonds,	070823-09	130.00		Electrical Maintenance
07/08/2023	T C Maintenance	070823-10	2,523.06		Internal Decorations
07/08/2023	Horsham Locksmiths Ltd	070823-11	427.20		Locksmith Door Repairs
07/08/2023	NETCOM	070823-12	455.32		Telephone Usage
07/08/2023	N. Simmonds,	070823-13	310.00		Electrical Maint
14/08/2023	SOS Systems	140823-01	176.05		Quarterly Lease
17/08/2023	Grasstex Ltd	170823-01	2,094.82		Grass cutting open space
17/08/2023	Horsham District Council	170823-02	67.60		Refuse Collection
17/08/2023	Horsham District Council	170823-03	67.60		Refuse Collection
17/08/2023	Horsham District Council	170823-04	169.00		Refuse Collection
17/08/2023	British Gas Business	170823-05	523.81		Electr - 01/07 to 31/07/2023
18/08/2023	Pitney Bowes Finance Ltd.	180823-01	205.00		Postages refill
18/08/2023	British Gas Business	180823-02	136.52		Gas - 02/07 to 01/08/2023
22/08/2023	British Gas Business	220823-01	40.15		Gas - 28/06 to 28/07/2023
22/08/2023	British Gas Business	220823-02	168.15		Electr - 01/07 to 31/07/2023
22/08/2023	West Sussex County Council	220823-03	25,045.72		Salaries - Jul 2023
25/08/2023	Horsham District Council	250823-01	1,865.18		Burial Roffey Cemetery
25/08/2023	1st Harwood Guides	250823-02	300.00		Grant August 2023
25/08/2023	Airsafe Surveys Ltd	250823-03	1,188.00		Asbestos Surveys at Buildings
25/08/2023	Amazon Business	250823-04	139.68		Stainless Steel Trolley
25/08/2023	Brady Corp Ltd	250823-05	232.57		Paint/Floor Tape/Applicator
25/08/2023	City Electrical Factors Ltd	250823-06	194.12		Mixed Lamps
25/08/2023	Jitu Chudasama	250823-07	16.20		Mileage August 2023
25/08/2023	H Griffiths	250823-09	36.00		Mileage June to July 23
25/08/2023	Kingfisher Direct Ltd	250823-10	62.90		Galvanised Metal Bin Liner
25/08/2023	T C Maintenance	250823-11	560.00		NHH Toilet roll dispenser work
25/08/2023	Turner Security Systems Ltd.	250823-12	1,164.00		Intruder/ Fire Alarm Service

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## LLOYDS Bank Accounts

## List of Payments made between 01/08/2023 and 31/08/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/08/2023	Lisa Underwood	250823-013	11.25		Mileage July to Aug 23
25/08/2023	Viking Direct	250823-14	272.89		Projector Screen
28/08/2023	Screwfix	BACS	26.99		Toilet Seat
<b>Total Payments</b>			<u>45,616.45</u>		

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Date: 03/10/2023

**North Horsham Parish Council**

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**LLOYDS Bank Accounts**

**List of Payments made between 01/09/2023 and 30/09/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2023	Horsham Publications Ltd	010923-01	82.20		Newsletter
01/09/2023	Horsham District Council	010923-02	207.44		Litter & Dog Bin Collections
01/09/2023	Horsham District Council	010923-03	291.00		Rates
01/09/2023	Horsham District Council	010923-04	489.00		Rates
01/09/2023	Horsham District Council	010923-05	589.00		Rates
04/09/2023	British Gas Business	040623-01	192.39		Electr - 14/07 to 13/08/2023
05/09/2023	Amazon Business	050923-01	28.47		Roller Blind Fittings
05/09/2023	Bryant Fixings Ltd.,	050923-02	6.53		Multicourt Repair
05/09/2023	Enterprise Services Group Ltd	050923-03	66.17		Sanitary Waste Removal
05/09/2023	Horsham Association of Local C	050923-04	20.00		Annual Subscription
05/09/2023	D. Lees	050923-05	35.55		Mileage Claim
05/09/2023	N. Simmonds,	050923-07	2,484.00		HTB LED Upgrade
05/09/2023	Southern Counties Tea & Coffee	050923-08	140.35		Tea & Coffee Supplies
05/09/2023	T C Maintenance	050923-09	150.00		Various Repairs & Maint
05/09/2023	Turner Security Systems Ltd.	050923-10	1,257.60		Fire & Intruder Alarm Service
05/09/2023	Action in Rural Sussex	050923-11	144.00		Annual Subscription
05/09/2023	NETCOM	050923-12	277.85		Service Cost
05/09/2023	N. Simmonds,	050923-13	165.00		Key Holder
05/09/2023	Lloyds Credit Card	050923-06	15.60		Parts for Multicourt Locks
06/09/2023	Public Works Loan Board	060923-01	5,423.68		Loan Repayment
11/09/2023	Lockshop Direct	110923-01	382.20		Multicourt Locks
14/09/2023	Pitney Bowes Finance Ltd.	140923-01	83.94		Postage Rental
14/09/2023	Elite Emtrance Systems Ltd	140923-02	960.00		RMH Door Repairs
18/09/2023	Horsham District Council	180923-01	84.50		Refuse Collection
18/09/2023	Horsham District Council	180923-02	84.50		Refuse Collection
18/09/2023	Horsham District Council	180923-03	135.20		Refuse Collection
19/09/2023	Scottish Water Business Stream	190923-01	212.74		Purchase Ledger Payment
19/09/2023	British Gas Business	190923-02	530.17		Electr - 01/08 to 31/08/2023
20/09/2023	British Gas Business	200923-01	91.99		Gas - 15/07 to 26/08/2023
20/09/2023	British Gas Business	200923-02	268.74		Gas - 02/08 to 01/09/2023
20/09/2023	Assurity Consulting Ltd	200923-03	492.00		Workplace Assessment
20/09/2023	Brady Corp Ltd	200923-04	141.50		General Maintenance
20/09/2023	City Electrical Factors Ltd	200923-05	2,060.41		Electrical Maintenance
20/09/2023	Ceiling Tiles UK c/o Workplace	200923-06	132.00		General Maintenance
20/09/2023	Grigg & Co	200923-07	165.00		Plumbing Maint
20/09/2023	Horsham District Council	200923-08	672.00		Wash Room Refeb
20/09/2023	Hitek Calibration Servs	200923-09	54.00		legionella testing
20/09/2023	Incor Group Management Ltd	200923-10	483.12		Window Cleaning
20/09/2023	Ings Engineering Ltd	200923-11	828.00		Wash Room Structure
20/09/2023	NETCOM	200923-12	177.84		IT Support
20/09/2023	Ricoh UK Ltd	200923-13	154.99		Photocopy Lease
20/09/2023	Turner Security Systems Ltd.	200923-14	1,210.80		Alarm Security
22/09/2023	British Gas Business	220923-01	42.88		Gas - 29/07 to 28/08/2023
22/09/2023	British Gas Business	220923-02	128.26		Electr - 01/08 to 31/08/2023
22/09/2023	West Sussex County Council	220923-03	27,508.38		Salaries Aug 23
27/09/2023	Moore Stephens	270923-01	1,638.00		External Auditor Fees
28/09/2023	Grasstex Ltd	280923-01	4,385.01		Grass Cutting

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Lloyds Bank Accounts

List of Payments made between 01/09/2023 and 30/09/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/09/2023	R J Jochimsen	290923-01	810.00		Open space maintenance
29/09/2023	Otis Ltd	290923-02	1,315.38		Lift Maintenance
<b>Total Payments</b>			<u>57,299.38</u>		

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## Section 3 - External Auditor Report and Certificate 2022/23

In respect of

North Horsham Parish Council

### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

### 2 External auditor report 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:


NONE

### 3 External auditor certificate 2022/23

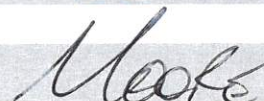
We certify/~~do not certify~~\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

 MOORE

External Auditor Signature



Date

30/08/2023



# North Horsham Parish Council

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**NOTICE OF CONCLUSION OF AUDIT**  
**Annual Return for the year ended 31 March 2023**  
**Accounts and Audit Regulations 2015**

The audit of accounts for **North Horsham Parish Council** for the year ended 31 March 2023 has been completed and the accounts have been published.

The Annual Return is available for inspection by any local government elector of the area of **North Horsham Parish** on application to:-

Sarah Norman  
Clerk to North Horsham Parish Council  
Roffey Millennium Hall  
Crawley Road  
Horsham  
RH12 4DT  
Telephone 01403 750786  
Monday to Friday 9am to 5pm - by appointment only.

Copies of the Annual Return are available on request and the document can be found on the Parish Council's website:- [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk)

Announcement made by Sarah Norman  
Clerk and Responsible Financial Officer to North Horsham Parish Council

1<sup>st</sup> September 2023

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## **NORTH HORSHAM PARISH COUNCIL**

### **SCHEME OF MEMBERS' ALLOWANCES.**

#### **LOCAL GOVERNMENT ACT 2000 - THE LOCAL AUTHORITIES**

#### **(MEMBERS' ALLOWANCES)( ENGLAND) REGULATIONS 2003**

North Horsham Parish Council ('the Parish Council') in exercise of the powers conferred by Section 100 of the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following scheme:

#### **Citation and commencement**

1. This scheme may be cited as the North Horsham Parish Council Members' Allowances Scheme and shall have effect from 1<sup>st</sup> January 2004 and for subsequent years.

#### **Definitions**

2. In this scheme, "year" means the 12 months ending with 31<sup>st</sup> March.

#### **Parish basic allowance**

3. Subject to the provisions of this Scheme for each year the parish basic allowance as set out in Appendix 1 shall be paid to each Parish Councillor.

#### **Parish travelling and subsistence allowance**

4.
  - (1) A Parish Councillor shall be entitled to be paid Parish travelling and subsistence allowance at rates specified in Appendix 2 in respect of travelling and subsistence undertaken in connection with or relating to the duties set out in Appendix 3 only for duties/journeys outside the Parish boundaries.
  - (2) The rates for subsistence shall be reduced by a corresponding amount in respect of any meal provided free of charge by the Parish Council or by a third party.
  - (3) The rates for subsistence will be reduced to the actual cost of the meal if less than the allowance.
  - (4) The following limitations apply on reimbursement of subsistence:
    - (a) For breakfast an absence of more than four hours before 11 am.
    - (b) For lunch an absence of more than four hours between 12am and 2.00pm.
    - (c) For tea an absence of four hours between 3.00pm to 6.00pm.
    - (d) For evening meal an absence of more than four hours after 7.00pm.
    - (e) Tea and dinner allowances cannot be claimed for the same day.

## **Suspension etc. of a Parish Councillor**

5. (1) Where a Parish Councillor is suspended from his or her responsibilities or duties as a Parish Councillor in accordance with Part III of the Local Government Act 2000 or regulations made thereunder the part of any allowance payable to him or her in respect of the period for which he or she is suspended or partially suspended shall be withheld by the Parish Council .
- (2) Where an allowance has already been made in respect of any period during which the Parish Councillor concerned
  - (a) Is suspended or partially suspended from his responsibilities as a Parish Councillor in accordance with Part III of the Local Government Act 2000 or regulations made thereunder;
  - (b) Ceases to be a Parish Councillor; or
  - (c) Is in any other way not entitled to receive an allowance in respect of that period

The Parish Councillor shall repay to the Parish Council such part of the allowances as relates to any such period.

## **Election to forgo allowances**

6. A Parish Councillor may by notice in writing given to the Clerk to the Parish Council elect to forego any part of his or her entitlement to an allowance under this scheme.

## **Part-year entitlements**

7. (1) The provisions of this paragraph shall have effect to regulate the entitlements of a Parish Councillor to an allowance where, in the course of a year, this scheme is amended or that Parish Councillor becomes, or ceases to be, a Parish Councillor.
- (2) If an amendment to this scheme changes the amount to which a Parish Councillor is entitled then in relation to each of the periods:
  - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
  - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year, the entitlement to such an allowance shall be to the payment of such part of the amount of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the year.

- (3) If an amendment to this scheme changes the duties specified in this scheme the entitlement to an allowance shall be to the payment of the amount of the allowance under the scheme as it has effect when the duty is carried out.
- (4) Where the term of office of a Parish Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Parish Councillor to allowances shall be to the payment to such part of the allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
- (5) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a Parish Councillor does not subsist throughout the period mentioned in sub-paragraph (2) (a), the entitlement of any such Parish Councillor to allowances shall be to the payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a Parish Councillor subsists bears to the number of days in that period.

### **Claims and payments**

- 8 (1) Payments of the Parish basic allowance shall be payable quarterly in arrears through the Parish Council's payroll.
- (2) Claims by Parish Councillors in respect of Parish travelling and subsistence allowance should be made monthly and shall in any event be made no later than 7<sup>th</sup> April next following the end of a year.
- (3) Payments shall be made to each Councillor monthly in arrears.
- (4) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 7, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

## Link to Horsham District Council allowances

- 9 (1) The level of the parish basic allowance specified in this Scheme is 9.4% of that for a Horsham District Councillor's basic allowance and shall be varied with effect from the beginning of the year in accordance with the same average percentage change of the levels of the Horsham District Council's staff's remuneration for that year.
- (2) The travelling and subsistence allowance shall be the same as that for the Horsham District Council's staff and shall alter accordingly.

Scheme adopted 28<sup>th</sup> October 2003 with effect from 1<sup>st</sup> January 2004  
Reviewed and adopted November 2019  
Reviewed November 2020  
Reviewed November 2021  
Reviewed November 2022  
Reviewed November 2023  
Next review due November 2024

## **APPENDIX 1**

### **Parish basic allowance 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025**

The Parish basic Allowance payable to each Parish Councillor shall be based on 9.4% of £5,470.50 (as stated in the Report of the Horsham District Council Independent Remuneration Panel April 2021) and is £514 per annum for 2024/25.



## APPENDIX 2

### Parish travelling and subsistence allowance

<b>HMRC approved mileage rates</b>	
Cars	45p per mile
Motor cycles	24p per mile
Bicycles	20p per mile
Public transport:	Lowest available second class fare only.
<b>Subsistence: for periods of absence from the normal place of work for more than 4 hours.</b>	
Breakfast Allowance - before 11.00am	£6.45
Lunch Allowance – 12.00pm to 2.00pm	£8.91
Tea Allowance – 3.00pm to 6.00pm	£3.53
Evening Meal Allowance – after 7.00pm	£11.03
Out of pocket expenses for residential courses.	£4.97 per night to a maximum of £19.89 per week.

## APPENDIX 3

### **Statutory Approved Duties (See Section 4.1 of the Scheme: duties/ journeys outside the Parish boundaries)**

- 1 (a) The attendance at a meeting of the Parish Council or of any committee or sub-committee of the Parish Council or of any other body to which the Parish Council makes appointments or nominations, or of any committee or sub-committee of such a body.
- (b) The attendance at a meeting of any association of authorities of which the Parish Council is a member.
- (c) The performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a Parish Councillor or Parish Councillors to be present while tender documents are opened; and
- 9d) The performance of any duty in connection with the discharge of any function of the Parish Council conferred by or under any enactment and empowering or requiring the Parish Council to inspect or authorise the inspection of premises.

### **Approved Duties (See Section 4.1 of the Scheme: duties/ journeys outside the Parish boundaries)**

2. The carrying out of any other duty approved by the Parish Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Parish Council or of any of its committees or sub-committees as set out below:
  - (a) Duties in connection with emergency planning including training and attendance at rest centres.
  - (b) Attendances at approved conferences.
  - (c) Attendance at approved seminars and training courses.
  - (d) Attendance at briefing meetings.
  - (e) Attendance at the offices to receive petitions.
  - (f) Attendance at liaison meetings with Horsham District Council or West Sussex County Council.
  - (g) Consultation with constituents.

# NORTH HORSHAM PARISH COUNCIL



## BUSINESS PLAN 2023-2026

First draft 30<sup>th</sup> June 2016 - Full Council

Reviewed and Adopted 4<sup>th</sup> July 2019

Reviewed and Adopted 11<sup>th</sup> March 2021

Reviewed and Adopted 10 March 2022

Review and Adopted ?? November 2023

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### Glossary

WSCC - West Sussex County Council

HDC - Horsham District Council

## 1. The Parish Council

- 1.1 North Horsham Parish Council is made up of six wards, Roffey North, Roffey South, Holbrook East, Holbrook West, Horsham Rural and Comptons. The nineteen Councillors that make up the Council act as a body corporate and make decisions which are then carried out by officers who are employed by the Council. Councillors bring issues to the attention of the Council and help it make decisions on behalf of the local community.
- 1.2 In June 2016 the Parish Council first resolved that it was eligible to use the General Power of Competence which means that the Council is not restricted by the limited powers granted to Parish Councils and can do anything that an individual can lawfully do. The Parish Council was able to reaffirm the General Power of Competence in May 2019 and again in May 2023. The Parish Council has robust financial management and there is a sound system of internal control which facilitates the effective exercise of their functions, and which includes arrangements for the management of risk.
- 1.3 The Parish Council owns and is responsible for three Community Halls in North Horsham, Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall. It is also responsible for Multi courts, play areas at Earles Meadow, Amberley Close, Birches Road and Holbrook Tythe Barn. The Parish Council looks after open space at Earles Meadow, Amberley Close and Holbrook Tythe Barn and allotments at Amberley Close. Bus shelters, litter bins, notice boards, dog bins and streetlights are also part of the Parish Council's portfolio of assets. The Parish Council holds the lease for allotments on Harwood Road from WSCC. The Harwood Road allotments site is run by the Harwood Road Allotment Association. The Parish Council has a statutory right to be notified of Planning Applications in its area and submits comments to the Local Planning Authority (HDC) through a very active Planning, Environment and Transport Committee. There are also Committees to oversee Finance and Administration, Property and Personnel.
- 1.4 All Council and Committee Meetings convened by North Horsham Parish Council are open to the public. There is an opportunity for members of the public to ask questions, comment or raise issues relating to the agenda within the first fifteen minutes of the meeting. Members of the public are encouraged to join topic specific working parties to bring expertise and local knowledge.
- 1.5 Meetings are generally held on Thursday evenings starting at 7.30pm in the Roffey Millennium Hall. A list of meetings and agendas for meetings are published on the Parish Council website [www.northhorsham.gov.uk](http://www.northhorsham.gov.uk) and available on the parish notice boards.
- 1.6 The Parish Council has a proactive working relationship with WSCC, HDC, Sussex Police and County and District Councillors. The Parish Council is represented on a number of local, district and county organisations.
- 1.7 The Parish Council Office, situated in the Roffey Millennium Hall on Crawley Road is usually open to the public between 9am and 5pm, Monday to Friday. Having an office offers residents the opportunity to drop in for information or to discuss issues.
- 1.8 The Parish Council runs the North Horsham Friendship Club which meets every fortnight and gives an opportunity for people living in the parish over sixty years old to meet together. The club usually runs from 2pm to 4pm and there is a £2 subscription for tea and cake. The lively afternoons include activities such as games, quizzes, talks, music and outings. Around 35 people attend at any one time although the membership itself is around 40. The

group manages its own budget, and the club runs on subscriptions enhanced by a modest grant from the Parish Council.

- 1.9 The Parish Council provides two litter wardens who collect litter on specific routes in the parish and for which an Environmental Grant is paid by HDC.

## **2. Introduction to the Business Plan**

- 2.1 The North Horsham Parish Council Business Plan originated in 2016 with an aim of giving focus to how the Council delivers its services and the need for future planning.
- 2.2 At the outset of the Business Plan process, two visioning events were held. At the first, Councillors were encouraged to put forward any suggestions for the future of North Horsham Parish Council. At the second event Councillors and staff members were asked to indicate their support for or against the original suggestions and to prioritise the ideas. There was an opportunity to add comments and further projects.

As part of the 2023 review of the Business Plan, a session was held with Trevor Leggo of WSALC in attendance at which Members identified areas from the existing plan that were considered to be of importance together with suggestions for new objectives. A follow-up event was then held to go through the existing plan in detail and agree changes, addition etc.

- 2.3 Some improvements and projects could incur the need for additional expenditure. Whilst there may be a need to make an increase in the precept spread over a number of years to achieve a project that is supported by the community, every effort will be made to work collaboratively and in partnership with other organisations where possible to achieve the maximum value for money.
- 2.4 Ultimately any project within the Plan will have an associated costing and list of objectives to enable the project to be monitored and evaluated.

### 3. Aims of the Plan

- 3.1 The purpose of the North Horsham Business Plan is to:-
- To set out the Parish Council's vision, objectives and key priorities.
  - To enable the Parish Council to represent the interests of the whole community working as a corporate body 'with perpetual succession.'
  - To facilitate and recognise the value of partnership working with groups who share a common goal with the Parish Council and its community.
  - To promote a greater understanding of what the Parish Council does, how it represents its community and to ensure that residents have a clear understanding of how the Parish Council looks to develop into the future.
  - To enable the Parish Council to operate in a consistent and co-ordinated way.
  - To encourage the community to become involved in the democratic process and the future of its parish.
  - To help the Parish Council to focus on how services are delivered.
  - To aid future budgeting.
- 3.2 The North Horsham Parish Council Business Plan is a 'live' document which will be updated and reported on annually. This will enable the Council to track and monitor its progress against key priorities.
- 3.3 Comments and feedback from residents are welcome and should be addressed to :-
- The Parish Clerk,  
Roffey Millennium Hall,  
Crawley Road,  
Horsham  
Telephone 01403 750758  
E-mail [Parish.clerk@northhorsham-pc.gov.uk](mailto:Parish.clerk@northhorsham-pc.gov.uk)



## 4. Past achievements

- 4.1 The Parish Council has been successful in supporting its community over past years by engaging with residents and representing local views. This is especially relevant in respect of the developments at Mowbray and the former Novartis site off Parsonage Road, transport and environment issues and opportunities that will benefit the community.
- 4.2 Significant achievements for North Horsham Parish Council :
- Maintaining three well-appointed community halls, multi courts, four play areas, open spaces, allotments and various street furniture.
  - North Horsham Friendship Group.
  - Improvements to buildings, play areas and the Riverside Walk including the addition of street furniture and improved access.
  - Facilitating the move of the Horsham Bowls Club and a New Pavilion.
  - Improvements at Roffey Corner and Lambs Farm Road.
  - Improving the environment by providing litter wardens.
  - Two Parish Liaison groups which engage with Horsham District Council, the developers and other key stakeholders with regard to the new developments at Mowbray and the former Novartis site on Parsonage Road.
  - Regular articles in North Horsham pages, up to date website and Facebook to promote the Parish Council.
  - The Parish Council supported the formation of a Community Land Trust for North Horsham.
  - Utilising CIL Funding for projects that enhance the local community including benches, litter bins, RTPI at a bus stop and better access to Roffey Millennium Hall through the installation of automatic doors.

## **5. Vision**

- 5.1 To represent the views of those who live and work in North Horsham Parish and promote a strong, vibrant and inclusive community working in partnership with others.

## 6. Objectives

- 6.1 To encourage any Councillor vacancies to be filled
- 6.2 To increase and extend the reach of engagement with the local community to understand the needs and wants of local residents.
- 6.3 To ensure that all buildings and open spaces are run efficiently, effectively and inclusively as possible.
- 6.4 To prioritise work on the buildings, open spaces and trees so that essential work and health and safety work is undertaken first.
- 6.5 To increase use of Parish Council facilities, achieve customer satisfaction and repeat hires, as part of activities already established in Horsham Town and further afield.
- 6.6 To work with WSCC, HDC and key agencies to promote best use of resources and partnership working wherever possible in all aspects of the public realm but especially in respect of highway matters.
- 6.7 To maintain and enhance communications with WSCC, HDC and all agencies who work within North Horsham.
- 6.8 To continue to engage with WSCC, HDC and all other appropriate agencies to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible.
- 6.9 To support walking and cycling in North Horsham.
- 6.10 To continue dialogue through the Parish Liaison Groups with all stakeholders involved with the developments at Mowbray and the former Novartis site on Parsonage Road, to provide as many improvements to infrastructure as possible. To improve non-vehicular access across the A264 to link Mowbray and beyond to North Horsham and to re-establish a cycle link through the underpass near Moorhead roundabout.
- 6.11 To continue to raise the profile of the Parish Council and keep residents informed using Horsham Pages (North), an attractive website, Facebook and other methods of communication and community engagement as appropriate and in line with Council Policy.
- 6.12 To support the North Horsham Friendship Club for those in the parish over sixty years old.
- 6.13 To support the provision and enhancement of youth services in North Horsham to provide better opportunities for young people.
- 6.14 To upgrade Parish Council owned playgrounds in the Parish in 2024/25.
- 6.15 To take opportunities to take responsibility for facilities and assets on the Mowbray development.
- 6.16 To support local business in North Horsham where possible. To encourage inclusion in economic activities in Horsham District as appropriate.

- 6.17 To maintain a watching brief on any development in Roffey centre and be involved as a facilitator should it happen in the future.
- 6.18 To recognise the importance of Horsham District Council's only listed Ancient Monument - Chennells Brook Castle (the Motte and Bailey castle north of Chennells Brook Farm).
- 6.19 To encourage improvements to public transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings to provide an even coverage of public transport connectivity across the parish.
- 6.20 To build up a property portfolio to provide additional income and secure investment for the Parish in the future.
- 6.21 To continue to support the North Horsham Community Land Trust in the work to bring affordable housing for local people to the Parish
- 6.22 To support, promote and encourage initiatives that address climate change.

## 7. Other considerations

- 7.1 The original visioning event raised other projects such as facilitating a 'dial a ride' scheme for the elderly and infirm, installing electric car charging points at community halls powered by solar panels, making all halls vatable and contracting out caretaking and cleaning duties, but these didn't have sufficient support to include in the Business Plan at the time, nor available funding but the projects could be reconsidered in the future. In 2018 , the Parish Council considered taking responsibility for the Car Park in Godwin Way, but there wasn't the support from the retail sector. The Parish Council may wish to consider organising community events for Sussex Day (16<sup>th</sup> June) and the big clean (first weekend in March) in the future. The Parish Council consulted with the community about producing a Neighbourhood Plan, but the lack of support and the expense led to the Council deciding that a Neighbourhood Plan wouldn't be produced in July 2018.

At the review in 2023, the main themes not covered by the existing Plan were the need for engagement with the community, to raise the profile of the Parish Council and its activities and to encourage volunteers from the local community to stand as Parish Councillors. A rebranding of the Parish Council was suggested, including a change of name to North Horsham Community Council and this is something that may be considered alongside plans for increased community engagement.

- 7.2 There was a formal staff review in 2017 which demonstrated that staffing levels were adequate for the current level of business, but there was very little additional capacity for large projects, staff vacancies, holidays or illness. There is no change to this position in 2023. In the past a caretaker vacancy has been covered by office staff, reducing their ability to cover their day-to-day work. When there is a reduction in staff cover, fewer bookings can be taken. This impacts on income from the asset. At North Heath Hall and Holbrook Tythe Barn there is the capacity for some regular hirers to hold keys and whilst contract cleaners may be used when there are caretaker vacancies, it has recently proved difficult to source such a provision of services.

## 8. Key priorities, costings and notes

The aims and objectives are in black, potential cost in red and progress is in blue.

### Short term goals (2023 to 2024)

8.1 To encourage any Councillor vacancies to be filled.

*There is £19,950 in an earmarked reserve for elections.*

*There is one vacancy in Comptons, one vacancy in Rural, one vacancy in Holbrook West and two in Holbrook East. Posters have been erected and included in the bimonthly Horsham Pages publication but there have been no people interested.*

8.2 To increase and extend the reach of engagement with the local community to understand the needs and wants of local residents.

*There is no identified "Democratic Services" budget for any costs involved in increasing community engagement so any expenditure, although modest, would need to be funded from General Reserves.*

8.3 To ensure that all buildings and open spaces are run efficiently, effectively and as inclusively as possible.

*The improved RBS booking system continues to be adequate for what is required at the moment.*

8.4 To prioritise work on the buildings, open spaces and trees so that essential work and health and safety work is undertaken first.

*The Property Committee prioritise work in collaboration with other Committees and the Council. Regular inspections of assets are carried out including an independent tree survey and risk assessments.*

8.5 To increase use of Parish Council facilities, achieve customer satisfaction and repeat hires as part of activities already established in Horsham Town and further afield.

*The Property Committee has control over the buildings and open spaces and regularly review the Terms and Conditions of Hire, other associated policies, maintenance schedules and the financial costs. The Personnel Committee review staff capacity.*

*All buildings are accessible and compliant with DDA. North Horsham Parish Council is recognised as working towards being Dementia Friendly. Some staff have been trained as Dementia Friends.*

*A customer satisfaction survey is given to hirers to measure performance and as a way of improving service. There is evidence of repeat and long-term hires.*

*The Caretakers are key in providing a positive customer experience. They wear uniform so that they are easily identifiable and are in close communication with the office through clear lines of management. There are positive remarks following bookings on most occasions.*

*By having a system of prioritising work, the Property Committee can make consistent and measured decisions. Health and Safety work is essential and can be done through officer delegation as required.*

*Staff upsell the facilities and look for new and innovative ways in which the spaces can be used. There has been greater emphasis on advertising using the website and social media and this will increase. Difficulties in filling caretaker vacancies has a knock-on effect on bookings and different ways of working will be considered where appropriate.*

*Improvements have been made to the booking system which are adequate for what is required at present.*

8.6 To work with WSCC, HDC and key agencies to promote the best use of resources and partnership working wherever possible in all aspects of the public realm but especially in respect of highway matters.

8.7 To maintain and enhance communications with WSCC, HDC and all agencies who work within North Horsham.

*The Parish Council has a slot on the Parish Council Agenda for West Sussex County Councillors and Horsham District Councillors to submit a written or verbal report and every effort is made to work collaboratively where possible. County and District Councillors are contacted between meetings where appropriate. Parish Councillors can speak at County and District meetings as a member of the public.*

*The Parish Council is regularly consulted on issues that will affect the residents of North Horsham and collaborative working is promoted where possible. The Parish Council is invited to training events with WSCC and HDC. The Parish Council has corresponded with WSCC on highways issues as a result of items raised at Planning, Environment and Transport Meetings or on concerns raised by residents.*

*Positive relationships have been sought with key agencies in North Horsham. The Annual Parish Meeting gives an opportunity to showcase community facilities.*

8.8 To continue to engage with WSCC, HDC and all other appropriate agencies to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible.

*Section 106 contributions have been set aside by HDC who are working with WSCC.*

8.9 To support walking and cycling in North Horsham.

8.10 To continue dialogue through the Parish Liaison Groups with all stakeholders involved with the developments at Mowbray and the former Novartis site on Parsonage Road, to provide as many improvements to infrastructure as possible. To improve non-vehicular access across the A264 to link Mowbray and beyond to North Horsham and to re-establish a cycle link through the underpass near Moorhead roundabout.

*In relation to the Mowbray development, Section 106 contributions have been set aside for some improvements. The main highways infrastructure works around the A264 junction with Rusper Road and the access to the new estate were completed in 2023, including the new footbridge .*

*The Section 106 Agreement for the former Novartis site on Parsonage Road is still in development and to inform this, discussions are ongoing with WSCC regarding the access to the site and the impact on local roads of the proposed development.*

*The Parish Council facilitates quarterly meetings of the North of Horsham Development Parish Liaison Group and the Novartis Parish Liaison Group between key stakeholders including community groups and residents. However, these have been on hold since early 2023 due to the ongoing Water Neutrality situation. The meetings are reported back to*

*Council for the Mowbray development and the Planning, Environment and Transport Committee for the Novartis Parish Liaison Group. Notes from the meetings are published on the Parish Council's website. The Parish Council has facilitated discussion between the developers at Mowbray and the Horsham Cycle Forum regarding the extension of the cycle routes to north of the A264 and these discussions will continue to be monitored as part of the Parish Liaison Group meetings.*

- 8.11 To continue to raise the profile of the Parish Council and keep residents informed using Horsham Pages (North), an attractive website, Facebook and other methods of communication and community engagement as appropriate and in line with Council Policy.

*There is £850 in the 2023/24 budget for articles to be submitted to Horsham Pages (North) and an IT budget of £2,800 in the 2023/24 budget.*

*There is an ongoing contract with Horsham Pages (North).*

- 8.12 To support the North Horsham Friendship Club for those living in the parish over sixty years old.

*North Horsham Parish Council considers an annual grant of around £400 through the grants procedure.*

*North Horsham Friendship Club has around 40 members with around 35 people attending each session. Due to its growth in popularity it may be necessary to start a waiting list for membership as it is now reaching capacity for a single room and a single member of staff to organise and run the sessions. The activities include quizzes, talks, outings, music and games. The Facilities Officer spends a portion of her time preparing and delivering the activities as necessary and refreshments. The Deputy Clerk works with the Facilities Officer to set a programme of activities.*

- 8.13 To support the provision of youth services in North Horsham to provide better opportunities for young people.

*HDC has been engaging with NHPC on the extension of the existing youth work being undertaken in the Town by the organisation 4TheYouth. Council agreed to make a one of contribution of £5,000 from the Youth Provision EMR for 2022/23 and, on receipt of data regarding usage and planned activities, to consider a multi-year agreement from 2023/24 onwards but the offer was not claimed by HDC.*

- 8.14 To continue to support the North Horsham Community Land Trust (NHCLT) in their work to bring affordable housing for local people to the Parish

*An item is always included on the Council Agenda for a report from the NHCLT.*

- 8.15 To upgrade Parish Council owned playgrounds in the Parish in 2024/25.

*£25,000 was set aside in 2020/21, 2021/22 and 2022/23 giving a total of £75,000 earmarked as at September 2023. Consideration will be given to a further £25,000 to be EMR in 2024/25 for the replacement of play equipment.*

*Work undertaken previously to ascertain the life expectancy and required sums to be set aside for asset replacement indicated that Birches Road Playground and Amberley Road Playground could need replacing in 2024 and 2025 respectively. To replace all equipment at both playgrounds would cost approximately £130,000. However, more recent discussions have shown that, rather than focussing on one playground at a time and replacing the entire offer, it may be more advisable to pick and choose across all the Parish Council owned playgrounds items for replacement as some existing equipment is still serviceable.*



## Medium term goals (2024-2025)

- 8.16 To take opportunities to take responsibility for facilities and assets on the Mowbray development.

*North Horsham Parish Council has already indicated to Horsham District Council that they would be willing to be the nominee for the future running of the proposed community building in Mowbray. Costings are unknown at this time as it is likely that the arrangement would be for the buildings to be transferred after completion by HDC.*

## Long term goals (2025-2026)

- 8.17 To support local business in North Horsham where possible. To encourage inclusion in economic activities in Horsham District as appropriate.

- 8.18 To maintain a watching brief on any development in Roffey centre and be involved as a facilitator should it happen in the future.

*There is information on file (2015) to suggest this would not be possible for at least three to five years even if money were available, which there wasn't at that stage. This is a major project and would need buy in from WSCC, HDC and other agencies. The situation was reviewed with HDC in 2018 and again in 2023 and nothing continues to be known about any redevelopment plans. The sites are included in the Strategic Housing, Economic, Land Availability Assessment (SHELAA) produced by HDC in 2019 and noted as 'not currently developable'. HDC confirmed in 2023 that there is no intention to review the SHELAA in advance of the forthcoming Regulation 19 stage of the Local Plan.*

- 8.19 To recognise the importance of Horsham District Council's only listed Ancient Monument - Chennells Brook Castle.

*The Parish Council website includes information regarding Chennells Brook Castle, the only listed Ancient Monument in Horsham District. HDC has included the site on its tourist website.*

- 8.20 To encourage improvements to public transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings to provide an even coverage of public transport connectivity across the parish.

*Improvements could come with the new Developments at Mowbray and the former Novartis site on Parsonage Road .*

- 8.21 To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

*The Finance Committee has agreed to review this on an annual basis to ascertain whether finding allows further investment. The next review is December 2022 or when the opportunity arises.*

- 8.22 To support, promote and encourage initiatives that address climate change.

*A Member has been appointed as the liaison Councillor between HDC's Climate Change initiatives and the Parish Council, with reports and any requests for action reported back to Council under the Outside Bodies Agenda item. Suggested initiatives include electrical charge points on PC owned land and recycling initiative promotion.*

## 9. Financial Considerations

9.1 A few of the short- and medium-term goals have money allocated. Setting money aside for longer term goals is more difficult as they are dependent on opportunities becoming available to the Parish Council.

### Actual figures for 2018/19 to 2022/23 and approved budget for 2023/24

	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Budget
<b>INCOME</b>						
Administration	571	962	1,286	187	1,860	200
Allotments	539	816	928	948	983	995
NHH	64,471	63,943	27,749	54,086	64,492	71,000
HTB	36,425	39,229	6,140	24,181	36,771	38,000
Multi Courts	24,270	22,571	7,378	19,883	21,991	26,600
RMH	85,141	80,816	3,613	54,867	55,093	45,000
<b>TOTAL</b>	<b>211,417</b>	<b>208,337</b>	<b>47,094</b>	<b>154,152</b>	<b>181,190</b>	<b>181,795</b>
<b>EXPENDITURE</b>						
Administration	52,327	46,290	45,171	45,023	51,341	54,570
Grants	8,800	4,160	4,585	6,785	5,780	10,000
Burial	9,183	6,730	7,150	7,461	7,461	7,460
Planning	2,000	278	0	0	0	1,500
Allotments	1,009	1,123	1,376	928	950	1,560
Amenities	42,712	41,713	27,464	31,844	36,698	56,485
NHH	23,303	22,921	14,245	30,776	25,685	30,778
HTB	20,777	16,934	15,869	14,855	19,445	28,095
RMH	33,200	33,340	19,962	37,739	34,025	42,840
Personnel	275,643	299,981	276,322	285,727	322,782	349,650
<b>TOTAL</b>	<b>468,954</b>	<b>473,470</b>	<b>412,144</b>	<b>461,138</b>	<b>504,167</b>	<b>582,938</b>
<b>NET EXPEND.</b>	<b>273,409</b>	<b>265,133</b>	<b>365,050</b>	<b>306,986</b>	<b>322,977</b>	<b>401,143</b>

<b>FUNDING</b>						
COVID Funding	0	0	41,466	0	0	0
Environmental Grant	9,836	9,984	10,234	10,356	10,677	10,678
Compensation from HDC	0	0	0	0	23,072	0
Precept	319,943	327,769	335,194	338,600	349,011	365,346
CIL	0	11,053	2,395	26,163	11,805	0
<b>TOTAL</b>	<b>329,779</b>	<b>348,806</b>	<b>389,289</b>	<b>375,119</b>	<b>394,565</b>	<b>376,024</b>

<i>opening balances</i>	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
<b>GENERAL RESERVE</b>	106,513	(i)186,151	(ii)230,056	(iii)216,901	(iv)250,373	(v)272,610

i. During budgeting for 2019/20 there was sufficient funds to enable having £150,000 contingency in the General Reserve and transfer £20,770 from the General Reserve to various Earmarked Reserves. The following transfers were made:-

Repairs and Renewals to cover Boardwalks (£17,520) and Street Lighting (£6,000) and Redecorating at Holbrook Tythe Barn (£3,250) which was agreed as high priority work.

- ii. During budgeting for 2020/21, there were sufficient funds to enable £150,000 contingency in the General Reserve and a surplus to put money aside in Earmarked Reserves. It was agreed to put £25,000 into a Play equipment Earmarked Reserve and £10,000 in an Earmarked Reserve for the Roffey Millennium Hall Boiler.
- iii. During budgeting for 2021/22, excess funds were greatly reduced due to the pandemic but there were still sufficient funds to enable a minimum £150,000 contingency in the General Reserve and a surplus to enable £5,000 to be Earmarked for the Roffey Millennium Hall Boiler and £3,500 to Repair and Renewals.
- iv. During budgeting for the 2022/23 financial year, there were sufficient funds to enable a minimum £150,000 contingency in the General Reserve and a surplus to put money aside in Earmarked Reserves. It was agreed to put £25,000 into a Play equipment, £5,000 for the Roffey Millennium Hall Boiler and £5,000 for Tree Management work.
- v. During budgeting for the 2023/24 financial year, it was anticipated that there were sufficient funds to enable a minimum £150,000 contingency in the General Reserve and a surplus to put money aside in Earmarked Reserves. It was agreed to put £25,000 into a Play equipment, £5,000 for the Roffey Millennium Hall Boiler, £15,000 for refurbishment of the NHH Washrooms and £4,000 for Tree Management work.

9.2 The Internal Auditor has advised that a General Reserve of around £150,000 (approximately 5-6 months running costs) would be acceptable.

## 10. Earmarked Reserves

	01.04.2019	01.04.2020	01.04.2021	01.04.22	01.04.23
VAT Contingency <sup>(i)</sup>	7,955	7,955	7,955	7,955	7,955
Repairs and Renewals <sup>(ii)</sup>	150,220	117,568	100,693	96,134	68,589
Election <sup>(iii)</sup>	19,950	19,950	19,950	19,950	19,950
Tree Management Work <sup>(iv)</sup>	6,000	4,250	3,825	8,825	4,965
Roffey Youth Club <sup>(v)</sup>	5,621	5,621	5,621	5,621	5,621
Planning <sup>(vi)</sup>	8,035	8,035	8,035	8,035	8,035
RMH Boiler <sup>(vii)</sup>	10,000	20,000	25,000	30,000	35,000
Playground upgrade <sup>(ix)</sup>	0	25,000	25,000	50,000	75,000
NHH Washroom Refurb <sup>(xii)</sup>	0	0	0	0	15,000
Capital Receipt <sup>(viii)</sup>	25,000	25,000	25,000	25,000	25,000
Community Land Trust <sup>(x)</sup>	944	722	3	3	3
CIL 2019/20 <sup>(xi)</sup>	11,053	10,434	8,551	0	0
CIL 2020/21 <sup>(xi)</sup>	0	0	2,395	0	0
CIL 2021/22 <sup>(xi)</sup>	0	0	0	20,559	1,835
CIL 2022/23 <sup>(xi)</sup>	0	0	0	0	11,805
<b>Total</b>	<b>244,778</b>	<b>244,535</b>	<b>232,028</b>	<b>272,082</b>	<b>278,758</b>

### Footnotes

- i. Some of the Parish Council's buildings are opted to tax, others are exempt. Currently VAT on exempt buildings can be claimed up to £7,500. If the Council's VAT exceeds that figure, all VAT must be paid. VAT is monitored by the Finance Committee quarterly and there should be early warning if the de minimus will be exceeded. If the money has to be paid to HMRC, another contingency would need to be built up as quickly as possible.
- ii. Repairs and renewals are for large cost items.
- iii. If there were a by-election the cost would come from this Earmarked Reserve.
- iv. Tree management work identified from risk assessments.
- v. £5,000 of the funds left from the Roffey Youth Club has been allocated to the HDC lead youth project as agreed at the Council Meeting held 13<sup>th</sup> January 2022 (Min. FC/662/22) but this has not yet been claimed by HDC.
- vi. Money has been set aside for transport surveys, professional fees associated with the new development, improvements to local areas or tree survey work.
- vii. RMH Boiler has reached near the end of its lifespan and is likely to need replacing within the next few years.
- viii. Capital receipt from the sale of land at North Heath Hall can only be spent on other capital projects.
- ix. Money has been set aside for upgrading Parish Council playgrounds as required.
- x. A grant awarded to the Community Land Trust has now been spent. They are now an organisation in their own right.
- xi. Community Infrastructure Contributions are separated as they are time sensitive. There has been recent expenditure on projects recommended by the CIL Working Party and agreed by the Council.
- xii. Money is being set aside for refurbishment of the washrooms at NHH.

Due to a pause on all but non-essential work on the grounds of Health & Safety during the pandemic, a programme of catch-up works has been agreed by the Property Committee and is likely to continue for the next few years. This has led to a depletion of the R&R EMR and therefore, it would therefore be prudent to regularly top up Repairs and Renewals.

## 11. Action Points

- 11.1 To work to fill the Councillor vacancies.
- 11.2 To increase and expand community engagement including suggestions of community group promotion event (for which a working group could be set up to organise) and collaboration with local schools.
- 11.3 To work to further promote the halls and Parish Council assets. To maintain a high level of customer care and service. This has resource implications.
- 11.4 To continue working within the Parish Liaison Group forums to try to get the best facilities for the parish and to take opportunities to work with WSCC and HDC regarding the management of assets.
- 11.5 To continue to support the North Horsham Friendship Club as a means to improving wellbeing for many in the parish.
- 11.6 To set the precept in the future at a level whereby the General Reserve is kept at the level recommended by the Internal Auditor and so that any Earmarked Reserves that are used can be replenished within a reasonable space of time if appropriate.
- 11.7 To continue to support Climate Change initiatives including involvement with the HDC Climate Change Strategy initiative.
- 11.8 To continue to support the NHCLT.

## **Notes from the Business Plan Meeting on 4<sup>th</sup> September 2023**

Councillors discussed the Business Plan 2022-2025 points and recommended making the following changes:

- 1.2 update to show reaffirmed GPC in May 2023.
- 1.3 add the PC 'owns' and is responsible for.....
- 1.8 change attendance to 35+.
- 2.2 state 'at outset' two visioning events were held and update with review sessions in 2023.
- 4.1 add/change ...especially relevant in respect of the development north of A264 (change to Mowbray development) and add the Horsham Enterprise Park in Parsonage Rd.
- 4.2 add utilised CIL funding on various projects, such as.... List projects  
Add in after 6.1 increase engagement with residents of North Horsham.
- 6.6 change to 'Maintain & enhance' communications..... (6.7 in updated Plan)  
Put 6.8 under 6.10 and change 6.10 to say continue dialogue/conversations with all stake holders.  
Change to Mowbray & Horsham Enterprise park.
- 6.9 change to 'support walking & cycling for North Horsham'.
- 6.13 add support the provision 'and enhancement' of youth services.
- 6.14 delete
- 6.15 change to 'upgrade PC owed playgrounds' in the Parish in 2024/25. (6.14 in updated Plan)
- 6.17 delete
- 6.19 change to be involved as a facilitator.....of 'any redevelopment in Roffey Cte and maintain a watching brief'. (6.17 in updated Plan)
- 6.20 delete
- 6.21 change to 'to recognise the importance' of HDC's....(6.18 in updated Plan)
- 6.22 change to 'encourage improvements to transport links'.... and take out taxis. (6.19 in updated Plan)  
Add an objective – To continue to support the CLT. (6.21 in updated Plan)  
Add an objective – To support and encourage initiatives that address climate change. (6.22 in updated Plan)
- 7.1 pick up the points from the review in July 23 and add to this point.
- 7.2 take out references to the pandemic.
- 8.1 update current vacancies.
- 8.2 add after 8.1 as above community engagement.
- 8.2 (change numbers) delete from where it states Edge IT.
- 8.4 2<sup>nd</sup> blue para – change 'NHPC is working towards being Dementia Friendly.' 7<sup>th</sup> blue para – take out where it states Edge IT. (8.5 in updated Plan)
- 8.6 add Parish Councillors can speak....'as a member of the public'. (8.7 in updated Plan)
- 8.8 2<sup>nd</sup> blue para – take out reference to Phil Jones Ass. (8.10 in updated Plan)

- 8.9 take out blue para and just add 'as and when we can'.
- 8.10 blue para change to 'The PC does' facilitate....take out pandemic references update which committees are reported back to.
- 8.11 update figures. Take out money set aside for 'Welcome to Horsham' signs.
- 8.12 update figures and numbers and mention waiting list.  
Add CLT under short term goals. *(8.14 in updated Plan)*
- 8.13 bump up to short term goals.
- 8.14 delete
- 8.15 re-word as per 6.15 & move to short term & up date figures.
- 8.16 Change wording to mirror 6.16 and update blue text to current situation *(8.16 in updated Plan)*
- 8.17 delete.
- 8.18 take out blue para. *(8.17 in updated Plan)*
- 8.19 change as per 6.19. add update from 2023 re this project. *(8.18 in updated Plan)*
- 8.21 change wording as per 6.21. *(8.19 in updated Plan)*
- 8.22 change to Mowbray development and the Horsham Enterprise Park in Parsonage Rd. *(8.20 in updated Plan)*
- 8.23 change to Dec 2023 or when the opportunity arises. *(8.21 in updated Plan)*  
Add aspirations - climate change – EV charging points on PC's owned land, recycling, initiatives that address climate change.  
Update financial figures under 10.
10. EMR – add NHH washrooms.
- 11.2 add find ways of expanding engagement, collaboration with schools.
- 11.5 delete.  
Add to continue climate change & CLT. *(11.7 in updated Plan)*  
Add community event – hold an event to promote hirers and their groups, set up a working group. *(11.2 in updated Plan)*

Change where it says 'the development north of the A264' to the 'Mowbray' development throughout the business plan

**North Horsham Parish Council Meeting on 2<sup>nd</sup> November 2023**

Correspondence List 1 from 7<sup>th</sup> September to 25<sup>th</sup> October 2023

Below is a list of correspondence received at the Parish Council Office which has been circulated via email to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> <li>• News Release : How safe do you feel in your local community?</li> <li>• Residents' eNewsletter : Free weight loss scheme, Covid-19 and flu jabs, mental health help, and more</li> <li>• News Release : New surface dressing treatment programme in West Sussex completed.</li> <li>• News Release : Speed limit on road outside of school in Shipley reduced to make children's journey safer</li> <li>• Email from Cllr Baldwin regarding defective road surfaces in Horsham</li> <li>• Have your say on the future of active travel in West Sussex</li> <li>• News Release : "My biggest regret is that we didn't do it sooner" - Horsham event promotes fostering in West Sussex</li> <li>• Cllr Andrew Baldwin - Colas remedial works : draft dates for the work</li> <li>• Highways, Transport and Planning Information</li> <li>• RE: Have your say on the future of active travel in West Sussex - Parish Councils - Please cascade as appropriate</li> <li>• West Sussex Recycles: Autumn/Winter opening hours return to Recycling Centres, new recycling videos, Halloween and more.....</li> <li>• West Sussex County Council's website achieves accessibility reaccreditation</li> <li>• Residents' eNewsletter : Covid-19 and flu jabs, Fun Halloween events, have your say, and more</li> <li>• Footway works date notification Agate Lane, Horsham - Footway Reconstruction 23/10/2023</li> <li>• News Release : West Sussex County Council's meals on wheels service crowned joint winner of national award</li> <li>• News Release : Minister hears first-hand how the Government's Household Support Fund is helping in West Sussex</li> <li>• It's Recycling Week - here's your guide to recycling in West Sussex</li> <li>• WSCC Youth Justice - Community Reparation and Immediate Justice ideas</li> <li>• News Release : New discounted bus fare to launch for young people in West Sussex</li> </ul>
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> <li>• Footpath Improvements near Roffey Football Club, Bartholomew Way (Also to be noted at next North Horsham Parish Liaison Group Meeting)</li> <li>• Parish &amp; Neighbourhood Council Bulletin - September 2023</li> <li>• Latest news: Business Climate Action Survey Launch; Jobs Fair; Warden Day in Steyning; Council marks Merchant Navy Day</li> <li>• Latest news: Horsham District Community Lottery; Future of Drill Hall; Opening of Collyer's New Shelley Building; Twinning Association Visit; Council Marks Battle of Britain; London Gatwick Expansion Plans Consultation</li> <li>• Parish &amp; Neighbourhood Council Bulletin - October 2023</li> <li>• Polling district &amp; place review 2023</li> <li>• Latest news: Council to acquire Bramber Brooks; Sussex Six Food and Drink Campaign launch; Horsham Museum partners with Collyer's College; Job Fair Success; Horsham District Civic Service 2023</li> <li>• Community Safety Survey</li> <li>• Latest news: New Council Plan; Horsham District Half-Term Activities; Haunted Horsham Trails Launch; Rural England Prosperity Fund Launch</li> </ul>



	<ul style="list-style-type: none"> <li>• Parish &amp; Neighbourhood Council Training slides - 19 October</li> <li>• Local Plan Review Newsletter : October 2023</li> <li>• Horsham District Local Plan 2023-40</li> </ul>
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> <li>• Chief Executive's Bulletin 07.09.23</li> <li>• Events 12.09.23</li> <li>• Newsletter 13.09.23</li> <li>• Chief Executive's Bulletin 14.09.23</li> <li>• Events 19.09.23</li> <li>• Newsletter 20.09.23</li> <li>• Chief Executive's Bulletin 21.09.23</li> <li>• Events 26.09.23</li> <li>• Newsletter 27.09.23</li> <li>• Chief Executive's Bulletin 28.09.23</li> <li>• Newsletter 04.10.23</li> <li>• Chief Executive's Bulletin 05.10.23</li> <li>• Events 06.10.23</li> <li>• Events 10.10.23</li> <li>• Newsletter 11.10.23</li> <li>• Chief Executive's Bulletin 12.10.23</li> <li>• Events 17.10.23</li> <li>• Newsletter 18.10.23</li> <li>• Chief Executive's Bulletin 19.10.23</li> <li>• Events 24.10.23</li> <li>• Newsletter 25.10.23</li> </ul>
4.	<p><u>West Sussex Association of Local Councils (WSALC)</u></p> <ul style="list-style-type: none"> <li>• Jo Cox Civility Commission - Call for Evidence from Local Councils</li> <li>• TfSE Transport Forum - 4 September Minutes</li> <li>• Notice of AGM and Conference 20<sup>th</sup> October 2023</li> <li>•</li> </ul>
5.	<p><u>Neighbourhood Alert/ Neighbourhood Watch/Action Fraud</u></p> <ul style="list-style-type: none"> <li>• NHW - Could you be a Cyber hero? [#151557659]</li> <li>• NHW - Police &amp; Crime Commissioner Katy Bourne supports Sussex Neighbourhood Watch [#152675693]</li> <li>• Sussex Alerts - Sussex Police &amp; Crime Commissioner's 2023 #TalkSussex survey - final reminder</li> <li>• HDNHW - Notice of AGM on Friday 20<sup>th</sup> October at Horsham Police Station</li> <li>• NHW - The October edition of OUR NEWS is here [#157759100]</li> <li>• NHW - You, the Internet and Trust [#158953833]</li> <li>• Sussex Alerts - Please have your say and make a difference [#160010923]</li> <li>• NHW - Horsham District Older Peoples Forum meeting on 18 October 2023 - Guest Speaker will be the Sussex Police and Crime Commissioner [#160541722]</li> <li>• NHW - Get Safe Online Week (9-15th October) - the role of trust and inclusivity on the internet [#161074821]</li> <li>• NHW - Digital Switchover Scams [#162701688] and follow up email Digital Switchover Scams [#163079183]</li> <li>• NHW - Be responsible this Hallowe'en - Advice from Sussex Police [#162776972]</li> <li>• NHW - How safe do you feel in your local community? [#163296380]</li> <li>• Sussex Alerts - Please help us improve this Alert system 🙏 [#163923034]</li> </ul>

6.	<u>Sussex Police</u> <ul style="list-style-type: none"> <li>• Op Downsway End of Season Event Online 30<sup>th</sup> October 2023</li> </ul>
7.	<u>Office for National Statistics</u> <ul style="list-style-type: none"> <li>• Local authority update : Your September 2023 Newsletter Issue 7</li> </ul>
8.	<u>Other Correspondence</u> <ul style="list-style-type: none"> <li>• Boom Community Bank - For the attention of the Chair and Councillors</li> <li>• Horsham Matters - Silent Auction 17<sup>th</sup> October 2023</li> <li>• NHS – Sussex News Update 19<sup>th</sup> September 2023</li> <li>• GTR - Engagement on potential changes to Southern's West Coastway services ends soon</li> <li>• Slow Ways - Councils : Connect your community to the Slow Ways national walking network</li> <li>• High Weald AONB Partnership - Management Plan consultation now live</li> <li>• Jeremy Quin MP - Response to letter instructed at Council Meeting 07.09.23 regarding health provision</li> <li>• Transport for South East - Connections : In this issue... Connecting the South East, The TfSE Podcast and our Active Travel Newsletter</li> <li>• Community Transport Sussex - Transport needs in your area</li> <li>• St Catherine's Hospice - Your invitation to preview our brand-new hospice at Pease Pottage</li> <li>• GTR - GTR's upcoming Annual Stakeholder Survey : Share your views</li> <li>• AiRS - New Community-led Planning Offer</li> <li>• Hedgehog Highway Project</li> </ul>
9.	<u>Resident letters</u> <ul style="list-style-type: none"> <li>• Safety Barrier for Holbrook School Lane (Also referred to County Councillor Baldwin as a Highways Matter)</li> <li>• Rusper Road - Missing signage</li> <li>• Email received (and response sent) regarding speeding traffic in Crawley Road and planting maintenance at Roffey Corner</li> <li>• Proposal for Community Garden in Greenfields Close</li> <li>• Parish Safety Issues - Copy of email sent to Cllr Joy Gough</li> </ul>