



North Horsham Parish Council

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

Tel: 01403 750786 (Office & Hall Bookings)
Roffey Millennium Hall, North Heath Hall
Holbrook Tythe Barn

Email: parish.clerk@northhorsham-pc.gov.uk

Website: www.northhorsham-pc.gov.uk

29th February 2024

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to a Meeting of North Horsham Parish Council on **Thursday 7th March 2024 commencing at 7.30pm** at Roffey Millennium Hall, Crawley Road, Horsham for the transaction of the business on the agenda below.

Sarah Norman

Sarah Norman
Clerk to the Council

AGENDA

1. Public Forum

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier

2. Apologies for absence

Decision: To receive apologies for absence

3. Declarations of Interest

See Clerk's report

Any changes in interests should be reported to the Clerk as soon as possible

Decision: To receive any Declarations of Interest from Members of the Council

4. Minutes

Circulated separately and on the Parish Council website

Decision: To approve and sign the Minutes of the Council Meeting held on 11th January 2024 and the Extraordinary Council Meeting held on 26th February 2024

5. Decisions made by delegated power since 11th January 2024 for ratification

See Clerk's report

Decision : To ratify any delegated decisions.

6. Committees and Working Parties

Minutes circulated separately and, on the website.

6.1 To receive and adopt the Minutes of the Finance & Administration Committee Meeting held 15th February 2024 including the recommendation to continue with the current procedure for payment authorisations for the current Administration to May 2027 (Min. FA/58/24 refers)

6.2 To receive and adopt the Minutes of the Planning, Environment and Transport Committee Meetings held on 25th January and 22nd February 2024

6.3 To receive and adopt the Minutes of the Property Committee Meeting held 8th February 2024 including the recommendation for expenditure of £16,250 for the refurbishment of the washrooms at NHH (Min. PR/086/24 refers) - see Clerk's report for further details

6.4 To receive and adopt the Minutes of the Personnel Committee Meeting held 1st February 2024

7. Reports from Representatives on Outside Bodies

See Clerk's report

Decision: To note information from representatives on outside bodies

8. Reports from District or County Councillors

Decision: To receive any report

9. Report from the North Horsham Community Land Trust (NHCLT) link councillor

See Clerk's report

Decision: To receive and note the update

10. Chairman's Announcements

Decision: To note any Chairman's announcements

11. Financial Matters

See Clerk's report

11.1 Financial Report to 31st January 2024

11.2 Payment and Transfer list for December 2023 and January 2024

Decisions :

11.1 To note the Financial Report to 31st January 2024

11.2 To agree the Payment and Transfer list for December 2023 and January 2024

12. TRO Application for Coltsfoot Drive

See Clerk's report

Decision : To consider supporting the residents' application for the TRO Application for an extension to the yellow lines in Coltsfoot Drive

- 13. Co-Option for Councillor Vacancies**
See Clerk's report
Decision : To consider the applications for Co-option from Mr C Franke, Mr N Emery and Mr S Raby, for the 5 vacancies and if successful, note the signing of the Declaration of Acceptance of Office
- 14. Business Plan 2023-26**
See Clerk's report
Decision : To agree actions to meet prioritised objectives from the current Business Plan
- 15. North of Horsham Parish Liaison Group**
See Clerk's report
Decision : To note the report following a meeting with key Stakeholders on 24th January 2024
- 16. Solar Panels**
See Clerk's report
Decision : To consider the installation of solar panels on the Parish Council owned buildings and if approved, identify funding
- 17. WSCC Consultation on closure of Littlehaven Infant school and site**
See Clerk's report
Decision : To agree any response to the WSCC Consultation
- 18. Policies**
See Clerk's report
Decisions: To review and approve the following policies:
18.1 Flag Flying Policy
18.2 Tree Works Policy - as recommended by the Property Committee meeting held 8th February 2024 - Min. PR/085/24 refers
18.3 Bus Shelter Policy - as recommended by the Property Committee meeting held 8th February 2024 - Min. PR/085/24 refers
- 19. Correspondence**
See Clerk's Report
Decision: To receive correspondence lists 11th January to 6th March 2024
- 20. Date of next Meeting**
2nd May 2024 (Annual Meeting of the Council)

Please note that the agenda and associated report can be found on the Parish Council website <http://www.northhorsham-pc.gov.uk>