

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING - THURSDAY 7th MARCH 2024 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 11th January 2024 for ratification.

- 5.1 Pre-Planning Consultation for base station installation on Rusper Road - due to the deadline for comments being before the next meeting of the PET Committee Meeting it was necessary to agree comments on this under the Delegated Authority process. Following canvassing of the PET Committee Members, the following response was agreed by the Chairman of the Council, the Chairman of the PET Committee and the Chairman of the Finance and Administration Committee : *"The Parish Council has no comment to make on the plans as circulated for the base station installation at Rusper Road. Of course, should a full planning application come before the Committee in future, they will base their comments at that time, on the plans and details presented to them as part of the application."*

Decision : To ratify the decisions made under Delegated Authority

6.3 Recommendations from Property Committee Meeting 8th February 2024 - Min. PR/086/24 refers.

The Extract from the relevant Minutes is as follows :-

WASHROOM REFURBISHMENT AT NHH

Members were requested to review, approve and recommend to Full Council the plans and estimate, totaling £16,250.00 for the washroom refurbishment, emailed separately with the agenda.

Members noted that approx. six contractors were contacted to provide an estimate, but some couldn't carry out this type of work or others did not respond to our enquiries, so this estimate is the only one that we have been able to obtain.

Members also noted that this estimate includes the contractor carrying out the three advisory notes from the damp report, but does not include any repair costs should any issues be found.

As mentioned previously, Members were advised that this project will use a considerable amount of the de minimis limit for VAT in 2024/25, but this will be monitored on a quarterly basis by the Parish Clerk, who will keep the Finance & Administration Committee informed. Paying a deposit before 31st March 2024 was considered, however there will be insufficient capacity within the de minimis limit for 2023/24, to be able to do this.

*Members **RESOLVED** to **RECOMMEND** to Full Council the estimate for the works to refurbish the washrooms at NHH, totaling £16,250.00 to be funded from the NHH Washroom Refurbishment EMR.*

Decision : To consider, and agree if acceptable, expenditure of £16,250 to be funded from the NHH Washroom Refurbishment EMR.

7. Reports from Representatives on Outside Bodies

Cllr. Searle has provided the following reports in advance of the meeting.

Biffa Brookhurst Wood

A presentation given to the Local Liaison Group which gives an update on the operations at Brookhurst Wood will be circulated to all Members via email. Disposal of batteries in household waste continues to cause fires at the plant and disrupts operations. This has an impact on weekend operations to recover the time. To make our residents more aware of the issue I suggest we include an article in the next Newsletter.

Wealden Works Community Liaison Group

I attended the Community Liaison Group meeting on 28th February and those present were very complimentary on the article that CHER had published in the AAH magazine and requested that similar articles be published at suitable stages of the project. CHER representative advised that they are still in the process of finalising the contract with HZI which they envisage will be concluded in June 2024 with a start on site in late summer. HDC are developing a project to monitor the air quality once the incinerator is operational. CHER is funding the project but will not have any input into the development as they wish to remain independent. Next meeting will be convened on Wednesday 5th June, and it is hoped that CHER will confirm the start date

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

As Cllr. Gough is not present at the meeting, she has provided a written update as follows :-

We are grateful for the continued North Horsham Parish Council support for the North Horsham Community Land Trust and also for the acknowledged support for Community Land Trusts in the Horsham District Local Plan.

2024 has been a difficult year, as the provision of new housing in the Horsham area has remained very challenging due mainly to the water neutrality difficulties. There also continued to be a lack of suitable land. However, we have been keeping a watching brief on possible opportunities which may arise, for renovation or conversion of existing properties.

Our membership of the National Community Land Trust network provides us with much needed updates and training. They were able to promote the cause of Community Land Trusts in relation to the Leasehold Reform Bill which is going through Parliament and is currently at the House of Lords Committee stage.

The House of Lords have raised and agreed CLY exemption from the inability to receive leasehold payments from house purchase and rentals. This is very important as property leasehold payments are an important source of CLT income and enables CLTs to fund future projects in perpetuity.

Our emphasis this year has been on publicity and building relationships with our local community. We have the opportunity to attend and join a variety of business and charitable networking organisations within our area to publicise our aim of providing much needed genuine affordable housing in Horsham.

We will be having a table at the Sussex Green Hub at the United Reform Church in Horsham on Saturday 30th March from 10am and have already booked a table at the Rotary Festival in Horsham Park this summer. We also hope to have an occasional booking for a table in the Horsham Carfax market in the spring/summer months.

Sadly, in keeping with other local charities and organisations, our members are very supportive but do lack the time to give much needed voluntary physical support.

However, we are determined to succeed and continue to follow up possible sites and avenues for funding.

Thank you once again for your continued support.

Decision : To receive and note the update

10. Chairman's Announcements.

Unfortunately, due to operational duties, the planned attendance at this meeting of PCSO Sophie Norman from Sussex Police is not possible. However, this has been rearranged for the next meeting on 2nd May and in the meantime, a report will be circulated by email.

The latest quarterly S106 and CIL report was received on 31st January 2024 and is available in the Parish Office if Members wish to view it. There are no changes to the listings previously received and it is anticipated that there will not be any CIL funding payable in April 2024.

Following a successful site inspection at the Harwood Road allotments attended by Cllrs. Knight and Searle, and after receiving confirmation from the Harwood Road Allotments Tenants' Association of their agreement to the updated terms of the Lease and the additional administration charge of £25, the new Lease for a 5-year period from 29th February 2024 has been signed as agreed at the last meeting (Min. FC/103/24).

Following agreement at the Extraordinary Council Meeting held 26th February 2024, the comments and Representation Forms for the Local Plan Regulation 19 Consultation were submitted to HDC the same day.

11. Financial Matters

i. Finance Report to show income, expenditure and reserves to 31st January 2024

Funding at 31st January 2024

Precept (half year)	365,346
Environmental Grant	11,745
S106 Funding	3,952
Climate Change Grant	2,076
Total	383,119

Income to 31st January 2024

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st January 2024*
Admin	19,867	200	166
Allotments**	982	995	995
North Heath Hall	55,580	71,000	59,167
Holbrook Tythe Barn	33,162	38,000	31,667
Multi Court Lettings	20,786	26,600	22,167
Roffey Millennium Hall	58,083	45,000	37,500
Total	188,460	181,795	151,662

Expenditure to 31st January 2024

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st January 2024*
Admin***	51,181	54,570	47,725
Grants	3,821	10,000	8,333
Burial ****	5,596	7,460	6,217
Personnel	277,062	349,650	291,375
Planning, Env, Trans	0	1,500	1,250
Allotments	690	1,560	1,300
Amenity Rec & Open Spaces	33,775	56,485	47,071
North Heath Hall	23,754	30,778	25,648
Holbrook Tythe Barn	19,979	28,095	23,413
Roffey Millennium Hall	32,572	42,840	35,700
Total	448,430	582,938	488,032

* Total cost centre budget for 2023/24 divided by 10/12th.

** 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 as at 31st January 2024 together with Payment and Transfer Lists for December (£42,338.49), and January (£52,400.96) - also published on the Parish Council website - are attached as **Appendix 1, 1a & 1b**.

Income

At the end of Month 10 of the 2023/24 year, revenue income continues to be higher than the anticipated by approx. 24% - an increase of 2% to the position at the end of month 9.

Expenditure

Overall, expenditure continues to be approx. 8% lower than would be expected at the end of the month, similar to the gap at the end of month 9. However, this is affected by expenditure relating to S106 grants from HDC being included and if this expenditure was removed from the calculations, the difference would be approx. 10%.

Reserves

As at 31st January 2024 remaining funds, including the full year precept payment received and General Reserves, stood at £344,683.

In addition, there remains additional Earmarked Reserves of £260,317- no change since the position at the end of month 9.

Summary

As mentioned above, there is £36,798 more revenue income than budgeted for at the end of month 10 together with £39,602 less revenue expenditure than anticipated but this increases to £50,533 when the S106 funded expenditure is excluded.

Decisions:

11.1 To note the Financial Report to 31st January 2024

11.2 To note the Payment and Transfer Lists for December 2023 and January 2024

12. TRO Application for Coltsfoot Drive

The Parish Office has been contacted by residents who are seeking support from the Parish Council for a TRO application they have submitted. Cllr Andrew Baldwin, the WSCC Councillor for Holbrook East together with local residents, have already confirmed their support for the application.

The following is the email received with photos and plan to be circulated to Members via email :-

I am writing to request your support for a TRO application that I have recently submitted.

It has become common practice especially at busy times (such as school leaving time where we have an increased number of cars and children in the area) to park right up to the Campion Road/Coltsfoot Drive junction whilst the drivers visit the local parade of shops. On occasion we also have parking immediately opposite the junction. In both cases this means that other drivers exiting or entering the junction do so unsighted and have to drive out onto the wrong side of the road. We have already had accidents at this junction but it is only a matter of time before we have a more serious head on collision with 2 cars or even worse with a pedestrian or cyclist with serious injuries resulting. This is made even worse by the fact that

the main entrance/exit to the parade of shops is also in this "hot spot". This is also a bus route and so the risk of a head on collision between a car and a bus is significantly increased by this unthinking parking.

It was only last year that a house at this junction was forced to massively trim back their trees because they were "reducing visibility at the junction". In reality parked cars near the junction create a much more significant obstacle and as such are a bigger danger to pedestrian and other road users.

Not only does it create a significant risk for drivers exiting Campion Road but it also means that shoppers exiting the shop car park turning left who may not think to look left as they would only expect traffic on their side of the road ie coming from their right. They often pull out to suddenly find vehicles heading straight at them on the wrong side of the road due to the parked vehicles on Coltsfoot drive

*I appreciate the statement in the Highway Code that you "must not park within 10m of a junction" or "...opposite a junction..." are considered to be guidelines. But are we really going to wait until someone is injured or even killed before taking action. The current double yellow lines stop in excess of 15m-20m before the junction - this encourages shoppers to park in the gap between the end of the double yellow line and the junction - the direct opposite of the intent of what the Highway Code tells us. The simple extension of the existing double yellow lines all the way to the junction in both directions (and across from the junction) would at least clearly signal to all that it is illegal to park there and force shoppers to use the **car parking already provided in front and behind the shops**. (It would also be good to take the opportunity to re-lay the existing double yellow lines on Coltsfoot drive down to the junction with North Heath Lane as these are almost invisible now due to road surface/yellow line erosion over the years).*

I already have the unreserved support from Andrew Baldwin (County Councillor for Holbrook) together with a list of local residents - see below for details.

There are no residential housing opening onto the area where it is proposed the double yellow line extension is applied so I can see no reason to reject this request - other than if the relatively small cost involved is considered more important than the significant H&S issue we currently have - I am confident that you would agree the H&S issue is the critical factor here and as such you would be willing to offer your support to the proposal.

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

As Members will be aware, there are currently 5 vacancies on the Parish Council that were unfilled at the election in May last year. The Council is able to fill these 5 vacancies through Co-option, but should any future Casual Vacancies arise, these will be advertised as required by the LGA 1972 and should the necessary number of resident signatures be received by HDC, an election would have to be held at a cost estimated to be in excess of £10,000.

The top priority from the agreed Business Plan for 2023-26 is the recruitment of Councillors to fill all vacancies. Since the Election last May, the Clerk has continued to promote the 5 vacancies through the website, Facebook, on our noticeboards and on the Parish Council's new page in Horsham Pages.

Applications have now been received from Mr C Franke, Mr N Emery, and Mr S Raby, to be Co-opted to the Council and fill 3 of the current 5 vacancies. The NHPC Co-option procedure is attached as **Appendix 2** and a copy of each application form together with confirmation of eligibility will be emailed to Members.

Members are reminded that as per the Council's own Co-option procedure and on the advice of both NALC and WSALC, the co-option process and voting should be carried out in the open meeting.

Whilst Members are not obliged to approve any applications for Co-option, WSALC and NALC advice is that following the vote, should a candidate be rejected, for the purposes of transparency the applicant should be advised of the reason why they are not accepted.

Should the applicants be successful in their application, the Council will agree any appointment to Committees at the Annual Meeting of the Council in May and Councillor Roles and Responsibility training (through WSALC) will be arranged as soon as possible.

Decision : To consider the applications for Co-option and if successful, note the signing of the Declarations of Acceptance of Office

14. Business Plan 2023-26

As Members will recall, following two Member Briefings and the involvement of Trevor Leggo of WSALC, a Business Plan for 2023-26 was agreed at the Council Meeting held 2nd November 2023 (Min. FC/78/23 refers).

The Plan has been circulated to all Members previously, but a copy is also available on the Parish Council website at <https://northhorsham.files.wordpress.com/2023/11/nhpc-business-plan-review-2023-1.pdf> .

Members now need to agree how to implement this Plan and the first objectives to be taken forward and to instruct the Clerk accordingly.

As many of the objectives are already being addressed through the Council's ongoing activities, it is the Clerk's recommendation that the focus should be on points 6.1 and 6.2 namely Councillor recruitment (subject to any decision taken under the previous item) and community engagement.

Decision: To agree actions to meet prioritised objectives from the current Business Plan

15. North of Horsham Parish Liaison Group

As Members will be aware, due to the impact of Water Neutrality on the progression of development at Mowbray, a meeting of the full Liaison Group and all stakeholders has not been held for almost 18 months.

An online meeting was held on 24th January with HDC, the developer and Cllrs. Britten and Turner in attendance, to gain insight into the current situation and a timescale for when a full meeting of the Liaison Group would be appropriate.

A meeting of the full Liaison Group has now been scheduled for 19th April and an update provided to all Members of the Liaison Group (including all Parish Councillors) via email.

Decision : To note that a meeting of the North of Horsham Parish Liaison Group is scheduled for Friday 19th April 2024

16. Solar Panels

At the Property Committee Meeting held 7th December 2023, whilst discussing new heating at Roffey Millennium Hall, the potential of solar power was raised. The Deputy Clerk tried obtaining three quotations for solar panels; one company never replied, one company said they couldn't install on RMH's roof and the last company sent information and a quotation which Property Members reviewed at the meeting.

Members noted that the Community Climate Fund could be applied for again after June 2024, for the sum of £5,000 towards the cost of solar panels, but no further funding has been identified.

The Property Committee had one concern about solar panels, which is the possibility of vandalism, especially given the recent unauthorised access at RMH.

After further discussion, Members felt that this matter should be considered by Full Council, and if agreed, Full Council would need to identify funding. Members asked the Deputy Clerk to obtain quotations for NHH & HTB as well.

Quotations for NHH & HTB have been received, along with a revised quotation for RMH, which includes the latest panels in stock as follows :-

Roffey Millennium Hall - £24,725.87

North Heath Hall - £15,665.29

Holbrook Tythe Barn - £10,905.19

The full quotation documents will be circulated by email.

Members are therefore asked to consider the quotations before them, agree whether they wish to pursue this any further and if so, identify how the project should be funded as there is no identified budget for this project.

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

The Council has been made aware that WSCC is consulting on the closure of Littlehaven Infant School and site. The summary of the proposal is to create an all-through primary school, by amalgamating Littlehaven Infant School and Northolmes Junior School with effect from September 2025. The all-through primary school would be accommodated on the Northolmes Junior School site, with modifications to some of the buildings to cater for Early Years Foundation Stage and Key Stage 1 pupils. This proposed amalgamation will be achieved by increasing the age range of Northolmes Junior School to become a Year R to Year 6 all-through primary school and by closing the Littlehaven Infant School and site with effect from September 2025.

Further information is available at <https://yourvoice.westsussex.gov.uk/littlehavernortholmes> and a copy of the response questionnaire is attached as **Appendix 3**. The deadline for responses is 21st March 2024.

Decision : To agree any response to the WSCC Consultation

18. Policies

Members are asked to receive 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

The Policy relating to 18.1 is attached as **Appendix 4**. The Policies referred to in 18.2 and 18.3 are available on the Parish Council website as part of the report to the Committee Meeting at which they were considered.

Decision : To review and approve (if appropriate) the policies as detailed

19. Correspondence

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

Decision: To receive correspondence lists from 11th January to 6th March 2024

08/02/2024

North Horsham Parish Council

Page 1

13:24

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

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
101 Administration								
1008 Miscellaneous Income	23,072	2,076	0	(2,076)			0.0%	
1009 S106 Funding - HTB	0	3,952	0	(3,952)			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	19,867	200	(19,667)			9933.7%	
Administration :- Income	385,747	391,241	365,546	(25,695)			107.0%	0
4007 Councillors Training	65	33	1,000	967		967	3.3%	
4008 Councillors Expenses	6,347	6,459	7,000	541		541	92.3%	
4021 Telephone/Fax/Internet	3,406	2,336	3,200	864		864	73.0%	
4022 Postage	723	418	1,200	782		782	34.9%	
4023 Stationery and Printing	1,733	851	1,600	749		749	53.2%	
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	3,434	2,800	(634)		(634)	122.6%	
4029 Website Maintenance	154	84	170	86		86	49.4%	
4032 Publicity/Marketing	0	0	500	500		500	0.0%	
4033 Newsletter	762	680	850	170		170	80.0%	
4038 Office Equipment Maint.	458	258	950	692		692	27.2%	
4051 Bank Charges	72	64	100	36		36	64.0%	
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	2,205	3,350	1,145		1,145	65.8%	
4059 Internal Audit Fees	349	54	450	396		396	12.0%	
4100 Chairman's Allowance	335	124	400	276		276	30.9%	
4120 Roffey Hall Equipment	674	687	700	13		13	98.2%	
4122 Office Equipment	493	7	1,000	993		993	0.7%	
4248 S106 Infra Red Heater(RMH)	0	6,979	0	(6,979)		(6,979)	0.0%	
4249 S106 Funding - Indoor Sport	0	3,952	0	(3,952)		(3,952)	0.0%	
Administration :- Indirect Expenditure	51,341	51,181	54,570	3,389	0	3,389	93.8%	0
Net Income over Expenditure	334,406	340,061	310,976	(29,085)				
6001 less Transfer to EMR	11,805	0						
Movement to/(from) Gen Reserve	322,601	340,061						
103 Grants								
4155 Other Grants and Donations	5,780	3,821	10,000	6,179		6,179	38.2%	
Grants :- Indirect Expenditure	5,780	3,821	10,000	6,179	0	6,179	38.2%	0
Net Expenditure	(5,780)	(3,821)	(10,000)	(6,179)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

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	5,596	7,460	1,864		1,864	75.0%	
Burial :- Indirect Expenditure	7,461	5,596	7,460	1,864	0	1,864	75.0%	0
Net Expenditure	(7,461)	(5,596)	(7,460)	(1,864)				
<u>106 Personnel</u>								
4001 Salaries/NI/Pensions	314,844	272,873	343,000	70,127		70,127	79.6%	
4002 Childcare Vouchers	1,282	0	0	0		0	0.0%	
4003 Payroll Admin Charge	870	668	1,400	732		732	47.7%	
4009 Staff Expenses/Mileage	3,653	2,970	3,000	30		30	99.0%	
4010 Staff Training	1,460	110	1,600	1,490		1,490	6.9%	
4030 Recruitment Advertising	291	181	250	69		69	72.4%	
4067 Protective Clothing	381	261	400	139		139	65.1%	
Personnel :- Indirect Expenditure	322,782	277,062	349,650	72,588	0	72,588	79.2%	0
Net Expenditure	(322,782)	(277,062)	(349,650)	(72,588)				
<u>201 Planning, Env & Transport</u>								
4305 Planning Consultant Fees	0	0	1,500	1,500		1,500	0.0%	
Planning, Env & Transport :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	0	0	(1,500)	(1,500)				
<u>301 Allotments</u>								
1050 Allotment Rents	983	982	995	13			98.7%	
Allotments :- Income	983	982	995	13			98.7%	0
4012 Water Rates	71	367	100	(267)		(267)	367.2%	
4102 Allotment Rent	275	0	275	275		275	0.0%	
4200 Grass cutting	554	323	765	443		443	42.2%	
4259 Allotment Maintenance	50	0	420	420		420	0.0%	
Allotments :- Indirect Expenditure	950	690	1,560	870	0	870	44.2%	0
Net Income over Expenditure	33	292	(565)	(857)				
<u>302 Amenity, Recs & Open Sp</u>								
1100 Grants Received	10,677	11,745	10,678	(1,067)			110.0%	
Amenity, Recs & Open Sp :- Income	10,677	11,745	10,678	(1,067)			110.0%	0
4019 Window Cleaning	738	680	1,000	320		320	68.0%	
4200 Grass cutting	11,293	14,567	21,250	6,683		6,683	68.6%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

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	4,572	7,875	3,303	1,637	1,666	78.9%	
4252 Open Spaces	6,032	4,298	10,500	6,202	3,540	2,662	74.7%	
4253 Litter Warden/Clearance	486	559	945	386		386	59.1%	
4254 Community Services - Dog Bins	2,780	1,771	2,415	644		644	73.3%	
4255 Street Lighting - Maint/Supply	2,743	2,898	5,500	2,602		2,602	52.7%	
4258 Multicourts Maintenance	3,720	3,100	3,750	650		650	82.7%	
4260 Workshop	49	0	500	500		500	0.0%	
4302 Notice Board Maintenance	321	364	900	536		536	40.5%	
Amenity, Recs & Open Sp :- Indirect Expenditure	36,698	33,775	56,485	22,710	5,177	17,533	69.0%	0
Net Income over Expenditure	(26,020)	(22,030)	(45,807)	(23,777)				
6001 less Transfer to EMR	996	0						
Movement to/(from) Gen Reserve	(27,016)	(22,030)						
<u>401 North Heath Hall</u>								
1000 Hall Lettings	64,492	55,580	71,000	15,420			78.3%	
North Heath Hall :- Income	64,492	55,580	71,000	15,420			78.3%	0
4011 NNDR	6,487	4,885	7,350	2,465		2,465	66.5%	
4012 Water Rates	826	605	975	370		370	62.0%	
4014 Electricity	2,543	1,905	2,900	995		995	65.7%	
4015 Gas	5,074	3,473	2,690	(783)		(783)	129.1%	
4016 Cleaning Materials	860	1,033	1,470	437		437	70.3%	
4017 Refuse Bin Clearance	973	742	882	140		140	84.1%	
4018 Sanitary Waste	118	194	336	142		142	57.6%	
4019 Window Cleaning	590	544	735	191		191	74.1%	
4034 Maintenance - Electrical	2,100	1,087	1,575	488		488	69.0%	
4035 Maintenance - Elect Eqp Insp	600	880	580	(300)		(300)	151.7%	
4036 Maintenance - General	2,245	2,682	2,100	(582)		(582)	127.7%	
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	910	685	(225)		(225)	132.8%	
4044 Maintenance - Partition Wall	348	695	840	145		145	82.7%	
4061 Legionella Testing	525	140	385	245		245	36.4%	
4063 Maintenance - Plumbing	406	266	685	419		419	38.9%	
4065 Fire Prevention Sundries	0	20	105	85		85	19.0%	
4066 Keyholder Services	180	150	200	50		50	75.0%	
4500 Internal Redecorations	0	2,120	4,500	2,380		2,380	47.1%	
North Heath Hall :- Indirect Expenditure	25,685	23,754	30,778	7,024	0	7,024	77.2%	0
Net Income over Expenditure	38,807	31,826	40,222	8,396				
6001 less Transfer to EMR	1,550	0						

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

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
Movement to/(from) Gen Reserve	37,257	31,826						
402 Holbrook Recreation Centre								
1000 Hall Lettings	36,771	33,162	38,000	4,838			87.3%	
1010 Multi Court Lettings	21,991	20,786	26,600	5,814			78.1%	
Holbrook Recreation Centre :- Income	58,761	53,948	64,600	10,652			83.5%	0
4011 NNDR	3,543	2,911	4,200	1,289		1,289	69.3%	
4012 Water Rates	838	850	1,315	465		465	64.6%	
4014 Electricity	3,792	2,655	3,415	761		761	77.7%	
4015 Gas	1,289	1,215	1,575	360		360	77.1%	
4016 Cleaning Materials	1,303	990	1,470	480		480	67.4%	
4017 Refuse Bin Clearance	825	725	885	160		160	81.9%	
4018 Sanitary Waste	118	194	255	61		61	75.9%	
4019 Window Cleaning	258	238	475	237		237	50.1%	
4034 Maintenance - Electrical	339	2,627	5,155	2,528		2,528	51.0%	
4035 Maintenance - Elect Eqp Insp	600	2,122	2,065	(57)		(57)	102.8%	
4036 Maintenance - General	2,101	1,995	1,995	(0)		(0)	100.0%	
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	583	525	(58)		(58)	111.1%	
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	10	630	620		620	1.6%	
4066 Keyholder Services	180	150	200	50		50	75.0%	
4500 Internal Redecorations	166	1,000	1,000	0		0	100.0%	
Holbrook Recreation Centre :- Indirect Expenditure	19,445	19,979	28,095	8,116	0	8,116	71.1%	0
Net Income over Expenditure	39,316	33,968	36,505	2,537				
6001 less Transfer to EMR	0	2,076						
Movement to/(from) Gen Reserve	39,316	31,892						
403 Roffey Millennium Hall								
1000 Hall Lettings	52,770	54,990	45,000	(9,990)			122.2%	
1004 Equipment Sale/Sundry Income	660	994	0	(994)			0.0%	
1006 Refreshment Sale Income	1,408	2,093	0	(2,093)			0.0%	
1008 Miscellaneous Income	256	6	0	(6)			0.0%	
Roffey Millennium Hall :- Income	55,093	58,083	45,000	(13,083)			129.1%	0
4011 NNDR	6,737	5,895	7,700	1,805		1,805	76.6%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

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	1,307	1,260	(47)		(47)	103.7%	
4014 Electricity	6,128	5,123	5,385	262		262	95.1%	
4015 Gas	3,859	5,638	6,300	662		662	89.5%	
4016 Cleaning Materials	1,344	1,053	1,445	392		392	72.8%	
4017 Refuse Bin Clearance	1,699	1,560	1,750	190		190	89.1%	
4018 Sanitary Waste	118	194	245	51		51	79.0%	
4019 Window Cleaning	812	749	1,040	292		292	72.0%	
4020 Refreshment Sale Cost/Sundries	446	641	315	(326)		(326)	203.4%	
4034 Maintenance - Electrical	1,197	1,320	2,100	780		780	62.8%	
4035 Maintenance - Elect Eqp Insp	610	530	2,730	2,200		2,200	19.4%	
4036 Maintenance - General	3,330	2,563	3,460	897		897	74.1%	
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	821	790	(31)		(31)	103.9%	
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	345	630	285		285	54.8%	
4061 Legionella Testing	578	190	395	205		205	48.1%	
4062 Air Conditionaing Maintenance	277	270	315	45		45	85.7%	
4063 Maintenance - Plumbing	353	105	1,365	1,260		1,260	7.7%	
4064 Lightning Conductor Works	195	202	315	113		113	64.1%	
4065 Fire Prevention Sundries	153	23	105	82		82	22.1%	
4066 Keyholder Services	180	150	200	50		50	75.0%	
4500 Internal Redecorations	1,000	1,950	2,300	350		350	84.8%	
Roffey Millennium Hall :- Indirect Expenditure	34,025	32,572	42,840	10,268	0	10,268	76.0%	0
Net Income over Expenditure	21,068	25,510	2,160	(23,350)				
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	54,130	23,063	0	(23,063)		(23,063)	0.0%	23,063
Earmarked Reserves :- Indirect Expenditure	54,130	23,063	0	(23,063)	0	(23,063)		23,063
Net Expenditure	(54,130)	(23,063)	0	23,063				
6000 plus Transfer from EMR	54,150	23,063						
6001 less Transfer to EMR	20	0						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	575,755	571,579	557,819	(13,760)			102.5%	
Expenditure	558,298	471,493	582,938	111,445	5,177	106,268	81.8%	
Net Income over Expenditure	17,457	100,086	(25,119)	(125,205)				
plus Transfer from EMR	54,150	23,063						
less Transfer to EMR	14,371	2,076						
Movement to/(from) Gen Reserve	57,236	121,073						

Date: 09/01/2024

North Horsham Parish Council

Page 1

Time: 13:37

Lloyds Bank Accounts

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2023	Horsham Publications Ltd	011223-01	82.20		Newsletter
01/12/2023	Horsham District Council	011223-02	207.44		Refuse Collection
01/12/2023	Horsham District Council	011223-03	291.00		Rates
01/12/2023	Horsham District Council	011223-04	489.00		Rates - Dec 2023
01/12/2023	Horsham District Council	011223-05	589.00		Rates - Dec 2023
06/12/2023	British Gas Business	061223-01	55.39		Gas - 07/11 to 17/11/2023
06/12/2023	British Gas Business	061223-02	222.16		Gas - 07/11 to 17/11/2023
08/12/2023	Amazon Business	111223-01	108.63		Xmas Decoration
08/12/2023	Cain Markings Ltd	111223-02	744.00		Pitch Maintenance
08/12/2023	City Electrical Factors Ltd	111223-03	9.66		Electrical Maint
08/12/2023	Enterprise Services Group Ltd	111223-05	78.00		Hygiene Services
08/12/2023	H Griffiths	111223-06	45.00		Travel Expenses
08/12/2023	Incor Group Management Ltd	111223-07	483.12		Window Cleaning
08/12/2023	D. Lees	111223-08	37.35		Travel Expenses
11/12/2023	Servcom Services UK Ltd.,	111223-09	288.00		Boiler Maint
11/12/2023	Trafalgar Cleaning Equipment L	111223-10	118.80		Cleaning
13/12/2023	Amazon Business	131223-01	36.50		Cleaning & Signs
13/12/2023	ARC Thermal Products	131223-02	8,374.26		Radial Ceiling Heater Complete
13/12/2023	Chalvington Group	131223-03	332.35		Service Charges
13/12/2023	NETCOM	131223-04	455.32		It & Telephone
13/12/2023	Ricoh UK Ltd	131223-05	262.91		Printing & Stationery
13/12/2023	N. Simmonds,	131223-06	165.00		Key Holder
13/12/2023	Southern Counties Tea & Coffee	131223-07	115.60		Refreshments
14/12/2023	Pitney Bowes Finance Ltd.	141223-01	83.94		Purchase Ledger Payment
19/12/2023	Horsham District Council	191223-01	67.60		Refuse Collection
19/12/2023	Horsham District Council	191223-02	84.50		Refuse Collection
19/12/2023	Horsham District Council	191223-03	149.80		Refuse Collection
19/12/2023	British Gas Business	191223-04	697.57		Electr - 01/11 to 30/11/2023
20/12/2023	Scottish Water Business Stream	201223-01	193.83		Water - 06/09 to 05/12/2023
20/12/2023	British Gas Business	201223-02	1,268.35		Gas - 02/11 to 01/12/2023
22/12/2023	British Gas Business	221223-01	253.58		Electr - 01/11 to 30/11/2023
22/12/2023	West Sussex County Council	221223-02	25,828.65		Salaries for Nov 2023
31/12/2023	Lloyds Credit Card	311223-01	119.98		Screwfix - General Repairs
Total Payments			42,338.49		

Date: 08/02/2024

North Horsham Parish Council

Page 1

Time: 13:13

LLOYDS Bank Accounts

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2024	Horsham Publications Ltd	020124-01	82.20		Newsletter- Jan 2024
02/01/2024	Horsham District Council	020124-02	202.40		Refuse Collection
02/01/2024	Horsham District Council	020124-03	291.00		Rates - HTB - Jan 2024
02/01/2024	Horsham District Council	020124-04	489.00		Rates - NHH - Jan 2024
02/01/2024	Horsham District Council	020124-05	589.00		Rates - RMH - Jan 2024
08/01/2024	British Gas Business	080124-01	576.98		Electr - 07/11 to 13/12/2023
10/01/2024	N. Simmonds,	100124	165.00		Key Holder
10/01/2024	NETCOM	100124-02	455.32		Telephones & Internet Cost
10/01/2024	Amazon Business	100124-03	352.38		Xmas Tree Decoration
10/01/2024	Enterprise Services Group Ltd	100124-04	78.00		Hygiene Services
10/01/2024	Happy Drains Ltd	100124-05	1,554.00		Drainage Repairs
10/01/2024	D. Lees	100124-06	39.60		Travel Expenses - Dec 23
10/01/2024	NETCOM	100124-07	813.60		IT support
10/01/2024	Mr Alan Randall	100124-08	86.40		Travel Expended Dec 2023
10/01/2024	Servcom Services UK Ltd.,	100124-09	647.30		Heating Repairs
10/01/2024	N. Simmonds,	100124-10	170.00		Fitting LED Lights - NHH
10/01/2024	T C Maintenance	100124-11	1,315.00		Install Defib
10/01/2024	Wigthman & Parrish Ltd	100124-12	889.90		Cleaning Materials
17/01/2024	Horsham District Council	170124-01	67.60		Refuse Collection - HTB
17/01/2024	Horsham District Council	170124-02	67.60		Refuse Collection - NHH
17/01/2024	Horsham District Council	170124-03	149.80		Refuse Collection - RMH
17/01/2024	British Gas Business	170124-04	713.88		Electr - 01/12 to 31/12/2023
18/01/2024	British Gas Business	180124-01	1,277.08		Gas - 02/12 to 31/12/2023
18/01/2024	Capital Cleaning Supplies	BACS	25.97		Cleaning Basket
22/01/2024	British Gas Business	220124-01	211.31		Electr - 01/12 to 31/12/2023
22/01/2024	British Gas Business	220124-02	914.31		18/11 to 28/12/2023
24/01/2024	Scottish Water Business Stream	240124-01	126.68		Water - 10/10/23 to 09/01/2024
25/01/2024	Elite Emtrance Systems Ltd	250124-01	198.00		General Maintenance
25/01/2024	Enterprise Services Group Ltd	250124-02	78.00		Hygiene Services
25/01/2024	Mulberry & Co	250124-04	60.00		Training
25/01/2024	M Stoner,	250124-05	41.40		Travel Expenses
25/01/2024	T C Maintenance	250124-06	345.00		Build Maintenance
25/01/2024	Lisa Underwood	250124-07	14.85		Travel Expenses
30/01/2024	West Sussex County Council	300124-01	39,312.40		Salaries for Dec 2023
Total Payments			<u>52,400.96</u>		

NORTH HORSHAM PARISH COUNCIL - CO-OPTION PROCEDURE

If the Monitoring Officer at Horsham District Council declares that a vacancy on the Council can be filled by co-option a notice of the vacancy is displayed on all Council noticeboards.

If a resident wishes to apply for the vacancy they are given an application form, person specification and a sheet containing the qualifications and disqualifications for being a Councillor. The applicant must confirm that they are eligible to apply and then complete and return the application form. The application form will be made available to Councillors as part of the meeting papers for the Parish Council Meeting where the co-option will be considered.

Applicants will be invited to attend the next appropriate Parish Council Meeting where the procedure to be employed is as follows –

- The Co-option process will be conducted in open session.
- The meeting will be adjourned and each applicant will be invited to make a brief presentation about themselves and answer any questions that Members may have.
- Once the meeting has resumed, voting will be by way of a show of hands. A Councillor can ask for a signed ballot if they feel that the situation demands it. Under those circumstances, the Council must resolve to hold a signed ballot and the Clerk will provide a slip with the name/s of the candidates on it. The options for voting will include the option for voting for none of the councillors and for abstention. The Clerk will collect in the ballot sheets and declare the result. The ballot papers are open to public scrutiny and should be retained and attached to the minutes as a public record.
- Members are advised that the successful candidate must receive an absolute majority vote of those present and voting (Para. 39, Schedule 12 of the Local Government Act 1972). Therefore, if there are more candidates than vacancies, the candidate with the lowest number of votes will be excluded. If two candidates poll the same number of votes a separate vote to eliminate one of them will be held. Voting will continue with the lowest polling candidate being excluded until the number of candidates matches the number of vacancies.
- The Council does not have to co-opt any or all of the applicants, if it chooses not to.
- The successful applicant will be required to sign a Declaration of Acceptance of Office before they can take part in the meeting.
- At the end of the meeting, arrangements will be made for the new Councillor to complete a Register of Interests (within 28 days) and to meet with the Clerk for an induction.

13th July 2022



CONSULTATION

Response deadline 21 March 2024

Summary of proposals

To create an all-through primary school, by amalgamating Littlehaven Infant School and Northolmes Junior School with effect from September 2025. This proposal would establish a Year R – Year 6 provision serving the local community, enabling families to benefit from a teaching and learning experience for their children located on one school site, offering Early Years to KS2 progression.

Background

An amalgamation of two schools takes place by increasing the age range of one school and closing another. In this case, Northolmes Junior School would increase its age range from age 7 – 11 (Y3 – Y6) to become an age 4 – 11 (YR – Y6) all through primary school and Littlehaven Infant School would close from September 2025.

Littlehaven Infant School and Northolmes Junior School already federated in September 2014 to become part of the Greenfields Federation. Governors have previously held discussions with advisors from West Sussex County Council (WSCC) to look at how best to secure the long-term future of the schools to providing the highest quality teaching and learning experience.

Need for change

One of the Federation's priorities was to review the budget and effectiveness of the two schools who already work closely in collaboration. Each school now shares a Governing Body, Headteacher and two Assistant Headteachers.

After discussions, and with advice from WSCC, the Governing Body has decided that creating one single educational provision on one school site would provide a more effective model of teaching and learning and address the falling demand for school places in the wider community area which impacts upon school budgets.

The proposal

The Governors wish to take this opportunity to formally consult on the proposal to create an all-through primary school, by amalgamating Littlehaven Infant School and Northolmes Junior School with effect from September 2025. All-through primaries have many advantages over separate Infant and Junior schools. The Governing Body believes that this will significantly improve outcomes for children as well as providing greater opportunities for staff to develop and share elevated practice.



CONSULTATION

Response deadline 21 March 2024

The all-through primary school would be accommodated of the Northolmes Junior School site with modifications to some of the buildings to cater for Early Years Foundation Stage and Key Stage 1 pupils. This proposed amalgamation will be achieved by increasing the age range of Northolmes Junior School to become a YR – Y6 all-through primary school and by closing the Littlehaven Infant School and site with effect from September 2025.

Admissions Arrangements

All children currently on roll at both schools would automatically retain their school place, and there will be no need for children in Year 2 to apply for Year 3 (as the current process dictates). This proposal would effectively close Littlehaven School and its' site, in order to house all children at the Northolmes site, along with creating a new school name, keeping children at the heart of creating an exciting new logo and uniform, in line with the shared ethos of the Greenfields Federation.

Staffing

Staff are our most valuable resource, and it is important that should there be any need for changes these are dealt with fairly and sensitively. The County Council has a Code of Practice on school reorganisation, written with the support of the unions and professional associations and is designed to support all staff through the process of change.

Jack and Jill Pre-school and wrap around care

The Governors recognise the excellent work of the Jack and Jill Pre-school at Littlehaven and Northolmes and wish to see this provision retained and relationship continue.

The Littlehaven School Site

The proposal would release the Littlehaven School Site from use as an Infant School. Alternatives are under discussion, particularly the possibility of the site being repurposed for children with Special Educational Needs and Disabilities. We would welcome your suggestions should the proposal go ahead.

Drop-In Session

You may wish to attend a Public Drop-In session to be held in the school hall at Littlehaven on:-

Tuesday 5th March 2024 between 3.30pm – 6.30pm

Littlehaven Infant School
Hawkesbourne Rd
Horsham RH12 4EH



CONSULTATION

Response deadline 21 March 2024

Statutory Notices

The amalgamation of two schools by changing the age range and closing one individual school requires public consultation. It is a two-stage process, initially a public consultation takes place over four weeks, at the end of this period and following analysis of representations made, the West Sussex County Council Cabinet Member for Children and Young People and Education and Skills will decide whether to publish statutory notices. If the Cabinet Member decides to proceed with the proposals, statutory notices will be published in April 2024 for a further formal four-week consultation period. This document initiates the first phase of consultation. We expect the final decision to be taken in June 2024.

How to find out more please contact:-

Littlehaven Infant School
Hawkesbourne Road
Horsham
RH12 4EH

Northolmes Junior School
Leith View Road,
Horsham
West Sussex RH12 4EA

To ensure your opinion is included and your views heard:-

Complete the online survey at

<https://yourvoice.westsussex.gov.uk/littlehavernortholmes>

If you do not have access to a computer you can obtain a paper copy of this survey by contacting either school office.

Please ensure all paper copies are returned to your local school or to the above address before the closing date of the **21 March 2024**.



CONSULTATION

Response deadline 21 March 2024

RESPONSE FORM

To create an all-through primary school, by amalgamating Littlehaven Infant School and Northolmes Junior School with effect from September 2025. This will be achieved by increasing the age range of Northolmes Junior School to become a YR – Y6 all-through primary school and by closing the Littlehaven Infant School and site with effect from September 2025.

The consultation will run for four weeks from 22 February 2024 to 21 March 2024

Return the attached form to either school office below:

Littlehaven Infant School
Hawkesbourne Road
Horsham
RH12 4EH

Northolmes Junior School
Leith View Road,
Horsham
West Sussex RH12 4EA

Privacy/Data Protection Notice:

The School Planning Team at West Sussex County Council will use this survey to collect some personal data (eg. age, sex) in fulfilment of a legal obligation to consult on Change of age range proposals. You do not have to answer these survey question but the information you do supply will be processed in accordance with the 2018 Data Protection Act and the General Data Protection Regulations, and any subsequent relevant legislation. West Sussex County Council will not share any personal information collected as part of this survey. The information will be held electronically for a period of three years before being appropriately destroyed.

The information you provide will be used for statistical analysis, management, planning and the provision of services by the County Council and its partners. It will not be used for any other purpose without your prior consent. WSCC is registered as Data Controller (Reg. No. Z6413427). For further details and information about our Data Controller, please see our Data Privacy Policy <http://www.westsussex.gov.uk/privacy-policy>.



CONSULTATION

Response deadline 21 March 2024

*Questions marked with an asterisk are required fields

1* Please provide your postcode

2* Please indicate whether you are (please select all that apply)

- Parent/carer -----
- Staff -----
- Governor -----
- Local Resident -----
- Other (please specify) -----

3* Do you support the proposals to create an all-through primary school, by amalgamating Littlehaven Infant School and Northolmes Junior School with effect from September 2025?

- Support the proposal -----
- Object to the proposal -----
- Neither support nor object -----

4. Please state your views on the proposals. We would be grateful for comments on any aspects of them. Please continue on a separate page if required.



CONSULTATION

Response deadline 21 March 2024

About You

The County Council asks social demographic questions to help monitor the effectiveness of its surveys and to undertake an equalities analysis in fulfilment of its Public Sector Equalities Duties under the 2010 Equalities Act. The information you provide will be separated from both the respondent details and the response comments and will not be used for any other purpose other than that already stated.

You do not have to provide this information if you don't want to, but it will greatly help us if you do. Should you prefer not to provide the answer to any questions, please choose the 'Prefer not to say' option within each set of questions

5. Which of the following age groups best describes you? (Please select one option only)

- 9 or under -----
- 10-14 -----
- 15-19 -----
- 20-24 -----
- 25-34 -----
- 35-44 -----
- 45-54 -----
- 55-64 -----
- 65-74 -----
- 75-84 -----
- 85+ -----
- Prefer not to say -----

6. What is your sex? (Please select one option only)

- Male -----
- Female -----
- Prefer not to say -----

7. Are you currently pregnant or have you been pregnant in the last 26 weeks?
Please select one option only)

- Yes -----
- No -----
- Prefer not to say -----



CONSULTATION

Response deadline 21 March 2024

8. What is your ethnic origin? (Please select one option only)

- White British (English/Welsh/Scottish/Northern Irish) -----
- White Other -----
- Mixed -----
- Black -----
- Asian -----
- Chinese -----
- Gypsy/Irish Traveller -----
- Prefer not to say -----
- Other (please specify) -----

9. Please specify your religion or belief: (Please select one option only)

- No religion -----
- Christian (including Church of England, Catholic, Protestant and all other Christian denominations) -----
- Buddhist -----
- Hindu -----
- Jewish -----
- Muslim -----
- Sikh -----
- Any other religion -----
- Prefer not to say -----
- Other (please specify) -----

10. Do you consider yourself to have a disability or long term illness? (Please select one option only)

- Yes -----
- No -----
- Prefer not to say -----

11. Please indicate what your disability is: (Please tick all that apply)

- Physical impairment -----
- Sensory impairment -----
- Mental health condition -----
- Learning Disability -----
- Long term illness -----
- Prefer not to say -----
- Other (please specify) -----



CONSULTATION

Response deadline 21 March 2024

12. Is the gender you identify the same as your sex registered at birth? Please select one option only

- Yes -----
- No -----
- Prefer not to say -----

13. Which of the following best describes your sexual orientation?

- Straight/Heterosexual -----
- Gay or Lesbian -----
- Bisexual -----
- Prefer not to say -----
- Other (please specify) -----

14. Are you

- Single -----
- Cohabiting -----
- Married -----
- Civil Partnership -----
- Separated -----
- Divorced/partnership dissolved -----
- Widowed -----
- Other -----
- Prefer not to say -----

Thank you for taking part in our survey. Consultation closes on **21 March 2024.**



NORTH HORSHAM PARISH COUNCIL FLAG FLYING POLICY 2024/25



The flagpole is located next to Roffey Millennium Hall on Crawley Road, Roffey. North Horsham Parish Council will fly the Union Flag (unless marked otherwise), resources permitting on the following occasions.

2024

6 th June 2024	Coronation Day
15 th June 2024	Official celebration of His Majesty the King's birthday.
16 th June 2024	Sussex Day (Fly Sussex Flag)
24 th - 29 th June 2024	Armed Forces week
21 st June 2024	Birthday of the Prince of Wales
3 rd September 2024	Merchant Navy Day
15 th September 2024	Battle of Britain
10 th November 2024	Remembrance Sunday
14 th November 2024	Birthday of His Majesty the King

2025

6 th June 2025	Coronation Day
21 st June 2025	Official celebration of His Majesty the King's birthday.
16 th June 2025	Sussex Day (Fly Sussex Flag)
23 rd - 28 th June 2025 (tbc)	Armed Forces week
21 st June 2025	Birthday of the Prince of Wales
3 rd September 2025	Merchant Navy Day
15 th September 2025	Battle of Britain
9 th November 2025	Remembrance Sunday
14 th November 2025	Birthday of His Majesty the King

The correct way to fly the Union Flag is with the broader diagonal stripe at the top on the side of the flag nearest the flagpole as shown above.

North Horsham Parish Council Meeting on 7th March 2024

Correspondence List 1 from 11th January to 28th February 2024

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"> • News Release : Budget 2024/25: thank you for your input as council budget plans progress • News Release : 'Be A Councillor' and make a difference in West Sussex • Residents eNewsletter : Budget update, become a councillor, book to recycle, free bus travel and more! • News Release : Last chance to turn a fire helmet into art for charity • News Release : Council plan and budget proposals endorsed by Cabinet • News Release : Operation Watershed celebrates ten years of supporting community flood schemes • West Sussex Recycles: Book to Recycle, Valentines Day, Community Food Hubs and more... • News Release : Apprenticeships funding available for West Sussex businesses • News Release : Full Council to decide council plan and final budget • Budget 2024/25 special edition • News Release : New dates scheduled for essential road repair work at The Carfax in Horsham • Residents eNewsletter : Prize draw health survey, free weight loss, fraud alert, and more! • News Release : Consultation opens on proposals to amalgamate Horsham schools • News Release : Successful 'food rescue' scheme will continue thanks to county council funding • News Release : Boost your wellbeing this March with West Sussex Libraries.
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • Parish and Neighbourhood Council Bulletin - January 2024 • Horsham District Local Plan 2023-40 • Local Plan Regulation 19 Consultation <i>**Guidance for Parish Councils to respond to resident queries**</i> • Latest news: Council to consider The Capitol Refurbishment; Council to set balanced budget; Council set to agree Climate Action Strategy; Local Plan Reg 19 opening to view • HDC Cllr Emery - Response to email expressing disappointment that no HDC/WSCC Councillors attended January Council Meeting • Climate Action News - February 2024 • Latest news: Council completes Bramber Brooks purchase; Get up to £5,000 to help your business; Council hosts Cost of Living summit; Horsham Marks Holocaust Memorial Day • Revised National Planning Policy Framework • Revised National Planning Policy Framework - Amended link • New Activity Area at Roffey Rec - install due to start w/c 12th Feb • HDC Economic Development: End of Year Newsletter 2023 • News Release : West Sussex residents asked to take part in major health survey • Horsham District Local Plan - Regulation 19 period of representation • Horsham District Local Plan 2023-40 Regulation 19 Proposed Submission • Universal Credit Migration - information for local residents

3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> • Events 16.01.24 • Newsletter 17.01.24 • Chief Executive's Bulletin 18.01.24 • Events 23.01.24 • Newsletter 24.01.24 • Chief Executive's Bulletin 25.01.24 • Events 30.01.24 • Newsletter 31.01.24 • Chief Executive's Bulletin 01.02.24 • Events 06.02.24 • Newsletter 07.02.24 • Chief Executive's Bulletin 08.02.24 • Events 13.02.24 • Newsletter 14.02.24 • Chief Executive's Bulletin 15.02.24 • Events 19.02.24 • Newsletter 21.02.24 • Chief Executive's Bulletin 22.02.24 • Events 27.02.24 • Newsletter 28.02.24
4.	<p><u>West Sussex Association of Local Councils (WSALC)</u></p> <ul style="list-style-type: none"> • Malcolm Eastwood Memorial Service • LNRS: briefing Parish & Town Councillors on Monday 26th Feb @ 6pm • Councillor Security Briefings
5.	<p><u>Horsham Association of Local Councils (HALC)</u></p> <ul style="list-style-type: none"> • HALC Draft Minutes & Planning Survey
6.	<p><u>Neighbourhood Alert/ Neighbourhood Watch/Action Fraud</u></p> <ul style="list-style-type: none"> • Sussex Alerts - Fraud News Letter [#208048806] • NHW - Sussex Police & Neighbourhood Watch to continue their valued partnership [#210281410] • NHW - Request for help - Midnight Walk, Horsham - Saturday 08 June 2024 [#212402623] • Please complete the "Sussex Alerts Survey" survey • NHW - The February edition of OUR NEWS is here [#213791296] • Sussex Alerts [#216524088] • NHW - Are you scam savvy webinars and online safety updates [#217393534] • The suspension of Horsham District Neighbourhood Watch Association • Local crime messages from Sussex Police [#217774775] • Sussex Neighbourhood Watch is supporting the UK Government's National Campaign Against Fraud [#217824345] • NHW - Are you scam savvy webinars and online safety updates [#219458071] • Sussex Alerts - Surrey and Sussex Police Cyber Security Webinars - Book Now! [#219937071] • NHW - Are you scam savvy? [#220605153] • NHW - Are you scam savvy? [#221272736] • NHW - Thinking of booking a holiday this year? Make sure you take steps to avoid falling victim to holiday fraud [#221296819] • Sussex Alerts - Fraud News Letter [#221911660] • Action Fraud - Stop! Think fraud. [#222443429]

7.	<u>NHS Sussex</u> <ul style="list-style-type: none"> • Do you want to make a difference? : Volunteer Recruitment
8.	<u>Gatwick Airport</u> <ul style="list-style-type: none"> • Discover London Gatwick • FASI South ACP Update Briefing - January 2024 Presentation and Documents • Gatwick In Touch - February 2024
9.	<u>Office for National Statistics</u> <ul style="list-style-type: none"> • Local authority update : Your February 2024 Newsletter Issue 12
10.	<u>Other Correspondence</u> <ul style="list-style-type: none"> • Shelley Memorial Project - Sponsorship opportunities ** Members are asked if they wish to add this to a future Agenda** • Mens Shed - Newsletter Winter 2024 • Govia Thameslink - Industrial Action to affect Great Northern, Southern, Thameslink and Gatwick Express services • TfSE - In this issue... The TfSE Podcast, The STB Conference, New Head of Programme, and 'Your Voices' • Sussex North Offsetting Water Scheme (SNOWS) Newsletter • AiRS (via WSALC) - AirS Rural Housing Enabling Service – How can we help you?
11.	<u>Resident letters</u> <ul style="list-style-type: none"> • Complaint regarding Ash die back works between Durfold Road and A26 • Clarification on points raised at Extraordinary Council Meeting under Public Forum item

North Horsham Parish Council Meeting on 7th March 2024	
Correspondence List 2 from 29 th February to 6 th March 2024	
Below is a list of correspondence received at the Parish Council Office which has been circulated via email to all Councillors.	
1.	<u>West Sussex County Council</u> <ul style="list-style-type: none"> • News Release : Local leaders meet to address West Sussex water issues through strategic intervention
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"> • Climate Action News - March 2024 • Latest news: District Council By-Election Results; Neighbourhood Wardens reconnect the community; Crackdown to combat highways littering in Horsham District • Parish/Neighbourhood Council planning training - Wednesday 20 March 5.30pm - 7.30pm
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Chief Executive's Bulletin 29.02.23 • Events 05.03.24 • Newsletter 06.03.24
4.	<u>West Sussex Association of Local Councils (WSALC)</u> <ul style="list-style-type: none"> • West Sussex Recycles: Waste Reduction, Food Waste Action Week, Easter and more...
5.	<u>Neighbourhood Alert/ Neighbourhood Watch/Action Fraud</u> <ul style="list-style-type: none"> • NHW - The March 2024 edition of OUR NEWS is here [#224902629] • Sussex Alerts - Sussex Police are hiring! [#226501240] • Sussex Alerts - Sussex Alerts Survey [#226548060] • Sussex Alerts - Surrey and Sussex Police Cyber Security Webinars - Book Now! [#226688280] • NHW - Staying Safe Online - March 2024 [#226838504]
6.	<u>Other Correspondence</u> <ul style="list-style-type: none"> • TfSE - The TfSE Podcast, our new Engagement Manager, and the STB Conference