

HORSHAM TOWN COMMUNITY PARTNERSHIP

A Company limited by guarantee, registered in England & Wales, Company No: 7765509
Registered Office: 1st floor, 51 Bishopric, Horsham, RH12 1BS.

Minutes of combined Management and Directors meeting held on 15th April 2015
at the Y Centre, Albion Way, Horsham

Present:- Jane Apostolou (JA), David Searle (DSe), Nigel Friswell (NF)
Diane Sumpter (DSu), David Skipp (DSk), Mary Crosbie (MC), Jan Irwin (JI) Sue Brundish (SB)
Sara Doy – Minutes Secretary

1. Welcome: JA welcomed all those present.

2. Apologies: Martin Bruton (MB)

3. Approval of the agenda: Approved

4. Conflicts of Interest: None

5. Minutes of Meeting held on 14th Jan 2015:

Point 5/6.1: Re. finding a new registered office – **Action JA:** to enquire if possible to use the Y Centre. (British Taxpayers have been informed that we are actively looking for a new registered office but are happy to email JA when a letter is awaiting collection rather than post them for the time being).

Point 9: Operation Watershed

No progression on this. The current funding from WSCC ceased on 31.3.15. To see if anything could be done on this, working together with the Neighbourhood Councils, some work had been done by Mike Powell on the process of how to apply for funding to address flooding issues:

- Applicant to identify issue and location and submit pre-application form
- WSCC review this
- WSCC design the solution
- Applicant to get 3 approved supplier quotes which WSCC then review
- Applicant to employ a contractor to do the work and WSCC approves it
- Applicant to pay contractor and close the project

Frankie Blow, WSCC Principal Community Officer, has confirmed now that the scheme will not operate in 2015/16. Mike has done some research work on flooding locations in the town, so if another form of scheme comes into being, this research might be useful for which ever group takes on such a project.

Point 10.2: Park House

A document has been sent to Tom Crowley, Jonathan Chowen and cabinet members on 19.1.15

6. Chair's Report

JA's report was circulated prior to the meeting (see attached copy of full report).

The main points were:

Re. Riverside Walk Phase 2 - Completed pro forma documents have been returned from organisations and schools in Horsham to gain feedback on the use of the RSW and how it might be improved. The fund application team are working on the fund application. Regarding the proposed North Horsham Development, there was a site visit to Kings Hill in West Malling, Kent,

on 3.3.15 and there is to be a meeting with Liberty Property Trust on Friday to discuss HTCP being part of a consultation reference group to ensure that the RSW facility is not lost if the development takes place.

Re. the Prewitts Mill planning application, JA attended a meeting on 30.3.15 with the developer McCarthy & Stone to discuss the letter of objection sent on 10.3.15.

The next Celebration Walk is set for 25th July, with potentially approx. 500 people taking part, and preparations have started. Sponsorship from the neighbourhood councils will be used to pay for a minibus, literature and any other associated costs.

The HDC Partnership Conference took place on 2.3.15 with presentations on issues facing the district i.e Employment and skills; Housing and Infrastructure; Health; and Community Safety. One of the main themes was the need to work more effectively with the voluntary sector. An extra-ordinary meeting was held following the conference to discuss how this could be achieved, and further meetings are to be arranged.

JA is to arrange a meeting with the chairs of Denne Neighbourhood Council, Forest Neighbourhood Council, Trafalgar Neighbourhood Council and North Horsham Parish Council to review the working relationship of HTCP and these organisations now that the M of U with these organisations is due to be renewed in the Autumn of 2015. **Action JA**

7. Treasurer's Report: DSu's report was circulated prior to the meeting (see copy attached).

7.1. Balance in HTCP account.

The balance as of the treasurer's report to 31.12.14 broken down as follows:

HYPER	= £258.52
Riverside Walk	= £1,111.89
General	= £546.02
Deposit	= <u>£2,520.02</u>
Total:	= £4, 436.45
of which:	
Current account balance	= £1,916.43
Bonus saver account	= £2,520.02

HYPER - £144 has been paid to a charity Youthscape – Self Harm.

RSW – DSu is liaising with Mike Powell on the Biffa Award accounting figures to add to the Heritage Lottery Fund application.

7.2. ENTRUST Return:

Completed 14.4.15, Project Completion form completed 15.4.15

7.3. Horsham Blueprint:

Copies of the bank statements have been forwarded to the chair of Blueprint when received. The balance of the grant monies has been paid. There is a very small balance in the account. Blueprint have asked that the 'designated account' be kept open in case further grants are received that need to be paid into this account.

8. Riverside Walk Enhancement Project Phase 2 (DSe)

Suzsanne Shaw, HDC, is currently looking at the availability of s106 funding currently set aside for RSW areas. She has said that the Government has introduced backdated legislation restricting the pooling of multiple s106 agreements for the same project. She is looking at the implications of this and will get back to us.

Currently £125k approx. is available ins106 funding which could be used as match funding for HLF applications. (See attached copy of spreadsheet of funds available)

9. HYPER

A report from JI and minutes of recent meetings were circulated prior to the meeting.

JI reported that HYPER have created their own logo and branding, and are looking into developing Mental Health First Aid packs (in line with the focus of all youth councils and youth parliament this year). There was a discussion regarding the ongoing management of HYPER. DSu advised that £258 is available to them and questioned whether they intend to claim for expenses e.g refreshments, telephone calls etc.

JI will be stepping down from her role at the AGM so a replacement is needed. **Action JA.**

10. Website

MB found out some information on setting up a new website and monthly costs from Chas Alexander, who set up and maintains the Billingshurst Community Partnership website. Advertising can be done on the website to help with costs. And subsidiary websites can also be set up to help with costs – one accessing a subsidiary website does not know that this is happening i.e. we sublet other websites through the HTCP one. Chas Alexander is happy to come and speak to us. Evan Giles has suggested Fitzpatrick Woolmer <http://creative.fwdp>. MB has bought a domain name 'horsham.community' for one year at £23.99 on the advice of Chas, as if any company realises you are searching for a suitable domain name, they buy it first and try to charge a fortune for it.

Action: MB to be reimbursed £23.99

With the Riverside Walk it would help to have a more interactive website, especially for tying in with things like the ARC Explorer app etc.

11. HTCP AGM

This is to be held on Wed 15th July at 7.30pm. Lavinia House has been booked from 7pm to 10pm with the use of the Day Centre and kitchen.

Ideas for a guest speaker are needed.

Stuart Card of HDC and Dominic of HYPER are possibilities. JA will ask Jean Griffin for ideas.

At the AGM a third of the directors need to retire and then stand for re-election.

Action JA: to speak to David Moore regarding who is stepping in for MC at Trafalgar Neighbourhood Council.

12. AOB

12.1. Jan Irwin is stepping down from the Management Committee at the AGM. JA thanked her for all her help.

12.2. HTCP will have a stand at Sparks in the Park on Sunday 12th July, which will be used to highlight the RSW project and Celebration Walk event on the 25th July.

13. Date, time and place for next meeting: AGM on Wednesday 15th July 7pm to 10pm at Lavinia House, Dukes Square, Denne Road, Horsham.