



DENNE NEIGHBOURHOOD COUNCIL

Clerk: Miss Jenny Hartley. 88 Rusper Road, Horsham. RH12 4BN

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***Minutes of the DNC Meeting held on Thursday 24 April 2014 at 7pm
in The Church Lounge, London Road Methodist Church
London Road, Horsham.***

MINUTES

1. 2014/91 Meeting Open and Welcome from the Chairman

TM opened the meeting (postponed from 17th April due to quorum) and welcomed those present.

2. 2014/92 Attendance and apologies

Present: DNC Chairman Trudie Mitchell (TM), Judy Pounds (JP), John Moon (JM) and Jo Bull (JB)
– left the meeting at 20.45pm

Also Present: J. Hartley - Clerk (JH)

Apologies for absence were received from: DNC Vice Chairman Martin Bruton (MB), Ian Botting (IB), Gianni Lozzi (GL), Jane Apostolou (JA), WSCC/HDC Cllr David Sheldon, HDC Cllr David Sheldon, HDC Cllr Frances Haigh, HDC Cllr Laurence Deakins and WSCC Cllr Nigel Dennis.

3. 2014/93 Declaration of Member's Interest

JB declared an interest in planning application DC/14/0110 Brit Chiro Practice, as she is an employee at the company.

4. 2014/94 Approval of Minutes from last meeting (16.01.14)

Minutes approved. Proposed by JB seconded by JM.

5. 2014/95 Matters arising from last meeting and outstanding action points.

There were no matters arising from the previous minutes.

6. 2014/96 Chairman's Report

Meetings attended

21/03/2014 – Meeting organised by Tanbridge Park residents with Environment Agency, (see circulated report).

24/03/2014 – Project group meeting about the North Street and Railway subways, (see circulated draft minutes).

27/03/2014 – Quarterly meeting with Helena Croft and Natalie Brahma-Pearl, (see circulated report).

03/04/2014 – Meeting with new owners of Linden House, (see planning)

04/04/2014 – Walkabout to discuss Bishopric area connectivity with Waitrose development, (see circulated report).

07/04/2014 – Meeting with Tom Crowley, Trevor Beadle and other NC Chairs to discuss S106 proposals, (see S106).

14/04/2014 – Meeting with Trevor Beadle and Melanie Stowell about improving S106 reports, (see S106).

Future meetings

30/04/2014 – West of Horsham site visit

14/05/2014 – Biannual meeting with Tom Crowley and NCs

Town Centre Way Finding

At the meeting with Helena Croft and Natalie Brahma-Pearl on 27th March we were told that we would be consulted on the proposals for new directional signage including fingerposts and monoliths.

There is some disagreement on the type of maps to be used:

Either 2-dimensional as favoured by DDA (Disability Discrimination Act) for clarity; or 3-dimensional showing pictorial features (using the Time Well Spent map - non-digital), which is more eye-catching but less detailed?

Heads up (direction of view) or North up?

Size of area - include Queen Street? Include West End (JLP) now or later?
Differentiate pedestrian areas more clearly
Include footpaths and Riverside Walk
What locations should be referenced? Major retail outlets? Civic buildings?
Clarity of colours and type face
Colour of monoliths – blue or maroon?
Help needed in checking information.

Town Centre Way Finders:

Members discussed and reviewed the copies of the proposed Way Finder Maps proposed for the Town Centre.

It was agreed DNC's preference for the Town Centre Way Finder Maps should be both the Town Well Spent Map and the 2 dimensional versions as both suit specific areas.

The following points were agreed:

The colours used in the 2 dimensional map are not eye catching and should be reconsidered.

They need to be more vibrant – certain areas look very insipid.

The typeface used for the wording is not suitable because it lacks clarity.

Maps should be 'Heads up' and always have a North indicator.

Main Roads to be shown clearly and the quieter/residential roads to be more faded out.

Background for the typeface: Members agreed that Maroon is not a suitable colour. The background should be a simple darker colour – e.g.: dark blue to allow the typeface colour to stand out clearly.

Collyers College should be clearly shown on the Maps as a historical building and a visitor destination for adult education and events.

Check all faith Churches/Establishments are clearly shown – St Mary's Church is clearly shown.

The Causeway should also be shown.

ACTION: TM to submit DNC's comments to HDC.

Changes to Staffing – HDC

DNC Members noted the following Officers who are leaving HDC:

Karen Tipper

Chris Carey

Val Cheeseman

7. 2014/97 Clerk's Report

DNC Notice Boards

The Clerk informed Members that she has received a response from HDC and the notice boards will be looked at in due course; the delay is due to current work load.

I.D Cards

The Clerk informed Members that she has been in contact with HDC and this is looking positive. Photographs and the DNC logo have been emailed to HDC for review and Andy Flack is working on the layout options.

Railing Planter

Responses from the majority of DNC Members shows that we are in favour of sponsoring a railing planter and the most favoured position is at the Railway Station. JP raised the possibility of the location being nearer to the Park, however there may not be any suitable areas near the park. It was agreed DNC will sponsor a Railing Planter at the cost of £150+vat, to be positioned at the Railway Station area.

ACTION: Clerk to complete the form required by HDC for the sponsoring of a railway planter and submit to Lynda Cheeseman – HDC. Clerk to check the payment of VAT relating to the invoice as this was not charged last year.

8. Reports From Members: (Please note the following items have been renumbered)

8.1 2014/98 Finance

GL sent the following report as he had sent apologies for this evening's meeting.

Bank Statement as at 27th March 2014:

Balance on 31st January 2014: £ 4,794.83

Payments made since 31st January 2014:

cheque 278: £ 560.00 (Clerk salary payment to WSCC for 2 months - Nov 2013 + Jan 2014)

cheque 279: £ 56.99 (Chair stationery expenses - Staples receipt)

Balance on 27th March 2014: £ 4,177.84

ACTION: Clerk to chase GL to see if hall hire invoice has been paid and also if there is an update on the possibility of online banking for DNC.

ACTION: Clerk to talk to Beverley Bell (Billingshurst PC Clerk) to see if she are aware of any online Banking systems that PC/NC's are able to access.

8.2 2014/99 Section 106 Agreements

Un-parished Area Combined Projects

The NC Chairs and Town Centre Councillors were invited to a meeting on 7th April with Tom Crowley, CEO and Trevor Beadle. The purpose was to agree that projects could utilise funds across the un-parished areas if the project benefitted the town as a whole.

As the Neighbourhood Councils have previously complained about not spending S106 funds, it was impossible to defend holding onto money for any undetermined future projects.

There were 4 projects discussed, 2 in Forest, 1 in Denne and 1 in Trafalgar (see table)

Project	Area	Denne	Forest	Trafalgar	Total
Collyers	Denne				
	Open Spaces	21967			21967
	Community Facilities	31657	17360	891	49908
	Total	53624	17360	891	71875
Trinity	Trafalgar				
	Open Spaces	16524		17000	33524
	Community Facilities	4620	37134	25555	67309
	Total	21144	37134	42555	100833
Bennett's Field	Forest				
	Open Spaces		35614		
	Community Facilities		44298		
	Total		79912		79912

Scout Hut	Forest				
	Open Spaces				
	Community Facilities		31636		
	Total		31636		31636
All	Open Spaces	38491	35614	17000	91105
	Community Facilities	36277	130428	26446	193151
	Total	74768	166042	43446	284256

The NCs queried whether the facilities could be guaranteed for future community use and asked for conditions to be imposed. Support was agreed for the projects, but there was disagreement on how much money remained unallocated in the un-parished areas once these projects had been deducted. The NCs asked for confirmation of figures.

ACTION: TM to send the Clerk Trevor Beadles title.

Head of Community and Culture

8.3 2014/100 Planning

MB has sent his apologies for this meeting:

TM reported on the following:

Procedure Problems

DNC has submitted additional planning procedural problems to HDC. Manny Singh has offered to spend a morning showing representatives (TM, MB and the Clerk) round the Planning Department to follow the route and process of planning applications, date t.b.c.

Requests for Committee decisions

DC/14/0110 West Street – BritChiro – still waiting further details from the applicant, it is likely to go to Committee in May. A request has been submitted for inclusion of a photograph of the existing wall to be included in the report.

DC/14/0154 Linden House – DNC objected to the proposed highway access onto Albion Way and asked for the application to be heard by the Committee rather than delegated. TM spoke at the Committee hearing on 1st April stating that the traffic survey was inadequate. The decision was deferred to allow for further consultation with WSCC Highways.

Since then the property has been sold to iWS Group and their project manager Nigel Rippon requested a meeting with TM and the Horsham Society. They propose retaining the building but converting it into 65 micro-apartments, using the existing Madeira Avenue access. WSCC had previously objected to this access on grounds of contra traffic flow with office workers entering adjacent premises and residents leaving Linden House. iWS consider traffic movements from Linden House have been overestimated by WSCC.

DC/14/0687 was submitted for change of use but has not yet appeared on the HDC planning portal. Nigel Rippon wishes to meet DNC members to explain their proposals.

Objections

DC/14/0359 92-98, Hurst Road – MB submitted an excellent objection to this scheme incorporating and adding to the reasons used to object to the previous application.

DC/13/2126 Bishop's Weald and Bishopric – Although there was no objection to the Bishopric proposal the two developments cannot be separated, therefore an objection was submitted overall asking for changes to be made to the façade design of Bishop's Weald House and to the landscaping in Albion Way

New Application

Norfolk House, North Street – McCarthy and Stone has purchased the plot and received permission for change of use from office to residential (retired living accommodation). An exhibition was held in the Drill Hall on 23rd April but DNC was not invited as a stakeholder. TM was informed about the exhibition by Cllr. Frances Haigh and so was able to attend. McC and S said they had not been advised by HDC that the Neighbourhood Council existed and should be consulted; they were simply told the town is un-parished.

The proposal is for 21 x 2 bedroom apartments with 18 parking spaces. The proposed building will be on stilts with ground level parking and an entrance lobby area. The building will have three floors of apartments with a fifth floor set back. The building has a very heavy appearance and looks like a C20th office block with no balconies or interest on the main façade. There is no garden area and there were no details of any landscaping.

Horsham Society representatives were also at the Exhibition and the consensus opinion was that a different design is required. There is a website to view the plans www.mccarthyandstone-consultation.co.uk/horsham

This goes to http://www.mccarthyandstone-consultation.co.uk/UserFiles/horsham/15612_McCarthy%20%20Stone%20Horsham%20Panels%20AW%20LR.pdf

ACTION: Clerk to liaise with MB for a date to attend a meeting at HDC to review the planning system.

ACTION: TM to arrange a meeting for the DNC Planning Committee with Nigel Rippon regarding Linden House application

ACTION: Clerk to email to DNC Members the McCarthy and Stone link for the proposed planning application for Norfolk House, Horsham. DNC to submit comments to TM/MB ASAP.

8.4 2014/101 West of Horsham Development.

Twitten The new route is open at long last and gates have been placed to close off the old route to protect the school. Berkeleys have installed new gates at the east end which match the fencing but WSCC have reused an old gate at the west end and it has had to be set on a diagonal as it is wider than the path.

NEAP Some minor remedial work has to be done before the play area is transferred to HDC and opened for use

Bund The area around the "dry" pond opposite River Walk has been built up to create a grassed bund (approx. a foot high) to prevent floodwater overflowing onto the road (as it did on Christmas Eve).

Cllr Godfrey Newman's Snagging List GN is a Highwood resident and after a recent conversation sent TM a list of problems experienced by himself and other residents. These matters have been raised with Berkeleys and most, including flood-related problems, have already been dealt with or cannot be traced to specific properties. GN has been informed of specific answers and has not raised any further queries.

8.5 2014/102 Community Services – Youth

JP and JB informed Members there were no updates for this evening's meeting.

8.6 2014/103 Community Services - Older Persons

There was no report as MB had sent his apologies for this evening's meeting.

8.7 2014/104 Highways and Transport

New works programme WSCC have issued a road maintenance programme for 2014-5 which includes resurfacing Three Acres among other areas in the town. Highlighted reports for 2014-5 and 2015-6 have been circulated to members. Some work listed for 2014-5 has already been done this month.

Subways See circulated report for meeting 24th March.

Nigel Dennis has been asked to confirm if the item in the 2015-6 WSCC road maintenance programme refers to resurfacing the subways.

Gate House Development, Denne Parade A FNC Member contacted DNC to say that his wife had nearly been run over by a vehicle exiting Gate House and turning left into Denne Parade i.e. the wrong way down a one-way street. WSCC Highways state that the sign (white arrow on blue) on the wall opposite the exit fulfils highway requirements and suggested asking local police / wardens to monitor the area. TM is trying to contact the correct person at Southern Homes to ask if they would remind residents, or could improve signage.

8.8 2014/105 Communications

There was no report as MB had sent his apologies for this evening's meeting.

DNC Newsletter:

TM informed Members that it had been a considerable time since a DNC newsletter had been published. Discussions took place regarding a fresh approach, JB and JP offered to brainstorm ideas.

ACTION: Clerk to email over the TFC newsletter to Members for comment/ideas.

8.9 2014/106 Park and Countryside

TM and JB are meeting with HDC Cllr Jonathan Chowen on 8th May 2014 to discuss various matters relating to the Park.

8.10 2014/107 Emergency Plan

There was no report as IB has sent his apologies for this meeting.

Flooding A resident in Longfield Road contacted DNC to ask for help about flooding experienced around the route of a culvert running across gardens along the road. TM spoke to both Jamie Fielding at the Environment Agency and Kevin Macknay at WSSC, the latter has agreed to undertake a drainage survey to establish if there are any blockages.

8.11 2014/108 Police

There was no report as MB had sent his apologies for this evening's meeting.

8.12 2014/109 Town Centre

No further report for this meeting.

8.13 2014/110 HALC/CLC

There was nothing report this evening as there have been no HALC/CLC meetings held.

9. 2014/111 HTCP

JA's report was circulated to Members prior to this meeting. (See appendix I)

Bench Inscription Confirmation

TM informed Members that the quotation for £95 did not include the inscription. TM has obtained quotations for possible inscriptions ranging from £42 without colour logo to £162 with colour logo (vat included).

It was agreed to proceed with the bench plaque and the inscription will consist of:

"Sponsored by Denne Neighbourhood Council, along with the month and year (2014)" There would be no logo included.

ACTION: TM to inform HTCP of DNC's decision.

10. 2014/112 Horsham Blueprint Neighbourhood Forum

The Inaugural General Meeting of Horsham Blueprint Neighbourhood Forum was held on 29th March to approve the constitution and elect a Steering Group. Frances Haigh was elected Chair.

A Neighbourhood Forum is required to have 21 members who have signed the constitution and Blueprint has collected 45 signatures and additionally has a contact list of over 160 interested individuals.

It was agreed that the Steering Group would have a maximum of 15 members and include one representative from each Neighbourhood Council and one representative each from The Horsham Society and Horsham Town Community Partnership. The rationale for this format was retaining experience on the process so far and the need for continuity. The Steering Group held its first meeting on 12th April and roles have been allocated.

The next step is to submit an application to HDC for approval of the designated area and to be accepted as the Neighbourhood Forum for the un-parished area.

11. 2014/113 Members Questions and Comments

There were no Members questions and comments this evening.

12. 2014/114 Reports from County and District Councillors

There were no HDC/WSCC Cllrs present this evening.

13. 2014/115 Date of Next Meeting

Date of next meeting: Thursday 15th May 2014

6.30pm Closed session to receive a Presentation from Ben Wood - Saxon Weald

7pm (Approx.): DNC AGM

7.30pm (Approx.) DNC monthly meeting

There being no other business the Chairman closed the meeting at 20.44pm.

Signed:_____

Date:_____

APPENDIX I – REPORT FROM HTCP – J. APOSTOLOU

Horsham Riverside Walk Enhancement Project:

Phase 1

Installation of signage and benches is well underway. The installation contractor is presently on holiday and will continue installation work after Easter. The interpretation boards have been delivered to secure storage at the HDC Chesworth Farm depot.

Press releases have gone out to announce that work has commenced. The new information leaflet is ready for print once HDC have given their feedback.

We have been approached by the RSPB ARC Project to include an electronic version of the Riverside Walk leaflet on their ARC mobile website / app as they wish to feature six self-guided public trails.

We are awaiting an ecological survey to be done by HDC of the areas along the Walk that do not already have volunteer groups helping to maintain the Walk. This needs to be done to ensure that any work carried out by volunteers is done appropriately and at the correct time of year. Once this is accomplished the new volunteer groups can be set up.

Preparation work is well underway for the Celebration Walk, taking place on 26th July 2014. This event will mark the completion of Phase 1. Press releases to highlight the event will go out in the HDC schedule of town events, the AAH magazine, West Sussex County Times and the District Post.

Phase 2

This is to address improvements to the walking surface by the installation of either a limestone chipping surface or board walk where needed while still maintaining the rural aspect of the Walk. A survey of distances has been done. From this we are able to get costings together. Fund application to the WSCC Big Society Fund, s106 Open Space Funding and to the National Lottery Heritage Fund has started.

HYPER:

The group met Jan Irwin, a new member of the HTCP management committee, who together with Mary Crosbie will be the point of contact within HTCP for the HYPER group. The group are presently working on a document to put forward their ideas and views on how lighting guiding the pathways in Horsham Park could be achieved. Members of the group attended a special 'Away Day' at Daledown meeting centre to network with other youth councils. A new updated parent consent form has been formatted by the youth workers.

North Street Subways:

Representatives of HTCP took part in a group meeting held by HDC on 24th March to discuss a way forward to help address perceived safety and upgrades to the North Street subways, how these could be funded and phased. A project team has been put in place, represented by HDC Parks Dept and HDC Engineer, WSCC Community and Economic Development, WSCC Cycling Infrastructure, HDC and WSCC Town Councillors, HTCP, DNC, FNC, Horsham Society and HIB. Public consultation will take place to gain feedback from users of the subways before plans are produced.

Horsham Blueprint (HBP):

An agreement is being drawn up between HTCP and HBP on how the funds supplied by central government to HBP will be managed in the HTCP bank account, as a requirement by government is that the funds need to be kept by an incorporated company. David Searle, who represents HTCP on HBP, attended the first steering group meeting on 12th April, 2014.

Memorandum of Understanding between HDC, WSCC and the District's Community Partnerships (CPs):

The draft is almost complete having had some amendments made. The M of U is to be adopted by the District's CPs with the proviso that if they wish they can make some adaptations to make the M of U more relevant to their situation. The draft is hoped to be ready for approval at the

next joint meeting of the Horsham Rural Towns Forum on 29th May, 2014 before being submitted formally to the District's CPs for adoption.

HTCP AGM:

The HTCP AGM is being held on Wednesday, 14th May 2014 at Age UK, Lavinia House, Dukes Square, Denne Road, Horsham, RH12 1GZ. Presentations with slides will be given by Jake Everitt, HDC Countryside Warden, on the flora and fauna to be seen on and around the Riverside Walk and also David Wellbelove, Chair HAVS, will give a presentation of what makes a good volunteer, how to keep volunteers motivated and enthusiastic.

District Post Articles:

HTCP's first articles of the year in the run of press releases done by the District's CPs were published on 14th and 24th March, 2014. The second of these articles was given over to Horsham Blueprint to help highlight their set up and progression.

Horsham Society Newsletter:

HTCP will have an article in the May / June edition of the Horsham Society Newsletter giving information and interesting background on the Riverside Walk.

West Street Enhancement Project:

The last board meeting of the West Street Enhancement project (on which HTCP was represented) was held on 21st January 2014. The final stage of the project to be implemented is the installation of the planting scheme which will be done shortly.