

HORSHAM DENNE NEIGHBOURHOOD COUNCIL



**Minutes of the meeting held on Thursday 17th March 2016
at 7.00 p.m.**

**The Church Lounge, London Road Methodist Church,
London Road, Horsham.**

Item	Detail
1	Meeting Open and Welcome from the Chairman Meeting opened 19.00 by Trudie Mitchell
2	Attendance and apologies for absence: Attending – DNC: Trudie Mitchell, Jane Apostolou, Ian Botting, Nigel Hillpaul, Sara Doy (Clerk) WSCC Cllr Nigel Dennis (arrived 20.20); HDC Cllr: Peter Burgess (arrived 20.30 and left at 21.15) Apologies – DNC: Gianni Lozzi, Martin Bruton, Judy Pounds; HDC Cllrs: David Skipp, Tony Hogben ; WSCC Cllr David Sheldon
3	Declaration of Members' Interests Trudie Mitchell – Horsham Blueprint ; Jane Apostolou – HTCP, WRRRA.
4	Approval of Minutes from last meeting (18.2.16). Approved by IB, seconded by JA PCSO report regarding Night Shelter – WSCC Cllr David Sheldon had queried the statement that the Night Shelter is unlikely to continue next Winter. SD contacted PCSO Charlene Parsons to clarify this point but has not heard back.
5	Matters arising from last meeting and Action points 8.7: Community Support Teams Consultation: TM and SD responded to the Consultation. 8.3: 19 Carfax – HDNC have objected to the planning applications. 8.12: Bins outside Bill's Restaurant – see 8.12 this meeting.

6	<p>Chairman's Report</p> <p><u>Meetings attended</u></p> <p>03/03/2016 Anna Chapman (see 8.9)</p> <p>03/03/2016 Garry Mortimer-Cook (see 8.12)</p> <p>07/03/2016 Town Vision – TM and MB with Clive Burley (see 8.12)</p> <p>07/03/2016 CLC – JA and JP attended</p> <p>08/03/2016 Horsham Unlimited (8.12)</p> <p><u>Future Meetings</u></p> <p>21/03/2016 West of Horsham Site Visit</p> <p>21/03/2016 Police Briefing – IB said he could attend.</p> <p>07/04/2016 HDC and NCs Quarterly Meeting – Members were asked to forward items for the agenda.</p> <p>ACTION: All members.</p> <p>NH commented that he had noticed an increase in the number of vagrants/homeless people sleeping in the Carfax area and West Street. JA said that she witnessed some vagrants by Waterstones on a Saturday at lunchtime.</p> <p>This is not a matter for the Quarterly Meeting but will be reported to the Police.</p> <p>ACTION: NH to send details and times to SD. SD to forward to PCSOs.</p> <p>14/04/2016 Town Vision Meeting with Chris Lyons – Blueprint and Neighbourhood Councils to attend.</p>
7	<p>Clerk's Report</p> <p><u>Newsletters</u> – the combined HDNC and Blueprint newsletter was printed by JR Print and passed to Serhat Kiziltas last week to carry out the distribution to all residents of the Denne Neighbourhood area.</p> <p>ACTION: All members to let SD know when they receive their copy.</p> <p><u>Church Hall Users</u> – SD received an email from Valerie Cummings who deals with the Hall Hire saying that recently there has been several incidents where Church members on locking up duty have found fire doors left open, windows shut but not locked and on one occasion, a tap left running.</p> <p>ACTION: All to remember to check the premises before they leave.</p>

8	Reports from Members:
8.1	<p>Finance</p> <p><u>HSBC Internet account:</u> TM visited the bank to enquire if there was any progress on opening the HDNC account and discovered that paperwork had been sent to the wrong address. There is still a query regarding one of the forms and this will be dealt with by GL on his return.</p> <p><u>Special Charge:</u> Re our request that the additional funds should be allocated to Blueprint, Natalie Brahma-Pearl is checking with the Head of Finance as to whether funds can be credited to a new category.</p> <p>Finance Statement at 17.3.16: SD provided the following statement in the absence of GL.</p> <p>Balance from NatWest Statement 24.11.15 = £5695.67</p> <p>13 payments made since 24.11.15 = £3235.09</p> <p>Balance remaining = £2460.58</p> <p>The 2016 Grant of £4936 is due in April.</p>
8.2	<p>Section 106</p> <p>See Item 9 HTCP</p>
8.3	<p>Planning</p> <p><u>Additional points to consider on Planning Applications:</u></p> <ol style="list-style-type: none"> 1) Change of use from office to residential in pedestrianised areas: need to ensure access for removal, delivery and emergency vehicles e.g. St John's House, Springfield Road. 2) Awareness of needs for those with mental or physical disabilities e.g. dementia friendly design. 3) Building up to the pavement edge e.g. objection to DC/16/0200 Fenhurst Close extension. <p><u>Comewell House, North Street:</u> This has been sold to Creative Assembly who will use it in addition to their Spire Court Offices.</p> <p><u>Westrock Bishopric Redevelopment:</u> Planning permission was granted for 17 shared-ownership apartments on the Lifestyle Ford site. The existing buildings were demolished and the site has been an eyesore for many months without any activity. In April 2015 it was announced that HDC had purchased the land to provide temporary accommodation for homeless families.</p>

	<p>TM contacted Andrew Smith at HDC as the site gives a bad impression at one of the main entrances to the town. Apparently it has taken nearly a year for the sale to be completed but this was done 2 weeks ago; work will start soon and should be completed within 12 months. AS has spoken to Brian Elliott who said the contractor will be tidying the site and improving its appearance.</p> <p><u>Winterton Court</u> – Saxon Weald are to have an exhibition at The Capitol on 22.3.16 from 5pm to 7pm.</p> <p><u>DC/16/0347 – SpecSavers West Street</u>: MB reported that HDNC has objected to the proposed bright green back illuminated fascia signage and hanging sign as it is out of keeping in the conservation area and against HDPF 2015 policy.</p> <p><u>Reponses to planning applications</u>: Since the February Meeting HDNC has submitted 14 responses (2 objections) to applications with 4 more still to make submissions on.</p>
8.4	<p>West of Horsham Development</p> <p>There is still no further information on any of the outstanding planning applications.</p> <p>The site visit due on 14th has been postponed to 21st March.</p> <p>HDNC were asked to approve the naming of a street as Gatehouse Mews and have agreed although it hardly seems appropriate. TM will contact Olivia Forsyth, Berkeley's, to suggest that she could contact Jeremy Knight at Horsham Museum for ideas for future street names.</p> <p>ACTION: TM to contact Olivia Forsyth, Berkeley's.</p>
8.5	<p>Community Services – Youth</p> <p><u>Minuting of CYW meetings</u>: JP, on behalf of HDNC, has asked for minutes to be reinstated at future meetings to be put on the Agenda at the next meeting 12.4.16. At the April meeting Lisa Boydell, HDC Community Development and Engagement Manager, will be handing over to Melanie Stowell, HDC Grants and Funding Officer.</p> <p>JA suggested that as Horsham Matter's take their own minutes; perhaps they could also circulate them to the NCs for information but not to replace the need for NCs to have their own record.</p> <p>JP is willing to take minutes when she is able to attend; TM will endeavour to attend if JP cannot.</p> <p>ACTION: SD to email David Sheldon, Horsham Matters CEO.</p>

8.6	<p>Community Services – Older People</p> <p><u>Horsham District Dementia Action Alliance:</u></p> <p>A presentation was made to Horsham Unlimited by Sharon Cadman, HDC Dementia Friendly Co-ordinator; since businesses have a corporate responsibility to care for all visitors, including the lost and confused. The HDDAA is involved in issues that affect dementia sufferers including transport; dealing with shopping and businesses; leisure and wellbeing; education of young people to understand the effect of dementia; and creating care pathways with GPs and homecare. Training sessions (approx.40 minutes) are available and have been done for Swan Walk staff.</p> <p>Leaflets were distributed to HDNC Members.</p> <p>TM proposed that HDNC should apply to join the alliance as we can support their efforts by publicity and also bear in mind the needs of dementia sufferers when responding to planning applications.</p> <p>ACTION: SD to submit application to join the DAA</p> <p><u>Horsham District Older People’s Forum:</u> MB reported that the Forum had a very successful public meeting on 4.3.16 with Jeremy Quin MP answering questions from the floor. The meeting was so successful that it is intended to hold a similar additional event with a Horsham District MP every year. Nick Herbert MP for Arundel and South Downs has already been asked to attend the meeting on 3.2.17. The next public meeting of the Forum will be on 1.6.16 10.30am to 1pm at Pulborough Village Hall, Swan View. The Forum would like anyone aged 60 or over (and carers), resident in the District, to be on the email circulation list. Email: hdopforum@gmail.com .</p>
8.7	<p>Highways and Transport</p> <p><u>Albion Way Crossing:</u> Still no update</p> <p><u>Integrated Works Programme 2016-7:</u> There are only 2 items relevant to Denne.</p> <p>Bishopric: 95533 – Installation of a new pedestrian crossing to the north of the roundabout at the Waitrose carpark entrance.</p> <p>Worthing Rd: 63673 – Carriageway resurfacing between the Hop Oast roundabout and Horsham Golf and Fitness. This is outside the Denne area but is likely to cause delays.</p> <p><u>Wimblehurst Road:</u></p> <p>JA spoke at the CLC Meeting about the traffic issues and lack of progress in securing promised S106 funding (see previous Minutes) and was supported by Cllr. Nigel Dennis. JA has sent</p>

	<p>further correspondence to Mike Elkington and John O'Brien at WSCC.</p> <p>Chris Stark, WSCC Area Manager Highways has contacted JA to say that to address all the issues would cost more than the money available. The priority issues to be addressed would be the speeding and HGV weight limit.</p> <p>It is hoped to obtain further S106 funding from the main Novartis Site, which is proposed to become part Science Park/ part residential.</p> <p>Parsonage Road Temporary closure: JA reported that a lot of lorries from the demolition site are using Wimbleshurst Road instead of North Heath Lane. NH suggested speaking to someone at the site to check the drivers know the correct route.</p> <p><u>Subways:</u></p> <p><u>Project Group Meeting:</u> this was cancelled as there has still not been any response from Network Rail.</p> <p><u>Resurfacing:</u> The work has been done but to such a low standard that the scraped surface looks like an undercoat and the drainage has not been improved, in fact there are now puddles where there were none previously. TM has written to Evan Giles and WSCC; Forest NC has also complained and WSCCllr. Morwen Milsom has taken the matter up with Norman Campbell.</p> <p>At the meeting WSCCllr. Nigel Dennis was asked if he could also assist.</p>
8.8	<p>Communications</p> <p><u>Newsletter:</u> The combined HDNC / Blueprint newsletter has been printed and is currently being distributed. Thanks to our Clerk for her efforts in organising this long overdue event. Members are requested to confirm when their own copy is delivered.</p> <p><u>Scams and NHW Alerts:</u> MB reported that an additional page has been added to the HDNC website 'Scams and NHW Alerts' with useful information on the latest online and telephone fraud. Examples are fraudsters claiming to be from HDC saying that householders have to pay a fine for contaminated recycling. Another scam purports to be from the DVLA claiming for unpaid Fixed Penalty Notices.</p>
8.9	<p>Park/Countryside and Leisure</p> <p><u>Walkabout Meeting:</u> due on 16th did not take place.</p> <p><u>Assault in Park:</u> Information was circulated to members about the attack that took place on a Collyer's student in the Park. HDNC had already requested that the shrubbery be cut back in the area near the Hurst Road entrance, but the work had been delayed because the ground</p>

	<p>was too wet to allow a vehicle on site. A large area has now been cleared but JA and TM will ask for additional clearance along the path towards the Pavilions and for the hedge height to be lowered.</p> <p>Draft Sports and Physical Activity Strategy: This was discussed and approved in principal although there is little specific detail.</p> <p>ACTION: SD to respond to HDC.</p>
8.10	<p>Emergency Plan</p> <p>No report</p>
8.11	<p>Police</p> <p>Weekly reports are circulated.</p>
8.12	<p>Town Centre</p> <p><u>Horsham Unlimited:</u></p> <p>The minutes from the meeting on 8th March have not yet been received but will be circulated in due course. The main items were the presentation from Sharon Cadman, (see 8.6); information that a second defibrillator would be located outside the Bishopric end of Swan Walk; an update on the arrangements for Piazza Italia and efforts to increase Sunday footfall by offering more events and band stand concerts; Gill Buchanan expressed relief that the Sunday Parking charges, although opposed by HU, had not resulted in publicity that would deter customers from visiting Horsham.</p> <p><u>Swan Walk Consultation:</u></p> <p>There will be an exhibition showing proposals for the redevelopment of the Trend House end in Swan Walk on 18th and 19th March. Members were urged to attend. NH expressed concern that inclusion of a Multiplex Cinema could adversely affect The Capitol's future.</p> <p><u>Sunday Car Parking Charges Proposal:</u> HDC has agreed the proposal and HDNC has received information regarding the new hours and charges. A message has been sent requesting clarification about some of the proposed signage. TM was told by email that there should be a response by 18.3.16.</p> <p>Following discussion it emerged that not all HDCllrs. were aware that CPZ restrictions do not apply on Sundays and this may have adversely affected the decision to introduce Sunday charging.</p> <p>ACTION: TM to contact HDC regarding CPZ restrictions.</p>

Town Vision Meeting; TM and MB had an update meeting with Clive Burley to check the time line and scope of the Town Vision. CB confirmed which consultants are being used and that all the Horsham Park and Denne Councillors are now on the Project Board. The Town Vision will be a strategic top level document considering Pirie's Place, The Bishopric including Springfield Road and Freshwater Parade, The Forum, Blackhorse Way, the Bus Station and car parking provision. Representatives of the NCs will be invited to a presentation by the consultants on 13th May, followed by a public consultation. It is hoped to put the project up for approval to the full HD Council in September.

Hurst Road Update: Clive Burley also gave an update on the ownership and future of the public service buildings along Hurst Road. Negotiations are taking place with some landlords and there is a possibility of creating a joint development company but future procedure is undecided.

Market Contract: The current contract ends in September after the Big Nibble. Tenders for the new contract have to be submitted by 24th April in order to allow a handover period should the contract be awarded to a new company.

Christmas Lights:

The current contract has expired and Garry Mortimer-Cook has sought reassurance from all the NCs that they are willing to continue the current level of funding via the Special Charge before going out to tender in April (currently £21,570 p.a.). Previously representatives from each NC have been involved in reviewing the tenders and we would expect this to continue although GM-C has expressed a wish to also involve Gill Buchanan, Chair of Horsham Unlimited, if only for there to be clear mutual understanding of what is supported and by whom. HU will take the lead on programming of activities and town promotions over Christmas in 2016.

Members agreed to continue funding.

ACTION: SD to contact Garry Mortimer-Cook.

Bins Outside Bill's Restaurant;

Following the complaint made by Mr Dowson at the February meeting HDNC has been in contact with HDC regarding health and safety as well as the total unsuitability of highly visible refuse bins in a conservation and tourist area. We have been assured that the location does not breach any health and safety or highways regulations but we have written again to Officers and local Councillors and Cabinet Members about the aesthetic issue. Meanwhile a third bin has appeared so another letter has been sent to Natalie Brahma-Pearl.

HDC Cllr Peter Burgess suggested contacting Cllr. Roy Cornell, who is the Cabinet Member in charge of Waste Management.

	<p>ACTION: TM to contact Cllr. Cornell</p>
8.13	<p>HALC /CLC</p> <p><u>Wimblehurst Road</u> See 8.7</p> <p><u>Parking Charges</u> A member of public raised the problems caused to local residents by the introduction of evening parking charges. WSCC would prefer HDC to drop these and Sunday charges.</p>
9.	<p>HTCP</p> <p>A report from HTCP to all member organisations was circulated prior to the meeting.</p> <p>The main points were:</p> <p><u>Riverside Walk</u></p> <p>RSW Event Sponsorship; A cheque for the agreed donation of £150 was handed over to JA as Chair of HTCP.</p> <p>S106 Application: JA wrote to Melanie Stowell, HDC Grants and Funding Officer, outlining what is planned for a section of footpath off Warnham Road near the Rookwood Golf course, and a wheelchair friendly gate to be installed at the entrance to the path.</p> <p>RSW Information: A new leaflet is being printed and will be displayed locally. There is also a separate Facebook page for topical information .</p> <p><u>HYPER</u></p> <p>The official management handover to Horsham Matters has been completed.</p> <p><u>MoU</u></p> <p>The draft issued by HTCP was considered and comments are to be forwarded to HTCP. TM suggested that the three NC Chairs meet with JA/HTCP. HDC Cllr. Peter Burgess advised that NHPC has already approved it.</p> <p>ACTION: SD to formulate comments.</p>
10.	<p>Horsham Blueprint Neighbourhood Forum</p> <p><u>Funding:</u> Thanks have been received from Blueprint for Denne's contribution of £1,000 to its funds. Funding had been received of £1227 from Groundwork out of the possible £14k. Technical Support from AECOM had also been awarded and this was to take place shortly.</p>

	<p><u>Working Groups:</u> These continue to gather information and will be featured in the Imagine Horsham displays to allow visitors to add comments.</p> <p><u>Green Spaces Maps:</u> These have been circulated to HDNC Members to check if there are additional areas that should be listed. A discussion took place: TM said that the whole of the Riverside Walk should be highlighted, and members added other areas.</p> <p>ACTION: TM to inform Blueprint.</p> <p><u>Imagine Horsham:</u> All 3 NCs are distributing newsletters featuring their own activities and Horsham Blueprint in time to publicise the event.</p> <p>Responses are needed from members regarding their availability to help with this event on 8th, 9th and 10th April.</p> <p>ACTION: SD to ask Members to confirm availability</p> <p><u>Publicity:</u> The Forum had excellent coverage in the WSCT on 3rd March, including the editorial column.</p>
11.	<p>Members' Questions and Comments</p> <p><u>Estate Agent signs outside Wimblehurst Court:</u> JA complained that there have been signs up for over a year, despite the flats having been let or sold. They are obviously being used as advertising.</p> <p>TM said this is also the case in several places including a block of flats in Hurst Road. Signs must not be on public land.</p> <p>ACTION: TM to send JA guide lines for outdoor advertisements and signage.</p>
12.	<p>Reports from County and District Councillors</p> <p><u>HDC Cllr Peter Burgess</u></p> <p><u>Park Place:</u> Cllr Burgess reported that the brick work is lifting in the road in Park Place. WSCC Cllr Sheldon mentioned this at a previous meeting.</p> <p>ACTION: SD to contact Cllr Sheldon for an update.</p> <p><u>Swan Walk Exhibition (see also 8.12):</u> Cllr Burgess attended the pre-public exhibition for Councillors. He reported that it appeared that Wilkinsons would move to make way for the new Multiplex Cinema. He raised concern about the effect on The Capitol. He was told that the new cinema would encourage people to stay in Horsham and not go to Crawley, and will help with HDCs need to save £3million.</p> <p><u>Parking in East Street:</u> Cllr Burgess has noticed an increase in the evening. He thought this road</p>

	<p>was supposed to be car-free. TM advised that cars are allowed after 4pm but are not supposed to park. There is nobody available to enforce it.</p> <p>ACTION: TM to check regulations and if need be contact the Enforcement Agency.</p> <p><u>WSCC Cllr Nigel Dennis</u></p> <p><u>Roads and pavements:</u> Cllr Dennis attended a Scrutiny Committee Meeting where it was decided to allocate 40% of transition funding to improve the state of roads and pavements.</p> <p><u>Roundabout Sponsorship:</u> the contract is coming up for renewal. There are 248 roundabouts in West Sussex. There have been problems in the past with the landscaping on some roundabouts e.g. the one by Horsham station.</p> <p><u>Operation Watershed:</u> Cllr Dennis queried how much money is spent on the un-parished areas as the majority appears to go to Parishes and rural areas.</p> <p><u>Local Infrastructure Schemes:</u> e.g. pelican crossings, traffic islands, improvements. There is a move to centralise these at County level rather than be allocated to separate CLC areas e.g. North Horsham. There is concern from members as to taking power away from local scoring systems for prioritisation.</p>
13.	<p>Meeting closed 21.30</p> <p>Date of next meeting: This has been changed to 14th April 2016</p>