

DENNE NEIGHBOURHOOD COUNCIL



Minutes of the meeting held on Thursday 21st January 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
1.1	PCSO Report It was agreed to remove this item in future as we have been informed that the PCSOs no longer visit each Parish/Neighbourhood Council. Instead a weekly report for the whole District is emailed out. PCSOs Adrian Bell and Charlene Parsons have been sent dates for the HDNC meetings in 2016 and will let us know if they are able to attend any meetings.
1.2	Presentation by Trevor Beadle - HDC Head of Community and Culture - on the new Community Centre at West of Horsham development: See attached notes.
2	Attendance and apologies for absence: Attending – DNC: Trudie Mitchell, Martin Bruton, Jane Apostolou, Ian Botting, Nigel Hillpaul, Sara Doy (Clerk) HDC Cllrs: Tony Hogben (arrived 19.10 and left 20.40); David Skipp (arrived 20.05) WSCC Cllrs: Nigel Dennis (arrived 21.00) ; Residents: Mr and Mrs R.Baker Apologies – DNC: Gianni Lozzi, Judy Pounds ; HDC Cllrs: Peter Burgess, Adrian Lee; WSCC Cllrs: David Sheldon
3	Declaration of Members' Interests Trudie Mitchell – Horsham Blueprint ; Jane Apostolou – HTCP Martin Bruton – HTCP, Neighbourhood Watch, HD Older People's Forum

4	<p>Approval of Minutes from last meeting (10.12.2015).</p> <p>Approved by NH , seconded by MB</p>
5	<p>Matters arising from last meeting and Action points</p> <p>Item 6 - Memorandum of Understanding with HDC: JA queried why the document had not been shown to the members before signing. TM agreed that this should have been done. All present agreed that they approved the document.</p> <p>Item 6 – Needles Community Garden (see item 6 of 21.1.16 minutes)</p> <p>Item 8.7 – Wimblehurst Road (see item 8.7 of 21.1.16 minutes)</p> <p>Item 11 – Poor attendance record of some HDC Councillors at HDNC meetings: TM said that Jonathan Chowen is aware. (See also item 6 of 21.1.16 minutes)</p>
6	<p>Chairman`s Report</p> <p><u>Meetings attended</u></p> <p>14/12/2016 Town Vision Meeting - MB and TM with Clive Burley (see 8.12)</p> <p>14/12/2015 Carol Service – together with NH and partner and SD – a message of thanks was sent to HDC that also expressed disappointment at the very poor attendance.</p> <p>22/12/2015 Albion Way Crossing – TM and Cllr. David Sheldon with Barry Edmunds, WSCC (see 8.7).</p> <p>08/01/2016 Licensing Procedures (see 8.3)</p> <p>11/01/2016 Subways (see 8.7)</p> <p>12/01/2015 Horsham Unlimited (see 8.12)</p> <p>14/01/2015 Quarterly Meeting with Natalie Brahma-Pearl and Jonathan Chowen (see report)</p> <p>16/01/2016 Urban Volunteers (see 8.9)</p> <p><u>Future Meetings</u></p> <p>28/01/2016 HALC – IB to attend</p> <p><u>Quarterly Meeting</u></p> <p>There were updates on the previous meeting followed by discussions on the main items concerning the Town Vision project, additional car parking charges and funding for Blueprint.</p>

	<p>Other items and more details are in the report circulated.</p> <p><u>Letters to Councillors</u></p> <p>All our local HDC and WSCC Councillors were contacted on 18th December with seasonal good wishes. Thanks were given to Councillors who have supported us through the year and we asked for more communication and support from other Councillors in 2016.</p> <p><u>Memorandum of Understanding with HDC</u></p> <p>The agreement was signed by all 3 NC Chairs on 14th January. A copy will be sent to us for our records.</p> <p><u>Needles Community Garden</u></p> <p>We have been informed by HDC that there have been no objections to incorporate the Community Garden into the Children and Family Centre. As the garden area is still let to WSCC there is nothing which needs to be done legally, so the garden will close to the public on 31st January.</p> <p><u>Flooding</u></p> <p>We were forwarded correspondence between Forest NC and the Environment Agency about new hydrological modelling and reports on the flood risk in the Horsham area. Apparently work has been done regarding Warnham Mill Pond and Boldings Brook, so TM has asked the EA for an update.</p> <p>MB said he would be interested in the report. He is due to attend a meeting with the EA and WSCC regarding Gorrings Brook flooding.</p> <p>NH would like to know if there is any mechanism for notifying the local community that flooding is likely.</p> <p>It was agreed to wait for outcome of MB's meeting and a response from the EA and then discuss at a future meeting.</p>
7	<p>Clerk's Report</p> <p>A report was circulated prior to the meeting. The main points were:</p> <p><u>Notice board near Riverside Surgery.</u> It has been established that HDC maintain the area where the board is situated, but it is not known who is the owner. Evan Giles has said he could get one of his rangers to remove the board, posts and base. SD has written to the surgery to see if they have any interest in taking over the board and replacing it for their own use. No response to date.</p>

	<p><u>District Clerk's meeting on 19.1.16.</u></p> <p>The main points of interest were:</p> <p>Planning Dept. update by Manny Singh: He said that the new Charter would be forwarded to all parish councils in about 3 weeks' time.</p> <p>Further to the 'Transition to Electronic Meeting' which I attended last November when Manny said that he was waiting for the 'ok' to supply PCs and NCs with a lap top and projector for planning consultation purposes, he advised that this will now not be possible as there is no funding available. Some of the Clerks present expressed disappointment as apparently this is the second time that this had been promised.</p> <p>Manny said his dept. is looking into a way of PCs/NCs logging into the website to access all applications in their particular area.</p> <p>Presentation by Aiden Thatcher on S106 Payments: He advised that Suzanne Shaw has been appointed as S106 Monitoring Officer and she hopes to visit all parishes in the District to gain feedback.</p> <p>HDC's new S106 system is being tested and should be live by the end of February.</p>
8	Reports from Members:
8.1	<p>Finance</p> <p>GL was unable to attend the meeting but had provided the following information:</p> <p>Balance from 22.12.15 NatWest statement = £5268.77</p> <p>Still to clear: £132 for Hall hire paid 24.12.15 ; £280 for Clerk's December wages; £5.09 to SD for refreshments for meetings.</p> <p>Current balance = £4851.68</p> <p><u>Clerk – pension:</u> A letter was received from Capita querying why HDNC had not enrolled "our staff" for a pension scheme. It seems letters had been sent previously presumably to our previous Clerk's address. However it has now been confirmed that as we only have one employee, who works less than the minimum hours required for a pension, we do not have to register.</p> <p><u>HSBC Internet account</u> – GL, TM and MB attended the bank on 24th December to complete paperwork but were told there may be at least a month's delay to do checks required for USA regulations re. money laundering (24th Dec).</p> <p><u>Special Charge</u> – HDNC were informed on 20th January that HDC are proposing 1.2% increase which totals £505; this will go to Cabinet for approval on 28th January.</p> <p>The additional money seems to have been arbitrarily allocated to pay for the bandstand</p>

	activities. A request has been submitted that it should be reallocated to Blueprint as this is badly in need of funds.
8.2	Section 106 No report
8.3	Planning DC/15/2725 – Dark Star, East Street: MB advised that HDNC have objected to this application on Environmental Health grounds as there is only one toilet. A member of the public also objected on ‘public nuisance’ grounds. DC/15/2805 – 22 Old Millmeads. HDNC wants to approve this application but it was agreed to declare to the Planning Officer that MB lives next door and the applicant is a previous Chair of DNC. <u>SHELAA Report:</u> HDC responded today that the errors have been corrected and this can be seen on the HDC website; as yet this has not been checked. ACTION: SD to check website <u>Licensing</u> Following a query to the Memorandum of Understanding with HDC concerning consultation on Licensing applications, Tom Crowley, CEO arranged for TM and MB to meet John Bachelor and Chris Boyle. The meeting was very useful and answered HDNC’s main query as to why there is a totally different system for dealing with licensing and planning applications. A full report of the Licensing process has been checked by HDC and circulated to members. <u>Albion Way DC/15/1162 amendments</u> Two incompatible matters in one application: <ol style="list-style-type: none"> 1) We have been waiting for work to be done to remove the ground level vegetation to widen the pavement to the side of the Babylon Grill and therefore would like to see action as soon as possible. 2) Proposal for a second crossing of Albion Way opposite the John Lewis entrance – no details given on operation or design of crossing Discussions are taking place between HDC and WSCC. Therefore Denne had to object to the whole application until the crossing is resolved. <u>Plans for Novartis site:</u> JA said that following the announcement that the site might be used to build a new Science Research Park and for housing, the Wimblehurst Residents Association would be writing to HDC to request to be included in any pre-development discussions due to the potential impact on residents. She suggested that HDNC also request this. TM said she thought it better to wait until the proposals had been confirmed; this was agreed.

	<p><u>Total Applications 2015</u></p> <p>The Planning Committee received 169 applications in 2015, the 5th highest total out of 35 parishes. TM thanked everyone involved in this work, especially MB for making all the responses.</p> <p><u>Prewett's Mill Appeal Hearing</u></p> <p>10.00a.m., 27th January in the Barn, Causeway. TM and MB are not available for this. Cllr. Hogben said he is not in favour of the proposed development due to the building being oversized for the location.</p>
8.4	<p>West of Horsham Development</p> <p><u>Southern Site Phase 2, DC/15/1702:</u></p> <p>Objection withdrawn as any outstanding matters can be dealt with by conditions.</p> <p><u>Southern Access Road, DC/15/1826 and Allotments, DC/15/1794:</u></p> <p>Still no further update.</p>
8.5	<p>Community Services – Youth</p> <p>JP was unable to attend the meeting but she reported that she will be attending the next CYW Meeting on 28th January when they will be discussing the responsibility of minuting the meetings. TM added that as the service is paid for with Council money and HDNC is partly responsible it is important to have proper minutes as a record.</p>
8.6	<p>Community Services – Horsham District Older Peoples Forum</p> <p><u>Meeting with Jeremy Quin:</u> MB advised that a meeting has been arranged with Jeremy Quin MP on 4th March. This has been publicised in the County Times and people have been asked to submit any questions they would like to be put forward to the MP. So far there has not been much interest.</p> <p><u>Letter from Horsham Age UK:</u> SD had circulated a letter received from the Fundraising Manager of Age UK giving details of the services they provide and asking if HDNC would consider donating £250 to help them to continue to run these services. This was discussed. MB said that he did not feel HDNC is in a position to make a donation as the little money we have is from the tax payer and there are many charities that need help with funding. But it was agreed that if there was something specific that HDNC could contribute to then that might be a possibility. ACTION: SD to write to Age UK.</p>
8.7	<p>Highways and Transport</p> <p><u>Albion Way Crossing</u></p> <p>There have been many people concerned about the safety of the new single phase crossing;</p>

therefore TM had a meeting with Barry Edmunds, WSCC Team Leader – Traffic Signals and Street Lighting and Cllr. David Sheldon. The new crossing meets WSCC approved standards and there is no obvious solution to the complaints other than to revert to the previous two-stage crossing. The crossing works well if pedestrians wait for the green man. WSCC are awaiting the result of the Safety Audit, which will not be done until the drainage problem is sorted, before deciding if any action is possible.

Subways: Official minutes for meeting 11th January have not yet been received; TM's notes have been circulated. Main item is that the drainage and resurfacing work is scheduled for week beginning 15th February and will mean the railway subway is closed. As the project group had requested the work is taking place during half term week so disruption will be minimised.

Hospital Car Park:

No update.

Schools TROs:

A response was submitted 11th December to the proposals for additional restrictions:

St Mary's Primary in Normandy – no objection

Tanbridge House School in Hills Farm Lane – concern that restrictions may cause parking problems nearby.

Clean for the Queen

The National Campaign is to clean up litter before the Queen's 90th birthday celebrations. The main clean up happens March 4th - 6th. This seems an ideal time to clean up Horsham including dirty street signs as these are no longer being cleaned by WSCC unless obscuration causes a danger. However it would require considerable publicity to get a task force of volunteers, which needs to be led by HDC. <http://www.cleanforthequeen.co.uk/home/2365>

Wimblehurst Road:

JA, on behalf of the Wimblehurst Road Residents Association, has forwarded correspondence about the use of s106 money to solve the traffic problems to Cllr. Peter Catchpole. JA saw Chris Stark- WSCC, Area Highways Manager at the CLC meeting, who said the money had not been allocated properly and there would be a review to be completed by March. JA and JP will decide what to do next.

Footpath Sweeping: JA confirmed that following SD contacting HDC Hop Oast regarding Wimblehurst Road and Gordon Road, the paths had been swept. But North Parade j/o Wimblehurst Road needs to be done. **ACTION:** SD to contact HDC Hop Oast.

8.8	<p>Communications</p> <p>Blueprint asked if information on Neighbourhood Planning could be included in the next NC Newsletter. TM said this could be the incentive for HDNC to produce a newsletter rapidly as this is something that has been neglected for too long. SD is looking into preparing a draft version. ACTION: SD to do draft.</p> <p>MB is keeping the website up to date. There is no more news on the new domain name.</p>
8.9	<p>Park/Countryside and Leisure</p> <p><u>High Ropes:</u> The obstacle course area in the Pavilions overlooking the Park is under construction and due to open in February.</p> <p><u>Urban Green Space Maintenance Meeting 18/01/2016:</u> Unfortunately this meeting was poorly attended and made no progress. It seems impossible to decide if an umbrella organisation is required to co-ordinate volunteer groups on specific tasks - this would need a proactive leader and funding to get it established and create a volunteer data base. Alternatively the existing conservation / friends groups could be augmented by new groups to cover neglected areas, but this involves a lot of duplicated administration. Both options would need to ensure public liability insurance is in place and both options require substantial publicity.</p> <p>Cllr David Skipp mentioned an application is imminent for S106 funding to improve the North Street car park and install exercise equipment.</p> <p><u>Rats:</u> IB asked what is being done about the rats in the Park. TM advised that any problems should be reported to Environmental Health.</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>Project Manager:</u> TM and MB met Clive Burley who joined HDC as Project Manager responsible for 3 schemes:</p> <p>1) Bishopric Public Realm with a budget from the John Lewis development of £160k Public Realm, £64K Public Art and potentially unallocated Denne S106 money. This would include a decision on the Shelley Fountain. There is a need to standardise street furniture and improve lighting.</p>

	<p>2) Town Vision for 10-15 years. There will be consultants appointed to stakeholder consultation in the New Year, this will include the Neighbourhood Councils and The Horsham Society, but should also include Blueprint. HDNC confirmed our interest in both the Town Centre and Hurst Road redevelopment.</p> <p><u>Sainsbury's Car Park:</u> MB said one idea, put forward by Clive Burley, was to put another level on top of the existing car park. All agreed this would be a good idea and could solve the car park leaking roof issues and possibly improve the Forum area, but it would depend on whether Sainsburys would be willing to fund it.</p> <p>3) Billingshurst S106 requirements from development.</p> <p><u>Horsham Unlimited Meeting:</u> Christmas trading was discussed, in particular the John Lewis's effect on footfall in different areas of the town. However the main purpose of the meeting was a presentation by Ben Golds regarding the car parks performance and proposals for charging on Sundays and Bank Holidays. See circulated notes.</p> <p><u>Sunday Car Parking Charges Proposal:</u> Following consultation with members HDNC submitted a letter objecting to the proposals, before they are discussed in Cabinet on 28th January. A reply has been received from Cllr. Gordon Lindsay indicating there is no room for debate on the proposals.</p>
8.13	<p>HALC /CLC</p> <p>No meetings since the last HDCN meeting. The next meeting is on 28th January.</p>
9.	<p>HTCP</p> <p>A report was circulated by JA prior to the meeting. The main points were:</p> <p><u>Riverside Walk Project Stage 2:</u></p> <p><u>Heritage and Education:</u> The application for Community Initiative Funding for £1521.00 for 1000 copies of the Riverside Walk information leaflet and two new interpretation boards was approved at the December CLC meeting.</p> <p><u>Route and Surface Improvements:</u> Prioritizing of the 13 x specific sites where route improvements are required is now complete. The first area to be addressed will be in the Rookwood Golf Course to Warnham Rd location.</p> <p><u>Health and Well Being:</u> Costings are being sought for more wheelchair friendly gates which could be of benefit in the Rusper Rd, Kerves Lane and Warnham Rd locations.</p> <p><u>Riverside Walk Event 2016:</u> The event team members are working on the next event plan in conjunction with representatives of the Alzheimers Society and HDC Health and Well Being Dept.</p> <p><u>Riverside Walk Facebook Page:</u> This is being set up to enable users of the Riverside Walk to highlight items of interest such as sightings of birds, insects and migratory species, etc.</p>

	<p><u>Park House:</u> Leases have been signed by West Sussex Mediation Service and MindCharity; HTCP acted as facilitator in finding these organisations suitable accommodation. JA advised that there is one unit still available to let which may be of joint interest to the NCs. However members decided it would be too small and impractical.</p> <p><u>WSSC Health and Well Being Showcase Event:</u> HTCP held a stand at this event.</p> <p><u>Horsham Blueprint:</u> Ron Bates has been co-opted as a new HTCP director to represent Horsham Blueprint. HTCP is now also represented on the Horsham Blueprint Environment and Green Space working group.</p> <p><u>Sponsorship of the RSW Event:</u> JA asked if HDNC, along with Trafalgar NC, Forest NC and North Horsham PC, would each be willing to donate £150 to sponsor the Event. The money would pay for banners, a mini-bus and marquee, and the NCs would be mentioned in any literature. All agreed to this.</p> <p><u>Memorial Bench application:</u> This is near Barrack Field on land owned by HDC but leased to the Sports Club. JA is waiting to hear if the Sports Club would be happy to have the bench installed and also notified HDNC as it is in our area.</p> <p>TM said that HTCP need to establish the parameters of the Riverside Walk – how far does HTCP interest extend beyond the river itself and the width of the path? This arose as the request to support a bequest for a bench which is not actually on the Riverside Walk but on the other side of the river and probably on land leased to the Cricket Club.</p> <p><u>HYPER:</u> JA advised that at the last HTCP meeting it was agreed that if Horsham Matters are to be the Youth Provision service provider, the management of HYPER would be taken over by Horsham Matters.</p>
10.	<p>Horsham Blueprint Neighbourhood Forum</p> <p><u>Funding:</u> This is a severe constraint on progress as Blueprint does not have access to the precept charges or reserves available to Parish Councils. HDC will no longer give grants as Government funding will not continue beyond 31 March 2016, unless a plan can be submitted before 1 March 2016, which is clearly impossible.</p> <p>The Neighbourhood Chairs have explained the situation to HDC but so far without any positive response. We have now requested part of the Special Charge should be allocated to Blueprint.</p> <p>Previously Denne Members had agreed to allocate part our reserves to Blueprint and this needs reconfirming. JA asked how much funding would be required? TM said it is very difficult to work out but she would ask Frances Haigh for a rough costing.</p> <p>ACTION: TM to ask FH for costing.</p> <p>Cllr. Skipp said there had been an email from HDC/Chris Lyons confirming that Blueprint can seek funding from Locality and technical assistance. TM responded that Blueprint already use</p>

	<p>this source but it is insufficient for an area our size.</p> <p><u>Working groups</u></p> <p>The following groups are being set up:</p> <p>Ageing Population (MB is included in this group); Transport, Cycling and Accessibility ; Environment and Green Spaces ; Development and Conservation Areas (TB is included in this group) ; Economy ; Housing ; Sports, Art and Leisure.</p> <p><u>Publicity and Recruiting Volunteers</u></p> <p>There will be a publicity campaign in March /April</p> <p>It is likely that Blueprint will have a publicity display on the Swan Walk Mosaic 9th April (tbc).</p>
11.	<p>Members' Questions and Comments</p> <p>None</p>
12.	<p>Reports from County and District Councillors</p> <p><u>HDC Cllr. Tony Hogben:</u></p> <p>TH had to leave at 20.40 so gave his report earlier in the meeting. He said he would try to attend as many meetings as he could, but sometimes they clashed with other meetings.</p> <p><u>Finance issues:</u> There will be an increase in the Horsham District Council portion of Tax increase of 1.2% (Band D increase = £5) which complies with the Conservative Manifesto. The Government has withdrawn approx. £800,000 of funding so the shortfall has to be met. Sunday parking charges are being discussed, but it looks very likely that they will be brought in. NH asked if the extra parking charges would cover the shortfall. TH said no it would be a minimal contribution. HDC is also looking in to changes to refuse collection i.e Recycling bins every week, normal waste fortnightly.</p> <p><u>Planning application:</u> land adjacent to 82 Worthing Rd: despite strong objections, including from HDNC, this has been approved.</p> <p><u>HDC Cllr. David Skipp:</u></p> <p><u>Town Vision:</u> There are a lot of issues. Consultants are already working on it. They will present their report and then there will be a consultation. This is to be done by May. DS considers this far too soon. All the Horsham Park and Denne HDC Councillors will now be part of the Project Board.</p> <p><u>Harfields Garage</u> – change of use: DS is meeting the HDC officer on Monday and will suggest it goes to committee. MB confirmed that HDNC objected due to the signs and extra traffic.</p>

	<p><u>WSSC Cllr. Nigel Dennis:</u></p> <p><u>Finances:</u> ND mentioned a proposed 3.95% rise to the West Sussex portion of the Council Tax. The Highways and Transport budget has been severely cut and may affect footpath maintenance.</p> <p><u>3 in 1 Card:</u> Since the charge was introduced there has been in a big decrease in uptake, apart from a few areas. ND has suggested alternative schemes.</p> <p><u>Sunday Parking:</u> A big concern that it could lead to an increase in parking in residential roads. WSSC is opposed to the evening and Sunday charges. MB asked if there could be an extension to Resident Parking Zone restrictions, however ND said this could take years to sort out as a review was done recently.</p> <p><u>Sign in Hurst Road outside the Pavilions:</u> ND reported that it had fallen off but it has not been replaced yet.</p> <p><u>Traffic signal by Y Centre:</u> ND has reported that this has been knocked out of alignment.</p> <p><u>West Sussex Boundary Review:</u> ND confirmed that he is happy with the revised boundaries for Horsham Town. He explained each division has to have a similar number of residents; the new boundaries take into account the Kilnwood Vale development and allow for the North Horsham development. ACTION: SD to respond to consultation.</p> <p><u>HDC Cllr. Peter Burgess:</u> Submitted a report prior to the meeting.</p> <p><u>Sunday car park charges:</u> PB thinks that these are inevitable. Due to severe government cutbacks, HDC will have to find about £1M per year in the future. Surprisingly, Sunday is coming up as the best days trading for local shops, so HDC needs a share of that income. HDC are also looking at charges for rural car parks in the future.</p> <p><u>Babylon Grill licence application:</u> PB understands that existing alcohol limitations/hours are unlikely to be increased and there will be fairly strict restrictions placed on late opening.</p>
13.	<p>Meeting closed 21.55</p> <p>Date of next meeting: 18th February 2016</p>