

**HORSHAM DENNE NEIGHBOURHOOD COUNCIL**  
**Minutes of the meeting held on Thursday 1<sup>st</sup> December 2016 at 7.03pm**



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

Item	Detail
1	<p><b>Meeting Open and Welcome from the Chairman</b></p> <p>Meeting opened by Trudie Mitchell</p>
2	<p><b>Attendance and apologies for absence:</b></p> <p><b>Attending</b> – HDNC: Chair - Trudie Mitchell, Vice-Chair – Martin Bruton, Ian Botting, Judy Pounds. Clerk - Sara Doy                      HDC Cllr. David Skipp (arrived 8.25pm)                      WSCC Cllr. Nigel Dennis (arrived 9.20pm but the meeting had closed)</p> <p><b>Apologies</b> – HDNC: Jane Apostolou, Nigel Hillpaul, Gianni Lozzi ; HDC Cllrs: Peter Burgess, Adrian Lee; WSCC Cllr. David Sheldon.</p>
3	<p><b>Declaration of Members' Interests</b></p> <p>Trudie Mitchell – Horsham Blueprint; Martin Bruton – Horsham Older Peoples' Forum</p>
4	<p><b>Approval of Minutes from last meeting (20.10.16).</b></p> <p>Approved by IB, seconded by TM</p>
5	<p><b>Matters arising from last meeting and Action points</b></p> <p>All action points had been dealt with.</p>
6	<p><b>Chairman's Report</b></p> <p><u><b>Meetings attended</b></u></p> <p>26/10/2016 – Remembrance Gardens – follow up meeting re signage                      01/11/2016 – Development Control North Meeting with MB                      03/11/2016 – Park update with JA (JA's notes circulated)                      04/11/2016 – West of Horsham update (waiting response from Berkeley's to notes)                      30/11/2016 – Horsham District Dementia Action Alliance Open Forum (See 8.6)                      30/11/2016 – North Horsham Development with Liberty and MB, JA, JP. (See 8.3)                      01/12/2016 – Budget Meeting (See 8.1)</p> <p><u><b>Future Meetings</b></u></p> <p>11/12/2016 – St John's Ambulance Carol Service – NH to represent HDNC</p>

	<p><b><u>HDC Quarterly Meeting with NC Chairs</u></b></p> <p>Response from Natalie Brahma-Pearl regarding the Railway Subway: Following several failed attempts to get a response from Network Rail HDC has submitted a complaint and is waiting a reply.</p> <p>The graffiti in the subway is to be removed by HDC.</p> <p><b><u>Community Involvement</u></b></p> <p>24<sup>th</sup> October: A response was submitted and copied to members</p> <p><b><u>Electoral Review of HDC Wards</u></b></p> <p>A response was submitted on line: it can be viewed on <a href="http://www.lgbce.org.uk">www.lgbce.org.uk</a>.after the consultation closes on 5<sup>th</sup> December.</p>
7	<p><b>Clerk's Report</b></p> <p><b><u>Payphone removal consultation:</u></b> The information regarding the consultation showed that there was one payphone in the DNC area on the list for removal due to low usage: this is outside the Hospital in Hurst Road. Some members were concerned that the removal of this phone might cause problems for users of the Hospital so SD checked with the reception desk. They confirmed that although there is no payphone in the hospital the reception will phone relatives and taxis when required. SD responded to the consultation confirming that HDNC had no objection to the removal of this payphone.</p> <p><b><u>Horsham Crown Post Office re-location consultation:</u></b> SD completed the questionnaire on behalf of HDNC. An email from the Programme Correspondence Team responding to the comments was received two days later and was circulated. SD submitted further additional comments to the P.O team.</p> <p><b><u>Gatwick Tour:</u></b> JA suggested that HDNC members may be interested in taking part in a tour of the airport, as had been arranged for Parish Council members including NHPC. SD contacted the Gatwick Airport Community Engagement Assistant, Wendy Crowhurst, to see if this would be possible. Wendy advised that there will hopefully be further tours arranged in 2017 which members could attend if they are interested. She will also add us to the mailing list for details of future tours and to receive the newsletter.</p> <p><b><u>I. D. Cards:</u></b> SD arranged for new ID cards to be printed for herself and Nigel Hillpaul by Andy Flack at HDC. Andy has offered to print cards for the other members with the new Horsham Denne NC heading if required. He could use the photos on the website, or new photos if preferred.</p> <p><b>Action:</b> SD to collate new photographs and submit information to AF</p> <p><b><u>Horsham Hospital Car Park:</u></b> To be discussed under item 8.7/ Highway and Transport</p>

8	<b>Reports from Members:</b>
8.1	<p><b>Finance</b></p> <p>The balance @ 17.11.16 = £4189.07  Payments made since the last meeting: WSCC October wages = £320.00  Balance @ 1.12.16 = £3869.07</p> <p><b><u>On-line access to bank account:</u></b> TM advised MB that he needs to contact GL to get hold of the password key so that he can access the account.  <b>ACTION:</b> MB to contact GL</p> <p><b><u>Budget for 2017-8</u></b></p> <p>TM attended a meeting with HDC on 1.12.16. It was proposed to increase the budget by a minimum of 0.8% as there has been an increase in households. However It could go up by 2% in line with inflation and the expected increase in the Council Tax. This would mean a £1000 increase for each NC which would cover the cost of producing and delivery at least one newsletter.</p> <p>The original split of the Special Charge grant between the three Neighbourhood Councils was based on the population and may need to be adjusted. The large increase in the charge for the Drill Hall was challenged (HDNC pays 75%).  HDC will report back with answers in 2 weeks.</p>
8.2	<p><b>Section 106 and CIL</b></p> <p><b><u>CIL Consultation:</u></b> This was circulated to members for comment.</p> <p>Section 1.4 states “It should be noted that whilst Horsham’s Neighbourhood Councils may still benefit from the 15% or 25% ‘neighbourhood share’, as appropriate, they will not receive the funding directly but it will be spent on their behalf by Horsham District Council, in consultation with the local community”.</p> <p>A suggested response was: The local community is a vague term and gives no indication of the organisations to be consulted. It seems to give the Neighbourhood Councils less opportunity to propose projects than is given under S106 agreements. First Priority should be given to projects set out in the Neighbourhood Plan when completed, followed by those proposed by Neighbourhood Councils.</p> <p>All present agreed.</p> <p><b>ACTION:</b> Members to forward any further comments by 7.12.16.  <b>ACTION:</b> SD to respond to HDC</p>

8.3	<p><b>Planning</b></p> <p><b><u>North Horsham Application:</u></b> MB, TM, JA and JP attended a meeting with Liberty on 30<sup>th</sup> November. Explanations were given regarding the changes to the A264 junctions, links to Horsham and facilities within the development. More detailed notes will be circulated and a decision needs to be made regarding HDNC's response to the scheme.</p> <p><b><u>Swan Walk / Multiplex Cinema, Restaurants and Retail Premises:</u></b> A decision has been taken to object to the amended proposals, mainly on the grounds that the design is still inappropriate for the location. A request will be made to speak at the committee meeting on 6<sup>th</sup> December.</p> <p><b><u>Pirie's Place:</u></b> The overall design is acceptable but an objection has been submitted, primarily concerning the visibility of the hotel from the Carfax and delivery procedures. We have requested further information which may enable HDNC to withdraw our objection. Cllr. Skipp said he thinks the latest design is not as dominant as a floor has been removed and the building is set back. TM advised that there will be a separate application for signage. There is also concern over the disruption that will be caused during construction and how delivery lorries will access the site. WSCC Highways have put in an objection.</p> <p><b><u>Park North and North Point:</u></b> TM spoke on behalf of HDNC at the Committee Meeting, objecting to the undercroft development. The application was refused by Councillors.</p> <p><b><u>The Crescent:</u></b> The applicant lodged an appeal against refusal of the infill development. The Planning Inspector is due to make a site visit on 5<sup>th</sup> December.</p>
8.4	<p><b>West of Horsham Development</b></p> <p><b><u>Site Visit 4<sup>th</sup> November:</u></b> Still awaiting approval and comments from Berkeley's prior to circulating notes</p> <p><b><u>Tesco's/litter complaint:</u></b> A later inspection of the Twitten found no problem, so no contact has been made. The matter will be kept under review.</p> <p><b><u>Arun East Bridge:</u></b> Amended plans have been submitted but there are still some access issues and concern over the location of one of the pedestrian refuges in Hills Farm Lane that does not have sufficient visibility from the north.</p> <p>The plans have been forwarded to HTCP with regard to the effect on the Riverside Walk.</p>
8.5	<p><b>Community Services – Youth</b></p> <p>The next meeting will be in the New Year.</p>

8.6	<p><b>Community Services – Older People</b></p> <p><b><u>Horsham District Older Peoples’ Forum</u></b>: MB reported that the Horsham District Older Peoples’ Directory of Services has a list of useful organisations and is available at many Doctor’s Surgeries, libraries etc. HDC has not updated it since 2014 so MB has offered to take it over. HDC will still print the Directories.</p> <p>Sonia Mangan, CEO of Age UK has joined the HDOPF Committee. The main aim is to raise awareness of the Forum and ensure it is consulted on issues that affect older people such as threats to Care Homes.</p> <p>The next meeting of the HDOPF is on 8.12.16 at Lower Beeding.</p> <p><b><u>Dementia Action Alliance Forum</u></b>: this took place on 30.11.16 and was attended by TM, MB (representing HDOPF) and JA (representing HTCP). It was a very interesting and informative session.</p> <p>Presentations included: medical condition of different forms of dementia; making a dementia friendly community; living with dementia, including discussions with one gentleman with dementia and two carers: Horsham Community Link facilities offered, including GPS locator devices; how Slow Shopping works. The meeting concluded with discussion groups.</p> <p>14<sup>th</sup> to 20<sup>th</sup> May 2017 is DAA Week.</p> <p><b>ACTION:</b> TM to contact WSCC and HDC re HDNC’s pledge to take the needs of people with dementia into account when responding to planning applications.</p> <p><b>ACTION:</b> MB asked SD to update HDNC’s details on the DAA website to show that members took part in a training session and actions pledged.</p>
8.7	<p><b>Highways and Transport</b></p> <p><b><u>CAGNE Parish Council Forum</u></b>: MB attended the meeting on 29.11.16. He confirmed that although CAGNE set the Forum up it is run by Parish Councils and Neighbourhood Councils. CAGNE informed the meeting that Gatwick have closed the phone line for complaints so it is more difficult to lodge a complaint.</p> <p>It was apparent at the meeting that Horsham Town centre is relatively noise free compared with outlying parishes.</p> <p><b><u>Community Highway Scheme and TRO Applications</u></b>: East Street: WSSC have refused our application to extend the no waiting area to prevent hold ups at the traffic lights, because of insufficient information. They require community support to be demonstrated, in particular the support of the businesses that would be directly affected and need details of alternative arrangements for those businesses in relation to the loading and unloading operation. Cllr David Sheldon protested on our behalf that our request should have been a formality as it had</p>

been omitted from the CPZ review.

However WSCC insist on consultation with the businesses which is unlikely to gain approval so it seems we should withdraw the application. All present agreed.

**ACTION:** SD to withdraw the application.

**Parking:** HDC are currently having problems enforcing no parking in East Street. At a recent Penalty Charge Notice appeal the adjudicators declared that the signage was unenforceable, HDC are looking to implement signs that are larger and better placed which will be enforceable.

**Horsham Hospital:** Stuart Slater, HDC has put forward a proposal to eliminate hold ups in Hurst Road by reversing the entry and exit points for the hospital car park. This will have the benefit of vehicles not blocking the entrance as they will have to go along a straight section within the hospital grounds before stopping. Cllr Nigel Dennis expressed concern that there may not be sufficient visibility along Hurst Road to the west if cars exit from the current entrance. However there are usually breaks in the traffic flow which should ease exiting. The proposal would have to be agreed by the Hospital. All present agreed to Stuart Slater's proposal.

**ACTION:** SD to send a letter of support to Stuart Slater.

**Twittens:** Nigel Friswell, Chair of The Horsham Society became aware that urban footpaths (twittens) would be vulnerable to closure if not registered. The Deregulation Act will trigger the closure in 2026 of the register of definitive maps of rights of way. If they are not registered the process to do so is very long-winded and could take 10 years to achieve if the landowner is uncooperative.

38 paths have been identified in the town which are neither on the WSCC definitive map, nor adopted by the County. It is believed that 24 are on land owned by HDC and a request will be made to HDC to voluntarily register these paths. The next part of the project is to try and identify the other landowners who have a (presently unregistered) path crossing their land, any information would be welcomed.

**ACTION:** TM to circulate the list.

**Wimblehurst Road:** JA circulated the outcome of the survey conducted with residents regarding traffic calming measures. The results have now been forwarded to WSCC as evidence to support their consultation.

JP added that the traffic counting had been completed. No conclusion has been arrived at yet. The next WRRRA meeting is 9.12.16.

**Leaf Litter:** A request has been submitted to HDC to clear leaf litter in the Wimblehurst Road area.

MB reported that leaf clearing is needed at the junction of Pondtail Road and North Parade.

	<p>TM reported that leaf clearing is needed in Hills Farm Lane between Brockhurst Road and the bend. <b>ACTION:</b> SD to report to HDC/Hop Oast.</p> <p><b><u>Sainsbury's to Mill Bay Lane Pavement:</u></b> Trip hazards were reported and 4 defects will be rectified.</p>
<b>8.8</b>	<p><b>Communications</b></p> <p>MB reported that the website is up to date.</p>
<b>8.9</b>	<p><b>Park/Countryside and Leisure</b></p> <p>JA and TM walked the Park with Evan Giles on 2<sup>nd</sup> November. Full notes have been circulated but main changes and discussions regarded:</p> <ol style="list-style-type: none"> <li>1) The improved open vista west from the volley ball court area (hedge removed).</li> <li>2) Planting scheme following clearance of vegetation by the North Parade Car Park.</li> <li>3) Cutting back perimeter hedge height to improve personal safety.</li> <li>4) Introduction of tennis court charges.</li> <li>5) Consultation on proposed gym trail equipment.</li> </ol>
<b>8.10</b>	<p><b>Emergency Plan</b></p> <p>Nothing to report.</p>
<b>8.11</b>	<p><b>Police</b></p> <p><b><u>Counter Terrorism Training:</u></b> IB attended on 31<sup>st</sup> October and MB on 17<sup>th</sup> November. Information has been circulated.</p>
<b>8.12</b>	<p><b>Town Centre</b></p> <p><b><u>Horsham Unlimited:</u></b> Notes of the October meeting have been circulated (see also October HDNC minutes).</p> <p><b><u>Christmas Lights:</u></b> The new scheme has been well received by the public although there are still a few elements to be completed. A thank you message has been sent to Garry Mortimer-Cook.</p>
<b>8.13</b>	<p><b>HALC /CLC</b></p> <p><b><u>Annual Meeting of HDC and HALC 21.11.16:</u></b> IB attended the meeting and his notes and the official minutes were circulated prior to the meeting. The main points were:</p> <p><b>Council Budget:</b> HDC forecast that there will be a shortfall of £4.2 million in 2020 so there is a need to save money. Consequently there are proposals to cut back on refuse collections and to</p>

	<p>charge for rural car parks.</p> <p><b>Horsham District Planning Framework:</b> There is now a review period of 2 years. Where nearby Councils are unable to meet their housing allocation requirements, Horsham may have to take their shortfall.</p> <p><b>SHELAA:</b> The latest packs are to be issued to all the councils by Christmas and comments are required by the end of February.</p> <p><b>CIL:</b> Consultation is now ongoing on the draft CIL amendments. The levy will start to be collected in 6 months but it will take approximately a further 12 months for the fund to be distributed.</p> <p><b>Household Waste Collection Review:</b> Horsham is rated the best district council in West Sussex for recycling but does not yet meet the 2020 government requirement of 50% waste to be recycled.</p> <p>HDC Councillors are recommending changes to the refuse collection system including alternate weekly collections in accordance with 70% of Councils nationwide. Arrangements will be made for households who require extra bins. The present fleet of vehicles is reaching the end of life and will be replaced.</p> <p>These changes will be introduced in Spring 2018 with an estimated saving of £1m.</p> <p><b>HDC Consultation with Parish Councils and District Councillors:</b> The results of the survey showed that areas needing improvement for HDC are: customer service; lack of consultation; action in a timely manner, HDC Councillors to attend parish meetings, Planning portal improvements.</p> <p>District Councillors would like improvements to communications, better working together on planning, to attend HALC meetings and to have a speaking slot on Parish Council agendas.</p>
9.	<p><b>HTCP</b></p> <p>The November 1<sup>st</sup> report has been circulated. The main points were:</p> <p><b><u>Route and Surface Improvements:</u></b> A funding application to improve 650m of footpath in the location of Hills Farm Lane has been submitted to the Aviva Community Fund scheme, voting by the public will determine whether the fund application is considered for approval.</p> <p><b><u>Heritage and Education:</u></b> A funding application for £1495 has been submitted to the National Lottery Celebrate England for updating and reprinting 3000 copies of the Riverside Walk Information leaflet as well as supporting next year's Annual Walk Event.</p> <p><b><u>HTCP Action Plan:</u></b> Work will start this month to review and update the HTCP Action Plan. A special working party has been set up to work on this and will be working closely with Horsham Blueprint to tie in with information coming out of their consultation regarding the Neighbourhood Plan for the unparished area of Horsham town.</p>



	<p><b><u>Garden of Remembrance, Mill Bay Lane:</u></b> HTCP has been informed about improvement work proposed by HDC, Horsham Denne Neighbourhood Council and Horsham Society, as the garden is in very close proximity to the Riverside Walk.</p>
10.	<p><b>Horsham Blueprint Neighbourhood Forum</b></p> <p>Frances Haigh has decided to stand down as Chair which is deeply regretted. The future of Blueprint will be discussed at the Steering Group meeting on 5<sup>th</sup> December and HDNC members will be informed.</p> <p>Cllr. Skipp added that the decision on the Henfield Neighbourhood Plan is a concern for Blueprint, and that it is a legal requirement to produce a Neighbourhood Plan.</p>
11.	<p><b>Members' Questions and Comments</b></p> <p>MB: Archive paperwork is still with the previous Clerk. <b>ACTION:</b> SD to contact Jenny Hartley.</p>
12.	<p><b>Reports from District and County Councillors</b></p> <p><b><u>HDC Cllr. David Skipp:</u></b></p> <p><b>HDC Boundary Review:</b> The HDC response is likely to recommend that Holbrook West is extended closer to the centre of the town and part of Horsham Park Ward is split between Denne and Holbrook West.</p> <p>The HDC medium term financial strategy is required to save £4million by 2020.</p> <p><b>Fortnightly rubbish collections:</b> Cllr. Skipp said there would be a need for bigger bins and some blocks of flats would need extra bins. Roy Cornell would be the person to contact if HDNC wish to respond.</p> <p><b>ACTION:</b> SD and TM to write to Roy Cornell.</p>
13.	<p><b>Meeting closed at 9.15pm.</b></p> <p><b>Date of next meeting:</b> 19<sup>th</sup> January 2017.</p>