

## HORSHAM DENNE NEIGHBOURHOOD COUNCIL



Minutes of the meeting held on Thursday 15<sup>th</sup> September 2016 at 7pm

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

Item	Detail
<b>1</b>	<b>Meeting Open and Welcome from the Chairman</b> Meeting opened by Trudie Mitchell
<b>1.1</b>	Presentation by Horsham District Cycling Forum – Ruth Fletcher and Peter Silburn. Details of the presentation are attached in an appendix.
<b>2</b>	<b>Attendance and apologies for absence:</b>  <b>Attending</b> – HDNC: Chair - Trudie Mitchell, Jane Apostolou, Judy Pounds, Gianni Lozzi (arrived approx. 8pm), Nigel Hillpaul (left 9pm), Ian Botting, Clerk - Sara Doy HDC Cllr. Peter Burgess (arrived 7.25pm and left 8.40pm) WSCC Cllr. Nigel Dennis (arrived 8.20pm)  Horsham District Cycling Forum: Ruth Fletcher, Peter Silburn, Geoffrey Bragg, Mark Treasure.  <b>Apologies</b> – HDNC: Vice Chair – Martin Bruton, ; HDC Cllrs: Tony Hogben, Adrian Lee, David Skipp; WSCC Cllr. David Sheldon.
<b>3</b>	<b>Declaration of Members' Interests</b>  Trudie Mitchell – Horsham Blueprint; Jane Apostolou – HTCP and WRRRA
<b>4</b>	<b>Approval of Minutes from last meeting (18.8.16).</b>  Approved by JA, seconded by NH
<b>5</b>	<b>Matters arising from last meeting and Action points</b>  All action points had been dealt with apart from 1.1 <b>ACTION:</b> All members to suggest a Dementia Friend's Action as a group, or as an individual.

**Chairman's Report****Meetings attended**

25/08/16 Neighbourhood Plan and Town Vision

12/09/16 HDC CIL Draft charging Schedule (Chair and Clerk)

13/09/2016 Horsham Unlimited – cancelled because insufficient attendees.

**Future Meetings**

19/09/2016 Christmas Lights

20/09/2016 Markets (JP to attend)

22/09/2016 Town Vision and Blueprint

22/09/2016 Linden House Viewing

04/10/2016 Horsham Unlimited

06/10/2016 HALC (IB to attend)

13/10/2016 HDC Neighbourhood Councils Quarterly

**HDC Neighbourhood Councils Quarterly**

The notes from the meeting on 14<sup>th</sup> July have been agreed and circulated

**Councillor Connor Relleen**

Cllr. Relleen has asked for his name to be removed from the HDNC circulation list, which has been done. He has also requested that this matter is not discussed.

**Induction for New Councillors**

A request was made to Tom Crowley to check that a briefing, regarding the role of and communication with local councils is included in the induction for new District Councillors. TC replied that he will ensure this is done in future.

**HDC Reception System**

David Plank of HDC is still looking in to a way of making a more private area for members of the public to discuss confidential issues at the reception desk.

7	<p><b>Clerk's Report</b></p> <p><u>Resident Enquiries</u></p> <p>One telephone call was received on 25.8.16 from a resident of Riverside regarding the appeal lodged for the planning application for 15, The Crescent, asking for information about the appeal process. An email was sent explaining the procedure.</p> <p><u>Presentation on the Historic Environment Record (HER) 5<sup>th</sup> Sept</u></p> <p>SD attended the presentation on 5.9.16, representing HDNC, which was hosted by the Horsham District Archaeology Group. The talk was given Rachel Salter who is the WSCC HER Officer. Notes from the talk were circulated together with an email from HDAG advising of the recent changes in the provision of archaeological advice to West Sussex Local Planning Authorities and the role that Parish Councils can play with regard to identifying and recording local heritage assets.</p> <p><u>WSCC Community Highways Schemes Applications</u></p> <p>Granary Way – An application was submitted to request that a path be created across a wide grass verge outside 89-95 Granary Way to aid the elderly and disabled residents in safely accessing their cars. This was supported by WSCC Cllr. David Sheldon.</p> <p>Richmond Road – Another application was submitted to request that a safer pedestrian crossing be installed near the junction of Wimblehurst Road. This was supported by WSCC Cllrs. Nigel Dennis and Peter Catchpole.</p> <p>Both applications are being assessed to decide if they will be included in the 2016/2017 works programme.</p> <p><u>WSCC Application for a TRO for East Street</u></p> <p>An application was submitted to request that No Waiting/Loading restrictions be extended in East Street to the Barttelot Road junction to stop private and delivery vehicles stopping outside Bath Store. (See item on Highways).</p>
8	<p><b>Reports from Members:</b></p>
8.1	<p><b>Finance</b></p> <p>Payments made since the last meeting:  Horsham in Bloom planter sponsorship £175; WSCC Clerk's Wages for July £320; Church Hall Hire (April to August) £165; Zurich Insurance £191.65.</p> <p>This leaves a balance of £4883.66</p>

	<p>Outstanding invoices to pay: WSSC Clerk's Wages for August £320 ( to be paid by 8.10.16)</p> <p>Hall Hire: The cost of hiring the hall has increased by 50p per session.</p> <p>GI provided a financial forecast for the rest of the financial year which showed that there would be insufficient money from the HDC grant for this year to cover the estimated outgoings (GL estimated an overspend of £69.94). Therefore money carried over from the previous financial year, and held in reserve, would be needed.</p> <p>TM said that this proved that the HDC grant would need to be increased for the next financial year.</p> <p><b>ACTION:</b> GL to email the financial forecast report to SD</p> <p>It was agreed that future payment of invoices would be confirmed at each HDNC meeting unless this would result in late payment.</p>
<b>8.2</b>	<p><b>Section 106 and CIL</b></p> <p><u>CIL Amendment:</u> The Chairs and Clerks of a few Local Councils were invited to a meeting by Chris Lyons. The reason became apparent as all those invited have uncompleted, major developments in their areas: Kilnwood Vale, West of Southwater, North-east of Billingshurst and West of Horsham.</p> <p>There is concern that developers, who have already agreed substantial S106 payments for infrastructure improvements, may automatically be subject to CIL charges for the same assigned improvements if any amended plans are submitted. HDC were therefore proposing that these developments, like North of Horsham should be zero-rated for CIL.</p> <p>The proposal is going to Cabinet on 22<sup>nd</sup> September for approval.</p>
<b>8.3</b>	<p><b>Planning</b></p> <p><u>North Horsham Application:</u></p> <p>Liberty will be holding a public display of the application in the town centre in Autumn but have also requested a private meeting with HDNC to discuss our concerns.</p> <p>Cllr. Peter Burgess advised that the public exhibition is scheduled to be held on 30<sup>th</sup> September to 1<sup>st</sup> October in the Drill Hall. He said that NHPC have turned down the request for a private meeting with Liberty and have said they would only agree to a public meeting. The consultation deadline has been extended and the application will not go to committee until early next year. In the meantime NHPC have formed 3 groups to look at separate aspects of the plans and issues, and submit progressive inputs.</p>

Members agreed that HDNC would offer a meeting with Liberty at one of their forthcoming public monthly meetings.

**ACTION:** SD to respond to the Liberty request.

Swan Walk / Multiplex Cinema, Restaurants and Retail Premises;

Amended plans have been submitted but the changes are minimal and do not address our original objections, except that signage has been slightly reduced. JP is concerned with the issue of light disturbance from the new development. Cllr. Burgess said that discussions are still ongoing and there could be more changes to the plans.

**Action:** TM to submit objection sustained to HDC.

53-55 Bishopric Naming:

The names suggested by HDNC have been submitted to Andy Flack at HDC, who will inform us of the decision. A further suggestion was to commemorate Henry Burstow who was a Bishopric resident, [https://en.wikipedia.org/wiki/Henry\\_Burstow](https://en.wikipedia.org/wiki/Henry_Burstow)

Pirie's Place;

The applicant has invited HDNC members to a meeting in October details have been circulated and a decision has to be made on the date.

**ACTION:** SD to respond to Nicola Perkins of Reef Estates.

Prewett's Mill;

Another planning application DC/16/1900 has been received for prior approval to convert the premises to residential, (35 apartments). Query change of ownership?

Park North and North Point;

A reminder has been sent to HDC regarding the unkempt appearance of these offices and Cllr Skipp has also asked for the area to be smartened up but HDC can only request that the owners take action.

Another planning application DC/16/2041 has been received for prior approval to convert the premises to residential (63 apartments) Query change of ownership?

Validation Requirements

The National and Local (HDC) requirements to validate planning applications have been circulated to members for comments. HDC are now obligated to update the list every two years.

**ACTION:** TM to check if cycling provision is mentioned.

	<p><u>West Sussex Historic Environment Record (HER):</u></p> <p>See Clerk's report</p>
<b>8.4</b>	<p><b>West of Horsham Development</b></p> <p>HDNC'S main contact Olivia Forsyth has been on sick leave so there is no progress to report. A meeting will be arranged for October.</p>
<b>8.5</b>	<p><b>Community Services – Youth</b></p> <p>Nothing to report</p>
<b>8.6</b>	<p><b>Community Services – Older People</b></p> <p>Nothing to report.</p>
<b>8.7</b>	<p><b>Highways and Transport</b></p> <p><u>Park Place:</u> The long awaited resurfacing is in progress.</p> <p><u>CPZ Line Markings:</u> Work has just started to implement the line markings agreed following the consultation in Summer 2015.</p> <p><u>Granary Way:</u> The application has been submitted in time for the 29<sup>th</sup> September cut-off date for work to be done in the next financial year. TM has informed the resident who made the request; he was very pleased but accepts that there is no guarantee that the application will be approved.</p> <p><u>Richmond Road:</u> After discussions between JA and TM the application has been submitted in time to meet the cut-off date.</p> <p><u>East Street:</u> The application for no waiting/loading restrictions to prevent lane blocking at the Park Way traffic lights has been submitted.</p> <p><u>Wimblehurst Road Residents' Association survey:</u> JA reported that the survey has been sent to residents which covers proposals for safety measures in the Wimblehurst Road area. If the majority are in favour of the proposals this will be used as evidence to further the WSCC consultation.</p> <p>Ruth Fletcher of HDCF queried whether cyclists would still be able to cycle in both directions in Gordon Road, and was not sure that the proposals would improve the situation. It was suggested that there should be a meeting between HDCF and WRRRA.</p> <p><u>CAGNE Parish Forum:</u> An email was received from CAGNE inviting HDNC to put forward a member to join the Forum. MB has expressed interest in this role.</p>

	<p>There was a discussion about whether HDNC should support CAGNE or not. Some members were not happy to have HDNC linked with CAGNE and thereby appear to publicly support a pressure group.</p> <p>It was agreed that MB could attend the Parish Forum meetings as an observer but not as an official representative of HDNC.</p> <p>However, TM thought that, following the original presentation by CAGNE to HDNC last year, HDNC had agreed that it would support them. Therefore it would be necessary to check previous correspondence and minutes which may affect the decision made by HDNC regarding representation on the Parish Forum.</p> <p><b>ACTION:</b> SD to check previous emails and minutes.</p>
<b>8.8</b>	<p><b>Communications</b></p> <p>NH said that there are 2 more followers on HDNC Twitter and he discussed the possibility of linking it to other accounts e.g. West Sussex County Times.</p> <p><b>ACTION:</b> NH agreed to give members an information session on Twitter at the next meeting.</p>
<b>8.9</b>	<p><b>Park/Countryside and Leisure</b></p> <p>JA is waiting for HDC/ Evan Giles to get back to her regarding arranging a date for the next Park meeting with HDNC.</p>
<b>8.10</b>	<p><b>Emergency Plan</b></p> <p>Winter Plan: IB has contacted Tony Skelding who confirmed that HDC is responsible for the Winter Plans in the Neighbourhood Council areas. TS will contact WSCC/Sue Furlong.</p>
<b>8.11</b>	<p><b>Police</b></p> <p>Nothing to report.</p>
<b>8.12</b>	<p><b>Town Centre</b></p> <p><u>Horsham Unlimited:</u> The minutes of the previous meeting have been circulated to members.</p> <p>The meeting scheduled for 13<sup>th</sup> September was abandoned as insufficient numbers attended.</p> <p><u>Christmas Lights:</u> The Neighbourhood Councils are represented on the panel to evaluate 3 tenders, which will operate for 3 years. According to Garry Mortimer-Cook it is becoming increasingly difficult to attract tenders for small scale installations such as Horsham.</p> <p>Members have been asked to comment on the visuals presented.</p> <p><u>Horsham in Bloom;</u> So far there has been no response to the request for nominations.</p>

	<p>At the meeting TM suggested Horsham Railway Station and NH suggested The Anchor Tap. The majority of members favoured the Railway Station.</p> <p><b>ACTION:</b> SD to contact Horsham In Bloom to respond to the request for a nomination for the NC Award.</p>
<b>8.13</b>	<p><b>HALC /CLC</b></p> <p>Cllr Nigel Dennis attended the CLC meeting on 12.9.16. He said the following issues were discussed:</p> <p>Sunday Parking: Officers are to monitor the on-street parking. There are no proposals to change the hours of operation of the CPZs.</p> <p>Hurst Road: A resident asked if there was any update on moving the Fire Station and improving the Hospital Carpark. But no further information was available.</p> <p>Hills Farm Lane School Safety Zone: The amendments requested by HDNC have been agreed.</p>
<b>9.</b>	<p><b>HTCP</b></p> <p>A report by JA was circulated prior to the meeting. The main points relevant to HDNC were:</p> <p><u>Annual Riverside Walk Event 16.7.16:</u> The Alzheimer's Society has confirmed that £1030 was raised in sponsorship funds from participants in the Event.</p> <p><u>Route and Surface Improvements:</u> The first stage of footpath improvements are now complete and there has been positive feedback.</p> <p>The next set of improvements are now in the advanced planning stage. These include 550 x metre section from the football pitches in the vicinity of Hills Farm Lane (current estimate £21k) and a section in the location of Redford Avenue to Guildford Road. (See below).</p> <p><u>North of Horsham Development:</u> HTCP has submitted a response to the outline planning application as the Riverside Walk goes through the proposed development for some considerable distance.</p> <p><u>New Volunteer for HTCP:</u> Les Ampstead, formerly of AiRS, is carrying out some preliminary research to see what Heritage Trails exist within the Horsham District and how these could be improved and better publicised.</p> <p><u>Horsham Blueprint:</u> HTCP is working closely with HB to update the HTCP Action Plan using some of the information coming out of the HB Interim Report.</p> <p>TM queried why there had been no prior consultation regarding work on the RSW in the Denne area. This is to be followed up with JA and David Searle.</p>



10.	<p><b>Horsham Blueprint Neighbourhood Forum</b></p> <p><u>Newsletter:</u> This has been printed and distribution is in progress to all households although not every area has yet had deliveries.</p> <p><u>Interim Report:</u> This has been circulated by e-mail and a copy sent to HDC as requested</p> <p><u>AECOM Report:</u> The list of sites suggested for possible development has been completed and will need to be discussed with HDC. There is still time to allocate further sites but justification will be required.</p> <p><u>Local List Call:</u> So far there has been no further response to add buildings to those already suggested at the last meeting.</p> <p><u>Surveys:</u> It is important that as many people as possible respond to the surveys. Members are reminded to complete the residents' survey by 30<sup>th</sup> September. It can be completed by every member of a household in the un-parished area and also by people who work in Horsham.</p> <p>Members are requested to encourage friends/ neighbours/ colleagues etc. to complete the forms which are available on line.</p> <p>Several members confirmed that they had not received the newsletter yet.</p> <p><b>ACTION:</b> TM to check if the deliveries have been completed.</p>
11.	<p><b>Members' Questions and Comments</b></p> <p>None</p>
12.	<p><b>Reports from District and County Councillors</b></p> <p><b><u>HDC Cllr. Peter Burgess</u></b></p> <p><u>Parking in East Street:</u> Cllr Burgess commented that illegal parking in the evenings is still an issue. He has spoken to Tom Crowley who said there would be another purge. Cllr Burgess suggested that HDNC should also complain.</p> <p><b>ACTION:</b> TM and SD to contact HDC.</p> <p><u>Pirie's Place carpark lifts:</u> These are due to be replaced sometime next month.</p> <p><u>Hotel Accommodation survey for the Horsham District:</u> Cllr Burgess recommended that HDNC look at this. Apparently there is a shortage of hotels providing accommodation in the £80 to £100 price range.</p>

	<p><b><u>WSCC Cllr. Nigel Dennis</u></b></p> <p><u>Pavement schemes</u>: Cllr Dennis said that all the WSCC Councillors had been asked to each identify 3 locations in need of improvement. In the HDNC area Cllr Dennis suggested two locations: 1) Wimblehurst Road and 2) by the pedestrian traffic lights in North Parade as the position of the signals makes it difficult to pass with a buggy.</p> <p><u>Puffin crossing by Dog and Bacon P.H</u>: Cllr Dennis has reported a fault with the crossing not detecting the flow of vehicles correctly.</p>
13.	<p><b>Meeting closed at 9.40pm.</b></p> <p><b>Date of next meeting: 20<sup>th</sup> October 2016.</b></p>
	<p><u>Appendix: Presentation by Ruth Fletcher of Horsham District Cycling Forum with Peter Silburn, Geoffrey Bragg and Mark Treasure</u></p> <p>Ruth Fletcher said that HDCF hopes to build a useful relationship with HDNC.</p> <p><u>WHO are HDCF?</u> : A group of people who live or work in Horsham who believe that cycling should be safe and attractive to all ages and abilities. HDCF represents the whole district but its membership and main focus is concentrated on Horsham and its surrounding area. HDCF is also a member of the West Sussex Cycling Forum and HTCP. They have meetings every other month on the 1<sup>st</sup> Tuesday at County Hall North, and have a website, mailing list and are on Twitter.</p> <p><u>WHY don't more people cycle?</u> : HDCF feels that cycling is badly provided for and most people who don't cycle would do if it was safer and easier. Government and Council policy promote cycling as being very good for people's health and air quality. RF referred to a letter in the County Times from medics calling for councils to make the roads safer for cyclists to encourage better health.</p> <p>Regarding the best use of space many bikes can be fitted into towns than cars. A quarter of households don't have access to a car so cycling is good for those who cannot afford a car, and also for those who cannot drive for various reasons.</p> <p>Road safety is the biggest problem for cyclists. 1 in 5 collisions in West Sussex, where someone is killed or injured, involves a cyclist: the number has doubled in the last 5 years. Although pedestrians are the most vulnerable group (there were 103 collisions between 2005 to 2014 resulting in pedestrians being injured) there have been no recorded incidents of a cyclist injuring a pedestrian. It is a symptom of the bad provision for cyclists on roads that they choose to use pavements.</p>

WHAT needs to be done? : Roads with fast moving traffic should be designed to provide separate lanes for cyclists. Neighbourhoods which suffer from rat runs should use dead ends to make them quieter and safer for residents and cyclists.

Off-road tracks e.g. Riverside Walk, should be made wide enough for use by walkers and cyclists.

WHERE is improvement needed? : RF gave examples of problem areas such as the Lynd Cross area which is hard for cyclists to reach as most avoid Albion Way. As this area is being re-developed HDCF hope that access into the Town Centre for cyclists will be improved.

HDCF supports one-way roads being two-way for cyclists.

The Pavilions – the carpark is to be redesigned so HDCF would like the design to better accommodate bicycles.

Hurst Road re-development - it is hoped that segregated cycle lanes will be included.

Pirie's Place re-development – HDCF would like proper access for cyclists through the new site.

North Parade – the pinch point could be improved.

North Street – this has the best cycle lanes in Horsham, but even they could be improved.

HOW can PCs and NCs help?: HDCF are encouraging discussions right at the beginning of the planning process before applications are submitted. They suggest that NCs and PCs engage with the West Sussex Walking and Cycling strategy to come up with ideas that can be used to build a business case to put forward to Coast to Capital for funding.

A discussion followed where the following points were raised:

IB: Indiscipline of some cyclists: IB said he had seen several cases of cyclists not cycling with consideration to pedestrians.

NH: Coast to Capital sustainable transport: NH asked how could funds be used locally? RF said 'filtered permeability' could be applied to areas such as New Street and the Trafalgar area which are currently used as rat runs.

JP: S106: commented that S106 has very limited funds. RF said PCs and NCs need to specify at the outset what is required.

JF said that WSCC has few staff able to deal with cycling issues.

JP: Cycling education: JP queried if children are still being given cycling lessons. RF said that Bikeability lessons are given at Primary schools.

JA: Holland: JA commented that Holland has a better ethos for cycling. PS said that the environment is better and children grow up with it.

TM thanked RF for the presentation and said that HDNC could help by looking at planning applications to see where cycling provision could be included.