

HORSHAM DENNE NEIGHBOURHOOD COUNCIL



Minutes of the meeting held on Thursday 16th June 2016 at 7.05pm

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

Item	Detail
1	Meeting Open and Welcome from the Chairman Meeting opened by Trudie Mitchell
2	Attendance and apologies for absence: Attending – HDNC: Trudie Mitchell –Chair, Martin Bruton – Vice-Chair, Jane Apostolou, Judy Pounds, Ian Botting, Nigel Hillpaul, Gianni Lozzi, Eric Blackburn, Sara Doy – Clerk. WSCC Cllr. Nigel Dennis (arrived 8.30pm) Apologies –HDC Cllrs: Tony Hogben, Adrian Lee, David Skipp, Peter Burgess ; WSCC Cllr. David Sheldon
3	Declaration of Members' Interests Trudie Mitchell – Horsham Blueprint ; Jane Apostolou – HTCP; Martin Bruton – HTCP and Older People's Forum
4	Approval of Minutes from last meeting (19.5.16). Approved by MB, seconded by JA
5	Matters arising from last meeting and Action points All action points had been dealt with (see under relevant items).
6	Chairman's Report <u>Meetings attended</u> 24/05/2016 West of Horsham – R. Arun Bridge route 25/05/16 HDC Annual Council Meeting and Reception

	<p>15/06/2016 Town Vision Stakeholders' Meeting</p> <p><u>Future Meetings</u></p> <p>19/06/2016 Civic Choral Evensong</p> <p>30/06/2016 Horsham Vision and Neighbourhood Plan meetings</p> <p><u>Tree Warden</u></p> <p>Andrew Dickinson has been acting as the HDNC volunteer tree warden for nearly three years. His responses to all the planning applications received have been extremely thorough and recently HDNC has had a spate of applications.</p> <p>TM discussed with MB if HDNC should acknowledge his efforts and it was agreed that a gift voucher would be suitable.</p> <p>Members agreed that an Amazon gift card for £50 would be a suitable gift.</p> <p>ACTION: TM to purchase gift voucher and thankyou card to send to AD.</p>
7	<p>Clerk's Report</p> <p><u>Dementia Action Alliance</u> – As HDNC is now a member of the Horsham District Dementia Action Alliance the HDC Dementia Friendly Coordinator is trying to arrange for a Dementia Friendly talk, possibly at the beginning of the monthly meeting on Thursday 18th August. It should take about 45 minutes.</p> <p>ACTION: SD to organise the Dementia Friendly Talk for 18th August.</p> <p><u>West Sussex Household Waste Recycling Sites Consultation</u> – SD submitted a response on behalf of HDNC to the survey. A letter was also sent to the Project Manager of the Consultation commenting that the system was not user-friendly and difficult to answer as an organisation rather than as an individual, and there was a lack of information showing the current usage of the sites.</p> <p><u>Horsham Hospital car park entrance</u> – SD spoke to Stuart Slater /HDC Compliance and Enforcement Officer as she had not had a response to her recent emails requesting an update on the 'No-waiting' sign needed at the entrance. He advised that it was on his list of signs needed for the town, but this list had just expanded due to the decision to turn the Ambulance Station car park into a public car park.</p> <p><u>Residents' enquiries</u></p> <p><u>Richmond Road</u> – A resident phoned to say that he has concerns about the development of the old Novartis site. In the past he and other neighbours experienced considerable disturbance from the Novartis ventilation and air-conditioning systems. He emailed a copy of</p>

	<p>his letter to Chris Lyon in which he requests that any proposals for the site are fully evaluated as to the impact on the local residents, particularly noise. As advised by TM, SD emailed the resident to suggest that he also contact NHPC as the Novartis site is in their area, and they would be consulted on any planning applications for the site.</p> <p><u>Groombridge Way</u> – A resident phoned regarding an area of land behind her back garden wall, which faces onto Hills Farm Lane, to see if HDNC could help find out who owns it. The area is getting very overgrown and starting to encroach into her garden, but HDC and WSCC have said that it is not their land and therefore not their responsibility. TM visited the resident, took photos and sent a report in to Love West Sussex and will await the response from WSCC.</p>
8	Reports from Members:
8.1	<p>Finance</p> <p>GL confirmed that the on-line account with HSBC is now open. The grant cheque of £4936 from HDC had been paid into this account and two invoices for the Clerk's wages for April and May have been paid out.</p> <p>The balance of the old account is £2050.23 and the balance of the new HSBC account is £4376.00.</p> <p>The last cheque paid from the old Nat West account has cleared, so this account will be closed as soon as possible.</p> <p>TM enquired as to how she and MB (as previous signatories) can view the new account. GL explained that he will nominate TM and MB as additional users and they will be issued with security keys.</p> <p>JA commented on the large amount of reserve money, approx. £2000 that has not been allocated in the last financial year. GL advised that a similar sum of money has been in reserve for a number of years and that the grant money coming in each year is always used up.</p> <p>TM said that some of the money will be needed to produce a second HDNC newsletter later in the year. She requested that SD investigate alternative companies to deliver the newsletter including the Royal Mail.</p> <p>ACTION: SD to look into newsletter delivery.</p>
8.2	<p>Section 106 and CIL</p> <p>A response was submitted on 13th June to the consultation on the Community Infrastructure Levy and this has been circulated to members.</p>

8.3	<p>Planning</p> <p><u>Planning application DC/16/1016 Park North and North Point, North Street:</u> MB advised that HDNC has objected to 7 infill apartments for the same reasons as the previous application i.e. over-development, lack of natural light, insufficient parking and air pollution. MB had written to the Horsham Park Councillors asking for their support.</p> <p>WSCC/Highways have not objected but have based their response on a desk-top survey. There is also a query as to the S106 allocation requested by WSCC.</p> <p>ACTION: MB to contact the Case Officer and request a site visit with WSCC to include HDNC.</p> <p>Cllr. Skipp reported prior to the meeting that he has spoken to the Case Officer who assured him that the application will come to committee. The S106 issue needs to be resolved and may even cause the application to fail to progress.</p> <p>Despite a reminder there has been no response from Cllrs. Josh Murphy and Connor Relleen. Members discussed the complete lack of communication and response to all our emails from these two HDC Horsham Park Councillors. It was agreed that TM would send a letter of complaint to Ray Dawe.</p> <p>ACTION: TM to write to Ray Dawe.</p> <p><u>Planning application DC/16/1058 Old House, London Road:</u> This is a planning application for conversion to residential (9x1 bed flats) with 5 off-street parking spaces. Members objected due to lack of parking, lack of space for bins, the proposal to alter the roof line and over development.</p> <p>Cllr. Dennis had reported prior to the meeting that WSCC as Highway Authority has not objected on the basis that this is a sustainable location and on-street parking controls are in place. It has however provided advisory notes regarding the layout of parking spaces and requirement for covered cycle parking.</p> <p><u>Planning Committee:</u> EB has agreed to join the Planning Committee and MB has arranged a briefing meeting with him on 20.6.16.</p> <p>ACTION: MB to organise a full Planning Committee meeting.</p>
8.4	<p>West of Horsham Development</p> <p><u>DC/15/1826 Southern Access Road:</u> A site visit took place with HDNC, HDC, WSCC and Berkeley's on 24th May to view proposed routes from Hills Farm Lane to south of the R. Arun. All parties agreed that the route which preserved most mature trees was preferable. Berkeley's will work up a detailed application taking into account the need to prevent</p>

	<p>unauthorised access (travellers and parking), while maintaining access for grass cutting etc. It was also agreed that there is a need for additional traffic calming in Hills Farm Lane to the east of the junction as it was observed that many vehicles currently cut the corner. This will be part of the Berkeley's application.</p> <p><u>Hills Farm Lane traffic speeding issue:</u> IB raised this issue (see item 8.7)</p> <p><u>Remedial Works:</u> As requested at the last visit Berkeley's have completed the fencing on the path west of Boldings Brook and have also fenced off the gap under the bridge. There is still planting to take place to help prevent anyone attempting to climb the fence.</p> <p>There will also be an audit of planting along River Walk and Basin 1 where there are still some gaps; this has to take place before the land can be transferred to HDC.</p> <p><u>Licensing Application:</u> An application has been received from Saxon Weald regarding the Extra Care Home. Members discussed the licensing hours and agreed they seemed excessive and requested information on similar establishments.</p> <p>ACTION: TM to contact HDC for details of the application and further information.</p> <p><u>Dog Waste Bins:</u> No further update from Cllrs. Hogben and Lee.</p>
8.5	<p>Community Services – Youth</p> <p>JP advised that the next CYW meeting will be in July and she is able to attend.</p> <p>Melanie Stowell/HDC had emailed details of 3 applications for grants from the £9000 transferred from WSCC. The CYW group agreed to these 3 grant applications: two from The Holbrook Club for improving facilities and supporting youth sessions, and one from Horsham Matters to assist the Café Nero Project. This leaves £6000 available for grants of up to £1000 each.</p>
8.6	<p>Community Services – Older People</p> <p>MB informed members that the Meeting of the Older People's Forum on 1.6.16 had been successful. He mentioned that the website Support Connect is very good. The next meeting will be on 6.9.16 at Slinfold and may include a talk on power of attorney.</p>
8.7	<p>Highways and Transport</p> <p><u>Love West Sussex:</u> 5 Reports were submitted last week about problems in the Hills Farm Lane area. These included a damaged fence, overgrown vegetation, a missing traffic calming bollard and a dislodged sign post. A response has already been received which resolves some of these problems. The response came from a new Highways Steward, Tom King; TM will attempt to arrange a meeting to discuss the other problems further.</p>

	<p><u>Wimblehurst Road</u> – JA chased up Chris Stark/Local Highway Manager regarding the S106 money. CS has agreed to attend a meeting on Monday 20th June to discuss what work can be done. TM and possibly JP will also attend.</p> <p>JA informed members that there had been another recent accident involving two cars at the junction of Wimblehurst Road and Gordon Road.</p> <p>Cllr. Dennis had emailed a report prior to the meeting to say that Wimblehurst Road has also been put forward for a part of the extra footway funding that WSCC now has available, although it is difficult to see how the problem of low kerbs could be overcome.</p> <p><u>Walking and Cycling Strategy Consultation</u></p> <p>IB and NH had forwarded their comments prior to the meeting. A response is needed by 22.6.16 so members who had not already commented were asked to do so by 19th June.</p> <p><u>Hills Farm Lane traffic speeding issue:</u> (See 8.4) IB raised this issue as he lives in Hills Farm Lane and has witnessed drivers driving at excessive speed. He feels the traffic calming is useless and advised that there had been a recent head-on collision of two cars. TM suggested that IB keep a log of incidents.</p> <p>ACTION: IB to keep log of incidents in Hills Farm Lane.</p>
8.8	<p>Communications</p> <p>MB said he continues to update the website but is not sure that it gets many views.</p> <p>NH said he would email MB with a way of ‘piggy backing’ on to other twitter sites, and he said he would be willing to help with the HDNC twitter.</p> <p>ACTION: NH to contact MB</p>
8.9	<p>Park/Countryside and Leisure</p> <p><u>Draft Sports and Physical Activity Strategy projects in Denne area</u></p> <p>Trevor Beadle gave an update to SD on 15th June:</p> <p><u>Gym Trail in Horsham Park:</u> Anna Chapman is leading on this and is consulting with the sports development and health and wellbeing teams to establish which equipment would offer greatest benefit in terms of potential usage and appropriate health impact on users. S106 funds have been identified to meet cost of first equipment pod but no specific plans to show as yet</p> <p><u>Collyer’s Hub for Disability Sport:</u> Ian Ford is leading on this. Facilities now equipped with disability friendly changing room (including hoist), accessible doors and social/viewing area. There are many current activities and these will be expanded for both term time and the</p>

	<p>holiday periods.</p> <p><u>Highwood Community Centre</u>: Horsham Churches Together have been given until the end of the month to clarify the extent of their interest, further update expected in mid-July.</p> <p><u>North Parade</u>: JA said she had recently walked along North Parade and noticed that the foliage from the Park is now very overgrown and encroaching onto the pavement. She will contact HDC to find out when it will be cut back.</p> <p><u>Horsham Park</u>: JA noticed that following the Race for Life there are many areas that have been sprayed pink to indicate trip hazards to the runners.</p>
8.10	<p>Emergency Plan</p> <p>IB has started the WSCC Community Winter Plan survey and should complete it soon.</p>
8.11	<p>Police</p> <p>SD informed members that she is trying to resolve a problem with the Horsham Police Weekly Update reports not being received by email since a new system came into effect recently. MB said he receives the reports via Neighbourhood Watch and puts them on the website.</p>
8.12	<p>Town Centre</p> <p><u>Town Vision Stakeholder Meeting 15th June:</u></p> <p>TM was unable to attend the first hour of the meeting but HDNC was represented by our Clerk. There has not yet been an opportunity to discuss proceedings in full but a copy of the presentation has been circulated to members and SD read out her notes taken at the meeting.</p> <p>The consultants made a presentation including some facts about Horsham and a SWAT analysis. They did not propose any specific schemes but the attendees had round table discussions to answer the following questions:</p> <p>How you would describe Horsham Town Centre to a first time visitor?</p> <p>How would like to tell them about its future?</p> <p>What is important to keep – specific physical components, character, role?</p> <p>What needs to be strengthened and enhanced?</p> <p>What needs to change – and why?</p> <p>How should it change – what is the mechanism?</p> <p>Ideas were then shared so that the consultants can produce some alternative schemes to present to the public probably in September.</p> <p>Clive Burley would welcome any further ideas.</p>

	<p>ACTION: All members to forward ideas to SD by 25.6.16.</p> <p><u>Household Waste Recycling Proposals:</u></p> <p>The HDNC response to the WSCC consultation on opening hours for the Household Waste Recycling Sites has been acknowledged.</p> <p><u>Town Hall Waste Bins:</u> Mr Dowson has served notice on WSCC that he intends applying to the Magistrate's Court to have the bins removed as they are causing an obstruction under the Highways Act. He is currently awaiting a response from WSCC.</p> <p><u>Horsham Unlimited:</u> The minutes have been circulated from the meeting on 10th May.</p> <p><u>Christmas Lights:</u> There has been a delay in sending out the tender so there is no further information.</p>
8.13	<p>HALC /CLC</p> <p>IB attended a CLC Meeting on 13.6.16 and provided a report which was circulated prior the meeting. The main points were:</p> <p><u>Police PCSOs :</u> The Police have been invited to attend the next meeting to provide an update on the policing strategy.</p> <p><u>Pot holes and the state of the roads:</u> Chris Stark/WSCC Highways was in attendance and there were many complaints about the poor state of the roads and the length of time taken for repairs to be carried out.</p> <p><u>Grass Cutting:</u> In Horsham the grass is cut 7 times per year. There were complaints that the height of grass is creating a safety hazard, particularly in rural areas. It was agreed that the local councils need to identify problem areas. (See also item 12)</p> <p><u>Car parking at Hurst Road Ambulance Station:</u> Consent was given to introduce charging Monday to Saturday. (See also item 12)</p> <p><u>CIF grant for Horsham Festival:</u> A grant of £2436 was approved for advertising, website, programmes etc.</p> <p><u>Holmbush Farm Music Festival:</u> This is a 4 day event to be held over the August bank holiday weekend. There are concerns regarding the large number of people anticipated and possible congestion on the A264.</p>
9.	<p>HTCP</p>

	<p>A report by JA was circulated prior to the meeting. The main points were:</p> <p><u>Annual Riverside Walk Event 16th July 2016</u>: The event plans are nearly complete and so far over 100 people have registered to take part, not including the Scouts and other groups.</p> <p><u>Riverside Walk S106 fund application</u> (for route and surface improvements from Warnham Rd to Rookwood Golf Course): The S106 fund application has been approved and it is planned that the work will be carried out within the next two or three months.</p> <p>TM queried which specific development funds had been allocated to the application.</p> <p>ACTION: JA to forward details of the application numbers to TM.</p> <p><u>Sparks in the Park (10th July)</u>: HTCP will have a stand next to Horsham Blueprint together with HDNC and HFNC, and also next to a stand for the Horsham Older People's Forum.</p> <p>Volunteers are needed to help man the HDNC stand.</p> <p>ACTION: All members to let SD know if they are able to help.</p> <p><u>Review of MoU</u>: All but HTNC have signed the new document. JA will let Tom Crowley know the situation and will also arrange for individual MoUs for HDNC, HFNC and NHPC to be signed, to replace the original joint MoU.</p> <p>ACTION: TM to sign MoU.</p>
10.	<p>Horsham Blueprint Neighbourhood Forum</p> <p><u>AGM Meeting</u>: This will be held at 7.30 on Monday 27th June at the Rehoboth Church in New Street. Members are requested to attend to help achieve a quorum. JA confirmed that she will attend; GL and EB will check if they are able to.</p> <p><u>Sites for Development</u>: Information has been sent to AECOM to assess if the suggested sites are viable.</p> <p><u>Town Vision and Neighbourhood Plan</u>: Monthly meetings are taking place with HDC as it is extremely important that these two objectives are compatible.</p>
11.	<p>Members' Questions and Comments</p> <p>MB: <u>Map Planning System</u>: MB welcomed the recent news that HDNC may be able to get access to an on-line mapping system. However TM said that this is not yet certain, and further discussion needs to take place with HDC.</p> <p>ACTION: TM to follow-up.</p> <p>MB: <u>Old Millmead road sign</u>: MB advised that there is a road sign which needs replacing.</p> <p>ACTION: MB to send details to SD to report.</p>
12.	<p>Reports from County and District Councillors</p>

	<p><u>HDC Cllr Peter Burgess</u></p> <p>Cllr Burgess submitted a report prior to the meeting advising that he has requested that HDC include NHPC in any future Town Centre stakeholder meetings as they may be able to contribute.</p> <p><u>WSCC Cllr. Nigel Dennis</u></p> <p>Cllr Dennis provided a report prior to the meeting as he was not sure if he would be able to attend.</p> <p><u>Wimblehurst Road</u> : see item 8.7</p> <p><u>Old House, 24 London Road</u>: see item 8.3</p> <p><u>Park View Car Park</u>: The new car park on ambulance station site has now been purchased by HDC. It will be used for season ticket holders. The CLC agreed to the introduction of parking charges here although WSCC Cllrs. supported Mon-Sat restrictions as in their WSCC agenda papers rather than the Mon-Sun ones proposed by HDC. They also asked to ensure that it does not prejudice the future redevelopment of this area with additional parking for the hospital.</p> <p><u>Grass verges</u> : It was noted at the CLC that there has been a problem with overgrown verges in the town as well as in rural areas (e.g. North Parade two weeks ago). Specification is 7 cuts per year in the urban areas. As with most things it is down to a lack of resources for Highways to do any more but WSCC Cllrs. did ask that cuts be efficiently spaced in time and the depth of cut meets the specifications.</p> <p><u>North Street Council offices application</u>: TM discussed the S106 money as she was concerned that there had been an incorrect allocation of money to schools that are not in the HDNC area. Cllr. Dennis explained that the schools were in the catchment area of the site in the application, but he will have a look at the application as he hadn't previously received details of it.</p> <p><u>Camelia Botnar Foundation</u>: Cllr Dennis said he had attended a meeting here earlier and was asked to pass on to the NCs and PCs that the Foundation can provide items such as noticeboards.</p>
13.	<p>Meeting closed at 9.15pm.</p> <p>Date of next meeting: 21st July 2016</p>