

**HORSHAM DENNE NEIGHBOURHOOD COUNCIL**  
**Minutes of the meeting held on Thursday 20<sup>th</sup> October 2016 at 7.50pm**



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

| Item | Detail   |
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| 1    | <b>Meeting Open and Welcome from the Chairman</b><br>Meeting opened by Trudie Mitchell   |
| 2    | <b>Attendance and apologies for absence:</b><br><b>Attending</b> – HDNC: Chair - Trudie Mitchell, Gianni Lozzi, Nigel Hillpaul, Ian Botting, Clerk - Sara Doy<br>WSCC Cllr. Nigel Dennis (arrived 9.10pm)<br><b>Apologies</b> – HDNC: Vice Chair – Martin Bruton, Jane Apostolou, Judy Pounds ; HDC Cllrs: Peter Burgess, David Skipp; WSCC Cllr. David Sheldon. |
| 3    | <b>Declaration of Members' Interests</b><br>Trudie Mitchell – Horsham Blueprint  |
| 4    | <b>Approval of Minutes from last meeting (15.9.16).</b><br>Approved by IB, seconded by NH  |
| 5    | <b>Matters arising from last meeting and Action points</b><br>All action points had been dealt with apart from item 12.<br><b>ACTION:</b> TM and SD to contact HDC regarding illegal parking in the evening in East Street.  |
| 6    | <b>Chairman's Report</b><br><b><u>Meetings attended</u></b><br>19/09/2016 Christmas Lights – report circulated<br>20/09/2016 Markets -JP report circulated<br>22/09/2016 Town Vision and Blueprint – see Item 10<br>22/09/2016 Linden House Viewing - cancelled<br>04/10/2016 Horsham Unlimited – see 8.12   |

10/10/2016 West of Horsham – site visit see 8.4

13/10/2016 Riverside Walk Path – see HTCP, Item 9

13/10/2016 HDC Neighbourhood Councils Quarterly – cancelled

14/10/2016 Pirie's Place Pre-application meeting – see 8.3

#### **Future Meetings**

03/11/2016 – Park update with JA and JP

04/11/2016 – West of Horsham update with JA and Janet Fraser from Hills Farm Conservation Group

21/11/2016 – Annual Meeting of HDC and HALC IB - confirmed he could attend

28/11/2016 – CLC - IB confirmed he could attend

30/11/2016 – Horsham District Dementia Action Alliance Open Forum

**Induction training for HD Councillors :** Tom Crowley has confirmed that HD Councillors do receive induction training regarding relationship with their local councils (parish and neighbourhood)

**HDC Quarterly Meeting with NC Chairs:** This meeting due for 13<sup>th</sup> October was cancelled on the day because of illness. HDC offered to submit written responses to items on the agenda. These have been received and circulated to members. TM has asked for further information on communication with Network Rail concerning the subway; and also on the enforcement application for the old HDC offices.

**ACTION:** Members to forward any comments they may have.

**Community Involvement :** HDC is consulting on a draft Statement of Community Involvement. This is in two parts:

- 1) Strategic Planning - detailing the steps taken in devising policies and also Neighbourhood Planning.
- 2) Development Management – detailing the procedure involved in processing planning applications from the pre-application stage, through consultancy, decision making and appeal.

This is especially pertinent to members of the HDNC Planning Committee; details have been circulated to members and we have until November 7th to respond.

**ACTION:** Members on the Planning Committee to forward any comments they may have.

**Electoral Review of HDC Wards :** HDNC has been consulted by the Local Government Boundary Commission Review regarding HDC ward boundaries. The deadline for responding is December.

The LGBC recently carried out a similar review on WSSC ward boundaries and that consultation has been finalised.

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|            | <p>It is regrettable that the two reviews could not have been done in conjunction as this may have resolved the lack of coterminous boundaries. While some areas do seem to have similar boundaries the town centre is a complete mismatch.</p> <p><b>ACTION:</b> Members to forward comments.</p>  |
| <b>7</b>   | <p><b>Clerk's Report</b></p> <p><b><u>Community Youth Work Contract Meeting 10.10.16:</u></b> SD attended as a representative of HDNC as Judy Pounds was not available. Her notes were circulated to members. All parties present seemed happy with the progress of CYW who provided a very detailed report and data on the various projects. David Sheldon, CEO of Horsham Matters, was also present, and said that although finances are tight, the Youth Team is able to manage well at the moment.</p> <p><b><u>Horsham District Clerks' Meeting 11.10.16:</u></b> SD circulated notes from the meeting to members.</p> <p>Update from Paul Cummins, HDC Head of Legal and Democratic Services:</p> <p>Boundary Review: PC said that the number of Councillors will be increased from 44 to 47 to fit the population growth for the Horsham District. (See Chair's Report)</p> <p>Complaints and Training: PC said there had been a reduction in the number of complaints where HDC and Parish Councillors had breached the Code of Conduct. Councillors are now given training and this is also available to Parish Councillors. PC forwarded a link to the Code of Conduct which may be useful to check that we are following the spirit of the Code.</p> <p><b><u>Horsham Hospital Car Park:</u></b> There is still no progress on the need for a sign at the entrance to the Car Park to prevent drivers blocking the entrance and holding up traffic in Hurst Road. SD has been unable to get an update on the situation despite several emails and telephone calls.</p> |
| <b>8</b>   | <p><b>Reports from Members:</b></p>   |
| <b>8.1</b> | <p><b>Finance</b></p> <p><b><u>Payments made since the last meeting:</u></b> WSCC Clerk's Wages for August £320. This leaves a balance of £4563.66</p> <p><b><u>Outstanding invoices to pay:</u></b> WSCC Clerk's Wages for September £320; TM Expenses £54. This will leave a balance of £4189.07</p> <p><b>ACTION:</b> TM to contact HDC to find out when HDNC will be contacted regarding the 2017 Budget as the financial forecast indicated that an increase of the grant will be needed.</p>  |

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| 8.2 | <p><b>Section 106 and CIL</b></p> <p><b><u>Remembrance Gardens:</u></b> John Marder and Anna Chapman from HDC are drawing up plans and further discussions are taking place regarding the siting of information boards.</p>  |
| 8.3 | <p><b>Planning</b></p> <p><b><u>North Horsham Application:</u></b> A decision was taken at last month's meeting not to have a closed meeting with Liberty but Liberty is unwilling to attend a public meeting.</p> <p>HDNC has always had closed pre-application meetings when developers have offered e.g. Linden House, Prewett's Mill, the John Lewis stores and recently Pirie's Place.</p> <p>Although The Liberty development is not in the HDNC area it is usual for Councils adjoining major developments to be consulted by HDC, as in this case.</p> <p>It is likely that HDNC will be adversely affected by increased traffic and flood risk as well as affecting the economic balance of the town. HDNC needs more information about access routes, construction traffic movements and railway station and parking issues.</p> <p>It therefore seems prudent to avail ourselves of the opportunity to discuss our concerns with Liberty. TM has contacted MB in his capacity as Chair of our Planning Committee and he is in agreement that HDNC should meet Liberty.</p> <p>Members were asked to reconsider last month's decision.</p> <p>NH said that he thought HDNC should let North Horsham Parish Council know about the intention to have a meeting, as the proposed development is in the NHPC area. All present agreed to this.</p> <p><b>ACTION:</b> SD to send letters to NHPC and to Liberty Property Trust</p> <p><b><u>Swan Walk / Multiplex Cinema, Restaurants and Retail Premises:</u></b> No progress</p> <p><b><u>Pirie's Place:</u></b> Reef Estates invited HDNC members to a pre-application meeting. TM, JP and NH attended and were agreeably surprised by the plans which were less obtrusive than feared and do not conflict with surrounding architecture. There are some concerns about construction and service access which it should be possible to resolve. Regrettably there seems little likelihood of including a supermarket.</p> <p><b>ACTION:</b> Members to send any comments that can be included in a response to Reef Estates.</p> <p><b><u>Park North and North Point:</u></b> An enforcement application has been made for the owner to tidy up the area.</p> <p><b><u>53-55 The Bishopric:</u></b> Andy Flack has informed us that it has been decided to name the block of flats that are being constructed on the Council's behalf as 'BURSTOW COURT' after Henry Burstow. Jeremy Knight has advised that he was Horsham's most famous resident of the</p> |

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|            | <p>Bishopric and it so happens that this year is the centenary of his death. HDNC was thanked for submitting ideas.</p> <p><b>MB Report:</b> Prior to the meeting a list was circulated of outstanding planning applications, some of which still require responses from members.</p>  |
| <b>8.4</b> | <p><b>West of Horsham Development</b></p> <p>TM had a long overdue meeting with Berkeley's on 10<sup>th</sup> October, mainly to discuss updates on planning applications and notes have been circulated.</p> <p>Another visit will take place on 4<sup>th</sup> November to include a more extensive site visit.</p>  |
| <b>8.5</b> | <p><b>Community Services – Youth</b></p> <p>JP was unable to attend the quarterly meeting on 10<sup>th</sup> October so SD attended and notes have been circulated. (See item 7)</p>   |
| <b>8.6</b> | <p><b>Community Services – Older People</b></p> <p>MB submitted a report prior to the meeting:</p> <p><b>Horsham District Older People's Forum:</b> The next public meeting will be on Thursday 8th December at Lower Beeding Village Hall.</p> <p>MB reported that there had been several worrying newspaper headlines over the past two weeks regarding inadequate and expensive care provision for the elderly. All these articles can be found on the HDOPF website. See link <a href="#">Home</a>.</p> <p>The issues for older people are increasing as the ageing population is growing and these need to be openly discussed. MB encouraged members to spread information about the existence of the Older People's Forum so that as many older people (and their carers if applicable) as possible join in the conversation, which would be of great service to the local community.</p>                                 |
| <b>8.7</b> | <p><b>Highways and Transport</b></p> <p><b>Wimblehurst Road:</b> JA was pleased with the response to the residents' survey regarding traffic calming measures. The results are being analysed prior to informing WSCC.</p> <p><b>Community Highway Scheme and TRO Applications:</b> There has not been any response to our three outstanding applications yet. An e-mail was sent to WSCC on 7<sup>th</sup> October detailing the difficulties encountered in completing the application forms.</p> <p><b>CAGNE:</b> Information was sent to members regarding the relationship between HDNC and CAGNE. Members were asked to revise the decision taken last meeting regarding not participating in the meetings organised by the Parishes. In view of the lack of CAGNE influence in these meetings, it seems to be an opportunity to hear the views and concerns of local parishes. MB is still willing to represent HDNC.</p> |

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|             | <p>NH withdrew his objection as the meetings are arranged by the Parish Councils and not by CAGNE. All present agreed that MB can represent HDNC.</p> <p><b>ACTION:</b> TM to inform MB of this decision.</p>   |
| <b>8.8</b>  | <p><b>Communications</b></p> <p>MB circulated a report prior to the meeting.</p> <p><b><u>HDNC Website:</u></b> MB continues to update the website, and has also included a CAGNE page. He asked that all members look at the website to suggest what else can be included and or improved.</p> <p><b><u>HDNC Facebook page:</u></b> This is getting looked at. Users of Facebook can 'like' or 'follow' the HDNC page.</p> <p><b><u>Twitter:</u></b> NH is looking after the HDNC Twitter feed. He circulated information about how it works prior to the meeting. NH advised that there are 92 followers and suggested topics that could be put on it e.g. major planning applications and public exhibitions.<br/>GL suggested putting on information regarding places to visit and shops.</p> |
| <b>8.9</b>  | <p><b>Park/Countryside and Leisure</b></p> <p><b><u>North Parade Car Park:</u></b> Work has commenced on improvements to the landscaping, HDC is carrying out the initial work to clear the vegetation. This will allow the layout of the bund to be seen more clearly before finalising plans for planting. A revised plan will be sent to HDNC.</p> <p><b><u>Site Visit:</u></b> Planned for 3<sup>rd</sup> November.</p>   |
| <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 is attending on 31<sup>st</sup> October and MB on 17<sup>th</sup> November so there will be a complete picture from both sessions.</p>   |
| <b>8.12</b> | <p><b>Town Centre</b></p> <p><b><u>Horsham Unlimited:</u></b></p> <p>The minutes of the meeting held on 4<sup>th</sup> October have not been issued yet, they will be circulated to members when available.</p> <p>The main points were:<br/>Garry Mortimer-Cook reported on the new Christmas lights contract; Lights will be switched on 15<sup>th</sup> November.</p>  |

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|      | <ul style="list-style-type: none"> <li>• Schools will be involved in the Remembrance Service on 11<sup>th</sup> November.</li> <li>• The Churches Together Carol Service will be held in the Carfax instead of the Forum.</li> <li>• The temporary Ice Rink at Hillier's will require planning permission as it will be in operation for more than 28 days. A bus link service is proposed from the town centre but retailers expressed concern that the town centre car parks will be occupied by people who will not be spending in Horsham.</li> </ul> <p>Gill Buchanan advised that Swan Walk is launching free Wi-Fi in the centre.</p> <p>Ben Golds gave an update on the town centre car parks. Number Plate Recognition (NPR) is likely to be introduced in Denne Road and Hurst Road (The Pavilions) although there will still be a free drop off period in Hurst Road. Gill Buchanan said that more consistency is needed regarding tariffs and operating hours. Sunday footfall and trade has decreased since charges were introduced.</p> <p><b>Christmas Lights:</b> The scheme has been agreed including elements of both Festive applications. The revised scheme has been circulated.</p> <p><b>Markets:</b> A meeting took place on 20<sup>th</sup> September to introduce Food Rocks who are now running the contract. TM attended the start to meet the owners. JP attended the whole meeting and her notes have been circulated. The main change is that the market in Pirie's Place will move back to the Bishopric in November.</p> <p><b>West Street:</b> GL reported that some of the bricks are loose in various places and the glass bricks are slippery. When Cllr. Dennis arrived the matter was discussed and although this was a joint initiative between HDC and WSCC any remedial works falls to WSCC.</p> <p><b>ACTION:</b> TM &amp; SD to contact Cllr. David Sheldon/WSCC.</p> |
| 8.13 | <p><b>HALC /CLC</b></p> <p>IB attended the meeting on 6.10.16 and his notes and the minutes were circulated prior to the meeting.</p>   |
| 9.   | <p><b>HTCP</b></p> <p><b>Riverside Walk Path Improvements:</b> TM had a site meeting with JA and David Searle to discuss HTCP's proposal to improve the footpath in the Hills Farm Lane area behind the football pitches.</p> <p>The main concern is regarding the route of the Arun East Bridge and access road. The revised planning application is likely to be submitted in a few weeks to determine the route. However construction work will entail cordoning off a section of the Riverside Walk path and the exact area will be decided by the contractor. Diversion signs will be required for the path.</p> <p>HTCP will decide to improve the path from the Arun Bridge at Hills Farm Lane to the Deer Way footbridge, or as far as the Berkeley's site boundary, depending on available funds.</p>  |

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| 10. | <p><b>Horsham Blueprint Neighbourhood Forum</b></p> <p><b><u>Henfield Parish Council's Neighbourhood Plan</u></b>: This was squashed at a judicial review which means that all other Neighbourhood Plans in the HDC area will be subject to more stringent checks before inspection.</p> <p><b><u>AECOM Report</u></b>: The list of sites suggested for possible development has been completed and will need to be discussed with HDC. Any other potential sites will need to be listed and justification will be required.</p> <p><b><u>Local List Call</u></b>; TM has submitted a list to The Horsham Society as agreed by members.</p> <p><b><u>Surveys</u></b>: The deadline was extended to 16.10.16. There was a good response from residents but the response from businesses was disappointing.</p>  |
| 11. | <p><b>Members' Questions and Comments</b></p> <p><b><u>MB</u></b> forwarded comments prior to the meeting:</p> <p><b><u>'Friends Against Scams' Initiative</u></b>: This has been set up by National Trading Standards to tackle the lack of scams awareness by providing information about scams and those who fall victim to them. MB has joined and suggested that members of HDNC also join. See link: <a href="#">Welcome to Friends Against Scams - National Trading Standards (NTS) Scams Team initiative</a>.</p> <p><b><u>Fly-tipping</u></b>: MB noted an article in The Times referring to a potential increase in fly-tipping now that Councils are charging for the disposal of certain types of waste. Any problems should be reported to WSCC.</p> <p><b><u>IB: Merryfield Road</u></b>: IB reported that all the footpaths have recently been resurfaced and wondered why as it didn't appear to be high priority. Cllr. Dennis commented that he was not sure why, but pointed out that it is a main route to local schools.</p> <p><b><u>TM: Pedestrian light outside Collyer's</u></b>: The lights seem to take a long time to change after pedestrians had crossed. Cllr. Dennis said that he would check.</p> |
| 12. | <p><b>Reports from District and County Councillors</b></p> <p><b>HDC Cllr. David Skipp</b></p> <p>Cllr. Skipp provided a report prior to the meeting as he was unable to attend:</p> <p><b><u>Pirie's Place and Swan Walk</u></b>: The developments have not come for planning yet although Cllr. Skipp believes that comments have been made by Horsham Society and he suspects that they will appear on the Development North agenda in the near future.</p> <p><b><u>Football Club</u></b>: There has been no formal application from the football club but Cllr. Skipp did meet with highways to discuss safety issues around the Worthing road at the park and ride</p>   |



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|     | <p>junction and hopefully some of the comments will be reviewed by the club when preparing the travel plan.</p> <p><b><u>Park North:</u></b> Nothing further has happened re. Park North and the application to build flats in the under croft.</p> <p><b><u>Harfields Garage:</u></b> Cllr. Skipp noticed hoardings at the garage but he has not been notified of any building. He will chase up.</p> <p><b><u>Henfield Neighbourhood Plan:</u></b> This has been rejected by the High Court. It could affect the preparation of Horsham Blueprint plan but Cllr. Skipp has not had time to talk to Francis Haigh about the implications.</p> <p><b><u>WSCC Cllr. Nigel Dennis</u></b></p> <p><b><u>Street Lights:</u></b> The lights will come on at the correct time in the morning when the clocks change on October 30<sup>th</sup>.</p> <p><b><u>Washing of road signs:</u></b> Some cleaning work is due to be carried out and will include the signs in North Parade.</p> <p><b><u>Sign in Madeira Ave:</u></b> A leaning sign is to be sorted out.</p> |
| 13. | <p><b>Meeting closed at 9.30pm.</b></p> <p><b>Date of next meeting:</b> No meeting in November. Date of meeting in December to be decided – either the 1<sup>st</sup> or 8<sup>th</sup>.</p> <p><b>ACTION:</b> All members to advise which date they could do.</p>  |