

## HORSHAM DENNE NEIGHBOURHOOD COUNCIL



Minutes of the meeting held on Thursday 18<sup>th</sup> August 2016 at 7pm

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

Item	Detail
1	<b>Meeting Open and Welcome from the Chairman</b> Meeting opened by Trudie Mitchell
1.1	Presentation by Horsham District Dementia Action Alliance – Shirley Coggins. SC gave a very interesting presentation details of which are attached in an appendix. <b>ACTION:</b> SD to send a thankyou letter to SC <b>ACTION:</b> All members to suggest a Dementia Friend's Action as a group, or as an individual. <b>ACTION:</b> NH to put information about Dementia Friends on Twitter.
2	<b>Attendance and apologies for absence:</b> <b>Attending</b> – HDNC: Chair - Trudie Mitchell, Jane Apostolou, Judy Pounds, Nigel Hillpaul, Ian Botting, Clerk - Sara Doy HDC Cllr. David Skipp (arrived 9.35pm) WSCC Cllrs. Nigel Dennis and David Sheldon (arrived 8.35pm) <b>Apologies</b> – HDNC: Vice Chair – Martin Bruton, Gianni Lozzi; HDC Cllrs: Tony Hogben, Peter Burgess
3	<b>Declaration of Members' Interests</b> Trudie Mitchell – Horsham Blueprint; Jane Apostolou – HTCP and WRRRA
4	<b>Approval of Minutes from last meeting (21.7.16).</b> Approved by NH, seconded by JA
5	<b>Matters arising from last meeting and Action points</b> All action points had been dealt with apart from: <b>ACTION:</b> (item 8.1) GL to provide report to confirm the financial position

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

22/07/16 Linden House viewing – see 8.3

25/07/16 Saxon Weald Consultation on Pelham and Waverley Courts – see 8.3

28/07/16 Neighbourhood Plan and Town Vision – cancelled

03/08/16 Meeting with The Horsham Society re Remembrance Gardens – see 8.2

09/08/16 Meeting with Tom Crowley re Cllr. Relleen

14/08/16 Meeting with Mike Lewis, Sainsbury's re Remembrance Gardens – see 8.2

**Future Meetings**

25/08/16 Neighbourhood Plan and Town Vision

05/09/16 West Sussex Historic Environment Record (HER). 7.00 SD to attend.

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

12/09/16 CLC – IB will attend.

**Parish On- Line Mapping**

At long last we have been given access to the parish mapping system by WSCC. It requires a log on which will be available to the Chair, Clerk and Chair of the Planning Committee. A training session will need to be arranged.

**Meeting with Tom Crowley**

Diane Sumpter, Chair of Forest and TM met Tom Crowley to explain the difficulties we have both had communicating with Councillor Connor Relleen and his inaccurate opinion of the Neighbourhood Councils and our role.

Members have received full information about the relevant correspondence and TC agreed that TM's response was accurate and well expressed. A discussion took place about the best way of resolving the situation.

TC offered to meet Cllr. Relleen to clarify the situation and if possible to mediate a subsequent meeting with the NCs.

This action was agreed by DS and TM.

TM commented that the Memorandum of Understanding between the Neighbourhood Councils and HDC and the recent Working Better Together Consultation both support the

	<p>importance of a good working relationship between HDC Councillors and their NCs or PCs.</p> <p>Members concluded that the best course of action was to encourage engagement and HDNC should check if the inductions given to new District Councillors include information about the relationship with Neighbourhood and Parish Councils.</p> <p><b>ACTION:</b> TM to give an update after the meeting between Tom Crowley and Connor Relleen.</p> <p><b><u>Neighbourhood Councils Quarterly Meeting</u></b></p> <p>Following a reminder Natalie Brahma-Pearl has requested some amendments to the notes made by TM; these have not yet been agreed by the NCs but will be circulated as soon as possible.</p>
<b>7</b>	<p><b>Clerk's Report</b></p> <p>Nothing to report.</p>
<b>8</b>	<p><b>Reports from Members:</b></p>
<b>8.1</b>	<p><b>Finance</b></p> <p><u>Internet Bank Account:</u> The HDNC Treasurer is the only person who can make payments but TM now has access to some information regarding statements and balances. As both GL and MB sent apologies for this meeting it is not known if GL has yet given MB the information to activate his access.</p> <p><u>Treasurer's report at 16th august 2016</u></p> <p>The balance at 17.7.16 was £6284.31.</p> <p>Payments made since this date: WSCC Clerk wages for June plus overtime £520.00; Clerk's ink cartridge £23.99; HTCP stand at Spark in the Park £5.55.</p> <p>This left a balance at 16.8.16 of £5735.31</p> <p>Outstanding invoices still to pay: Zurich Public Liability Insurance £191.65; HDC Planter Sponsorship £175.00; Church Hall Hire (April to August) £165.00; WSCC Clerk's wages for July £320.00.</p> <p>This will leave a balance of £4883.66</p>
<b>8.2</b>	<p><b>Section 106 and CIL</b></p> <p><u>Funds:</u> Suzanne Shaw provided a report showing funds available in the Denne area, which has been circulated to members. A request has been submitted asking for a version showing</p>

	<p>subtotals per category.</p> <p>TM queried what the Recycling category can be used for, and wondered if it could be used to sort out the problem concerning the bins outside Bill's Restaurant.</p> <p><u>Garden of Remembrance:</u> TM was invited to attend a meeting of The Horsham Society Committee on 3<sup>rd</sup> August when they viewed the area. Fortunately they were generally in agreement with the proposals already circulated to HDNC members.</p> <p>At the request of HDC, TM met Mike Lewis, the Commercial Manager at Sainsbury's to ascertain which area adjacent to the river is the responsibility of Sainsbury's. He has agreed to clear overgrown vegetation and will hopefully get algae-covered railings, lampposts and sign posts cleaned.</p> <p>John Marder at HDC will draw up a more detailed plan to discuss with HDNC and THE Horsham Society.</p> <p>TM confirmed that the path in question is not part of the Riverside Walk.</p> <p><b>ACTION:</b> TM to re-send the report on the plans (27.7.16) as members said that they had not previously received it.</p>
8.3	<p><b>Planning</b></p> <p>No report from MB.</p> <p><u>North Horsham Application:</u> Although this application is not in the Denne area we have been consulted as it will impact on the whole of Horsham. HDNC only has access to the documents on line and because of the amount involved a request has been submitted for extra time to consider our response beyond the consultation deadline.</p> <p>It is hoped that North Horsham Parish Council will arrange a meeting of all the adjacent Councils to discuss responses.</p> <p>The application has been outsourced to an agency.</p> <p>JA will respond on behalf of WRRRA (Wimblehurst Road Residents' Association) reiterating that Wimblehurst Road should not be used as an access road for construction vehicles to the development site.</p> <p>JP expressed concern as to whether the new station shown in the application will actually be permitted and the consequences if a station is not built.</p> <p><b>ACTION:</b> Members to email their views to MB and TM.</p> <p><u>Swan Walk / Multiplex Cinema, Restaurants and Retail Premises:</u> The Case Officer has informed TM that discussions are still ongoing with the applicant regarding provision of</p>

	<p>disabled facilities and aspects of the building design and signage and the external seating areas.</p> <p>Apparently one of the Town Centre Managers has supported the application because of its expected economic benefits.</p> <p>A response has been sent to say that economic benefit is no excuse for bad design.</p> <p>The application will go to Committee but will not be resolved in time for the September meeting.</p> <p><u>Pelham and Waverley Courts:</u> The presentation by Saxon Weald has been circulated to members. The principle of replacing the run down and little used garages with an additional apartment block seems sound but as yet there is no definitive design for the building.</p> <p><u>Longfield Road:</u> HDNC had objected to the infill development behind No.45 and the application DC/15/1483 was refused by HDC. However the applicant went to appeal and permission has been granted by the Inspector.</p> <p><u>49 Hillside:</u> HDNC objected to the extension proposed in DC/16/1496 but the applicant contacted HDNC via our website requesting an opportunity to justify the reasons for their application. TM met Mr and Mrs Healy to explain how the planning system works and what are valid reasons for objections, also that the final decision lays with the Case Officer.</p> <p><u>53-55 Bishopric Naming:</u> HDC has asked HDNC to suggest a suitable name the apartments intended to house homeless families.</p> <p><b>Action:</b> Members to forward ideas by Monday 22<sup>nd</sup> August.</p> <p>Cllr. Sheldon suggested Shelley Court or Curtis Court as possible names. Curtis refers to a past Denne area Councillor, Harry Curtis, who did a lot of work for the town.</p> <p><u>28C Wimbleshurst Road:</u> JA advised that WRRRA will object to this application due to overdevelopment, overlooking of the adjacent property and insufficient parking.</p>
<b>8.4</b>	<p><b>West of Horsham Development</b></p> <p><u>Newsletter:</u> A request was made to Berkeley's for assistance in creating and delivering a newsletter to Highwood residents. Berkeley's are setting up a new community engagement programme and a meeting will be held with HDNC in September to discuss opportunities.</p>
<b>8.5</b>	<p><b>Community Services – Youth</b></p> <p>JP attended a meeting on 26.7.16 and the report was circulated. This is the first quarter since the reduced funding commenced. Most projects are continuing but with fewer hours. The only</p>

	<p>project that has stopped is the Mocktail Apprentice project, mainly due to insufficient staff to run it. There is to be a team strategy meeting in August.</p> <p>Horsham Matters are looking for Youth Work Volunteers and have asked the NCs to advertise this on their websites and noticeboards.</p> <p><b>ACTION:</b> SD to check if poster has been sent to MB to put on the website.</p>
<b>8.6</b>	<p><b>Community Services – Older People</b></p> <p><u>Age UK:</u> A request had been made earlier for funding from HDNC but it was agreed that we could not single out a specific charity, nor does HDNC have sufficient funds to assist. However an offer has been made to publicise any events or matters of interest on our website and noticeboard.</p>
<b>8.7</b>	<p><b>Highways and Transport</b></p> <p><u>Park Place:</u> The resurfacing is imminent but may be delayed if a planning application is submitted for Pirie’s Place.</p> <p><u>Love West Sussex:</u> Hills Farm Lane overgrown vegetation was cleared at the end of July.</p> <p><u>Granary Way:</u> HDNC was approached by an elderly resident in March requesting a path across a grass verge to access a disabled parking space in the road. At the time it was not considered possible due to WSCC cutbacks but it now seems that, thanks to Cllr David Sheldon, some funding may be available. Cllr. Sheldon will sponsor the application.</p> <p><b>ACTION:</b> SD to complete the application form.</p>
<b>8.8</b>	<p><b>Communications</b></p> <p><u>Working Better Together:</u> The results of the HDC surveys sent to Parish and Neighbourhood Councils and to District Councillors were presented on 22<sup>nd</sup> July and circulated to HDNC Members. The points raised included that District Councillors should attend PC/NC meetings where possible.</p>
<b>8.9</b>	<p><b>Park/Countryside and Leisure</b></p> <p>JA reported that there had been another robbery in an alleyway leading into the Park recently.</p> <p><b>ACTION:</b> JA to contact HDC/ Evan Giles to arrange a date for the regular Park meeting with HDNC.</p>

<b>8.10</b>	<b>Emergency Plan</b>  <b>ACTION:</b> IB to email Tony Skelding regarding the Winter Plan as requested by WSCC/Sue Furlong.
<b>8.11</b>	<b>Police</b>  None
<b>8.12</b>	<b>Town Centre</b>  <u>Refuse Bins outside Bill's Restaurant:</u> The Dowsons are still pursuing the removal of these bins with WSCC, claiming the bins are obstructing the Highway.  <u>Telephone Boxes:</u> The glass in the telephone box in Blackbridge Lane had been pushed in and the local general store owner said the box is frequently vandalised. TM contacted BT who said they had no record of previous instances but did affect a very quick repair.
<b>8.13</b>	<b>HALC /CLC</b>  None
<b>9.</b>	<b>HTCP</b>  A report by JA was circulated prior to the meeting. The main points were:  <u>Annual Riverside Walk Event:</u> Out of nearly 100 photos which were submitted in the competition, the ten best entries were displayed at Horsham Library and can be seen on the website. A feedback questionnaire has been sent out to all participants to help with future event planning.  <u>Route and Surface improvement:</u> Work on the footpath from Warnham Rd to Rookwood Golf Course should be completed by the end of August.  <u>Land North of Horsham Planning application:</u> HTCP will respond to the application once it has been discussed by the project team and is agreed by the Directors.  <u>HTCP Action Plan:</u> The Action Plan, which was first published in 2011, is due for review and updating. HTCP will see if the updated Action Plan can tie in with the consultation outcomes for the Neighbourhood Plan.
<b>10.</b>	<b>Horsham Blueprint Neighbourhood Forum</b>  <u>HDC Involvement:</u> There have been challenges to some Neighbourhood Plans in the Horsham District and HDC is responsible for legal costs. Also Inspectors are now being much more stringent regarding justification for policies than was the case with the first Neighbourhood

	<p>Plans. This has meant that HDC is now keen to be involved at an early stage to avoid any potential problems. There have been monthly meetings with Blueprint and HDC has asked to check specific documents prior to issue.</p> <p><u>Newsletter:</u> A newsletter is currently being printed and will also be available on line. It includes a request for as many people as possible to complete a survey and gives a link to a detailed Interim Report.</p> <p><u>Interim Report:</u> This has been produced by Frances Haigh and gives details of progress so far and the results of all the consultations. It has been checked by the Steering Group but still has to be seen by HDC before it is issued. It is a long report so will only be available on line or at central locations such as the Library.</p> <p><u>AECOM Report:</u> Horsham Blueprint had assistance from AECOM in producing a list of developable sites including those in the HDC SHELAA. They have now issued a draft report that still needs some amendments before it can be sent to HDC.</p> <p><u>Surveys:</u> The questions for both Businesses and Residents Surveys have now been completed and the surveys will soon be available on line. A limited number of printed copies will also be available.</p> <p><u>Local List Call:</u> The information will be of use in formulating the Neighbourhood Plan.</p> <p>The Horsham Society created the original list in 2011 and was asked by Horsham Blueprint if they would organise an updated list. The main criteria are buildings that are not already listed or in a conservation area and are pre- World War 2 construction (unless there are exceptional circumstances). Members agreed that there are some post World War 2 buildings that are worthy of inclusion in order to give some protection.</p> <p>The information is required by 30<sup>th</sup> September so HDNC Members have time to put forward any ideas.</p> <p>JA said that she will do a list for Wimblehurst Road.</p> <p><b>ACTION:</b> All members to forward ideas before the September meeting.</p>
11.	<p><b>Members' Questions and Comments</b></p> <p><u>TM:</u> Use of HDNC logo by CYW: TM queried if the HDNC logo will be used as the other NCs were not interested in having their logos used.</p> <p><u>JA:</u> WRRRA: The survey regarding Gordon Road becoming 'exit only' into Wimblehurst Road has been drawn up. Cllr. Dennis and Peter Catchpole will check the wording and then the survey will be distributed to local residents in September.</p>



	<p>Town Centre pavements: JA reported that some areas of pavement in the Carfax, Forum, West Street and Blackhorse Way are very dirty and give a poor impression of the Town.</p> <p>WSCC Cllr. Sheldon suggested contacting John McArthur if the next wet weather does not resolve the problem.</p> <p><u>IB: Albion Way crossing:</u> IB still considers this is dangerous and that the signals are not clear enough.</p> <p>Both Cllrs. Sheldon and Dennis said that the crossing meets regulations. There is no further information about plans to create a second crossing but resurfacing is due.</p>
12.	<p><b>Reports from District and County Councillors</b></p> <p><b><u>HDC Cllr. Peter Burgess</u></b></p> <p>Cllr. Burgess provided a report prior to the meeting as he was unable to attend.</p> <p><u>Boundary changes:</u> HDC Councillors are being asked to look at and suggest any changes to Ward boundaries. Cllr. Burgess did consider looking at the viability of the extra bit Holbrook West has by including a little bit of Denne. However, it is a fairly natural boundary and if it were removed it would make Holbrook West a bit small. In any event, Holbrook West will take the majority of the North of Horsham housing and there will have to be changes there. However, these will probably be outside the current review.</p> <p><u>North of Horsham planning application:</u> Cllr.Burgess has not looked at it yet, but there is no doubt it will affect the whole of Horsham. He hopes to spend time on its details next week. There appears to be some concern about the end date of the public consultation. Cllr.Burgess is going to ask about it and suggests it may be worth HDNC asking as well.</p> <p><u>Swan Walk:</u> Cllr. Burgess confirmed that the application for the new complex at Swan Walk is to come before committee. It may be up for the next meeting on September 6 and Cllr.Burgess suggests that, if HDNC wish to speak, it may be an idea to get our request in early.</p> <p><u>Sunday parking charges:</u> Cllr. Burgess is fairly neutral on this issue. His reasons are that HDC needs to fill substantial funding gaps and this is one way to do it, as most of the users are actually shopping. However, he is concerned about the effect on local residents who are in controlled parking areas and pay for the "privilege" but do not have protection on Sundays. Cllr.Burgess suggests that HDNC push this issue with the councillors that actually represent the town area concerned.</p> <p><b><u>WSCC Cllr. Nigel Dennis</u></b></p> <p><u>Annual meeting with Chris Stark:</u> Although the Highway Rangers have been disbanded maintenance of signs is now dealt with by day work gangs and any problems should be reported.</p>

	<p><u>Road markings</u> – extra money has been set aside for this and any requests should be submitted.</p> <p><u>Vegetation clearance</u> e.g. overgrown hedges – WSCC will continue to send a letter to the landowner.</p> <p><u>Wimblehurst Rd</u>: Work to improve the pavements should go ahead as there are now funds available. Cllr. Dennis is not sure how the problems of the low level of the pavements will be solved.</p> <p><u>Richmond Rd junction of Wimblehurst Rd</u>: Cllr. Dennis recommended that the creation of a pavement to enable safe crossing could be funded by WSCC Community Highway Scheme. It was agreed that HDNC should apply for this.</p> <p><b>ACTION:</b> TM and JA to complete application form.</p> <p><u>Horsham Station roundabout</u>: Changes to the landscaping are planned to improve visibility and do away with the woodchips which wash into the gulleys and cause flooding.</p> <p><u>New WSCC boundaries</u>: these have been announced. Cllr. Dennis's area stays intact. Broadbridge Heath will join up to Warnham. There will be some boundary changes within the Horsham Town area.</p> <p><b><u>WSCC Cllr. David Sheldon</u></b></p> <p><u>The state of the town pavements</u>: Cllr. Sheldon is trying to organise discussions with Highways and HDC staff, to look at safety and the choice of materials. Some slabs and cobbles are causing trip hazards even though they don't meet the criteria to qualify for remedial work.</p> <p><b><u>HDC Cllr. David Skipp</u></b></p> <p><u>Planning application for the old Council offices</u>: This will go to committee and the original objections will still stand. TM commented on the tatty appearance of the site and the old HDC sign. Cllr. Skipp said he would talk to Tom Crowley.</p> <p><u>Swan Walk proposal</u>: Cllr. Skipp said the general feeling is that currently the area is 'dead' and there is a need for family restaurants and facilities which appeal to young people.</p>
13.	<p><b>Meeting closed at 9.45pm.</b></p> <p><b>Date of next meeting:</b> 15<sup>th</sup> September 2016. There will be a presentation from Horsham District Cycling Forum.</p>

Appendix: Presentation by Shirley Coggins on the work of Dementia Friends.

Shirley Coggins introduced herself as a Dementia Friend representing Horsham District Dementia Action Alliance. Their aim is to spread the word about Dementia Friends and change the often negative way people think, act and talk about dementia, and to take away the stigma of dementia.

SC talked about her mother who has dementia and is now in a home. SC found it challenging dealing with service providers and the bank, due to data protection issues. Her mother became isolated in her own community as neighbours distanced themselves from her.

SC explained the role of a Dementia Friend is to help create a more dementia-friendly community and agree to an 'action' once they have received the Information Session e.g. telling other people about the Dementia Friend initiative or volunteering for an organisation that supports people with dementia.

There are 5 key messages:

1. Dementia is not a natural part of ageing.
2. Dementia is caused by diseases of the brain (Alzheimer's is one of the most common diseases). 1 in 14 people over 65 have dementia and there are over 100 different diseases.
3. Dementia is not just about losing one's memory – it can affect thinking, communicating and doing everyday tasks. SC explained that dementia is progressive, with Alzheimer's being gradual whilst Vascular Dementia progresses in bigger steps. SC said that dementia can affect any brain function e.g. perception and sequencing. She gave examples of shiny floors appearing wet to someone with dementia, or a dark door mat looking like a hole. The members were asked to write down the steps to making a cup of tea. There are actually about 50 steps if broken down into every step from finding the kitchen to actually drinking the tea. So people with dementia may need help with all or some of these steps but should be encouraged to do as much as possible for themselves.

SC gave vivid illustrations of how the brain works:

- Imagining one's head is covered in fairy lights, and individual lights which over time either flicker or go out completely.
- Likening the brain to two tall book cases, one on the left which contains facts and functions, and the other, emotions. Both book cases have the most recent recollections on the top shelf and the earliest memories on the bottom shelf. With the onset of dementia the fact and functions book case becomes unstable and shakes, causing memories on the top shelf to be the first to fall. So with the progression of the disease, memories are lost sequentially from the top down (most recent to earliest). However, emotions and reactions to people are often retained, even if recognition is

lost and the personality changes.

4. It is possible to live well with dementia – as long as there is a good support network.

SC explained the importance of visits or outings. Even though the person with dementia will forget the actual occasion the emotions they feel are retained as they are stored in a different part of the brain.

5. There is more to a person than the dementia.

Members agreed to support Dementia Friends in any way possible.