

## HORSHAM DENNE NEIGHBOURHOOD COUNCIL



Minutes of the meeting held on Thursday 19<sup>th</sup> May 2016 at 7.30pm

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
2	<b>Attendance and apologies for absence:</b>  <b>Attending</b> – HDNC: Trudie Mitchell –Chair, Martin Bruton – Vice-Chair, Jane Apostolou, Judy Pounds, Andrew Dickinson – Tree Warden (left 8.20), Sara Doy – Clerk.  HDC Cllr.Tony Hogben ; WSCC Cllr. Nigel Dennis (arrived 8.20pm)  Potential new member - Eric Blackburn  <b>Apologies</b> – HDNC: Ian Botting, Gianni Lozzi, Nigel Hillpaul; HDC Cllrs: Adrian Lee ; WSCC Cllr David Sheldon
3	<b>Declaration of Members' Interests</b>  Trudie Mitchell – Horsham Blueprint ; Jane Apostolou – HTCP; Martin Bruton – HTCP and Older People's Forum
4	<b>Approval of Minutes from last meeting (14.4.16).</b>  Approved by JP, seconded by JA
5	<b>Matters arising from last meeting and Action points</b>  All action points had been dealt with (see under relevant items).
6	<b>Chairman's Report</b>  <u>Potential new members:</u>  Mick Matthews, who had expressed interest in becoming a member, had advised that this

	<p>would not now be possible due to work commitments.</p> <p>Eric Blackburn confirmed that he would like to become a member and gave some information on his past careers. He said that he would be happy to help with any tasks.</p> <p>The co-option of Eric Blackburn was proposed by MB, seconded by JP and agreed by all.</p> <p>EB was welcomed as a Councillor and joined the meeting. He agreed that he would be willing to join the Planning Committee.</p> <p><b>ACTION:</b> SD to forward his details to MB.</p> <p><b><u>Meetings attended</u></b></p> <p>15/04/2016 West of Horsham Site Visit - see 8.4</p> <p>25/04/2016 HALC IB attended – see circulated report</p> <p>06/05/2016 HDC Neighbourhood Planning and Town Vision – 10</p> <p>10/05/2016 Horsham Unlimited – see 8.12</p> <p><b><u>Future Meetings</u></b></p> <p>24/05/2016 West of Horsham – Arun Bridge route</p> <p>25/05/16 HDC Annual Council Meeting and Reception</p> <p>06/06/2016 CLC – ACTION: SD to check if IB available</p> <p><b><u>Clerk's Payment</u></b></p> <p>When Sara Doy started working for HDNC she was asked to keep a time sheet of the hours she worked each week. We pay her for 28 hours a month but over the period since September she has worked an average of 32 hours a month (excluding a one day training course for which separate payment was made).</p> <p>I am sure you will agree that her work has been of a high standard and is always done to time. Therefore I propose that we pay her for 20 hours overtime to date and increase her regular payment to 32 hours per calendar month.</p> <p>Proposed by MB, seconded by JA and agreed by all.</p> <p>ACTION: TM to contact Capita re. change of terms.</p>
7	<p><b>Clerk's Report</b></p> <p><u>Membership of the DAA</u> – HDNC is now a member of the Horsham District Dementia Action</p>

	<p>Alliance and our details have been added to the website. DAA are willing to do presentations to increase understanding of dementia and what makes a dementia-friendly environment.</p> <p><b>ACTION:</b> SD to contact the DAA.</p> <p><u>HDNC Newsletter</u> – A use for some of the surplus copies could be at the RSW Event and Sparks in the Park Event in July.</p> <p><u>Horsham in Bloom sponsored planter</u> – HDNC has agreed to sponsor a railing planter this year. Lynda Cheeseman/HDC has confirmed that it will be located by the bus station.</p> <p><u>Member's holiday/availability</u> – SD requested that all members remember to let her know if they will be on holiday or unavailable well ahead of meetings, where possible.</p> <p><u>Horsham Civic Choral Evensong at St Mary's Church on Sunday 19<sup>th</sup> June at 6.30pm.</u> Could members let SD know if they are interested in going. NH has confirmed.</p>
<b>8</b>	<b>Reports from Members:</b>
<b>8.1</b>	<p><b>Finance</b></p> <p>Bank Account ; balance at 1<sup>st</sup> April 2016 : £ 2610.58 Payments made : . HTCP sponsorship : £ 150.00 . Chair Stationery : £ 31.35 . Clerk Salaries March : £ 280.00 Balance at 30<sup>th</sup> April 2016 : £ 2149.23 New bank account with HSBC is now open and active. In the next days will be activated also online banking to speed up payments.</p> <p>The grant cheque for £4936 from HDC has been received but has not been paid in yet pending the opening of the new account and availability of GL.</p>
<b>8.2</b>	<p><b>Section 106</b></p> <p>JA informed the meeting that HTCP will be applying for S106 funding for the Riverside Walk Project in the Trafalgar area. It has not yet been decided which funds may be used, but it may include funds from the Denne area. TM acknowledged that some funding is available for outside the Denne area, but commented that there are projects within Denne that should take preference.</p>

8.3	<p><b>Planning</b></p> <p><u>Andrew Dickinson/Tree Warden:</u> MB and TM thanked AD for all his work and excellent reports throughout the year. AD confirmed that he is happy to continue with the role.</p> <p><u>15 The Crescent:</u> Following the submissions from residents at the April meeting TM visited several of those residents to gain first-hand knowledge of the problems raised and reported to MB who subsequently submitted an excellent objection letter to HDC.</p> <p><u>Appeal of application DC/15/1483 – Longfield Road:</u> MB confirmed that HDNC objected to the original application which the inspector will take note of for the appeal.</p>
8.4	<p><b>West of Horsham Development</b></p> <p><u>WSCC Land:</u> This area was originally intended to be used for a major fire station hub and small industrial units; however the outline planning permission has expired. Enquiries have been made with Berkeley's and WSCC to determine its future use, but no decision has been made. Meanwhile it may be prudent to allocate the area as suitable for either housing or employment land under the HDC 2016 Strategic Housing and Economic Land Availability Assessment (SHELAA) Call for Sites. (see Blueprint Neighbourhood Forum).</p> <p><u>21<sup>st</sup> March Site Visit:</u> Notes were circulated</p> <p><u>15<sup>th</sup> April Site Visit:</u> This involved a visit to the Extra Care Home to see how work has progressed and an update on the time scale of current and future applications including the road bridges over the River Arun and changes to footpaths.</p> <p><u>DC/15/1826 Southern Access Road:</u> HDNC objected to the proposed route in September 2015 and suggested a meeting with HDC, WSCC and Berkeley's to discuss concerns. Berkeley's have now proposed some amendments and the meeting will take place on 24<sup>th</sup> May.</p> <p><u>Vagrants:</u> The unoccupied tents were removed on 12<sup>th</sup> May</p> <p><u>Working Hours:</u> Complaint made about starting earlier than agreed hours.</p> <p><u>Parking:</u> Queried whether vehicles parked in Hills Farm Lane by the Boulevard Bridge belong to Highwood workers. This is being investigated.</p> <p><u>Dog Waste Bins:</u> There is no extra provision planned for the increase in dog owners on the Highwood estate who use the Riverside Walk area. Cllr. Adrian Lee has been asked to pursue extra bin locations with HDC.</p>

8.5	<p><b>Community Services – Youth</b></p> <p>JP advised that the next CYW meeting will be in July.</p> <p><u>HDNC Logo</u>: JP has emailed Emma Edwards, Horsham Matters team leader, to request that our logo is used on CYW advertising. EE has agreed to this and has requested that the logo be emailed to her in 'png' form.</p> <p><b>ACTION</b>: SD to forward logo.</p>
8.6	<p><b>Community Services – Older People</b></p> <p>MB advised that the next meeting of the Horsham District Older People's Forum will be held on the 1<sup>st</sup> June at Pulborough Social Centre and Tim Wilkinson will give a presentation on Dementia Friends. There will also be two speakers giving talks on the Care Act and the website Support Connect.</p>
8.7	<p><b>Highways and Transport</b></p> <p><u>Subways</u>: There has still been no progress on this project which is extremely frustrating. Forest NC has also contacted WSCC about the poor quality resurfacing work.</p> <p><u>Sunday Car Parking Charges</u>: HDNC have responded to Ben Golds, Parking Manager, HDC expressing concern that the public will use the Waitrose car park which is free on Sundays to the detriment of genuine John Lewis customers.</p> <p><u>Ambulance Station Car Park</u>: HDNC have responded to HDC in favour of making best use of this carpark.</p> <p><u>Household Waste Recycling Proposals</u>: WSCC are proposing several cut backs to their recycling sites but the changes at Hop Oast will entail closure two days a week and a reduction in opening hours. Members had raised no objections prior to the meeting. However at the meeting MB expressed concern that there would be a loss of public confidence and an increase in fly-tipping.</p> <p>Cllr Hogben commented that the new hours would not be convenient for working people.</p> <p>Cllr Dennis commented that it would lead to an increase in queues at the weekend.</p> <p><b>ACTION</b>: SD to draft a response on behalf of HDNC.</p> <p><u>Gatwick</u>: HDNC responded supporting a request from CAGNE to nominate them to represent us on the Gatwick Airport Noise Management Board.</p>
8.8	<p><b>Communications</b></p> <p>MB asked members to look at the HDNC website on a regular basis and send him any</p>

	additional information to add to the site. MB is adding the weekly Police reports to the website.
<b>8.9</b>	<b>Park/Countryside and Leisure</b>  No report
<b>8.10</b>	<b>Emergency Plan</b>  No report
<b>8.11</b>	<b>Police</b>  HDNC have responded to the HDC supporting the Public Spaces Protection Order consultation and asked that litter dropping should be included.
<b>8.12</b>	<b>Town Centre</b>  <u>Shelley Fountain:</u> Members had expressed concern that they were not consulted by HDC prior to the decision to remove the fountain. However a public consultation had shown 80% in favour of its removal and the HDC decision was also taken on financial grounds because of the extremely high maintenance costs. HDNC was given notice prior to the public announcement and will be involved in the Town Vision consultations for the use of the entire Bishopric / Lynd Cross area.  TM advised that there will be a temporary planted area to replace the fountain. Horsham Unlimited are concerned that the temporary flower bed may become permanent and used as a waste bin; they would wish to see a commercial space or a free walk through to the Bishopric area. Cllr. Hogben commented that the inner workings of the fountain are worn out and public opinion is strongly in favour of having the fountain removed. He said the fountain is up for sale.  <u>Horsham Unlimited:</u> The minutes have not yet been issued for the meeting on 10 <sup>th</sup> May and will be circulated in due course. Matters discussed included:  <u>Markets:</u> The tender has gone out for the Carfax markets; there is a front runner but the current contract holders, Aldred Associates have not applied. Garry Mortimer-Cook is also trying to find a solution for the remaining General Market traders now operating in and around Pirie's Place, but will need to move when redevelopment happens. He is hoping to find a new location possibly in a car park and that the traders may agree to self-manage a location. TM asked members to suggest ideas for a new location. JP commented that a big issue for Aldred Associates, in deciding not to tender, had been the lack of provision for coach parties to visit the town.

	<p><u>Sunday Parking</u>: It is too soon for definitive analysis but footfall has been down since charging started.</p> <p><u>Economic Strategy</u>: Claire Mangan, HDC is working on a policy document due out in May. HU is concerned at the lack of consultation on this and other matters such as parking charges that have an economic impact on trade.</p> <p><u>Proposed Open Q and A Meeting</u>: HU propose to initiate a meeting in June between HDC, local traders, Blueprint, the NCs and other local organisations to raise topics of interest such as Waitrose connectivity.</p> <p><u>Christmas</u>: Various views were expressed on the effectiveness of late night trading and other options.</p> <p><u>Town Events</u>: A report was given relating to trade over the various event weekends and an update on future events.</p> <p><u>Bins outside Bill's Restaurant</u>: The bins have been moved to the rear of the Old Town Hall building but Mr Dowson is not satisfied with this solution. He suggested that HDNC can insist that Highways take action under The Highways Act, but there may not be a valid infringement and he has been informed that HDNC does not have the resources to take the matter further.</p> <p><u>Christmas Lights</u>: Garry Mortimer-Cook informed HDNC on 15<sup>th</sup> April that the tendering process had been initiated and we await more information.</p> <p><u>Horsham in Bloom Planter</u>: HDNC did not receive the original request and were only alerted by an item in the April Minutes received from Trafalgar NC.</p>
8.13	<p><b>HALC /CLC</b></p> <p>Notes from IB and minutes of the HALC meeting on 26.4.16 were circulated prior to the meeting.</p> <p>The main points of the presentations were:</p> <p><u>SHELAA</u>: Draft sets of sites were handed out to Parish and Neighbourhood Councils to check by 20<sup>th</sup> May. Many of the parishes complained that this was insufficient time. It was decided that if PCs/NCs are unable to submit comments by this date they should advise Strategic Planning and still submit their comments.</p> <p><u>Horsham Archaeology Group</u>: The group would like consideration of the impact of development taken into account when comments are submitted to HDC on planning applications.</p> <p><u>Horsham District Cycling Forum</u>: The Forum requested that each Parish/Neighbourhood Council provide details of a representative who could be contacted regarding any cycling issues</p>

	<p>in their area. They feel that WSCC should invest more in cycling by: protecting cycle ways; reducing speed limits; encouraging motorists away from narrow country roads; providing safer junctions; providing direct routes for cycle paths; providing smooth all weather surface. Also improvements need to be included in Neighbourhood Plans.</p>
9.	<p><b>HTCP</b></p> <p>A report by JA was circulated prior to the meeting.</p> <p>The main points were:</p> <p><u>Riverside Walk Event 16<sup>th</sup> July</u>: Planning is progressing well and there are already a large number of people who have registered to take part. There will be a feature about the RSW project and Event in the June AAH magazine. Jeremy Quin, MP for Horsham, will open the Event.</p> <p><u>Volunteer help on the RSW</u>: Areas which do not have volunteer groups to look after them are being logged and with the assistance of HDC and Horsham in Bloom it is hoped that new conservation groups will be set up in the future.</p> <p><u>AGM</u>: This is on Tuesday 19<sup>th</sup> July at Y Centre, Albion Way, starting at 7.30pm.</p> <p><u>Review of Memorandum of Understanding between HTCP and the NCs</u>: The final draft has been agreed by NHPC and HFNC.</p> <p>JA read out the draft MoU. TM commented that the new MoU is more one-way than before in that it placed less responsibility on the NCs and confirmed her approval. TM asked that, although not in the MoU, the NCs will continue to be credited as sponsors whenever relevant. Adoption of the MoU proposed by TM, seconded by JP and agreed.</p> <p>JA advised that HTNC does not agree with Item 7: 'Engage with a nominated representative of the Neighbourhood Council appointed as a Director of HTCP to ensure ongoing and effective communication', and therefore will not sign the new MoU. Discussion took place as to whether HTNC should be offered an alternative MoU, but this was rejected by the members. JA will have to write to Tom Crowley/HDC to explain the situation.</p> <p><u>Sparks in the Park – Sunday 10<sup>th</sup> July</u>: JA said that it had been proposed that there be a joint stand with HTCP, Horsham Blueprint, Horsham in Bloom, The Horsham Society and the NCs. A large marquee could be hired from the Rotary Club at a cost of approx. £135. If all 7 organisations are in agreement then it would work out at approx. £20 per organisation. Equipment such as tables and display boards could be borrowed from HDC and help will be needed to man the stand.</p> <p>Agreement to participate was proposed by MB, seconded by JP and agreed by all.</p>



10.	<p><b>Horsham Blueprint Neighbourhood Forum</b></p> <p><u>6<sup>th</sup> May HDC Meeting – Neighbourhood Planning and the Town Vision:</u> This was the second meeting with HDC with Blueprint and representatives from the Neighbourhood Councils and was chaired by Chris Lyons.</p> <p><u>Conservation Areas:</u> There was some discussion regarding updating conservation areas: Kathryn Sayner, HDC Conservation Officer said that appraisals setting out the characteristics needed to be written for 33 out of 37 areas in the District and it would be useful if Blueprint could help with the town centre areas.</p> <p><u>SHELAA:</u> Blueprint Neighbourhood Forum is responsible for future land use so the NCs will liaise with Blueprint regarding the HDC lists distributed to the NCs and any additional potential sites for development.</p> <p>Sites mentioned at the meeting included Rookwood Golf Course and Pirie’s Place; the new owners of the latter are in discussion with the leaseholders and have been requested by HDC to contact community groups.</p> <p><u>Town Vision:</u> The first draft from the consultants has gone back for revision and the stakeholder consultation has been postponed from May until June or July.</p>
11.	<p><b>Members’ Questions and Comments</b></p> <p>JP asked MB if it would be possible to organise a planning meeting.</p> <p><b>ACTION:</b> MB to organise a meeting.</p>
12.	<p><b>Reports from County and District Councillors</b></p> <p><u>HDC Cllr. Tony Hogben</u></p> <p><u>HDC new governance set up:</u> Councillors voted to keep a cabinet system but with sub-committees under each Cabinet Member. All Councillors will be able to attend any committee meetings and in future all committee meetings will be minuted to ensure transparency.</p> <p><u>15 The Crescent:</u> Cllr. Hogben objects to the application and confirmed that there are enough objections for the case to go to committee if the case officer is mindful to approve the application. There is a delay at the moment due to further discussion with WSCC Highways.</p> <p><u>Village/rural carparks:</u> Discussion is taking place about bringing in charging.</p> <p><u>Pavilion’s car park, Hurst Road:</u> there is to be a redesign of the carpark to increase capacity.</p> <p><u>HDC Boundary review:</u> this takes place every 15 years and is underway. Due to new developments some wards are or will be over represented and some wards under represented; so changes may be made.</p> <p><u>Hills Farm Lane dog waste bins:</u> Cllrs. Hogben and Lee will pursue getting more bins installed along the river walk due to an increase in dog walkers since the new Highwood development.</p>

Pirie's Place re-development: Cllr. Hogben confirmed that this area has been bought and will potentially be subject to a large investment.

**HDC Cllr. Adrian Lee**

Cllr. Lee provided a report prior to the meeting as he was unable to attend:

Shelley Fountain: On the 27<sup>th</sup> April Councillors voted to get rid of the Fountain. Cllr. Lee's view was that it was a wholly desirable outcome as it is an embarrassing blemish on the town's landscape. It is hoped to have it gone within the next month or so.

Pirie's Place re-development: There are exciting proposals which have been brought forward for the re-development of Pirie's Place and for the re-development of the Swan Walk area adjacent to the Shelley Fountain. These proposals offer an exciting future for the town that will increase footfall, develop an evening culture in Horsham centre that encompasses alternatives to the pubs and kebab shops and will generally improve the local facilities for all the residents.

Highwood development: In conjunction with the Highwood Neighbourhood Watch and with Jeremy Quin MP, Cllr. Lee is seeking the installation of a post box on the Highwood development. Jeremy has now written to the Chief Executive of the Royal Mail. Cllr. Lee understands that things move very slowly within the Royal Mail but he is confident that they shall prevail in the end. He will keep HDNC updated with any developments.

Planning application for 15 The Crescent: Cllr. Lee has received a large number of letters and emails from Ward residents in and around this address objecting to the proposal. He visited a couple of residents most likely to be impacted if the development were to go ahead. Cllr. Lee has communicated with HDNC via Martin Bruton and with John Steele of the Horsham Society, and their objections have been registered along with his own and that of Cllr. Hogben. The Cllrs. will do their best to resist this inappropriate development and would urge any who have not registered their objection to do so as soon as possible.

**WSCC Cllr. Nigel Dennis**

Roundabouts: WSCC is about to let a new contract for sponsorship. There are concerns regarding the landscaping of some of the roundabouts e.g. the Horsham station roundabout caused flooding and visibility problems. In future all roundabouts will have a flat grass landscape, but Cllr. Dennis is not sure how the ones that have already been landscaped will be dealt with. It has been suggested that Parish Councils could take over responsibility for the roundabouts, but this would not be possible for Neighbourhood Councils.

Highway Volunteers: Cllr. Dennis advised that their main function has been to report faults e.g. pot holes. But now that the public are increasingly reporting faults on-line the role of volunteers has diminished. TM enquired if other tasks could be found for the Volunteers and asked if any decision had been made on the future of the Community Support Teams (Highway

	<p>Rangers). TM commented on the need to clean highway signs.</p> <p><u>Subway:</u> Cllr. Dennis advised that WSCC are looking into the complaints about the drainage and resurfacing work.</p> <p><u>CPZ Review:</u> Cllr. Dennis advised that implementation has been delayed until the summer, which will be a year since approval of the new zones.</p> <p><u>TROs:</u> Cllr. Dennis advised that the system for applications has been changed and that residents may have more chance of success requesting CPZ changes but would need the support of their local Councillor and provide evidence of local support. Chris Stark/HDC can advise on feasibility. There is an on-line form which can be used to put forward suggestions for the review.</p>
13.	<p><b>Meeting closed at 9.15pm.</b></p> <p><b>Date of next meeting:</b> 16<sup>th</sup> June 2016</p>