

HORSHAM DENNE NEIGHBOURHOOD COUNCIL



Minutes of the meeting held on Thursday 21st July 2016 at 7pm

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: Chair - Trudie Mitchell, Jane Apostolou, Judy Pounds, Nigel Hillpaul, Gianni Lozzi, Clerk - Sara Doy WSCC Cllr. Nigel Dennis (arrived 8pm) Apologies –HNDC: Vice Chair – Martin Bruton, Ian Botting; HDC Cllrs: Tony Hogben, Adrian Lee, Peter Burgess (arrived 9pm after the meeting had closed.)
3	Declaration of Members' Interests Trudie Mitchell – Horsham Blueprint ; Jane Apostolou – HTCP
4	Approval of Minutes from last meeting (16.6.16). Approved by NH, 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>Resignation</u> Members have already been informed that Eric Blackburn, who joined HDNC on 19 th May, resigned on 7 th July. This was a sudden decision as he has been offered work that involves travelling. <u>Meetings attended</u> 27/06/2016 Horsham Blueprint AGM (see 10)

12/07/2016 Horsham Unlimited (see 8.12)

07/07/16 Tom King – Highways (see 8.7)

14/07/16 Garden of Remembrance survey (see 8.2)

14/07/16 Neighbourhood Councils' Quarterly Meeting

15/07/16 Swan Walk meeting with Case Officer (see 8.3)

15/07/16 S106 Consultation with Melanie Stowell (see 8.2)

16/07/16 HTCP Riverside Walk Event Stand

19/07/16 HTCP AGM

Future Meetings

22/07/16 Linden House viewing 3.00 – one other member is welcome to attend but nobody was available.

25/07/16 Saxon Weald Consultation on Pelham and Waverley Court: - this is in the Forest area but maybe relevant to the Subway project.

Correction: At the meeting it was stated that this in the HFNC area. It is actually the apartments in the Bishopric.

28/07/16 Neighbourhood Plan and Town Vision – monthly update

Tree Warden

TM visited Andrew Dickinson and presented him with an Amazon gift voucher for £50, which was received with pleasure and thanks.

Parish On- Line Mapping

In December 2014 HDNC was told that we were not eligible to apply for PSMA licence required to be included in the Parish On-line mapping service offered to all Parishes. The matter was raised again in June and following advice from Jamie Clark, Head of the PSMA Secretariat, TM contacted WSCC who have agreed that we can have an end user licence, acting as a contractor to WSCC. The forms have been completed and Dean Wadey said that the relevant data is being downloaded and we should have access to the system shortly.

Correspondence with Ray Dawe

As requested by members at the June meeting TM wrote to Ray Dawe, the Leader of HDC to express our disappointment with the lack of contact with some of our Local Councillors, in

	<p>particular Councillors Relleen and Murphy who have ignored direct requests for support.</p> <p>The correspondence has been circulated to members but the outcome is that there is no code of conduct for Councillors and therefore no obligation to attend Neighbourhood Council meetings or answer correspondence. However there is an expectation that they should do so and Ray Dawe has spoken to both Councillors and also to Cllr. Tricia Youtan who chairs the Horsham Conservative Association.</p> <p>Martin Bruton would like to see a letter to the press about the lack of interest shown and the work done by HDNC, but this may alienate HDC and those Councillors who do respond.</p> <p>Those members present did not agree to this course of action.</p> <p><u>Neighbourhood Councils Quarterly Meeting</u></p> <p>TM's draft notes have been circulated to members but these have not been agreed by the other NCs or HDC.</p> <p><u>Park North Neglected Appearance</u></p> <p>TM wrote to Natalie Brahma-Pearl on 14th July to ask if anything can be done to improve the neglected appearance of Park North, especially the overgrown garden area. The old HDC office building has been sold but there are still signs of the former HDC occupation e.g. a shabby notice board and this reflects badly on the Council. NB-P will make inquiries internally to see if anything can be done.</p> <p><u>Planning Compliance</u></p> <p>Thakeham Parish Council wrote to Tom Crowley regarding deteriorating liaison with the HDC Planning Compliance Team. Chris Lyons responded that this problem is mostly in the South of the District due to staff shortages, which will soon be resolved. He asked that reports of alleged breaches of planning control are not made to individual officers, but that they are submitted electronically to enable other team members to pick up queries; either by emailing planning.compliance@horsham.gov.uk or by submitting a report online using the Council's website https://www.horsham.gov.uk/planning/planning-enforcement.</p>
7	<p>Clerk's Report</p> <p><u>Dementia Action Alliance</u> – SD has arranged for a Dementia Friendly Talk to be given at the beginning of our next meeting on 18th August. It should take about 45 minutes.</p> <p><u>Horsham District Clerks' Meeting</u> - SD attended the meeting on 28th June and circulated the minutes. There was a very low attendance and it was the first meeting chaired by the new Chair, Jennifer Nagy, of Southwater P.C.</p>

	<p>Manny Singh was again not able to attend to give an update on the Planning Dept.</p> <p>Jeannine Batchelor stood in for Paul Cummins (HDC Head of Legal and Democratic Services). JB talked about Councillors disclosing pecuniary and prejudicial interests. A training session for Councillors is being planned.</p> <p>Planning Compliance: JB said that many Horsham District PCs have complained about delays. Subsequently Chris Lyons sent out an email responding to this which was circulated to members. (See item 6 Planning Compliance).</p> <p>Lone working: This subject was raised as a few Clerks work from home and publicise their personal address, as SD does. One Clerk has had problems with this. It was suggested that a P.O Box should be set up which costs £23 per month. SD does not think there is any need for HDNC to do this at the moment.</p> <p><u>Newsletter</u> – SD has done some research into alternative delivery services to compare with the one HDNC used for the last newsletter (5p per item for 4150 newsletters = £207.50). The Royal Mail Door to Door service is much more expensive as it has a minimum charge of £500.</p> <p>M and D Services, based in Storrington, deliver for other PCs including Thakeham, but they have quoted me 9p per item and it would be included with up to 4 other leaflets.</p> <p>ACTION: SD to find out who Trafalgar NC uses.</p>
8	Reports from Members:
8.1	<p>Finance</p> <p>Confirmation was received that the Neighbourhood Councils are exempt from paying the HALC subscription.</p> <p>GL advised that all money has been transferred to the new HSBC on-line account with a starting balance of £6426.23. Papers have been signed to close the old account The following payments have since been made:</p> <p>£82.46 – TM Expenses (including voucher for Tree Warden)</p> <p>£5.00 – TM refund for Horsham in Bloom Cup</p> <p>£43.92 – WSCC Invoice for admin charges</p> <p>£10.00 – Wine for Auditor</p> <p>This left a balance of £6284.62</p> <p>Still to be paid:</p> <p>£520.00 – WSCC Invoice Clerk's June Salary (includes increase in hours and extra hours paid).</p>

	<p>£5.00 – Sparks in the Park stand £191.65 – Insurance Renewal due 25th August.</p> <p>GL informed members that he has done a forecast and predicts that the 2016/17 grant money alone will not cover costs for the rest of the year, so some of the reserve money (£1765) will be needed.</p> <p>JA suggested that HDNC could look into doing a joint insurance with HFNC and HTNC which may save money.</p> <p>ACTION: GL to provide report to confirm the financial position.</p>
8.2	<p>Section 106 and CIL</p> <p><u>New Report:</u> The old monthly report which was very difficult to read has not been issued since 2015. A new, more user friendly report is due to be available in August.</p> <p><u>Prescribed Funds:</u> Last month TM queried if Denne S106 funds had been allocated to the HTCP application for a grant to improve the Riverside Walk in the Trafalgar area. This had happened and although we would not have objected TM queried with HDC why we had not been consulted. Melanie Stowell explained that it was not HDC practice to inform Councils if grants were made from planning applications that specified the prescribed use of S106 funds. In this case the funds were allocated to improve the Riverside Walk in Horsham.</p> <p>JA confirmed that S106 funds from the Firs Development, Farthings Hill, had a prescribed use for the Riverside Walk which is for all of Horsham's use and a further application would be submitted soon.</p> <p>ACTION: JA to inform HDNC when the next application is made.</p> <p><u>Update:</u> Anna Chapman has circulated a list of potential projects in Horsham previously approved by local Councils, showing funds pre-allocated and the short fall and has asked for renewed approval. The list has been circulated to members. All members approved but noted the shortfall in funding.</p> <p>ACTION: TM to contact Anna Chapman.</p> <p><u>Garden of Remembrance:</u> Improving this area is on the list of potential S106 projects and an initial scheme has been drawn up by HDC. Anna Chapman and John Marder met TM on 14th July to walk the site. Main expenditure will be on replacing the path and two bridges as well as some riverbank clearance and landscaping. A detailed report has been circulated to members.</p>
8.3	<p>Planning</p> <p><u>15, The Crescent:</u> This planning application, which had aroused a lot of opposition from several residents and HDNC, was refused. SD informed the residents who had contacted HDNC for support.</p>

	<p><u>Licensing Application:</u> HDNC had raised queries regarding the application for a licence for the Saxon Weald Extra Care Home at Highwood. Following further information from HDC, a No Objection response was submitted.</p> <p><u>Swan Walk / Multiplex Cinema, Restaurants and Retail Premises</u></p> <p>In MB's absence TM asked Planning Committee Members for comments and arranged a meeting with JA and NH to look at the paper plans.</p> <p>Subsequently a list of questions and comments was submitted to HDC.</p> <p>TM also met the Case Officer, Lesley Westphal who answered some of the points raised.</p> <p>HDNC has submitted an objection, mainly on the grounds of unsuitable design and has asked for the application to go to Committee. A request was also made to our two Local Councillors for support. So far Cllr. Adrian Lee has stated that he approves the design and his response was read in full to members (See item 12)</p> <p>Correspondence has been circulated to the HDNC planning Committee.</p> <p>At the HU meeting it was mentioned that there are outstanding leases, so there will not be vacant possession until the first quarter of 2018.</p> <p>GL commented that a Horsham multiplex cinema would not be able to compete with Crawley and the free parking.</p> <p>JA commented the town centre is not the right location - it is more suited to an out-of-town development as with Crawley. The Pirie's Place site might be a better location.</p> <p>NH commented on its proximity to St John's Church. The United Reform Church is also nearby.</p> <p>TM advised that she is waiting for further information. If there are more than 5 objections then it will have to go to committee.</p> <p><u>SHELAA Update:</u> HDC sent an update to the SHELAA report with 4 additional sites one of which was in the Forest area.</p> <p><u>Planning System Changes:</u> Manny Singh confirmed that all planning applications will now appear on the weekly list, either in the correct week or the next.</p>
8.4	<p>West of Horsham Development</p> <p><u>Amendments to DC/15/1794:</u> – An objection was submitted on several minor points including which direction the porch and seating should face outside the shed.</p>
8.5	<p>Community Services – Youth</p> <p>JP hopes to attend the next meeting on 26.7.16.</p>

	<p><u>Junior Park Run:</u> HDNC was contacted by a lady involved in setting this up who is seeking funding. Her details were passed to Melanie Stowell/HDC Grants and Funding Officer, in case they qualified for a Youth Fund grant. MS has contacted the lady and is looking into it. JP will check at the meeting with Horsham Matters on 26.7.16.</p>
8.6	<p>Community Services – Older People</p> <p>The Horsham District Older People’s Forum manned a stand at the 'Sparks in the Park' event on the 10th July. The public interest was disappointing as not one person stopped at the stand. The day is a family fun day and not one for families browsing non fun information stands. The Forum will not therefore take part in future such events.</p> <p>The HD Older People’s Forum is struggling to attract the interest or involvement of local older people.</p> <p>The next public meeting is at Slinfold Village Hall on Tuesday 6th September 10.30am.</p>
8.7	<p>Highways and Transport</p> <p><u>Park Place:</u> Work is due to start at the end of August to relay the setts, but Garry Mortimer – Cook has requested that it is delayed until after the Big Nibble Event.</p> <p><u>Love West Sussex:</u> Regarding the problems reported last month a site visit was eventually arranged on 12th July between TM and Tom King, Highways Steward to review the problems reported in Hills Farm Lane. TK has since raised jobs to cut back 4 areas of overgrown vegetation on a 5 day priority but so far nothing has been done.</p> <p><u>Overgrown verges:</u> Several complaints from the Parishes were made about grass being so long that it obscured oncoming traffic. Since then many areas have been cut.</p> <p><u>Railway Subway:</u> Forest NC and HDC are also pursuing WSCC about the poor resurfacing done in the subway. Jonathan Ullmer, Head of Highways Operations has agreed to make a site visit.</p> <p><u>Forest NC:</u></p> <p>Two requests were received from Forest NC but there is little Denne can do to help.</p> <p>Parking between Pirie’s Place and Park Place obstructing pedestrians: this is private land so there is no possible enforcement.</p> <p>Carfax Cobbles: The setts are loose and dangerous – HDNC asked for exact locations.</p> <p><u>Response to Walking and Cycling Strategy</u></p> <p>The HDNC response made on 23rd June was circulated to members.</p> <p><u>Old Millmeads Street sign:</u> SD contacted HDC and was told that a different department has</p>

	<p>taken on responsibility for missing or damaged signs. Jenny Smith responded that the waiting time for replacements should be much quicker.</p> <p><u>Horsham District Cycling Forum:</u> It was agreed that a member of the Forum would be invited to the HDNC September Meeting to give a presentation of maximum 30 minutes duration.</p> <p>ACTION: SD to arrange HDCF presentation.</p>
8.8	<p>Communications</p> <p><u>Trafalgar NC Website:</u> HTNC now has its own website</p> <p><u>Newsletter for Highwood's residents:</u> TM suggested it would be a good idea to do a separate newsletter for the new estate and all agreed. The Sales Office could be approached to find out the number of residents and see if they could help with delivering the newsletter and possible funding.</p> <p>ACTION: All members to forward ideas for the newsletter to SD.</p> <p><u>Twitter:</u> NH has set up an account for HDNC. There are already over 80 followers. Ideas for what to put on Twitter were discussed – Road closures, bigger applications such as Swan Walk, Consultations such as WSCC 'Have Your Say'.</p> <p>At first NH will only post messages if requested.</p> <p>ACTION: NH to provide members with information as to how to access the HDNC Twitter account.</p>
8.9	<p>Park/Countryside and Leisure</p> <p>Junior Park Run: (See item 8.5).</p>
8.10	<p>Emergency Plan</p> <p>IB has completed the WSCC annual salt bin audit and is checking if HDC is responsible for the Winter Plan for the un-parished area.</p>
8.11	<p>Police</p> <p><u>PCSO Roles:</u> The new roles for PCSOs were introduced 30th June; specific areas will no longer have named PCSOs but they will be based at Horsham Police Station.</p>
8.12	<p>Town Centre</p> <p><u>Town Vision:</u> Members were asked for comments but there was no response: it is hard to believe that no one has any views on the future of the town. A response was submitted to HDC based on information from the discussion groups at the Stakeholder Meeting. JA has</p>

	<p>responded on behalf of HTCP.</p> <p><u>Horsham Unlimited</u>: TM attended the meeting on 12th July; the official minutes have not been received yet but will be circulated to Members.</p> <p>Gordon Lindsay, Cabinet Member for the Local Economy sat in on the meeting; the main points were:-</p> <p>Confirmation that Food Rocks has taken over the Market contract.</p> <p>The effect of the referendum result on local trade.</p> <p>It was agreed that as many shops as possible should trade daily until 6.00 p.m. for the Christmas period, starting 1st December.</p> <p>Garry Mortimer-Cook is looking at alternative uses for the old Waitrose store over Christmas.</p> <p>There will be an ice rink at Camping World (Hillier's) October to January.</p> <p>A Hospitality Group has been set up to discuss promoting entertainment, restaurants and hotels. The group is also mapping current Wi-Fi provision in the town.</p> <p>Details were given of the Events programme; but the Big Kahuna Event at Holmbush has been cancelled because the traffic management plan was not approved.</p>
8.13	<p>HALC /CLC</p> <p>IB attended a HALC AGM on 13.7.16 and provided a report prior to the meeting. The main points were:</p> <p>The meeting was poorly attended; only 13 people were present.</p> <p><u>Election of Officers</u>: Chairman - Val Court, Vice Chairman - Terry Oliver, Treasurer - Philip Baxter.</p> <p>Clerk - Beverley Bell will continue even though she has now moved to Cranleigh Parish Council.</p> <p><u>Generic issues</u>: HALC are requesting that topics of a generic nature that affect all Parishes should be identified and followed up.</p> <p><u>SHELAA</u>: The HDC point of contact is James Webster. The SHELAA is to be published in July and all parishes and Neighbourhood Councils are advised to check there relevant areas very carefully.</p>
9.	<p>HTCP</p> <p><u>Sparks in the Park</u>: Thanks go to JA for organising the pitches, enabling the Denne and Forest Neighbourhood Councils to share a stand with Horsham Blueprint, next to the HTCP stand. It</p>

	<p>was very disappointing that none of our members volunteered to help although our Clerk did volunteer. There was very little interest but it was good to have a presence.</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 went extremely well, with over 250 people taking part. There have been many messages from participants, saying how much they enjoyed the event and how well organised it was.</p> <p>Winning entries from the Photographic Competition will be on display at Horsham Library from 6th to 13th August.</p> <p><u>Route and Surface Improvements</u>: Improvements to the footpath from Warnham Road to Rookwood Golf Course are due to start in August.</p> <p>A meeting has been held with Project Team members and Anna Chapman, HDC Parks and Countryside Development Officer and specific locations were confirmed where the improvements need to be made with regard to S106 funding.</p> <p><u>HTCP AGM</u>: This took place on Tuesday, 19th July. Nigel Friswell, a Director on the Board of HTCP representing Horsham Society, stepped down at this meeting. Ron Bates, who had been previously co-opted, was officially voted on to the Board as a Director representing Horsham Blueprint.</p> <p><u>Sparks in the Park</u>: HTCP held a stand at this event which took place on 10th July 2016. The stand gained a lot of interest and it was a good opportunity to hand out information on HTCP and also about the Riverside Walk.</p> <p><u>Website</u>: The new upgraded HTCP website has now gone live and more information is being put on the website on a very regular basis.</p> <p><u>Horsham Rural Towns Forum</u>:</p> <p><u>Funding</u>: It is likely that HDC will increase their funding to each CP to £1k per annum on an unconditional basis except for providing a business plan.</p> <p><u>Draft Horsham Growth Plan</u>: Cali Sparks urged attendees to ask their parishes and other groups who may be working on Neighbourhood Plans to look online at the WSCC Draft Horsham Growth Plan by following the link:</p> <p>http://horsham.moderngov.co.uk/documents/s1143/06dii%20Draft%20Horsham%20Place%20Plan%20v1.8%2015.01.16.pdf</p> <p>and</p> <p>http://horsham.moderngov.co.uk/documents/s1142/06di%20Growth%20Plan%20Foreword%20Jan%2016%20v1.pdf</p>
10.	<p>Horsham Blueprint Neighbourhood Forum</p> <p><u>AGM</u>: This was held on 27th June but was not quorate, so the resolutions to make changes to the constitution were not taken.</p> <p>Members are reminded that Horsham Blueprint was set up at the instigation of the</p>

	<p>Neighbourhood Councils and everyone signed up as a member of HB. Progress has been slow and it has been difficult to retain interest but it is still very disappointing that no one in HDNC is willing to take a more active part or even attend the AGM.</p> <p>It has taken a frustratingly long time to get as far as improved liaison with HDC and creating working groups. We should be very grateful to Frances Haigh has done an incredible amount of work for Blueprint and has written an Interim Report that will be issued very soon.</p>
11.	<p>Members' Questions and Comments</p> <p>GL: Planning application for Aspen Lodge, Fay Road: GL is concerned about the very large extension being built near to him and asked if HDNC was consulted. JP wondered if it was compliant with the application.</p> <p>ACTION: Planning Committee to investigate.</p> <p>JA: WRRRA: A meeting was held to go through all the comments. A questionnaire is to be organised to find out residents' views on Gordon Road becoming 'exit only' into Wimbleshurst Road.</p> <p>SD/TM: WSCC 'Have Your Say' Consultation - It was agreed that members would do individual responses. The deadline is 30th August.</p>
12.	<p>Reports from County and District Councillors</p> <p><u>HDC Cllr. Adrian Lee</u></p> <p><u>Swan Walk/ Multiplex Cinema and Restaurants proposal:</u> Prior to the meeting Cllr. Lee submitted a response to an email from TM requesting support regarding the application. This was circulated to the planning committee. The main points were:</p> <p>Cllr. Lee's initial thoughts are positive and he would be inclined to approve this application. He dislikes the existing brick building and considers the area is significantly under-utilised and in need of innovative commercial redevelopment.</p> <p>Cllr. Lee is of the view that the town needs additional cinema capacity beyond the modest offering at The Capitol to reduce the drive-aways to Crawley.</p> <p>Cllr Lee thinks the application offers an economic boost to the town centre and will create additional jobs for the young and not-so-young in the local area.</p> <p><u>WSCC Cllr. Nigel Dennis</u></p> <p><u>Household Waste and Recycling Sites Consultation:</u> Despite a lot of opposition from WSCC members, the Cabinet Member has published his decision regarding changes to the times and days. Changes include: Horsham Hop Oast will be open 10am to 7pm in the summer and 10am</p>

	<p>to 5pm in winter; It will close on Tuesdays and Wednesdays; Charges will be introduced to dispose of non-household waste.</p> <p>In response to the concern about an increase in fly-tipping there will be two new officers in charge of monitoring it.</p> <p><u>Walking and Cycling Strategy</u>: Cllr Dennis felt that the proposed strategy was a start but felt it was more of a report than a strategy and funding needed to be allocated.</p> <p><u>Bus Stop by Hospital</u>: The broken seat has now been removed but WSCC will not be able to provide a new seat.</p>
13.	<p>Meeting closed at 8.50pm.</p> <p>Date of next meeting: 18th August 2016</p>