

**HORSHAM DENNE NEIGHBOURHOOD COUNCIL**  
**Minutes of the meeting held on Thursday 19<sup>th</sup> January 2017 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
2	<b>Attendance and apologies for absence:</b>  <b>Attending</b> – HDNC: Chair - Trudie Mitchell, Ian Botting, Jane Apostolou, Nigel Hillpaul (arrived 7.15pm), Gianni Lozzi (arrived 8pm), Clerk - Sara Doy HDC Cllr. Peter Burgess (arrived 7.55pm and left 8.20pm)  <b>Apologies</b> – HDNC: Vice-Chair - Martin Bruton, Judy Pounds; HDC Cllrs: Tony Hogben, David Skipp; WSCC Cllr. David Sheldon.
3	<b>Declaration of Members' Interests</b> Trudie Mitchell – Horsham Blueprint; Jane Apostolou – HTCP
4	<b>Approval of Minutes from last meeting (1.12.16).</b> Approved by TM, seconded by IB
5	<b>Matters arising from last meeting and Action points</b> All action points had been dealt with or are in hand.
6	<b>Chairman's Report</b>  <u><b>Meetings attended</b></u> 06/12/16 Development Control North re Swan Walk (see 8.3) 15/12/16 Neighbourhood Planning with HDC and Blueprint 05/01/17 Neighbourhood Planning with HDC and Neighbourhood Chairs (see 10) 09/01/17 Meeting with JA and HDC re. Prewett's Mill (see 8.3) 09/01/17 Meeting with JA and HDC re. Everyman Cinema licensing (see 8.3) 12/01/17 Horsham Unlimited (see 8.12) 12/01/17 HDC and NC Chairs Quarterly Meeting – Cancelled 19/01/17 Market Working Group (see 8.12)  <u><b>Future Meetings</b></u> 23/01/17 HDC and NC Chairs' Quarterly Meeting

	<p>25/01/17 HDC Neighbourhood Planning Conference 09/02/17 Gatwick Tour</p> <p><b><u>Electoral Review of HDC Wards</u></b></p> <p>The HDNC response was submitted on line: all responses can now be viewed on <a href="http://www.lgbce.org.uk/current-reviews/south-east/west-sussex/horsham">http://www.lgbce.org.uk/current-reviews/south-east/west-sussex/horsham</a></p>
7	<p><b>Clerk's Report</b></p> <p><b><u>Christmas Letters to HDC and WSCC Councillors</u></b></p> <p>SD sent letters to all the Councillors on behalf of HDNC to thank those that attended our monthly meetings or sent in reports for their support in 2016, and to try to encourage those that we have not seen or heard from to attend meetings or forward reports in 2017.</p> <p><b><u>Horsham Crown Post Office re-location consultation</u></b></p> <p>SD emailed again on 19.12.17 to respond to the comment that the Post Office was 'pleased that HDNC are in support of the proposed move', to point out that this is incorrect as HDNC does not approve of the proposal to use WH Smiths as a shared premises, for the reasons previously stated.</p> <p><b><u>Gatwick Tour</u></b></p> <p>An invitation was received to attend a tour of Gatwick Airport on 9<sup>th</sup> February. Details were circulated to members and Trudie and Jane have expressed interest.</p> <p><b><u>New HDNC I. D. Cards</u></b></p> <p>Members had been asked to let SD know if they would be happy for their website photo to be used or if they would like to provide their own photo.</p>
8	<p><b>Reports from Members:</b></p>
8.1	<p><b>Finance</b></p> <p><b><u>Bank Account:</u></b> Balance at 1.12.16 = £3869.07. Payments made since last meeting: WSCC November wages = £320; Methodist Church Hall hire = £100.50. Bank Account balance at 19.1.17 = £3448.57. Invoices to be paid: WSCC Payroll admin. Charges = £43.92; WSCC December wages = £320. This will leave a balance of £3084.65.</p> <p><b><u>Riverside Walk Event 2017:</u></b> JA asked if HDNC would be willing to donate £150 to sponsor the Event this year, as was the case last year. This figure may be lower once the costings have been checked and reserve money from last year included. All present agreed.</p> <p><b><u>HDNC Newsletter:</u></b> The cost effectiveness of producing and distributing another newsletter was discussed, and compared to other methods of communication i.e. website, Facebook and</p>

	<p>twitter. NH suggested that we could ask HDC what they could recommend.</p> <p><b>ACTION:</b> NH to contact Sarah Hogben at HDC.</p>
8.2	<p><b>Section 106 and CIL</b></p> <p><b>CIL Consultation:</b> Following responses from the Neighbourhood Councils some amendments were made but these did not resolve our concern that distribution of any funds should be prioritised according to projects identified in a Neighbourhood Plan or by the Neighbourhood Councils. A further response has been sent to HDC on 9<sup>th</sup> January.</p>
8.3	<p><b>Planning</b></p> <p><b>Planning Committee:</b> MB forwarded a report prior to the meeting. He thanked members who responded quickly to notifications of new planning applications and for letting MB have their views. He reminded members that their comments needed to be forwarded to him in very good time before the 21 day deadline, to enable him to formulate a response to HDC. Planning committee members are bcc'd into responses but a reply to MB is not required.</p> <p><b>Planning Queries:</b> TM had reason to e-mail HDC regarding a problem with the website and was very impressed with the service received and that the problem was resolved within hours. A congratulatory, thank you message was sent to Chris Lyons and Aidan Thatcher. TM was informed that the electronic system for viewing applications will be rolled out to all Parishes in the next few weeks. Also documents will be sent as a zip file to avoid needing to view documents on the public website.</p> <p><b>North Horsham Application:</b> HDNC has not yet responded to the scheme.</p> <p><b>ACTION:</b> MB to draft a response.</p> <p><b>Swan Walk / Multiplex Cinema, Restaurants and Retail Premises:</b> TM spoke on behalf of HDNC at the Committee meeting on 6<sup>th</sup> December to object to the design of the building. The committee agreed to approve the application if the applicant could produce an amended design acceptable to a subcommittee comprised of local members. It was agreed that HDNC and The Horsham Society, which had also objected, would be included in the subcommittee. So far no further plans have been submitted and a replacement Case Officer is yet to be appointed.</p> <p><b>Pirie's Place:</b> The applicant has provided a detailed response and made some amendments following the responses from HDNC, The Horsham Society and Cycle Forum. Members expressed concern over the lack of daytime draw to the area if there are no retail shops. NH feels the development is out of character with that part of the town, and is also concerned about light and noise pollution.</p> <p><b>The Crescent:</b> Thankfully the applicant's appeal has been dismissed by the Inspector, although</p>

	<p>not on the same grounds as the HDNC objection.</p> <p><b><u>Park North and North Point:</u></b> A further application has been submitted by another company to convert the old HDC Offices to residential. Although HDNC is not consulted on prior permission applications we pointed out to the Case Officer that 12 of the proposed parking spaces fell outside the boundary of the location adjacent to The Capitol Theatre, this has since been amended.</p> <p><b><u>Prewett's Mill:</u></b> JA and TM had a meeting on 9<sup>th</sup> January with Nicola Martin who is the Case Officer. We raised the problem of linking the information contained in the planning application for prior permission to convert the building to residential with the information in the application for external alterations. We also asked to see sample materials as the colour on the plans is somewhat alarming. Various queries were submitted to the applicant and we have just received some answers: colour samples and paper copies of the plans will follow, which will make it easier for the Planning Committee to discuss the HDNC response. The applicant is willing to discuss further our request to improve the Mill Bay Lane pavement link to the town centre.</p> <p><b><u>Pelham and Waverley Courts:</u></b> The application is to build an additional residential block in the run down and little used garage area. HDNC has requested further information about changes to the external elevations of the existing blocks and to the landscaping.</p> <p><b><u>Wimblehurst Road Residents Association:</u></b> JA has sent a letter on behalf of WRRRA to Louise Goldsmith, Leader of WSCC, asking if S106 money from the Novartis Development could be used to solve the traffic speeding and road safety issues affecting the Wimblehurst Road area. Additionally, the correct access routes for construction traffic should be adhered to and monitored by WSCC.</p>
8.4	<p><b>West of Horsham Development</b></p> <p><b><u>Arun Bridge Application DC/15/1826:</u></b> HDNC objected to the amended plans on several grounds including poor visibility for one of the pedestrian refuges and asked for further information on maintaining access for walkers across the new road, access for ground maintenance, preventing unauthorised vehicles and the temporary diversion of the Riverside Walk. WSCC Highways has also requested further information and a road safety audit.</p> <p><b><u>Apartment Block Application DC/16/2958:</u></b> This apartment block has been increased in size but HDNC have no objection other than to comment that it is a bland design.</p>
8.5	<p><b>Community Services – Youth</b></p> <p>JP will attend the next quarterly meeting on 7<sup>th</sup> February.</p> <p><b><u>Youth Fund Grant:</u></b> HDNC has supported an application for funds for the Junior Park Run.</p>

8.6	<p><b>Community Services – Older People</b></p> <p><b><u>Older People’s Forum:</u></b> The next public meeting is a Question Time with Nick Herbert MP on 3<sup>rd</sup> March 10.30am to 1pm at the Drill Hall, Horsham, following the very successful session with Jeremy Quin last year.</p> <p>Horsham District Older Person’s Directory of Services: HDOPF is helping HDC update the Directory which is available as a printed copy or online. There is a link to the current un-updated Directory on the Forum webpage:  <a href="https://www.horsham.gov.uk/__data/assets/pdf_file/0005/9473/Older-Persons-Directory-FINAL-2014.pdf">https://www.horsham.gov.uk/__data/assets/pdf_file/0005/9473/Older-Persons-Directory-FINAL-2014.pdf</a> . At the moment the Parish Councils, but not the Neighbourhood Councils are listed.</p> <p><b>ACTION:</b> SD to complete the form for adding HDNC.</p> <p><b>ACTION:</b> All members to forward the form to any group or organisation they think would be interested in being listed.</p>
8.7	<p><b>Highways and Transport</b></p> <p><b><u>Community Highway Scheme and TRO Applications:</u></b></p> <p>Unfortunately WSCC has turned down all the applications submitted by HDNC for Highways improvements. A message was sent to Chris Stark, Highways Manager to register our disappointment and also to ask if there are any plans to change the application forms; his response was circulated to members.</p> <p><b>ACTION:</b> SD to let the resident of Granary Way know the outcome.</p> <p><b><u>East Street Parking:</u></b> HDC are currently having problems enforcing no parking in East Street. Proposed new signage has been submitted to WSCC for approval.</p> <p><b><u>Misuse of East Street:</u></b> At the Horsham Unlimited meeting Gill Buchanan reported on vehicles entering East Street from the Carfax end, despite no entry signs; she witnessed a refuse truck reversing into East Street. HDNC has contacted Cllr. David Sheldon to ask what can be done to prevent these dangerous manoeuvres.</p> <p>NH and JA had witnessed cars speeding and parking in the evenings.</p> <p><b>ACTION:</b> All to provide evidence of dates and times and photos where possible.</p> <p><b><u>Hospital car park:</u></b> Stuart Slater had been forwarded emails from Cllr. Nigel Dennis and Chris Stark, WSCC Highways Manager, which suggested that a road safety audit should be carried out and confirming that the current situation does have problems.</p> <p><b><u>Twittens:</u></b> Nigel Friswell has produced a report on behalf of the Horsham Society about unregistered urban footpaths (Twittens). After 2026 Deregulation Regulations will allow landowners to close off footpaths on their land unless they are shown on the County Council’s Definitive Map.</p>

	<p>The report has been sent to HDC requesting dedication of any unregistered paths on its land.</p> <p>Landowners of the remaining paths need to be identified and asked to add their paths to the Definitive Map. If they object it will be necessary to prove the use of the paths over the past 20 years. The NCs have been asked to help with identifying ownership.</p> <p><b><u>Reported Problems:</u></b></p> <p>Leaf Litter: Wimbleshurst Road, North Parade pavements and Hills Farm Lane road were swept after excessive leaf litter was reported.</p> <p>Dog Waste: Former HDNC member John Howbery-Gale requested our help regarding bags of dog waste thrown into the hedgerow at Tanbridge Park. These were promptly cleared by HDC.</p> <p>Albion Way / Chart Way Stairs: Ivy dangerously overgrowing the steps will be cleared within the month.</p> <p>Pavements: The poor general condition of North Street and Mill Bay Lane pavements has been reported to Chris Stark, asking if there are any plans for resurfacing.</p> <p>Ponding: The Linden House forecourt floods in heavy rain making it difficult to descend from the Chart Way steps. There is a blocked drain for which no one wants to take responsibility. WSCC says it is not highway but F3 Group (the Linden House developer) say they have handed over to Premier Estates (property maintenance company). Premier Estates say they are not in charge yet but will contact F3 Group.</p> <p><b><u>Network Rail Subway:</u></b></p> <p>At long last HDC has received a response from Network Rail regarding improvements for the subway. However it seems that the Community Relations Executive who replied had no idea of prior communications and sent a standard response saying nothing could be done. TM has contacted Natalie Brahma-Pearl to say the response is inadequate and asked her to arrange a meeting with Network Rail.</p>
8.8	<p><b>Communications</b></p> <p><b><u>Website and Facebook:</u></b> MB forwarded a report prior to the meeting saying that an out of date website can reflect badly on an organisation. MB tries to update it with the planning application list and Police updates but he requested that all members regularly check the website and forward details of groups or organisations wishing to publicise their events or other information on the website or Facebook page.</p> <p><b><u>Piazza Italia:</u></b> JA asked for a Facebook link to be added for the Piazza Italia tour which is being supported by local Community Partnerships.</p>

8.9	<p><b>Park/Countryside and Leisure</b></p> <p><b><u>Rats:</u></b> JA reported an increase in the number of rats seen in the Park. 12<sup>th</sup> December SD contacted Environmental Health at HDC who said they are dealing with the general problem and noted the location reported by JA.</p> <p><b><u>Tennis Courts:</u></b> A planning application has been received to install floodlights and make further improvements including Street Snooker. Further information has been requested by TM.</p> <p><b><u>Gym Trail:</u></b> HDC will issue a survey in January to ascertain the requirements of potential users. HDNC has requested that the trail should appeal to all ages and abilities. It was agreed that HTCP and HDOPF could forward the survey to all their members.</p> <p><b><u>ACTION:</u></b> Members to suggest additional organisations for the survey distribution.</p> <p><b><u>Warnham Nature Reserve:</u></b> HDNC was consulted by HDC regarding the removal of some trees near the approach to improve the view into the Reserve; this had been agreed by the Friends of WNR.</p>
8.10	<p><b>Emergency Plan</b></p> <p>Nothing to report.</p>
8.11	<p><b>Police</b></p> <p>The weekly update is circulated.</p>
8.12	<p><b>Town Centre</b></p> <p><b><u>Horsham Unlimited:</u></b> The full minutes of the meeting on 12<sup>th</sup> January will be circulated when received.</p> <p>The meeting concentrated mostly on the Christmas performance which was generally good although footfall suffered on Sundays. There is still the problem of trade migrating to Waitrose where parking is free.</p> <p>TM raised the points made by Forest NC on the lack of a cohesive, clear message to shoppers and was assured that a communication plan would be formulated early for 2017.</p> <p>Other items included the distribution of a new Shopper Guide, Swan Walk free Wi-Fi is now operative, the need to improve business to business communications and consideration as to whether Horsham should pursue a BID (Business Improvement District).</p> <p><b><u>Horsham Markets:</u></b> TM attended as JP was unavailable.</p> <p>A report was given by Zac Coden on the General Market now returned to the Bishopric. Trade has improved considerably since the move from Pirie's Place but is not back to original Bishopric levels. The general appearance and cleanliness has been improved and comments</p>

	<p>from the public have been favourable. ZC hopes to increase the number of signed up regular traders; there is space for 15 stalls at the moment.</p> <p>The Bishop's Weald development should be complete by Easter but comments were made that the project has not been well managed.</p> <p>Simon Teesdale from Food Rocks reported on the first quarter of their contract. The Carfax market is divided into sections with street food predominating on Thursday (approx.75%) catering to local workers. Local produce predominates on Saturdays, followed by crafts (boutique shopping) and a few street food stalls. There was a surprisingly disappointing response to local beer and wine stalls but most categories are now covered without duplication. Food Rocks pay for the Saturday afternoon entertainment on the bandstand as this encourages dwell time.</p> <p>There was concern expressed that some market traders are closing too early and bringing vehicles into the Carfax disrupting trade for adjacent businesses. This is against the contract and action will be taken to prevent early break up of stalls.</p> <p>Garry Mortimer-Cook said the markets need to complement each other and local businesses; they should also encourage footfall through the town. HDC will do an on line survey for the public in March to gauge satisfaction with the markets and ask for ideas.</p>
8.13	<p><b>HALC /CLC</b></p> <p>IB attended the meeting on 18<sup>th</sup> January and his full report will be circulated to members. The main points were:</p> <p><b><u>Attendance:</u></b> The meeting was poorly attended with only 10 out of 29 Local Councils represented.</p> <p><b><u>Presentation by Sonia Mangan CEO of Age UK Horsham District:</u></b> They need to raise £720000 p.a. to maintain their present expenditure which they obtain from various sources e.g. donations, trusts, and fundraising activities.</p> <p>There are 7000 vulnerable people registered in the Horsham District but this is estimated to be only a third of the people that need help. It is mainly elderly people living alone who are often reluctant to ask for assistance.</p> <p><b><u>Presentation by Emma Bailey – Community Link Alarm (TELECARE):</u></b> The aim is to identify everyone within the Horsham District who is vulnerable and to keep people in their own homes as much as possible to maintain their independence.</p> <p>Alarm buttons are issued to vulnerable people which cost £15.82 per month and are linked to a central control room in Chichester which takes an estimated 1000 calls per month.</p> <p><b><u>Neighbourhood Plans:</u></b> Pulborough Parish Council complained that Horsham District Council have been sitting on their plan for over a year. Funding for developing these plans is of great concern. This is to be raised as a major concern at the higher levels of the local government.</p>



	<p><b><u>HALC conference in July:</u></b> Details are yet to be finalised. Proposed items for the agenda are: Neighbourhood Planning, Policing, Waste Collection and Car Parking.</p>
9.	<p><b>HTCP</b></p> <p>A report was circulated by JA prior to the meeting. The main points were:</p> <p><b><u>Riverside Walk Project:</u></b> As the Aviva Community Fund application was unsuccessful applications will take place for S106 funding to improve the Hills Farm Lane footpath. Finalised quotes for the work are currently being obtained from 3 x HDC approved contractors and the work is expected to be carried out this spring. The next stage is likely to be Rookwood Golf Course to the Millennium bridge.</p> <p><b><u>Annual Riverside Walk Event 2017:</u></b> Planning is underway for this year's Event on Saturday 15<sup>th</sup> July and will raise funds for Action Medical Research for Children.</p> <p><b><u>HTCP Action Plan:</u></b> Work should be completed within the next few months.</p> <p><b><u>Planning Applications:</u></b> HTCP has responded to planning applications which include, or are adjacent to sections of the Riverside Walk. Each of the responses has taken a neutral stance, but highlights the importance of the Riverside Walk in the locality and the need to improve or preserve the feature. Applications DC/16/2923 Prewett's Mill, Worthing Road and DC/15/1826 Provision of Arun Bridge, Highwood Development are in the HDNC area.</p> <p><b><u>Registering of Twittens:</u></b> There are 13 x long sections of the Riverside Walk that have been logged as part of this work, 9 of which are believed to be on land owned by HDC.</p> <p><b><u>HTCP Articles of Association:</u></b> Following discussions at the last meeting of the HTCP Directors, it has been decided to investigate amendments being made to the current Articles of Association to enable people living outside the area, as currently defined, to become a Director on the Board of HTCP.</p>
10.	<p><b>Horsham Blueprint Neighbourhood Forum</b></p> <p>At the Steering Group meeting on 5<sup>th</sup> December it was decided that Vice Chair Andrew Cooke would act as Interim Chair until the next Steering Group meeting arranged for 24<sup>th</sup> January.</p> <p>On 5<sup>th</sup> January the 3 NC Chairs had a meeting with HDC (Barbara Childs and Norman Kwan) to discuss the way forward. Regarding the Neighbourhood Plan the main decision to be taken is if it will include site allocations. HDC said that the report compiled by AECOM is inaccurate and inadequate and requires considerably more work; however this is probably beyond the capabilities of Blueprint and needs expert input. HDC would be willing to take on the work but this would not be included in the Neighbourhood Plan. The inclusion or exclusion of local sites will be determined at the next Steering Group meeting.</p> <p>The meeting will also discuss sending a letter of complaint to the DCLG and Locality about the standard of work produced by AECOM.</p> <p>HDC recommended that Blueprint contacts North Horsham Parish Council to reconfirm that</p>

	<p>they have no interest in creating a Neighbourhood Plan incorporating the un-parished area.</p> <p>On 6<sup>th</sup> January Frances Haigh, Ron Bates and TM had a 90 minute meeting with Jeremy Quin, MP to update him on the progress of Blueprint and the obstacles encountered with lack of funding, legislation not tailored to the requirements of un-parished areas, the increasingly technical demands of the inspectors and challenges from developers. JQ expressed concern about the viability of the plan if it did not include site allocations and said he would raise the matter with the DCLG. The Blueprint Plan would still include sections on the preservation of green spaces, the heritage and character assessment for conservation areas and a design guide for future developments all of great importance to the future of Horsham.</p>
<b>11.</b>	<p><b>Members' Questions and Comments</b></p> <p>JA: Commented on the general inertia and lack of people willing to get involved.</p>
<b>12.</b>	<p><b>Reports from District and County Councillors</b></p> <p><b>HDC Councillor Peter Burgess:</b></p> <p><b><u>Incinerator planning application WSCC/062/16/NH:</u></b> Cllr. Burgess said that he had led an informal group at HDC to look into the proposal by Britannia Crest to build a new incinerator off Langhurst Wood Road. He believes this would impact on all of Horsham due to the huge size of the proposed building and chimney, and the increase in HGV movements (approx. 430 per day between 8am and 6pm). Responses to the consultation can be submitted up to 30.1.17.</p> <p><b>ACTION:</b> TM/MB to draft a response.</p> <p><b><u>Swan Walk:</u></b> Cllr. Burgess is concerned about the future of Wilkinson's which will have to close temporarily while the development is built, and has been offered a new unit which is not as big as the current premises.</p> <p><b><u>Pirie's Place:</u></b> Cllr. Burgess commented that, although not part of the planning application, discussions are taking place regarding the car park which may be altered to provide more and wider spaces.</p> <p><b><u>North Horsham Liberty Development:</u></b> Cllr. Burgess said there was no further movement. Liberty has objected to the proposed incinerator.</p>
<b>13.</b>	<p><b>Meeting closed at 9.05pm.</b></p> <p><b>Date of next meeting:</b> 16<sup>th</sup> February 2017.</p> <p><b>ACTION:</b> The date of the April meeting needs to be rearranged. Are members available on 6.4.17?</p>