

HORSHAM DENNE NEIGHBOURHOOD COUNCIL
Minutes of the meeting held on Thursday 20th July 2017 at 7pm



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

Item	Detail
1	Meeting Open and Welcome from the Chairman
2	<p>Attendance and apologies for absence:</p> <p>Attending – HDNC: Chair - Trudie Mitchell, Vice-Chair – Martin Bruton, Jane Apostolou, Nigel Hillpaul, Godfrey Newman ; Clerk – Sara Doy Kenneth Sadler – Visitor HDC Cllr. Peter Burgess (arrived 7.55pm and left 8.25pm) WSCC Cllrs. Morwen Millson , Nigel Dennis (arrived 8.25pm)</p> <p>Apologies – HDNC: Judy Pounds, Ian Botting, Gianni Lozzi HDC Cllrs. Tony Hogben, Adrian Lee</p>
3	<p>Declaration of Members’ Interests</p> <p>Trudie Mitchell – Horsham Blueprint; Martin Bruton – HDOPF, HTCP; Jane Apostolou – HTCP; Godfrey Newman – Horsham District Councillor and West of Horsham (Highwood) resident.</p>
4	<p>Approval of Minutes from last meeting (15.6.17).</p> <p>Approved by GN, seconded by NH</p>
5	<p>Matters arising from last meeting and Action points</p> <p>Outstanding Actions:</p> <p>8.8 ACTION: MB to suggest possible dates for training and to check if it is possible to ascertain how many people view the website.</p> <p>8.8 ACTION: GL to assess if it would be financially feasible to set up a .gov.uk website in view of the increased grant. TM said that this was raised at the HDC Quarterly Meeting with NCs.</p>
6	<p>Chairman’s Report</p> <p><u>Meetings attended</u></p> <p>18/06/2017 HDC Civic Service, St Mary’s Church 19/06/2017 Parish on-Line Training – TM and SD 07/07/2017 HDC Heritage Assets Workshop – see 10 11/07/2017 Horsham Unlimited – see 8.12 17/07/2017 Horsham Park with JA – see 8.9</p>

	<p>19/07/2017 HDC Park Planning Application with MB – see 8.3</p> <p>20/07/2017 HDC Outdoor Gym in Park</p> <p><u>Future Meetings</u></p> <p>17/08/2017 Horsham Matters (postponed from 21st June) – JP, TM and GN to attend</p> <p><u>HDC Quarterly Meeting with NC Chairs 31st May:</u> There is still no response from HDC regarding the most important outstanding actions. TM and Diane Sumpter, Forest NC have requested a meeting with Tom Crowley to discuss communication and support.</p> <p><u>HDC Service Standards:</u> The standards of behaviour expected of HDC staff have been circulated and demonstrate that the response times are not being met by all employees.</p>
7	<p>Clerk's Report</p> <p><u>Parish Online Training 19th June:</u> SD attended the training with TM which was held at Parkside. The trainer demonstrated the online mapping software and gave attendees a chance to try out some of the functions and learn about the different layers of information.</p> <p><u>Horsham Visitor Economy Strategy Workshop 20th June:</u> SD attended the Workshop on 20th June on behalf of HDNC. She circulated her notes from the meeting and a copy of the presentation. The VES aims to develop Horsham District's position as an attractive, vibrant destination for sightseers, day trippers and staying visitors. A Steering Group is being set up and an Action Plan is being put together with a view to finalising the project in September.</p> <p><u>Business cards for Andrew Dickinson – Tree Warden:</u> Following SD obtaining quotes from Office World, JR Print and Exel, GL suggested trying Vistaprint. SD spoke to Vistaprint and they offered to print 100 cards including the HDNC logo for free. Andrew was very pleased with the cards.</p> <p><u>HDNC Newsletter:</u> SD has produced a draft which has been circulated to members for comments and suggestions. SD will obtain three quotes for printing the newsletter from Vistaprint, JR Print and Exel.</p>
	<p>Reports from Members:</p>
8.1	<p>Finance</p> <p>Report provided by GL prior to the meeting:</p> <p>Balance at 17th June 2017 = £ 7173.16</p> <p>Payments made since 17.6.17: WSCC June wages = £320; Clerk travel expenses = £9.00</p> <p>New balance at 19th July 2017 = £6844.16</p>

	<p>GL had received the Zurich Insurance Renewal Proposal which gave a premium of £196.00</p> <p><u>Insurance:</u> It has come to our attention that Forest NC is paying considerably less than Denne NC for its insurance even though both policies are with Zurich. The terms and conditions need to be compared before the Denne policy is renewed in August.</p> <p><u>ACTION:</u> SD to compare the HDNC and HFNC policies.</p> <p>TM and MB have arranged a meeting with GL to discuss the end of year accounts.</p>
8.2	<p>Section 106 and CIL</p> <p><u>Garden of Remembrance:</u> HDNC has commented on the latest version of the Information Boards</p>
8.3	<p>Planning</p> <p><u>Pirie's Place:</u> TM has been in contact with Will Rohleder, Reef Estates about the dismal appearance of the area. We have been assured that considerable work is being undertaken behind the scenes to start the construction phase and RE are days away from instructing a contractor, followed by around a four week lead in. The hoarding design has been completed and the PR phase will start at the same time.</p> <p>RE are just waiting to complete the lease with their anchor operator on the Carfax unit which has been the main reason for the delays to date. We have been promised an update next week.</p> <p><u>Premier Inn Signage DC/17/0871:</u> This application has been withdrawn and RE will liaise with tenants to ensure signage conforms to a suitable image for the whole area.</p> <p><u>Bishop's Weald DC/17/1314:</u> Berkeley Homes are now responsible for building the upper storeys and have submitted an amended application. HDNC queried the intended use of a large vertical signage panel. We also queried the colour of the orange paint on ground floor of the Worthing Road frontage and we have been assured that this is non-compliant and will be changed.</p> <p>GN commented that Chris Lyons had said that the quality of work done so far was not good.</p> <p><u>Incinerator:</u> The Britaniacrest application was withdrawn the day before the Committee hearing.</p> <p>Cllr. Millson commented that Britaniacrest is likely to submit a new application with a new design to include a smaller stack. The Liberty North of Horsham development plan has social housing and a new primary school closest to the Incinerator.</p> <p><u>18, Oliver Road Appeal:</u> HDNC had objected to this application, which was refused by HDC.</p>

	<p>The Planning Inspector upheld the refusal.</p> <p><u>Prewett's Mill Landscaping:</u> Plans are progressing but are held up while conditions relating to external changes are being discharged</p> <p><u>Park Event Space DC/17/1453:</u> TM and MB attended a meeting with Barbara Childs, Garry Mortimer-Cook and Nigel Weston on 19th July and were reassured about the intended use of the space. However HDNC does not consider the proposed rectangular hard standing is a suitable shape or colour for the area and has asked that it is amended to fit better with the surrounding landscaping. There is concern that it will look like a vast empty space when not in use, MB has put in a 'no objection' response but asking that the space should be multi-use and could have picnic tables when not being used for events.</p> <p>The intention is to have a Christmas Ice Rink (as held at Hillier's last year, but without the funfair). GN said that there has been disappointment at the lack of discussion and public involvement.</p> <p>The Committee meeting to decide the application will be on 1st August, the application had been rushed in order to enable a Christmas Ice Rink to be installed.</p> <p><u>DC/17/0955 - Site of bungalow, Tanfield Court, Guildford Rd:</u> MB stated that an amended application has been submitted but there is no obvious difference between the plans and it still shows a massive block.</p>
8.4	<p>West of Horsham Development</p> <p><u>Application for Signage on A24 DC/17/1201:</u> No Objection</p> <p><u>BMX Track:</u> This has been completed but is unlikely to open until houses have been built nearby to provide natural surveillance</p>
8.5	<p>Community Services – Youth</p> <p><u>Horsham Matters Meeting 21st June:</u> Postponed until 17th August</p> <p><u>Future Funding:</u> A message was sent to Trevor Beadle on 29th June to confirm that HDNC wish to continue funding the Youth Provision from the Special Charge.</p>
8.6	<p>Community Services – Older People</p> <p><u>Directory of Services:</u> MB advised that HDOPF had been working with HDC on this project and the updated Horsham District Directory of Older Peoples Services will be ready to be printed by HDC in the Autumn.</p> <p><u>Hospital Insight Project:</u> Following the Strawberry Tea Event and the online survey, a similar</p>

	<p>event for organisations and groups e.g. Transport services, is to be held on the 12th September.</p> <p><u>The next meeting of the HDOPE:</u> This will be held on 31.8.17 at Henfield Village Hall. Another MP 'Question and Answer session' with Jeremy Quin MP will be held next year on Friday 4th March 2018. Venue to be notified.</p>
8.7	<p>Highways and Transport</p> <p><u>Hospital Car Park:</u> Stuart Slater confirmed that Mandy Cracknell, HDC Parking Operations Manager has been in communication with Tony Sampson, the NHS Facilities Manager for some time regarding improving the car park operation. Apparently TS does not acknowledge that there is a problem with vehicles backing up into Hurst Road and does not wish to communicate with HDNC; nevertheless TM has asked MC to request a meeting between HDNC and the Hospital.</p> <p>GN and Cllr. Millson have both witnessed queues and there was a letter in the County Times this week which included a comment about it.</p> <p><u>Parking Enforcement:</u> Mandy Cracknell confirmed that there are too few enforcement officers who have to cover the entire district. Therefore specific areas are targeted on an irregular basis: current concentration is on illegal parking adjacent to the rural car parks that no longer offer free parking. However spot checks are done on East Street and 39 PCNs were issued in June.</p> <p><u>Hills Farm Lane:</u> There had been no further information from Cllr. Lee regarding his request to HDNC to support his project to prevent speeding and improve safety. However after requesting an update TM received an email from Cllr. Lee to say that he has been out of the country on business and has not had a chance to look into the matter yet.</p> <p><u>Subways:</u> A letter was sent to Jeremy Quin MP on 23rd June requesting his intervention with Network Rail: A standard acknowledgement was received. After a reminder was sent today an email was received confirming that he had contacted Network Rail and was awaiting a response.</p> <p><u>Albion Way subway:</u> KS asked if anything could be done to improve the cleanliness and lighting. Cllr. Millson said that the cleanliness would probably be the responsibility of HDC and WSCC would be responsible for the lighting and any maintenance issues.</p>
8.8	<p>Communications</p> <p>Newsletter: See Clerk's report.</p>
8.9	<p>Park/Countryside and Leisure</p>

	<p><u>17th July Meeting:</u> Notes have been circulated. The main points discussed were:</p> <ol style="list-style-type: none"> 1) Horsham Park Management Plan: EG advised that a new plan for the Park will take place at the end of the financial year, following consultation. 2) Volley Ball Pitch Planning Application: See item 8.3. Park Event Space. 3) Skate Park: EG confirmed that this needs some improvement or may be relocated. 4) Pond: The Pond is to be dredged and a better drainage system is being investigated which may provide the opportunity to create an aquatic wetland. Any sightings of rats should be reported to Environmental Health. 5) Maintenance: Perimeter hedge reduction to enable better visibility and footpath improvements will be carried out this financial year. 6) North Parade Car Park Area: The landscaping is complete and getting well established. 7) Tennis Court Improvements: New tarmac has been put down and the floodlighting will be installed in September. <p><u>Information Boards:</u> TM said that she had received an email from Anna Chapman, HDC advising that Nigel Weston is producing new information boards for the town and will include those for the Park in the same programme.</p> <p><u>Gym Facilities:</u> TM and MB (on behalf of HDOPF) attended a meeting on 20th July. It was also attended by some Fitness Instructors who have agreed to research suitable equipment. TM said that the survey results showed that the two favourite locations were one area near the Pavilions and one area near the Skate Park. It is likely that one area will be for general purpose and one area for more challenging exercise.</p> <p><u>Horsham in Bloom:</u> Members are requested to look out for possible recipients of the Denne Cup for best front garden or commercial premises. A winner has to be nominated by 15th August.</p> <p>ACTION: SD to remind members to forward suggestions.</p>
8.10	<p>Emergency Plan</p> <p>See item 8.12. – Horsham Unlimited.</p> <p>ACTION: SD to contact Tony Skelding, HDC for further information about the Emergency Plan.</p>
8.11	<p>Police / Neighbourhood Watch / Security</p> <p>The weekly update is circulated and put on the website.</p>
8.12	<p>Town Centre</p> <p><u>Horsham Unlimited Meeting 12th July:</u></p>

	<p>The minutes have not been received but the meeting was poorly attended so little progress was made.</p> <p>Gill Buchanan confirmed Swan Walk plans for Christmas but any other arrangements will be discussed in September.</p> <p>All present wish to see Christmas Lights in the canopy of the Shelley Fountain trees and in the trees at the Albion Way junction</p> <p>GB and Garry Mortimer-Cook attended the HDC Emergency Planning Group led by Tony Skelding. It is possible that the Swan Walk Managed Plan could be adopted for the whole town. TS is working on a scheme to create zones in the town and distribute guidelines for emergencies, in the same way as has been done in Manchester, but businesses will have to self-manage as there are insufficient response officers available.</p>
8.13	<p>HALC /CLC</p> <p><u>Town Centre Maintenance and Improvements Joint Working Group WSCC/HDC:</u> Peter Catchpole has confirmed that HDNC will be included in the Working Group when it gets underway.</p> <p><u>HALC Meeting 12th July:</u> Notes from IB were circulated prior to the meeting. The main points relevant to the HDNC area were:</p> <p><u>Highways Presentation by Chris Stark – WSCC:</u> Class A roads are inspected by Highway Stewards every month and the lower class roads are inspected at a lower periodical rate. The contract for repairs with Balfour Beatty expires within the next year. The public are encouraged to report any potholes, defects or any concerns regarding highways to the WSCC website 'Love West Sussex'. It is the responsibility of private landowners to cut down hedging that causes an obstruction. The WSCC Highways budget will reduce from £17million to £7million in 2020. S106 monies can be used for infrastructure improvements but wherever possible developers should be encouraged to take this on as part of their construction.</p> <p><u>Rural Car parks:</u> Many of the Parish Councils attending were unhappy with the new parking charges. There are none in the HDNC area, but there has been a lot of criticism about the new charges, and drivers parking in roads rather than use the car parks. HALC has requested that PCs and NCs submit details of any issues they have experienced. Cllr. Millson mentioned that people have complained about the Roffey car park – the ticket machines only accept card payments and Members agreed that the instructions are not clear. See also item 12.</p> <p>ACTION: SD to respond to HALC regarding the car parks</p>

	<p><u>Training Passports for Councillors:</u> The proposal is to commence a series of training opportunities for new and established Councillors.</p>
9.	<p>HTCP</p> <p>A report by JA was circulated prior to the meeting.</p> <p><u>Annual Riverside Walk Event 15th July:</u> The event ran very smoothly; over 250 people took part and there has already been very complimentary feedback. The winning photos from the photographic competition will be displayed at Horsham Library from 5th to 12th August.</p> <p><u>Riverside Walk Improvements:</u> The work of 545m of footpath improvements in the Hills Farm Lane area have been very satisfactorily completed within time and on budget.</p> <p>TM sent a message to David Searle, Project Manager congratulating all concerned on a job well done.</p> <p>A new sponsored bench is to be installed in the Barrackfield area close to Denne Road as agreed with HDC who own the land.</p> <p>Section of footway between the Groundsman's Cottage to Cricketfield Road: KS said that he has seen many cyclists using this route which is dangerous for pedestrians. Cllr Millson did not think this was part of the cycle route.</p> <p>ACTION: TM to meet up with KS to clarify location.</p> <p><u>HTCP Action Plan:</u> Members agreed to approve and support the proposed actions:</p> <ol style="list-style-type: none"> 1) Horsham Park – to enable any projects for improvements. 2) Transport – to produce a Bus Map encompassing routes for all the Bus Companies; To develop a proficiency course for mobility buggy users. 3) Riverside Walk – to complete the footpath improvements. <p>However regarding Horsham Park close liaison should take place with HDNC as we have a Memorandum of Understanding with HDC concerning the management, use and operation of the Park as well as future projects and policies.</p> <p><u>Heritage Plaques:</u> There has been poor communication between HDC and the NCs. It seems that Jeremy Knight, Horsham Museum, or HDC would be in the best position to know what plaques exist in the Denne area. It is still not clear what active or financial support may be required from the NCs.</p> <p>JA said Jeremy Knight's intention had been to contact the Neighbourhood Councils. All that is needed at this stage is an expression of interest so that Jeremy Knight can apply for initial funding. GN commented that most people are unaware of the existing plaques, many of which are in a bad state. Information as to what and where the trail is at the moment is needed.</p>

	<p>All present agreed to support the project in principle.</p> <p>ACTION: TM and SD to send letter of support and a request for further information to Jeremy Knight.</p>
10.	<p>Horsham Blueprint Neighbourhood Forum</p> <p><u>Heritage Assets Workshop:</u> Norman Kwan at HDC organised a very interesting presentation from Historic England (previously known as English Heritage) the organisation is a consultee for the heritage aspect of all Neighbourhood Plans and also are willing to give advice in the preparation stage.</p> <p>The presentations will be available on the Yammer website set up by HDC for all parishes and NCs as a private information forum for Neighbourhood Planning.</p> <p><u>AGM:</u> The meeting will be held on Monday 14th August at 7.30 in the Rehoboth Hall in New Street. Andrew Cooke is not able to continue as Acting Chair so it is hoped that a volunteer will come forward. All members are encouraged to attend the meeting to ensure a quorum.</p>
11.	<p>Members' Questions and Comments</p> <p><u>5G for Horsham Town:</u> NH asked if this had been brought up at the last Horsham Unlimited Meeting. TM said that it is being looked at in the Town Vision work.</p> <p><u>Bin Lorries and speeding issues at Highwood:</u> GN said that refuse collection lorries drive too fast through the estate. GN spoke to Hop Oast about the problem.</p> <p>Despite 10mph signs there have been two accidents concerning private vehicles; this is a concern as more families with young children move into the estate. GN had spoken to the Estate Manager who said that more 10mph speed limit signs would be put in.</p> <p>However TM said she did not believe that 10 mph signs had any legal status and that the official limit is 30mph.</p> <p>ACTION: TM to check with Berkeleys</p>
12.	<p>Reports from District and County Councillors</p> <p>HDC Councillor Peter Burgess:</p> <p><u>Horsham Park application:</u> Cllr. Burgess commented that at the moment this area gets badly flooded.</p> <p><u>Code Club Festival 9th July:</u> Cllr. Burgess said this event had been very successful.</p> <p><u>HDC Budget:</u> The predicted 4.2million deficit for 2019 to 2020 has been reduced to zero due to new ways of working, some merging of services with other Councils, and possible property investment.</p>

	<p><u>HDC IT systems:</u> They are to be rebuilt so they will be future-proofed and more user-friendly.</p> <p><u>Roffey Car Park:</u> NHPC are looking into the possibility of running it. Local shops have reported losing trade since the charges were brought in. See also item 8.13.</p> <p><u>Pirie's Place Car Park:</u> The new lift now works, but the old lift is out of action.</p> <p>WSCC Councillor Morwen Millson:</p> <p><u>Fire and Rescue Service:</u> This will not be taken over by the Police and Crime Commissioners but will remain with WSCC. This will be reviewed in two years' time.</p> <p><u>A27 Worthing to Lancing proposals:</u> There is an exhibition being held in Worthing.</p> <p><u>Fall Prevention Campaign:</u> Peter Catchpole is involved in this Campaign. West Sussex has the highest number of falls in the South East – 2166 falls per 100,000 population for adults aged 65 and above with the majority being women. It is a huge expense to the Health Service so ways of encouraging people to exercise to increase their strength are being looked at.</p> <p><u>Think Before You Throw Campaign:</u> This follows analysis of waste bins which showed that more needs to be done to increase recycling. There is information on the website.</p> <p><u>Recycling Depots:</u> A Task and Finish Group will look at the effectiveness of the opening hours over the last six months. There is also a need for a member of staff to help direct cars to vacant bays. There will be another consultation in the Autumn.</p> <p>WSCC Councillor Nigel Dennis:</p> <p><u>Traffic signals at the junction of Hurst Road and North Parade:</u> Cllr. Dennis has witnessed problems with the phasing of the traffic signals which cause bad tail backs in Hurst Road. This may be due to a change in Demand Flow since Novartis closed. Re-phasing of the lights is to be investigated.</p> <p><u>Reflector post at the junction of Wimblehurst Road and North Parade:</u> Cllr. Dennis has reported that the post had been knocked down and it will be reinstated.</p> <p><u>Hurst Road resurfacing:</u> This will take place over night for a week in August.</p> <p><u>CPZ changes in Zone A:</u> Proposals to change restricted parking hours from 9am to 9pm will be advertised soon. The CLC will have to consider any objections.</p> <p>ACTION: Cllr. Dennis to confirm if pay and display street parking hours are affected.</p>
13.	<p>Meeting closed at 9.50pm</p> <p>Date of next meeting: 17.8.17</p>

