

**HORSHAM DENNE NEIGHBOURHOOD COUNCIL**  
**Minutes of the meeting held on Thursday 21<sup>st</sup> September 2017 at 7pm**



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

Item	Detail
<b>1</b>	<b>Meeting Open and Welcome from the Chairman</b>
<b>2</b>	<p><b>Attendance and apologies for absence:</b></p> <p><b>Attending</b> – HDNC: Chair - Trudie Mitchell, Gianni Lozzi – Treasurer, Jane Apostolou, Judy Pounds, Ian Botting ; Clerk – Sara Doy  HDC Cllrs. Adrian Lee  WSCC Nigel Dennis (arrived 8.20pm)  Visitors: Kenneth Sadler, Sally Sanderson, Roger King.</p> <p><b>Apologies</b> – HDNC: Martin Bruton, Nigel Hillpaul, Godfrey Newman; HDC Cllrs. Peter Burgess, David Skipp; WSCC Cllr. Morwen Millson.</p>
<b>3</b>	<p><b>Declaration of Members' Interests</b>  Trudie Mitchell – Horsham Blueprint; Jane Apostolou – HTCP, WRRRA</p>
<b>4</b>	<p><b>Approval of Minutes from last meeting (20.7.17).</b>  Approved by GL, seconded by IB</p>
<b>5</b>	<p><b>Matters arising from last meeting and Action points</b>  Item 8.6 - Community Services – Older People: The minutes were amended as advised by MB.  Outstanding Actions: None</p>
<b>6</b>	<p><b>Chairman's Report</b></p> <p><b><u>Meetings attended:</u></b></p> <p>24/08/2017 NC's Quarterly Meeting with HDC  31/08/2017 Subway meeting with HDC and Network Rail (see 8.7)  05/09/2017 HDC Planning Committee (see 8.3)  07/09/2017 Clive Burley re Highwood Community Centre (see 8.4)  12/09/2017 Horsham Unlimited (see 8.12)  15/09/2017 Horsham Town Centre Incident Management Group with IB (see 8.10)</p> <p><b><u>Future Meetings</u></b></p> <p>27/09/2017 Year of Culture Launch – NH to represent HDNC  03/10/2017 NC's Introductory Meeting with Adam Chalmers</p>

	<p>05/10/2017 Horsham in Bloom Awards 11/10/2017 HTCP AGM</p> <p><b><u>HDC Quarterly Meeting with NC Chairs 24<sup>th</sup> August:</u></b> Notes have been circulated to members</p> <p>This meeting was held with Jonathan Chowen and Trevor Beadle: the main issue is still about poor communication and support from HDC, this will be taken up in more detail with Adam Chalmers and if necessary with Tom Crowley.</p> <p>Other items included the need for town warden and it may be possible to add the cost to the Special Charge; following experience in some Parishes Greg Charman, Community Safety Manager, is currently preparing a report on how wardens can be best utilised.</p> <p><b><u>Constitution Change:</u></b> HDNC did not receive a reply to our e-mail to the Chair of the Governance Committee regarding changes to the rules for referring applications to Planning Committees. It was reported in WSCT that these changes were approved by HDC on 6<sup>th</sup> September with an amendment that allowed Councillors only to call in changes to S106 agreements.</p> <p><b><u>Infrastructure Requirements:</u></b> A response was submitted on 4<sup>th</sup> September which was similar to that submitted in 2015</p> <p><b><u>Trafalgar NC:</u></b> David Moore has resigned as Chair and from the Neighbourhood Council; as yet it is not known who will succeed him.</p>
7	<p><b>Clerk's Report</b></p> <p><b><u>HDNC Autumn Newsletter:</u></b> The newsletter was printed by Vistaprint. The quality is very good and the service was again extremely efficient. SD's son has started delivering the newsletters. He has delivered approx. 1200 to date and hopes to finish by the beginning of October. There are a large number of spare newsletters (5000 was the minimum order that could be placed with Vistaprint and there are approx. 4200 residents to deliver to) SD will leave some in the Library, but asks if members could let her know of any ideas to make use of the remaining copies.</p> <p>Members suggested that some could be left in Doctors' or Dentists' Surgeries.</p> <p><b><u>Horsham in Bloom Neighbourhood Cup:</u></b> The decision was made to award the Cup for the HDNC area to 41 Stoneybrook. The resident was delighted to be nominated according to Lynda Cheeseman – HDC Parks and Countryside Dept. TM and SD will collect the award on behalf of the resident at the Awards Event on 5<sup>th</sup> October, as they are unable to attend. The other suggestions made by members will be kept on file for next year.</p> <p><b><u>Resident enquiries:</u></b> Mr Coulton of 20 Riverside emailed HDNC to ask if something could be done to prevent dangerous parking at the junction of Riverside and The Crescent. He wanted</p>

	<p>to know if it would be possible for WSCC to paint double yellow lines at the junction. The email was forwarded to Miles Davey/WSCC to see if it might be work that could be included in the next parking review, and to find out when it would be. MD advised that his parking reviews no longer deal with issues outside of the CPZ and The Crescent is outside the area. He suggested that an application for a Traffic Regulation Order be made to Highways. These applications require support from the Local County Councillor and other residents to stand a chance of being implemented.</p> <p><b>ACTION:</b> SD to forward this information to the resident. See also item 12.</p>
	<p><b>Reports from Members:</b></p>
8.1	<p><b>Finance</b></p> <p><b><u>Financial Report 2016-7:</u></b> GL had produced an amended version which is still to be audited before it can be approved at an EGM. ACTION: GL to contact John Steele and arrange for the Financial Report to be audited.</p> <p><b><u>Payments made since 17.8.17:</u></b> HDC Horsham in Bloom Planter = £180; WSCC Clerk August wages = £320; TM drinks for meeting = £9.80; Vistaprint printing of Newsletter = £257.22; TM Stationery = £11.97. Balance at 14.9.17 = £5448.67 <b>ACTION:</b> SD to provide an invoice for the Newsletter delivery on completion.</p>
8.2	<p><b>Section 106 and CIL</b></p> <p><b><u>Garden of Remembrance:</u></b> HDC have submitted an application for £63,982 from S106 funds, we will be officially consulted when suitable sources have been identified. This sum is within the budget pre-allocated for this project. Proposals are being put together for the planting scheme.</p>
8.3	<p><b>Planning</b></p> <p><b><u>Planning Committee 5<sup>th</sup> September:</u></b> As agreed, TM spoke at the Committee Meeting in support of applications for the Hurst Road Car Park DC/16/0586 and the Temporary Ice Rink DC/17/1689; also an application regarding prolonged use of the Show House at Highwood DC/17/0967. Despite a lot of public opposition to the Ice Rink proposal all three applications were approved.</p> <p><b><u>Pirie's Place:</u></b> The canopies have been removed and the construction team has been appointed but delay has been caused by problems with the utility companies; construction should start</p>

	<p>late Sept / early Oct.</p> <p>Work is in process on an illustrative / informative hoarding and a PR article will be sent to local press this week.</p> <p><b><u>Bishop's Weald DC/17/1314:</u></b> The amended plans have taken into account the objections raised by HDNC, therefore our objection has been withdrawn. However a condition has been requested to change the orange paintwork as soon as possible in the construction process.</p> <p><b><u>Prewett's Mill:</u></b> The hoarding presents a very good history of the Mill and a suggestion has been made to the developer that they have a similar presentation in the entrance lobby as a permanent historical record. A response to this and an update on the outstanding landscaping project will be given early October.</p> <p><b><u>Holmes Park DC/17/1871:</u></b> An objection has been submitted as the proposed signage wall on the pavement edge destroys the set-back building line in North Street.</p> <p><b><u>19a Denne Parade DC/17/1802:</u></b> An objection has been submitted on several counts but again the proposed apartments are forward of the building line in the street.</p> <p><b><u>Freshwater Parade DC/17/0638:</u></b> This application has not yet been determined as there are discussions relating to affordable housing and viability</p> <p><b><u>15 Causeway 17/1133-4:</u></b> An appeal has been lodged regarding the refusal of this application.</p> <p><b><u>Planning Committee:</u></b> MB, in his written report, said that as JA is resigning from HDNC it is even more imperative that the Planning Committee members respond to the planning applications in order for an informed and supported submission to be submitted by HDNC within the 21 day deadline. MB conveyed his thanks to JA for her prompt responses and her hard work both as Chair and Councillor for HDNC over the past years.</p>
8.4	<p><b>West of Horsham Development</b></p> <p><b><u>Arun East Bridge:</u></b> The planning application has finally been permitted. Ecological works will have to be undertaken in their appropriate season and reptile mitigation work is taking place this week. Ground works for the road from Hills Farm Lane is scheduled for March 2018.</p> <p><b><u>Downgrading of Boldings Brook Bridge:</u></b> Berkeley's and WSCC have agreed to the HDNC request for continuous pavement on the north corner of the junction with Hills Farm Lane. An update on timing will be given after an internal meeting at Berkeley's next week.</p> <p><b><u>Community Centre:</u></b> Clive Burley at HDC is now the project manager and is consulting stakeholders. TM met him on 7<sup>th</sup> September: there is little change since Trevor Beadle spoke to an HDNC meeting in January 2016. However members are requested to reconsider the facilities list submitted to HDC in September 2015.</p>

	<p>TM is trying to find out what is happening with the WSCC land as this may affect requirements. An important question is who would run the Centre and that there would be no bias or discrimination. TM has suggested to CB that he check with other Parish Councils to see what their halls are used for.</p> <p><b>ACTION:</b> Members to forward ideas.</p>
8.5	<p><b>Community Services – Youth</b></p> <p>JP advised that the next Youth Provision Meeting is to be held in October.</p> <p><b><u>Junior Park Run:</u></b> An email was received from Melanie Stowell – HDC Grants and Funding Officer, conveying thanks from the organisers of the Junior Park Run; the first took place on 17<sup>th</sup> September and it will be a weekly event. It was very popular and successful with 194 participants taking part. The event was made possible by a grant of £800 from the Community Youth Fund.</p>
8.6	<p><b>Community Services – Older People</b></p> <p>MB provided a report prior to the meeting.</p> <p><b><u>Horsham District Older People’s Forum:</u></b> The HDOPF is currently working with WSCC, Healthwatch, and Age UK Horsham District on a ‘Hospital Insight Project’ to ascertain the realities and people’s experiences of hospitals from ‘getting there to getting home’. Following the successful ‘Strawberry Tea’ event on 11<sup>th</sup> July when people were able to share their experiences, a further event was held on the 11<sup>th</sup> September for groups and organisations involved in getting people to and from hospital.</p> <p>The HDOPF is also working with HTCP on two projects for issues raised by local residents. The first is compiling a comprehensive timetable, map and booklet on local bus services; the other is a project to provide safety instructions and training for those using mobility scooters across the district.</p>
8.7	<p><b>Highways and Transport</b></p> <p><b><u>CPZ Amendments:</u></b> Miles Davey, WSCC has confirmed that the proposal is to include all bays in Wellington Road and Norfolk Terrace in the 9-9 restriction.</p> <p><b><u>Network Rail Subway and Carpark:</u></b> TM attended a meeting on 31<sup>st</sup> August with representatives from Network Rail and Evan Giles and Nigel Weston from HDC. It seems the whole situation has changed since our last meeting with Network Rail regarding responsibilities. After previously accepting liability for the car park fences, since the meeting NR has unearthed a 1929 agreement that indicates HDC is responsible. This will have to be corroborated by HDC and it may be that HDC will have to finance any repairs or upgrade.</p>

	<p><b><u>Hurst Road / North Parade Traffic Lights:</u></b> The induction loops were due to be re-cut 12<sup>th</sup> September and the traffic signals sequence revalidated. It seems the junction is now working properly.</p> <p><b><u>Park Street Bus Stop:</u></b> A message was sent to Peter Lusher to support his proposal for an additional bus stop between the railway station and the Swan Walk end of Albion Way..</p> <p><b><u>Albion Way /Bishopric Junction:</u></b> Overgrown vegetation has been cut back and gives a clear view of the town from The Bishopric</p> <p><b><u>WRRRA:</u></b> JA confirmed that the Meeting with Louise Goldsmith will take place on 29<sup>th</sup> September. (see August minutes)</p> <p><b><u>Parkfield:</u></b> JP was contacted by a resident of Parkfield who complained of problems with vehicles using it as free parking for the town or station, and parking in an area which is intended to provide a turning space for vehicles, and emergency vehicles. See item 12.</p>
8.8	<p><b>Communications</b></p> <p>Website and Social Media: MB reported prior to the meeting that he and NH are keeping the HDNC website, Facebook and Twitter accounts active and updated. He requested that members look at the website and suggest any changes, updates or further information that could be added.</p>
8.9	<p><b>Park/Countryside and Leisure</b></p> <p><b><u>New Friends of Horsham Park:</u></b> As a consequence of objections to recent planning applications regarding Horsham Park an unofficial group has been set up called New Friends of Horsham Park, chaired by Sally Sanderson. At the NCs Quarterly Meeting Jonathan Chowen confirmed that HDNC through the Memorandum of Understanding is the official conduit as we represent all residents in the area.</p> <p>SS added that the group was launched two weeks ago and the number of members has been growing. Their main aims are: to stop further erosion of the Park; get the Park registered on HDC's Local List of Heritage Assets; have input into the Park Management Plan; and liaise positively with HDNC and other bodies.</p> <p><b><u>Park Management Plan:</u></b> HDNC was consulted on the questions in the survey to be issued soon to stakeholders and interested parties.</p>
8.10	<p><b>Emergency Plan</b></p> <p><b><u>Town Incident Management Group:</u></b> Minutes of the meetings on 30<sup>th</sup> June and 15<sup>th</sup> September were circulated prior to the meeting.</p> <p>The Group had been set up with representatives from HDC, Police Fire and Rescue Services, and major businesses following recent terrorist attacks, to ensure that the Evacuation Plan for</p>

	<p>Horsham would be effective.</p> <p>The town has been divided into zones to ensure safe evacuation routes; maps and instructions will be issued to all businesses. This information will be rolled out to residents in Phase 2.</p> <p>It was agreed that a simple system such as tannoy is necessary for communication in addition to the SIRCS system.</p> <p>Following four recent fires in restaurants safety issues had been raised at the last Horsham Unlimited Meeting. Individual businesses are responsible for fire risk assessments and plans; inspections no longer take place. The group agreed that fire risk will be incorporated into the Town Incident Plan</p> <p><b><u>Response to WSCC Salt Grit Audit (Community Winter Offer):</u></b> IB carried out the audit for the HDNC area, which was submitted to WSCC on 4<sup>th</sup> September.</p>
<b>8.11</b>	<p><b>Police / Neighbourhood Watch / Security</b></p> <p>The weekly update is circulated and put on the website.</p> <p><b><u>Horsham District Neighbourhood Watch AGM:</u></b> MB reported prior to the meeting that he had attended the AGM on 4<sup>th</sup> September. The new Arun and Horsham Police Commander Chief Inspector Miles Ockwell gave an explanation of the current policing model changes in West Sussex and the effects of the cuts to their budget. There will now be only one PC and 8 PCSOs actually stationed at Horsham Police Station. Mobile cover will come from Worthing where the Chief Inspector and the police teams and management teams will be based.</p>
<b>8.12</b>	<p><b>Town Centre</b></p> <p><b><u>Horsham Unlimited Meeting 12<sup>th</sup> September:</u></b> The minutes have been circulated: one of the main concerns is fire risk in the town centre, especially relating to restaurants (See 8.10).</p> <p><b><u>Town Vision:</u></b> The draft proposals are now available on line and Members have been asked to submit comments.</p>
<b>8.13</b>	<p><b>HALC /CLC</b></p> <p>Apologies were sent for the meeting on 18<sup>th</sup> September. Minutes will be circulated in due course.</p>
<b>9.</b>	<p><b>HTCP</b></p> <p>JA circulated her Chair's Annual Report prior to the meeting.</p> <p><b><u>AGM:</u></b> This is to take place on 11<sup>th</sup> October at the Roffey Millennium Hall. All members are welcome to attend.</p>

	<p><b><u>Heritage Trail Plaques:</u></b> JA advised that the intention is that the Heritage Lottery funding would fund the new plaques, and refurbishment of existing plaques. Volunteers would look after the maintenance of the Plaques. The existing plaques are to be assessed.</p>
10.	<p><b>Horsham Blueprint Neighbourhood Forum</b></p> <p>Concentration is being focussed on the suitability of the Horsham Society Design Brief for inclusion into the Neighbourhood Plan.</p>
11.	<p><b>Members' Questions and Comments</b></p> <p><b><u>Speeding in Hills Farm Lane:</u></b> IB said he is still very concerned as he has frequently witnessed speeding along Hills Farm Lane and the traffic calming is not effective. Cllr. Lee said he had taken the speeding issue up with Inspector Steve Chalcraft of Horsham Police who referred him to the Traffic Police. Speeding incidents can be reported to Operation Crackdown, but the vehicle needs to be identified. TM commented that, at HDNC's request, the vegetation has recently been cut back at the junction of The Boulevard which should improve visibility. Cllr. Lee said he would speak to WSCC Cllr. Morwen Millson to see if there is anything WSCC Highways can do. HDNC has also contacted MM regarding speeding in Blackbridge Lane, so it would be useful to tackle these problems together.</p> <p><b><u>Horsham Park:</u></b> GL expressed concern following the approval of the recent Ice Rink application that areas of the Park that are currently free to use are being replaced with facilities that have to be paid for. He asked how much money HDC will receive from the Ice Rink. SS said that she is waiting for an answer to this question and hopes that the money will be used for the Park.</p>
12.	<p><b>Reports from District and County Councillors</b></p> <p><b>HDC Councillor Adrian Lee:</b></p> <p><b><u>Pirie's Place Car Park:</u></b> The current car park has a very poor design and lighting so HDC are looking to either redesign it or demolish it and rebuild. This would need to be done by 2019 while the Pirie's Place re-development is being carried out. The consensus of the HDC Policy Development Advisory Group (PDAG) is to demolish and rebuild the car park. Research has shown that an extra 100 spaces will be needed in Horsham Town by 2030 which Cllr. Lee does not consider realistic, in view of all the extra houses that are being built. JA said that hopefully the new carpark would be hidden behind the new hotel. JP said she was concerned that the flats behind the current car park would lose light if a bigger car park was built. TM asked if there could be a retail / restaurant provision at street level facing the Pirie's Place development.</p>



Cllr. Lee said that the new car park would need to be approved by January 2018.

**Burstow Court Emergency Housing:** the apartments have just been completed and the first residents are moving in. There are 17 one and two bedroom apartments. The accommodation is of a high standard. A mature tree in the grounds has been preserved. Residents can stay for a maximum of one year, and there appears to be enough capacity at the moment for homeless people, who up to now have had to be accommodated in hotels. There are strict rules such as no washing to be hung outside the flats, and no parties.

**Parkway Station:** At a Council Meeting the previous week HDC agreed to formally back a new station on the North of Horsham development. However it is down to Network Rail to decide. Faygate Station would be closed but HDC have requested assurance that Littlehaven Station would not be affected and all existing services would be maintained.

**WSCC Councillor Nigel Dennis:**

**Overgrowth by railway bridge in North Street:** a letter has been sent to Southern Rail to get the vegetation cut back.

**Network Rail Subway Flooding:** This seems to have got worse, as reported by Horsham Forest NC, so Cllr. Dennis is looking into it to see if anything can be done. TM said the quality of resurfacing had been queried by Cllr. Millson who was told it met WSCC standards.

**Hurst Road resurfacing:** This was carried out in August.

**Hurst Road/North Parade Traffic Lights:** The traffic light detection equipment has been sorted out (see item 8.7).

**Cycle Routes:** New routes have been proposed including one in West Parade to enable cyclists to enter Wimblehurst Road which would use the existing pedestrian traffic light sequence. Outside Delaney Court it might be possible to cut back the bushes and widen the path.

**London Road One-Way Proposal:** An email from a resident of London Road was forwarded to Cllr. Dennis prior to the meeting. Cllr. Dennis said that he did not agree with the comments regarding Springfield Road and Dominos.

NH had forwarded an email from another resident of London Road who had done a survey of cars using the road.

**ACTION:** SD to forward the email to Cllr. Dennis.

**Parkfield:** (See also 8.7) Cllr. Dennis confirmed that this road is not is a Controlled Parking Zone as in the past residents had objected. Cllr. Dennis said that the residents would need to decide if they want to have a parking restriction implemented, and they would need to

	<p>provide evidence.</p> <p><b><u>Parking problems at junction of Riverside and The Crescent:</u></b> (See item 7) Cllr. Dennis confirmed that an application for a Traffic Regulation Order would need to be made supported by the residents and WSCC Cllr. Millson.</p>
<b>13.</b>	<p><b>Meeting closed at 9.05pm</b></p> <p><b>Date of next meeting: 19.10.17</b></p>