

**HORSHAM DENNE NEIGHBOURHOOD COUNCIL**  
**Minutes of the meeting held on Thursday 25<sup>th</sup> May 2017 at 7.30 pm**



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

Item	Detail
1	<p><b>Meeting Open and Welcome from the Chairman</b></p> <p>Meeting opened by Trudie Mitchell.</p>
2	<p><b>Attendance and apologies for absence:</b></p> <p><b>Attending</b> – HDNC: Chair - Trudie Mitchell, Vice-Chair – Martin Bruton, Ian Botting, Nigel Hillpaul ; Clerk – Sara Doy                      HDC Cllr. Peter Burgess (arrived 7.50pm and left 8.30pm )                      WSCC Cllr. Nigel Dennis (arrived 7.30pm and left 8pm)</p> <p><b>Apologies</b> – HDNC: Gianni Lozzi, Jane Apostolou, Judy Pounds; WSCC Cllr. Morwen Millsom</p>
3	<p><b>Declaration of Members’ Interests</b></p> <p>Trudie Mitchell – Horsham Blueprint; Martin Bruton – HDOPF; HTCP.</p>
4	<p><b>Approval of Minutes from last meeting (20.4.17).</b></p> <p>Approved by NH, seconded by IB</p>
5	<p><b>Matters arising from last meeting and Action points</b></p> <p>Re. 8.8 Publicity - TM talked to the other NC Chairs and it will be discussed at the next HDC Quarterly Meeting.</p> <p>Re. 8.12 Post Office – NH uses the Post Office regularly and has noticed queues and inadequate access for pushchairs, especially double buggies.  <b>ACTION:</b> TM to write to GPO re. layout</p> <p>Re. 11 Peel House, Barttelot Road – SD is still waiting for a response from HDC.</p>
6	<p><b>Chairman’s Report</b></p> <p><b><u>Meetings attended</u></b>                      09/05/2017 Horsham Unlimited                      24/05/2017 HDC Annual Meeting and Reception</p> <p><b><u>Future Meetings</u></b>                      30/05/2017 Dementia Awareness Meeting – MB to attend                      19/06/2017 Parish on-Line Training – TM and SD to attend</p>

	<p><b>David Sheldon:</b> TM delivered the thank you gift as agreed by HNDC; it was much appreciated.</p> <p><b>County Council Election Results:</b> Nigel Dennis was re-elected for the Hurst Division and Morwen Millsom was elected for the new Riverside Division. Letters have been sent to both Councillors and MM replied that she will fully engage with HDNC as she does with Forest NC.</p> <p><b>SHELAA:</b> HDC Officers have now completed an assessment of sites for employment development (that includes warehousing/distribution, offices and light industry) or mixed use development that would usually include a mixture of both housing and employment floor space. The only site in the Denne area is Hurst Road which is considered suitable for mixed use.</p> <p>Comments have been requested in the form of factual points or further information. Denne members have responded that this area currently provides public services (police/fire/ambulance station, law court, college and youth centre). Members believe it should remain in public/community use with the option to enlarge the hospital or Collyer's College.</p> <p><b>ACTION:</b> TM to respond to HDC</p>
7	<p><b>Clerk's Report</b></p> <p><b>HDNC Newsletter:</b> SD is working on a draft newsletter to help raise awareness of the Neighbourhood Council, what we do and our need for new members, which will be distributed to all residents in the HDNC area and put in the library and on the website. Members have been asked to forward any ideas of items that could be included. Could they also suggest ideas for pictures.</p> <p><b>Parish Online Training:</b> SD has booked for TM and SD to attend a Parish Online training session on 19<sup>th</sup> June. Parish Online is a GIS mapping system that provides information about assets held by the County Council and Environment Agency. It can be used to search for locations and create maps.</p> <p>TM added that the maps need to be updated to show the new WSCC Divisions.</p> <p><b>Horsham Hospital car park:</b> SD received an update from Stuart Slater/ HDC Parking Co-ordination Officer advising that the changes to the Hospital car park entrance and exit will be the next big project this year, but he is unable to give a date.</p>
8	<p><b>Reports from Members:</b></p>
8.1	<p><b>Finance</b></p> <p><b>Bank Account:</b> Balance at 17.04.17 = £1986.62</p> <p>Payments made since 17.4.17: HALC invoice = £5.00; Church Hall Hire = £100.50;</p>

	<p>SSALC Conference = £48.00</p> <p>HDC 2017/18 grant received = £4936.00 plus HDC additional grant = £1024.00</p> <p>New balance at 24. 5.17 = £7473.12</p> <p>The additional HDC Grant of £1,074.00 relating to the increase in the Special Charge 2017-8 was received 18<sup>th</sup> April. This makes the total grant £6010 compared to £4936 last year.</p>
<b>8.2</b>	<p><b>Section 106 and CIL</b></p> <p>None</p>
<b>8.3</b>	<p><b>Planning</b></p> <p><b><u>Pavilions Car Park DC/17/0586:</u></b> Following further amendments HDNC has withdrawn its objection.</p> <p><b><u>St Mark's Court DC/17/ 0684:</u></b> The application to convert the offices to 203 apartments has been permitted by HDC.</p> <p><b><u>16, The Crescent DC/17/0657:</u></b> This application has been refused by HDC</p> <p><b><u>Peel House, Barttelot Road:</u></b> As requested at the last meeting SD contacted HDC regarding construction work over a weekend. The message has been forwarded to Guy Everest, Applications Team Manager for an answer.</p> <p><b><u>Forest Neighbourhood Council:</u></b> TM was informed that a letter has been sent to Jeremy Quin MP pointing out the difficulties caused by the Permitted Development legislation.</p> <p><b><u>Premier Inn signage:</u></b> TM and MB are concerned at the size, design and prominence of the signage and have asked for the application to go to committee. Cllr. Burgess suggested that Cllrs. Skipp, Lee and Hogben be contacted to ask for their support.</p> <p><b>ACTION:</b> TM to contact Local Councillors</p>
<b>8.4</b>	<p><b>West of Horsham Development</b></p> <p><b><u>Site Visit 5<sup>th</sup> April:</u></b> Draft Notes have been circulated. Actions by Berkeley's are still outstanding</p> <p><b><u>Arun Bridge Application DC/15/1826:</u></b> Jason Hawkes has been appointed as the HDC Case Officer and visited the site with TM.</p> <p>HDNC has been assured that our remaining concerns will be met by condition so our objection has been withdrawn.</p> <p>TM submitted a letter to the County Times in response to a letter from a resident who was</p>

	<p>shocked to realise that a road is planned. TM's letter was published 25<sup>th</sup> May.</p> <p>TM has also written to WSCC to ask if any further S106 provision can be made to improve the Hills Farm Lane Traffic calming scheme but as expected the answer was no. Any additional work would need to come out of the Highways budget, (see also 8.7).</p> <p><b>Allotments:</b> JH has also taken over this planning application. Our objection to the design of the shed has been reiterated.</p>
<b>8.5</b>	<p><b>Community Services – Youth</b></p> <p>JP was unable to attend the meeting on 2<sup>nd</sup> May but reports from Horsham Matters have been circulated to members. It has been a busy quarter with the launch of the new Friday night provision in Hurst Road, recruitment of new staff and volunteers, and training up the new team.</p>
<b>8.6</b>	<p><b>Community Services – Older People</b></p> <p>The next meeting of the HDOPF is on 7<sup>th</sup> June at Rudgwick.</p> <p>Topics will be Older Drivers by Sussex Fire and Rescue, and the Hospital Insight Project by Age UK. The Hospital Insight Project in conjunction with HDOPF is researching all aspects of peoples' recent hospital experiences.</p>
<b>8.7</b>	<p><b>Highways and Transport</b></p> <p><b>Hills Farm Lane:</b> TM witnessed an accident on 11<sup>th</sup> May when a vehicle traveling at approx. 30mph failed to see one of the build outs and drove straight into the bollard uprooting it completely. This has been reported to WSCC but the Highways team seem content with the temporary repair effected by local residents.</p> <p><b>East Street:</b> The new parking regulation signs are now in place, the enforcement officers will be undertaking evening enforcement shortly.</p>
<b>8.8</b>	<p><b>Communications</b></p> <p><b>Recruitment and Publicity:</b> There has been no response to SD's request for suggestions.</p> <p>TM has not yet contacted Tom Crowley, CEO, HDC regarding the need for additional support but has discussed the problem with the other NCs and will raise the matter at the Quarterly meeting on 31<sup>st</sup> May. If there is no satisfactory answer the next step will be to meet Tom Crowley.</p> <p><b>Website gov.uk:</b> This will also be discussed with the other NCs to see if they support the idea.</p>

	<p>It is unlikely any additional funding will be available.</p> <p><b>ACTION:</b> GL to assess if this would be financially feasible in view of the increased grant.</p> <p><b>ACTION:</b> TM to discuss with the other NCs and ask HDC if they would consider providing additional funds to cover the annual cost.</p> <p><b>HDNC Website Management:</b> MB will continue to run the website but it was agreed that SD and NH would receive training as back up.</p> <p><b>ACTION:</b> MB to suggest possible dates for training and to check if it is possible to ascertain how many people view the website.</p> <p><b>Twitter:</b> NH advised that there has been an increase of 20 more followers.</p>
8.9	<p><b>Park/Countryside and Leisure</b></p> <p>Outdoor Gym Survey: this has been circulated.</p>
8.10	<p><b>Emergency Plan</b></p> <p>Nothing to report.</p>
8.11	<p><b>Police / Neighbourhood Watch / Security</b></p> <p>The weekly update is circulated.</p>
8.12	<p><b>Town Centre</b></p> <p><b>Town Vision:</b> An Exhibition was held in Swan Walk last weekend with a consultation for the Bishopric area only. The proposals included all the points made by HDNC after the 2016 Stakeholder meeting but a response is required on design details.</p> <p><b>ACTION:</b> TM and SD to do response from HDNC.</p> <p><b>Visitor Economy:</b> A further workshop will be held by Acorn consultants on the 20<sup>th</sup> June.</p> <p><b>Horsham Unlimited:</b> The minutes from the meeting on 9<sup>th</sup> May have been circulated to members. The main discussion relevant to the NCs was the need to improve wayfinding in the town including sightlines, circulation routes, lighting and branding.</p> <p><b>Pirie's Place Update:</b> Following the Horsham Unlimited Meeting TM contacted Will Rohleder, Reef Estates regarding the start date and need for visuals and information for the public.</p> <p>An assurance has been given that publicity will start shortly; the hoarding design and information boards are being finalised. Works are due to start on site in July, with a 15 month</p>

	build period. The donkey and cart will be part of the final scheme as will the Pirie's Place name.
<b>8.13</b>	<p><b>HALC /CLC</b></p> <p><b>HALC Annual Meeting:</b> The official minutes have been circulated to members. IB asked Cllr. Dennis for further information on the Highways budget cut from £15,000,000 to £7,000,000 by 2020 and would it affect both maintenance and infrastructure projects.</p>
<b>9.</b>	<p><b>HTCP</b></p> <p>The monthly report was circulated by JA prior to the meeting. The main points relevant to the HDNC area were :</p> <p><b>Riverside Walk:</b> Footpath Improvements: The next stage in the Hills Farm Lane location will commence on 19<sup>th</sup> June. The work is expected to take 2 weeks and advisory notices approved by HDC are being exhibited on site.</p> <p><b>Signage:</b> Berkeley Homes Southern Ltd and Countryside Properties Ltd, whose developments are in close proximity to the Riverside Walk have agreed to pay for and install directional signage within their developments to guide people to the Riverside Walk.</p> <p><b>Publicity and Exhibitions:</b> HTCP will hold an information stand at the Community Event being run by the Rotary Club of Horsham and Horsham Festival on 9<sup>th</sup> July.</p>
<b>10.</b>	<p><b>Horsham Blueprint Neighbourhood Forum</b></p> <p><b>North Horsham:</b> North Horsham Parish Council have confirmed they will be making a Neighbourhood Plan. A meeting took place with Andrew Cooke, Acting Chair and Ron Bates when it was agreed to share any information and experiences.</p> <p><b>20<sup>th</sup> May Progress Meeting:</b> AC had prepared a "Way Forwards Presentation", a framework for the Neighbourhood Plan document and a Policy Template. Working Group leaders will trial the template on one policy to check its functionality.</p> <p>TM agreed to draft a Vision Statement.</p> <p>Subject to funding it was agreed that a planning consultant should be used to prepare the document from the policy templates. It may be possible to pay one of the Neighbourhood Council Clerks to check the policy proposals comply with the HDPF. Costs will be investigated with Parishes which have completed their plans.</p> <p><b>AGM:</b> The date is still to be finalised; however it was agreed that the focus the meeting would be on the "developing plan" - with a presentation of some kind around the proposed scope and content of the plan</p> <p><b>24<sup>th</sup> May Meeting with Norman Kwan, HDC Neighbourhood Planning Officer:</b> The Neighbourhood Council Chairs met NK and emphasised the difficulties experienced in lacking</p>

	<p>funding and expertise. NK has offered to provide some examples of good practice, some census information and some templates. It has proved impossible to engage with the business community so NK will investigate the legal and “political” possibilities within HDC of removing the need to have a Business Plan and Referendum.</p>
<p><b>11.</b></p>	<p><b>Members’ Questions and Comments</b></p> <p><b><u>MB: Heritage Trail Plaques:</u></b> JA asked MB to raise this item, which was originally brought up at the last Horsham Rural Towns Forum Meeting. A report has been produced on the location and condition of plaques in the whole HDC area. PCs and NCs may be asked to pay for the replacement of plaques and the maintenance of the surrounding area where necessary.</p> <p><b>ACTION:</b> MB to forward detailed information.</p>
<p><b>12.</b></p>	<p><b>Reports from District and County Councillors</b></p> <p><b>HDC Councillor Peter Burgess:</b></p> <p><b><u>Appointment:</u></b> Cllr. Burgess informed the meeting that he had been appointed as HDC Vice-Chair for 2017/18. Members offered their congratulations.</p> <p><b><u>Affordable Housing:</u></b> Cllr. Burgess attended a Cabinet Meeting earlier in the evening where the failure of Developers to provide 35% of affordable housing was discussed. HDC is looking at new ways to get involved and one idea is to start a private company which would build affordable houses. Achieving 35% is increasingly difficult and PB gave the example of Pelham and Waverley Court development, owned by Saxon Weald, which includes full market price properties to subsidise the 20% affordable housing.</p> <p><b><u>HDC Budget:</u></b> The gap has been closed as money will be saved by changes in refuse collection. General waste will be collected fortnightly from March 2018 and side-loading vehicles will be replaced. These are only used by HDC in the UK so have proved difficult and expensive to maintain. New rear loader vehicles will cost £150K saving £100K per vehicle but will require a 3-man crew.</p> <p><b><u>North of Horsham:</u></b> The planning application has been approved although there are concerns regarding the sewage system and the fact that Langhurst Wood Road will be closed which will mean that HGVS will have to drive through the new development. Cllr. Burgess advised that WSCC/Highways have said that the changes planned for the Rusper Road roundabout (signal controlled) could improve the current traffic problems.</p> <p><b><u>Incinerator:</u></b> TM commented on the latest notification of an amendment to the original application. MB said nothing has been revised, only justifications given. Cllr. Burgess said the number of vehicles should stay the same i.e. 600 per day between 8am and 6pm.</p>

	<p>Addendum: WSCC has since informed local councils that further information is still to be supplied.</p> <p><b><u>Pirie's Place Car Park:</u></b> Cllr. Burgess spoke to HDC/Ben Golds regarding the lifts and was told that there is a problem with the contractor and legal problems which are holding up the work. There are plans to make the spaces and turning points wider and build another half deck.</p> <p><b>WSCC Councillor Nigel Dennis:</b></p> <p><b><u>CLC Meeting 12.6.17:</u></b> The results of the survey on parking restrictions in the Central Zone will be discussed. Cllr Dennis is hopeful it will provide a way forward and could address the evening parking issue.</p> <p><b><u>Bike racks in Medwin Walk:</u></b> These will be staying and not removed as rumoured. TM queried the CCTV coverage of the area. Cllr. Dennis said he would look into it.</p> <p><b><u>Albion Way:</u></b> The former Director of Social Services, Roger Mortimore, reported that when driving along Albion Way recently he had to swerve round four people walking along the road by the Catholic Church Car Park as there was no foot way on the section between the Bishopric and Springfield Road traffic lights. Highways have been asked to provide warning signage. TM commented that the Town Vision is looking into improving the Albion Way crossings.</p> <p><b><u>Appointment:</u></b> Cllr. Dennis advised that he has been appointed Chairman of Regulation, Audit and Accounts so he will no longer deal with Transport.</p>
<p><b>13.</b></p>	<p><b>Meeting closed at 9.20pm.</b></p> <p><b>Date of next meeting:</b> 15.6.17</p> <p>MB and Cllr. Burgess gave their apologies for the next meeting.</p>