

HORSHAM DENNE NEIGHBOURHOOD COUNCIL



Minutes of the meeting held on Thursday 18th October 2018

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

Item	Detail
1	Meeting Opened at 7.00pm and Welcome from the Chairman
1.1	Presentation on the Horsham Society New Design Brief (See Appendix 1) by Philip Ayerst, Horsham Society. Also attending: David Holmes, Horsham Society.
2	Attendance and apologies for absence: Attending – HDNC: Chair - Trudie Mitchell, Ian Botting, Gianni Lozzi, Godfrey Newman, Christine Osborne, Rodger Whitefield. Clerk – Sara Doy HDC Cllr. Peter Burgess (arrived 8.25pm and left 9.05pm) WSCC Cllr. Nigel Dennis (arrived 8.20pm) Apologies – HDNC: Judy Pounds, Nigel Hillpaul
3	Declaration of Members' Interests Trudie Mitchell – Horsham Blueprint; Godfrey Newman – HDC; Ian Botting – HTCP.
4	Approval of Minutes from last meeting (20.9.18). The minutes were approved by CO and seconded by GL.
5	Matters arising from last meeting and Action points <u>Actions still outstanding:</u> Sept Meeting: Item 12 MM to forward information on 'Slow Down' signage for possible use in Denne Road. ACTION: SD to remind MM. August Meeting: item 11: GN to suggest suitable locations for additional benches to assist people walking into town. GN suggested 1) Guildford Rd near the bus stop between The Crescent and Hillside.

	<p>2) Guildford Road near junction of Irwin Drive on the green. TM will raise the need for more benches at the next quarterly meeting with HDC. TM also suggested that it may be something HTCP could help with. ACTION: IB to ask HTCP.</p>
6	<p>Chairman's Report</p> <p><u>Meetings attended:</u></p> <p>25/09/2018 Blackbridge Lane Walkabout with Morwen Millson (see 8.7) 26/09/2018 Novartis Consultation (see 8.3) 01/10/2018 NC Chairs' Quarterly Meeting with Adam Chalmers and Jonathan Chowen 02/10/2018 HDC and Royal British Legion re Remembrance Garden official opening (see 8.9) 09/10/2018 Town Centre Walkabout (see 8.12) 10/10/2018 HTCP AGM (see 9)</p> <p><u>Future Meetings</u></p> <p>19/10/2018 The Bridge official opening 30/10/2018 Horsham Enterprise Park consultation 09/11/2018 Remembrance Garden official opening 11/11/2018 Remembrance Day Ceremonies – Park and Carfax 12/11/2018 CLC ACTION: IB to check if he is able to attend. 13/11/2018 Horsham Unlimited</p> <p><u>NC Chairs' Quarterly Meeting</u></p> <p>Notes have been circulated to members</p> <p>Most topics are ongoing but the main progress will be on improvements to the North Street entrance to the Park as funding has been agreed.</p> <p>The damage to two bus shelters was noted and the possibility of CCTV discussed</p> <p>The NCs requested that Barbara Childs, Director of Place will attend future Quarterly Meetings.</p> <p><u>Remembrance Garden Official Opening:</u> This is to take place on Friday 9th November at 11am. Children from St Mary's School will be involved. HDC Cllr. Peter Burgess will give a speech and there will be a bugle player from the British Legion. Father David Bouskill from Holy Trinity Church will give a blessing.</p> <p>Members are welcome to attend.</p>

Clerk's Report

Newsletter: The newsletter delivery has been completed by William Doy, apart from the Highwood Development which is being done by Berkeley's, this should be finished by the end of October. A total of 3360 letters were delivered, but so far the response has been disappointing. (See item 8.8).

Approval for a payment of £350 for the delivery was sought from members.

This was agreed by all present.

Resident Enquires:

Three Acres: A resident reported that she and all the other residents of Three Acres had received an anonymous letter stating that a paedophile lives in the road (a name and address was included) and asked what action she should take. Greg Charman, HDC Community Safety, advised that the resident should either phone 101 or complete an online report and download a copy of the letter. SD also submitted a JAG report prior to the next JAG meeting on 18th October.

Planning application for 64 Worthing Rd: A resident contacted HDNC asking for advice on how to respond to the application. SD provided information about submitting comments on the planning website.

Parkfield parking problems: As mentioned at the July meeting a resident raised the issue of non-resident parking causing problems in this road. As discussed with TM, SD contacted WSCC Highways to see what options were available. SD received a response advising that WSCC have decided to undertake a separate exercise to look into the problem along with two other roads that have a similar issue. This would not be carried out until the next financial year. SD has asked if the other two roads are in the HDNC area as other problems have been reported to us, and is awaiting a response.

ACTION: SD to chase response.

Police Intelligence Reporting: HDNC was forwarded information by HDC regarding a way of organisations informing the Police of any suspicious circumstances or 'intelligence' using a Police Intelligence Reporting Form. It was made clear that this was not for wider public access, or an alternative to current established official information sharing processes. It is not a mechanism for reporting crime or notifying police of an imminent risk.

Town Car Parks: Following JP's query regarding evening parking in the town at the last HDNC meeting SD contacted Ben Golds/HDC – Head of Parking Services who forwarded a table showing the charging periods and opening hours of all the town centre car parks. TM was also advised by Sainsbury's that there is still free parking from 7pm in the evening in the supermarket's car park.

	Reports from Members:
8.1	<p>Finance</p> <p><u>Monthly report:</u></p> <p>Balance at 17.9.18: £6198.43 Less payments: Printing of Newsletter = £294; Clerk's Sept. salary = £320; TM Stationery expenses = £17.93 Leaves balance at 18.10.18: £5566.50</p> <p><u>Thank you gift for Tree Warden:</u> Andrew Dickinson, the Tree Warden, has produced 28 tree reports so far to date, which is three more than at the same point last year, and there are likely to be quite a few consultations over the next few weeks. Members present agreed that in view of his high workload AD should be given a Christmas gift of £50, as was done the previous year.</p>
8.2	<p>Section 106 and CIL</p> <p>Nothing to report.</p>
8.3	<p>Planning</p> <p><u>19, Richmond Road DC/18/1746:</u> Amendments have been submitted.</p> <p><u>Signage Swan Walk Car Park DC/18/1774:</u> Application for promotional signage for The Bridge was withdrawn as time ran out for relevant usage.</p> <p><u>Novartis Site:</u> The Horsham Enterprise Park name suggested by HDNC has been adopted for the development. TM attended the public consultation event on 26th September and HDNC submitted a response. The plans will be reconsidered taking into account comments received and a further public consultation meeting will be held on 30th October.</p> <p><u>64 Worthing Road:</u> This was a split decision on the planning committee so a response was submitted noting our concerns rather than supporting or objecting. Since then Highways have rejected the current application regarding the size of the garages.</p> <p><u>Advertising Compliance:</u> A query was sent to HDC regarding the legitimacy of a large advertising board erected on the side of the Horsham Bedding building. Confirmation has been received that this required planning permission and a retrospective application must be submitted.</p> <p><u>The Gym signage:</u> TM had noticed that the large sign visible from Albion Way is fully illuminated.</p>

	<p>ACTION: SD to check if this is as stipulated on the application.</p> <p>Sainsbury's signage: RW commented that he noticed new signs for Argos and didn't remember an application. ACTION: SD to check. N.B. this is covered by DC/18/1240.</p> <p>Neighbourhood Planning Conference: No one from HDNC was available to attend the conference held by HDC on 26th September; a request has been made for a copy of the presentations.</p>
8.4	<p>West of Horsham Development</p> <p>Bus Service: A request was received from a resident for any information regarding the introduction of the bus route to service both the Countryside and Highwood estates, which was part of the original Masterplan. The question was raised in light of the imminent opening of The Bridge Leisure Centre. Inquiries have established that nothing can be done until the road infrastructure is complete and whilst contributions are designated from Countryside there is no allocation in the Berkeley's agreement.</p> <p>Cllr. Dennis said that the amount of funding for bus services is diminishing, but it might be possible for the existing Broadbridge Heath service to include the development.</p> <p>10mph signs: GN said that signs had been installed at Highwood.</p> <p>Dog Waste Bins: TM had a meeting with Paul Greenslade as requests had been received for bins to be installed at Highwood. PG explained the criteria and TM has since contacted Adrian Smith, the planning officer in charge of the Highwood development.</p> <p>The possibility of installing bins in the Alder Copse area was also discussed and the area will be surveyed by HDC.</p>
8.5	<p>Community Services – Youth</p> <p>JP's reports on the Quarterly Meeting with Horsham Matters have been circulated to members. JP and a representative from Forest NC had a separate meeting with Melanie Stowell, HDC to discuss the best way forward for youth provision. MS is meeting Horsham Matters on Friday to clarify the current situation and expectations.</p> <p>The survey being undertaken by HDC on youth requirements will start after half term.</p>
8.6	<p>Community Services – Older People</p> <p>Horsham District Older People's Forum Meeting 29th August: GN had attended and provided a report. Topics covered the Mobility Scooter training sessions, 4Sight – a charity which provides support to visually impaired people, Remap – a charity with volunteers who custom-</p>

	<p>make equipment for disabled people and Mycarematters – where patients, particularly those that have difficulty communicating, or their carers, can create a profile which enables hospital staff to understand what is important to the patient and be able to respond to their needs.</p>
8.7	<p>Highways and Transport</p> <p><u>Hospital Car Park:</u> The trial reversing the exit and entrance took place at the end of August and appears to have been successful. Ben Golds, HDC Parking Services Manager is meeting Tony Sampson and will inform us of what steps are being taken.</p> <p><u>Blackbridge Lane Problems:</u> MM and TM visited the area on 25th September 8.30-9.30 but saw no evidence of vehicles speeding. There were many cars parked to off load children at Arunside School.</p> <p>At the Guildford Road end there is no obvious solution to congestion by the Co-op carpark exit but the damaged wall in Guildford Road has since been repaired.</p> <p>The application for a refuge island to make crossing the road easier by Three Acres near the shops is progressing.</p> <p>The BT telephone box by the Needles Shops is shabby but the phone is working.</p> <p><u>Traffic Lights Failure:</u> On Saturday 22nd September TM attempted to report a complete failure of the traffic lights at the Hurst Road / North Parade junction. The Telent phone number went to a recorded message that did not even advise if it was connected to the correct company, so there was no way of knowing if the report had been received. This flaw in the reporting system was subsequently reported to WSCC and is to be rectified.</p>
8.8	<p>Communications</p> <p><u>Website:</u> RW will send information regarding alternative website provision.</p> <p><u>HDNC Newsletter:</u> Cllr. Burgess said that North Horsham Parish Council have stopped producing newsletters and now have a regular article in one of the local magazines which has been much more effective.</p> <p><u>ACTION:</u> SD to check with the Clerk of NHPC which magazine has been used.</p>
8.9	<p>Park/Countryside and Leisure</p> <p><u>Horsham Park Management Plan:</u> HDNC has representatives on the Focus Groups which are looking at different aspects of the park for future usage, safety and development.</p> <p>IB commented that he was the only NC representative at the meeting he attended. CO said that she has attended two meetings so far and they have been very good.</p>

	<p><u>Friends of Horsham Park:</u> All three NCs have agreed to contribute towards a Remembrance Tree as suggested by the Friends Group and will be invited to the planting ceremony on Sunday 11th November.</p> <p>Cllr. Burgess commented that he had attended the introduction of Poet's Corner which will be part of the Year of Culture 2019.</p> <p>IB said that 2000 daffodil bulbs, donated by HDC, are to be planted by North Parade car park by the Friends.</p>
8.10	<p>Emergency Plan</p> <p>Nothing to report</p>
8.11	<p>Police / Neighbourhood Watch / Security</p> <p><u>Steering Group Meeting 18.10.18:</u> IB attended the meeting. The main points were:</p> <p>Drug problems: The Wardens are aware of drug related activity taking place in the Forum carpark and Horsham Park. They have been speaking to schools about the issues.</p> <p>School parking problems: The Wardens have been in contact with the schools.</p> <p>Community Trigger: There is an online form on the HDC website that can be used to escalate complaints about anti-social behaviour if an issue has not been dealt with - https://ebusiness.horsham.gov.uk/outreach/LEI_CommunityTrigger.ofml</p> <p>Community engagement: The Wardens manned a stand in Swan Walk but did not get much interest. IB suggested having a stand at a specific event may work better.</p> <p>Rota: A new rota has been proposed.</p> <p>Speed Indicator Devices: Sharon Cadman – HDC, advised that £500 is available towards the cost of the equipment and asks if the three Neighbourhood Councils would be interested in sharing the cost for a device for the combined area.</p> <p>Interaction with PCSOs and Police: this is working well.</p>
8.12	<p>Town Centre</p> <p><u>Walkabout:</u> The main focus of the meeting on 9/10/2018 was on the East Street Queen Street area.</p> <p>There was some discussion about keeping the existing colours for street furniture in different areas of the town or for going for one uniform colour.</p> <p>Main concentration was in the Forest NC area but matters relating to Denne included several defects in pavements, the appalling condition of the unused BT Telephone Box on the corner of East St / Park Place and the mess under the railway bridge caused by pigeons roosting.</p> <p>It was suggested that a damaged bench near Pets at Home in East Street could be removed but TM pointed out that benches are required by people who need to rest when walking into</p>

	<p>the town centre (See also item 5).</p> <p>Notes have not yet been circulated by HDC but Greg Charman will investigate options for the box and bridge.</p>
8.13	<p>HALC /CLC</p> <p><u>Annual Meeting of HALC and HDC 16th October</u>: IB attended and circulated presentations on the Year of Culture 2019, Changes to Bin Collections and HDC Planning Policy Update. The minutes will be circulated when available.</p>
9.	<p>HTCP</p> <p><u>AGM</u>: IB agreed to become a director representing HDNC.</p>
10.	<p>Horsham Blueprint Neighbourhood Forum</p> <p><u>Blueprint</u>: It was made clear at the NCs Quarterly meeting that no additional funding is available from HDC.</p> <p>The next step is to assess the estimates received from consultants which will clarify if it is possible to go ahead with the plan.</p>
11.	<p>Members' Questions and Comments</p> <p><u>Affordable housing</u>: GN said that this had been discussed at a recent HDC meeting. The intention is to set up a company which will provide houses for affordable rent. Other authorities are already doing this.</p>
12.	<p>Reports from District and County Councillors</p> <p>HDC Councillor Peter Burgess:</p> <p><u>North of Horsham</u>: North Horsham Parish Council is to have a meeting with the developer who is aiming to start work next year. Bohunt will run the new Academy school which will cater for 4 to 16 year olds. An exhibition was held on 17-18th October. The school plans to open for year 7 on a temporary basis in Hurst Road.</p> <p><u>The Bridge Leisure Centre, Broadbridge Heath</u>: The Opening Reception will take place on 19th October.</p> <p><u>Town Centre parking</u>: PB confirmed that additional parking will be available in the evenings and at weekends at Parkside. Daytime parking could be a problem leading up to Christmas.</p>

	<p><u>HDC Christmas Carol Service:</u> This will be held on Sunday 9th December.</p> <p><u>Gordon Road:</u> There is a proposal for a permanent traffic order to make Gordon Road no entry from Wimblehurst Road. PB objects to the contraflow cycle path.</p> <p>ND said clarification is needed regarding the continuation of two-way traffic for residents in Gordon Road. ND also mentioned that there were concerns regarding the bend in Richmond Road, which may get more use as a result of the TRO, but Highways decided this was a smaller hazard in comparison.</p> <p>TM commented that in response to the Novartis site consultation HDNC had requested that an improvement to the splay at the junction of Richmond Road and Wimblehurst Road be considered.</p> <p>WSCC Councillor Nigel Dennis:</p> <p><u>London Road one-way proposal:</u> ND was disappointed that the scheme was rejected as a lot of time and effort went in to the application. It was partly due to lack of evidence of speeding.</p> <p><u>Applications for yellow lines:</u></p> <p>Park Terrace West: An application to extend the double yellow lines has been submitted.</p> <p>Parkfield: An application to provide yellow lines in the turning circle has been put forward.</p> <p><u>Change to Zone A Parking:</u> ND confirmed that this should have started in April but hadn't been enforced due to the changes in charging. He has been told that it is now being enforced.</p> <p><u>Bus Survey:</u> ND said it is important that there is a good response otherwise there is a danger that some of the supported bus routes will be lost.</p> <p><u>Cycle contraflow proposals:</u> ND said the Lyndcross and Carfax schemes have been deferred for two years. The West Parade scheme has been deferred until 2019.</p>
13.	<p>Meeting closed at 9.40pm.</p> <p>Next Meeting: 15/11/18.</p> <p>Apologies in advance from Cllr. Dennis.</p>
	<p>Appendix 1: Horsham Society Design Brief Presentation.</p> <p>by Philip Ayerst, Horsham Society</p> <p>PA introduced himself as a member of Horsham Society who is a RIBA architect by profession. He said the aim of the presentation was to explain the purpose and use of the Horsham Society's new Design Guide which is set out in a printed booklet entitled 'Good By Design' which can also be downloaded from the Horsham Society website. Copies of the guide were</p>

given out to those present.

The aim is to encourage good design, good transport links and good planning. Horsham Society comments on some planning applications and they would like to dispel their 'nay sayer' image and show that they have a positive view. They hope to encourage pre-application discussions. Examples considered good design are the Capitol, the Pavillions, the Bus Station, new accommodation at Christ's Hospital and the Brighton Road Baptist Church.

Horsham Society wish to see a well-developed master plan for the old Novartis site, with clear phasing and links to existing sites.

There are three main classes of application: 1) Master Plans; 2) Single plot and 3) Historic conservation areas.

The design brief provides a basis to make comments, gives key points and a useful checklist.

The aim is that the design brief will be used by applicants before a design is finalised. It will help the planning committee to frame an argument, quantify an objection and it is hoped that it will be adopted as policy by HDC.

The presentation is being given to all the Neighbourhood Councils and North Horsham Parish Council.

A discussion followed:

IB asked if the design brief is just intended for the Horsham town area. PA said yes, but it would also be sent to other Parish Councils.

PA commented that it is difficult to tell people how to design something so he has tried to pick out things to consider and give examples; it is not prescriptive.

DH added that the guide has been given to the North of Horsham developer.

GN said designs need to be more original. PA agreed that contemporary designs should be encouraged alongside existing designs.

CO commented that some buildings in Horsham are not wearing well and more consideration should be given to materials used.

PA added that the topography of an area should be taken into account e.g. Highwood.

PA explained that Horsham Society does not comment on all applications and feel they are custodians of what is good about Horsham.

TM said the design brief would be a useful reference for HDNC and Blueprint. HDNC would welcome closer co-operation with the Horsham Society on some planning applications, although we will not always agree and noted that Horsham Society rarely seem to comment on signage applications.

PA said that Horsham Society have also been involved in identifying buildings to be included in the local listing; TM said HDNC had contributed ideas for the list. The Horsham Society are considering if there are grounds to have additional conservation areas.