

HORSHAM DENNE NEIGHBOURHOOD COUNCIL
Minutes of the meeting held on Thursday 15th March 2018



**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, Gianni Lozzi – Treasurer (left 8pm), Judy Pounds, Nigel Hillpaul, Godfrey Newman, Christine Osborne, Rodger Whitefield. Clerk – Sara Doy HDC Cllrs. Peter Burgess (left 8pm), David Skipp (arrived 7.50pm), Christian Mitchell (arrived 8.10pm) ; WSCC Cllrs. Morwen Millson, Nigel Dennis (arrived 8pm)</p> <p>Apologies – HDNC: Ian Botting</p>
3	<p>Declaration of Members’ Interests</p> <p>Trudie Mitchell – Horsham Blueprint; Godfrey Newman – HDC Councillor.</p>
4	<p>Approval of Minutes from last meeting (15.2.18).</p> <p>The following amendments were requested and agreed</p> <p>8.1: The figure of £636 should be £686. 8.3: Pirie’s Place Car Park DC/17/25109 should be DC/17/2509.</p> <p>The minutes were approved by RW and seconded by CO.</p>
5	<p>Matters arising from last meeting and Action points</p> <p>All action points had been dealt with.</p>
6	<p>Chairman’s Report</p> <p><u>Meetings attended:</u></p> <p>19/02/2018 CLC:see 8.13 01/03/2018 Cllr.David Skipp: see 8.7 07/03/2018 Jason Russell, Reef Estates re Pirie’s Place signage: see 8.3 13/03/2018 Horsham Unlimited – Cancelled</p>

Future Meetings

20/03/2018 Town Walkabout – snagging list

20/03/2018 Quarterly Meeting with NCs and HDC

ACTION: Members to forward any issues they would like raised to TM by 16/3/18.

20/03/2018 Visitor Economy – A volunteer is needed to attend, JP agreed to check her availability.

Adam Chalmers: Adam Chalmers is unable to attend in March or April but hopes to attend in May

Amalgamation of NCs: Trafalgar NC has decided by a large majority that it has no interest in the proposal so it cannot go ahead unless they change their opinion. Nevertheless it is worth discussing pros and cons (see Appendix 1 for points raised).

All members present voted in favour of further discussions, but without any commitment to an outcome.

The subject would probably be raised at the next Quarterly Meeting of NC Chairs and HDC on 20/3/18.

Communications: It is impossible to please everyone all the time about the amount of communication being sent and received and this was discussed at the previous meeting but it would help to set some guidelines.

SD has to file most correspondence so she sent out a request recently asking members not to use “Reply All” indiscriminately and also that the content of messages matches the subject line in the header.

One further request is that if members have any issues they wish to raise between meetings these should be sent just to the Clerk and /or Chair and not to all members, or external authorities, or the press. It is possible that SD will already know the answer or can easily find out without starting a flurry of unnecessary correspondence.

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Clerk’s Report

Residents’ enquiries:

1) Blackbridge Lane: As mentioned at the last meeting an elderly resident of Three Acres had enquired if there is a possibility of installing a pedestrian crossing on Blackbridge Lane to enable her to cross safely to get to the local shops. SD forwarded the details to WSCC Cllr. Milson who raised the issue with Chris Stark/WSCC Highways, CS agreed that this is feasible so MM will contact the resident and see if it is possible to apply for Community Funding. MM advised at the meeting that she had spoken to the resident and will assist with completing the application. A crossing would assist elderly residents and the nursery school, and may help to reduce speeding. Some parking spaces would have to be sacrificed but these were not often used.

2) Hurst Road litter problem: A resident phoned to report a problem with litter and lack of bins near Collyer's in Hurst Road between Pinehurst and Richmond Road. TM had a look and couldn't see any litter, so the resident has been asked to provide photographic evidence before we can take any action.

Website handover: A meeting took place at Martin Bruton's house on 1/3/18 with RW, NH and SD, to take over responsibility for the website now that MB has stepped down from HDNC. RW agreed to be the main person looking after the website, but NH and SD can also access it if necessary.

General Data Protection Regulation (GDPR): As mentioned at the previous meeting this will apply from 25th May 2018. Trevor Beadle/HDC has advised that on-line training will be available soon. SD has signed up for the newsletters.

Cllr.Burgess commented that there are organisations that, for a fee, could advise the NC. He also suggested that SD contact the Clerk of North Horsham PC for advice and write directly to the ICO.

ACTION: SD to contact NHPC and ICO.

GL suggested that HDNC members should confirm agreement to having their personal details being held.

ACTION: SD to get written confirmation from members.

I.D. Cards: SD will arrange for ID cards to be printed for CO and RW.

ACTION: RW and CO to provide photos.

Reports from Members:

8.1 Finance

Treasurer's report:

Balance at 18/2/18 = £3112.47 Less:

Clerk Travel Expenses = £12.00

WSCC Payroll = £44.21

HTCP Sponsorship = £170.00

WSCC Clerk February Salary = £320.00

Hire of Hall (January to March) = £102.00

Balance at 15/3/18 = £2464.26

<p>8.2</p>	<p>Section 106 and CIL</p> <p>Nothing to report.</p>
<p>8.3</p>	<p>Planning</p> <p><u>Pirie's Place:</u> Demolition work will soon be completed and some construction is under way.</p> <p>TM had a meeting with Jason Russell from Reef Estates who wanted the HDNC viewpoint on proposed directional signage for Pirie's Place. Reef have refused to allow Premier Inn to have their corporate colours used on this signage.</p> <p>Illustrations were circulated for comments (see11)</p> <p>TM asked Reef if there had been any liaison with HDC as there are changes proposed for the town signage.</p> <p>Advertising signage will soon be erected on the site boundary fence and the windows facing the Carfax. The posters have been carefully designed so they are not destroyed when the fence has to be moved during construction phases.</p> <p><u>DC/18/0333 Premier Inn Signage:</u> The new application is a considerable improvement and probably the best we can hope for. Members have no objection to it.</p> <p><u>Prewett's Mill:</u> The show flat opened on 10th March.</p> <p>TM has been acting as middleman between the developer and WSCC to obtain a licence to do landscaping improvements on WSCC land.</p> <p><u>Pirie's Place Car Park:</u> A request was sent to Chris Lyons for an update on changes to the planning application, especially regarding the living wall, the toilets and pay stations. Work is being finalised by the project team but the only change that seems assured is the number of pay stations. The use of toilets is being monitored but HDC opinion seems to be that additional cubicles are unnecessary. Also the estimated cost for maintenance of the living wall has decreased, but it is not known if alternatives are being investigated. GN and Cllr. Burgess agreed to contact Chris Lyons to reinforce the need for more toilets and to rethink the trough planters around the Car Park perimeter.</p> <p><u>34, Richmond Road DC/17/2675:</u> TM attended the HDC Planning Committee meeting on 6th March and spoke in objection to this application. Councillors agreed that the application was not suitable in a conservation area and the decision was deferred pending a more suitable solution.</p> <p><u>Bishop's Weald:</u> The orange paint was eventually replaced with white on 21st February.</p>

	<p><u>Holmes Park Terrace DC/18/0372:</u> The Terrace is under construction which effectively means this is a retrospective application. The façade overlooks one of the main gateways into Horsham so it is important that it looks attractive, therefore a condition is required that nothing is to be on view with the exception of plants / greenery, and also to ensure nothing is installed on the terrace to endanger safety.</p> <p><u>10, Normandy DC/17/2172:</u> Although in a conservation area the house and garage are out of public view (within a private road). TM saw the next door neighbour who did not voice any objection to the application. The amended application is an improvement and recommended by the Case Officer.</p>
	<p>West of Horsham Development</p> <p><u>Site Visit 14th February:</u> Notes have been circulated to members.</p> <p><u>DC/17/2175 Downgrading of The Boulevard Bridge / Hills Farm Lane Access:</u> HDNC has submitted no objection to the revised plan.</p> <p><u>Arun East Bridge:</u> On 13th March the hedge and trees were removed to create the gap necessary onto Hills Farm Lane for the new road. Berkeley’s confirmed there was no ecological activity. However the gap was left open which could lead to an invasion of gypsies; TM informed both Olivia Forsyth and HDC; Heras fencing was installed on 15th.</p> <p><u>Tesco Car Park, Broadbridge Heath:</u> GN reported that youths had been using the carpark to race cars late at night causing noise disturbance at Highwood. Tesco’s, the Police and HDC are aware, and Cllr. Lee has been in touch with various groups.</p> <p><u>Bridge Closure:</u> GN said people renting properties had not been advised that the Bridge would close. TM advised that a letter from HDC had been sent to the petitioners to confirm the original agreed plan.</p>
8.5	<p>Community Services – Youth</p> <p>JP reported on the main issues from the meeting on 29/1/18:</p> <p><u>Hurst Road Youth Centre:</u> JP said that Melanie Stowell, HDC had raised the issue of the potential future development of the Hurst Road area. Horsham Matters are to check with trustees and it is thought that there is a long lease on the building and a condition that it must be used for youth services.</p> <p><u>Christ’s Hospital Youth Club:</u> The issue of the grant from the NCs being used for this service was queried as it is a Private School in Southwater Parish. Horsham Matters are to ask Christ’s</p>

	<p>Hospital if they will pay for the service.</p> <p>Co-op Scheme: This was very successful and raised enough funding to replace all Horsham Matter's IT equipment.</p>
8.6	<p>Community Services – Older People</p> <p>HDOPF Meeting 2nd March: This was cancelled due to bad weather, so CO is waiting to hear when it will be re-arranged.</p> <p>Directory of Older People's Services: this has now been printed and is available on-line.</p> <p>BBC TV: CO is recording the "Holding Back the Years " series.</p>
8.7	<p>Highways and Transport</p> <p>Hospital Car Park: Cllr. Skipp had previously offered to chase this up with the Hospital and had a briefing meeting with TM on 1st March. DS advised that the Manager of the Hospital is on annual leave at the moment.</p> <p>Hills Farm Lane Bollards: One has still not been replaced although it was treated as urgent when reported on 11th January. Another bollard has been knocked down and was reported on 12th March.</p> <p>Hills Farm Lane Fence: Two gaps in the hedge / fence opposite Ridgehurst Drive have been assessed by the HDC Parks Department and paling fencing installed.</p> <p>Ponding: The recent very wet weather has caused several drains to block again, notably those outside 5, Guildford Road and Collingwood Batchellor.</p> <p>East Street Drains: JP reported that the smell from the drains is still bad. ACTION: WSCC Cllr. Millson agreed to take up the issue. TM advised that Chris Holt from La Source probably has most information on the problem.</p> <p>Zone A Parking Extension: NH reported a problem for residents in Zone A when the extension to 9pm comes into effect, as current visitor permits only cover till 5pm. ACTION: WSCC Cllr. Dennis to look into the matter.</p>
8.8	<p>Communications</p> <p>Website: RW advised that he is in the process of tidying up the website and making it easier to use, and asked members to forward any ideas for the site.</p> <p>Facebook: Martin Bruton has not been able to hand this over due to technical issues, so a new page may need to be set up.</p>

<p>8.9</p>	<p>Park/Countryside and Leisure</p> <p><u>Contamination:</u> There was a diesel spillage in the Horsham Park pond and the source was traced underground from the railway yard. Investigation is taking place with the Environment Agency and the Water Authorities to trace the route which is not on existing HDC maps. HDC hope this accident may bring about a permanent solution to drainage problems in the Park.</p> <p><u>Remembrance Gardens:</u> An update on remaining work has been circulated to members and it is hoped the upgrade will be completed by May. The proposals for an opening event put forward by Denne members have been submitted to HDC and will be discussed to see what funding is available.</p> <p><u>Management Survey:</u> HDNC had agreed to a request from the New Friends of Horsham Park that individuals who had participated in the survey could be contacted by HDC to spread awareness of their group’s existence. However we strongly objected to the message that was sent out as it implied that NFoHP were the official channel for communication, thus ignoring the role of HDNC. An apology has been received from HDC.</p>
<p>8.10</p>	<p>Emergency Plan</p> <p><u>Town Centre Incident Management Group:</u> After the 12/1/18 meeting was cancelled there has been no date set for the next meeting as yet.</p>
<p>8.11</p>	<p>Police / Neighbourhood Watch / Security</p> <p><u>Operation Crackdown:</u> JP reported that the Chair of Wimblehurst Road Resident Association has been unable to report the flouting of weight restrictions by lorries driving down Wimblehurst Rd as the Operation Crackdown online service no longer has this facility.</p> <p>ACTION: Cllr. Mitchell said that he is on a Committee which includes the Sussex Police Commissioner Katy Bourne so he will raise the issue. It was also suggested that HDNC should write to the Commissioner.</p> <p>ACTION: SD to contact the Commissioner.</p>
<p>8.12</p>	<p>Town Centre</p> <p><u>Homeless:</u> The vagrant in West Street has ignored Community Protection Warning Notice served on 9th March and will be served with a Community Protection Notice. This is aimed to prevent unreasonable behaviour that is having a negative impact on the local community's quality of life and it will require the behaviour to stop and if necessary reasonable steps can be taken to ensure it is not repeated in the future. Another vagrant has been noticed outside TK Maxx.</p> <p>The newly formed Street Community Task Force, which is a multi-agency group, met today to discuss how best to tackle the issue.</p>

	<p><u>Town Wardens:</u> The budget has been approved and Greg Charman is organising recruitment. The interview panel will include a member from each N C.</p> <p>ACTION: Members to advise if they would be interested in representing HDNC at regular review / progress meetings, once the wardens are in place.</p>
<p>8.13</p>	<p>HALC /CLC</p> <p>TM stood in for IB at the meeting on 19th February, there was little of direct concern to HDNC.</p> <p><u>Town Centre Maintenance and Improvements:</u> The Chair acknowledged that HDNC will be included in these meetings between WSCC and HDC, however it is intended to postpone any meetings until the new CEO is in place at HDC.</p> <p><u>Parkside Car Park:</u> Agreement was reached to open the area as a public car park, with standard charges, when not in use by the Councils.</p>
<p>9.</p>	<p>HTCP</p> <p>There has been no monthly report received from HTCP in either February or March but contact is being maintained on specific issues.</p> <p><u>HTCP Grant:</u> The NCs were asked by Melanie Stowell, HDC to comment on an application by HTCP for a grant of £1000 from the Economic and Community Development Grant to go towards running costs that will enable them to develop a number of projects which they expect to have economic and community benefits in the Horsham area in 2018/19.</p> <p>Members agreed to the grant although it was felt that there was a lack of information on its specific proposed use. However the consultation was to seek agreement in principle and not to query exactly what the grant would be spent on.</p>
<p>10.</p>	<p>Horsham Blueprint Neighbourhood Forum</p> <p><u>Neighbourhood Plan:</u> Work is continuing towards producing the Neighbourhood Plan; the Steering Group met on 12th March and had a productive discussion with Chris Carey who used to work for HDC and is now an independent consultant who advised Southwater PC.</p> <p><u>Consultant:</u> Andrew Cooke, acting Chair, has prepared an “expression of interest” brief to go out to consultants required to pull together the Blueprint Plan into an acceptable format. There is still no information available from the government on future grant funding.</p> <p><u>Business Forum:</u> The response from HDC on the designation of Blueprint as a Business Forum did not answer the question as to whether the designation could be legally challenged since the area is not wholly or predominantly business in nature. Therefore the question has been asked again.</p>

11.

Members' Questions and Comments

Pirie's Place signage: JP did not like the proposed signage as she felt it looked too modern and out of keeping with the area, and also thought the hanging sign is unnecessary. Some other Members agreed.

TM advised that this was a pre-application consultation and may be changed.

ACTION: TM to convey the opinion of Members to Reef Estates.

'No Cycling' signs: CO suggested that there should be 'Cyclists dismount' signs added in West Street, as the meaning of the current 'No Cycling' signage is not clear.

Area between Middleton Road and Arunside School: CO reported that a digger has been spotted clearing some of the area, which has improved it.

Damage to grass verges: GN raised the issue of vans involved in building work at some properties in Guildford Road, destroying the grass verges. He wondered if a condition could be included in planning applications to reinstate verges if damaged by builders' vans.

WSCC. Cllr. Millson said she has reported the damage to Highways who have the right to demand that Householders get the verges repaired if responsibility can be clearly identified.

Some verges in Hills Farm Lane are in a bad state, probably caused by school children walking to and from Tanbridge. She said that she would check with the school to see if there is anyone on duty at home time.

HDC Cllr. Skipp added that there is a byelaw in Brighton and Hove which issues a fixed penalty for parking on verges and thinks it should be introduced in the Horsham District.

WSCC Cllr. Dennis pointed out that there a few roads in older parts of the town where it is necessary for cars to park half on the verge and half on the road in order to keep the road passable and therefore a blanket ban would not work.

CO said that there is a problem with parents parking on verges near to Arunside school and wondered if it would be better to remove the grass and replace with concrete.

WSCC Cllr. Millson said the cost would be high, as there are often services underneath verges and also there would be the added cost of policing it. She added that there is to be a meeting at St John's School to discuss grasscrete verges.

Cutting of grass in the Hills Farm Lane area: TM said that IB had written to the County Times to complain that grass cutting had commenced too early in the year considering the weather and ground conditions. TM thought that it was nothing to do with HDC but a WSCC Contractor and mentioned that only the 2017 grass cutting schedule is shown on the website.

ACTION: WSCC Cllr. Millson offered to look into it.

12. Reports from District and County Councillors

HDC Councillor David Skipp:

Pirie's Place Car Park: There is to be a Cabinet and Council Meeting on 22nd March to discuss the increase in cost of the car park, estimated to be approx. £750k.

Development and Economic Growth consultation: this will take place between 6/4/18 and 28/5/18. Cllr. Mitchell added that it would mostly affect the rural areas, the closest site being the Hornbrook employment site. Cllr. Skipp queried what is happening to the Novartis site. Cllr. Mitchell said there would be further assessments carried out but is not sure who would be interested in the site.

JP added that the request by WRRRA to change the postal address of the Novartis site from Wimblehurst to Parsonage Road has been agreed by HDC and Andy Flack is taking it forward.

Town Vision: HDC is looking at each separate strand. A board has been formed to look at Hurst Road.

HDC Councillor Peter Burgess:

HDC Chairman: Sadly Roger Clark died on 11/3/18 so PB, as Vice Chair, will act as Chair until the election in May. The Memorial Service will be on 24/4/18 at 2.30.

Nursery School, Pondtail Road, North Horsham DC/17/1704: This deferred application to convert the old Rising Sun Pub will go back to Committee next month. HDNC should be aware that the main issue concerns parking; the overflow staff parking will probably impact on roads in the HDNC area.

HDC Councillor Christian Mitchell:

See 8.11 and 12. Development and Economic growth.

Chief Executive: CM reminded members that Tom Crowley will leave at the end of March.

Council Tax Demands: Residents may be surprised that the Police levy is higher than the HDC levy.

WSSC Councillor Morwen Millson:

County Council Budget: There is a 3% increase plus 2% for social care which is a huge problem for the County.

School Funding: The County Council is united in the demand for more Government funding. A visit to Forest School revealed some classes have 36 students and cuts may need to be made to staffing.

	<p><u>Velo South:</u> A letter from Louise Goldsmith has been circulated.</p> <p><u>Pot hole outside Shaw's Glass, North Street:</u> The huge pot hole is causing vehicles to swerve and has been reported.</p> <p><u>New Highways Contractor:</u> Ringway have taken on the contract commencing 1/7/18.</p> <p><u>Pedestrian Crossing in Hills Farm Lane:</u> Following an enquiry from a resident, Chris Stark has said that it would be feasible to put in a crossing at the Guildford Road junction for use by the school children and a Community Bid will be applied for. TM is concerned that pupils from Tanbridge House School will still use their desired routes and ignore a crossing. Also the existing junction is already a very tight turn for vehicles approaching from the town centre. Plans to improve the junction under the West of Horsham Masterplan seem to have been dropped.</p> <p>WSSC Councillor Nigel Dennis:</p> <p><u>Schools Admissions Changes Consultation:</u> This has been postponed until the new Secondary School is built as part of the North of Horsham development. There were comments that having a single catchment area would give more choice, but ND believes this is a fallacy. Some parents commented that they had specifically moved to be in the current catchment area for Tanbridge House School. The enthusiasm for single sex schools seems to have declined.</p> <p><u>Temporary Road Closures:</u> These are planned for Richmond Road to sort out drainage issues, and London Road to repair pot holes.</p> <p><u>Pavement outside Harvest House:</u> A kerb is to be put in to retain the landscaped area and prevent mud getting on to the pavement and making it slippery.</p>
<p>13.</p>	<p>Meeting closed at 9.15pm</p> <p>Date of next meeting: 19th April.</p>

Appendix 1: Discussion on Possible Amalgamation of NCs

Trafalgar NC: At their February meeting members decided that they wish to remain independent and do not wish to discuss the matter with the other NCs

IB: Who was not at the meeting, asked to put on record that he is strongly in favour of this being discussed with the other NC's with a view to moving towards a Town Council.

NH: The idea should be reviewed regularly, and the costs and powers should be looked at i.e. any changes to existing powers and additional duties. Would the value of the grant be changed? Also what would happen to the Clerk's role?

GN and Cllr. Millson: Also attend HFNC meetings and said that they were run in a similar way to HDNC's meetings.

TM: Explained that a Town Council would be like a Parish Council and a list of responsibilities would be circulated to Members.

Cllr. Burgess: A Town Council would have to collect money, set a precept and have a lot more responsibilities. A Responsible Financial Officer, which could be the Clerk, would set the budget. North Horsham PC has built three new large halls, runs play areas and sports courts and therefore receives money in addition to the precept. However staff costs include a Clerk, Assistant Clerk and Trainee Clerk, Premises Officer, Caretakers and 19 Councillors covering 4 Wards and 20,000 residents. If there was a Town Council for the un-parished area instead of the NCs, residents would have to pay a lot more than the Special Charge figure.

TM: There used to be quarterly meetings with all the NCs and the local HDC Councillors; however these ceased because of poor attendance.

JP: The NC needs to be made up of people who know the area, but if there were joint NC meetings there would be more people involved.

GN: The disadvantage of the NC's is that HDC makes the decisions about how the special charge is used.

RW: If the NC's were amalgamated who would make the decisions?

NH: Suggested a cost / benefit analysis.