

HORSHAM DENNE NEIGHBOURHOOD COUNCIL
Minutes of the meeting held on Thursday 18th January 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, Vice-Chair - Martin Bruton, Ian Botting, Rodger Whitefield, Christine Osborne Clerk – Sara Doy Visitors: Kenneth Sadler, David Webb HDC Cllr. Peter Burgess (left at 8pm) WSCC Cllr. Nigel Dennis (arrived 8.20pm)</p> <p>Apologies – HDNC: Judy Pounds, Nigel Hillpaul, Gianni Lozzi , Godfrey Newman. HDC Cllr. David Skipp WSCC Cllr. Morwen Millson</p>
3	<p>Declaration of Members’ Interests</p> <p>Trudie Mitchell – Horsham Blueprint; Martin Bruton – Chair of Horsham District Older People’s Forum, Director of Horsham Town Community Partnership</p>
4	<p>Approval of Minutes from last meeting (16.11.17).</p> <p>Amendment to 8.8 Website: MB said that despite his resignation he would continue to maintain the HDNC website until someone else took it over. SD and NH have been shown the basics of amending the website. Approved by MB, seconded by IB.</p>
5	<p>Matters arising from last meeting and Action points</p> <p>All action points had been dealt with or are in hand.</p>
6	<p>Chairman’s Report</p> <p><u>Meetings attended:</u></p> <p>29/11/2017 Chris Lyons - Pirie’s Car Park TM and MB (see 8.3) 30/11/2017 Highways Liaison TM and IB (see 8.7) 30/11/2017 NCs Quarterly Meeting with Adam Chalmers and Jonathan Chowen 05/12/2017 Special Charge TM (See 8.1)</p>

06/12/2017 New Friends of Horsham Park (see 8.9)
12/12/2017 Boulevard Access downgrade with HDC, Berkeley's and Cycle Forum (see 8.4)
19/12/2017 Planning Training TM and CO (see 8.3)
20/12/2017 Town Warden Briefing (see 8.11)
21/12/2017 Horsham Park with EG and SS (see 8.9)
21/12/2017 Special Charge with Adam Chalmers and NCs (see 8.1)
09/01/2018 Horsham Unlimited – Cancelled
11/01/2018 Horsham Park with EG (see 8.9)
15/01/2018 Wimbleshurst Road (see 8.7)

Future Meetings

29/01/2018 Horsham Park with HDC and NFOHP
30/01/2018 Horsham Unlimited
05/02/2018 Chris Lyons Ice Rink review
14/02/2018 West of Horsham

Quarterly Meeting 30/11/17

This was the first joint meeting with Adam Chalmers and he seems keen to help with any issues. The notes from the meeting were circulated to members. Main topics included the Railway Subway, the introduction of Town Wardens, the POP applications procedure, the Year of Culture 2019, interaction with the New Friends of Horsham Park and changes to the waste collection system.

AC sent an update 18th January and would like to attend the next HDNC meeting.

ACTION: TM to check if he wishes to observe or speak.

Amalgamation of NCs

There is an item in the Forest NC minutes which suggests it may be beneficial for the three Neighbourhood Councils to amalgamate. This is not an immediate matter and is not the same as creating a Town Council. There may be some advantages but it would mean losing our autonomy over the Denne area and decisions would need to be agreed on who deals with what and how this would affect the Clerks.

ACTION: Members to give the matter some thought to discuss at the next Denne meeting.

Martin Bruton: MB had previously announced his intention to retire from HDNC after this meeting.

TM thanked MB for all his hard work as Vice-Chair and as Chair of the Planning Committee, and presented MB with a card and voucher on behalf of all the members.

6.1	<p>Roles and Responsibilities</p> <p>Vacancies were discussed and the list was updated (see appendix 1)</p>														
7	<p>Clerk's Report</p> <p><u>Horsham Clerks' Forum 5th December 2017:</u> SD attended the Forum which has been resurrected by Paul Richards, Clerk to Shipley PC. It was well attended and topics discussed included General Data Protection Regulations, Transparency and the Health and Wellbeing Survey.</p> <p><u>Christmas Letters to HDC and WSCC Councillors:</u> SD sent letters to all the Councillors on behalf of HDNC to thank those that attended our monthly meetings or sent in reports, for their support in 2017, and to try to encourage those that we have not seen or heard from to attend meetings or forward reports in 2018.</p> <p><u>Dirty bus shelters in Hills Farm Lane:</u> Further to SD emailing HDC requesting the cleaning of two very dirty bus shelters in Hills Farm Lane, following a complaint from a resident, HDC did finally arrange for a contractor to clean them just after Christmas. However SD was told that one of the shelters is the responsibility of Berkeley's and HDC have said that in future enquiries should be referred to them.</p> <p>ACTION: TM to check with Berkeley's.</p> <p><u>2017 Planning applications summary</u></p> <p>Total no. of consultations sent to HDNC= 188 Responses = 188 Tree applications = 73 Objections = 40</p>														
	<p>Reports from Members:</p>														
8.1	<p>Finance</p> <p>GL forwarded a report prior to the meeting:</p> <table data-bbox="231 1680 1093 1993"> <tr> <td>Balance at 16/11/2017</td><td>4335.46</td></tr> <tr> <td>Payment of Clerk Salary (Nov)</td><td>320.00</td></tr> <tr> <td>Payment to A Dickinson -parking fine</td><td>35.00</td></tr> <tr> <td>Payment to A Dickinson –gift for Tree Warden duties</td><td>50.00</td></tr> <tr> <td>Payment to M Bruton - Leaving gift</td><td>50.00</td></tr> <tr> <td>Payment to T Mitchell - Land Registry Searches</td><td>10.00</td></tr> <tr> <td>Payment Hall Hire</td><td>102.00</td></tr> </table>	Balance at 16/11/2017	4335.46	Payment of Clerk Salary (Nov)	320.00	Payment to A Dickinson -parking fine	35.00	Payment to A Dickinson –gift for Tree Warden duties	50.00	Payment to M Bruton - Leaving gift	50.00	Payment to T Mitchell - Land Registry Searches	10.00	Payment Hall Hire	102.00
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	<p>Payment of Clerk Salary (Dec) 320.00</p> <p>Balance at 17/01/2018 3448.46</p> <p><u>Special Charge Meeting 5/12/17</u> Adam Chalmers held a meeting with the NC Chairs to discuss how the cost of Town Wardens could be incorporated into the Special Charge. The main change proposed is to remove the costs relating to the Drill Hall, as this building serves the whole District. A draft budget has been produced and that shows some minor cuts which will be taken up by other budgets.</p> <p>There is no change proposed in the Neighbourhood Council grants.</p> <p>ACTION: GL to produce HDNC budget for 2018-9 to ensure the grant is sufficient.</p>
8.2	<p>Section 106 and CIL</p> <p><u>Garden of Remembrance:</u> Work is taking place: the benches have been installed; the new bridge, litter bins and signage are due in January. The dredging work should be done mid-March and the path is scheduled for resurfacing immediately afterwards.</p> <p>This green space is an area that Town Wardens will be asked to monitor to ensure no damage is done.</p>
8.3	<p>Planning</p> <p><u>HDC Training Seminar 29/11/17:</u> TM and CO attended the seminar held for the Parish Councils; this included an explanation of the planning system and a very useful session on the compliance system; other topics included S106 and CIL; the impact of Neighbourhood Planning and Design Guides. The presentations have been circulated to members.</p> <p><u>Planning Committee procedure:</u> A meeting will be held for all Planning Committee members, existing and new, to look at the HDC Planning System.</p> <p>ACTION: SD to organise date and venue.</p> <p><u>Pirie's Place:</u> Demolition work began at the end of November but there was a posting on social media 2nd December because the statue of Mr Pirie and his Donkey Cart could be seen without protection in the middle of the demolition work. TM contacted the Construction Site Manager who said that it was proving difficult to excavate the statue but as soon as possible it would be crated and stored for safekeeping inside the remaining section of the Waitrose building. TM visited the site and confirmed crating was completed 6th December.</p> <p><u>Pirie's Place Car Park:</u> MB and TM attended a meeting with Chris Lyons and Angela Moore, the Case Officer, to give our opinion on the submitted planning application. There were several suggestions concerning internal design and function e.g. number of electric charging points; but the main objection was to a very undistinguished design. It was agreed that HDC would request amended plans. These have just been received and are an improvement, but do not</p>

	<p>satisfy all our concerns; therefore HDNC will object and ask to speak at the Committee hearing likely to be on 6th February.</p> <p>Cllr. Burgess added that he felt that the amended plans were the best that could be hoped for. The 'green wall' would not be as expensive as first thought. The car park will not be completed until after completion of the new Pirie's Place development.</p> <p><u>Prewett's Mill:</u> The developer had agreed to HDNC's request to landscape the area of land between Prewett's Mill and Sainsbury's, but it had not been possible to establish ownership of the land. TM submitted a Land Registry search which established the land is owned by Sainsbury's property company. Sainsbury's have agreed that landscaping can be done on their area.</p> <p><u>Holmes Park DISC/17/0495:</u> The Case Officer has been informed of discrepancies in car parking spaces. The applicant is still including spaces by the Capitol which are outside the boundary of Holmes Park.</p> <p><u>Middleton Road:</u> CO is concerned about the green space adjacent to the River Arun which is becoming overgrown and a dumping ground for waste. A Land Registry search has shown that this area is unregistered but neighbours believe it is owned by a partner at Kreston Reeves. A request was sent on 10th January to ask for confirmation but no answer has been received yet.</p> <p><u>Nursery Pondtail Road DC/17/1704:</u> HDNC objected on grounds of unsuitable pedestrian access from the Denne area and is pleased that a decision on this application was deferred to await a review of the road safety audit.</p> <p>Cllr. Burgess met with the Developer, and double yellow lines have been requested.</p>
8.4	<p>West of Horsham Development</p> <p><u>DC/17/2175 Downgrading of The Boulevard Bridge / Hills Farm Lane Access:</u> The road was closed to private and service vehicles on 1st December however no directional signage to the A24 was erected. HDNC complained to Berkeley's and signage has been installed.</p> <ol style="list-style-type: none"> 1) Since then the Cycle Forum complained that the gate prevented easy access for cyclists and also about aspects of the proposed plans for downgrading the access. A productive meeting was held on 12th December at HDC with Berkeley's, HDNC and the Cycle Forum. Unfortunately the Cycle Forum then instigated sensational publicity in the WSCT which did not reflect the co-operative nature of the Meeting. TM has written to the Cycle Forum to say that such actions jeopardise the good relationship that HDNC has developed with Berkeley's. The possibility of similar publicity also discourages any informal discussions between HDNC and the Cycle Forum. 2) Two E-petitions have been raised at HDC, one from Highwood residents wanting the road re-opened and one from Hills Farm Lane residents wanting it to stay closed. Emma Parkes, Head of Service will respond after the closing date reiterating the agreement to close the Hills Farm Lane access, made when the original planning

	<p>application was approved by Councillors.</p> <p>3) Amended plans, as discussed on 12th December, are expected soon for downgrading the junction.</p> <p><u>Bus Shelters:</u> It needs to be established if Berkeley's are responsible for the maintenance of any of the shelters in Hills Farm Lane.</p> <p><u>Telegraph Pole:</u> The last temporary pole in Hills Farm Lane was finally removed on 28th December; the other poles were removed in March 2016 so it has taken BT 21 months to complete the work.</p>
8.5	<p>Community Services – Youth</p> <p>JP is to attend the next Youth Provision Meeting with Horsham Matters on 29th January.</p>
8.6	<p>Community Services – Older People</p> <p><u>Horsham District Older People's Forum:</u> The next Forum meeting is at 10.30am on 2nd March and will be held at the Horsham Council Offices. There will be a Question Time Session with Jeremy Quin MP. It would be helpful if questions for JQ could be passed to MB in advance.</p> <p><u>Internet Safety and Fraud Prevention Session:</u> This is to be held by TSB in Swan Walk on 25th January during shop opening hours and will be attended by PCSOs.</p>
8.7	<p>Highways and Transport</p> <p><u>Contra-Flow Cycling:</u> Members have responded to the proposals from WSCC regarding introducing contra-flow cycle lanes in Horsham Town. In general members object to such schemes and in particular object to cycling in pedestrianised / busy shopping areas. A detailed response will be submitted to WSCC.</p> <p><u>Network Rail Subway and Carpark:</u> Adam Chalmers has agreed to pursue the responsibility for this area and has arranged a meeting with Network Rail.</p> <p><u>Highways Liaison Meeting 30/11/2017:</u> This meeting was arranged by Chis Stark for all local councils. TM and IB attended and found it informative, the presentation notes have been circulated to members: main topics were the team structure, highway defects (intervention levels) and regular maintenance, winter maintenance, TROs and Community Highway Schemes.</p> <p>WSCC Cllr. Nigel Dennis added that the Balfour Beatty contract ends this year and the new contract is likely to be more expensive or deliver less for the same money.</p>

	<p><u>Hospital Car Park:</u> There is still an intention to change the car park layout and pay arrangements but progress is very slow as apparently the NHS botched some other schemes and wants to make sure they get this one right. There is a meeting between HDC and NHS at the end of January.</p> <p><u>Wimblehurst Road:</u> TM attended the meeting held between the Residents' Association and Chris Stark, WSCC Highways on 15th January. Good progress is being made to change Gordon Road to one way only; this needs to go out for a public consultation. Cllr. Dennis said that consultation required that an advert would need to be put in the local paper and notices put on lampposts in the vicinity. There is a concern that there will potentially be more traffic using Richmond Road which has a sharp bend and Cllr. Dennis has requested that WSCC check this. The work will go ahead if there are insufficient objections to trigger a decision by the CLC. Work is likely to be done soon after the new Highways Contractor is in place by Autumn 2018. Discussions also took place on installing crossroad warning signs and the restrictions for HGVs.</p> <p><u>Hills Farm Lane Bollard:</u> Another bollard has been knocked down but the area has been made safe and the repair is being treated as an emergency.</p>
8.8	<p>Communications</p> <p>Website and Social Media: RW agreed to take over from MB looking after the website and Facebook. It was agreed that a handover meeting would be arranged with MB, RW, NH and SD.</p> <p>ACTION: SD to organise Website and Facebook training with MB, RW and NH.</p>
8.9	<p>Park/Countryside and Leisure</p> <p><u>Outdoor Gym:</u> This was opened on 18th December and has been well received by the public. HDNC's contribution in initiating the scheme was acknowledged in the HDC press release and the District Post.</p> <p><u>New Friends of Horsham Park:</u> The group is intent on having a positive approach to Horsham Park and can focus its energies on bringing about improvements. TM attended a brain storming meeting on 6th December that discussed four main topics</p> <ol style="list-style-type: none"> 1) Ideas for the former volley ball court area of the park 2) Improvement projects 3) Raising awareness of New Friends of Horsham Park and Year of Culture projects 4) Volunteering and fund raising <p>Some of the ideas have already been raised by HDNC and some were impractical due to lack of financial or staff resources; however many good ideas were raised and now need to be prioritised.</p>

	<p>HDNC is co-operating with NFoHP to achieve the best results.</p> <p>Site Visits: Sally Sanderson Chair of NFoHP was invited to attend the park visit meeting between HDC and HDNC on 21st December which discussed the Horsham Park Management Survey and the results of the NFoHP meeting (see above).</p> <p>A follow up meeting took place on 11th January between TM and Evan Giles (no one was able to attend from NFoHP) which included a “snagging” walk round the park.</p> <p>Notes from both meetings have been circulated to members.</p> <p>Lamp Posts: Since contacting the HDC Building Services Department about the number of lights that were not working and the condition of the lamp posts in the Park a meeting has taken place between HDC and SSE. A programme has been put in place and the faulty lights should all be working by next week. The lamp posts will be cleaned and if necessary redecorated in Spring.</p>
8.10	<p>Emergency Plan</p> <p>Town Centre Incident Management Group: IB attended a meeting on 24th November but no minutes have been issued.</p> <p>The meeting due on 12th January was cancelled. IB is waiting to be advised of the new date.</p>
8.11	<p>Police / Neighbourhood Watch / Security</p> <p>Town Wardens: HDNC has been assured that the proposed town wardens will have suitable enforcement powers and after much discussion members agreed that it would benefit the town to introduce wardens; Forest and Trafalgar have also agreed; TM attended a Parish meeting on 20th December organised by Greg Charman which introduced a couple of existing wardens who explained how they operate. There was a meeting with Adam Chalmers on 21st December which clarified that the expense would be met out of the Special Charge, by removing the Drill Hall item.</p> <p>Public Spaces Protection Order: HDC have adopted a Public Space Protection Order (PSPO) HDNC was consulted on the location of the signage that is a legal requirement to enable enforcement under the order. TM thanked members for forwarding their comments. A response will be made by HDNC.</p>
8.12	<p>Town Centre</p> <p>Christmas Lights: There was a long delay in installing the lights in the Bishopric because of power problems. It was therefore decided that these lights should remain in situ and would be</p>

	<p>left on for a few weeks and can also be used if there are any events in the area.</p> <p><u>Litter bin and Bench, North Street:</u> This is a prominent location by the bus shelter opposite the railway station. The bin and bench are both in poor condition and give a poor first impression of the town. John McArthur, HDC has agreed that these need replacing or refurbishing.</p> <p><u>Homelessness:</u> Both Forest NC and HDNC have expressed concern at the increased number of seemingly homeless people begging and sleeping rough in the town centre. We have been assured by HDC that night shelter accommodation organised by the local churches is not full to capacity. One man is apparently not homeless but makes a lot of money begging; he has been served with a community protection order. Another has refused all efforts of help. There is no easy solution to the problem.</p>
8.13	<p>HALC /CLC</p> <p><u>HALC Meeting 9th January:</u> A report from IB and minutes of the meeting were circulated prior to the meeting. Points relevant to HDNC were:</p> <p>Data Protection: To comply with EU and UK regulations and law all councils will have to ensure that they follow the strict rules for the protection of all sensitive data that they hold. (See also item 12).</p> <p>ACTION: IB to check what information about Data Protection will be coming from SSALC.</p> <p>Highways: Concern was raised over the state of the roads, road markings, signage and overgrown hedges. Some parishes have volunteer groups that have taken on some of this work.</p>
9.	<p>HTCP</p> <p><u>HTCP Monthly Report:</u> A report by the new Chair, David Searle, was circulated prior to the meeting. Points relevant to HDNC were:</p> <p>Horsham Town Integrated Bus Map: A working party has been set up and progress will be reported as the project develops.</p> <p>Horsham Park: A meeting with the New Friends of Horsham Park took place. HTCP do not intend to progress any further project in the Park but will work with the NFoHP when requested.</p> <p>Annual Riverside Walk Event 2018: Planning has started and progress will be reported.</p> <p><u>HDNC representative at HTCP Directors Meetings:</u> IB agreed to attend the next HTCP meeting on 11th April.</p> <p>ACTION: SD to check with IB if he is willing to become a Director.</p>

10.	<p>Horsham Blueprint Neighbourhood Forum</p> <p>Preparation is being made to write the Neighbourhood Plan. A Steering Group Meeting was held on 18th December which discussed the Draft Project List and classified items into a more logical sequence. It also discussed policy headings and policy evaluations but more work needs to be done.</p> <p>The next meeting is on 22nd January.</p>
11.	<p>Members' Questions and Comments</p> <p><u>School Admissions Consultation</u>: A response by HDNC had been submitted objecting to the proposals and supporting the letter submitted by Cllr. Dennis.</p> <p>CO suggested that parents of primary school children could be consulted on their views on secondary education.</p> <p>Cllr. Dennis said that market research is needed to inform future requirements and potential new schools in the North Horsham development could affect admissions.</p> <p><u>Flooding</u>: Ken Sadler raised the subject of Insurance Companies using different data on flooding to that of the Environment Agency's database. MB commented that the Environment Agency were supposed to produce a new plan for the District. He said that there are potential problems in the Old Millmeads area due to the Warnham Mill Pond silting up.</p> <p><u>Emails</u>: RW requested that as he receives a large number of emails it would be helpful if members put DNC (rather than HDNC as this is more easily recognised) at the start of the subject heading on all HDNC related emails to him.</p>
12.	<p>Reports from District and County Councillors</p> <p>HDC Councillor Peter Burgess:</p> <p>Cllr. Burgess gave his report earlier in the meeting as he had to leave early.</p> <p><u>Pirie's Place Car Park</u>: See item 8.3</p> <p><u>HDC Finance</u>: Up to 2021 the budget is balanced but after that the situation is unknown. There will be an approx. increase of 3.4% to the Council Tax (Police increase approx. 8% and WSCC increase approx. 4.5%). Car parking charges are to go up by 30 to 40 pence. A rolling pass is available which costs £104 for 25 days parking.</p> <p><u>Town Wardens</u>: North Horsham Parish Council have rejected the idea.</p> <p><u>Homeless</u>: (following comments that there seems to be an increase in homeless people in the Town) Cllr. Burgess said it has been confirmed that there are currently 8 homeless people.</p> <p><u>Chairman of HDC</u>: The Chairman has been in Hospital so Cllr. Burgess has been acting as Chair.</p>

	<p><u>Head of Legal Services:</u> The new person has been appointed and will start soon.</p> <p><u>Bin Collections:</u> Cllr. Burgess knows there will be a lot of complaints but thinks the changes to collections are a good thing and will make a big saving. General waste will be collected one week and Recycling and Garden waste will both be collected the following week.</p> <p><u>Data Protection:</u> There is a need for Parish Councils to have a separate Data Protection Officer, which can't be the Clerk. (See also item 8.13)</p> <p><u>New Chief Executive of HDC:</u> Glen Chipp is to take over from Tom Crowley in April.</p> <p>HDC Councillor David Skipp:</p> <p>Cllr. Skipp telephoned TM prior to the meeting and discussed some of the points mentioned by Cllr. Burgess, as well as possible objections to the Pirie's Place Car Park and any likelihood of the Neighbourhood Councils amalgamating.</p> <p>WSCC Councillor Nigel Dennis</p> <p><u>Footway opposite Horsham Train Station:</u> There is a section of footway between the crossing and Hurst Road which at times is impassable due to mud coming off the landscaped bank after heavy rain. WSCC has no budget to sort it out and asked HDC to clean it, but a permanent solution is needed. Cllr. Dennis said the matter may need to be taken up with the Cabinet member.</p> <p><u>ACTION:</u> HDNC to check the area and report to Love West Sussex.</p> <p><u>Flooding in Bishopric / Albion Way:</u> this is caused by the longitudinal drains silting up.</p> <p><u>Collingwood and Batchelor redevelopment:</u> Although in the HTNC area, Cllr. Dennis informed us that he had requested an application to be submitted for a cross over to be installed. TM asked if anything is to be done about the large puddles which still form by the pavement outside the shop.</p> <p><u>London Road:</u> Cllr. Dennis had asked WSCC if this could be included in the contraflow cycle route scheme as there is a proposal to make London Road one-way, but this is not feasible.</p>
13.	<p>Meeting closed at 9.30pm</p> <p>Date of next meeting: 15th February. IB gave apologies for the next meeting.</p>

Appendix 1. Roles and Responsibilities of HDNC Members

Vice Chair: At the moment there are no volunteers.

Treasurer: GL will continue

Planning Committee: TM said there is a need for at least 2 more members. RW and CO agreed to join the Committee. TM suggested that the process that has been adopted since MB stood down could continue for another 3 months to enable members to gain more experience, and this was agreed. A separate meeting will be held for all Planning Committee members, existing and new, to look at the HDC Planning System.

West of Horsham: RW agreed to replace Jane Apostolou who had resigned in October.

Highways and Transport: RW agreed to take on this role. IB will continue.

ACTION: SD to check if NH still wants to continue

Town Centre: No change

Group Meetings: IB agreed to be the new representative at HTCP Meetings, replacing MB and JA. IB will continue to attend HALC and CLC Meetings.

Emergency: IB and TM to continue

Outdoors: TM and JP to continue

Police: IB agreed to take over from MB.

Youth: JP and GN will continue.

Older People: CO agreed to take over from MB.

Street Scene: RW agreed to take on this role with IB.

Communications: RW agreed to take on this role with NH.