

HORSHAM DENNE NEIGHBOURHOOD COUNCIL



Minutes of the meeting held on Thursday 26th July 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	Introduction to the Town Wardens (See Appendix 1) Sharon Cadman HDC Community Safety Office; Lucy Hallett and Alison Page – Neighbourhood Wardens (left 7.30)
2	Attendance and apologies for absence: Attending – HDNC: Chair - Trudie Mitchell, Ian Botting, Gianni Lozzi, Christine Osborne, Rodger Whitefield. Clerk – Sara Doy HDC Cllr. Peter Burgess (left 8.05pm) Adam Chalmers HDC Director of Community Services (left at 8.15pm) Apologies – HDNC: Judy Pounds, Godfrey Newman, Nigel Hillpaul; WSCC Cllrs. Morwen Millson, Nigel Dennis.
3	Declaration of Members' Interests Trudie Mitchell – Horsham Blueprint
4	Approval of Minutes from last meeting (21.6.18). The minutes were approved by IB and seconded by CO.
5	Matters arising from last meeting and Action points All Action points had been dealt with or were in hand.
6	Chairman's Report <u>Meetings attended:</u> 25/06/2018 CLC (IB attended) (See 8.13)

26/06/2018 Cycling Contra-flow Workshop (RW and CO attended) (See 8.7)
03/07/2018 NC Chairs with Glen Chipp, HDC CEO
10/07/2018 Horsham Unlimited – Cancelled
17/07/2018 Town Walkabout – JP attended (See 8.12)
24/07/2018 NC Chairs’ Quarterly Meeting with Adam Chalmers and Jonathan Chowen
25/07/2018 WSCC briefing on Novartis site (see 8.3)

Future Meetings

None

Godfrey Newman: HDNC Cllr. Godfrey Newman is in hospital and HDNC has sent best wishes and offered to help if we can on his return home.

Meeting with Glen Chipp, CEO: The Neighbourhood Council Chairs requested a meeting with the new CEO to explain the way the Neighbourhood Councils work and communicate with the HDC Officers and Councillors, giving both good and bad examples.

The difficulties experienced with Blueprint Neighbourhood Forum were discussed and GC expressed doubts about the value of Neighbourhood Plans but will investigate the situation, (see also item 10). It is apparent that his focus will be on the future economic prosperity of the district increasing business opportunities and making better use of land owned by HDC; rather than concentrating on just the Town Vision.

Quarterly Meeting: A full report will be circulated to members but main points discussed were:

Future developments at Horsham Park, including confirmation that there will be no ice rink this year

An increased emphasis on the need to encourage ecology and wildlife in the Park and throughout the district, including any new developments

Confirmation of £20k funding secured from Network Rail, as a contribution to the subway improvements, to replace the fencing between the station carparks (including access). NC’s requested S106 funding to replace the “prison” fence in the park.

Further to the report TM suggested that it may be possible to remove the fence entirely if it no longer serves a purpose.

ACTION: Adam Chalmers to investigate need for fence and possible funding if a replacement is required.

The future of the Capitol Theatre – consultants are currently looking at better use of the space, occupancy time and improving the food offer.

	<p>An update on car park availability. Director of Place interviews will be held on 2nd August.</p>
7	<p>Clerk's Report</p> <p><u>General Data Protection Regulation (GDPR):</u></p> <p><u>Training:</u> SD is waiting to hear when the GDPR training course run by HDC/Voluntary Sector Support will be rescheduled as the one on 26th June was cancelled.</p> <p><u>Minutes:</u> SD checked the other NC and PC websites and found that their minutes go back between 3 to 5 years. SD has asked Beverley Bell if she knows how far back they should be kept on our website.</p> <p><u>Horsham in Bloom:</u> SD checked with Lynda Cheeseman at HDC regarding the Sponsored Railing Planters and Neighbourhood Cup Award as HDNC had not been contacted so far this year. LC advised that HiB had to cancel everything apart from the Schools competition this year due to lack of committee members, but they hope to run all activities and events again next year.</p> <p><u>Resident enquires:</u></p> <p><u>Oliver Road:</u> A resident emailed regarding parking problems in this road. (See Highways item 8.7)</p> <p><u>Parkfield</u> Another resident emailed regarding parking problems in this road. (See Highways item 8.7)</p> <p><u>Dog Waste Bins</u> A resident has complained about the lack of bins in and around the copses used by dog walkers near to Alder Copse, Parson's Walk and Deer Way. HDNC was also contacted last year about the lack of bins in the Highwood development area. SD and TM have been in contact with HDC to see what can be done.</p> <p><u>Newsletter:</u> SD is working on the newsletter and would be grateful for any ideas for items and photographs to include.</p>
	<p>Reports from Members:</p>
8.1	<p>Finance</p> <p><u>Monthly report:</u></p> <p>Balance at 17.6.18: £7470.43 Less payments: Zurich Insurance - £196; WSCC Clerk's June salary - £320 Leaves balance at 17.7.18: £6954.43</p>

8.2	<p>Section 106 and CIL</p> <p><u>Garden of Remembrance:</u> There will be an official opening and it is hoped to make this more interesting by including children from the nearby St Mary's Primary School and the Church choir, and involving the British Legion. It is likely the date will be close to Remembrance Sunday, 11th November.</p>
8.3	<p>Planning</p> <p><u>Pirie's Place Signage:</u> We have been informed by the developer that options are being reviewed for the canopy design over the Carfax twitten.</p> <p><u>Novartis:</u> Louise Goldsmith, WSCC leader invited WSSC Councillors, HDC Councillors and executive, NHPC, HDNC, the Horsham Society and local Resident Groups to a briefing on the outline plan for the Novartis site, on 25th July. The proposal is for 2/3 business (creating 1,200 jobs) and 1/3 residential (approx. 170 properties) which includes use of the existing Art Deco building and providing 35% affordable housing. The aim is to create a high-specification, future-proofed, environmentally-friendly development concentrating on premises for digital / technical industries. Concerns were raised about sufficient parking, lack of connectivity between the development and the railway station / park and town, and also the impact on adjacent roads. There will be public consultation in September.</p>
8.4	<p>West of Horsham Development</p> <p><u>Arun East Bridge:</u> Work began last week on the access road off Hills Farm Lane. A gateway has been created so that the footpath is only diverted for a short distance; despite signage showing the detour the fence has already been vandalised.</p>
8.5	<p>Community Services – Youth</p> <p>There were no meetings held since the last HDNC meeting. Horsham Trafalgar NC representative will be Jackie Little.</p>
8.6	<p>Community Services – Older People</p> <p><u>Apetito Meals on Wheels Service:</u> CO had obtained leaflets providing information on this service which provides daily hot meals delivered to the door.</p> <p><u>Mobility Scooters:</u> CO queried if supermarkets have insurance in place to cover any accidents caused by people using the shops' mobility scooters. Scooters are available to hire in the Swan Walk shopping centre, but it is not known if they have insurance.</p> <p>ACTION: TM to check with Gill Buchanan.</p>

8.7**Highways and Transport**

Hospital Car Park: Progress is being made and a trial will take place next week on renewing the surface lines indicating restrictions and parking bays; this has to be preceded by cleaning

The second week of August engineers will run an early morning trial to test using the reversed entrance / exit. It is looking hopeful, but Mandy Cracknell has said that Tony Sampson, NHS intends doing publicity soon on all changes to the parking arrangements; no doubt the NHS will take all the credit.

Contraflow Cycle Lane Proposals: CO and RW attended the meeting organised by WSCC on 25th June. £100K funding is available to improve cycle routes and the 6 routes in Horsham (the easiest to implement) were discussed, but no decisions made. Any proposed route will need approval at public consultation.

Peter Bradley, WSCC is willing to make a presentation to the Neighbourhood Councils.

ACTION: TM to contact Forest and Trafalgar to ask if they would agree to a joint meeting.

Oliver Road: HDNC has been approached by a resident who is concerned about obstruction caused by parking on pavements. The road is outside the CPZ zone and is being used for parking by non-residents. He already has letters of support from many residents and seeks support for the best way to prevent this problem.

SD emailed WSCC Cllr. Morwen Millson for advice (the resident had previously contacted MM). MM forwarded information from Miles Davy (WSCC Highways) stating that HDC can only enforce existing restrictions but that he would alert the traffic enforcement team. He also suggested that Sussex Police be notified. A TRO could be requested but this would only be for yellow lines. Further details have been requested regarding other options.

ACTION: SD to contact WSCC Cllr. Morwen Millson.

Parkfield: A request has been received from a resident that the road should be included in the CPZ area, as non-residents are occupying parking spaces and causing obstruction. Previously residents had opted not to be included in the CPZ.

SD has contacted WSCC to ask when the next CPZ review is due.

Blackbridge Lane: Cllr. Morwen Millson is already in contact with WSCC Highways about speeding problems and the need for a crossing point near the Needles shopping parade. Cllr. Peter Burgess has now forwarded information from a resident concerned about incidents by the exit from the Co-op car park. There is also a problem with visibility when exiting from Middleton Road. TM has requested that an inspection of the whole road can be made with representatives from WSCC, HDC and HDNC.

	<p>Chris Stark has replied that this is not possible and HDNC will need to establish priorities</p> <p>ACTION: TM to walk the road with Cllr. Millson</p> <p>The overturned bollard by the CO-OP carpark, first reported in January has finally been removed.</p>
8.8	<p>Communications</p> <p>Logo: There is no high resolution copy available of our exiting logo. RW has produced a modernised version for approval by members, but before making a decision consideration needs to be given about changing the motif completely to something more appropriate to the town centre. RW produced some options for consideration.</p> <p>ACTION: Members to forward ideas for a possible new Logo to SD.</p> <p>Equipment: Currently our Clerk is using her personal lap top and equipment is also required to successfully update our website. Buying new equipment would be a considerable expense for HDNC and TM has asked Adam Chalmers if there is any redundant equipment available at HDC.</p> <p>Data Storage: RW provided a report on options for 'cloud based' storage for the Clerk and Chair prior to the meeting. It was decided that time would be set aside at the August meeting to discuss the options.</p>
8.9	<p>Park/Countryside and Leisure</p> <p>Unauthorised Encampment: 12-15 vehicles set up an unauthorised traveller encampment in the Park overnight at the end of June. Access was gained from North Parade but action was promptly taken and the vehicles were moved away within 24 hours. HDNC now has details of who to contact should we be aware of any similar arrival.</p> <p>Park Management Plan: Briefs have been set for focus groups which will concentrate on four main areas: Landscape, ecology and grounds maintenance; Infrastructure; Usage, community involvement and public relations; Safety, security and user experience. The groups will look at projects by time; short term (two years), medium term (management plan 10 years), long term (master plan) and categorise projects into agreed, funded, aspirational.</p> <p>There will be approx. 3 meetings starting in September and volunteers are requested from HDNC.</p> <p>IB agreed to be the representative for Landscape, ecology and grounds maintenance. CO agreed to be the representative for Infrastructure, and for Usage, Community Involvement and Public Relations.</p>

	<p>TM agreed to be the representative for Safety, Security and User Experience.</p> <p>ACTION: TM to inform John Marder</p> <p>Ice Rink: HDC has stated that the ice rink will not be allowed to take place in the Park this year and no alternative location has been found.</p>
8.10	<p>Emergency Plan</p> <p>Nothing to report</p>
8.11	<p>Police / Neighbourhood Watch / Security</p> <p>Joint Action Group (JAG): This revised, smaller group consists of representatives from the police, fire and rescue services, WSCC, HDC and Neighbourhood Watch to identify crime-related problems within the communities of Horsham district and to work collectively as a group to take suitable action. HDNC is invited to report any issues before each meeting. However we were surprised that Cllr. Christine Costin who was a member of the original group has regained a place on the new group as representative for the un-parished area. This lack of communication has been reported to the HDC executive.</p>
8.12	<p>Town Centre</p> <p>West Street Landscaping: The hanging baskets have been reinstated and the wooden planters have been grouped below the baskets to create additional impact. The appearance is impressive and public reaction has been very favourable. It has not yet been decided what will be displayed during the winter or if the 3 proposed light ceilings will still be required.</p> <p>Old Shelley Fountain basin: TM said she had been asked for her opinion about a proposal for improving the appearance of the Fountain basin.</p> <p>Walkabout: JP attended a meeting on 17th July and her notes have been circulated to members.</p> <p>Main concerns are work required on land owned by Sainsbury's and damage resulting from fast food stalls (cooking oil) in the Carfax.</p> <p>ACTION: TM to initiate meetings between HDC and HDNC with both Sainsbury's and Food Rocks.</p>
8.13	<p>HALC /CLC</p> <p>CLC Meeting 25/6/18: IB attended the meeting and his notes and the minutes were circulated</p>

	<p>prior to the meeting. The main points were:</p> <p>North of Horsham Development: Road works are about to commence on the A264 at the Great Daux roundabout. CLC Members requested to be kept informed about timescales.</p> <p>Parkside Carpark: Now that Pirie's Place carpark is closed, more clarity is needed regarding parking charges at Parkside.</p> <p>Overgrown Signage: The Area Highways Manager confirmed strategic routes are being evaluated and prioritised, and works are to be programmed in this financial year.</p> <p>Community Highways Schemes: The closing date for applications is 31st August.</p> <p><u>HALC Meeting 26/7/18:</u> IB was unable to attend as it clashed with the HDNC Meeting, apologies were sent.</p>
9.	<p>HTCP</p> <p><u>HTCP Meeting 25/7/18:</u> IB attended the meeting and provided the following information:</p> <p>Mobility Scooter Training: The training sessions that have taken place have been successful but despite lots of publicity HTCP are disappointed with the take up.</p> <p>Chair: David Searle advised that he will carry on in the role for another year, but may need someone to stand in at times due to other family commitments.</p> <p>Horsham in Bloom: Sue Brundish confirmed that HiB has been successful in finding new volunteers for the committee and they hope to be able to run all their events and competitions again next year.</p>
10.	<p>Horsham Blueprint Neighbourhood Forum</p> <p><u>Steering Group Meeting 2nd July:</u> which discussed future funding, an update on the writing of policies, the Call for Expressions of Interest as sent to 6 consultants, data protection policies and the draft newsletter (which has since been circulated).</p> <p>There has still been no definitive response from Norman Kwan as to whether the Business Forum designation can be jettisoned in favour of a straightforward Neighbourhood Plan. This matter has since been raised with Glen Chipp, the new HDC CEO and at the NC's Quarterly Meeting. A request was made for a meeting with HDC to discuss this matter and funding yet again.</p> <p><u>Blueprint AGM:</u> This will be at 10.30 on Saturday 15th September, details to follow but it is hoped all HDNC members will attend.</p>
11.	<p>Members' Questions and Comments</p> <p><u>Recycling Centre:</u> GL advised that he had read that in future Van drivers will require a permit</p>

	<p>to dispose of rubbish at the local recycling centre, in order to prove they are from the WSCC area. People having work carried out at their homes will be responsible for ensuring that any rubbish is disposed of correctly to prevent fly tipping.</p>
12.	<p>Reports from District and County Councillors</p> <p>HDC Councillor Peter Burgess:</p> <p><u>Next HDC Election:</u> The Holbrook West Ward will include more of the Denne area i.e. Wimblehurst Road and Hurst Road but will lose everything north of the A264. Horsham Park Ward will disappear.</p> <p><u>Blue Light Services:</u> There is to be a meeting between HDC and WSCC to discuss the relocation proposed to the Highwood site, off A24.</p> <p><u>Blackbridge Lane:</u> PB received a complaint from a resident regarding minor incidents opposite the Co-op exit where parking is allowed apart from CPZ exclusion hours. He emailed HDC Cllrs. Tony Hogben and Adrian Lee to ask if they could help with the problem. (See 8.7)</p> <p><u>Disabled parking:</u> PB received a complaint about the lack of disabled parking now that Pirie's Place is closed. He has passed this to Ben Golds/HDC.</p> <p><u>West Sussex Youth Music:</u> This group which was previously based at Petworth is now to be based at Collyer's College and PB considers it will be a big asset to Horsham. Adam Chalmers added that the arrival will tie in well with the 2019 Year of Culture.</p> <p><u>The Bridge Leisure Centre, Broadbridge Heath:</u> This is due to open in October.</p> <p><u>Novartis Site:</u> PB attended the Novartis Community Briefing Event on 25/7/18 (See item 8.3). AC considers it is a key site with a good proportion of space allocated for employment.</p> <p>WSCC Councillor Morwen Millson:</p> <p>MM provided information regarding parking and traffic issues in Blackbridge Lane (see above and item 8.7) and parking issues in Oliver Road (see item 8.7) prior to the meeting as she was unable to attend.</p> <p>WSCC Councillor Nigel Dennis:</p> <p>ND provided a report prior to the meeting as he was unable to attend.</p>

	<p><u>Zone A parking and visitor permits:</u> Residents of private roads and gated estates are complaining that they have had new permits for this year refused. HDC had mistakenly issued the permits in the past but is now enforcing the correct policy. ND is concerned that with more developments being built e.g. Holmes Park, the policy should be upheld. Although there may be spare capacity in certain parts of Zone A it is not true of the zone as a whole.</p> <p><u>London Road:</u> Residents have applied for a Community Highways Scheme to create one-way system north of the car park with a contra-flow cycle route.</p> <p><u>Hurst Road:</u> Trees opposite the Royal Mail have been pollarded. There was also chaos in Hurst Road near the station recently with temporary traffic signals due to a utility opening.</p>
13.	<p>Meeting closed at 9.20pm.</p> <p>Next Meeting: 16/8/18.</p>
	<p>Appendix 1: Meeting with the New Neighbourhood Wardens</p> <p>Sharon Cadman, HDC Community Safety Officer, introduced the two new Wardens, Lucy Hallett and Alison Page.</p> <p>The Wardens have completed two weeks training which included issuing of fixed penalties and PSPO, Core Skills, Community Safety Accreditation Scheme and Personal Safety. AP said they have been out and about this week introducing themselves to local retail businesses. LH said they had already dealt with overflowing dog waste bins, flyposting, a person struggling in the heat, and are identifying issues e.g. vulnerable people and skateboarding in the Forum.</p> <p>SC said the Wardens had met Liam Mulkeirins of AP Security which is contracted by HDC and provides security for all the carparks and HDC owned areas between 18.00 and 6.00. AP Security have offered the Wardens physical support and shared intelligence.</p> <p>TM asked if they had been in contact with Mandy Cracknell, Parking Operations Manager at HDC. SC confirmed they had been in contact with Ben Golds, Head of Parking Services and would be contacting MC.</p> <p>AP said that at the moment she and Lucy are on foot, but in the future will use pool bikes.</p> <p>TM offered to walk around the area with the Wardens to help identify issues.</p> <p>ACTION: TM will email SC with possible dates for a walkabout.</p> <p>Issues previously raised:</p> <p>Parking in East Street in the evenings; A-Boards; Anti-social behaviour in the Remembrance</p>

Gardens and Cemetery in Denne Road; Collyer's Students leaving litter; Cycling through the subway under the railway line.

Additional issues:

Boulevard Bridge, Highwood Development: TM mentioned that antisocial behaviour often takes place under the bridge.

Schools: Presence was requested to monitor behaviour and parking at drop-off and pick-up times. SC said that the Wardens will be working closely with all the schools on various issues.

TM asked how many schools there are in the un-parished area?

Parking problems: Parking problems in Oliver Road and Longfield Road, including parking on pavements and blocking driveways.

SC commented that the Wardens can issue fixed penalty notices if a car is blocking a pavement.

Mobility Scooters: IB raised the issue of dangerous use of scooters and suggested the Wardens could check with Scooter drivers that they are aware of the training available, and check if the vehicle is registered and insured.

SC said the Wardens are aware of the training provided by HTCP, and that they plan to attend one of the training sessions. The Pulborough Neighbourhood Wardens found it very useful.

Blackbridge Lane: CO raised the issue of bad parking near to the two schools in Blackbridge Lane. SC said that the Warden's shifts will mean that 2 days per week they will be around at school run times.

Anti-social behaviour: This covers anti-social use of vehicles, not keeping dogs under control, not clearing up dog fouling, nuisance behaviour related to alcohol and unauthorised access or nuisance behaviour on buildings or street furniture. The Wardens will issue a written warning the first time, to be followed by a fixed penalty if the behaviour continues.

Hills Farm Lane: IB raised the issue of the danger of drivers speeding, and the disturbance caused by noisy exhausts. SC advised that she is a member of the Road Safety Action Group which is chaired by the head of the Fire and Rescue service, and attended by members of the Police, HDC, Cycling Forum and Horsham District Older People's Forum and she suggested that IB could email the Group.

Equipment: GL asked what equipment the Wardens carry. AP said they have mobile phones. SC added that they have the option of using the mobile phones as a body cam by attaching them to a body harness and downloading relevant software. Radios are not currently used in the town centre but may be looked at in the future. Any calls to the police would still have to

be made via 101 or 999.

Cyclists: HDC Cllr. Burgess reported that he has seen cyclists at night wearing dark clothes and without lights. SC said that the Wardens will talk to schools and get involved in the Bikeability scheme.

Park Place: RW had noticed antisocial drunken behaviour from people sitting on the bench in Park Place. However this bench has now been removed due to the re-development.

First Aid training: GL asked if training had taken place. SC responded that the training had been arranged and will include use of a defibrillator.

Working in Pairs: IB enquired if the Wardens would work in pairs. AP said that they would work in pairs initially and always in the evenings, but in the future would work separately during the day to increase coverage of the area. All weekends are covered at the moment.

Steering Group: SC said that this would be made up of the Wardens, SC and Neighbourhood Council representatives. The Steering Group will meet quarterly, and the Wardens will provide monthly reports and once a year will attend a Neighbourhood Council meeting.

TM confirmed that HDNC will appoint a representative to the Steering Group.