

HORSHAM DENNE NEIGHBOURHOOD COUNCIL



Minutes of the meeting held on Thursday 17th May 2018

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

Item	Detail
1	Meeting Open and Welcome from the Chairman
2	Attendance and apologies for absence: Attending – HDNC: Chair - Trudie Mitchell, Ian Botting, Nigel Hillpaul, Gianni Lozzi, Christine Osborne, Rodger Whitefield. Clerk – Sara Doy HDC Cllrs. Peter Burgess (left 8pm), David Skipp (arrived 7.30pm) WSCC Cllr. Nigel Dennis (arrived 8.30pm). Apologies – HDNC: Judy Pounds, Godfrey Newman. Adam Chalmers - HDC Director of Community Services.
3	Declaration of Members' Interests Trudie Mitchell – Horsham Blueprint; Christine Osborne – has a relation who works for Thakeham Homes.
4	Approval of Minutes from last meeting (18.4.18). The minutes were approved by RW and seconded by CO.
5	Matters arising from last meeting and Action points Item 8.7. Damaged bollard at Blackbridge Lane, Guildford Rd and Item 11. Pothole in Guildford Rd are still outstanding. ACTION: TM to check response deadline.
6	Chairman's Report <u>Meetings attended:</u> 20/04/2018 Berkeley's Site Visit 26/04/2018 Park Site Visit

	<p>08/05/2018 Horsham Unlimited - cancelled 15/05/2018 Town Walkabout - cancelled</p> <p><u>Future Meetings</u></p> <p>22/05/2018 Park Management Plan (4 invited) 23/05/2018 HDC Annual Reception 06/06/2018 Parish Council Training (2 invited) 11/06/2018 Town Warden Interviews 19/06/2018 NCs Quarterly Meeting with HDC.</p> <p>ACTION: Members to forward any items they would like raised at the Quarterly Meeting with HDC.</p>
7	<p>Clerk's Report</p> <p><u>General Data Protection Regulation (GDPR):</u></p> <p>1) <u>Registering with ICO (Information Commissioners Office):</u> SD carried out the ICO Registration Self-Assessment which indicated that it is not necessary for HDNC to register, but an ICO Help Line advisor contradicted this. It was impossible to get through to the Help Line again to get further advice so SD emailed Trevor Beadle at HDC for advice. The response was that HDC checked the ICO self-assessment tool on the website and it confirmed that HDNC does not need to register. HDC have also confirmed that HDNC does not require a named Data Protection Officer.</p> <p>2) <u>Co-option form and Councillor Details form:</u> SD has updated the Co-option form and also created a Councillor Details form to be signed by members. RW suggested that there should be a form for members of the public to sign who attend HDNC meetings. ACTION: SD to check the correct procedure.</p> <p>3) <u>Data Protection Policy:</u> SD is still to produce a draft policy for HDNC.</p> <p><u>Flouting of HGV restrictions in Wimblehurst Road:</u> SD emailed Sussex Police on 4th May regarding the problem of it no longer being possible to report infringements on Operation Crackdown. Having received no answer SD emailed the Sussex Police and Crime Commissioner on 14th May to ask for advice on the correct procedure for reporting these incidents.</p> <p><u>Damage to Verges:</u> Following discussing the issue of damage to verges with Councillor Millson, SD emailed Chris Lyons, HDC, to ask if conditions can be imposed on planning permissions for verges to be repaired. CL responded that it is not usually done if the land is outside ownership of the developer and it can be hard to prove who caused the damage. However CL suggested that even where there is no condition it would be worth letting the</p>

	HDC enforcement team know of a problem and they could contact the developer to request that they 'make good' a damaged verge.
	Reports from Members:
8.1	<p>Finance</p> <p><u>Income and Expenditure Account for year ending 31/3/18:</u> GL circulated the report which will need to be audited and then agreed at the next meeting (AGM).</p> <p>ACTION: TM to check if John Steele is able to audit the accounts. ACTION: Members to forward any comments regarding the report by 28/5/18.</p> <p><u>Treasurer's report:</u></p> <p><u>Balance at 17/4/2018:</u> £2144.26 less Payments to: WSCC April Clerk's Salary £320; TM for an ink cartridge £23.83 Balance at 17/5/2018: £1800.43</p> <p><u>HDC Grant:</u> This has not yet been received by HDNC. Last year it was received on 17/4/17. ACTION: SD to check with HDC.</p>
8.2	<p>Section 106 and CIL</p> <p>Nothing to report.</p>
8.3	<p>Planning</p> <p><u>Incinerator WSCC/015/18/NH:</u> HDNC submitted an objection</p> <p><u>Pirie's Place Car Park:</u> In response to the Denne request Chris Lyons has asked Brian Elliott to look at the design for planting troughs, specifically to see if more robust planting is possible to stop people using the troughs for rubbish.</p> <p><u>Thakeham Homes DC/18/0944:</u> The Horsham Society contacted TM about this application to build 90 houses in the strategic gap between Horsham and Southwater, specifically on the hill North of the railway line overlooking the Denne area. This is in the Southwater Parish area but will have an effect on Denne. It was agreed that HDNC should submit a response. ACTION: Members to forward any comments to SD by 28/5/18.</p>
8.4	<p>West of Horsham Development</p> <p><u>Site Visit April 20th:</u> Notes have been circulated to members. RW asked if a plan could be</p>

	<p>forwarded to members to assist in identifying locations.</p> <p>ACTION: TM to send the relevant documents.</p> <p>WSCC Land: Miranda Shawcross confirmed that WSCC is progressing the detailed feasibility and outline design for the project and hope to submit a planning application in Autumn and would be willing to make a presentation to HDNC if we wish.</p>
8.5	<p>Community Services – Youth</p> <p><u>Meeting between JP/HDNC and Dan Fairchild/Horsham Matters 9/5/18:</u> As JP was not able to attend the Community Youth Provision Meeting on 14/5/18 she met separately with Dan Fairchild prior to the meeting. DF advised that he had taken over from Ruth Hodgson as Youth Project Manager, and RH now has another role at Horsham Matters. JP queried if the Youth Contract may need to be changed due to the management changes. DF now combines his original role as Youth Team Leader with the role of Youth Project Manager. David Sheldon has been replaced by Emma Elnaugh as General Manager.</p> <p><u>Community Youth Provision Meeting 14/5/18:</u> GN attended the meeting in JP's absence and reported that Horsham Matters are looking to get young people more involved in activities in Horsham Park.</p> <p>It has been difficult to get enough young people to attend the summer residential due to the temptation of a new video game.</p> <p>Hurst Road remains a focus for activities but there is a risk that the site may be re-developed in the future. Despite the staff changes the current staff are delivering the hours they are contracted to work.</p> <p><u>Community Youth Work Quarterly Report:</u> In addition to points raised in GN's report the main items were:</p> <p><u>Hurst Road Youth Club</u> continues to have a regular attendance of young people. Greg Charman from HDC's Safer Communities team has provided support.</p> <p><u>Library:</u> As a result of a police request regarding increased anti-social behaviour in and around the library, Maria Coleso has built a relationship with the library and young people involved. This has resulted in a decrease in anti-social behaviour.</p> <p><u>Networking:</u> DF has attended several multi-agency meetings and the Children and Young People Forum which has enabled the team to keep updated on activities for young people and signpost and support them.</p> <p><u>Summer Residential and Trips:</u> As well as the summer residential planned for the summer at Sayers Croft, additional trips are being planned for half term.</p> <p><u>Mentoring:</u> Two young people are currently being mentored.</p> <p><u>Training:</u> One volunteer is undertaking Leadership Level 2 training, and a Youth Work Training Session is to take place on 25/5/18 for all volunteers.</p>

8.6	<p>Community Services – Older People</p> <p><u>Meeting of the Horsham District Older People’s Forum:</u> This is on 30th May at the Billingshurst Community Centre. CO and GN are to attend.</p>
8.7	<p>Highways and Transport</p> <p><u>Hospital Car Park:</u> Cllr. Skipp advised that he had spoken to Tony Sampson, the Facilities Manager at Horsham Hospital who confirmed that the entrance and exit are to be switched, but first the parking spaces need to be reorganised i.e. new lines painted. He also advised that an automatic registration recognition barrier system is to be installed. Cllr. Skipp spoke to Mandy Cracknell, HDC Parking Services, who confirmed that it is progressing, and advised that there will be new ticket machines.</p> <p><u>Pavilions Car Park, Hurst Road:</u> Work to increase the number of spaces should be completed by the end of June</p> <p><u>Ponding outside Collingwood Batchellor:</u> There is still a problem with a blocked drain outside the car park entrance in the Bishopric. As this is in the Trafalgar area a request will be made to Cllr. Nigel Dennis to follow up this matter.</p>
8.8	<p>Communications</p> <p><u>Twitter:</u> NH reported an increase in followers.</p> <p><u>Email addresses and data storage:</u> RW is looking into various options regarding members having specific email addresses for HDNC business; this may involve upgrading the HDNC website. RW has also researched data storage providers and found that Drop box provides 1 TB of data storage for £6.85 per month which should be sufficient storage for our purposes.</p> <p><u>ACTION:</u> TM and SD to check how much storage their files take up to date.</p>
8.9	<p>Park/Countryside and Leisure</p> <p><u>Site visit April 26th:</u> Notes compiled by JP and TM have been circulated to members. Main areas of concern were the condition of the water in the Pond (update requested), the condition of the grass in the ice rink area and overgrown vegetation between the North Street entrance and ice rink area.</p> <p><u>Pond:</u> Sally Sanderson, on behalf of the New Friends of Horsham Park has contacted Southern Water and was told that their Directors’ Review Team is involved in the matter. Cllr. Skipp said that he had heard that a very high reading of E.Coli had been found in the water of the pond.</p>

	<p>ACTION: TM to contact HDC for an update.</p> <p>Ice Rink: TM wrote to Jonathan Chowen expressing the view that the area used in 2017-8 is not suitable as it is effectively out of public use for 8 months, there was no space to create an attractive presentation and there was no economic benefit.</p>
8.10	<p>Emergency Plan</p> <p>Salt Audit: IB will carry out the audit for HDNC. The deadline is 8/6/18 which is earlier than last year.</p>
8.11	<p>Police / Neighbourhood Watch / Security</p> <p>Nothing to report.</p>
8.12	<p>Town Centre</p> <p>Town Wardens: After much discussion the wardens' rota has been changed to accommodate full cover at weekends. The roles have been advertised and TM will represent HDNC at the interview day on 11th June.</p> <p>A budget breakdown has been received and the surplus for this year (as wardens are unlikely to be in place until July) will revert to the Drill Hall.</p> <p>Greg Charman has requested dates of the forthcoming HDNC meetings for the new Town Wardens to attend.</p> <p>ACTION: SD to submit dates to GC.</p> <p>North Street Furniture: Following a request from Denne, the bench and litter bin by the bus shelter opposite the station have both been refurbished.</p> <p>Visitor Economy: Notes from the meeting on 20th March have been circulated</p> <p>Railway Subway: Network Rail has agreed to contribute to refurbishment of the car park fence and to improve the access to the subway from the carparks. HDC is to submit a list of required works.</p>
8.13	<p>HALC /CLC</p> <p>HALC: The minutes of the meeting on 18/4/18 were circulated. The next meeting is on 26/7/18.</p> <p>CLC: The next meeting is 25th June.</p>

9.	<p>HTCP</p> <p><u>Riverside Walk</u>: Funding for improvements to the path between Rookwood Golf Course and the Millennium Bridge in Trafalgar will come from the Firs Close application DC/14/0836 in Denne, which was specifically designated for improvements to the Riverside Walk which is in the vicinity of the development.</p>
10.	<p>Horsham Blueprint Neighbourhood Forum</p> <p>At the Steering Committee Meeting on 23rd April it was agreed to call for expressions of interest from consultants who could assist in writing the Neighbourhood Plan. Work continues on drafting policies.</p> <p>The proposed date for the AGM is Saturday, 8th September at 10.30</p> <p>HDNC has responded to the government proposals to limit the life of Neighbourhood Plans to 2 years. The additional work involved would be impossible for voluntary organisations to achieve.</p>
11.	<p>Members' Questions and Comments</p> <p><u>Mobility Scooters</u>: IB queried if mobility scooters are allowed on the road. RW said that Class 3 Invalid Scooters are allowed.</p>
12.	<p>Reports from District and County Councillors</p> <p>HDC Cllr. Peter Burgess:</p> <p><u>HDC CEO</u>: The new CEO, Glen Chipp, will visit a Ward every other Friday to meet Councillors and discuss any issues.</p> <p><u>Pirie's Place car park</u>: Work should start in June. The Parkside car park will be made available for public use in the evenings and at weekends.</p> <p><u>Civic Service 17/6/18</u>: Invitations have been sent out but Cllr. Burgess is not available so the Vice-Chair will officiate.</p> <p>WSCC Cllr Nigel Dennis:</p> <p><u>London Road One-Way proposal</u>: Following a residents' consultation it appears that most residents support the idea, so an application for a Community Highway Scheme will be made.</p> <p><u>St Christopher's Close</u>: There have been complaints about the new parking signs (controlled</p>

	<p>zone) but the parking bays are on the public highway.</p> <p><u>Nightingale Road:</u> This is in a very poor state but most of it is a private road.</p> <p><u>Ponding outside Collingwood Batchellor:</u> (see item 8.7) Cllr. Dennis was advised of the situation by TM.</p> <p><u>Overgrown hedges:</u> residents are being notified.</p> <p><u>West Parade sink hole:</u> A TRO has been issued to carry out repairs.</p> <p><u>Making Gordon Rd exit only into Wimblehurst Road:</u> So far there has only been an informal consultation but there have been a few objections from Richmond Road residents as they are concerned it could cause an increase in traffic. The rationale is that traffic should use West Parade rather than Richmond Road and Gordon Road.</p>
13.	<p>Meeting closed at 8.50pm.</p> <p>Date of next meeting: 21.6.18 (This will include the AGM 7pm to 7.30pm followed by the normal monthly meeting to start at 7.30pm)</p> <p>Apologies from CO, Cllr. Burgess and Cllr. Dennis.</p>