



HORSHAM DENNE NEIGHBOURHOOD COUNCIL

Minutes of the meeting held on Thursday 19th April 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, Judy Pounds, Christine Osborne, Rodger Whitefield. Clerk – Sara Doy HDC Cllr. Christian Mitchell (arrived 8.05pm)</p> <p>Apologies – HDNC: Ian Botting, Nigel Hillpaul, Godfrey Newman, Gianni Lozzi. HDC Cllr. Peter Burgess; WSCC Cllrs. Morwen Millson, Nigel Dennis.</p>
3	<p>Declaration of Members' Interests</p> <p>Trudie Mitchell – Horsham Blueprint</p>
4	<p>Approval of Minutes from last meeting (15.3.18).</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>The following actions are still outstanding:</p> <p>Item 7: SD to contact ICO and get written confirmation from members that they consent to their personal details being held.</p> <p>Item 8.11: SD to contact the Police Commissioner re. Operation Crackdown. (See item 12)</p>
6	<p>Chairman's Report</p> <p><u>Meetings attended:</u></p> <p>20/03/2018 Town Walkabout – snagging list 20/03/2018 Quarterly Meeting with NCs and HDC 28/03/2018 Remembrance Gardens Update (see 8.9)</p>

	<p>29/03/2018 Data Protection Meeting with Julie McKensie, Project Assurance Manager, HDC (see also Clerk's Report).</p> <p>16/04/2018 HTCP and Berkeley's re bench relocation (See 8.4)</p> <p>17/04/2018 Albion Way Subway Artwork Opening – GN attended</p> <p>17/04/2018 Town Wardens (See 8.12)</p> <p><u>Future Meetings</u></p> <p>20/04/2018 Berkeley's Site Visit</p> <p>26/04/2018 Park Site Visit</p> <p>08/05/2018 Horsham Unlimited</p> <p>15/05/2018 Town Walkabout</p> <p><u>Quarterly Neighbourhood Council Meeting with HDC 20.3.18:</u> The notes have been circulated to members: main topics included the need to raise the profile of the NCs, progress with Network Rail re the subway/car park, town wardens budget approved, the Year of Culture 2019 and the Year of Remembrance 2018, damage to grass verges and data protection.</p> <p><u>Data Protection:</u> Following the Quarterly Meeting Adam Chalmers arranged a meeting for TM with Julie McKensie, Project Assurance Manager to discuss the requirements for HDNC which was useful (notes circulated), but she was unable to obtain specific answers from the Legal department due to the high levels of their own work commitments.</p>
7	<p>Clerk's Report</p> <p><u>General Data Protection Regulation (GDPR):</u> Since the last meeting SD has contacted the Clerk of NHPC and looked at information on the SSALC website in an effort to find out what action, if any, HDNC needs to take before the new GDPR comes into effect on 25th May 2018.</p> <p>There is a lot of information to wade through, but the following points to check or action have been identified so far:</p> <ol style="list-style-type: none"> 1) To check if HDNC needs to register with the ICO. SD will contact the ICO helpline and then if necessary carry out the ICO Registration Self-Assessment. The Annual cost of registration is £35. N.B. NHPC had to register, but HTCP did not. 2) Members will need to confirm that they agree to their contact details and addresses being retained by the Clerk and stored securely. SD will create a form to cover this. 3) Data Audit. NHPC employed a company to carry this out but this should not be necessary for HDNC. Information from NALC advises that the following information held by HDNC might be affected: communications with individual local residents, the electoral roll and members' personal details.

	<p>4) Data Protection Policy. It would be good practice to have one. SD has a copy of the Policies of NHPC and HTCP, so will work on a draft policy for HDNC.</p> <p>5) Data Protection Strategy. To show what steps we are taking to protect data.</p> <p>Data Storage: SD is looking into how to store HDNC data and documents more securely. 2gb of documents and data have been transferred into Dropbox at no cost, but to store further data would cost £7.99 per month for up to 1000gb. Google drive charge £1.59 per month for 100gb, or £7.99 per month for 1000gb.</p> <p>RW said that Google drive offer 15gb free, and as SD already uses Google mail it may be a better choice.</p> <p>I.D. Cards: ID Cards for CO and RW have been obtained from HDC.</p> <p>Proposed Bus Stop near 70 Park Street: SD has been contacted by Peter Lusher. PL had previously contacted HDNC to seek our support for a new bus stop at the bottom of Park Street, which was supported by three bus operators. HDNC agreed to support his proposal to the CLC. However the WSCC Highways' assessment concluded it would be too costly and not safe for vehicles manoeuvring close to the traffic lights. Chris Stark said he would consider a stop near to 70 Park Street but a bus operator would need to make a formal request. PL therefore is seeking our support for this. SD replied saying in theory HDNC would support the proposal but would wait until the proposal was more definite.</p>
	<p>Reports from Members:</p>
8.1	<p>Finance</p> <p>Treasurer's report:</p> <p>balance at 17/03/2018 : 2464.26 less Payment : Clerk salary March 320.00 Balance at 18/04/2018 : 2144.2</p>
8.2	<p>Section 106 and CIL</p> <p>Horsham Park: The application for improvements to the play area has been approved.</p>
8.3	<p>Planning</p> <p>34, Richmond Road DC/17/2675: HDNC is disappointed that this application was approved at</p>

	<p>Committee despite no changes being made to the deferred application.</p> <p><u>Pondtail Road Nursery DC/17/1704:</u> HDNC objected to aspects of the road safety and this application was refused at Committee mainly on these grounds.</p> <p><u>Freshwater Parade DC/17/0638:</u> This application was permitted in October but nothing has happened. This location impacts on the town vision and the applicant has confirmed their intention to carry out the work, although it may not be for another 6 months</p> <p><u>Incinerator WSCC/015/18/NH:</u> A copy of Warnham PC's objection to the application had been circulated to members, and all present agreed with their comments and that HDNC should also object.</p>
8.4	<p>West of Horsham Development</p> <p><u>Arun East Bridge:</u> TM met with David Searle, HTCP and Elliott Firth, Berkeley's to discuss the relocation of one of the HTCP benches necessitated by the construction work.</p>
8.5	<p>Community Services – Youth</p> <p><u>Youth Provision Meeting on 14.5.18:</u> JP is not sure if she is able to attend the next meeting ACTION: SD to check if GN is available.</p> <p><u>New Horsham Matters CEO:</u> An email had been received from Ruth Hodgson, Horsham Matters Community Support Manager, advising that David Sheldon has stepped down as CEO and will be replaced by Ken Carter on 8.5.18.</p> <p><u>Town Wardens:</u> TM has asked Greg Charman to make Horsham Matters aware of the Town Wardens' work.</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 will attend.</p>
8.7	<p>Highways and Transport</p> <p><u>Hospital Car Park:</u> Cllr.David Skipp to follow up. ACTION: TM to contact Cllr. Skipp.</p> <p><u>Hills Farm Lane Bollards:</u> One was replaced on 10th April but it was too much to expect that the adjacent second bollard, reported on 12th March, could be fixed at the same time.</p> <p><u>Ponding:</u> The blocked drain at 5, Guildford Road was cleared at midnight on 10th April.</p> <p><u>Worthing Road Footpath:</u> HDNC submitted a message of support for the official designation of</p>

	<p>this path alongside the R.Arun.</p> <p><u>Cyclists dismount:</u> A request was sent to WSCC Highways to use this signage in West Street to create more awareness. Unfortunately this sign can only be used where there is a designated cycle lane that has come to an end and cyclists need to dismount to continue their journey.</p> <p><u>Contraflow Cycling Proposal:</u> WSCC are holding a stakeholder meeting on 26th June, 18.00-20.00 HDNC is invited to send 2 or 3 representatives. CO offered to attend, and RW will confirm nearer the time.</p> <p><u>Albion Way Traffic Lights:</u> A query was raised with WSCC as to why the lights change to red when a vehicle slows to allow another vehicle out of Springfield Park Road. It is unlikely anything can be done to prevent this, so kind drivers will continue to be penalised.</p> <p><u>Damaged Grass Verges:</u> Cllr Morwen Millsom has taken this matter up with WSCC and HDNC has written to Chris Lyons to ask if conditions can be imposed on planning application permissions.</p> <p><u>Damaged Bollard at Blackbridge Lane / Guildford Rd junction:</u> CO said that she had reported this on the WSCC website but no action had been taken yet.</p> <p>ACTION: CO to forward her report to SD.</p> <p><u>CAGNE Forum:</u> No member is willing or available to attend the next Meeting.</p> <p><u>East Street drains:</u> JP and RW have noticed that the smell from the drains is still bad.</p> <p>ACTION: SD to check with Cllr. Millson.</p>
8.8	<p>Communications</p> <p><u>Website:</u> RW realises that the profile of the Neighbourhood Councils needs to be raised, and wants to increase the number of followers of HDNC. TM said that the information on West of Horsham is probably out of date on the website.</p> <p>ACTION: TM to check what needs to be changed.</p>
8.9	<p>Park/Countryside and Leisure</p> <p><u>New Friends of Horsham Park:</u> TM was invited to their Consultation Meeting to discuss their projects for the Year of Culture. Unfortunately it is also on 19th April so minutes have been requested.</p> <p><u>Remembrance Gardens:</u> An update was circulated from the site visit on 28th March. The latest update is that the bridge over the paddling pool and the brick pillars at the Sainsbury entrance should be completed this week. The main path work should be completed by the end of May and it reasonable to expect completion by 2nd week June.</p>

8.10	Emergency Plan Nothing to report.
8.11	Police / Neighbourhood Watch / Security Nothing to report.
8.12	Town Centre <u>Town Wardens:</u> Greg Charman and Sharon Cadman held a meeting with all the NCs to discuss the main tasks required of the wardens, shift patterns and the interview process. The draft shift rota was based on that used in Steyning but it was decided this is not suitable for the town centre and another proposal will be put to the NCs. TM also requested a breakdown of the £50,000 budget and asked what will happen to the surplus, as it is likely wardens will only be employed for 9 months in the 2018-9 financial year. <u>Public Space Protection Order:</u> Signs have been erected in the town centre. <u>Homeless:</u> The vagrant in West Street has gone <u>Sainsbury's Steps to Forum:</u> Following a request from HDNC the steps have been cleaned and the edges repainted. SD reported that one of the steps is loose. ACTION: SD to report to Sainsbury's. <u>Forum:</u> Flooding still seems to occur outside TK Maxx and Blacks.
8.13	HALC /CLC <u>AGM 18th April:</u> Apologies were sent as neither IB nor NH was available.
9.	HTCP <u>Directors Meeting:</u> IB attended the meeting on 11 th April and notes have been circulated to members. The main points relevant to the HDNC area were: 1) Mobility Scooter Training: Six instructors are to be trained. Training will be in the Park Barn and on an adjacent practical course. £1400 funding has been raised for training. 2) Integrated Bus Map: The map has been drawn up and it is hoped it will include all the bus stops. 3) Neighbourhood Councils: All the Neighbourhood Councils have been requested to raise any issues that HTCP could get involved with. 4) Chair and Directors: David Searle, Chair, intends to step down at the AGM in October so there is a need to find a new Chair and recruit additional directors.

	<p>5) Next Meeting: 11th July.</p> <p>Heritage plaques: Lottery funding is being sought to refurbish existing plaques but it was proving too complicated to erect any new signs.</p>
10.	<p>Horsham Blueprint Neighbourhood Forum</p> <p>No update, next meeting 23rd April.</p>
11.	<p>Members' Questions and Comments</p> <p>RW reported a large pothole in Guildford Road: ACTION: RW to provide photographic evidence.</p>
12.	<p>Reports from District and County Councillors</p> <p>HDC Councillor Christian Mitchell:</p> <p><u>Changes to HDC Personnel:</u> New CEO, Glen Chipp started on 12.4.18. Director of Planning, Economic Development and Property: Chris Lyons will be leaving at the end of June. A new Head of the Legal Department is due to start. HDC Arboricultural Officer Will Jones, will also be leaving.</p> <p><u>National Planning Policy Framework:</u> There was a seminar for members to discuss the Government's consultation on amendments to the NPPF. HDC will be putting in a response. One proposal is that 20% of strategic sites should be scattered rather than all on one site. Another proposal is that Neighbourhood Plans should be reviewed every 2 years. TM commented that currently she thinks it is 15 years.</p> <p><u>Cycling Contraflow Workshop 26.6.18:</u> CM will attend.</p> <p><u>Incinerator:</u> HDC will put forward their comments but CM is not sure how they will respond.</p> <p><u>HGVs on Wimblehurst Rd:</u> CM will raise the subject of lorries flouting HGV restrictions informally with Katie Bourne at the Policy Scrutiny Panel meeting in May, and WSCC Cllr. Dennis will raise it with WSCC.</p> <p>WSCC Councillor Morwen Millson:</p> <p><u>Pedestrian refuge Blackbridge Lane:</u> MM is putting forward a proposal for community funding to install a refuge near the shops and would value HDNC's formal support.</p> <p><u>New highways maintenance contract:</u> It seems that there are some legal issues still to be</p>

	<p>sorted out over the contract; these may require a temporary contract to be let. Three pothole gangs have been set up, using the emergency pothole funding provided by the Government last month; the gangs started work on Monday.</p> <p><u>Blackhorse Way:</u> MM reported the really bad pothole just north of the crossing from West Walk. The road will be closed from 18.00 to 23.59 on 3rd May for repairs.</p> <p><u>North Street potholes:</u> MM reported the potholes again due to the rapidly worsening condition over the recent months and has provided evidence to the Asset Management Team. North Street currently has a resurfacing scheme scheduled; however, no date has yet been set for these works. MM will continue to monitor the location for any intervention level safety plus defects in the time being.</p> <p><u>Grass verges:</u> No satisfactory response has been received regarding including restoration in planning conditions. MM has pressed the issue further, and will advise when she has a response, and whether HDNC should also press the issue.</p> <p>WSCC Cllr Nigel Dennis:</p> <p>ND was unavoidably delayed and forwarded a report after the meeting (see appendix 1).</p>
13.	<p>Meeting closed at 8.35pm</p> <p>Date of next meeting: 17.5.18. JP gave her apologies.</p> <p><u>July Meeting:</u> TM will be away on 19.7.18 and asked if anyone was willing to chair the meeting however a change of date was preferred.</p> <p>ACTION: SD to see if the Church Lounge is available 26.7.18.</p>

Appendix 1: Report from WSCC Councillor Nigel Dennis.

Guildford Road drains: Work to unblock the drains was carried out (see item 8.7)

Nightingale Road potholes: ND received a complaint about severe potholes. He thinks that part of the road is private and is investigating.

Albion Way turn left only sign: The sign has been moved through 90 degrees and is not visible to the relevant drivers. It has been reported.

Richmond Road trees: ND is investigating the trees that residents want pollarded, and one has been cut down recently. It is one of the few tree lined Edwardian avenues in Horsham and should be retained.

London Road one-way proposal: ND is liaising with residents to do a survey.

WSCC Bus Consultation: ND forwarded the following link to the consultation
www.westsussex.gov.uk/buses