

Horsham Denne Neighbourhood Council

Minutes of the Virtual Meeting held on 21st January 2021



Venue: Virtual Meeting held using Zoom

Item	Detail
1	Meeting Opened at 7.00pm and Welcome from the Chair
1.1	Meeting with PCSO Chris McCavish See Appendix 1.
2	Attendance and apologies for absence: Attending – HDNC: Chair – Trudie Mitchell, Nigel Hillpaul, Gianni Lozzi, Judy Pounds, Ian Botting, Chris Osborne, Rodger Whitefield. HDC Cllrs. Ruth Fletcher, Frances Haigh, Peter Burgess (joined 7.20pm) Clerk – Sara Doy Apologies – HDNC: Wendy Wood; WSCC Cllr. Nigel Dennis, Morwen Millson.
3	Declaration of Members' Interests TM – Blueprint; IB – Horsham Town Community Partnership
4	Approval of Minutes from meeting held on 17.12.20: Approval proposed by JP, seconded by CO and agreed by all. Amendment to item 12 – There are no Governor vacancies at Arunside School at present.
5	Matters arising from last reports and Action points All Action points had been dealt with or were in hand.
6	Chairman's Report <u>Meetings Attended</u> 18/12/2020 Park Site Visit (see 8.10) 18/12/2020 Special Charge Meeting (see 8.1) 12/01/2021 Horsham District Older People's Forum (see 8.6)

13/01/2021 Horsham Enterprise Park (see 8.3)
18/01/2021 Community Infrastructure Levy (see 8.2)
19/01/2021 Keep Rookwood Green Alliance
21/01/2021 Rookwood Presentation
21/01/2021 Park – Green Flag and Management Plan (see 8.10)

Future Meetings

26/01/2021 Neighbourhood Councils' Quarterly Meeting with HDC

Cabinet Member for Horsham Town: Following Cllr. Peter Burgess's resignation the Three Neighbourhood Chairs sent a joint letter to Cllr. Ray Dawe, HDC Leader, on 22nd December stressing the importance of the Cabinet role to the NC's and the lack of representation of Horsham Town Councillors at Cabinet level. RD replied that the NC's are in a better position than the Parish Councils as we have liaison both with our Local Members and Deputy Leader Jonathan Chowen to represent our views.

Rookwood update: The summary document promised in December was not forthcoming and a further amendment is now being presented to stakeholder groups including the NC's. TM attended the Keep Rookwood Green Alliance meeting as a guest on 19th December – the consensus seemed to be that the proposal was an improvement but still unacceptable. TM had attended a meeting regarding Rookwood with HDC and the other NC Chairs on 21/1/21 and will circulate the questions that were asked. TM asked the HDC Councillors to email any comments they had.

Drill Hall update: HDNC was informed third hand in December that the Royal British Legion had submitted their business plan to HDC for acquiring the Drill Hall and continuing to run it as a Community Asset. TM contacted HDC for an update and was told that the RBL proposal will be reviewed shortly and a second group (Happy Accidents) had applied for funding to undertake a feasibility review.

Progress on the Drill Hall, the related topics of the Community Assets study and affordable housing in Duke's Square will be discussed at the Quarterly Meeting.

RF said she had been approached by a representative of a Sussex Table Tennis Club who are interested in having their Headquarters at the Drill Hall. She has put them in contact with Adam Chalmers.

PB commented that any group taking on the Drill Hall would need at least £1million to upgrade the building current standards. RBL have got sufficient funds and will market the hall for hire by other users.

PB also mentioned that he is trying to form an Armed Forces Group in Horsham. The RAF group that were based in St Peter's Hall have closed down.

Conservation area: HDNC has been approached by Tom Crowley to ask for support in creating a conservation area for the Victorian houses around Norfolk Rd. Members will be aware that there are many interesting houses with distinctive architectural features and this area is suffering badly from parking problems caused by the increasing conversion of offices to flats.

NH lives in Norfolk Road and is aware that this subject had been discussed by neighbours. He described the 'oasis' quality of the Norfolk Square area which is surrounded by office blocks and retirement homes.

	All present were in favour of supporting the proposal. RF said Barbara Childs/HDC Director of Place, had confirmed that conservation areas do 'add weight' in planning decisions. <u>Circulation List:</u> In the last week there have been 3 instances whereby members, have replied to e-mails and sent to or copied the wrong person, in some cases to HDC personnel. It is easily done and so far it has not caused any major embarrassment but it could. Members were asked to take particular care.
7	Clerk's Report <u>Planning applications 2020 summary</u> The total number of applications was 157 of which 54 were tree applications; and 1 from WSCC for the Fire Station and Training Centre. There were also 2 licence applications. This is just slightly lower than last year (161) but there were 18 more tree applications. HDNC came 4th in the totals for all the Parishes and NCs, behind Billingshurst 206, North Horsham 204 and Forest 180. Of the 44 objections we submitted 7 applications were refused by HDC and 5 applications were withdrawn. 8 are still to be decided. <u>Public Spaces Protection Order Consultation:</u> The current Public Spaces Protection Order (PSPO) came into force across the Horsham District on 1 April 2018 with the aim of addressing anti-social behaviour and improving public spaces. The current one expires on 31 March 2021 so HDC would like to renew the PSPO for a further three years to 31 March 2024 and also include new prohibitions. SD circulated the information to members the majority of whom were in favour. SD and TM put together response which has been submitted and circulated to members. <u>HDC Revised Reporting Process for Illegal Traveller Incursions:</u> SD circulated the revised reporting process to members which gave details of the various personnel involved and their responsibilities. If any member witnesses any traveller incursions in the HDNC area they should go through TM or SD who will forward to HDC.
	Reports from Members:
8.1	Finance GL provided the following report: Payments made since 17.12.20: Reimbursement to TM for Voucher for Tree Warden = £50.00 Function28 Annual SSL Certificate = £30.00 Function28 Quarterly website hosting = £36.00 WSCC Invoice for Clerk's December salary and overtime (1.4.20 to 30.9.20) = £747.38

	Reimbursement to RW for monthly Zoom subscription = £14.39 Balance @ 21.1.21 = £3223.45 Special Charge: The Neighbourhood Council Chairs had a virtual meeting with Dominic Bradley on 18th December and based on draft proposals the grant to the Neighbourhood Councils will increase in 2021-2 to cover current expenses. Notes from the meeting have been circulated to members.
8.2	Section 106 and CIL Community Infrastructure Levy: The three NC Chairs had a meeting with Emma Parkes, Suzanne Shaw and Carol Algar on 18th January to discuss the money available in the un-parished area and priority projects for spending funds. Information on major projects is required for the Infrastructure Delivery Plan (IDP) to be included in the Local Plan and also for smaller projects that could be funded from the Neighbourhood Councils portion of CIL contributions. This is currently 15% but will rise to 25% on any application received after the Neighbourhood Plan is approved by the Examiner, prior to the referendum. TM requested examples of projects put forward by the parishes to assist in completing the forms. HDC is responsible for holding the funds and wish to treat the un-parished area as a whole, but as yet have not formulated a method by which decisions on spending will be made. EP will discuss methodology with Barbara Childs.
8.3	Planning Fire Station WSCC/049/20: WSCC has been helpful in providing additional information but the amended documents did not resolve the objections of HDNC. Our main concern is still the gold cladding on the Live Fire Training Tower and the intrusion the size of the building and nature of the cladding material will have on the landscape; as well as concerns about the Highwood roundabout (see 8.8). As yet there is no response from HDC showing on the website. Kaya Café DC/21/0037: At the last meeting the construction of a shelter outside the café was discussed. Since then the matter was raised at HDC by Cllr. Ruth Fletcher and the Compliance Team took action to ensure that a retrospective planning application was submitted. Meanwhile construction is still taking place and a roof has been added. TM contacted Emma Parkes, Head of Development and Building Control to ask for clarification regarding which team is responsible in HDC for the management of the café and its contract – Property or Parks - there were also questions regarding aspects of the planning application. TM commented that the Friends of Horsham Park are concerned about the congestion seen around the Café. RF queried what sort of licence the Café has been granted. ACTION: TM said she would ask HDC.

8.4	West of Horsham Development <u>Arun East Bell Mouth:</u> Adrian Smith, HDC Major Applications Team Leader has contacted the HDC Parks team and WSCC Highways; both are happy for dropped kerbs to be installed. AS wrote to Berkeley's in December explaining that WSCC are willing to review and agree revised plans that show the dropped kerbs but Berkeley's need internal approval for additional expenditure. A reminder was sent by TM 20th January. <u>Riverside Walk Footpath Reopening:</u> A reminder was sent 20th January to ask when the layout of the Heras fencing could be changed to allow the footpath to reopen. The area by the diverted footpath is extremely muddy.
8.5	Community Services – Youth The next virtual meeting is scheduled for 28th January. JP and WW are to attend.
8.6	Community Services – Older People <u>Horsham District Older Peoples' Forum:</u> CO attended the Committee meeting on 6/1/21 and Public meeting on 12/1/21 and her notes were circulated. The main points from the public presentations were: Age UK: They are providing a frozen home cooked meal delivery service. Census 2021: Census Day is 21/3/21 and all households will receive letters. Covid Vaccinations: Community Transport can help residents who need transport to the local Vaccination centres.
8.7	Highways and Transport <u>Robin Hood Roundabout:</u> It was seen in a WSCC newsletter that a contractor is being appointed for work at the Robin Hood Roundabout. The attached report referred to consultees including Trafalgar Neighbourhood Council. TM e-mailed Michael Elkington, WSCC Head of Planning Services to ask why HDNC had not been consulted as both NCs are equally affected. An apology was received from Stephen Reed, WSCC Major Projects Manager who sent relevant material to date and will include HDNC progress reports. <u>Highwood Roundabout:</u> In light of the Fire Station planning application HDNC has been trying to raise awareness of the problems for both motorists and pedestrians using the Highwood roundabout. This is dangerous for motorists as there are 2 lanes turning west off the southbound slip road and for pedestrians because of speeding vehicles and appalling sight lines at the crossing points. Correspondence has taken place with Highways Managers and Councillors Morwen Millson and Ruth Fletcher to ask if anything can be done and if there is any S106 funding available. RF agrees that the crossing is very dangerous. A Community Highway Scheme application was

	suggested but the necessary work may be too expensive. RF was hoping that something could be done during the Fire Station development. Mike Thomas, WSCC Highways, has agreed to a meeting. ACTION: TM to contact MM and Christian Mitchell, WSCC Cllr. Broadbridge Heath. <u>Community Highway Schemes:</u> WSCC has published its Integrated Transport Delivery Programme for 2021-22 which includes the schemes for Blackbridge Lane and Warnham Rd. It does not mention Pondtail Rd and SD asked Cllr. Peter Catchpole to check the situation. HDNC has been sent details of the Warnham Rd scheme, together with an explanation regarding why the specific location is necessary. The project engineer has asked for comments or support for this proposal to enable formal advertisement to take place, hopefully in March. IB said he had visited the location and supports the scheme. ACTION: Members to forward comments. <u>Gordon Road:</u> HDNC has been informed that Advanced Warning Signage to indicate no right / left turn in Wimblehurst Rd has now been order, but the lead time is up to 4 months. The ponding on the corner of Wimblehurst Rd is being investigated by the drainage team. WSCC Highways will ask County Hall to notify Sat Nav companies of the new road layout. <u>Hills Farm Lane Hedge:</u> A section of overgrown hedge has still not been cut back; this means pedestrians walk on the grass verge which is increasingly muddy. The Highways Steward has sent another letter. <u>Reinstatement of pavements:</u> JP said a company are working in the Wimblehurst Rd area, possibly installing fibre optic cables. She queried what standard the reinstatement of the pavement should be. PB advised that pavements can have a temporary interim reinstatement to allow the ground to settle prior to a permanent resintatement being carried out, but he did not know the timescale.
8.8	Communications <u>Facebook:</u> NH put a post on facebook giving information about the Neighbourhood Councils. <u>Our District Magazine:</u> There was an article in the last edition featuring the Neighbourhood Councils but there has been no response in our area; maybe because distribution seems to have been erratic. There is an on-line version now but the NC feature was almost the last item. <u>Newsletter:</u> HDNC needs to produce a newsletter as this has proved to be the most effective way to contact residents. ACTION: Members to forward ideas or contributions.

8.9	Park/Countryside and Leisure <u>Green Flag:</u> The application form has to be done annually and needs updating; it is due 15th February. <u>Management Plan:</u> There will be a revised format for management plans across all HDC Parks and Countryside sites and a template has been devised. Pete Crawford envisages an action plan for specific capital projects over 3 years and a strategic plan covering 20 years including some medium term goals. HDNC and the Friends Group have been asked to contribute to the vision. <u>Hurst Rd Path:</u> The broken fence has now been repaired <u>COVID Restrictions:</u> The Bench Tables opposite the café have been moved and chained together to prevent unauthorised use.
8.10	Emergency Plan/ Winter Maintenance Nothing to report.
8.11	Police / Neighbourhood Wardens <u>Neighbourhood Wardens:</u> Members were disappointed to learn that Lucy Hallett has resigned as she and Alison Page made a very good team. Darren Worsfold has confirmed that the NCs will be involved in the selection process for a replacement. The Wardens' December report had been circulated. IB commented that there had been a lot of anti-social behaviour in the car parks, including skateboarding and damage, and also incidents of Covid rule breaking. The next steering group meeting is 26.1.21. IB will check if WW is able to attend. <u>Noisy Vehicle:</u> TM had reported deliberate disruptive engine noise but the Wardens were not aware of a problem (See Appendix).
8.12	Town Centre <u>Bicycle Rack near Forum:</u> Discussions took place between HDC and WSCC regarding the future of this rack and if the two-tier rack should be removed or replaced by Sheffield stands. It was recommended that Mike Thomas, WSCC contact the Cycle Forum to get their opinion. RF said one idea had been to cut the existing rack in half and just use the bottom section, but she thought it would not be satisfactory. RF is aware of 10 black Sheffield stands in the Chichester depot. The Cycling Forum are considering applying for a grant from the Community Climate Fund to install stands around the town and RF invited HDNC to suggest possible locations. ACTION: Members to forward suggestions for possible locations.

8.13	HALC /CLC Nothing to report.
9.	HTCP Nothing to report.
10.	Horsham Blueprint Neighbourhood Forum Answers have been submitted to the Examiner's questions by both Blueprint and HDC – no further news.
11.	Members' Questions and Comments <u>HDC Small Business Grants</u> : JP is aware that a local small business has successfully received a grant from this scheme.
12.	Reports from District and County Councillors HDC Cllr. Peter Burgess <u>Budget</u> : HDC has lost £2.1 million revenue during the pandemic that cannot be replaced. HDC can manage until 2024 when it will have to use reserves. There will need to be cutbacks to non-essential (discretionary) services e.g. parks, museum, and theatre. <u>Road works</u> : PB is unhappy at the lack of consultation from WSCC over the closure of Rusper Road at the A264 roundabout for works connected to the North of Horsham development. There are also more planned works on the A264 which could cause traffic hold-ups. JP advised that Jane Apostolou, Chair of Wimblehurst Rd Residents' Association, had been in contact with the separate site Managers regarding the works at Rusper Rd, Warnham Rd roundabout and the former Novartis site with a view to minimising traffic problems on the access roads into Horsham while the works are being carried out. <u>HDC Staff cuts</u> : TM enquired if there is any information. PB advised that changes were part of a planned reorganisation, not necessarily COVID related, and some posts have been amalgamated. FH added that any redundancies took place before the end of 2020 and were part of a restructure. HDC Cllr. Frances Haigh <u>Park Place</u> : As compensation for the disruption caused by the Pirie's Place development the area will have a general tidy up including re-painting of street furniture (black with gold embellishments), new planters and signage. FH will fight against having a bin store for

	Burton's Court installed in Park Place. RF commented that she had reported that a road sign blocks the Pirie's Place Car Park signage and suggested its relocation could be included in the improvement works. She also suggested that a couple of Sheffield bicycle stands could be installed. <u>Local Plan</u> : This has been again delayed going to Council for approx. 8 weeks. HDC Cllr. Ruth Fletcher <u>Shelley Memorial Project</u>: RF raised concern that the proposed location in Horsham Park could be vulnerable to vandalism and queried who would be responsible for ongoing maintenance. TM said that the Memorial is on the Agenda for the Neighbourhood Councils' Quarterly Meeting with HDC on 26/1/21. TM mentioned that the Sundial in the Sensory Garden has been damaged again. The Friends of Horsham Park have received funding from Royal Sun Alliance to replace it and are considering a harder stone or metal gnomon.
13.	Meeting closed at 9.35pm Next Meeting: 18.2.21
	<u>Appendix 1 – Meeting with PCSO Chris McCavish</u> PCSO Chris McCavish introduced himself as the PCSO for the Riverside area which mainly covers the HDNC area and a small part of the HFNC area. He explained that his main duty is to support the local community, try to stop ongoing issues, especially in the Town Centre. The PCSOs work alongside the Neighbourhood Wardens. CM works alone, and PCSO Karen Denness covers the North Horsham area. The areas do not correlate with local authority boundaries, CM offered to email a map to SD to show the area he covers. CM joined the PCSO team in July 2019 and completed his diploma about 2 months ago. He is employed by Sussex Police. He confirmed that he carries out patrols with the Neighbourhood Wardens. His duties are split between patrols and office duties including dealing with the lists of jobs that come in. Sometimes he covers for other PCSOs. CM explained that the majority of his work is dealing with neighbour disputes, anti-social behaviour and at the moment Covid19 breaches e.g. large groups of people, people meeting in homes and in cars. CM said, in view of Covid19, he assesses if it is necessary to enter a property or if he can deal with the case over the phone or on the door step. But dealing with people face to face is the best method. CM was asked what powers the PCSOs have in comparison to the Neighbourhood Wardens

and the Police. He explained that Neighbourhood Wardens can issue banning notices, whereas PCSOs can issue fines, including Covid19 breach fines and dispersal orders. The Police deal with 999 calls, urgent issues and investigations. The PCSOs tackle anti-social behaviour, drug-related issues, neighbour disputes and ongoing issues. The Warden's role is similar but they deal with Council property e.g. car parks, whereas the PCSOs are more public based. CM advised that PCSOs do not have any powers regarding illegal parking unless a car is blocking a driveway or causing an obstruction when they can arrange for the car to be seized. Although PCSOs cannot stop vehicles they can follow a vehicle and note its registration number.

TM mentioned that she has regularly heard a car racing noisily from where she lives in the Hills Farm Road area. CM confirmed that he is aware of a group in Broadbridge Heath who race cars on the A24, but so far it has not been possible to get the registration number. He noted the times that TM recently heard the vehicle noise. (See 8.11)

CM was asked if he has the power to make an arrest. He explained that only the Police can make arrests, but PCSOs can detain a person while the Police are called. The Police response is usually very quick. But often the situation can be resolved by the PCSO talking to the person.

CM was asked what the best way of reporting an issue is. CM advised that reports of a crime should be reported to 999 or 101, depending on urgency. There is also an online form on the Sussex Police website. If it is an ongoing issue which has been reported and there is a crime reference number, the PCSO could be made aware.

CM confirmed that he is based at the Police Station and there is no hub in the town centre.

CM was asked about the process for dealing with Traveller incursions (N.B. HDNC had recently received the revised illegal traveller incursion reporting process from HDC). He admitted there is a very longwinded process which can be frustrating but that as soon as there appears to be an incident it should be reported immediately so that evidence can start to be collected.

RF commented that she had heard from HDC Parks Dept. that they have applied for a capital bid to put bollards round the Needles recreations ground, Bennetts Field and Horsham Park.