



# Horsham Town Community Partnership

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## Minutes of the seventh Annual General Meeting

held on 10<sup>th</sup> October 2018 at 7.30pm

in the Chichester Room, Millennium Hall, Crawley Road, Horsham.

### Present:

David Searle (HTCP Chairman), Diane Sumpter (HTCP Treasurer), Ron Bates (HTCP Director), Mike Powell (HTCP Volunteer), John Lee (proposed HTCP Director), John White (HTCP Volunteer), Derek Moore (HTCP Volunteer), Jane and Aki Apostolou (Residents), Trudie Mitchell (HDNC), Ian Botting (HDNC), Claire Shepherd (HDC), Ruth Fletcher (Horsham District Cycling Forum).

Sara Doy (HTCP Minute Secretary).

1. **Welcome:** The Chairman, David Searle, welcomed everyone and thanked them for coming.
2. **Apologies for absence:** Sue Brundish (HTCP Director & Horsham in Bloom), Martin Bruton (HTCP Director);  
HTCP Members: Robert Michalowicz, David Holmes, Carol King; Non-members: Erik Shopland, Jacob Everitt, Josie Allen, Paul Hudson, Peter Lusher, Jill Shuker.
4. **Chairman's Report and Review of Progress to 10<sup>th</sup> October 2017 (David Searle):** A report by the Chairman, David Searle, had been circulated prior the AGM (See Appendix 1).

**Riverside Walk Leaflet:** John White said that the leaflet had been reprinted with an updated map which includes roads in Highwood. 3000 leaflets have been printed and distributed to the Library, Museum, Arun Canal Trust and Warnham Nature Reserve. DSe thanked JW.

**Mobility Scooter Training:** DSe said that 31 had attended the safety and skills sessions to date. Residents from Residential Homes including Clarence Court, Highwood Mill are interested in the sessions. Due to the scheme's success it has been decided to continue the sessions for at least another 6 months. DSe has applied for a grant of £780 from HDC to continue the sessions for a further 6 months. In addition an application has been made to the Tesco Carry Bag Fund to continue for a further 12 months. Ruth Fletcher requested leaflets be given to the Community Car Scheme. IB added that the new Neighbourhood Wardens will mention the training to users of mobility scooters that they come across.

TM enquired if they provide information on insurance. DSe confirmed that they provide a booklet, brochure from Clearwell, instruction notes, the Highway Code and a list of suggested insurance companies. He added that only 20% of users have insurance.

**Horsham Town Integrated Bus Map:** JW has been involved with this project. He advised that the cost of the artwork would be £800. It is possible that Metrobus may make a contribution.

DSe referred to a survey on bus services that is being carried out by WSCC and encouraged everyone to take part or promote the consultation- [www.westsussex.gov.uk/buses](http://www.westsussex.gov.uk/buses) The deadline is 18<sup>th</sup> November.



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5. **Accounts and Treasurer's Report (Diane Sumpter):** The audited accounts for the year to 31<sup>st</sup> March 2018 were distributed with the Agenda papers prior to the AGM.

DSu pointed out that Page 3 of the accounts sets out the allocation of funds to be spent on specific projects which cannot be spent on anything else.

HTCP received a maintenance grant from HDC of £1000 which will be spent on running costs and other incidental costs e.g. banner. However these costs exceed the HDC grant received. When HTCP was set up HDC awarded a grant which is slowly decreasing as the expenditure exceeds the income. But at the moment the funds are sufficient so there is no need to charge a subscription for being a member of HTCP.

HTCP continues to hold a small balance in a designated bank account on behalf of Blueprint Neighbourhood Forum which is not shown on the financial statement.

DSu confirmed that all Companies House procedures have been complied with. The Accounts were approved so DSu will file them with Companies House. She said that thanks should go to Eddie Case who audits the accounts and agrees to use his address as the registered office for Companies House.

6. **Election of Directors:** The Articles of Association require that one-third of the Directors should retire at each AGM. A retiring Director is eligible for re-election. There are currently seven Directors so two were required to retire. Diane Sumpter and Martin Bruton stood down and volunteered to stand again (MB is no longer a member of HDNC so will stand as a local resident).

**New Directors:** John Lee, who has been involved in the Mobility Scooter Training, was nominated by the Chairman. DSu proposed and MP seconded the nomination. This was agreed.

Ian Botting put himself forward as a new Director, representing HDNC. DSe proposed and TM seconded this, and it was agreed.

DSe welcomed the new Directors to HTCP.

7. **Election of Chairman and Vice-Chairman from the Directors:** DSu proposed and RB seconded that David Searle be re-elected as Chairman. This was agreed.

8. **Any Other Business:**

**Riverside Walk further improvements:** DSe said that the next section to be improved would be the grassed area adjacent to Grebe Crescent. This area is prone to flooding so the plan is to install 30m of raised board walk. This would be 1.4m wide and have metal key-clamp legs. The total cost would be approx. £4k. Melanie Stowell, HDC Grants and Funding Officer, has advised that there is some \$106 money left, mainly in the HFNC area. Anna Chapman, HDC Countryside Development Officer is to arrange a meeting to see how the money could be divided up.



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DSe said future projects could be to divert the footpath around the Golf Course through Warnham Nature Reserve, and also to create a path from the Mott & Bailey castle to the railway line, avoiding Lemmington Way.

DSe said he is confident that the Riverside Walk is being used extensively.

**Bus Map:** DM suggested printed maps could be made available at the bus stops, possibly printed by the bus companies. DSe said he hopes that the bus companies will be impressed by the finished map and want to get involved.

RF suggested that JW contact Andy Moulard of WSCC Travel Wise who may be able to help.

JW said he will work on how to ensure the bus map is easy to find using google.

## Appendix 1.

### Chairman's Report for 2018 AGM

#### Introduction

Since the last AGM, Horsham Town Community Partnership has undertaken improvements of a further 2 sections of the Riverside Walk, introduced Skills and Safety Sessions for Mobility Scooter users, designed an Integrated Bus Map and organised the 2018 Annual Riverside Walk. It would not have been possible to successfully undertake these projects without the dedication and enthusiasm of the Project Teams and I would like to personally thank them all for contributing to the success of these projects.

Horsham Town Community Partnership is recognised by our partners as an organisation that can deliver projects to a high standard, on time and on budget by working closely with the community and our funders. We look forward to yet another year to help promote the economy of Horsham Town, protect our green spaces and improve resident's health and wellbeing.

#### Riverside Walk Footpath Improvements

**Sandeman Way to Brighton Road:** In wet weather the path was unusable despite the efforts of local residents constructing stepping stones to enable their children to use the path as a safe route to school. We secured half the funding from Waitrose Supermarket and Hall and Woodhouse and with the support of Councillor Andrew Baldwin we successfully made a bid to CLC North for the remaining funding. Working closely with the land owner and WSCC, PROW Officer we let a contract and the works were completed in 10 working days in time for the 2018 Annual Riverside Walk. Forest Neighborhood Council (FNC) requested a sign to be placed next to Brighton Road to warn "Road Ahead" and agreed to meet the cost. We have received many compliments from the users of the path and in particular from the children's parents and customers of Hillier's Garden Centre and the Hornbrook Pub.

**Rookwood Golf Course to Millennium Bridge:** Since completing the new path from Warnham Road to Rookwood Golf Course last year this has been the missing link to provide an all-weather path suitable everyone whatever their capabilities to access the Riverside Walk from Warnham Road to Chesworth Farm.



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Working closely with the Friends of Bolding Brook and HDC we invited an Approved Contractor to undertake these works. Once a fixed price offer had been received we made a successful application for S106 monies. The works were completed in time for the 2018 Annual Riverside Walk. Since completing the works we have received many compliments from local dog walkers and joggers who appreciate the much improved surface and the removal of overgrown vegetation.

## **Mobility Scooter Training**

Funding for this project was secured from WSCC, Small Grants (£350), Horsham Rotary Club (£600) and Police Property Act Fund (£500). 7 volunteer scooter tutors came forward and were given a full days training at the Queen Elisabeth Foundation at Carshalton. We held our first session on 9th May in Horsham Park Barn and adjacent tennis courts kindly given free of charge by Horsham District Council (HDC). Three ladies took part in this session. Two had their own scooters and the other lady used a scooter which was loaned to us by Clearwell Mobility. All 3 enjoyed the 2 hour session and said they had learnt a lot and felt very much more confident. The lady who loaned our scooter was going on a tour of National Trust properties in Cornwall and wanted to feel confident to hire a scooter to see the gardens and houses. Since the first session a further 27 have attended the course and all agreed that they had enjoyed the experience and will recommend to their friends.

At a session held in Pulborough which was arranged by the Community Wardens, 2 local scooter users attended. The 2 Wardens also participated in the session so that they were more familiar with the hazards of driving a scooter. Both enjoyed the experience and agreed to hand out our leaflets to encourage more people in Pulborough to attend the sessions. They also passed the message on to their Manager in HDC and suggested that other Wardens be encouraged to participate in the sessions once they have been in post for a few months. Since this session we have been asked to return for another session at Pulborough. We gave a presentation to Henfield Action for Older People on 20th September and hope to provide sessions at Henfield in the future. We shall be glad to give presentations to **Community Warden** Vanessa and Carol any other organisations in the District and deliver the sessions in your area provided a suitable venue can be provided.

We gave a presentation to residents at Clarence Court and Highwood Mill homes and we are in contact with Leggyfield, Saxon Weald Residential Home. 8 residents have attended from Clarence Court and we hope to hear from the other resident homes soon. Once other homes hear of the opportunity for their residents to attend these free sessions we are confident that the numbers will increase. We have had a number of articles published in local papers, magazines and in April we had an exhibition in the Carfax Exhibition Carfax which attracted a lot of interest.

We believe the numbers that will sign up for the session will increase as the word is spread. With this in mind the volunteers have agreed to continue for a further 6 months or as long as the funding last. Clearwell Mobility has agreed to continue the loan of the scooters. An application has been made to Tesco Carry Bag Fund and HDC Community Grant Funding. Depending on the amount of grant awarded will depend on how much longer we will be able to provide free sessions.

## **Horsham Town Integrated Bus Map**



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Many issues have been raised about the bus services in Horsham Town. i.e. location of bus stops, identification of buses able to carry mobility scooters, no joined up bus map which shows all companies routes. It is with this in mind HTCP has taken on the task of providing an integrated bus map that covers the town. At this time it is only intended to publish on line as bus routes are continuously changing and hard copies will soon be out of date.

## **Annual Riverside Walk**

2018 Annual Riverside Walk took place on Saturday 14th July starting from Horsham Rugby Club in Hammerpond Road at 10.00am and finishing at the Rugby Club at 5.00pm. This year we supported Springboard Project based in Hurst Road who raised sponsorship for the sum of £953.56. Tom Foolery a children's entertainer who is a Springboard Trustee started the walk and was on hand to entertain the children. HDCT provided a minibus for the day to take walkers back to the start if they are unable to finish the walk, La Brunch sold picnic lunches at Warnham Nature Reserve, the Toons band played during the lunch break. Scouts agreed to loan tents and erect at Warnham. Afternoon tea was taken at New House Farm in North Horsham. This year's walk has again been sponsored by the three Neighbourhood Councils and North Horsham Parish Council. We are grateful for their continuing support.

## **HTCP Maintenance Grant**

We received from HDC our 2018 maintenance grant for the sum of £1000 which was transferred to our bank 30th July 2018.

**David Searle. Chair HTCP  
20th September 2018**