

Minutes of Directors Meeting held on 15th January 2020
at Roffey Millennium Hall, Horsham at 7.30pm

1. Welcome

The Chairman wished everyone a Happy New Year and welcomed Chris Glover our new Director to the meeting.

2. Attendance and Apologies:

Present:

David Searle (DSe) - HTCP Chair and representing North Horsham Parish Council,

Diane Sumpter (DSu) - HTCP Treasurer and representing Horsham Forest NC

Martin Bruton (MBr) - HTCP Director and representing Horsham District Older People's Forum

Ian Botting (IB) - HTCP Director representing Horsham Denne NC

Martin Boffey (MBo) - Representing Horsham Trafalgar NC

Ron Bates (RB) - HTCP Director and representing Horsham Society

Chris Glover (CG) - HTCP Director

Apologies:

John Lee (JL) - HTCP Director

Sue Brundish (SB) - HTCP Director and representing Horsham in Bloom

John White (JW) - HTCP Member

Sara Doy - Minutes Secretary

Sallie Jayne Case - Prospective Director

3. Conflicts of Interest: None

4. Minutes of Meeting held on 10th October 2019, approval and any issues arising

The minutes were approved by all present. There were no specific issues arising that will not be dealt with as an agenda item.

5. Introduction of Chris Glover HTCP Director

DS introduced and welcomed CG to his first meeting and invited him to give a brief presentation about himself. All Directors present welcomed CG and agreed he will be an asset to the Partnership.

6. Prospective New Director

Sallie Jayne Case who is a resident of Holbrook contacted DS towards the end of 2019 and inquired about becoming a Director of HTCP. Various documents were sent to her and was invited to attend tonight's meeting. Sallie is very keen to join HTCP but is unable to join us tonight due to a family bereavement and funeral early today. She will be attending the next meeting.

7. Chairman's Report dated 18th July 2019

Report was circulated to members prior to the meeting and will updated as shown below.. A copy of the report is attached to these minutes

7.1 Riverside Walk Footpath Improvements

Suzanne Shaw has sent an email and advised that our funding application for the Glebe Crescent works is the subject of a discussion between Anna Chapman who would like to discuss the best way in which to proceed in terms of the process with Vicky Wise (Head of Leisure and Culture). Once that discussion has taken place, I will be able to update you further.

Decking of the bridge which crosses a stream adjacent to Hammerpond Road is in urgent need of replacing. DS with 3 volunteers prepared the materials supplied by HDC earlier today in Chesworth Depot due to the heavy rain. Provided the weather stays fine the decking will be replaced on Tuesday 21st January. Bridge will remain open at all times.
Post meeting note - Work completed on 21st January 2020

Mike Powell is liaising with Nigel Friswell regarding registering footpaths. RB to liaise with Mike and advise him of the new contact details.

7.2 Mobility Scooter Skills and Safety Sessions

Further to the Chairmans report an email has been received from Anna Buck who is holding scooter safety sessions in Germany. While researching for teaching material, she found our website. She said in Germany, mobility scooter use is just beginning to increase. Her company who has seven retirement homes has started a project on mobility scooters safety. Their training will be carried out in their specifically designed scooter training park in Mönchengladbach, Germany. They have asked if we will share our training materials which we have agreed.

As part of the Tesco Bags of Help award, post cards have been produced to hand out to mobility scooter drivers to encourage them to attend the session. Members took copies and agreed to exhibit in their areas.

7.3 Annual Riverside Walk Event

As advised previously DS is standing down as Chairman of the Working Party. Members of the group are keen to continue but need a Chairman to facilitate the meetings and drive the event forward. It is preferable that a Director chairs this group and reports to the board. The Working Party Chairman's remit was sent out with agenda to invite Directors to consider taking on this role. JL who is unable to attend this meeting due to a holiday has indicated that he is willing to take on the role if no other Director volunteers. All agreed that JL would be a perfect replacement and unanimously agreed to his appointment.

HDC appointed a contractor to construct the new Hub and Reed Bed Garden adjacent to the Visitors Centre at Warnham Nature Reserve. Work is planned to start in April/May and finish in September/October. During this time a temporary entrance will be constructed into the Reserve. Access to the Visitor Centre and Toilets will only be available through the staff car park. The area normally used for refreshments on the day of the event will not be available. Access through the Reserve will still be possible using the temporary access.

Refreshment area opposite the reserve at the exit of the walk onto Warnham Road may be possible but will need to be agreed with HDC. Scouts have inspected the area and are happy to use this site for their tents. Tents will need to be erected and removed on day of the walk for security reasons. Chairs will also need to be put in place and removed on day of event.

Horsham Rugby Club has agreed that the walk can again start and finish at the Rugby Club on Saturday 11th July 2020. Working Party under the Chairmanship of JL now commence the detailed arrangements and will report back to the Board accordingly.

Due to the hazardous crossing of the A264 for a large group of walkers consideration will be given to diverting the walk. It has been suggested that when entering Rusper Road the walk should turn right up to Littlehaven Railway Station and head towards Roffey turning into Lambs Farm Road. At the end of Lambs farm Road cross the Crawley Road (B2195)

close to the Norfolk Arms. Turn left and go to and turn into the Old Crawley Road. Proceed along this road until you reach the entrance of New House Farm.

7.4. Horsham Town Integrated Bus Map

Update in Chairman's report. Consideration will need to be given to funding the printing costs of the posters.

7.5 HDC Local Plan Briefing

DS representing HTCP attended HDC Local Plan Briefing meeting on Tuesday 14th January 2020. This was the first of a series of briefings being given to interested local organisations and will be subject to consultation with the public in February 2020.

The area under consideration for housing development is Rookwood Golf Club which runs parallel to the A24 and crosses the Warnham Road. It was stressed that this is only a proposal for consultation and needs to be developed in more detail. Included in the development will be a Primary School and Starter Homes. Warnham Nature Reserve and the Riverside Walk will be protected.

My suggestion was that the Riverside Walk be diverted from Warnham and Pondtail Roads and rerouted from the Warnham Road opposite the Nature Reserve alongside the A24 and A264 returning adjacent to the Horsham to Dorking railway line and pass out into Gorrings Brook and continue on the existing route.

Extract from item 6.1 of minutes of meeting held on 24.7.19

The Rookwood Golf Course lease is about to expire and through Peter Burgess, Barbara Childs Director of Place, has advised the following:

"The SHELLA includes sites put forward for development around a majority of our towns and villages. Rookwood is one of these sites. No decisions have been made on which sites will be included in the Horsham District Local Plan Review. There will be public consultation on any proposals, which will also be subject to examination by an independent inspector, who will have the final say.

Whatever the future of the golf course, whose lease has recently been extended, HDC guarantee that Warnham Local Nature Reserve will be protected as will the Riverside Walk. They also agree that the Riverside Walk should be included in the list for designation as a public footpath"

8. Updates

8.1. **Trafalgar NC:** MBo advised that David Duffton has stepped down as a Councilor in January 2020. They are quorate but need to recruit more Councilors.

8.2. **Forest NC:** Nothing to report.

8.3. **Denne NC:** IB advised that HDC have arranged a meeting on 20th January at HDC Parkside to a brief out Denne Ward community assets and provision of a new community centre as part of new Highwood Estate. John White will be attending on behalf of HTCP. It is thought that a part of the briefing will include the future of the Drill Hall in Denne Road.

8.4. **Horsham in Bloom:** No report available

8.5. **Horsham District Older People's Forum:** MBr advised that the next public meeting will be held on Wednesday 4th March at St Andrews Hall Shipley RH13 HP. 10.00am for coffee and 10.30am start. Guest speakers will be Paul Isaacs - Live In Care and Clare Jane - Lunch Club.

MP Question Time with Andrew Griffith MP for Arundel and Southdowns will take place at HDC Parkside Offices Conference Room on Friday 6th November 2020. Andrew Griffith was appointed in July 2019 as the Prime Ministers Chief Business Advisor.

8.6. **North Horsham Parish Council:** Working party being set up to consider if NHPC should get involve in WSCC "Improving Local Places and Spaces" I will keep the Board informed of any progress. DSu and IB advised that their NC had not received this information from WSCC and requested DSe send them copies.

8.7 **Horsham Society:** RB advised that the new and replacement plaques financed by the Heritage Fund have now been erected. Heritage Trail walks in Horsham Town will recommence in April on Sundays and Wednesdays. No need to book just turn up at the museum in the Causeway. Further details available on HDC website.

9. Horsham District Community Partnership Forum:

Next meeting of the HDCPF will be held on Wednesday 26th February 2020 at Billingshurst Community Centre, Rowan Way at 2.00pm. Either RB or DSe will represent HTCP. We will take the minutes of this meeting and host the next meeting at HDC Parkside Offices.

9. Public Seating

IB advised that HDC is considering placing a bench at the Guildford Road end of Hills Farm Lane. The bench is redundant from other works.

10. Heritage Trail

Up date given in item 8.7

11. Finance

DSu confirmed that as at December 2019 HTCP bank account was:

£2639.22 Current Account

£3131.41 Savings account

All the above monies are either for the ongoing maintenance of the Partnership until HDC gives grant later this year or for current projects.

1. A.O.B:

Proposal to install a pedestrian refuge in Warnham Road near the Nature Reserve:

John Lee is dealing with this scheme. WSCC Cllr. Nigel Dennis previously supported a proposal to install a pedestrian crossing at this location but it was turned down. WSCC Highways will need to approve the proposal. Members were asked if they supported it and all present agreed.

The location is half in the HTNC area and half in the HDNC area therefore the two NCs will be also be asked if they support the proposal.

Email received from Richard Kaczmarz Counter Extremism and Contextual Delivery Officer who is looking for our support developing increase awareness in the community of radicalisation and violent extremism. After a short discussion it was agreed that this not something that met the objectives of our Partnership and we should not get involved. There are other more appropriate agencies which could offer support.

14. Date, Time and Place of next Meeting.

The next meeting will be held on Wednesday 22nd April 2020 at 7.30pm, Roffey Millennium Hall. Room will be notified when booked.

Chairman's Report to HTCP Board Meeting 15th January 2020

Mobility Scooter Skills and Safety Session

To date 100 have attended the sessions which for the time being have been suspended until the Spring when the weather should improve. We have reviewed our marketing strategy and have produced a post card size flyer which we intend to hand out to scooter users we meet in the town and put into leaflet stands at the Library, Parish Council Offices and Doctor Surgeries. It is hoped this will kick start the 2020 sessions.

It has been brought to our notice the difficulty of scooter using railway level crossings and in particular the half barrier type crossings. I have contacted Network Rail and raised this issue with their Level Crossing Manager (Sussex) and our concerns are shared. To discuss this matter in detail I met the Level Crossing Manager (Sussex) and Horsham Station Manager. It was agreed that this issue will be raised at national level and will be advised of the outcome of their discussion in February 2020.

Station Manager was particularly interested in our sessions and agreed we can by arrangement extend our session to include travelling by train and using Horsham Railway Station. It was agreed we can take scooters onto the platform where a train will be berthed and a ramp put into position to give an opportunity for drivers to gain confidence to board and alight from trains. We were given a number of booklets produced by the Train Operator to hand out at our sessions which details how to plan a rail journey and using mobility scooters whilst travelling by train.

We have within the last few days been contacted by the Brian Injury Reability Trust (BIRT) based at Kerwin House, Slindon to deliver the Mobility Scooter Skills and Safety Sessions at their premises. They have at least 4 patients that want to learn how to drive scooters. We will visit the Clinic and assess how the sessions will be delivered and suitability of students.

Riverside Walk Improvements

Waiting to hear from HDC, Suzanne Shaw if we have been successful with our application for S106 monies to construct two lengths of boardwalk in areas that flood adjacent to Glebe Crescent. It is hoped that if funding is agreed work will commence in Spring 2020.

I will lead a team of volunteers in conjunction with HDC Parks and open Spaces to replace the bridge decking over a stream adjacent to Hammerpond Road, week commencing 13th January. Material will be supplied and delivered to site by HDC. The bridge will be kept open to the public whilst works are carried out.

Annual Riverside Walk Event

Chairman of Working Party

As advised previously I am standing down as Chairman of the Working Party. Members of the group are keen to continue but need a Chairman to facilitate the meetings and drive the event forward. It is preferable that a Director chairs this group and reports to the board. The Working Party Chairman's remit is attached as Appendix A to this report and I invite Directors to consider to take on this role. John Lee who is unable to attend this meeting due to a holiday has indicated that he is willing to take on the role if no other Director volunteers.

Warnham Nature Reserve

HDC appointed a contractor to construct the new Hub and Reed Bed Garden adjacent to the Visitors Centre at Warnham Nature Reserve. Work is planned to start in April/May and finish in September/October. During this time a temporary entrance will be constructed into the Reserve. Access to the Visitor Centre and Toilets will only be available through the staff car park. The area normally used for refreshments on the day of the event will not be available. Access through the Reserve will still be possible using the temporary access.

Refreshment area opposite the reserve at the exit of the walk onto Warnham Road may be possible but will need to be agreed with HDC. Scouts have inspected the area and are happy to use this site for their tents. Tents will need to be erected and removed on day of the walk for security reasons. Chairs will also need to be put in place and removed on day of event.

Diversion of Walk

Due to the hazardous crossing of the A264 for a large group of walkers consideration will be given to diverting the walk. It has been suggested that when entering Rusper Road the walk should turn right up to Littlehaven Railway Station and head towards Roffey turning into Lambs Farm Road. At the end of Lambs Farm Road cross the Crawley Road (B2195) close to the Norfolk Arms. Turn left and go to and turn into the Old Crawley Road. Proceed along this road until you reach the entrance of New House Farm.

HDC VE Day 75 Year Celebration

Horsham District Community Partnership Forum (HDCPF) has been advised that HDC intends to hold an event to celebrate 75 years since VE Day. The event will be held during Friday to Sunday 9th, 10th and 11th May 2020. I have contacted Gary Mortimer-Cook the Town Centre Manager and offered to assist with the event. I will report as arrangements are developed. A copy of the events plan is attached at Appendix B.

HDC Local Plan Briefing

HDC are holding a series of Local Plan Briefings and HTCP has been invited to the Tuesday 14th January 2020 meeting. I will attend and give a verbal report at the Board Meeting on 15th January.

Bus Map

The bus map page on HTCP website has been updated to include route changes over the past year and a grid added with an alphabetical index to help find bus stops and places of interest. National Rail have also updated their local bus information for Horsham at www.nationalrail.co.uk/posters/HRH.pdf. They are unable to print a copy to replace the existing poster in the station Booking Hall but have agreed that we can put up a copy of our poster. There are 2 other local travel information posters that are outside the station. We understand that WSCC are no longer responsible for these. HTCP intend to replace one with our map and grid index.

Once the posters at the railway station has been replaced we will look at the information boards in the Carfax and bus station. Meanwhile, it's good to note that web views of the bus map page increased before Christmas to about 10 a day.

Horsham Town Community Partnership

Annual Riverside Walk Working Party

CHAIRMAN'S REMIT

Introduction

The annual riverside walk has taken place every year since 2014. It was first held to celebrate completion of Stage 1 of the improvements to the 13 mile walk that circum navigates the town. Due to the success the walk has been held each year during July. The first year 50 walkers took part and over the 5 years the numbers have grown and last year 320 took part.

In 2015 the local Alzheimer's Society Charity was the chosen Charity and they raised £1500 from sponsorship and collection on the day. We have supported other charities: Action Medical Research for Children, Springboard Project and QE " School. All have raised substantial amounts of money which in total has amounted to circa £5000.

Working Party Members and Duties

Core Members of the Working Party that have volunteered for the 2020 event is as follows:

John Lee	Highway Crossings
David Jessop	Press Releases, Registration and liaise with Chesworth and Warnham
Mike Powell	PA and Walk Leader/Tail End, liaise with Scouts, Competition
John White	Face Book and Website, Program design and print, ice cream vendor
Claire Shepherd	HDC Liaison
Sarah Lee	New House Farm afternoon break

Co-opt Volunteers from this year's Charity to be part of Working Party and to act as Marshalls

Chairman's Remit

The Chairman of the Working Group shall have overall responsibilities for the event, facilitating meetings, reporting progress to HTCP Board, producing and managing the budget and ensuring the 2020 event is undertaken to the highest standards, safely, on time and within the agreed budget. Accidence of the agreed budget must immediately be reported to the HTCP Board with a request for additional funding.

Actions Required by the Working Group

The following are action that are required to be addressed. The list is not exhaustive but should be used as a rough guide.

- Appoint chosen Charity
- Meet and briefing Charity
- Agree program and design
- Agree Press Releases and frequency
- Apply to Denne, Trafalgar, Forest NC's and North Horsham PC for sponsorship
- Booking minibus from Horsham District Community Transport
- Arrange payments of invoices through Diane Sumpter (HTCP Treasurer)
- Submit risk assessments to HDC

Actions Required by the Working Group Cont\\

- Book and pay cash to band.
- Book lunchtime refreshments

- Arrange for scouts to erect tents and remove
- Arrange loan of chairs (HDC/Jill Shuker)
- Arrange Post Event Meeting
- Book Rugby Club Car Park
- Erect events banners
- Brief Volunteer Marshalls and allocating duties
- Brief and instructing Minibus Driver
- Erecting temporary signage
- Erection gazebos at start and lunch break
- Set up start
- Marshall start and Car Parking
- Welcoming VIP Guests
- Arrange First Aid cover

Warnham Nature Reserve

HDC appointed a contractor to construct the new Hub and Reed Bed Garden adjacent to the Visitors Centre. Work is planned to start in April/May and finish in September/October. During this time a temporary entrance will be constructed into the Reserve and access to the Visitor Centre and Toilets will only be available through the staff car park. The area normally used for the Riverside Walk annual event for refreshments will not be available. Access through the Reserve will still be possible using the temporary access.

Refreshment area opposite the reserve at the exit of the walk onto Warnham Road may be possible but will need to be agreed with HDC. Scouts have inspected the area and are happy to use this site for their tents. They will also loan a generator if required for the band. Drip tray will be required. Tents will need to be erected and removed on day of the walk for security reasons. Chairs will also need to be put in place and removed on day of event

Adequate temporary signage will be required to guide walkers to the toilets and entrance to reserve. Marshalls to be on duty at this location to guide walkers and prevent dogs entering Reserve

Arrange to open and close gates and barriers at Reserve.

Diversion of Walk

Due to the hazardous crossing of the A264 for a large group of walker's consideration should be given to diverting the walk. It has been suggested that when entering Ruser Road the walk should turn right up to Littlehaven Crossing and head towards Roffey turning into Lambs Farm Road. At the end of Lambs farm Road cross the Crawley Road (B2195) close to the Norfolk Arms cross. Turn left and go to and turn into the Old Crawley Road. Proceed along this road until you reach the entrance of New House Farm.

PPENDX B

Event Planning

Event Name – Horsham’s Great British weekend, including VE Friday 8th, 9th and 10th May 2020

Area Carfax, Market Square, East Street, Park Place, Bishopric

Content Ideas
Horsham’s VE Friday - A Taste of 1945
Vintage Austins - 20/11 Garry has written to Phil Harris/Jason for these and Mil vehicles - awaiting reply
Military Jeeps (via Phil Harris) - 20/11 - Garry has written to Phil Harris/Jason for these and Mil vehicles - awaiting reply
Outdoor street party - East Street. Ration themed - Number of tables and chairs required? Position re emergency access? Consult street restaurants re ‘take away/service’ and own tables and chairs
Vintage Tea Party (via Age UK) - Big Screen showing old films, memories recorded,
Contact local drama groups for costume walkabouts - HAODS
Poss vintage buses (via Carl English) Steam Bus (Les Searle) - Bus rides
Entertainment to focus on peace, not war - Local Choirs, Period comedy stand up - Jack Lane?
Music - Swing, http://gershwingang.co.uk ? (asked for quote) plus recorded music from Gordon Skeggs for background throughout the day (booked)
Borough Band Evening Concert - Drill Hall with RBL
Street Pianos - (Dick => Alan?) Swan Walk plus? Sing song pub syle - authentic songs? Song sheets to download, playlist on you tube channel?
Vintage fair - Carousel? Skittles, Coconut Shys,
The Nation’s Toast to Heroes at 3pm - Cry for Peace at 7pm Charity -SSAFA,
Churchill - Tony Harris booked to play Churchill and deliver speeches - Idea - to take Churchill around Horsham District in the morning to deliver speeches
Vintage Cycles - Horsham Museum - Cycle parade in costume
Then and Now - Comparisons Food, Clothing, Products, Music,
Everyman - 1940’s Film Festival? Film Stars then and Now, Outdoor Screen and headphones - silent cinema,
QM Studios - Follow up on their project with Age UK, CLP Big Screens
Community Art project - Raymond Warren see proposal agreed - need to find/agree venue
Table tennis - Then and Now - Ian Ford to advise
Day of Dance as pervious year
Rec Rooms base and after party
Evening The Demon Barbers @ The REC Rooms https://therecrooms.com/events/the-demon-barbers/ http://www.thedemonbarbers.co.uk/

Horsham's Great British Sunday

Music content

The Wellington Wailers booked - sea shanties,

Charity Collection to be applied for Samaritans

Need to send Activity Application for Caroline to complete

Vintage Buses (via Carl English)

With display at Hop Oast

Open top circular bus routes around Horsham estates

Loxwood Joust in Market Square - TBC

Food concessions ?

Bishopric - Horsham on Sea? How? Punch & Judy - HDC to book, Wellington Wailers, Rides sand pits,

Dance - Maypole

Circus Skills - Amphitheatre - link with Chococo? (£200)

Possible Sponsors

Hall & Woodhouse?

Background reading on VE Day

Surrender signed on May 8 and effectively ended official conflict on the Western front.

People started celebrating on May 7, when the announcement came through rather than waiting for official celebration the next day.

VE Day became a national holiday on May 8 and saw millions take to the street for parties in London and Paris, with a **special address from wartime Prime Minister Winston Churchill**.

is marked with a special **silence at 3pm**. The silence was established by King George VI in 1946 and has continued since then.

National Celebration 2020 <https://www.veday75.org/> ssafa led

Tips on Taking Part in VE Day 75

Here are some hints on how to make the most of your involvement in VE Day 75.

REGISTER

Confirm your involvement in VE Day 75 by registering your event [here](#) by 1st May 2020.

If it is a private event please tick the appropriate box during registration and your celebration will not be listed publicly. Public events will be listed and shared with the media so that they can contact you direct to arrange publicity.

EVENTS

Choose the activities you would like to take part in.

8th May 2020 (Bank Holiday)

12 noon onwards - Parties and celebrations in pubs, clubs, hotels, town and village halls, on village greens and lots of other locations.

3pm: Pipers playing Battle's O'er and the specially composed tune VE 75 Years, and The Nation's Toast to the Heroes of World War 2.

7pm: The Cry for Peace Around the World and Ringing out for Peace.

9th & 10th May 2020

Parties and celebrations in pubs, clubs, hotels, town and village halls, on village greens and lots of other locations.

10th May 2020

10.30am - Service of celebration and commemoration, the reading of the Tribute to the Millions and the playing of the Last Post.

Please ensure you have undertaken all the necessary health and safety measures outlined here and, if appropriate, alerted the emergency services, undertaken risk assessments and taken out public liability insurance. This is your responsibility as the co-ordinator / participant in this event.

DIGNITARIES

Invite your Lord Lieutenant, Deputy Lieutenant, Lord Mayor, Mayor, High Sheriff, High Steward, Lord Provost, Chairman of Leader of the Council to your activity.

PHOTOGRAPHS

Arrange to have professional photographs taken during your event. Immediately afterwards, please send no more than two high-quality, copyright-free photographs to brunopeek@mac.com, including the name of the photographer, the location, county and country the event has taken place in.

SOCIAL MEDIA

Please use social media channels - Twitter, Facebook etc - to promote your event using the hashtag **#VEDay75**.

PUBLICITY

On 25th March 2020 we will provide you with a press release template. Please localise it, updating it with information about your event and your contact details so that you can send it to your local media. The press release will be available from the Downloads page

