Horsham Town Community Partnership

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Minutes of the Fourteenth Annual General Meeting

held on 6th October 2025 at 7.30pm at Roffey Millennium Hall, Horsham

Present:
Ron Bates (HTCP Chairman & Horsham Society), Diane Sumpter (HTCP Treasurer & Chair of Horsham Forest NC), Roland Knight (HTCP Director), David Searle (HTCP Director, NHPC & HDOPF), Colin Bush (Horsham Trafalgar NC), John White (HTCP Member & Volunteer)
Sara Doy (HTCP Minute Secretary).

1. **Welcome by Chairman**: RB welcomed everyone to the 2025 AGM.

2. **Apologies for absence:** Martin Bruton (HTCP Director & Horsham District Older People's Forum), Nigel Hillpaul (HTCP Director)

3. **Acceptance of AGM minutes convened on 7th October October 2024:** Proposed by RK, seconded by DSu and agreed by all.

4. **Chairman's Report and review of progress to 6th October 2025 (Ron Bates)**:

   See Appendix 1 for full report.

   Blueprint projects: DSu asked if HTCP could provide funding for projects identified by Blueprint. RB confirmed that HTCP could apply for funding and has insurance.

   Riverside Walk - new raised walkway: DSe recommended that once the new board walk was completed, RB should get HDC to visit the site and formally accept the work and then be responsible for it.
   DSe suggested putting photographs of the new walkway on the HTCP website.
   DSu suggested putting an article in the West Sussex County Times.
   ACTION: JW to take photos of the completed works and put on the website.

5. **Accounts and Treasurer's Report (Diane Sumpter)**: The draft accounts for the year to 31st March 2025 had been circulated prior to the July meeting. Some minor amendments were made to the accounts and then they were audited by Eddie Case.
   There were no queries so the accounts were signed by RB and DSu.
   Acceptance of the Accounts was proposed by RK, seconded by RB, and agreed by all present.

6. **Retirement & 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.
   Diane Sumpter and Nigel Hillpaul (prior to the meeting) stood down.
   DSu was proposed to be re-elected by RB and seconded by DSe, and agreed by all present.

7. **Election of Chairman**: RB was re-elected as the Chair. Proposed by DSe, seconded by RK and agreed by all present.

8. Company Procedures (Diane Sumpter):

Companies House: DSu paid the £34 fee.

SAIL address: (SAIL is a single alternative inspection local address where a registered company can store their statutory records). DSu had previously arranged for the address to be changed to her own address. She has to have a register of all the Directors, all resolutions, and copies of the minutes going back 10 years.

ACTION: SD to pass the paper copies of the minutes to DSu

ACTION: JW to update the list of Directors on the HTCP website.

Memorandum of Understanding with the Neighbourhood Councils, NHPC and HDC: DSe asked if the Memorandum was still in place or if it had run out, in view of the likelihood that the NCs would be replaced by a Town Council in 2026 and the creation of a Unitary Authority. It was agreed that the new Town Council should be made aware of HTCP, which may need a grant (previously £500 annually from HDC).

Identity Verification: All Directors need to respond to this. MBr has completed his verification.

ACTION: DSu to resend the email.

9. Future of HTCP:

RB reiterated the need for more Directors and more projects.
DSe reminded the Directors that originally, when HTCP was set up, the public were asked for ideas. An empty shop unit in Swan Walk was used for an exhibition providing information about HTCP. Evan Giles, previously HDC Head of Parks & Countryside, had come up with suggestions for improving the Riverside Walk. DSe applied to BIFFA for funding and was successful.
DSu suggested an article in the County Times could publicise HTCP and the need for project ideas.
It was agreed that if there was a specific project it would be more likely to get people involved.

10. Any Other Business

None

11. Next AGM:

To be decided

The AGM closed at 8.20pm.

Appendix 1.

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Chairman's Report for HTCP 2025 AGM

During the past year HTCP made a successful CIL Funding application to Horsham District Council (HDC) for remedial works to the Riverside Walk of 60m of raised walkway along the route in St. Leonards Forest adjacent to Grebe Crescent. This CIL Funding application was made in April 2025 and received approval on 18th June 2025 from HDC. The amount of CIL Funding conditionally awarded was £17.000 with an expiry date of 31st July 2026. HTCP obtained an estimate from Gary Collier, an approved HDC contractor, for the sum of £13,580 + VAT. HTCP agreed that HDC Parks and Countryside would place the order and make payment on satisfactory completion of the works. The works commenced at the end of September 2025 and are due to be completed by the 8th October 2025.

There are more sections of the Riverside Walk where funds are needed to carry out repairs to existing paths and raised walkways, and to create new paths.

Discussions are still ongoing with Horsham District Council regarding the proposal to permit the Riverside Walk route to pass through some parts of Rookwood Golf Course, but the details cannot be concluded until the lease is finalised between HDC and the Rookwood Golf Course management, which is said to be imminent,

There is no appetite at this time to progress with the proposed route for the Riverside Walk around the perimeter of the Warnham Local Nature Reserve.

The integrated bus map for Horsham Town continues to be regularly updated on the website by John White. During this year updated copies of the bus map have also been placed in the display cabinets around Horsham town.

The Riverside Annual Walk led by the Horsham Scouts took place on Sunday 15th September 2024 starting at Tanbridge School. Unfortunately there will be no Riverside Annual Walk in 2025 as the date proposed by the Scouts for access through Warnham Local Nature Reserve was already taken by another event. The Scouts have confirmed that they will organise the Riverside Annual Walk for 2026 in good time.

During the past year there have been no new HTCP project initiatives. We would welcome individuals or groups to contact HTCP with their thoughts on possible projects within Horsham town as HTCP is a company with the ability to carry out projects.

We need to be more proactive in identifying future projects for HTCP to be involved and to attract more members to join the HTCP.

Ron Bates

October 2025