Horsham Blueprint Business Neighbourhood Forum *Draft No.1 - 17/11/2025*

Notes of Steering Group Meeting held on Tuesday 11th November 2025.

Held at the Millennium Hall, Roffey, Horsham.

The meeting started at 7.30 pm

John Steele opened the meeting by welcoming everyone.

1.00 - Attendees and Apologies

1.01 - Attendees : Blueprint Steering Group Members - John Steele, Trudie Mitchell, Diane Sumpter, Malcolm Gilbert, Francis Vernon, Nigel Friswell, Andrew Cooke, Ian Botting, and Ron Bates.

1.02 - Apologies were received from - Blueprint Steering Group Members - Colin Bush, John White, Morag Warrack, Ruth Fletcher.

2.00 - Notes of the previous meeting

2.01 - John Steele asked if there are comments on the notes of the meeting on 2nd October 2025.

2.02 - There were no comments and the draft No.3 notes of the meeting held on the 2nd October 2025 were approved by all present at the meeting with no further amendments.

2.03 - There were no matters arising as the agenda covers all items to be discussed.

3.00 - Treasurer's Report

3.01 - Diane Sumpter confirmed there is £2657.82 in the Blueprint account.

3.02 - Diane Sumpter stated the Millennium Hall hire for tonight's meeting has yet to be paid.

3.03 - It was agreed that the Zurich Insurance policy costing £78.99 should be renewed and Diane Sumpter will make this payment. Diane Sumpter said that the policy required Blueprint to produce a Risk Assessment for Blueprint's activities. John Steele and Ron Bates agreed to draft a Risk Assessment for meetings.

4.00 - Unparished Area Governance Review - Outcome and Next Steps

4.01 - Diane Sumpter reported that at a HDC meeting yesterday evening with the Neighbourhood Councils chairs, Blueprint was discussed with regard to the 1st April 2026 being the vesting date for the proposed new parish council for Horsham Denne, Trafalgar and Forest, and that the Blueprint Neighbourhood Forum will not be designated after this date.

4.02 - Diane Sumpter reported that the HDC Cabinet meeting date has been set for 19th November 2025 when it is proposed to designate a new parish council covering Denne, Trafalgar and Forest, and to advertise for a parish clerk. Initially the parish clerk will be limited to two and half days a week until the new councillors are elected and they decide what is required from the parish clerk.

4.03 - Diane Sumpter reported that the Interim Parish Council will be made up of the existing Horsham Ward Councillors, the Chairs of unparished councils of Denne, Trafalgar and Forest with the inclusion of the chair of Blueprint Neighbourhood Forum. The financial budget of costs for the period May 2026 to April 2027 will be set by HDC.

5.00 - Future of the Blueprint Neighbourhood Forum

5,01 - The Blueprint Neighbourhood Forum as from about the 1st April 2026 will lose its designation so will be dissolved.

5.02 - When Blueprint is dissolved any money not spent and in the Blueprint account will revert to HDC.

5.03 - John Steele talked of the recent Norman Kwan email distributed to the Blueprint Steering Group members about what happens to the CIL money currently available for projects but unspent when the new parish council is formed. John Steele proposed that HDC be asked to give an undertaking that this CIL money be spent on projects in the Denne, Trafalgar and Forest area of Horsham.

6.00 - CIL Funding - Launch of Second Round - Report and Next Steps

6.01 - Attached is a copy of the CIL Round 2 Launch Meeting Notes held in Park Barn on Thursday 23rd October 2025. The end date for CIL Round 2 funding applications is 17th January 2026.

6.02 - John Steele and Ron Bates agreed to contact both Springboard and 4theYouth to find out their progress with submitting their CIL funding applications.

6,03 - Nigel Friswell said the CIL funding limit of £25,000 was too low for the larger projects that the Scouts wish to progress, but there may be some smaller projects it would suit.

7.0 - Arrangements for the AGM on December 2025

7.01 - John Steele asked the meeting as to what they felt the format of the AGM agenda should take as many of the proposed changes such as the Unitary Authority have not been decided yet by the Government, also as to the timing of the County Council Elections.

7.02 - John Steele confirmed that Martin Boffey has agreed to be the main speaker at the Blueprint AGM. It is not clear at this time what the content of the talk will include.

7.03 - The date for the Blueprint AGM was agreed as 11th December 2025 in the Park Barn starting at 7.30pm with refreshments available from 7.00pm. Diane Sumpter agreed to book the venue with access from 6.45pm.

7.04 - It was agreed to provide tea and coffee for those attending the AGM. Diane Sumpter agreed to provide the tea and coffee and cardboard cups, including some biscuits.

7,05 - Ron Bates confirmed that the projector and computer are now working with the provision of a new cable and will be available for the Blueprint AGM.

8.00 - Update on Non-Policy Actions within the Neighborhood Plan

8.01 - Discussion took place with regard to progressing the non-policy actions included in the Neighbourhood Plan. It was agreed that all the candidates for the new parish council should be informed of the website where the Neighbourhood Plan can be found. In addition it was agreed if sufficient funds permit to have 30 copies of the Neighbourhood Plan printed so that each newly elected parish councillor and others can receive a hard copy of the plan for their information.

8.02 - Francis Vernon reported that discussions continue with Nigel Dennis and the WSCC Highways regarding the proposed highways traffic scheme in London Road. There is another meeting arranged to take place on 25th November 2025 and Francis Vernon will report back on the outcome.

9 .0 - Any Other Business

9.01 - Trudie Mitchell informed the meeting of the petition for a paved path across the existing grass verge in North Street opposite the underpass. Trudie Mitchell explained that from a recent survey, over a 5 hour period, there were over 500 people who crossed using the grass verge and in the same period there were over 300 people who used the pedestrian crossing just beyond the bus stop. Trudie Mitchell asked that Blueprint support this petition by informing the Blueprint members. Following discussion it was agreed that Trudie Mitchell forward the information to John Steele for inclusion in a mailChimp communication to the Blueprint members.

9.02 - Discussion took place about the Hornbrook Farm consultation event regarding the proposed planning application for 180 dwellings taking place on the 12th November 2025. It was agreed that Blueprint will support the Housing Land Trust in their pursuit for affordable housing.

9,03 - The Horsham Blueprint Steering Group Nomination 2025-2026 forms previously issued to all members were duly completed and submitted at the meeting from :- John Steele, Diane Sumpter, Andrew Cooke, Francis Vernon, Trudie Mitchell, Nigel Friswell and Ron Bates. The completed forms from other members should be submitted by 4th December 2025 to Ron Bates.

10.0 - Date of Next Meeting

10.01 - The next Blueprint Steering Group meeting will take place on Tuesday 13th January 2026 starting at 7.30pm.

10.02 - Diane Sumpter will book the Amberley Room at the Millennium Hall, Roffey.

The meeting finished at 8.50pm

CIL Round 2 Launch Meeting Notes

Park Barn - Thursday 23 October 2025 at 7.30pm

The meeting followed the proposed Running Order issued prior to the meeting.

Attendees:
Nick Leich - HSAS Allotments
Chris Morris - HSAS Allotments
Kirsty Lindgren - 4theYouth
Caroline Paul - QEII School
Caroline McCurrach - 2nd Horsham Scouts
Sophia Wilks - HDC
Diane Sumpter - HFNC
Trudie Mitchell - HDNC
Ruth Fletcher - HDCC
Anthony Frankland - HDC
Mark Francis - HTNC
Francis Vernon - Blueprint
Andrew Cooke - Blueprint
Ron Bates - Blueprint

Ron Bates welcomed everyone and gave an apology from John Steele who had Covid.

Ron Bates gave an introduction and the running order of the slides.

Tony Frankland gave an explanation of CIL and HDC's expectations.

Kirsty Lindgren gave an introduction to 4theYouth and the resurfacing play area project.

Ron Bates gave a presentation of the completed CIL funded Riverside Walk project.

Ron Bates Explained the lessons learnt from the Round 1 applications.

Sophie Wilks gave a presentation of the other Community Grant opportunities available.

Questions were raised -
1- Do we need three quotations - Three quotations preferred if practicable.
2- What is a Risk Assessment Method Statement - These two documents are prepared by the chosen contactor before works commence.

Ron Bates thanked everyone for coming to the meeting.

The meeting closed at 8.30pm.