



Horsham Trafalgar Neighbourhood Council

Chairman
Morag Warrack
Email

chair@horshamtrafalgarnc.com

Clerk
Rhoda Hatton
Email

clerk@horshamtrafalgarnc.com

**Minutes of the 446th Horsham Trafalgar Neighbourhood Council meeting
held at Trafalgar Road Baptist Church (TRBC) Trafalgar Rd, Horsham RH12 2QL
on Wednesday 10th May 2023 at 7.00pm**

Present: Adam Key, Colin Bush, Olive Hobbs, Martin Boffey (until 7.30pm).

In attendance: Mark Francis, Sam Maginnis, Tony Franklin, Nigel Dennis, John F Preston (Treasurer)
Rhoda Hatton (Clerk)

Minute	Matters Discussed
01/446/23	Apologies had been received from Morag Warrack so Colin Bush chaired the meeting and welcomed visitors. Ben Peterson and Paula Dinnage were not present
02/446/23	The following Members reported their declaration of Interests: <ul style="list-style-type: none">• MB – a member of the Liberal Democrats, a Horsham District Councillor and a Director of Cootes Farm Community.• Adam Key – a member of the Labour Party• Nigel Dennis – a member of the Liberal Democrats, and a West Sussex County Councillor• Tony Franklin – a member of the Liberal Democrats and a Horsham District Councillor
03/446/23	Approval of the minutes of the meeting held on 12 th April 2023 was proposed by MB, seconded by OH and duly adopted.
04/446/23	The following matters arising from the previous minutes were discussed <ul style="list-style-type: none">a. Re previous Minute 04/445/23 (b) and 04/444/23 - RH had followed up enquiries with ND regarding where the plan for planting the trees on Merryfield Drive should go next. ND had advised that the following link can be used when donating trees: https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/verge-maintenance/donate-a-tree-scheme/. Members agreed that the next step should be to determine the number of trees to be purchased, allocate associated budget and determine precise locations. In addition to this, members could consider if additional funding streams were available to support the initial plan for an avenue of trees – see Projects below for further actions.a. Re previous Minute 04/445/23 (C) and 04/444/23 - RH had made enquiries with WSCC about the flooding under the A24 bypass near Rookwood, possibly due to the failure of the pump which helps to manage water levels. WSCC had advised that this road is private, (owned by HDC). As the road had not flooded recently, it was agreed that members (and residents) should monitor and report any future flooding via the clerk to Paul Anderson at HDC.b. Re previous Minute 13/445/23, RH had agreed to look at the different possible designs and talk to Paul Anderson, Director of Community regarding the cycle hoop planter racks (as circulated by MW 16/03/23 - https://cyclehoop.com/product/planter-rack/). This action would be followed up under projects below.c. Re previous Minute 13/445/23, RH was awaiting clarity on the noticeboards by Men in Sheds ensuring it was not being varnished, checking the size, ensuring that there is no carving and




Horsham Trafalgar Neighbourhood Council

	<p>enquiring if a magnetic board could be inserted within the design for ease of posting notices. This matter would be carried forward under projects below.</p> <p>d. Re previous Minute 13/445/23, RH had requested an invoice from TRBC for the £25 that would be paid towards their Coronation celebrations and the action was now complete.</p> <p>e. Re previous Minute 13/445/23, RH had submitted the invoice to HDC so that HTNC could be reimbursed the cost of the first SID. Notification that the money had been sent through had been received from HDC.</p> <p>f. Re previous Minute 13/445/23, RH had sent JFP a copy of HTNC's Constitution.</p>
05/446/23	<p>Sam Maginnis had been invited to the meeting and introduced himself, informing members that he had now been in post for 6-months as the Minister at Holy Trinity Church. (HTC) He was looking for ideas on how the Church can play its part, working together with the Neighbourhood Council (NC) to help the local community. He advised that the team is linked to St. Mary's and St Leonards. HTC are beginning to work out how they can best use their hall but are looking for suggestions on how it and the small meeting rooms at back of the Church could be better used. MB commented how the good work between the church and the NC had increased over past two years and that some of the gaps associated with not being a Parish Council were now being filled. The very active community group at the church was praised for the work that they do and Sam confirmed that what he has seen so far, is extremely positive. Members were notified of the Garden Party being hosted at the church hall on 24th June, which would aim to bring the community together once again. Tony Franklin had attended the Coronation event on Sunday and reported that he found it to be a very positive experience. Sam had been pleased with turn out and thanks were given by Colin to the Church for hosting the event.</p>
06/446/23	<p>There were no questions from the public</p>
07/446/23	<p>CB congratulated Tony and Martin for being elected in the local elections and Martin was thanked for everything he had done for the Neighbourhood Council. CB stated that the NC really is in a good place as a result of his work. Members will look forward to MB continuing to attend the NC meetings in his capacity as a Horsham District Councillor and MB advised that he will attend in future as much as he possible can. MB had served 6-years in post and was very pleased that the Neighbourhood Council was now in such a good position, going into the next NC elections.</p> <p>Cllr Boffey invited Tony Franklin, who was also elected as a Liberal Democrat Councillor, to introduced himself and TF informed members that he had lived in Trafalgar for 25 years, working most of the time in Horsham. He has 3 children who had all attended the local schools and colleges, and he now finds that he has the time to commit to his new role as Councillor.</p> <p>MB went on to provide an update from Horsham District Council (HDC) whilst acknowledging that it had been very quiet during the pre -election period just experienced. MB shared the results of the election and advised that at the next meeting, on 24th May, a Chairman and leader of the Council will be elected under a Lib Dem administration. The induction process for new councillors had taken place and during this, the Chief Exec had shared what was considered to be the focus for the coming term. This included in the main, the passing of the local plan, water neutrality and possibly nutrient neutrality issues, housing matters, working towards achieving carbon neutral, delivering the food waste collection service, improving recycling and decisions about the upkeep of the Capitol and other key buildings in the town centre. There was lots to be done and MB looked forward to working with other councillors to achieve the plans. MB invited questions from the members and then excused himself from the meeting at 7.30pm</p>
08/446/23	<p>Cllr Dennis provided an update from WSCC, commenting that pot holes and flooding/drainage were dominating agenda at present. This was due to the cold, wet weather that had been experienced, along with and a lack of maintenance over a number of years that was finally coming home to roost. The flooding on the corner of Bishopric/Albion Way was now a priority 1 and likely</p>



Horsham Trafalgar Neighbourhood Council

	<p>to be done in next month but 39 other priority matter are currently on list ahead of this one. JFP felt that flooding should take priority over pot holes due to pedestrian safety concern and ND explained the reasoning behind why sometimes it is necessary for potholes to take priority but advised that the Council workers were working flat out trying to rectify both. JFP wanted to be reassured that WSCC are taking on board the refocus on pedestrians, which has come about through the changes to the highway code. He would like this message passed back. ND went on to advised that repairs to Springfield Road are behind schedule as well as those scheduled to take place on London Road. He was hopeful that these will be done very soon. The electric charging posts sited opposite Bilbets were now in place and JFP enquired about charging fees for parking in these recharging spaces. ND was currently unsure of the exact plans as to how this would operate and CB described the unrest in Rushams Road as a result of lost parking places. ND was thanked for his report.</p>																		
09/446/23	No missing or damaged street furniture was reported.																		
10/446/23	<p>The following correspondence received was discussed:</p> <ol style="list-style-type: none"> Email from Emma Locke (circulated 20th April), advising that the £200 grant application for the Coronation celebrations at Holy Trinity Church had been approved. Email from Christine Costin thanking past and present Trafalgar Neighbourhood Councillors as she moves into retirement (circulated 25th April) In the Chair's absence, the clerk read out her notes that had been submitted prior to the meeting and it was agreed that RH would send a note from HTNC to the two churches to thank and congratulate them on their very successful Coronation events. A further note from HTNC would be sent by RH to thank Christine Costin for all that she had done over many years as Trafalgar representative. 																		
11/446/23	The planning applications attached in Appendix A were discussed and no further action was agreed. In addition to these, members would review the list of sites for the proposed installation of telecommunication boxes which had been circulated that day by email.																		
12/446/23	There were no temporary traffic regulation order to discuss.																		
13/446/23	<p>The financial report from John F. Preston, (treasurer) was presented and discussed:</p> <div data-bbox="349 1249 730 1948" data-label="Complex-Block">  <p>Horsham Trafalgar Neighbourhood Council</p> <p>FINANCIAL REPORT</p> <p>For period 13 April 2023 to 10 May 2023</p> <table> <tr> <td>Balance at 13 Apr 2023</td><td>£5,755.72</td></tr> <tr> <td>Income during period ^{see Report}</td><td>£10,897.00</td></tr> <tr> <td>Expenditure during period ^{see Report}</td><td>-£535.50</td></tr> <tr> <td>Balance at 10 May 2023</td><td>£16,117.22</td></tr> </table> <table> <tr> <td>Committed expenditure to end of FY23-24 ¹</td><td>£3,673.50</td></tr> <tr> <td>Additional support expenditure to end of current FY ²</td><td>£987.00</td></tr> <tr> <td>Monies allocated ³</td><td>£5,250.00</td></tr> <tr> <td>Contingency reserve ⁴</td><td>£100.00</td></tr> <tr> <td>Funds available for allocation</td><td>£6,106.72</td></tr> </table> <div data-bbox="359 1574 730 1798" data-label="Text"> <p>Report</p> <p>Income during the period:</p> <ul style="list-style-type: none"> - HDC precept of £7,917.00 - HDC Coronation grant reimbursement for Holy Trinity of £200.00 - Sale of seeds to HDNC for Arunside PS of £80.00 - HDC speed indicator grant of £2,700.00 <p>Expenditure during the period:</p> <ul style="list-style-type: none"> - committed expenditure¹ of £310.50 - coronation grant to Holy Trinity of £200.00 - coronation grant to TRBC of £25.00 <p>FY23-24 started 6 April 2023. Expenditure during next month is likely to be limited to monthly committed expenditure, advance payment to purchase notice boards materials, purchase of installation materials for speed indicator.</p> <p>JFP 10 May 2023</p> <p>Notes</p> <ol style="list-style-type: none"> 1. Committed expenditure consists of Clerk's salary, bank charges and insurance costs. 2. Additional support expenditure consists of costs associated with the website, email, newsletters (2 per year), etc. 3. Monies allocated consists of: <ol style="list-style-type: none"> 3.1. £250 being held for purchase of tree in 2023. 3.2. £2,700 being retained for purchase of 2nd Speed Indicator device. 3.3. £900 being retained for donation to Horsham Blueprint funds for coming year. 3.4. £1,000 being retained for replacement of 2 Trafalgar Notice Boards. 3.5. £800 being retained for installation of 2 speed indicators 4. Contingency is to cover potential cost increases due to inflation. <p>HTNC / Financial Report / Jan 2023 / 4</p> </div> </div>	Balance at 13 Apr 2023	£5,755.72	Income during period ^{see Report}	£10,897.00	Expenditure during period ^{see Report}	-£535.50	Balance at 10 May 2023	£16,117.22	Committed expenditure to end of FY23-24 ¹	£3,673.50	Additional support expenditure to end of current FY ²	£987.00	Monies allocated ³	£5,250.00	Contingency reserve ⁴	£100.00	Funds available for allocation	£6,106.72
Balance at 13 Apr 2023	£5,755.72																		
Income during period ^{see Report}	£10,897.00																		
Expenditure during period ^{see Report}	-£535.50																		
Balance at 10 May 2023	£16,117.22																		
Committed expenditure to end of FY23-24 ¹	£3,673.50																		
Additional support expenditure to end of current FY ²	£987.00																		
Monies allocated ³	£5,250.00																		
Contingency reserve ⁴	£100.00																		
Funds available for allocation	£6,106.72																		



Horsham Trafalgar Neighbourhood Council

	<p>The £2700 for the SID was received late May 10 after the financial report had been prepared for members and was subsequently updated to reflect the HDC payment</p> <p>RH offered to make enquiries as to why the £7917.00 NC grant for this year was larger than previous years and to enquire how it is calculated</p> <p>a Projects (standing agenda item)</p> <ol style="list-style-type: none"> i. The following new projects proposals were added to the list for future discussion: <ol style="list-style-type: none"> a. Planters as discussed in matters arising above. RH to follow up discussions with HDC ii. The following projects are being formulated for approval. <ol style="list-style-type: none"> a. Tree – needs a member or someone external to lead on this. The earliest this can go ahead is autumn, due to planting season. iii. The following projects were approved during this meeting: <ol style="list-style-type: none"> a. Swifts Survey – The NC had tried to get swift surveys launched last year and there had been no response to the promotion via the website. JFP advised that to embark on such a project this year, the NC would need to set the wheels in motion by the end of May, with the surveys being carried out by interested volunteer residents in June and July. The hope would be to identify that swifts are in the neighbourhood and then subsequently find places where swift boxes could be installed with an alarm. The proposal put forward was for HTNC to fund/support: <ol style="list-style-type: none"> i. The hall hire for a meeting of interested volunteers ii. A presentation by a Warnham swift expert to train volunteers on conducting the swift survey iii. The purchase of one swift Box and alarm (approximately £100) so that it could be used as a demonstration model at the presentation and subsequently used as a nesting box once the presence of swifts is confirmed and an appropriate site identified iv. The setting up of survey forms to be used via the website and Facebook pages. v. The purchase of future swift boxes, if the survey confirms that swifts are in the area, up to the value of £300. vi. The identification of local groups that could be approached when the presentation has been organised in order to attract the maximum number of volunteers iv. The following projects had previously been approved but had not yet started <ol style="list-style-type: none"> a. Battery for third SID b. Noticeboard as discussed above in matters arising. RH to follow up on enquiries v. Projects in progress <ol style="list-style-type: none"> a. SID – 23rd May for installation vi. Feedback on completed projects
14/446/23	<p>To following report was received in relation to outside committees or events.</p> <ol style="list-style-type: none"> a. AK had attended the Horsham Town Community Partnership (HTCP) on Tuesday 18th April at the Millennium Hall in Roffey. He reported that discussions include the improvements in the Chesworth area; flooding along the Riverside Walk near Irwin Drive; mobility scooter training; reports from both NCs and Blueprint and the future of HTCP as an entity which hangs in the balance. An AGM for HTCP will follow, but in the meantime, RH will circulate AK's full report to members.



Horsham Trafalgar Neighbourhood Council

15/446/23	<p>The following members had agreed to attend the forthcoming, outside committee meetings:</p> <ul style="list-style-type: none"> a. Police West Sussex meeting, 15 May in Southwater – MW (questions to be put to the meeting requested from members) b. Quarterly NC meeting with HDC, 27th June – MW (questions to be put to the meeting requested from members) c. Southern Water 15th July 10-12 on Zoom - MW - members are welcome to join in, or raise any points that they might have. d. HALC AGM (HALC Members only) - Wednesday 26th July at 5.30pm - (Member to be appointed post HTNC AGM – c/fwd to 19/07/23)
16/446/23	<p>HTNC Newsletter (Standing item)</p> <ul style="list-style-type: none"> a Plans for the autumn release – Funds have been set aside for the publishing and delivery of this. b Members were asked to contribute items for the next edition by sending these through to RH
17/446/23	<p>Any other business.</p> <p>CB reminded members of the forthcoming Neighbourhood Council elections . He advised of the need to email ‘elections’ at Horsham District Council to make an appointment as the nomination forms must hand-delivered by 18th May . Members were asked to let CB know if there are any problems and he will assist.</p> <p>CB also raised the ongoing concerns about the recent accidents caused through drivers speeding around the neighbourhood. Feedback was received on the incident on the Merryfield Drive/Greenway junction.</p>
18/446/23	<p>The following dates and time of future HTNC meetings were confirmed by members. All will be held at Trafalgar Road Baptist Church (TRBC) Trafalgar Rd, Horsham RH12 2QL with a 7.00pm start:</p> <p>Wednesday 28th June - HTNC AGM and Open Meeting</p> <p>Wednesday 19th July 2023</p> <p>No meeting will be held in August 2023</p> <p>Wednesday 13th September 2023</p> <p>Wednesday 11th October 2023</p> <p>Wednesday 8th November 2023</p> <p>Wednesday 13th December 2023</p> <p>Wednesday 10th January 2024</p> <p>Wednesday 14th February 2024</p>

Meeting Closed at 20.50



Horsham Trafalgar Neighbourhood Council

Appendix A - Planning Applications

Reference	Details	Action
DC/23/0563	The erection of a single storey rear extension at 15 Springfield Crescent Horsham West Sussex RH12 2PP	NFA
DC/23/0621	A conversion of loft into habitable space including installation of 2no. rooflights to the front and creation of a dormer to the rear at 7 Percy Road Horsham West Sussex RH12 2JN	NFA (Established practice)
DC/22/0104	8 Merryfield Drive Horsham West Sussex RH12 2AB, for the conversion of a detached garage to form a single dwelling house, incorporating extensions and alterations, with parking provision and soft landscaping.	NFA
DC/23/0941	Surgery to 1x Oak and 1x Ash 5 Warnham Road Horsham West Sussex RH12 2QS	NFA
DC/23/0324	Conversion of existing garage into habitable space and removal of fence along part of West boundary (Part-Retrospective). 13 Nelson Road Horsham West Sussex RH12 2JE	NFA