



# Horsham Trafalgar Neighbourhood Council

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Draft Minutes of the 455<sup>th</sup> Trafalgar Neighbourhood Council Meeting to be held at  
Trafalgar Road Baptist Church (TRBC) Trafalgar Rd, Horsham RH12 2QL  
on Wednesday 13<sup>th</sup> March 2024  
at 7.00pm

Attendees: Morag Warrack, Colin Bush, Olive Hobbs, Adam Key, Ed Coulson and Mark Francis.

Also, in attendance Nigel Dennis (WS Councillor), Anthony Franklin (HDC Councillor) and residents; Terry Connolly, and Hazel Christie, Lewis Clarke, Sheila Jupp, Rod Howard, Stuart Christie and Edward Blacklock (all from Milton Road)

Item	Matter
01/455/24	MW welcomed members, councillors and residents to the meeting. Apologies for absence had been received from Martin Boffey. Members were advised that Marianne Lindfield had resigned as Council Member due to moving out of the area and a vacancy had been advertised on the website, the Facebook page and in the noticeboards at the Rec. If the position is not filled through this route within the official timeframe, members will be free to co-opt a volunteer.
02/455/24	<p>Questions had been received in advance of the meeting from residents who were concerned about inconsiderate parking and bin storage on Milton Road and Nelson Road as well as the issue about dropped kerbs, which creates a shortage of car space.</p> <p>a MW advised that she had spoken with Neighbourhood Wardens and Maria had suggested that issues could be emailed to her so that she could pass these on to the Parking team and the Environment team – the latter would ask the people to bring the bins in/store these up against the houses. Residents were forwarding photos of the bin situation on Nelson Road and <b>RH</b> agreed to forward accordingly.</p> <p>b ND was asked for comments on the dropped kerb application on Milton Road as residents felt this restricted turning space. ND advised that it was WSCC policy to pass applications if there was sufficient space to get the nose of the vehicle in the parking space as in doing so, another car is taken off the highway. He advised that sometimes there may be an issue where the footpath may not take the weight of the car and in such incidents, applicants are required by the planning department to strengthen the footpath as part of the conditions. Milton Road residents were worried that approving this drop kerb may set a precedent. Also, ND noted that if a car is parked opposite the entrance, thus making a small impossible turning space, the WSCC rules did not take this into account.</p> <p>c AF wanted to discuss if there was a sensible communication that could be sent out to the whole ward urging greater thought when parking and to retrieve bins after collection so as not to leave these obstructing the pavements or roads. MW agreed to draft wording for the newsletter.</p>



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	<p>d Residents from Milton Road advised that the Pollination Station offered at the last meeting would likely take up too much of the parking space and as an alternative, residents were seeking support for window boxes and hanging baskets, (which had an approximate cost of £400 for materials that would be purchased from Travis Perkins) the community would then put these together and manage them.</p> <p>e MW shared news with members and residents of the 3-year project for Horsham Wildways which is attracting funding from HDC and WSCC.</p> <p>With the exception of TC and EB, residents left the meeting.</p>
03/455/24	There were no additional declarations of members' interests to add to those already captured on the HTNC register.
04/455/24	The Minutes of the meeting held on 14 <sup>th</sup> February 2024 were approved following a proposal by CB which was seconded by MF
05/455/24	<p>The following matters arising were discussed:</p> <p>a 09/454/24 Pollinator Palace (aka Pollination Education Station or PES)</p> <ol style="list-style-type: none"> <li>MB offered to look into how CIL funding might be able to assist and would mention the ideas to the cabinet officer (RF). <b>COMPLETED</b></li> <li>RH would forward details of the land registry to residents as provided by DG – <b>COMPLETED</b></li> </ol> <p>As a follow up to these discussions, the Pollination Station reserved for Milton Road had now been installed by Envitia and as a direct result, two further PESs had been commissioned for a local charity and a school both in North Heath Lane (Denne). HTNC agreed to choose to take forward their earlier commission and offer to Trafalgar School.</p> <p>b In memory of June Harris, MB agreed to obtain a price for a bench from HDC. This action was to be carried forward to next meeting so <b>RH and MB</b> could also make enquiries about a possible seat with a roof over it so that it can be more useful to the wider community. HDC are looking into similar structures particularly with the youth in mind.</p> <p>c <b>MB</b> agreed to raise the point that the street name sign at Caterways is missing and advise that there was a request from HTNC that the empty posts be removed. This action would be carried forward to the next meeting.</p> <p>d Regarding the consultation on the Local Plan, RH agreed to ask AF to assist with wording in relation to the Collingwood Road Green and other green spaces in the Trafalgar area. <b>COMPLETED</b></p> <p>e Regarding the trees that had been planted on Merryfield Drive, EC agreed to follow up on his earlier enquiry to HDC to ascertain who planted the two trees in question. <b>COMPLETED</b>. However, there appears to be a WSCC scheme of replacing trees that have been damaged or diseased – <b>RH</b> agreed to send a thank you email to the tree contact in WS and to enquire how many more trees would follow; requesting that HTNC be kept in the loop for where and when subsequent planting will be and if there are any gaps that HTNC could fill.</p> <p>f RH would enquire through the clerk of HDNC, if they had donated monies towards the Shelley Memorial. <b>COMPLETED</b>.</p> <p>It had also been ascertained that HDC had already given £10K towards the project and as Neighbourhood Council (NC) funding actually comes from HDC, any NC donation towards this project would simply be doubling up on HDC's initial funding. Members felt that although it is worthwhile to have memorials such as this in Horsham, there were more needy, local projects in Trafalgar, for which HTNC should spend its money in order to better impact the local community. The final agreement was to promote the initiative, but not to donate financially. Support of the project would be mentioned in the newsletter - <b>MW</b>.</p>




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06/455/24	<p>The WSCC update was provided by Cllr Dennis who informed members:</p> <ul style="list-style-type: none"><li>• Of the Collingwood Road Village Green application that is going to committee on 19<sup>th</sup> March. ND suggested that <b>RH</b> submit comments to Tracey Guinea at West Sussex in an attempt to keep this as a green space for the whole ward, hoping that the weight of protest would give positive support.</li><li>• In relation to the 20 MPH initiative, of the accident rate on Merryfield Drive was 4 – with 2 serious cases and 2 slight cases, and on Redford Avenue was 0, so ND felt that the new brief offered by CB was positive, meaning that it may be possible to achieve the 20mph from Park rise to Guildford Road.</li><li>• There is a problem associated with secondary school places for boys, now that Forest School is oversubscribed and Millais is under subscribed (by around 150 places). The unsatisfactory situation has led to Millais consulting about becoming a co-educational school, although it was accepted that even if the consultations support the co-ed situation, nothing would happen for two years.</li><li>• Churchill Avenue is being resurfacing this week and Robinhood Lane on 25<sup>th</sup> March.</li><li>• The telecoms cabinet on Hardy Close had been viewed by the highway officer who advised that this had statutory rights for siting and provided H&amp;S is not infringed and does not exceed the 3.2meter distance, nothing further could be done as there are no WSCC rules to consider the street scene or reduce impact on the views of green spaces.</li></ul> <p>ND invited questions and EC enquired about the continuous damaged surface on Robinhood Lane. <b>RH</b> agreed to contact Warnham Parish Council to enquire if they have the same concerns and if they can shed any light on steps being taken to rectify the situation.</p> <p>MF enquired about the plans for the Budgens car park on Caterways. ND responded that whilst the proprietors can apply for Communities Highways scheme, if they can find funding from other sources they are more likely to get permission.</p> <p>ND left the meeting.</p>
07/455/24	<p>Cllr Franklin provided the update from HDC advising on:</p> <ul style="list-style-type: none"><li>• The update from the recent Council meeting which included a discussion on the Capitol and whether to refurbish and if so, how much to do. AF pointed out that the Capitol is obliged to be carbon neutral by 2030 so £5m needs to be spent for basic compliance. £300K per year is currently provided by the Council to subsidise the Capitol and HDC acknowledges the huge community benefits many groups and individuals get from this. The proposal was agreed to spend £10.6M and to make the atrium more useful than is currently the case. There will be more an increased capacity for the main theatre, enabling more choice of performances. It is expected that this will enable a reduction in the annual subsidy. Work starts mid 2025 and will compromise use of capitol for 18 months. Alternative spaces will therefore be sought.</li></ul> <p>Following a question from AK, AF will find out what public information is available about the refurbishment at the Capitol and where this is displayed. There were no further questions.</p>
08/455/24	<p>The agenda item on Horsham Wildways by Will Armstrong of Cootes Farm re alder buckthorn planting for pollinator highways and a partial mixed fruit orchard, would be carried forward. <b>MW</b> would also pass to RH the email address for Steve Hills who is the WSCC link.</p>
09/455/24	<p>The following correspondence was discussed:</p> <p>a HTC Panto fundraising raised £3400 (split £1700 each to The Cirdan Sailing Trust &amp; HTC).</p>



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	<p>b Invitation to join the CAGNE Aviation Town and Parish Council Forum and to attend their next forum on 20<sup>th</sup> March 2024 – agreed unanimously – <b>RH</b> agreed to find out when and where meeting is being held.</p> <p>c Neighbourhood Warden's Reports were noted and would be placed on HTNC Website.</p>																		
10/455/24	<p>Financial Matters:</p> <p>a The financial report from John F. Preston, Treasurer was presented as follows:</p> <div style="text-align: center;"> <b>Horsham Trafalgar Neighbourhood Council</b> <b>FINANCIAL REPORT</b> <b>For period 15 February 2024 to 13 March 2024</b></div> <table><tr><td>Balance at 15 February 2024</td><td>£7,787.16</td></tr><tr><td>Income during period <i>see Report</i></td><td>£0.00</td></tr><tr><td>Expenditure during period <i>see Report</i></td><td>-£555.50</td></tr><tr><td><b>Balance at 13 March 2024</b></td><td><b>£7,231.66</b></td></tr><tr><td>Committed expenditure to end of FY23-24 <sup>1</sup></td><td>£360.50</td></tr><tr><td>Additional support expenditure to end of FY23-24 <sup>2</sup></td><td>£787.00</td></tr><tr><td>Monies already allocated <sup>3</sup></td><td>£3,750.00</td></tr><tr><td>Contingency reserve <sup>4</sup></td><td>£100.00</td></tr><tr><td><b>Funds available for allocation</b></td><td><b>£2,234.16</b></td></tr></table> <div><b>Report</b><p>Income during the period:</p><ul style="list-style-type: none"><li>- nil</li></ul><p>Expenditure during the period:</p><ul style="list-style-type: none"><li>- committed expenditure<sup>1</sup> of £255.50.</li><li>- TRBC room usage donation of £300.</li></ul><p><i>Expenditure during next month is likely to include monthly committed expenditure and renewal of website and emails.</i></p><p><i>JFP</i> 13 March 2024</p></div> <div><b>Notes</b><ol style="list-style-type: none"><li>1. Committed expenditure consists of Clerk's salary, bank charges and insurance costs.</li><li>2. Additional support expenditure consists of costs associated with the website, email, newsletters (2 per year), etc.</li><li>3. Monies already allocated consists of:<ol style="list-style-type: none"><li>3.1. £250 being held for purchase of trees in 2024.</li><li>3.2. £2700 being retained for purchase of 2<sup>nd</sup> Speed Indicator device.</li><li>3.3. £400 being retained for installation of 2<sup>nd</sup> speed indicators</li><li>3.4. £300 for purchase of additional Swift boxes</li><li>3.5. £100 donation to CAGNE</li></ol></li><li>4. Contingency to cover potential cost increases due to inflation.</li></ol></div> <p style="text-align: center;">HTNC /Financial Report/Jan 2023 -/11</p> <p><b>RH</b> would ascertain where the agreed donation to CAGNE needs to be sent.</p> <p>JFP had agreed to fit Swift Boxes and he was liaising with Men in Sheds to make these. However, their resources mean the boxes are a bit heavy which will make siting difficult. JFP will ask the Men in Sheds if they can replicate the commercially produced design and agreed to site the boxes before April. Three sound systems will also be purchased at a cost of £30 each.</p> <p>JFP requested <b>RH</b> obtain the receipts for £300 donation to TRBC for room hire.</p>	Balance at 15 February 2024	£7,787.16	Income during period <i>see Report</i>	£0.00	Expenditure during period <i>see Report</i>	-£555.50	<b>Balance at 13 March 2024</b>	<b>£7,231.66</b>	Committed expenditure to end of FY23-24 <sup>1</sup>	£360.50	Additional support expenditure to end of FY23-24 <sup>2</sup>	£787.00	Monies already allocated <sup>3</sup>	£3,750.00	Contingency reserve <sup>4</sup>	£100.00	<b>Funds available for allocation</b>	<b>£2,234.16</b>
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	<p>JFP provided the hard copy accounts for filing by <b>RH</b></p> <p>b JFP provided an update on the progress on switching banks, reporting that the Co-Op do not want HTNC as it is not registered body. The price for becoming registered would be £960. MW advised that HALC is having the same issues and that parishes are invited to channel their money through WSALC. (W Sx Alliance of Local Councils) <b>RH</b> agreed to put JFP in contact with Anna Beams so that he could make further investigations for us as a non-statutory body.</p> <p>c JFP was thanked for his report</p> <p>d Members discussed the money available for local projects and JFP advised that more funding would become available in mid-April. MF proposed that up to a max of £400 be made available to residents in Milton Road, as a follow up to discussion at the start of the meeting and members gave this unanimous approval. JFP requested that residents provide copies of receipts before the 5<sup>th</sup> April 2024.</p> <p>e Members then undertook a review projects as shown in appendix B and CB reported on the SID initiative.</p>
11/455/24	The Shelley Memorial Project had been discussed earlier in the meeting and is recorded above.
12/455/24	MW requested that the discussion on the Leonard Crosbie Awards (as per the schedule circulated with agenda) be carried forward to the next meeting.
13/455/24	Members considered changing the format of the declaration of members interest but concluded that they felt their current lay out provided all that was needed for now. New declarations would be signed in May at AGM. <b>RH</b> was asked to reply to Forest and Denne NC.
14/455/24	The delivery costs for the newsletter was discussed and the preferred option was to trial the delivery of 2800 homes during week commencing 1st April with up to five leaflets accompanying the delivery at a rate of 15p per house. <b>RH</b> was asked to clarify the number of leaflets and whether a scaling price would be applied to this along with confirmation of the date.
15/455/24	The planning applications shown in Appendix A were discussed and <b>RH</b> agreed to advise HDC's planning department that no objections would be made.
16/455/24	<p>The following Temporary Traffic Regulation Orders were noted:</p> <p>a Temporary closure of Bishopric and Albion Way, Horsham, 13th March 2024</p> <p>b Carriageway resurfacing – Churchill Avenue – 11<sup>th</sup>/12<sup>th</sup> March 2024</p>
17/455/24	<p>Members received reports for the outside committee meetings attended:</p> <p>a <b>Horsham District Association of Local Councils (HALC)</b> had been attended by MW. Matters associated to the availability of <u>banking</u> services is recorded above. Some Parishes experience conflict issues and all councils were encouraged to sign a <u>Civility and a Respect Pledge</u>. This would be sent to us in due course. <u>Speedwatch/SID/ANPR</u> devices where the registration numbers are captured. W Sussex Council are saying that these should not be used due GDPR concerns but Rudgwick are putting in request to the police to overturn this advice as they are already being used in Hampshire. Difficulty installing SIDs is a common problem, due to the cost of not being able to use lampposts, but needing to install separate new posts.</p> <p>b <b>Neighbourhood Warden's Steering Group</b> meeting was attended by MW where she asked the wardens to canvass opinion from Trafalgar residents on the <u>20's Plenty</u> initiative. Generally, it seems that residents don't mind or are supportive of the initiative, but more opinions are sought. Maria and Oscar wanted to support the Climate Pilgrimage. The rough sleeper who had been in Horsham was now in care.</p>



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	<p>c <b>Gatwick Consultation</b> Open Floor Hearing on 28<sup>th</sup> February had been attended by MW who felt that it had been well managed and what she said on behalf of HTNC had been circulated to members and put on the website. The next steps had been put in place.</p> <p>d <b>Horsham Neighbourhood Youth Contract</b> meeting on Wednesday 6<sup>th</sup> March had been attended by OH. Paula's report was shared with members which confirmed that work continues as before, but <u>only open on Wednesday</u>. The Snax wagon continues at The Needles. RH agreed to circulate Paula and Sara's emails to members. There had been a query re the link with Life Spring Church and the unconfirmed uplift from £30K - £42K. It was hoped that the latter would be positive so that 4theYouth can continue with its three-year contract.</p> <p>e <b>Planning Peers Challenge</b> meeting at Park Side on 28<sup>th</sup> February had been attended by RH who found it very useful to have some training support in her role as clerk.</p>
18/455/24	<p>Attendees for the forthcoming outside committee meetings were confirmed as follows:</p> <p>a Horsham District Neighbourhood Police Inspector Update (PC) – <b>13<sup>th</sup> March at 13.30hr – online Teams - MW</b></p> <p>b Quarterly Neighbourhood Council meeting - <b>Tuesday 19 March at 4:30 pm. - MW</b></p> <p>c Parish/Neighbourhood Council Planning Training - Online – <b>20<sup>th</sup> March MW 5:30-7:30pm</b></p> <p>d PC/NC Climate Action Network meeting <b>on Monday the 25<sup>th</sup> of March</b> held online via Teams from <b>6-7:30 pm – MW/MF</b></p> <p>e Community Meeting with Cllr Sam Raby, our Cabinet Member for Housing, Communities and Wellbeing and Andrew Smith, our Head of Housing and Communities to discuss the Neighbourhood Wardens, housing, young people and any other items you would like to raise with them. <b>To be rescheduled</b></p> <p>f Discover London Gatwick – <b>4<sup>th</sup> April – OH</b></p> <p>g Quarterly Neighbourhood Council Meeting – <b>11<sup>th</sup> June 2024 at 16.30hrs on Teams – MW -</b></p>
19/455/24	<p>Any other business:</p> <ul style="list-style-type: none"> <li>Members were reminded about the hearing on 19<sup>th</sup> March at WSCC for the Collingwood Road Village Green</li> <li>OH advised of the grass triangle close to TRBC that had been purchased.</li> </ul>
20/455/24	<p>Date and time of the next meeting – Members have confirmed the following dates for HTNC meetings that will be held at Trafalgar Road Baptist Church (TRBC) Trafalgar Rd, Horsham RH12 2QL with a 7.00pm start time:</p> <p>Wednesday 17<sup>th</sup> April 2024 (This date has changed from the previously advertised meeting on 10<sup>th</sup> April)</p> <p>Wednesday 15<sup>th</sup> May 2024 (Suggested date for AGM)</p> <p>Wednesday 12<sup>th</sup> June 2024</p> <p>Wednesday 10<sup>th</sup> July 2024</p> <p>Wednesday 11<sup>th</sup> September 2024</p> <p>Wednesday 9<sup>th</sup> October 2024</p> <p>Wednesday 13<sup>th</sup> November 2024</p> <p>Wednesday 11<sup>th</sup> December 2024</p> <p>Wednesday 8<sup>th</sup> January 2025</p> <p>Wednesday 12<sup>th</sup> February 2025</p>



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## Appendix A - Planning Applications

Date Issued	Reference	Details	Deadline for responses
5 <sup>th</sup> March 2024	DC/23/2203	Surgery to 2x Oak at 9 Rookwood Park Horsham West Sussex RH12 1UB	NFA
7 <sup>th</sup> March 2024	DC/24/0339	The erection of a front porch extension at 23 Farm Avenue Horsham West Sussex RH12 2JY	NFA
7 <sup>th</sup> March 2024	DC/24/0280	The replacement of existing side lean to and erection of a single storey side and rear extension at 2 Newlands Road Horsham West Sussex RH12 2BY	NFA





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## Appendix B – HTNC Projects

<b>Projects in Progress:</b>	<p><b>SID Update</b> - HTNC had applied to put up two more SIDs, but these applications have been turned down due to the SIDs being too heavy for street lamp posts. <b>CB</b> had updated members at the meeting and is awaiting a quote for a pole and its installation. - <b>Discussions continue</b> CB advised that WSCC officer James Strachan had left his job. <b>RH</b> offered to enquire about his replacement.</p> <p><b>20s Plenty</b> - As a follow-up to the request the HTNC consult further, CB reported that the Fire service will look at the application when it is submitted. Paul Anderson had given it a positive response. Graeme Sitton suggested that Members knock on doors to get residents' opinions &amp; possibly to sign a petition. Whilst members were not so keen on GS's suggestion there was support to consult with people at school drop off time in order to try and obtain a 30% response rate.</p> <p>Denne NC had advised that they would welcome more consultation on this. Their minutes reported that the scheme was admirable but were not keen for more enforcement and raised concerns about short-cuts through their areas. CB and MW would be consulting with representatives of Forest NC the following day.</p> <ul style="list-style-type: none"> <li>Swifts Survey – <b>Report delivered by JFP. To develop plans for 2024 project</b></li> </ul>
<b>Projects approved awaiting implementation:</b>	<ul style="list-style-type: none"> <li>Battery for third SID – dependent on progress with pole and installation.</li> </ul>
<b>Projects being formulated for approval:</b>	<ul style="list-style-type: none"> <li>Tree on Merryfield – Ed Coulsdon offered to be the member/external to lead on this project. The earliest this can go ahead is autumn, due to planting season. Members raised the following as things to think about: <ul style="list-style-type: none"> <li>drought resistant tree type alternatives that could be suggested.</li> <li>The way in which trees are planted to minimize the water lost through evaporation.</li> <li>When to be planted and size.</li> <li><b>JFP recommended that the initial steps of the project should be to galvanise volunteers for watering in dry periods, 'Adopt -a-Tree' style.</b></li> </ul> </li> </ul> <p><b>For further advice on the project</b> <b>ND</b> advised that HTNC should approach: James Canneaux &lt;<a href="mailto:James.Canneaux@westsussex.gov.uk">James.Canneaux@westsussex.gov.uk</a>&gt;  James Canneaux  Arboriculturist  Economy, Infrastructure and Environment  Highways and Transport  West Sussex County Council  Tel: 0330 222 6965</p> <p><b>Mark to forward EC information from Woodland Trust</b></p>
<b>New projects proposals for future discussion</b>	<ul style="list-style-type: none"> <li>Donation to TRBC equivalent to room hire charges</li> <li>MW asked <b>members</b> to take a look and provide a view on the Triangle between the Coot Pub and the shops. <b>RH has sent detailed documentation</b></li> </ul>





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to WSCC re positioning of these planters and **MW** has liaised with CFC to support siting of planters

- Shelley Allotments - Sites to be ear-marked for composting areas
- Pollinator Flyway – Bird's Allotment. wild flower `Bank **RH** had called **Lynda Cheeseman** re the Wild Flower Bank that they wish to construct. They have been inContact with the Ecologist at the Parks and Countryside department for advice about cutting the 10-foot strip of grass at the bottom of the associated bank and will continue to personally strim this every other month plus they will also apply yellow rattle to kill off grass/nettles and then next autumn will plant the wild flower plugs that they would like HTNC to fund (a cost will be forwarded to RH). The allotment society can keep the plants going if purchased before the autumn planting.
- Community Composting on Cootes Farm Green - The big question is 'what type of Community Composting is truly useful, (considering everything that will be available from March 2026)'. It's either;
  - a. A well-controlled version of Garden Composting (i.e. uncooked food).....relatively easy
  - b. A version of composting that allows cooked food and food scraps to be included....more complex (2-stage), but doable (& uglier). If (a) – it's possible to imagine on Cootes Green. If (b) it would have to be somewhere like The Coot pub car park.