



# Horsham Trafalgar Neighbourhood Council

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Minutes of the 462nd Trafalgar Neighbourhood Council Meeting held at  
Trafalgar Road Baptist Church (TRBC) Trafalgar Rd, Horsham RH12 2QL  
on Wednesday 13th November 2024 at 7.00pm

**Present:** Morag Warrack, Mark Francis, Joe Carpenter, Olive Hobbs, Ed Coulson, Colin Bush

**Apologies Received from:** Anthony Franklin, Nigel Dennis,

**In Attendance:** Martin Boffey, John Preston (Treasurer) and Rhoda Hatton (Clerk)

Minute Number	Matter Discussed:
1/462/24	MW welcomed members to the meeting and apologies for absence were received from Anthony Franklin and Nigel Dennis
2/462/24	There were no questions from the public.
3/462/24	There were no additional Declaration of Interest to add to those captured on the published list.
4/462/24	CB proposed and MF seconded the adoption of the minutes for the HTNC meeting held on 9th October 2024.
5/462/24	<p>The following matters arising from the previous minutes included:</p> <p>a 05/461/24 iii – RH agreed to chase KB regarding a possible meeting with MW and PS (resident) – <b>Completed – Meeting had been held earlier in the day on 13<sup>th</sup> November and subsequent actions were being followed up as per minute 13/462/24 below.</b></p> <p>b 05/461/24 iv - RH agreed to send to MB the email correspondence from Operation Crackdown for him to tie up with the work being done by HDC – <b>Completed – Vehicle now has awareness notice on it.</b></p> <p>c 07/461/24 - RH agreed to advise RS on the options available to address parking over dropped kerbs – <b>Completed</b></p> <p>d 10/461/24 - RH agreed to feedback to John Steele HTNC's support of the review - <b>Completed</b></p> <p>e 14/461/24 - RH would circulate the 4theYouth report to members and would thank them for their work and congratulate them on being awarded the necessary funding - <b>Completed</b></p> <p>f 16/461/24 - EC and MW would consider if the unsightly red dog poo bin by the millennium bridge could be hidden with woven hazel – <b>Completed – Bin has been removed</b></p>
6/462/24	<p>The following HDC update was provided by Cllr Boffey:</p> <ul style="list-style-type: none"><li>A number of emails had been received regarding the wall at Springfield</li><li>At the last council meeting there was an agreement to increase car parking charges and this will come into effect in April 2025. The rates will be going up by 9% (2-years inflation). Sunday rates will see the removal of the £1.70 flat rate and a cap of 3-4 hours will be imposed. This move is a revenue raiser - the alternative would have been to cut the level of services offered.</li><li>Coming up at Cabinet the following week would be discussions/approval on:<ul style="list-style-type: none"><li>The carbon reduction plan. The report is downloadable from the HDC Website.</li><li>Draft annual plan for 2025/26 with the final version going to cabinet in January</li><li>The Key project – Highwood Community Centre</li><li>The Drill hall – the change of use application will be going forward in December. Lifespring Church will in the mean-time lease the Drill Hall.</li></ul></li></ul>




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	<ul style="list-style-type: none"> <li>Horsham Park – There is a proposal to engage with Fields and Trust so investigations into a Deed of Dedication can take place, with the aim being to increase the protection of the Park as an open space. If this is not possible, alternative options will be considered as the matter was part of Lib Dem manifesto.</li> <li>Capitol Theatre – The projected costs for refurbishment work have now exceeded the initial £10.7M budget. The project manager has advised that the anticipated costs are greater than £13M. Therefore, the project has been paused in order to review the scope and consider doing the work piecemeal whilst still retaining all the offerings of the Capitol Theatre.</li> <li>The Christmas lights outside the Dog &amp; Bacon pub – The power supply was taken out in August when the crossing was renovated. A new 'like for like' supply cannot be installed according to the advice of arboriculturists. The Christmas lights in town will however, be enhanced this year. EC enquired about installing a battery system at the Dog &amp; Bacon that could be solar powered – <b>MB</b> agreed to make enquiries on this suggestion. However, a further question was more to do with whether or not HTNC still want to have the Christmas lights now that the Dog &amp; Bacon have enhanced their lighting to such an extent. <b>All members</b> were asked to think about the latter position because it would cost £7000 to put in the new supply. If no lights were agreed, requests for ideas on how to develop the common in an attractive way would be included in the Spring Newsletter.</li> <li>Unparished area committee meeting – MB suggested that HTNC might consider what the Standing Charge budget could fund in 26/27 budget. Trafalgar might suggest the Riverside Walk.</li> </ul> <p>Member were invited to ask questions of MB and JC enquired about Sunday charging in the car parks and how this may have a knock-on displacement parking effect in the local area with associated pollution implications. JC enquired about the recent matters in the Park and MB advised that those connected were known to each other and known to the Police. HDC have consulted with the Police to discuss possible improvements to the landscaping or positioning of trees and hedges etc. MW thanked MB and those involved for the organisation of the Remembrance Parade and MB gracefully accepted these thanks whilst advising that the event had been a joint team effort involving HDC and the RBL.</p> <p>Having sent his apologies, AF had submitted a report to the Clerk asking that the following be recorded:</p> <ul style="list-style-type: none"> <li>AF had attended/chaired the initial meeting of the Blueprint / Unparished Neighbourhoods CIL meeting during the week. Essentially, the Governance and guidelines for managing the process for assessing project applications submitted for CIL funding was approved. The next step would be to devise the communications plan for raising awareness of CIL funding and how this could be used towards projects that directed benefit the non-parished areas. It is anticipated that this communication plan will be released in January 2025.</li> </ul>
7/462/24	<p>Having sent his apologies, Cllr Dennis had submitted a report to the Clerk offering the following WSCC update:</p> <ul style="list-style-type: none"> <li>North Parade Wall (Springfield Park) – David Moore had written to the Chief Executive of WSCC to register a formal complaint. ND was still pursuing the issue of pedestrian signage as his earlier suggestion had produced results.</li> <li>Emergency closure of Rookwood Park (from the junction with Wildwood) took place on 25 Oct for works by Southern Water.</li> <li>The new Assistant Area Highway Engineer George Fort – seems to be proactive and keen to help.</li> </ul>



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	<ul style="list-style-type: none"><li>A resident on Warnham Road had written to ND re speeding vehicles. ND is discussing options, including what would be needed for a CHS application for traffic calming and Community Speedwatch. The 30-mph limit is fine – it is the enforcement of this that is the problem, with some vehicles doing 40 or more and overtaking recklessly</li><li>Horsham Area Sustainable Transport Package will be going out to public consultation from 26 November - 14 January. There will be a postcard drop in the area covered (which includes Trafalgar) and an online survey/feedback form. As a key stakeholder, HTNC should be contacted directly about this at the end of November.</li><li>Horsham bypass will be closed overnight (2000-0600) eastbound from 3 to 7 December.</li></ul>																		
8/462/24	<p>The following correspondence had been received by the Clerk and members were asked to note these:</p> <ul style="list-style-type: none"><li>A 'Thank You' card from 2nd Horsham Beavers in respect of the grant awarded for LED lighting.</li><li>Email of 24th October 2024 from HDC Democratic Services – Advising members that HTNC can now co-opt a member to replace AK</li><li>Neighbourhood Wardens reports for October 2024. <b>RH</b> would post to the website and the Facebook pages.</li><li>Feasibility study of potential improvements to the A24 Horsham to Dorking corridor. Further communication on this will come to HTNC at end of November as per ND's report above.</li></ul>																		
9/462/24	<p>Members were asked to note the following TTRO:</p> <ul style="list-style-type: none"><li>A24 exit slip road closed on 18th October for pot-hole repairs</li></ul>																		
10/462/24	<p>JFP arrived at the meeting and presented the following Financial report:</p> <div><p>Horsham Trafalgar Neighbourhood Council</p><p><b>FINANCIAL REPORT</b></p><p>For period 10 Oct 2024 to 13 Nov 2024</p><table><tr><td>Balance at 10 Sep 2024</td><td>£10,534.06</td></tr><tr><td>Income during period <sup>see Report</sup></td><td>£0.00.</td></tr><tr><td>Expenditure during period <sup>see Report</sup></td><td>-£1,341.50</td></tr><tr><td><b>Balance at 13 Nov 2024</b></td><td><b>£9,192.56</b></td></tr></table> <table><tr><td>Committed expenditure to end of FY24-25 <sup>1</sup></td><td>£1,810.10</td></tr><tr><td>Additional support expenditure to end of FY24-25 <sup>2</sup></td><td>£1,037.00</td></tr><tr><td>Monies already allocated <sup>3</sup></td><td>£5,190.00</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>£1,055.46</b></td></tr></table><div><p><b>Report</b></p><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 £310.50</li><li>- costs of artwork, printing and distribution of autumn newsletter of £831.0</li><li>- cost of hedgehog houses from Men's Shed Horsham of £200.00</li></ul><p>Next month's expenditure is likely to include monthly committed expenditure.</p><p>JFP 13 Nov 2024</p></div><p><b>Notes</b></p><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:<ul style="list-style-type: none"><li>3.1. £250 being held for purchase of trees in 2024.</li><li>3.2. £100 being held for tree matting.</li><li>3.3. £2800 being retained for purchase of 2<sup>nd</sup> Speed Indicator device.</li><li>3.4. £400 being retained for installation of 2<sup>nd</sup> speed indicators.</li><li>3.5. £1600 being retained for poles signage and road marking.</li><li>3.6. £40 retained for contribution to Trinity Church hedge replacement</li></ul></li><li>4. Contingency to cover potential cost increases due to inflation.</li></ol></div> <p>HTNC /Financial Report/Jan 2023 -/11</p> <ul style="list-style-type: none"><li><b>RH</b> would advise HTC via JO'S about the £40 for Dead hedge project.</li></ul>	Balance at 10 Sep 2024	£10,534.06	Income during period <sup>see Report</sup>	£0.00.	Expenditure during period <sup>see Report</sup>	-£1,341.50	<b>Balance at 13 Nov 2024</b>	<b>£9,192.56</b>	Committed expenditure to end of FY24-25 <sup>1</sup>	£1,810.10	Additional support expenditure to end of FY24-25 <sup>2</sup>	£1,037.00	Monies already allocated <sup>3</sup>	£5,190.00	Contingency reserve <sup>4</sup>	£100.00	<b>Funds available for allocation</b>	<b>£1,055.46</b>
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	<ul style="list-style-type: none"> <li>JFP would investigate if there were any implications for NI contribution as a result of the recent budget.</li> <li>JFP confirmed that he is aware of money to be pledge in next year's budget for projects agree last month.</li> </ul> <p>JC left the meeting</p> <p>Members reviewed and fedback on projects shown in appendix B of the agenda and the actions agreed are shown in <b>green</b> on the template.</p>
11/462/24	<p>Members discussed the Spring 2025 edition of the newsletter and agreed to:</p> <ul style="list-style-type: none"> <li>Pencil-in the delivery date of 7th April 2025. <b>MF and RH</b> agreed to ascertain the best time-table in order to meet this deadline.</li> <li>Members were invited to propose and agree items for inclusion in the Spring edition and to maintain a running log at future meetings. To date this includes: <ul style="list-style-type: none"> <li>A request for nominations for the Leonard Crosbie Award (<b>RH</b> would include this matter on the Website too).</li> <li>A request for ideas on how to develop The Common (adjacent to the Dog &amp; Bacon pub) in an attractive way</li> </ul> </li> </ul> <p>MB asked members to be mindful that the release date for the Spring Newsletter would be during the pre-election period for County Council; these would take place on 1<sup>st</sup> or 8th May</p>
12/462/24	<p>Members proposed no further actions on the planning applications. <b>RH</b> would notify HDC planning department accordingly.</p>
13/462/24	<p>The following reports regarding outside committee meetings attended by members included:</p> <ul style="list-style-type: none"> <li>The 4theYouth Meeting on 11<sup>th</sup> November which was attended by OH who had met with Dan, Trudy and Nigel. They discussed all the positive work being undertaken and the support that had come from new trustees. 4theYouth is thriving although maintaining funding is vital as the Snax wagon now needs replacing. A funding request from the s106 funding will be submitted and Neighbourhood Councils are asked to support this application. Dan is currently employed on a fixed contract and HDC are reviewing all fixed term contracts in March 2025 so once again Neighbourhood Councils are asked to highlight their support for maintaining Dan's role. EC enquired if an alternative to replacing the Snax wagon might be to invest in a vehicle that could tow a Snax wagon trailer. MB suggested that the cost for any such replacement vehicle could come from the Standing Charge budget</li> <li>MF would have reported on the first Unparished Areas CIL Meeting but had sent his apologies for the meeting. Instead he visited Emma Parks and will be up to speed on the matter in time for the next HTNC meeting.</li> <li>MW met with PS and KB re the issues at the Mandarin House; regarding the vehicle that is (or is not abandoned), KB recommended that PS go straight to DVLA given the lack of response from Operation Crackdown and PS agreed to do this. Regarding the rats, HDC Environmental Heath would be able to assist with this and <b>RH</b> would request their support via <a href="mailto:marc.rankin@horsham.gov.uk">marc.rankin@horsham.gov.uk</a> KB agreed to contact the Mandarin House in order to check-out the legalities of residents etc. The planning appeal refused by HDC will shortly be judged by an inspector from Bristol.</li> </ul>
14/462/24	<p>It was agreed/confirmed that the following members would attend the forthcoming outside committee meetings:</p> <ul style="list-style-type: none"> <li>North Horsham Parish Council - PET (Planning, Environment and Transport) – 28<sup>th</sup> Nov at 7.30pm – <b>CB</b></li> </ul>
15/462/24	<p>Any other business:</p> <ul style="list-style-type: none"> <li>Members were reminded of the need to start considering nominees for the Leonard Crosbie Awards and were asked to canvass around for ideas for the business, individual and Eco awards.</li> </ul>



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	<ul style="list-style-type: none"> <li>MW enquired if TPOs can be requested for trees in Rec. EC advised that a decision would be based on amenity value. He recommended that MW spoke to Andrew Bush.</li> </ul> <p>MB left meeting</p> <ul style="list-style-type: none"> <li>Regarding the tree on the Riverside Walk, MF agreed to give EC contacts for the Old Sussex heritage varieties of Apples with a view to HTNC buying three and retaining any budget left over for maintenance.</li> <li>MF advised of his personal mission, (unrelated to HTNC) for a 'Vigil for Peace' for Gaza/Israel conflict that he would hold on the three Monday's in December at 7.30pm in the disabled parking slot outside the Trafalgar Road Baptist Church.</li> <li>Members took part in a photo shoot to show support for the Climate and Nature Bill and <b>RH</b> agreed to post these to the website and make available for the newsletter.</li> </ul>
16/462/24	<p>Date and time of the next meeting:</p> <p>a 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 11<sup>th</sup> December 2024          Wednesday 8<sup>th</sup> January 2025          Wednesday 12<sup>th</sup> February 2025</p> <p>And <b>RH</b> would check availability of room hire with TRBC for the following dates for subsequent meetings:</p> <p>Wednesday March 12<sup>th</sup> 2025          Wednesday April 9<sup>th</sup> 2025          Wednesday 14<sup>th</sup> May 2025 (AGM)          Wednesday 11<sup>th</sup> June 2025          Wednesday 9<sup>th</sup> July 2025          No August Meeting          Wednesday 10<sup>th</sup> September 2025          Wednesday 8<sup>th</sup> October 2025          Wednesday 12<sup>th</sup> November 2025</p>

Meeting closed at 20.50

### Appendix B – HTNC Projects – Progress/decisions made in November 2024 are shown in Green

<b>Projects in Progress:</b>	<ul style="list-style-type: none"> <li><b>SID</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.</li> <li>The submission for the 20mph TRO to West Sussex CC. Approval to the submission given along with a pledge of £1200 for signage and road markings.</li> <li>CB will investigate siting of post whilst we await November decision.</li> <li>CB had established contact George Foot and they met on site on 4th October. There were two sites identified for the SID to be sited. One on the junction of Merryfield Drive with Redford Avenue (by house number 58) with the device facing towards Warnham Road. The second could be sited on Rushams Road opposite existing device (just before the road bend) with the device facing Guildford Road. WSCC approval is awaited.</li> </ul>
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- CB advised how the existing budget would need to be amended to cover the cost which would include:
  - 2xpoles and the installation of these amounting to £7-800 each. Planning permission (TTRO) is required and CB would speak with residents about plans. Once the poles are in place HTNC has 12-months in which to put up devices.
  - The cost of SID has increased by £100. The public liability insurance is already in place and paid annually.
  - Extra batteries will also need to be purchased but the cost of these would be spread over two years. Members approved all revised costs.
- **Notice have been put up and queries received regarding the siting of the posts therefore another site is being sourced for the Merryfield Drive post, and is likely to be further down Redford Avenue. There was a query in Rushams Road and the response appears to have been accepted.**
- **Waiting for decision from West Sussex on CHS.**
- **George Foot has been very helpful towards this project.**
- **Hedgehog Nesting Houses** – To promote awareness by providing our neighbourhood schools, playgroups, scout hut, churches, allotments, etc with hedgehog houses which could be made by Men's Shed Horsham during the summer in time for their placement this autumn/winter. Costs would amount to £20-£25 each, and JFP would liaise with MSH to ensure construction. Members approve this project and EC asked if the Hedgehog homes could include distribution to Shelley Allotments. The initiative would be promoted in the next edition of the newsletter. Members approved for public places and agreed to 10 at £20 each. JFP would take this forward.
- Almost all boxes have been built. The area had been mapped and analysed with 12 potential public locations identified in consultation with David Bridges. The aim would be to get the boxes sited in the Autumn in the right places without overcrowding. Men in Sheds as a charity are grateful for the work commissioned as it helps with the aim of improving mental health for men, making the project mutually beneficial.
- Members were shown a model of the hedgehog house that had been made by Men in Sheds and were asked to secure location homes for these at The Rec; The Common; Shelley's Allotments x 2; George Pinon Allotments x 2, Trafalgar and Greenway School, 2<sup>nd</sup> Horsham Scout Hut, Leggy Field Court on Redford Avenue and White Hart Court in order to give a triangulation of sites, before end of October.
- **Four boxes have been sited; the first at Trafalgar Infant school. Two at Shelley Allotments and another at the 2nd Horsham Scout Hut for use by the Trinity Playgroup Forest School. There are more to place and MW agreed to make further investigations for the Birds Farm Allotment via JO's. RH would continue to pursue enquiries with Leggy field Court as she had had difficulties in reaching this venue. There are signs being made up to raise awareness of the initiative. There would be nothing lost in siting boxes at the golf club (near the club house) if the aim is to raise awareness JFP would investigate this.**
- **Tree for Merryfield Drive** – Ed Coulsdon offered to be the member/external to lead on this project. EC would liaise with ND and WSCC to enquire about a crab apple tree being planted. Members approved making the sum of £100 available for paving or plastic matting (whatever would be the most appropriate material) once the work had been commissioned through WSCC.



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	<ul style="list-style-type: none"><li>• EC advised that now was the time to undertake the planting of the tree and would make the arrangements to source and plant. The triangle adjacent to the Millennium Bridge on the Riverside Walk was identified and EC advised that additional resources of stakes, binders and leaky water main would be needed. Members approved the proposal and were very happy for EC to proceed</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>New projects proposals for future discussion and approval:</b>	