



# Horsham Trafalgar Neighbourhood Council

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Minutes for the 466th Trafalgar Neighbourhood Council Meeting to be held at  
Trafalgar Road Baptist Church (TRBC) Trafalgar Rd, Horsham RH12 2QL  
on Wednesday 12<sup>th</sup> March 2025 at 7.00pm

Members Attending: Colin Bush (Chair), Olive Hobbs, Mark Francis, Morag Warrack, Ed Coulson,

Apologies: Martin Boffey,

In attendance: Rhoda Hatton (Clerk), Anthony Franklin,

Minute	Matters Discussed
1/466/25	MW welcomed members to the meeting. Apologies for absence were received from MB. Joe Carpenter and Nigel Dennis were not in attendance
2/466/25	Questions from the Public were taken under item 6 when AF responded to enquiries about planning application DC/25/0235
3/466/26	There was no further declaration of interest from members, other than those already captured which appear on the HTNC Website.
4/466/25	Following a proposal from CB and with OH seconding this, the minutes of the HTNC meeting held on 12 <sup>th</sup> February 2025 were approved.
5/466/25	<p>The matters arising from the previous minutes were discussed as follows:</p> <ul style="list-style-type: none"> <li>a. 05/465/25 and 11/464/25 RH had enquired if students at THS had a view for where on the riverside walk a bench should be sited along the Riverside Walk between Guildford Road and Merryfield Drive entrances. Following on from these conversations, where staff had offered to ask the Pupil Voice group and the DoFE group, RH had been asked to enquire if there were one-off working party sessions where local organisations could assist small groups of supervised students as they worked to care of open spaces. Members suggested <b>RH</b> contact Tony Cooke, at Green Gym; Daphne Mitchel of the Boldings Brook group; Sally Sanderson at the Friends of Horsham Park or Anne Turner for The Rec.</li> <li>b. 05/465/25 - EC advised that Ben Brace was taking over the ordering of the 3 apple trees on proper root stock, with the plan being to plant these trees on the newly exposed land at the football pitch end of The Rec by Churchill Avenue.</li> <li>c. 07/465/25 <b>RH</b> had notified Ron Bailey in connection with Safety of Lithium-ion Batteries Campaign that members wished to support the campaign and request if there was wording available that could be added to the HTNC website. A response is awaited.</li> <li>d. 10/465/25 <b>MF</b> had forwarded details of the CIL funding that may be available to the Holy Trinity Church and <b>CB</b> had passed this on to the Church. AF confirmed that CIL letters had gone out from HDC. The processes for shortlisting and assessing applications were being finalised. <b>AF</b> would pass on the relevant email address for Sophia Wilks to MF.</li> </ul>
6/466/25	MW gave an update on the quarterly meeting of the Neighbourhood Council Chairs, as this had been held earlier in the day. She reported on the discussion about devolution. Members were advised of the forthcoming public meeting to be held on Tuesday 29 <sup>th</sup> April 2025, at the Brighton Road Baptist Church Hall, and MW encouraged members to attend. Jane Eaton, MB as Leader of HDC and Trevor Lego (of NALC) will also attend. The meeting will be part of the open consultation regarding the formation of a Town Council for Horsham which it is proposed will replace the three Neighbourhood Councils. It is envisaged that following the consultation process a decision will be made in December 2025. AF advised that if a Town Council was not formed, the assets belonging to



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Horsham town would fall under the responsibility of a Unitary Authority who may not have as much local knowledge and interest as HTNC do at present.

It is believed that the devolutions timetable will lead to the Mayoral Authority being set up in May 2026 and the Unitary Authority elections taking place in May 2027 with these being constituted in May 2028.

MW also advised that the Quarterly meeting discussed

- The Housing Summit to be held on 17<sup>th</sup> July 2025. This will look at matters such as affordable housing, Blueprint's role, Community Land Trusts, etc., with a view to Horsham developing a new plan in Winter 2025.
- That the Police station welcomes NC's members to view the premises, but that they would not be invited to their regular HDC meetings.
- The appointment of the new Neighbourhood Warden (Jordan) who will start in April.
- That Highwood Community is consulting on community projects that any Horsham residents might like to see.
- The funds from the sale of the Drill hall to the Ministry of Defence which should materialise shortly.

Members discussed the questions submitted by a local resident regarding planning application DC/25/0235. AF was clear to point out that HDC's planning department will only be able to consider objections that are valid. (For example, councils do not put constraints on competition and would not disallow a planning application for a shop despite there being others offering the same services in the near vicinity.)

All were aware of the local strength of opinion against application DC/25/0235 and HTNC agreed that they entirely support the views of residents.

With regards to the questions asked by residents about the former fabric shop in Trafalgar Road, members were of the opinion that they had not been asked to review this as a planning application as the property had already been operating as a shop. Members were notified of the proposed alteration in hours for the purposes of selling alcohol. Members objected on the grounds of excessive parking in the area.

HTNC would submit comments to the planning department of HDC in respect of planning application DC/25/0235 and these would focus on:

- The loss of green space
- A significant impact on a former common.
- A significant impact on existing residents.
- Road safety concerns
- Lack of available parking.
- Visibility concerns (these have also been expressed by WS)

HTNC were mindful that the submission of a planning application does not give credibility to the planning application and that an applicant may not meet the conditions required in the first instance. If this becomes the case, the application will never go to planning committee. However, if planning application DC/25/0235 does go to committee HTNC will likely send a representative to speak against the application.

EC raised concerns that he had received from local residents regarding the surge in drug activity in the vicinity of Saxon Crescent and Eyles Close. The frequency and number of youths that are falling



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	<p>asleep on the pavements in this area has led to these concerns being raised. RH agreed to report the matter to the Neighbourhood Wardens</p> <p>EC and AF left the meeting.</p>
7/466/25	There was no WSCC update from Cllr Dennis due to his absence.
8/466/25	<p>Members noted the following correspondence:</p> <p>a Sussex and Brighton Devolution - Government Consultation – Closing Date 13<sup>th</sup> April 2025 – Email from Martin Boffey, Leader of HDC forwarded to Members 24<sup>th</sup> February 2025</p> <p>b Reports from Neighbourhood Warden – February 2025.</p>
9/466/25	There were no TTRO to discuss.
10/466/25	Members discussed the list of nominations for the Leonard Crosbie Award. CB advised of two new submissions that had been sent to MW by Jane O’Sullivan. Members agreed a priority list that would be presented to Mary Crosbie for approval. Members would present the awards at the AGM and the Trinity Church Singers would be asked to perform again. Members however, did still have an opportunity to submit further suggestions if anyone was to come to mind before the next meeting.
11/466/25	<p>Financial Matters:</p> <p>a There was no financial report from John F. Preston due to his absence.</p> <p>b With regard to funding, Members agreed the following:</p> <ul style="list-style-type: none"> <li>It was agreed that the financial provision for the SID should be increased by the 11% highlighted by the company</li> <li>Member agreed not to fund CAGNE for this year.</li> <li>Members agreed for fund £250 towards the ‘Trinity 125 Appeal’ and this will be presented at the AGM in thanks for everything that they do for the community</li> </ul>
12/466/25	<p>MF provided an update on the progress of Spring 2025 edition of the newsletter which it was confirmed was currently with Helen, the graphic designer and the timetable below was on schedule:</p> <p>Delivery – starting Mon 7<sup>th</sup> April  Collection from Printers - Wednesday 2nd April  Email files to Printers - Wednesday 26th March  Final Newsletter file emailed to Rhoda – By end Tues 25<sup>th</sup> March  REVIEW: Send comments to Graphic Designer - Thurs 20<sup>th</sup> March  REVIEW: Receive draft Newsletter from Graphic Designer – Mon 17<sup>th</sup> March  Send all articles to Graphic designer – Mon 10<sup>th</sup> March</p> <p><b>RH</b> would request a quote from Mr Printers for a double sided A4 newsletter in black and white. She would also enquire of Martin Standen if he would like his delivery services to be added the Newsletter for publicity.</p>
13/466/25	<b>CB</b> will pull together a case for a Traffic Regulation Order for 20MPH on Rushams Road between Trinity Church and Greenway (due to its narrowness). He will also will gauge community support by knocking on doors and approaching users of the Church. He will then submit the case to WSCC.
14/466/25	Members discussed the Resilience Plan for HTNC where it had been agreed at the previous meeting that HTNC would sign-post residents to useful services – <b>RH would pull together a document that could be posted on to the Website pages</b> . Members also discussed how they would update the Information on the OnePlanet Website. Whilst agreeing that the principle of the OnePlanet Website could offer useful pointers for others, there was some concern over the value of HTNC entering into a contract with Cardinal Services to undertake this, given the potential plans to establish a Town Council - <b>MW</b> would follow up conversations with Cardinal Services to decline their input at this stage.
15/466/25	The planning applications shown appendix A were discussed and <b>RH</b> would report back to HDC accordingly.
16/466/25	Reports were received from members who had attended the following outside committee meetings:



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	<p>a. MW had attended an excellent meeting on Thursday 27<sup>th</sup> Feb at Albery House in order to meet Jordan, the new Neighbourhood Warden. Jordan will work together with Oscar and all were delighted with Jordan's appointment.</p> <p>b. CB had attended the Neighbourhood Warden's Steering Group meeting on Wednesday 5<sup>th</sup> March at Albery House (the new HDC offices). Following a suggestion by Ian Botting the salary retained since Maria's recent move will be returned to the central pot. Carol will research leasing a vehicle for the neighbourhood wardens. MW enquired why they might need this given that electric bikes were obtained not that long ago. The statistics for ASB were reported to be at a reasonably low level. Carol has been supporting Oscar so he has not been a lone worker. Oscar is looking to set up a dungeons and dragons' group as per the one in Storrington. Regular patrols are being undertaken with the PCSO. <b>RH</b> will circulate the minutes of this meeting.</p>
17/466/25	<p>Attendees for forthcoming outside committee meetings were agreed as follows:</p> <p>a Blueprint Meeting – 18<sup>th</sup> March at 7.30pm and in the Amberley Room at the Millennium Hall, Roffey - <b>CB</b></p> <p>b 7th PC/NC Climate Action Network – 25th March, 6-7pm, online – <b>MF</b></p> <p>c CIL Meeting – 26<sup>th</sup> March – <b>MF</b></p> <p>d Novartis Parish Liaison Group to be held online via Zoom on Wednesday 2<sup>nd</sup> April 2025 at 10.00am – <b>MW</b></p> <p>e HDOPF public meeting, 10am on Tuesday, 1st April – <b>OH</b></p> <p>f <b>4the youth 23<sup>rd</sup> April – OH</b></p> <p>g Horsham Warden's Steering Group on Wednesday 11th June 2025 at 14.00hrs - <b>CB</b></p>
18/466/25	<p>The following matters were raised under any other business:</p> <ul style="list-style-type: none"> <li>The bright lights at Dog and Bacon. <b>RH</b> would enquire through HDC if there are rules on this matter and can these be less bright.</li> <li>For information, the Connecting Café at St. Andrews Methodist Church in Roffey operates on a Tuesday from 11.30 – 1.30 where it is possible to get hot meals (free to those in need). It was felt that this might be similar to the Silver Bullet run in Trafalgar but worthy of <b>RH</b> including in the Resilience Plan.</li> <li>The recent communication from Steve Hill re the Grass Mowing sessions for 2025 <b>RH</b> would seek to find out what is happening with grass cuttings via the link in the communication.</li> </ul>
19/466/25	<p>Members 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 April 2nd 2025 (Please note the change of date) CB has sent his apologies</p> <p>Wednesday 14<sup>th</sup> May 2025 (AGM)</p> <p>Wednesday 18<sup>th</sup> June 2025 (Please note the change of date)</p> <p>Wednesday 9<sup>th</sup> July 2025</p> <p>No August Meeting</p> <p>Wednesday 10<sup>th</sup> September 2025</p> <p>Wednesday 8<sup>th</sup> October 2025</p> <p>Wednesday 12<sup>th</sup> November 2025</p>

**Meeting close at 21.00**



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## Appendix A – Planning Applications

Reference	Details	Action
DC/25/0158	The demolition of the existing chalet bungalow and workshop and erection of replacement two storey dwelling-house at The Maples, Spencers Place, Horsham, West Sussex	NFA
DC/25/0187	The demolition of existing garage and erection of a single storey side and rear extension at 12 Springfield Crescent Horsham West Sussex RH12 2PP	NFA
DC/25/0198	The demolition of existing conservatory and erection of a single storey rear extension at 11 Wildgoose Drive Horsham West Sussex RH12 1TU	NFA
DC/25/0235	An outline application for the erection of a commercial ground floor unit and first floor flat with all matters reserved except access and landscaping.  Street Record Trafalgar Road Horsham West Sussex	HTNC had the following concerns: <ul style="list-style-type: none"> <li>• The loss of green space</li> <li>• A significant impact on a former common.</li> <li>• A significant impact on existing residents.</li> <li>• Road safety concerns</li> <li>• Lack of available parking.</li> <li>• Visibility concerns (that have also been expressed by WS)</li> </ul>
DC/25/0226	The demolition of existing conservatory and erection of a two-storey side extension and a part single/part two storey rear extension at 25 Kempshott Road Horsham West Sussex RH12 2EX	NFA
DC/25/0254	The demolition of existing conservatory and single storey side extension and erection of a two-storey side extension at 2 Farm Avenue Horsham West Sussex RH12 2JY	NFA
DC/25/0139	The installation of new pitched roof to existing conservatory at 31 Greenway Horsham West Sussex RH12 2JT	NFA



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

<p><b>Projects in Progress:</b></p>	<ul style="list-style-type: none"> <li>• <b>SIDs</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 4<sup>th</sup> 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> <li>• CB advised how the existing budget would need to be amended to cover the cost which would include:             <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ The cost of SID has increased by £100. The public liability insurance is already in place and paid annually.</li> <li>○ Extra batteries will also need to be purchased but the cost of these would be spread over two years. Members approved all revised costs.</li> </ul> </li> <li>• 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.</li> <li>• Waiting for decision from West Sussex on CHS.</li> <li>• George Foot has been very helpful towards this project.</li> <li>• CB has signed off the license to erect a SID and pole on Rushams Road. A license for the pole on Rushams Road had been given (outside properties 88 &amp; 90). CB is trying to locate a new site on Redford Avenue as residents are now refusing, despite the original agreement.</li> <li>• <b>The application with West Sussex had disappointingly been rejected.</b></li> <li>• <b>Hedgehog Nesting Houses</b> – 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.</li> <li>• 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</li> </ul>
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	<p>as it helps with the aim of improving mental health for men, making the project mutually beneficial.</p> <ul style="list-style-type: none"> <li>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.</li> <li>Four boxes have been sited; the first at Trafalgar Infant school. Two at Shelley Allotments and another at the 2<sup>nd</sup> 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) As the aim is partly to raise awareness JFP would investigate this.</li> <li>Eight hedgehog boxes had been sited. Unusually for this time of year, the hedgehogs are still active but the cold spell may soon change that. Signage for promoting boxes is still in progress. The remaining two boxes will hopefully be sited once the signage is available, possibly at Rookwood, near the cub house and at Penny Brook on Guildford Road. The aim being to raise public awareness of the boxes</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> <li>Trafalgar Neighbourhood Council have been asked to obtain a commemorative bench in memory of June Harris, a long-serving Neighbourhood Councillor who passed away in January 2024. The updated quote (January 2025) from GeViews for:</li> </ul> <p>The Highbarn Bench (Brown)  3-Seater (1.5m)  100% High Grade Recycled Plastic  Zero-Maintenance  Premium Fixings  25 Year Guarantee  Including Secure Delivery  £385.54 ex VAT</p> <p>Hard Ground Anchoring Kit  £28.75 ex VAT</p> <p>Soft Ground Anchoring Kit  £85.00 ex VAT</p> <p>Plaque  £100+. Alternatively, HTNC could source a plaque from <a href="https://www.engravefast.co.uk/Bench-Plaques-(Brass)/">https://www.engravefast.co.uk/Bench-Plaques-(Brass)/</a> for around £20.00 and self-fix to the bench – The screws can be drilled directly into the bench without damaging it.)</p> <p>The response from Sorin at HDC was: 'Regarding the bench. We purchased something similar in the past as well. They look a bit chunky but they are OK. We do not believe</p>



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	<p>that they are vandal proof though as we had a few set-on fire. Regarding the location. We would not accept this bench on Victory Rec land as this is not in line with the existing street furniture we have in place. Not sure where exactly is the location you mentioned either as not familiar with the streets around the area. Somewhere on the Riverside walk should be Ok though if not too close to residents. Anchoring in the ground also works and you would not need a base’.</p> <p>RH asked ND to investigate who owns the bit of land at the Riverside Walk end of Irwin Drive and this was confirmed as belonging to HDC</p> <ul style="list-style-type: none"><li>• <b>Apple trees planting at Millennium Bridge area</b> - Ed Coulsdon would lead on this project and it was agreed he should purchase up to three. Members had previously 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.</li><li>• 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. RH had chased HDC for the site map for the drains and these were provided. Ben Brace would act as volunteer tree warden for HTNC and water the trees. Sorin would like to know what tree variety is chosen for the triangle so they can establish if there will be sufficient space when they reach maturity. He also confirmed that no services are shown to be in the area but he would ask the people planting to trees to dig carefully. Sorin also added that when the trees get planted HTNC should make sure they are not too close to the path and make sure a mower can go around the tree and to purchase tree guards for strimmers. Following an email conversation with Ben Brace, clarity on the mower requirements were sought from Sorin</li></ul>
<b>New projects proposals for future discussion and approval:</b>	<p>Defibrillators at Shelley Allotments could be sourced via Hilary Harrold <a href="http://CardinalServices.Co.Uk">CardinalServices.Co.Uk</a>. It would need to be sited where members of the public could also access it (e.g. on the entrance on Redford Rd) Rhoda has her number.</p>