



# Horsham Trafalgar Neighbourhood Council

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Minutes of the 468th Trafalgar Neighbourhood Council Meeting held at  
Trafalgar Road Baptist Church (TRBC) Trafalgar Rd, Horsham RH12 2QL  
on Wednesday 14th May 2025 (immediately after the AGM)

Present: Morag Warrack (Chair), Colin Bush, Mark Francis, Ed Coulson, Joe Carpenter  
In attendance: Rhoda Hatton (Clerk), Nigel Dennis (WSCC), Anthony Franklin (HDC), John F.  
Preston (Treasurer), Alex Denne, Edward Blacklock (from 8.10pm)

| Minute Number | Matter  |
|---------------|---|
| 1/468/25      | MW welcomed members to the meeting and in particular, Alex Denne who was interested in joining the neighbourhood Council as a new member. Apologies for absence had been received from Olive Hobbs and Martin Boffey.   |
| 2/468/25      | No questions had been submitted from the public although between meetings MW had received an enquiry about the progress being made towards the 20's plenty initiative and the work of the Trafalgar Speed Watch Group. MW had responded feeling that the enquiry had now been dealt with.   |
| 3/468/25      | Members were invited to provide an update to any matter not already captured under their declaration of interest and there were no further entries submitted.   |
| 4/468/25      | The HTNC Minutes of the meeting held on 2 <sup>nd</sup> April 2025 were approved following a proposal from MW and this was seconded by MF.  |
| 5/468/25      | <p>The following matters arising from the previous minutes were discussed:</p> <ul style="list-style-type: none"><li>a. 5/467/25 (e) - members had looked at the Resilience Page on the HTNC website. Going forward, they were asked to submit any future additions to the Clerk.</li><li>b. 8/467/25 (a) - RH had responded to Cllr Colette Blackburn to thank her for the information on The Declaration for River Recovery and to advised that HTNC support the action. Cllr CB acknowledge receipt of the email.</li><li>c. 8/467/25 (b) - RH had enquired which organisations Aleida had approached in the area to assess if there were gap, which in turn HTNC would then help to co-ordinate. No further correspondence had been received from Aleida.</li><li>d. 11/467/25<ul style="list-style-type: none"><li>i RH had placed the order with geViews for The Highbarn Bench (£500) after liaising with Sorin regarding the delivery and building of the seat – <b>JFP was asked to pay the proforma invoice</b></li><li>ii RH had contacted BB and Hannah Neale regarding the Trees advising BB that he can go ahead asap and purchase the three trees (through Roger Brown in Steyning) plus any additional materials for safe planting. HTNC will reimburse the expense on production of a receipt – Whilst this had been undertaken, no feedback from BB had been received so <b>RH agreed to follow up with BB on the placing of the order.</b></li><li>iii <b>JFP</b> agreed to site one hedgehog box on the Guildford Road green adjacent to Penny Brook and RH had contacted Warnham Nature Reserve to enquire if one could be sited near the café for publicity – MW and JFP would be liaising with Warnham the next day and <b>RH would enquire with the Rookwood Golf Club as to whether or not they too would accept a box</b></li><li>iv <b>RH</b> had contacted Hilary from Horsham Community Responders after speaking with Hannah Neale and Shelley Allotments to gain permission for HTNC to site a defibrillator</li></ul></li></ul> |




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|          | <p>at the entrance to the allotments. Hilary had provided information about the need for public access to the defibrillator, availability of an electrical source, HTNC's responsibility to commission an electrician to undertake the installation and HTNC's requirement to manage the battery and pad replacements as well as the need to register the device on the British Heart Foundation Circuit Listing. JC enquired about the insurance for the device and MW questioned whether or not HTNC should take on the responsibility given the impending possibility of NCs being replaced by a Town Council.</p> <p><b>EC would look into the electrical source at either the allotments or the bus stop and enquire about an electrician taking on the work and where exactly any such defibrillator could be placed.</b></p> <p>e 16/467/25 - RH had set up an Instagram account for HTNC but work on linking this to the Facebook page remained an issue. <b>RH would liaise with JC/AD to sort the matter</b></p>  |
| 6/468/25 | <p>The HDC update from Cllr Boffey was, in his absence provided by AF, he informed members:</p> <ul style="list-style-type: none"> <li>of the discussions being held regarding the options for different areas when drawing the Unitary Councils boundary lines. There are different Options but input from ND suggested that they direction of travel would likely to be one large authority as expertise is needed in certain key areas (e.g. Social Care and Education) and teams could not be replicated across more than one area.</li> <li>That there appears to be momentum behind the proposals for the Town Council and asked that they encourage residents to respond to the Town Council consultation which ends on 16<sup>th</sup> June.</li> <li>To look out for district wide residents survey which is asking for feedback on aspects of how district is run. The responses will be a measure of how well the District Council is doing on its responsibilities and how residents feel about the area in which they live. The survey is however, only covering a representative population of the district (5000 vs 65000 residents). The findings will be published and will inform future decision making and be a good feed into the information required by any newly formed unitary authority.</li> </ul>   |
| 7/468/25 | <p>Cllr Dennis provided the following WSCC update:</p> <ul style="list-style-type: none"> <li>The work to be undertaken by Southern Gas Networks on Springfield Road has been postponed by a week as has the work on the West Parade/North Parade Junction.</li> <li>Following a request from OHs, ND visited White Hart Court to review the state of highway and as a consequence, two jobs have been raised to address the tree root upheaval and repair kerb stones.</li> <li>ND had looked into the matter of redundant bus stops raised by CB. ND advised that the bus stop flags belong to bus operators and is hopeful that WSCC can liaise with the companies to get these removed. With regards to the bus stop marking painted on the road, ND feels that removal of these will be unlikely. All agreed that the latter would make it confusing for visitors to the area.</li> <li>Bus service 55 had been upgraded to running every half hour but there had been complaints that only three buses a day go through Trafalgar and that these are all morning buses. Whilst ND is always keen to improve local bus services, government funding was proving to be a problem for Trafalgar. He felt the most likely way to improve the afternoon service, would be to have one of the other existing services to divert through Trafalgar</li> <li>Horsham strategic transport investment was facing a lack of funding and so improvements that had been suggested for Guildford Road and the Junction at Wimblehurst were unlikely to materialise.</li> <li>Horsham Library – ND reported that the lift had been out of action and that the PCs will be upgraded. He advised that events to celebrate 100 years of libraries will include a Tea Party on 9<sup>th</sup> October and a Murder Mystery on 12<sup>th</sup> Nov which will be £3 to attend.</li> </ul> |



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|   | <ul style="list-style-type: none"><li>• Millais Secondary School will be co-ed from Sept 2026. Members were advised that for the September 2025 intake, the only schools able to accept boys moving into the area will be Thomas Bennet and Steyning Grammar School.</li></ul>   |                       |           |  |           |   |            |                               |                   |  |           |   |           |                                       |           |                                  |         |                                       |                  |
| 8/468/25  | <p>The following correspondence had been received and Members were advised:</p> <ul style="list-style-type: none"><li>a That an email from resident advising of rough sleeper on the Rec had been forwarded to the neighbourhood wardens and the information passed to outreach worker at Turning Tides</li><li>b Following the delivery of the Spring Newsletter, an email was received from resident enquiring about HTNC Councillor vacancy and resident invited to attend AGM. AD and EB attended the meeting to learn more about HTNC and both will complete a co-option membership form.</li><li>c Of an email from a resident on Greenway informing HTNC of the removal of tree in neighbouring garden which has left resident's property exposed in advance of the development at Greenway School. <b>RH would advise the resident that the matter had been discussed at the NC meeting</b> but that it was outside the jurisdiction of HTNC. However, the suggestion was that the resident continue speaking with HDC to assess whether pressure could be applied to the developers to provide the relevant trees screening around the school.</li><li>d That an email from 2<sup>nd</sup> Horsham Scouts highlighted the need for a replacement leader for the Explorer unit. <b>RH to add to social media stories promoting the need for more local volunteers in general.</b></li><li>e Of an email from Clive Burley (HDC) re the public consultation on proposed improvements for the Bishopric, Worthing Road and Carfax areas - <a href="http://www.horsham.gov.uk/consultations">www.horsham.gov.uk/consultations</a> HTNC members are asked to submit their thoughts to Clive Burley on which aspects of these proposals matter the most HTNC</li><li>f Of the Neighbourhood Wardens Report April 2025 this was accepted by members and would be posted to the website.</li></ul>  |                       |           |  |           |   |            |                               |                   |  |           |   |           |                                       |           |                                  |         |                                       |                  |
| 9/468/25  | No TTRO had been sent to members   |                       |           |  |           |   |            |                               |                   |  |           |   |           |                                       |           |                                  |         |                                       |                  |
| 10/468/25   | <p>The following financial report was present by John F. Preston, Treasurer:</p> <div><p>Horsham Trafalgar Neighbourhood Council</p><p><b>FINANCIAL REPORT</b></p><p>For period 3 Apr 2025 to 14 May 2025</p><table><tr><td>Balance at 3 Apr 2025</td><td>£7,390.06</td></tr><tr><td>Income during period <sup>see Report</sup></td><td>£8,221.50</td></tr><tr><td>Expenditure during period <sup>see Report</sup></td><td>-£1,442.46</td></tr><tr><td><b>Balance at 14 May 2025</b></td><td><b>£14,169.10</b></td></tr></table><table><tr><td>Committed expenditure to end of FY25-26 <sup>1</sup></td><td>£3,950.50</td></tr><tr><td>Additional support expenditure to end of FY25-26 <sup>2</sup></td><td>£1,780.00</td></tr><tr><td>Monies already allocated <sup>3</sup></td><td>£7,173.15</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>£1,165.45</b></td></tr></table><div><p><b>Report</b></p><p>Income during the period:</p><ul style="list-style-type: none"><li>- HDC precept of £8,221.50</li></ul><p>Expenditure during the period:</p><ul style="list-style-type: none"><li>- committed expenditure<sup>1</sup> of £335.50</li><li>- Printing and distribution of newsletter and leaflets £1,096.96 of which £119.43 will be reimbursed.</li><li>- Subscription to CAGNE of £10.00</li></ul><p>Next month's expenditure is likely to consist of monthly committed expenditure.</p><p>JFP<br/>14 May 2025</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 comprise:<ol style="list-style-type: none"><li>3.1. £250 being held for purchase of trees in 2025.</li><li>3.2. £100 being held for tree mowing.</li><li>3.3. £3500 being retained for purchase of additional speed indicator.</li><li>3.4. £1956 being retained for speed indicator poles and installation.</li><li>3.5. £200 being retained for additional speed indicator battery</li><li>3.6. £400 donation to Coote Farm fayre for stage hire.</li><li>3.7. £250 donation to Holy Trinity Bell Tower Fund.</li><li>3.8. £517.15 being held for purchase of June Harris bench and placement</li></ol></li><li>4. Contingency to cover potential cost increases due to inflation.</li></ol><p>HTNC /Financial Report/Jan 2023 -/11</p></div> | Balance at 3 Apr 2025 | £7,390.06 | Income during period <sup>see Report</sup> | £8,221.50 | Expenditure during period <sup>see Report</sup> | -£1,442.46 | <b>Balance at 14 May 2025</b> | <b>£14,169.10</b> | Committed expenditure to end of FY25-26 <sup>1</sup> | £3,950.50 | Additional support expenditure to end of FY25-26 <sup>2</sup> | £1,780.00 | Monies already allocated <sup>3</sup> | £7,173.15 | Contingency reserve <sup>4</sup> | £100.00 | <b>Funds available for allocation</b> | <b>£1,165.45</b> |
| Balance at 3 Apr 2025   | £7,390.06  |                       |           |  |           |   |            |                               |                   |  |           |   |           |                                       |           |                                  |         |                                       |                  |
| Income during period <sup>see Report</sup>                    | £8,221.50  |                       |           |  |           |   |            |                               |                   |  |           |   |           |                                       |           |                                  |         |                                       |                  |
| Expenditure during period <sup>see Report</sup>               | -£1,442.46   |                       |           |  |           |   |            |                               |                   |  |           |   |           |                                       |           |                                  |         |                                       |                  |
| <b>Balance at 14 May 2025</b>                                 | <b>£14,169.10</b>  |                       |           |  |           |   |            |                               |                   |  |           |   |           |                                       |           |                                  |         |                                       |                  |
| Committed expenditure to end of FY25-26 <sup>1</sup>          | £3,950.50  |                       |           |  |           |   |            |                               |                   |  |           |   |           |                                       |           |                                  |         |                                       |                  |
| Additional support expenditure to end of FY25-26 <sup>2</sup> | £1,780.00  |                       |           |  |           |   |            |                               |                   |  |           |   |           |                                       |           |                                  |         |                                       |                  |
| Monies already allocated <sup>3</sup>                         | £7,173.15  |                       |           |  |           |   |            |                               |                   |  |           |   |           |                                       |           |                                  |         |                                       |                  |
| Contingency reserve <sup>4</sup>                              | £100.00  |                       |           |  |           |   |            |                               |                   |  |           |   |           |                                       |           |                                  |         |                                       |                  |
| <b>Funds available for allocation</b>                         | <b>£1,165.45</b>   |                       |           |  |           |   |            |                               |                   |  |           |   |           |                                       |           |                                  |         |                                       |                  |



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|           | <p>a In reviewing the projects as shown in appendix B, EC raised the matter of speeding traffic along Warnham Road from the A24 roundabout to Dog and Bacon Pub enquiring if there had been any traffic calming measures undertaken. Members felt that there would likely be statistics to show that this was a major accident area. <b>RH agreed to make enquiries through ND</b> requesting that he bring number of incidents to next meeting. CB advised that Trafalgar Speed Watch Group could do speed watch surveys in that area if there were more volunteers. <b>RH would add this volunteering role to the social media article.</b> MW would send details of the Leonard Crosbie award ceremony to The County Times and include the plea for more volunteers to step forward. <b>RH would look into the reimbursement cost from Cootes Farm</b> for their delivery charges and the invoice from Mr Printers re the total printing cost of the Spring Newsletter</p> <p>e Members agreed to the renewal of annual membership of the CAGNE Aviation Town and Parish Forum (£10 PA)</p> <p>e Other updates to the list of projects are shown in Appendix B below.</p> |
| 11/468/25 | <p>Newsletter Autumn 2025</p> <p>Members were asked to start collating topics for the autumn newsletter and to agree schedule of delivery. The following topic had already been captured:</p> <ul style="list-style-type: none"> <li>HDOFP - Awareness and suggestions for an alternative name if it is felt necessary (HD's Over 60s Forum)</li> </ul>  |
| 12/468/25 | <p>No further action was deemed necessary on any of the planning applications which are attached in appendix A.</p>  |
| 13/468/25 | <p>The following outside committee meetings were attended by members:</p> <p>a Blueprint Steering Group meeting on Tuesday 15th April 2025 - CB. There was nothing further to report</p> <p>b Novartis Parish Liaison Group held online on Tuesday 6<sup>th</sup> May 2025. MW had not been able to attend</p> <p>c HDC's AGM Reception on Wednesday 23<sup>rd</sup> April at Albery House was attended by MW who reported that this had been a nice celebratory event where Cllr Tony Bevis had been appointed as the new Chairman of HDC and Joanne Knowles was appointed as the vice chair</p> <p>d 4theYouth - Neighbourhood Contract Reporting – Wednesday 21<sup>st</sup> May 2025. No report was available due to OH's absence.</p> <p>e MF attended the recent meeting about the CIL funding. He reminded members that the applications process closed 2 weeks ago and informed them that five applications for whole of Horsham Town had been received. A £10K application for the Holy Trinity Church Bell Tower appeal had been submitted</p>   |
| 14/468/25 | <p>Members agreed/confirmed their attendance of the future, forthcoming meetings:</p> <p>a HDC's Civic Ceremony at St. Mary's on Sunday 18<sup>th</sup> May – <b>MW</b></p> <p>b Horsham Warden's Steering Group on Wednesday 11th June 2025 at 14.00hrs – <b>CB</b></p>   |
| 15/468/25 | <p>Any other business:</p> <ul style="list-style-type: none"> <li>Members agreed that MW should respond positively to Local Government Association <a href="#">open consultation</a> on Local Government and Legal Responsibilities to Act on Climate Change which asks: "Should local authorities be given statutory duties to coordinate and create climate and nature strategies for their area, together with the necessary funding and resources?"</li> <li>Members agree that MW should respond on the Gatwick consultation using the advice provided by CAGNE.</li> </ul>   |
| 16/468/25 | <p>Date and time of the next meeting:</p> <p>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> <ul style="list-style-type: none"> <li>Wednesday 18<sup>th</sup> June 2025 (Please note the change of date)</li> <li>Wednesday 9<sup>th</sup> July 2025</li> <li>No August Meeting</li> </ul>   |



## Horsham Trafalgar Neighbourhood Council

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|  | <ul style="list-style-type: none"><li>• Wednesday 10<sup>th</sup> September 2025</li><li>• Wednesday 8<sup>th</sup> October 2025</li><li>• Wednesday 12<sup>th</sup> November 2025</li></ul> |
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**Meeting Closed 21.10hrs**



# Horsham Trafalgar Neighbourhood Council

## Appendix A – Planning Applications

| Reference           | Details  | Action Agreed |
|---------------------|--|---------------|
| DC/25/0461          | The demolition of an existing lean to roof and the erection of a single storey rear and side extension at 1 Purton Road Horsham West Sussex RH12 2HB   | NFA.          |
| DC/25/0391          | Alterations to existing front elevation windows at 50 Springfield Road Horsham RH12 2PD  | NFA.          |
| DC/25/0472          | The demolition of garage outbuilding and erection of outbuilding with a glazed porch connecting to the south, with internal alterations. (Listed Building Consent) at Willow Cottage North Parade Horsham West Sussex. | NFA.          |
| DC/25/0471          | The demolition of garage outbuilding and erection of outbuilding with a glazed porch connecting to the south, with internal alterations. (Householder Application) at Willow Cottage North Parade Horsham West Sussex. | NFA.          |
| DC/25/0490          | The demolition of existing conservatory and erection of a single storey rear extension at 49 Curzon Avenue Horsham West Sussex RH12 2LA  | NFA.          |
| DC/25/0547          | The felling of 2x Lawson Cypress and 10x Yew/Holly, and Surgery to 3x Pine 1 Cedar Close Horsham West Sussex RH12 2BN  | NFA.          |
| DC/25/0617          | The erection of a single storey front extension and decorative roof gable above at 49 Rookwood Park Horsham West Sussex RH12 1UB   | NFA.          |
| DC/25/0580 and 0581 | The alterations to fenestration and installation of new external cladding at Collingwood Bachelor Bishopric Horsham West Sussex and new signage  | NFA.          |



# Horsham Trafalgar Neighbourhood Council

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

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| <p><b>Projects in Progress:</b></p>                                      | <p>2 <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.</p> <ul style="list-style-type: none"> <li>• The newly update costs of £5456 for the poles and indicator were approved (this being an additional £1500 to the previous costs) as was the £200 purchase of the batteries (which are required for the device donated by Forest NC)</li> <li>• <b>Hedgehog Nesting Houses</b> –</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 Penny Brook on Guildford Road. The aim being to raise public awareness of the boxes.</li> <li>• RH has arranged for the final box to be sited outside the café at Warnham Nature Reserve.</li> <li>• RH will make enquiries with Rookwood Golf Club to investigate permission to site a box and sign there.</li> </ul> |
| <p><b>Projects approved awaiting implementation:</b></p>                 | <ul style="list-style-type: none"> <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.</li> <li>• RH has ordered the bench and arranged delivery. HTNC will source the plaque separately.</li> <li>• John will process the proforma invoice so delivery can take place</li> <li>• <b>Apple trees planting</b> - Ed Coulsdon had handed over the lead on this to Ben Brace and he would act as volunteer tree warden for HTNC and water the trees.</li> <li>• RH had contacted BB and Hannah Neale regarding the Trees advising BB that he can go ahead asap and purchase the three trees (through Roger Brown in Steyning) plus any additional materials for safe planting. HTNC will reimburse the expense on production of a receipt</li> <li>• RH agreed to follow up with BB on the placing of the order.</li> </ul>  |
| <p><b>New projects proposals for future discussion and approval:</b></p> | <ul style="list-style-type: none"> <li>• Defibrillators at Shelley Allotments could be sourced via Hilary Harrold <a href="https://www.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).</li> <li>• RH has contacted both HDC and Shelley Allotments for approval to site and has contacted HH re the purchase and installation.</li> <li>• <b>Points for Members to note</b> <ul style="list-style-type: none"> <li>○ Horsham Community Responders</li> <li>○ Cost electrician</li> <li>○ Replacement pads – 12-18 months £30 Trimbio</li> <li>○ Replacement batter – 3 years £200</li> <li>○ Public Access</li> <li>○ Electric link provision</li> </ul> </li> </ul>  |



## Horsham Trafalgar Neighbourhood Council

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|  | <ul style="list-style-type: none"><li>○ Electrician to fit</li><li>○ British Heart Foundation circuit listing</li><li>○ Responsibility for checking (HTNC)</li><li>○ What could it be fixed to? Enquire if it could go on the bus shelter or</li><li>○ Pause for a month and Ed will investigate fittings. and come back answers to insurance and fitting with vote to proceed or pause for 18 months</li></ul> <ul style="list-style-type: none"><li>● EC would look into the electrical source at either the allotments or the bus stop and enquire about an electrician taking on the work and where exactly any such defibrillator could be placed.</li></ul> |
|--|---|