



Horsham Trafalgar Neighbourhood Council

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Minutes of the 472nd Trafalgar Neighbourhood Council Meeting held at 7.00pm in
Trafalgar Road Baptist Church (TRBC) Trafalgar Rd, Horsham RH12 2QL
on Wednesday 8th October 2025.


Present: Morgan Warrack (Chair), Colin Bush, Olive Hobbs, Joe Carpenter, Mark Francis,
Rhoda Hatton (Clerk)

In attendance (for the Presentation): Peter Barclay & Cllr Jonathan Essex (Chair and Vice-
Chair of GACC), three members of the public.

No	Minute
01/472/25	MW opened the meeting welcoming visitors who were attending the presentation by Peter Barclay & Cllr Jonathan Essex (Chair and Vice-Chair of GACC). The presentation discussed the recent decision by the Secretary of State to allow Gatwick Airport to expand and the associated concerns over this decision. The next steps were presented and the fundraising appeal discussed. Questions were posed by visitors and answers given. Slides will be available for circulation to members. The presentation was followed up with the general monthly meeting of HTNC.
02/472/25	Apologies for absence had been submitted by Martin Boffey; Anthony Franklin; Nigel Denis; Alex Denne; ED Coulson and John Preston. Terry Conley also had advised that he would not be able to attend the meeting.
03/472/25	There had been no questions submitted by the Public.
04/472/25	There were no updates by members on their declaration of interests which can be viewed on the HTNC website.
05/472/25	Joe Carpenter and Mark Francis approved the HTNC Minutes of the HTNC meeting held on 10 th September 2025.
06/472/25	The following matters arising were discussed: <ul style="list-style-type: none"> a 05/471/25, 05/470/25 and 08/469/25 – Carried forward from September 2025 AF would ask that HDC consider a perch/tip-up seat at the newly moved bus stop on Guildford Road. C/fwd to November 2025 when AF will be in attendance. b 05/471/25 - The memorial bench for June Harris had been sited on the grass adjacent to the football pitches on Redford Avenue following Sorin's confirmation that there had been no concerns raised in previous years. The brass plate had been ordered and was out for delivery. It would need to be fixed to the bench in due course. c 06/471/25 - Good wishes had been sent to the staff at Vincent House School and the Headteacher had invited members to visit. RH will liaise for suitable dates. d 08/471/25 - Written feedback on the draft recommendations of the community governance review for the unparished area of Horsham Town had been submitted to HDC e 16/471/25 - ND had initiated enquiries about the possibility of a TRO in respect of the double yellow lines on Redford Avenue. f 16/471/25 - A proforma letter had been drafted for use when overgrown hedges cause a danger to pedestrians. The overgrown vegetation on the Boldings Brook bridge had been reported to ND and this had subsequently been cutback.
07/472/25	Due to absence, there was no update from Cllr Boffey's regarding Horsham District Council.
08/472/25	The update from Cllr Dennis regarding WSCC was read out with the following information:



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	<p>a Local Govt Reorganisation: WSCC is going for a Unitary County and has asked that the County elections postponed from this year be cancelled altogether. This motion was easily passed due to the Conservative majority but ND voted against it along with the other Lib Dems and most opposition members.</p> <p>b Caterways Parade: Negotiations with the shopkeepers are ongoing in relation to possible amendments to the waiting restrictions.</p> <p>c The vegetation has been cleared on the Warnham Road by the Red River Bridge.</p> <p>d North Parade – Springfield Park wall. Repair works is needed to the footway once the wall has been completed - so the end date could be a little longer yet.</p>																		
09/472/25	<p>Recent correspondence was discussed and the following actions agreed:</p> <p>a Members were asked to submit individual responses regarding the consultation (which closes on 27th October for traffic improvements along the A24 corridor between Worthing and Dorking https://yourvoice.westsussex.gov.uk/A24-worthing-horsham-dorking.</p> <p>b With regard to the enquiry about the Christmas lights on The Common received from the Dog and Bacon pub, RH agreed to make enquiries with Martin Boffey/HDC regarding who owns the land and who might take on responsibility for the lights agreeing to pass the contact details on.</p>																		
10/472/25	<p>Members noted the following TTROs:</p> <p>a Springfield Road - a 24-hour a day road closure outside United Reform Church for gas main replacement works from 5th - 23rd January 2026.</p> <p>b A24 Horsham Bypass Southbound, overnight closure on 22nd October 2025 for five nights whilst line markings are renewed.</p>																		
11/472/25	<p>The financial report had been submitted by the treasurer prior to the meeting and members noted the financial position as follows:</p> <div style="text-align: center;">  <p>Horsham Trafalgar Neighbourhood Council</p> </div> <p>FINANCIAL REPORT</p> <p>For period 11 Sep 2025 to 8 Oct 2025</p> <table> <tr> <td>Balance at 11 Sep 2025</td><td>£6,468.69</td></tr> <tr> <td>Income during period ^{see Report}</td><td>£0.00</td></tr> <tr> <td>Expenditure during period ^{see Report}</td><td>-£450.70</td></tr> <tr> <td>Balance at 8 Oct 2025</td><td>£6,017.99</td></tr> </table> <table> <tr> <td>Committed expenditure to end of FY25-26 ¹</td><td>£2,012.60</td></tr> <tr> <td>Additional support expenditure to end of FY25-26 ²</td><td>£1,810.00</td></tr> <tr> <td>Monies already allocated ³</td><td>£0.00</td></tr> <tr> <td>Contingency reserve ⁴</td><td>£100.00</td></tr> <tr> <td>Funds available for allocation</td><td>£2,095.39</td></tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Report</p> <p>Income during the period:</p> <ul style="list-style-type: none"> - nil <p>Expenditure during the period:</p> <ul style="list-style-type: none"> - committed expenditure¹ of £325.70 - purchase of 5 trees from Steyning Community of £125.00 <p><i>Next month's expenditure is likely to consist of monthly committed expenditure and newsletter costs.</i></p> <p>JFP 8 Oct 2025</p> </div> <p>Notes</p> <ol style="list-style-type: none"> 1. Committed expenditure consists of Clerk's salary, bank charges and insurance costs. 2. Additional support expenditure consists of costs associated with the website, email, newsletters (2 per year), etc. 3. Monies already allocated comprise: None. 4. Contingency to cover potential cost increases due to inflation. <p style="font-size: small; margin-top: 20px;">HTNC /Financial Report/Jan 2023 /11</p>	Balance at 11 Sep 2025	£6,468.69	Income during period ^{see Report}	£0.00	Expenditure during period ^{see Report}	-£450.70	Balance at 8 Oct 2025	£6,017.99	Committed expenditure to end of FY25-26 ¹	£2,012.60	Additional support expenditure to end of FY25-26 ²	£1,810.00	Monies already allocated ³	£0.00	Contingency reserve ⁴	£100.00	Funds available for allocation	£2,095.39
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	The project shown in appendix B was discussed and members were please to note that outstanding projects were now almost completed.
12/472/25	<p>Members reviewed the outstanding actions for the autumn 2025 Newsletter:</p> <ul style="list-style-type: none"> • RH to email files to Printers – Friday 10th October • MW to collect from printers and delivery to Martin Standen – 16th/17th October • Martin Standen to deliver – w/c 20th October <p>RH would ask that MS pencil in the following dates for future delivery schedules (but would advise if the HTNC is dissolved under the plans for a Town Council as there would then be no Trafalgar Newsletter:</p> <p>a W/C 6/4/26 b W/C 19/10/26</p>
13/472/25	RH would advise HDC's Planning department that there are no further actions required on the applications shown in Appendix A:
14/472/25	<p>The outside committees/meetings attended by members were reported on as follows:</p> <p>a All had been invited to the online Code of Conduct Training Session for Parish Councillors on 2nd October 2025</p> <p>b CB reported on the Blueprint Steering Group meeting held on 2nd October advising that the CIL public meeting would be held in the Park Barn on 23rd October when interested parties who wished to apply for funding could come along to find out more. Other opportunities for different funding streams would also be promoted by HDC at this meeting. CB also advised that he had heard that if the Town Council goes ahead the transition date will be 31st March the point at which, the Neighbourhood Councils would cease to exist. However, CB also advised that the elections for the Town Councillors will not take place until 7th May.</p> <p>c MF agreed to liaise with 2nd Horsham Scouts, prior to the submission of the CIL application as linking with the local Neighbourhood Council is a prerequisite to applying.</p>
15/472/25	<p>Attendance by the following members was agreed for the forthcoming outside committee meetings:</p> <p>a Quarterly NC meeting with HDC 17th Dec at 4.30 – MW</p> <p>b Carbon Literacy training for parishes and communities – Online - 10th November 2025 – all invited</p> <p>c Blueprint AGM - 11th December at Park Barn – CB. RH would contact Ron Bates to request a continuation of the current leadership for the next few months, advising that HTNC would be delighted if they would continue and that HTNC would be as supportive as possible during this time</p>
16/472/25	<p>Any other business:</p> <p>a CB had attended the HTCP AGM meeting which is company that can accept funds and channel accordingly e.g. the Riverside Walk improvements. As the HTCP requires directors and project managers. RH would contact Ron Bates for more details and promote accordingly.</p> <p>b JC advised of the TRO Application that he has submitted for outside Numbers 2 & 4 Merryfield Drive in an attempt to remove the first parking space for safety reasons. JC will share the correspondence with HTNC and the application requests that applicants communicate with local Neighbourhood Councils.</p> <p>c HDC Climate Action Group – 24th November 4-6pm – MW asked that members be mindful of the thermal camera that is available.</p> <p>d MF reminded members of the Sustainable Energy event being held at 7.00pm on Monday 27th October at the Rock. RH would ensure this had been promoted to social media pages and in the notice boards</p>
17/472/25	<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>



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| | <ul style="list-style-type: none">• Wednesday 12th November 2025 (CB to Chair)• Wednesday 10th December 2025• Wednesday 14th January 2026• Wednesday 11th February 2026• Wednesday 11th March 2026• Wednesday 15th April 2026• Wednesday 13th May 2026• Wednesday 10th June 2026• Wednesday 15th July 2026• No Meeting in August• Wednesday 9th September 2026• Wednesday 14th October 2026• Wednesday 11th November 2026 |
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Meeting Closed 20.30hrs



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Appendix A – Planning Applications

Reference	Details	Action
DC/25/1490	Erection of a single-story side and rear extension at 24 Kempshott Road Horsham West Sussex RH12 2EY	NFA.
DC/25/0082	Erection of entrance gates at 78 Guildford Road Horsham West Sussex RH12 1LY	NFA.
DC/25/1345	Surgery to 3x Oak at 51 Collingwood Road Horsham West Sussex RH12 2QN	NFA.
DC/25/1493	The conversion of loft with extended side gable, rear dormer and front rooflights and erection of a front porch and rear outbuilding / home office at 9 The Plat Horsham West Sussex RH12 2AE.	NFA.
DC/25/1507	The erection of a single storey rear extension at 29 Cootes Avenue Horsham West Sussex RH12 2AD	NFA.
DC/25/1534	The erection of a single storey side and rear extension at 8 Collingwood Close Horsham West Sussex RH12 2QP	NFA.



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

Projects approved awaiting implementation:	<ul style="list-style-type: none">Commemorative bench in memory of June Harris, a long-serving Neighbourhood Councillor who passed away in January 2024 has been sited at the Redford Avenue football pitches by HDC. RH has sourced the plaque separately at a cost of £41.89 which JFP will be asked to pay on invoice
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