



Horsham Trafalgar Neighbourhood Council

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Minutes of the 474th Trafalgar Neighbourhood Council Meeting held at 7.00pm in
Trafalgar Road Baptist Church (TRBC) Trafalgar Rd, Horsham RH12 2QL
on Wednesday 10th December 2025.

Attendees: Morag Warrack, Joe Carpenter, Ed Coulson, Colin Bush, Martin Boffey, Nigel
Dennis, Anthony Franklin and Rhoda Hatton

Apologies: Olive Hobbs, John Preston, Alex Denne

Item	Matter
01/474/25	MW welcomed members and councillors. Apologies for absence had been received from OH, JFP and AD. MF had advised that he would arrive late at the meeting.
02/474/25	There were no questions from the Public
03/474/25	There were no updates from Members for the declaration of interests that are recorded and published on the HTNC Website
04/474/25	The Minutes of the HTNC meeting held on 12 th November 2025 were approved following a proposal from EC which was seconded by CB.
05/474/25	<p>The following matters arising from previous minutes were discussed:</p> <ul style="list-style-type: none"> a 06/472/25(C) and 05/473/25 (b) - RH had made further enquiries with Rob Walton, the headteacher at Vincent House School for suggested dates of when Members could visit via emails sent 9th/30th October and 26th November. This would be further followed up with a phone call b 09/472/25(b) and -5/473/25(c) – On behalf of the Dog and Bacon pub, RH and MB had discussed the matter relating to the Christmas lights on The Common. HDC had advised that they will assume responsibility for the removal of the existing equipment that is unsafe. There is too much uncertainty for the District Council to confirm a future position at this point but it is presumed that whoever ends up owning the land will be responsible for any future decision be it the Town Council or the Unitary Authority. AF will discuss the matter with the family of David Dufton in relation to him being a member of HTNC when the lights were initiated and RH will respond to the Dog & Bacon pub who had originally raised the enquiry. c 10/473/25(b) - RH had received the HDC invoice for the siting of the memorial bench. d 10/473/25(c) - RH and MB had looked into the Website payment and it was agreed that RH would lead on the closing of website and email domains. e 11/473/25 - RH had notified Martin Standen that the delivery date for the spring edition would be 6th April 2026 f 13/473/25(a) - MF had reported back to 4TheYouth on the decision to support the withdrawal of services at Bohunt School, due to funding issues. RH had asked Denne NC and Forest NC about their interest in a joint letter being sent to HNPC enquiring if they would be willing to contribute towards the 4TheYouth but this was not taken forward as it was felt that any future Parish Council would want the opportunity to rectify the situation at the time that the contract is renewed.
06/474/25	<p>Cllr Boffey provided the following update from Horsham District Council:</p> <ul style="list-style-type: none"> • Actions since November included the extraordinary council meeting's unanimous approval of the Government's recommendation to form a Parish/Town Council with elections set to take place on 7th May 2026. The shadow Parish Council is now in existence



Horsham Trafalgar Neighbourhood Council

	<p>with MB, AF and MW having a seat on the shadow council, (CB is authorised to deputise as Vice Chair) along with the three other Chairs of the remaining two neighbourhood councils, plus the Chair of Blueprint. The first order of business for the shadow council is to recruit an interim clerk so that procedures can be adopted. The shadow council will exist until 31st March 2026 enabling the new Parish Council to take over on 1st April 2026 (with no councillors elected until 7th May). Blueprint will lose its designation on 31st March and the Neighbourhood Councils are asked not to disband until May in order to maintain cover for considering Planning applications.</p> <ul style="list-style-type: none"> • The Cabinet meeting and the Full Council Meeting approved the budget and agreed to convert the old ambulance centre on Hurst Road (subject to planning approval) to a depot for the vehicles required by the food waste scheme. • Helen Peacock, Head of Sustainability and Climate Action at HDC had sadly passed away after short illness. This is a great loss to the team and to the Council as a whole. • With regard to the Local Plan the water neutrality requirements have been removed. The recent letter referring to the ‘duty to cooperate’ is no longer a requirement and HDC will hold an exploratory meeting in Feb/March to discuss. • HDC is waiting to hear on the decisions about Local Government Reorganisation (LGR) at the end of March • Mayoral elections have been postponed to May 2028 by Government. Information is awaited regarding the county council elections. • The future focus for HDC is finalising the budget and getting ready for Cabinet which will meet late January to discuss the annual plan • The food waste scheme is adopting a phased roll-out during February and March 2026 • The contract for the works on the Capitol refurbishment (£10m) has been signed. The facilities will close after the 2025 panto season and re-open in time for the panto 2026 season. <p>Questions were invited and MW asked for clarity on disbanding of HTNC. MB advised that the decision was a matter for members. It was agreed that as the elections for the Parish/Town Council will not be held until 7th May, meaning that the subsequent Parish/Town Council AGM will not be held until approximately 21st May so as the Town Council and the Neighbourhood Council can run in tandem until this point the suggested date of dissolution for HTNC would be in June 2026. Members would then hold a wind-up meeting and the Leonard Crosbie Award Ceremony.</p> <p>AF provided an overview of how to complete online consultations for the LGR options advising that the B2 option is HDC’s preferred option. MB offered to circulate the HDC Word document which outlines the reasons for the preference. AF left meeting at 19.30pm</p>
07/474/25	<p>Cllr Dennis provided the update from WSCC advising that:</p> <ul style="list-style-type: none"> • It is 90% likely that there will be county elections on 7th May 2026. • The West Parade scheme achieved the following results from respondents: 49% supportive vs 41% against the crossing on North Parade. And for the cycle-lane proposals 36% supported and 49% were against. As the scheme would not be funded without the cycle lane, additional features are being proposed to make the cycle-lane more acceptable. These will include a 20 MPH zone on West Parade and the saving of one parking space. The disabled parking space by Tulip Court has been approved to remain. The above will mean that refuge vehicles will be able to get through West Parade, but nothing larger. It was requested by members that the signage at Newlands Road checked and ND agree to raise this with the consultant. Coloured surfacing and re-lining with white lines across driveways will also be implemented. The time-scales for implementation will be summer holiday 2026.



Horsham Trafalgar Neighbourhood Council

	<ul style="list-style-type: none">• The Caterways TRO showed no objections so this too will be implemented.• There will be closures to Wimblehurst Road during the February half-term.• There will also be closures to Spencers Road, Victory Road and Shelley Road• Flooding: - the Highways Team always need photographic evidence (and dates if possible) if residents are requesting that WSCC address flooding issues. <p>RH enquired if there had been any progress regarding the overgrown trees and hedges on North Parade's pavement which she has sent to ND. It was requested that this be re-sent.</p> <p>MB and ND left the meeting</p>
08/474/25	<p>Correspondence:</p> <p>a Email was noted, providing details of the new agreement which will extend the Neighbourhood Warden scheme in the unparished area, Horsham, for a further year to 31 March 2027. (Circulated to members 26th November 2025).</p> <p>b The email from CPRE (circulated to members 26th November) and its link was now out of date.</p>
09474/25	<p>TTRO:</p> <p>Members were reminded of the following road closures in, or adjacent to the Trafalgar Neighbourhood Council area for the new phases of essential gas network upgrades that will be taking place in the coming months:</p> <ul style="list-style-type: none">• From Monday 5 January, to last for approximately three weeks. Springfield Road will be closed between St John the Evangelist and the Horsham United Reform Church.• From Monday 26 January for approximately four weeks. Albion Way –We'll be working across Albion Way from the junction with Springfield Road to the junction with Springfield Park Avenue. For everyone's safety we'll have a lane closure in place on both sides of the carriageway for the duration of our work.• From Monday 9 February for approximately three to four weeks. West Parade – We'll be working from the junction with B2237 North Parade to outside number two West Parade. For everyone's safety West Parade will be closed at its junction with B2237 North Parade for the duration of the work. <p>Members were also notified of the Road closure on Spencers Road (16th-20th February 2026) by Southern Water between the junctions with Victory Road and Shelley Road, o/s April Cottage, Spencers Road, Horsham.</p>
10/474/25	<p>JFP had sent his apologies but had circulated the following financial report in advance of the meeting. This was accepted by members.</p>



Horsham Trafalgar Neighbourhood Council



Horsham Trafalgar Neighbourhood Council

FINANCIAL REPORT

For period 9 Oct 2025 to 12 Nov 2025

Balance at 9 Oct 2025	£6,017.99
Income during period ^{see Report}	£0.00
Expenditure during period ^{see Report}	-£1205.19

Balance at 12 Nov 2025	£4,812.80
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Committed expenditure to end of FY25-26 ¹	£1,677.30
Additional support expenditure to end of FY25-26 ²	£980.00
Monies already allocated ³	£0.00
Contingency reserve ⁴	£100.00

Funds available for allocation	£2,055.50
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Report
Income during the period:
- nil
Expenditure during the period:
- committed expenditure¹ of £335.30
- newsletter printing and delivery costs of £822.70
- brass bench plaque of £42.19
- CPRE donation of £5.00
Next month's expenditure is likely to consist of monthly committed expenditure.
JFP
12 Nov 2025

Notes

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.

HTNC /Financial Report/Jan 2023 -/11

- a CB reminded members that one of the speed signs needs to be sent back and will initially cost £72. Cost could rise once any necessary repairs have been identified
- b MF reminded Members of the £400 that had been pledged to Cootes Farm.
- c Members approved the donation of £95 that was requested by Joe Triccas (Treasurer of Horsham District Scouts) enquiring if the NCs would like to make an advance donation towards the 2026 Riverside Walk.
- d Members discussed a memorial plaque for David Dufton which was agreed, subject to the discussion that AF will have with the family.

11/474/25

Newsletter:

- a Members agreed that they would support one last HTNC newsletter with a joint message from all three NCs, advising of the move to new Parish Council/Town Council which MW will finalise with the NC's Chairs.
- b Having confirmed the delivery date to be week commencing 6/4/26, the following schedule will be adopted:
 - i. RH to request quote from printers by Monday 23rd February
 - ii. All articles to MF by end of Monday 23rd February
 - iii. All articles to graphic designer by Monday 9th March
 - iv. MF to receive first draft of newsletter for review from Graphic Designer by Monday 16th March
 - v. MF to send review comments to Graphic Designer Thursday 19th March
 - vi. RH to receive final file of newsletter by email on Tuesday 24th March
 - vii. RH to email files to Printers on Wednesday 25th March
 - viii. Martin Standen to collection hard copies from Printers Wednesday 1st April



Horsham Trafalgar Neighbourhood Council

	<ul style="list-style-type: none"> ix. Mark Standen to commence delivery of newsletters Monday 6^h April 2025 <p>c Matters for Spring 2026 edition will include:</p> <ul style="list-style-type: none"> i. Joint message from the three Neighbourhood Councillors re the move to the Parish /Town Council ii. Closure of HTNC Website and Email addresses iii. Responsible dog ownership – focusing on control off-lead, disposal of dog waste bags in appropriate bins and not hanging them on tree branches and details of dog legislation. iv. Video link to film shown at the National Emergency Briefing
12/474/25	Members agreed 'no further actions' for the planning applications shown in Appendix A:
13/474/25	<p>Nomination for the Leonard Crosbie Award 2026:</p> <p>a. MB nominated by MW for Millennium Bridge repairs and offer of help in the Rec</p>
14/474/25	<p>Members received the following reports regarding the outside meetings attended:</p> <p>a CB discussed the Neighbourhood Warden's Steering Group meeting which was held on 2nd December at 2.00pm. He advised that the new team leader is in place (Ros Spanton) who will hand over wardens to Parish Councils. Other key topics included the Lease car which will be arriving 11th December. This will then need its livery completing. Jordan is currently taking his driving test. The E-bikes are to be sold. JK enquired if the bikes could be donated to another worthy cause; HDOPF was suggested. The Dungeon & Dragon group was up and running at Hurst Road being supported by 4TheYouth. There are currently 9-12 people attending each session. The Local Business 'Disc' App for coordinating and liaising is currently being reviewed. The Christmas launch event went well. JC enquired about the warden's remit for parking issues. CB explained that the wardens undertake adhoc patrols. RH was asked to email our two schools to flag up that members had noticed how parents were parking on yellow lines at pick-up times and sometimes leaving their engines running.</p> <p>b MF provided an update on CIL advising that the 2nd Horsham Scouts had applied for funding and had also attended the meeting along with Shelley Allotments.</p> <p>c MF had also attended the Horsham District Council Climate Action Group meeting during which a summary of what had been going on around the parishes was received. Sussex is the only county to have all species of bats. MF advised on the aim for initiatives to start off a ripple-effect with a roots-up drive towards projects. MF also mentioned the i.record to record the biodiversity of an area. MW said that the advice is to undertake biodiversity studies now, rather than trying to start once planners are focusing on an area. MF went on to discuss representatives from various groups e.g. Henfield Parish Council's appointment of a person responsible for attending the green groups, 'Engage Billingshurst', allotment groups, WI and Church groups. Other discussions included HDC's use of the 'OnePlanet' platform to log and compare what is happening locally and nationally.</p> <p>d EC enquired about the use of glyphosate on a large area of Rookwood Golf Course, questioning the close proximity to Warnham Nature Reserve in May 2024. RH would write to Rookwood to make further enquiries (and cc Pete Crawford) especially as the Golf Course had previously been an Eco-award-winning golf course.</p> <p>e The National Emergency Briefing held on 27th November 2025 in Westminster Central Hall had been attended by MW and MF. MW had circulated a video, and a link for this would go into the Spring newsletter. A longer film is due for release in March. RH was asked to include the link on the HTNC Website.</p>
15/474/25	<p>Members agreed/confirmed the following attendees for forthcoming outside committee meetings:</p> <p>a Quarterly NC meeting with HDC 17th Dec at 4.30 – MW</p> <p>b Blueprint AGM - 11th December at Park Barn – CB.</p>



Horsham Trafalgar Neighbourhood Council

16/474/25	Any other business:
17/474/25	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: <ul style="list-style-type: none">• Wednesday 14th January 2026• Wednesday 11th February 2026• Wednesday 11th March 2026• Wednesday 8th April 2026

Appendix A – Planning Applications

Date Issued	Reference	Details	Actions
13 th November 2025	DC/25/1800	The erection of a single-storey rear extension and a first-floor rear extension at 44 Irwin Drive Horsham West Sussex RH12 1NH	NFA
27 th November 2025	DC/25/1904	The erection of a single storey rear extension at 137 Rushams Road Horsham West Sussex RH12 2NY	NFA
4 th December 2025	DC/25/1534	The erection of a single storey side and rear extension at 8 Collingwood Close Horsham West Sussex RH12 2QP	NFA

Meeting closed 21.10