



# Horsham Trafalgar Neighbourhood Council

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Minutes of the 473rd Trafalgar Neighbourhood Council Meeting held at 7.00pm in  
Trafalgar Road Baptist Church (TRBC) Trafalgar Rd, Horsham RH12 2QL  
on Wednesday 12th November 2025.

In attendance: Colin Bush (Chair), Mark Francis, Joe Carpenter, Ed Coulsdon, Alex Denne,  
Martin Boffey, Anthony Franklin and Rhoda Hatton (clerk). John Preston arrived at item 10.

Item	Matter
01/473/25	CB opened the meeting, welcoming Members and Councillors. Apologies for absence were received from Morag Warrack, Nigel Dennis, Olive Hobbs.
02/473/25	There had been no questions submitted by the public.
03/473/25	There were no updates to the Member's Declaration of Interests which are shown on the HTNC website
04/473/25	The HTNC Minutes for the meeting held on 8 <sup>th</sup> October 2025 were approved following a proposal by JC which was seconded by MF.
05/473/25	The following matters arising were discussed: <ul style="list-style-type: none"> <li>a 06/472/25(b) 05/471/25 - The brass plate for the memorial bench for June Harris had been fixed in place by CB.</li> <li>b 06/10/25(C) - RH had liaised with Rob Walton, the headteacher at Vincent House School for suggested dates of when members could visit. <b>RH</b> would make further enquiries for a response.</li> <li>c 09/472/25(b) – On behalf of the Dog and Bacon pub, RH and MB had discussed the matter relating to the Christmas lights on The Common and Martin Boffey was awaiting a response from head of property as to whether or not HDC will assume responsibility (despite the equipment being decommissioned). C/F to December meeting.</li> <li>d 15/472/25(c) - RH had contacted Ron Bates of Blueprint, advising that HTNC would be delighted if the current leadership would be willing to continue for the next few months and that HTNC would be as supportive as possible during this time.</li> <li>a 16/472/25(a) - RH had contacted Ron Bates for more details so that HTNC could promote the need for directors and project managers for HTCP.</li> </ul>
06/473/25	Cllr Boffey's provided the update from Horsham District Council and advised that: <ul style="list-style-type: none"> <li>a. HDC cabinet meeting is due to be held on Wednesday 19<sup>th</sup> November with discussions on the following: <ul style="list-style-type: none"> <li>i. An update on the financial position as the Council moves towards the budget process. It is believed that the Council are on course for a modest surplus but a reduction in Government funding is expected.</li> <li>ii. With food waste collections coming into force early next, new vehicles will be required and a change of use planning application should come forward shortly for the old ambulance station in Hurst Road. It is proposed that vehicle maintenance for the food waste trucks will be undertaken at these premises.</li> <li>iii. Immediately prior to the cabinet meeting an extraordinary meeting will be held so Council can vote on a draft order and recommended precept to cover the setting up and running of Parish/Town Council under a shadow authority. Elections for the Parish/Town Council will be held on the first Thursday in May 2026. As the Neighbourhood Councils will no longer exist under the formation of a Parish/Town Council, comments from Members were invited. It was</li> </ul> </li> </ul>



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	<p>confirmed that HDC will be dissolved in 2028. No date had been fixed as yet. MB encouraged members to think about being involved in the new Parish/Town Council. The process for future Council Tax increases was discussed. Vacancies for representatives to be involved with CIL funding or 4th Youth was also discussed as were the rules about Parish/Town Councillors not needing to live immediately in the area that they represent – they can live up to three miles away. Mayoral election will take place on the same day as Horsham Parish/Town Council elections.</p> <p>b. A Public consultation for the draft annual plan 26/27 opens on Monday 17<sup>th</sup> November for a couple of weeks. The consultation will invite free text comments from resident' who wish to submit their ideas</p>
07/473/25	<p>Cllr Dennis was unable to attend the meeting but had submitted his WSCC report in advance of the meeting which the Clerk read out to members as follows:</p> <p><b>Caterways amendments advertised</b> – comments by 27 Nov to <a href="mailto:tro.consultation@westsussex.gov.uk">tro.consultation@westsussex.gov.uk</a>, or write to TRO Team, West Sussex County Council, The Grange, Tower Street, Chichester, PO19 1RH quoting reference <b>TRO/HOR2501/RC</b></p> <p>(i) alter the waiting restriction in the limited waiting bays on the southern end of Caterways to a mix of 1 hour and 4 hours with no return 1 hour. The restriction will apply 9.00am to 6.00pm Monday to Saturday; and</p> <p>(ii) relocate the disabled parking bay on the southern end of Caterways.</p> <p><b>West Parade cycle and traffic scheme</b> I am told by the highway officers 'we have all but finished collating all the information from the first consultation about this scheme and finalising proposal drawings. The next stage is to apply for a TRO and send that out for further consultation'. Andrew Baldwin and I are getting a briefing on it at the end of November.</p> <p><b>Recycling update</b> West Sussex is now one of the first councils in the UK to allow residents to recycle flexible toothpaste tubes from home. Simply squeeze out the contents, replace the cap and place the tube in your recycling bin. To raise awareness, the council teamed up with Recycle Now's character "Minty the Toothpaste Tube", who visited schools to inspire young recyclers. In addition to being able to recycle squeeze toothpaste tubes, thanks to a partnership with Podback, residents can now also recycle aluminium and plastic coffee pods from brands like Nespresso, NESCAFÉ Dolce Gusto, and Tassimo at any of the county's 11 Recycling Centres. Each West Sussex Recycling Centre now has two dedicated containers for coffee pod recycling, one for aluminium and one for plastic. Residents should drain any leftover liquid before visiting and place pods loose into the correct bin. No Podback bags are required.</p> <p><b>Lane closures Albion Way between Bishopric and Springfield Road both directions (Southern Gas Networks)</b> 'Following on from investigative and aborted works last year, we need to return to Albion Way to complete some essential network upgrades. In consultation with West Sussex Council, we have provisionally arranged to carry this out from January 26 for approximately four weeks.</p>
08/473/25	<p>The following Correspondence was noted by members:</p> <p>a Email 23<sup>rd</sup> October 2025, from HDC re the appointment of the new Neighbourhood Warden Team Leader.</p> <p>b News release from WSCC 22<sup>nd</sup> October 2025, advising of the decision to move forward with the creation of a mayoral Combined County Authority for Sussex.</p>



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09/473/25	The TRO was discussed under item 7:																		
10/473/25	<p>Financial Matters:</p> <p>a John Preston presented the following financial report:</p> <div data-bbox="403 371 1010 1120" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p style="text-align: center;"><b>Horsham Trafalgar Neighbourhood Council</b></p> <p style="text-align: center;"><b>FINANCIAL REPORT</b></p> <p style="text-align: center;"><b>For period 9 Oct 2025 to 12 Nov 2025</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Balance at 9 Oct 2025</td> <td style="text-align: right;">£6,017.99</td> </tr> <tr> <td>Income during period <small>see Report</small></td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Expenditure during period <small>see Report</small></td> <td style="text-align: right;">-£1205.19</td> </tr> <tr> <td><b>Balance at 12 Nov 2025</b></td> <td style="text-align: right;"><b>£4,812.80</b></td> </tr> </table>   <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Committed expenditure to end of FY25-26 <sup>1</sup></td> <td style="text-align: right;">£1,677.30</td> </tr> <tr> <td>Additional support expenditure to end of FY25-26 <sup>2</sup></td> <td style="text-align: right;">£980.00</td> </tr> <tr> <td>Monies already allocated <sup>3</sup></td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Contingency reserve <sup>4</sup></td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td><b>Funds available for allocation</b></td> <td style="text-align: right;"><b>£2,055.50</b></td> </tr> </table>   <div style="border: 1px solid black; padding: 5px;"> <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 £335.30</li> <li>- newsletter printing and delivery costs of £822.70</li> <li>- brass bench plaque of £42.19</li> <li>- CPRE donation of £5.00</li> </ul> <p><i>Next month's expenditure is likely to consist of monthly committed expenditure.</i></p> <p>JFP 12 Nov 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: None.</li> <li>4. Contingency to cover potential cost increases due to inflation.</li> </ol> <p style="font-size: small; margin-top: 20px;">HTNC /Financial Report/Jan 2023 -/11</p> </div> <p>b The projects shown in Appendix B were reviewed and RH would request the HDC invoice from Sorin for the siting of the memorial bench. Members also noted that they would like to allocate funding for:</p> <ol style="list-style-type: none"> <li>I. Cootes Farm Fayre - MF would ascertain an amount that would assist the organisers with the erecting of a stage.</li> <li>II. CB reminded members that the speed sign obtained from Forest NC needs repairing. It will cost £72.50 to send it back and the company will then quote for the repairs.</li> <li>III. Donation to TRBC as a thank you for the free room hire</li> <li>IV. Payment of the invoice (£5) for the hire of the TV Screen was still to be paid.</li> </ol> <p>c RH and MB agree to look into the Website payment from his AMEX. JFP thinks that there is a reimbursement to MB outstanding.</p>	Balance at 9 Oct 2025	£6,017.99	Income during period <small>see Report</small>	£0.00	Expenditure during period <small>see Report</small>	-£1205.19	<b>Balance at 12 Nov 2025</b>	<b>£4,812.80</b>	Committed expenditure to end of FY25-26 <sup>1</sup>	£1,677.30	Additional support expenditure to end of FY25-26 <sup>2</sup>	£980.00	Monies already allocated <sup>3</sup>	£0.00	Contingency reserve <sup>4</sup>	£100.00	<b>Funds available for allocation</b>	<b>£2,055.50</b>
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11/473/25	<p>Newsletter:</p> <p>a Feedback on the completion/delivery of the autumn edition of the HTNC Newsletter had been good.</p>																		



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	<p>b Matters to be captured for Spring 2026 edition:</p> <ol style="list-style-type: none"> <li>i. Thank you to residents for their support.</li> <li>ii. Requests that residents take part in election in May and the preferred LGR option might be known by then.</li> </ol> <p>c. The delivery date for the spring edition would be 6<sup>th</sup> April 2026 and <b>RH</b> would notify Martin Standen accordingly. The schedule for completion would also be drafted by RH and MF</p> <p>MB and JC left meeting</p>
12/473/25	<p>Planning Applications:</p> <p>With the exception planning application DC/25/1668 (Churchill Avenue), members agreed no further action on those shown in appendix A. Negative comments had been overheard in resident's conversations and these related to parking concerns. It was also felt that the blocking of the park access had the potential to be a safety concern. <b>MF</b> would be attending the Planning committee meeting and had found it useful to be involved in the HTNC discussions so that he could represent all parties appropriately.</p>
13/473/25	<p>The following reports were received from members who had attended outside committee meetings:</p> <ol style="list-style-type: none"> <li>a. 4TheYouth contract meeting - Thursday 6th November at 11.00am – MF advised of the varied work that 4TheYouth undertake. The following question had been posed at the meeting on the 6<sup>th</sup> November: '<i>Are the neighbourhood councils satisfied with 4theYouth's decision to withdraw from Bohunt School in order to focus delivery on the other three schools within the councils' geographical area?</i>' All HTNC members present agreed that they were satisfied and <b>MF</b> would report back accordingly. In the meantime, <b>RH</b> would ask 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 so that the service of going into Bohunt senior school could be mirrored in the way offered to the maintained secondary schools.</li> <li>b. CIL Launch meeting – MF had attended as had the 2<sup>nd</sup> Horsham Scouts and Shelley Allotments and hopefully they will, in due course submit their applications which are due in by the end of March.</li> </ol>
14/473/25	<p>It was agreed/confirmed that the forthcoming outside committee meetings would be attended as follows:</p> <ol style="list-style-type: none"> <li>a Quarterly NC meeting with HDC 17<sup>th</sup> Dec at 4.30 – <b>MW</b></li> <li>b Blueprint AGM - 11th December at Park Barn – <b>CB</b>.</li> </ol>
15/473/25	<p>Any other business:</p> <ol style="list-style-type: none"> <li>a. Members discussed the petition being organised by HDNC regarding the required upgrade to the North Street verge by WSCC – HTNC members were happy to support on an individual basis and would also circulate as requested.</li> <li>b. Members were sorry to hear that OH was in hospital and wished to send on their best wishes with a card - <b>RH</b></li> <li>c. EC wanted to report to members about recent enquiries that he had made locally regarding the Rosebank Oil Field. He had spoken to 23 residents and whilst 4 had abstained from commenting, the views of the remaining residents were equally split between supporting and disagreeing with the claims. Members were of the opinion that they needed to understand how residents felt before representing them on future petitions.</li> </ol>
16/473/25	<p>Date and time of the next meeting:</p> <p>Members had 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 10<sup>th</sup> December 2025</li> <li>• Wednesday 14<sup>th</sup> January 2026</li> <li>• Wednesday 11<sup>th</sup> February 2026</li> </ul>



# Horsham Trafalgar Neighbourhood Council

- Wednesday 11<sup>th</sup> March 2026
- Wednesday 8<sup>th</sup> April 2026 (members noted the change of date (from 15<sup>th</sup> April) for this meeting)

Meeting closed at 8.30Pm

## Appendix A – Planning Applications

Date Issued	Reference	Details	Response
16/10/25	DC/25/1320 (Amendment)	Erection of single and two storey side and rear extensions at 27 Saxon Crescent Horsham West Sussex RH12 2HX	NFA
16/10/25	DC/25/1595	The erection of a single storey rear extension with alterations to the side fenestration at 16 Newlands Road Horsham West Sussex RH12 2BY	NFA
22/10/25	DC/25/1593	Surgery to 1 x Lawsons' Cypress at 21 Collingwood Road Horsham West Sussex RH12 2QN	NFA
23/10/25	DC/25/1668	The subdividing of existing plot and erection of two storey, four-bedroom dwelling at 35 Churchill Avenue Horsham West Sussex RH12 2JP.	See discussions in Minutes
23/10/25	DC/25/1618	The erection of a single storey rear extension and first floor side extension above previous ground floor extension at 19 Greenway Horsham West Sussex RH12 2JT	NFA
23/10/25	DC/25/1656	The erection of a single storey side extension with pitched roof and raise the existing gable front roof at The Garden Bungalow 6A Springfield Crescent Horsham West Sussex	NFA
30/10/25	DC/25/1507 (Amendments)	The erection of a single storey rear extension at 29 Cootes Avenue Horsham West Sussex RH12 2AD	NFA
30/10/25	DC/25/1691	The demolition of existing conservatory and erection of a single storey rear orangery. Removal of existing bay window to study and erection of a single storey rear extension. Installation of new dining room window to the front/side elevation at 4 Rookwood Park Horsham West Sussex RH12 1UB	NFA
30/10/25	DC/25/1643	The conversion of loft to include rear dormer with triangular central fenestration. Installation of 5 nos velux window and a triangular central fenestration to front elevation. Internal alterations to ground and first floors at 9 Rookwood Park Horsham West Sussex RH12 1UB	NFA



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

<b>Projects approved awaiting implementation:</b>	Commemorative bench in memory of June Harris, a long-serving Neighbourhood Councillor who passed away in January 2024 The invoice for the siting of the Bench by HDC remains outstanding (estimated total cost of £258.00). <b>RH to make enquiries with Sorin at HDC regarding the invoice</b>
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