

Minutes of the 415th meeting of Trafalgar Neighbourhood Council
Held on 10th August 2020 at 7.30pm via video conference

- Present Mr Boffey – Chair, Mrs Thomas (departed at 8:30pm), Mr Peterson, Ms Warrack and Ms Rivera-Aldridge.
- 1/415/20 **Apologies for absence** –apologies were received from Mr Davis, HDC Councillor Peter Burgess and WSCC Councillor Nigel Dennis.
- Mr Davis has informed Mr Boffey of his intention to resign from the Council, which will take effect on Monday 7th September. Mr Davis has advised that he will prepare handover notes concerning his work for the Council.
- 2/415/20 **Minutes of the last meeting** - Minutes of the last meeting held on the 20th July 2020 having been previously circulated were approved. Proposed by Mrs Thomas and seconded by Mr Peterson.
- 3/415/20 **Matters arising**
- Planning sub-committee**
The Council unanimously agreed that it was not necessary to form a separate planning sub-committee, and that we would continue the current process of sending all applications to all members for consideration.
- Mr Boffey will also make enquiries as to whether there is any training available from either HDC or SSALC on considering and responding to planning applications if this would be of interest to members.
- Infrastructure Needs of Horsham Town**
HTNC has an outstanding action point to reply to HDC on the infrastructure needs of Horsham Town for inclusion within the evidence base for the Local Plan. Mr Boffey has already requested guidance and assistance from HDC on how best to respond, given HTNC’s lack of expertise or an evidence base of our own for infrastructure requirements. However aside from the offer of an extension to the deadline for responses and expression of a desire to obtain a ‘local perspective,’ no advice or offer of assistance has yet been forthcoming. It was agreed that Mr Boffey would follow up with Carol Algar at HDC as to what feedback would be the most useful and would have the most impact, given the restrictions of our resources and expertise.

Local Cycling and Walking Infrastructure Plan

Mr Boffey has received the first draft of the new Horsham Local Cycling and Walking Infrastructure Plan, which HDC have suggested will be put out to public consultation shortly. It will be expected that HTNC makes comments on the plan. Mr Boffey undertook to follow up with HDC about when the LCWIP will be made public, when any community consultation will commence and whether the plan can share it with Councillors now.

4/415/20

To consider the vacancy for Clerk to the Council

Mr Boffey reported that given the previous Clerk had been in the role for nearly 20 years he had taken advice from the Surrey & Sussex Association of Local Councils (SSALC) on benchmarking both the responsibilities and salary of the Clerk.

A draft job description had been circulated prior to the meeting and was agreed to be reasonable. There is already one suitable candidate – Rhoda Hatton – interested in the role and Mr Boffey sought the views of Councillors on what further recruitment processes to undertake such as advertising. Given the Ms Hatton was already known to Councillors and had attended meetings previously, the Council unanimously agreed that Mr Boffey should contact Ms Hatton and offer her the position without further delay.

5/415/20

Questions from the public

No questions

6/415/20

Correspondence

West Sussex County Council Pop-up cycle lanes – construction of the Chichester and Worthing schemes has commenced but no start date has yet been provided for the Horsham (Albion Way) scheme.

Horsham Blueprint re-designation – the HDC consultation has now closed and a consultation report is being prepared.

Neighbourhood Wardens – We have received the monthly report from the Neighbourhood Wardens and these will be added to the website. Concern was expressed by members at the levels of littering, including drug litter, on the Riverside Walk.

Horsham Joint Action Group (JAG) meeting - HTNC has been asked if we have any items for the next JAG meeting – a forum for discussing issues of crime and anti-social behaviour. Mr Peterson agreed to report the issue of littering and drug taking on the Trafalgar section of the Riverside Walk.

7/415/20

Neighbourhood Council Communications

The Council discussed what options it might have for improving communications with residents going forward. One way the Council thought this could be achieved would be to make the newsletters more regular, quarterly if possible. This could then be used to encourage people to get involved, to come to us with questions or opinions and to feel empowered.

It was also felt that this could help further legitimise the council's output by engaging more with the public. When we do act or speak as a council on behalf of our residents this needs to directly reflect the views of more of our residents than simply the 7 of us on the Council. Residents also have a right to know how much of a voice they have and whether their concerns are being taken account of by all levels of local government.

At present the Council pays for distribution of our newsletters by private providers but this has not always been successful in terms of reaching all residents. Whilst we will continue with this approach in the short term and for urgent communications that need to be distributed quickly, creating our own distribution network would give people the opportunity to feel engaged and involved and should be explored.

Street WhatsApp groups were considered to be a promising way of engaging as many residents as possible. Such groups could potentially be used to quickly cascade information to residents – such as sending out our newsletter electronically via WhatsApp – as well as being a way for residents to quickly feed back to the Council.

The Council should also consider how and where we should advertise our existence and when we have our meetings. Improving the number, condition and/or location of noticeboards could be part of this. Other suggestions in the meeting included: Leaving flyers in café's (once this is possible); placing notices or releases in All About Horsham Magazine, Horsham Pages or Our District magazine; Working with local schools to distribute information through their ParentMail or equivalent systems; Where possible dropping off a standard welcome letter to new residents moving into the neighbourhood.

Ms Warrack and Mr Peterson agreed to have some initial discussions about how to identify and map the various WhatsApp groups and community groups in the area and how best to communicate with them. Ms Warrack will also put together some initial ideas for a newsletter, including 'calls to

action' for individuals and groups to contact us. We will then look to produce a list of actions following the AGM.

8/415/20

Planning applications

Application DC/20/0614, which concerns the demolition of the Smith & Western restaurant

No correspondence or enquiries received from residents. Councillors Costin and Crosbie contacted. They have both requested for it to be called in. Consultation closed but no recommendation yet. If officers recommend approval and Councillors have requested it, it should go to committee. Overlooking, overdevelopment, parking and traffic. Also lack of transparency. Engagement with applicants would be nice. BP to write to LC enquiring about what residents can do to ensure that given development will happen, the development is sensitive to their concerns and how can the engage with the planning process and the developers to ensure it's the best it can be.

Other applications

There were no issues or objections raised concerning any other applications at this time.

9/415/20

Treasurers report

Mr Davis has reported that there has been no change in the account balance - HTNC has a balance carried forward of £12,738.89.

10/415/20

Highways

No new issues to report

11/415/20

Street furniture

No issues to report

12/415/20

Reports from outside committees

Horsham Town Portion of the Community Infrastructure Levy (CIL) – Meeting of 3 Neighbourhood Council Chairs and Blueprint with Suzanne Shaw, HDC – 6th August 2020

Mr Boffey reported that the Chairs of the 3 Neighbourhood Councils (NC's) and Horsham Blueprint Neighbourhood Forum (Blueprint) requested a meeting with Suzanne Shaw – Planning Obligations Officer at HDC. The reason for this meeting was a request from HDC for a list of specified and costed infrastructure projects in the unparished area - with details of any funding so far identified – Which the NC's believe should be included in a Horsham Town Neighbourhood CIL Funding Plan which HDC propose to prepare.

This request seems to have resulted from a belief on HDC's part that the NC's were eager to commence projects that were ready to go using CIL funds. The NC chairs advised that this is not the case, and we would prefer to first agree a process between the 3 NC's, HDC and Blueprint for how neighbourhood infrastructure needs would be identified and addressed, and who should drive this plan (HDC or the NC's and Blueprint.)

Furthermore, the NC's and Blueprint would prefer to first see HDC's view on the infrastructure needs of the Town and their plan for addressing these, so that they could then be compared with the needs and wishes assessed at the neighbourhood level by the NC's and Blueprint and a gap analysis undertaken in order to identify how the Neighbourhood element of CIL should be allocated.

Suzanne Shaw undertook to discuss these requests with colleagues and her line manager before responding to the NC's and Blueprint in due course.

Finally, HDC have indicated that they would prefer to administer the Neighbourhood portion of CIL on the basis of Horsham Town as a whole rather than separately for a 3 Neighbourhoods. The 3 NC Chairs indicated in the meeting that they would need to consult their members on this proposal and report back to HDC at a later date.

HTNC Members discussed this last point and were of the view that it was preferable for the 3 NC's to develop a plan together for the use of CIL funds in the unparished area rather than separate plans in the different neighbourhoods. Mr Boffey will convey this view to the other NC's and Blueprint at the appropriate juncture before reporting back to HDC.

13/415/20

AOB

No further items to discuss

14/414/20

Date and time of next meeting and AGM

The next meeting of the Council, also incorporating the 2020 AGM, will take place on Monday 7th September via Zoom.

Members were asked to consider whether they were interested in standing for the roles of Chair, Vice Chair or Treasurer at the AGM, or in becoming representatives on outside committees that the Council is part of

The meeting closed at 9:25pm