



Horsham Trafalgar Neighbourhood Council

Minutes of the 422nd Meeting held on

Monday 1st February 2021 (via video conference) at
7.30pm

Attendees: Mr Martin Boffey (Chair), Ms Morag Warrack, Ms Isabel Rivera-Aldridge, Mrs Maralyn Thomas, Mr Ben Peterson, Mrs Rhoda Hatton (Clerk),

In attendance: Councillor Nigel Dennis, Councillor Christine Costin

01/422/21	With the exception of the standing apologies from Marc Bryant, there were no other apologies for absence.
02/422/21	MT requested that minute 08/421/21 re Planning Application DC/20/2446 be amended to read ' <i>MT had reviewed the papers and felt that the applicant's architects had addressed the concerns of local residents in their impact assessment and therefore that the application could be dealt with appropriately by the planning team. She therefore did not think Neighbourhood Council should object to the application.</i> ' MW proposed, subject to the aforementioned amendment that the minutes be adopted and this was seconded by IR-A.
03/422/21	The following matters arising from the previous minutes were discussed: <ul style="list-style-type: none"> a. Re previous Minute 03/421/21(a), MB had arranged an annual subscription of Zoom in order to take advantage of a discount offer. An expense claim will be processed in due course; b. Re previous Minute 03/421/21(b), given that the Cootes Farm Community Fayre will not be taking place this summer, MB will progress discussions with Mary Crosbie at a more appropriate time; c. Re previous minute 08/421/21, planning application DC/20/2446, MB completed this action by responding to the resident's enquiry and submitting an objection to HDC Planning following further discussion with Mr Peterson and Cllr Costin. However, it was noted that there had been no follow up from the officers and their recommendations were awaited, unless planning is refused; a. Re previous minute 09/421/21, outstanding expenses had been paid to MB and other cost details will be covered under the financial report; d. Re previous Minute 14/421/21 contact had been made regarding the historical information about the HTNC area from Rushams Road Church and MB will pursue this further once space is available in a future edition of the Newsletter.
04/422/21	There had been no questions from the public.
05/422/21	Councillor Christine Costin provided the following update: <ul style="list-style-type: none"> a. An email from Trafalgar School detailed a Food Bank scheme that the children in particular had decided to set up. This was being promoted on the Councillor's Facebook page as it was aimed at local families. CC hoped that the NC members would also promote the scheme, advertising it to residents in need as well as attracting further donations; b. An HDC presentation about Rookwood had been shown to a number of different local groups. The Horsham Society Newsletter refers to a lack of representation opportunities available to Horsham residents in order for their voice to be heard; c. The owners of the Smith & Western have put in appeal following the rejection of their planning application. However, it was noted that such appeals are taking a long time to process (possibly a year or more); d. There had been a fire in the Bishopric. This had be dealt with very well by Fire Brigade but sadly

	<p>one of the residents had died;</p> <p>e. The problem of litter is getting worse in the neighbourhood;</p> <p>f. A Greenway residents had expressed concerns about possible dog theft. RH agreed to circulate the flyer that had been set round that day to advise how such a situation should be managed;</p> <p>g. CC was happy to take questions and MB raised both Council Tax and the Council Budget that had been discussed at a recent Council meetings. Neighbourhood Councillors were informed about likely increases in Council Tax next year. It was also reported that a balanced budget had been set for next year.</p>
06/422/21	<p>WSCC update – Cllr Dennis provided the following updates:</p> <p>a. Collingwood Road – There was no intervention as the potholes levels did not meet the required depth but the area was put forward for attention under the surface improvements scheme;</p> <p>b. Churchill Avenue had been inspected in January and several holes filled, but a further hole had now opened up and a ticket for the necessary work raised’</p> <p>c. The tree enquiry on Irwin Drive had been escalated to tree team, although ND warned of the backlog currently being faced by the team. MT mentioned that there had been two trees of concern, one on the Riverside Walk and one on the green adjacent to the Riverside walk (possibly near to house number 54). ND agreed to follow up this matter reminding members that the tree would only get addressed if it met the required safety concerns;</p> <p>d. Hamilton Road – ND confirmed that the work previously questioned as to why it had been undertaken had been assessed and the footway was found to have deep crevasses, likely caused by cars parking on the kerb and with this being a priority access route to the recreation ground such work had been deemed necessary;</p> <p>e. ND described where the Warnham Road pedestrian refuge was to be situated and that it would be useful when accessing the Warnham Nature Reserve or when using the footway to Warnham;</p> <p>f. A gas leak in Springfield Road had necessitated the emergency closure earlier in the day;</p> <p>g. The fence line and vegetarian clearance on Warnham Road which had been reported by a local resident to HTNC had now received a reply from the appointed project manager;</p> <p>h. Under questions from Councillors, MB raised a concern over a lack of responses from Simon Mason regarding S106 funding and sustainable Transport – ND discussed the lack of County Councillors’ involvement in decision making for S106 funding expenditure but offered to look into the matter. MB also raised a concern over the budgeting process at West Sussex having noted that a consultation on the proposed closures of local Children and Families Centres was to go ahead; this would result in the budgeting process advancing ahead of a final decisions on the closures;</p> <p>i. As there were no other highway matters or any other points relating to West Sussex, ND left the meeting.</p>
07/422/21	<p>Correspondence – The following items were considered and discussed:</p> <p>c. Neighbourhood Warden’s Report for December had been circulated with the agenda and January report had been circulated earlier in the day. These were accepted and there were no matters raised for discussion;</p> <p>d. Having received notification of Lucy Hallett’s resignation as Neighbourhood Warden, it was agreed that the HTNC would send a card to wish Lucy well in her new role and to thank her for her work within the district. MW offered and was appointed as the HTNC representative on the recruitment panel for Lucy’s replacement. RH would advise the organisers accordingly;</p> <p>e. The updated process for Traveller Reporting had been circulated previously and it was noted that there was no procedural change for HTNC. Members did however need to be aware of the change in contact details for reporting purposes. Cootes Green was highlighted as an area to watch under this concern as the recent change in ownership may cause additional bureaucracy, should any removal orders need to be imposed;</p> <p>f. The link for the online version of ‘Our District Magazine’ had been circulated previously. The</p>

	<p>publicity was noted but disappointingly, the hard copies had gone out at a time when the postal distribution issues were evident;</p> <p>g. The enquiry from a local resident re the unsightly mess left by contractors at the entrance to Rookwood golf course, opposite the nature reserve car park, was covered earlier in agenda under the updates from Councillor ND;</p> <p>h. MB had been contacted by the co-ordinator of the Census. This matter was being promoted via the newsletter and HTNC would aim to get the details on the website;</p> <p>i. MB advised that a number of emails had been received earlier in the day regarding the Rookwood proposal, enquiring about the view of HTNC in respect of HDC's plans. MB would provide a brief to RH so that an initial response could be sent to all.</p>																											
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09/422/21	<p>Finance:</p> <p>a. IR-A provided a detailed Treasurer's Report which included an update on how the bank is progressing the paperwork for signatories. IR-A advised that the recent bank account statements was showing a balance of £11,688.89 which included the £1,050 payment for recent audit work. However additional cost were still to come off this balance, including c.£1,250 payment due to the Clerk and £433.94 of expense claims from the Chairman, meaning that the available balance would then be c.£10,000.</p> <p>b. IR-A reported that Place Dobson, a Crawley based firm of accountants, (referred to MB by Horsham District Councillor Frances Haigh) appeared to be the most suitable firm to appoint for managing the payroll aspects of the Clerk's appointment. This company had, however, advised</p>																											

	<p>of the need to enter into a PAYE scheme for processing payments to the Clerk who, it was advised equates to being an employee. Notification will therefore also need to be sent to pension regulator and charges will be incurred for the setting up of a 'dummy' pension scheme for auto-enrolment, even though the Clerk did not wish to take up membership of the scheme. These costs were fully detailed by IR-A. CC enquired if HDC could reimburse HTNC for these cost, but it was felt unlikely given the current balance of the HTNC bank account. IR-A proposed the appointment of Place Dobson for managing the above and MW seconded this.</p> <p>c. IR-A continued to provide an update on the banking position confirming that MB, RH, and herself are all now set-up as the signatories on bank account. IR-A has continued battling with the process to set up telephone banking, the delays for which had all been down to the branch confusing the account as a business account rather than a community account. Statements continue to go to the previous treasurer. RH offered to take additional forms applying for internet banking to the HSBC Branch in Horsham in order to speed up the process as best as can be expected but in due course, given the difficulties experienced, IR-A proposed that HTNC move bank account. It was agreed that IR-A should continue looking at alternative banks to manage the HTNC affairs. MB suggested it would be wise to use a bank that retains a branch in town. MW raised concerns about Barclays Bank and HSBC Banks having poor records for involvement with the fossil fuel industry and IR-A was similarly concerned about data protection issues at Nationwide. MB pointed out a poor track record for IT issues at TSB. It was therefore suggested that IR-A investigate Lloyds, Halifax, NatWest and Santander as alternatives.</p>
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10/422/21	Highways matters – The following traffic orders were given consideration:						
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11/422/21	There were no missing or damaged street furniture matters to be considered						
12/422/21	<p>The following reports were received from members who had attended outside committees:</p> <p>a. BP had attended the Novartis Parish Liaison Meeting held online on 13th January 2021 . The detailed notes of the meeting had been emailed to members previously but BP wished to reiterate the points of there being no plans for a bridge from the station and no ideas put forward for transport getting in and out of the site. In summary there was no solution to the transport issues that such a development will bring about. There were no further questions from councillors. The date of the next meeting had not been set;</p> <p>b. Following a stakeholder meeting on 21st January and a HTNC meeting on 29th January, MB advised that the briefing on Rockwood, and the notes compiled by the Clerk would be sent to MT. MB would follow up on the agreement reached at the meeting on 29th January, and once he had compiled the individual HTNC response on the proposal, he would share this with the Chairs of Denne and Forest NC. If a similarity of views between the three NC was then reached, a joint statement would be prepared and released by the three Neighbourhood Councils.</p> <p>c. MB had attended a meeting with Jonathan Chowen, Deputy Leader of HDC and the three NC Chairs. MB will circulate the notes once these have be confirmed by HDC as being a true record. MB provided a verbal update on the items discussed at the meeting:</p> <ol style="list-style-type: none"> i. Special Charge – the amount in budget for the bandstand for next year is just for maintenance not for booking bands; ii. Drill hall – Four interested parties have come forward with proposals – The British Legion, the group behind the Horsham District Year of Culture, Crawley Table Tennis 						

	<p>+ A.N.Other (the last of which was actually announced at the HDC Cabinet meeting;</p> <p>iii. The Community Facilities Study, including the Drill Hall continues to be progressed and should be delivered to HDC shortly;</p> <p>iv. Highwood Centre (In the Denne NC area) - a new project manager has been appointed although there are questions over whether or not this facility is still to be funded;</p> <p>v. Public Realm Strategy will go to Cabinet shortly, however, delivery of this strategy will be dependent on funding being identified;</p> <p>vi. Re-surfacing of the Forum – there is no particular timescale but there are plans to meet the responses received within the consultation;</p> <p>vii. Shelley memorial - potentially this will be sited in Horsham Park;</p> <p>viii. Revised date for meeting on local plans – initially a Cabinet meeting on 25th March which will be followed up by a Full Council Meeting. However, if elections take place on 6th May Local Councils will be operating under purdah rules which has the potential to push these discussions further back.</p> <p>d. MB had attended a good meeting with the Youth Provision Services - the notes will be circulated once they are available but MB was of the view that 4TheYouth are doing an excellent job;</p> <p>e. The following meeting is scheduled to take place:</p> <p>i. Horsham Town Community Partnership (HTCP) on 2nd Feb – This will be attended by MW and the purpose is to determine whether HTCP should express an opinion to HDC on the latest proposals for Rookwood and if so, what that that opinion should be. After discussion it was agreed that HTCP should express an opinion to HDC, and that HTNC’s contribution would be that this council is not currently minded to support HDC’s proposals for development.</p>
13/422/21	HTNC Newsletter - Given the current lockdown restrictions, it was agreed that once MB had made the necessary alterations to the newsletter HTNC would pay for a distribution service. RH would get competitive quotes for the printing.
14/422/21	<p>Any other business</p> <p>a. BP had sent a draft document to MB about the role of the Neighbourhood Council and also the roles and responsibilities of neighbourhood councillors. It was agreed that BP would send the document to fellow members once MB had answered the questions posed in the original document. It was hoped that this this could be added to the HTNC website and would be a useful internal document too, particularly assisting with succession planning.</p> <p>b. MB, BP and RH to have a meeting on Monday 8th February about the website so that it could be maintained in a timely fashion.</p> <p>c. MW suggested that video clips be used on the website to engage viewers and to call to action interested people so that they too can serve the residents of the neighbourhood area.</p>
15/422/21	<p>Date and time of the next meeting:</p> <p>The following dates have been entered into the diary for a 7.30 pm start:</p> <ul style="list-style-type: none"> • Monday 1st March 2021 • Monday 29th March 2021 • Monday 10th May 2021 (with AGM)

Meeting closed 21.35hrs