



**Horsham Trafalgar Neighbourhood Council**  
**Minutes of the 425<sup>th</sup> Meeting**  
**held on**  
**Monday 10<sup>th</sup> May 2021 (via video conference) at**  
**7.30pm**

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

Apologies: As shown in the Minutes

In attendance: WS Councillor Nigel Dennis, Olive Hobbs,

01/425/21	MB welcomed members and apologies for absence were received in advance of the meeting from MW and MT. Standing apologies were received from MBr.
02/425/21	MB declared his interest on the Horsham Blueprint Steering Group; Director of Cootes Farm Community Ltd (CFCL), membership of Horsham & Crawley Liberal Democrats and his recent election as Horsham District Councillor for Trafalgar Ward. ND declared his interests as a Council Member for West Sussex and member of Horsham & Crawley Liberal Democrats.
03/425/21	There were no matters of accuracy noted for the minutes of the meeting held on 29 <sup>th</sup> March 2021. MB proposed and IR-A seconded the adoption of these Minutes.
04/425/21	<p>The matters arising from the minutes (unless noted as a separate agenda item below) were:</p> <p>a. Re previous minute 04/424/21 (g) and 15/423/21 (b), in response to an enquiry about the CIL, members had submitted ideas to MB on the infrastructure required within the area along with a wish list of smaller items required. These included:</p> <ul style="list-style-type: none"><li>• Proper recycling bins for the Rec</li><li>• Fencing off a wider dog free area in a corner of Rec and providing picnic benches</li><li>• Refurbishing the Perspex for noticeboards on the Rec</li><li>• Planting more trees on the green outside the Dog and Bacon Pub</li><li>• Laying a path over the green outside the Dog and Bacon Pub as a more direct route across to the Co-Op – thereby avoiding a mud track developing from pedestrians who are making their chosen route across the grass</li><li>• Refurbishment of Millennium Bridge (also discussed further down the agenda)</li><li>• Improving fences on the Rec as children are accessing gardens on Churchill Avenue (a donation for this has been offered but ownership of the Fences would need to be ascertained)</li><li>• Erecting history board(s) around the Rec similar to those found in memorial garden near St. Mary's Church.</li></ul> <p>MB will add these items to the current CIL list and invited members to continue passing others items through to him.</p>
05/425/21	<p>Whilst no members of the public had requested attending the meeting, the following questions had been received:</p> <p>a. Maureen Hounsome provided feedback following the HTNC Newsletter on the intentions for rewilding the grass verges. The differences between cutting the grass less and the wild flower scheme were discussed and MB advised that CFC will</p>

	<p>hopefully be earmarking certain areas for the wild flower project and make these available to West Sussex. <b>ND agreed to investigate how exactly the policy and process of the wild flower scheme work in practice</b> and this will be made available to MH who will also be thanked for her feedback on the Newsletter.</p> <p>b. Malcolm Jones, a resident in Springfield Park Road wrote in to advise how residents were suffering from an explosion of illegal parking in the first part of their road. ND advised how he had been working with MJ on this issue and how it had already been discussed why the idea for positioning of white posts by WS was not possible but what could be done about the re-painting of the yellow lines. Whilst the residents would like to stop the parking all together and move this to the parking bays further down, the stopping and dropping off for five minutes was legally permitted as no loading or unloading restriction exist for the local business which include Giggles Nursery, the hotel and the restaurant. <b>ND will continue to investigate other opportunities and advise Mr Jones accordingly</b></p> <p>c. Roland Wood had enquired about progress being made regarding the speeding on Rushams Road. Mr Wood's email was discussed. <b>MB and RH will review where the residents group have got with their progress and will update Mr Wood accordingly.</b></p>
06/425/21	<p>The HDC update from Cllr Costin was delivered by MB in CC absence who advised that it had been a quiet period during the election period due to purdah regulations. He reported that the Cabinet meeting scheduled to be held on 20<sup>th</sup> May may include a vote on a re-iteration of the local plan and given that this had to be put out for local consultation The Plan may possibly be circulated this week. Other expectations include the expansion of recycling schemes – the collection of batteries at kerbside and a bookable scheme for small electricals had been discussed, Food waste collections could also be on the horizon.</p>
07/425/21	<p>Cllr Dennis provided the WS update advising that Highways problems continue to rumble along. The sink hole by the Dog and Bacon Green was made safe 19<sup>th</sup> Feb with filler but further deterioration had occurred. The road closure signs put up have resulted in the bus route being redirected. WS are contracting a civil engineering firm to assess the cause of the problem. OH mentioned the water coming out of the hole on the footpath and so it was wondered if there was an underground stream in the area. ND reported that Springfield Road resurfacing was on the list of work to be undertaken and that this is being accelerated up the list due to need. The problem on Springfield Park Road and the corner of Albion Way was being addressed and the cladding on Kings Gate remains an issue with a dispute over who will pay for the necessary safety work. The Fire Service have done a risk assessment and ND had been working on this matter.</p>
08/425/21	<p>There were no temporary Traffic Regulation Orders requiring consideration at the time of drafting the agenda and none were raised at the meeting. Likewise there were no other West Sussex county matters raised by members. ND left the meeting at 20.15hrs. MB congratulated ND on his re-election as County Councillor and thanked him for attending the meeting.</p>
09/425/21	<p>With regard to missing or damaged street furniture it had been reported by local resident, Michael Burgess that the Millennium Bridge needed repairing. <b>MB requested that this matter be passed on at the Horsham Town Community Partnership (HTCP) meeting by MW.</b></p>
10/425/21	<p>The following correspondence was received:</p> <p>a. The Neighbourhood Warden's Report – March 2021 was accepted.</p> <p>b. The Members agreed to a £180 donation towards the Annual Riverside Walk which will take place on 11<sup>th</sup> September 2021 and is organised by HTCP. <b>An invoice will</b></p>

	<p><b>be requested by IR-A</b></p> <p>c. Details of the Great British Spring Clean which is taking place 28 May–13 June 2021 were discussed and as Horsham District Council is calling on HTNC’s help to spread the word about this national campaign to improve the environment on our doorstep. It was suggested that The Friends of the Rec might like to take on or coordinate a spring clean. RH also agreed to contact the 2<sup>nd</sup> Horsham Beavers to enquire if they were interested in covering the Riverside Walk area.</p> <p>d. A nomination from The Horsham Society to list Rookwood Golf Course as an Asset of Community Value was discussed. A response from HDC is awaited and MB advised that if approved it would confer a community right to bid for the asset if it ever came up for sale and a material consideration at planning application stage .</p> <p>e. MB advised that an amount of money comes out of the special charge fund that goes towards the provision of youth services in the unparished area. 4TheYouth have held the contract since Horsham Matters pulled out of running the scheme. The special charge funding pays for a second youth focused on the town area, (this is in addition to the worker in the North Horsham area focused primarily on youth clubs and excursions) and the scheme as a whole supports junior to secondary school transition and outreach activities. The contract is up for renewal and HDC will put it out to tender as a statutory requirement. MB volunteered to be available for any questions. HTNC have no objections to the 4TheYouth continuing and wished to support the renewing of the contract.</p>																					
11/425/21	<p>The following planning applications that had previously been circulated to council members were considered:</p> <table border="1" data-bbox="395 1039 1418 1951"> <thead> <tr> <th>Reference</th> <th>Details</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>DC/21/0438:</td> <td>Erection of a two-storey rear extension (amendments to DC/20/1417). 6 Kempshott Road Horsham West Sussex RH12 2EY</td> <td>NFA</td> </tr> <tr> <td>DC/21/0484</td> <td>Retention of loft conversion with rear dormer and front rooflights at 1 Swindon Road Horsham West Sussex RH12 2HE</td> <td>NFA</td> </tr> <tr> <td>DC/20/1351</td> <td>Installation of a rear dormer, 3No. ground floor windows to the south elevation and 3No. rooflights to the north elevation at 1 Kempshott Mews Kempshott Road Horsham West Sussex</td> <td>NFA</td> </tr> <tr> <td>DC/21/0611</td> <td>2 Shelley Road Horsham West Sussex RH12 2JH for the Erection of a single storey rear extension, conversion of existing garage to residential accommodation and installation of a new porch roof.</td> <td>NFA</td> </tr> <tr> <td>DC/21/0624</td> <td>Erection of a single storey side and rear extension at 75 Trafalgar Road Horsham West Sussex RH12 2QJ</td> <td>No issues raised</td> </tr> <tr> <td>DC/21/0636</td> <td>Erection of a single storey rear extension at 12A Shelley Road Horsham West Sussex RH12 2JH</td> <td>No issues raised</td> </tr> </tbody> </table> <p>MB advised that the Billbets enquiry to planning from HTNC remained outstanding.</p>	Reference	Details	Action	DC/21/0438:	Erection of a two-storey rear extension (amendments to DC/20/1417). 6 Kempshott Road Horsham West Sussex RH12 2EY	NFA	DC/21/0484	Retention of loft conversion with rear dormer and front rooflights at 1 Swindon Road Horsham West Sussex RH12 2HE	NFA	DC/20/1351	Installation of a rear dormer, 3No. ground floor windows to the south elevation and 3No. rooflights to the north elevation at 1 Kempshott Mews Kempshott Road Horsham West Sussex	NFA	DC/21/0611	2 Shelley Road Horsham West Sussex RH12 2JH for the Erection of a single storey rear extension, conversion of existing garage to residential accommodation and installation of a new porch roof.	NFA	DC/21/0624	Erection of a single storey side and rear extension at 75 Trafalgar Road Horsham West Sussex RH12 2QJ	No issues raised	DC/21/0636	Erection of a single storey rear extension at 12A Shelley Road Horsham West Sussex RH12 2JH	No issues raised
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12/425/21	<p>Finance:</p> <p>The Treasurer's Report was given by IR-A who confirmed that the balance of account was £13,696.99. A payment of £5,900 had been received from HDC and a further £100 from received from HSBC for the mishandling of the bank account mandate changes. Payments of £600 had been made including Sussex Marketing; the Email subscription; Salaries and HMRC payments for the past couple of months. A Standing Order had been set-up with the accountant to start on 28<sup>th</sup> May, for the next 12 months at £55.50 pcm to cover the processing of future payrolls and the HMRC yearly return. All bank statements can be found on the Council drive and all payments are approved by Chair and Treasurer before payment. Transactions are notified to the Clerk. MB drew attention to the fact that the annual fee for Website (due in June) is paid by his Credit Card and there would be the need to transfer this payment to HTNC's debit card in due course. No further payments are outstanding or imminent. <b>MB offered to source an accountant to do a third person inspection of the accounts before the AGM.</b> Thanks were given to IR-A by MB.</p>
13/425/21	<p>The completion of the IDP Schedule template, as discussed under previous minute 08/424/21 (e) sets out the infrastructure required to support development in the Trafalgar Neighbourhood area as part of the Local Plan evidence base - <b>MB had agreed at the last meeting to review the draft and this item will be C/F to next meeting.</b></p>
14/425/21	<p>The following reports were received from members who attended:</p> <ol style="list-style-type: none"> <li>a. The Unparished Area Liaison Group Meeting 24<sup>th</sup> March 2021. BP and MB advised that the Community assets briefing is still not ready for release but that a meeting will no doubt be called on its release. BP agreed to attend the next meeting.</li> <li>b. The Meeting of Chairs of Neighbourhood Councils with HDC on 20<sup>th</sup> April. MB advised that when the notes are ready for distribution he will circulate. MB reported on the concerns around the Kya Café vis a vis the planning permissions for pergolas and concerns about the queuing. A meeting facilitated by Adam Charmers had provided a more positive outcome.</li> <li>c. Youth Provision Meeting held on 4<sup>th</sup> May – MB reported that the key point discussed related to the contract as discussed above. The re-opening of the services was also discussed and reported to be going well (including the rebranded snack wagon and outreach work)</li> </ol>
15/425/21	<p>Attendees for forthcoming meetings of outside committees were appointed as follows:</p> <ol style="list-style-type: none"> <li>a. BP agreed to attend the next Unparished Area Liaison Group Meeting</li> <li>b. MW would be asked to attend the next HTCP meeting</li> </ol>
16/425/21	<p>The co-option of Neighbourhood Councillor was considered in order to fill the existing vacancy and Olive Hobbs who had attended a number of previous meetings had submitted in advance of the meeting an application to join HTNC. After due consideration it was proposed by MB and seconded by IR-A with a unanimous vote to co-opt OH to the Council. HTNC now have a full complement of councillors. It was acknowledged that HTNC have a few people interested in its work and these people are encouraged to continue joining the meetings as observers with an aim that one of them would step forward should a vacancy arise.</p> <p>MB had been in contact with MBr who informed him that he would be thinking about his role with HTNC in due course and MB had agreed to contact him again shortly.</p>
17/425/21	<p>The Urban Tree Challenge Fund (UTCf) which opened on 26 April 2021 as part of the Government's Nature for Climate Fund, was discussed. The aim of the initiative is to support the planting of 44,000 large 'standard' trees over a two-year period: 2021/22</p>

	<p>to 2022/23 As the closure date for applications is 25<sup>th</sup> July 2021, <b>MW would be asked to talk about this project more at the next meeting.</b> RH will forward the link to see if other councillors want to take this forward.</p> <p>MB advised that the HDC and the Sussex Wildlife Trust have entered into a 5 year partnership called “Wilder Horsham District” with the aim of developing a Nature Recovery Network in the district. The three Neighbourhood Council chairs have requested a presentation talk on the initiative and MB would like to encourage other HTNC members to attend the Zoom meeting if they are interested. If there is interest, MB will make enquiries to facilitate this.</p>
19/425/21	<p>HTNC Newsletter</p> <p>a. When discussing the proposed plans for the Summer release of the newsletter, members were asked to bring a list of possible topics to the next meeting</p> <p>b. Trafalgar resident Bob Granger is willing to volunteer to deliver the newsletter on the Davis Estate.</p>
20/425/21	<p>Under any other business, BP wished to raise the concerns of local residents who have noted that security lighting in the car park at the Smith and Weston has now been switched off and residents understandably have concerns about security and the illegal use of the car park.</p> <p>OH will make enquiries about the damage to the rear wall which occurred in December 2019 – apparently this belongs to White Hart Court and this too makes security vulnerable.</p> <p>With the car park being private property, it was doubted that the local authority would be in a position to take any action.</p>
21/425/21	<p>The date and time of the next meetings were agreed as follows and entered into the diary for a 7.30 pm start:</p> <ul style="list-style-type: none"> <li>• June 7<sup>th</sup></li> <li>• July 5<sup>th</sup> (to follow immediately after the AGM which has been put back a couple of months to enable a face-to-face meeting)</li> <li>• No August Meeting</li> <li>• September 6<sup>th</sup></li> <li>• October 4<sup>th</sup></li> <li>• November 1<sup>st</sup></li> <li>• December 6<sup>th</sup></li> <li>• January 10<sup>th</sup> (due to the New Year’s Bank Holiday)</li> <li>• February 7<sup>th</sup></li> <li>• March 7<sup>th</sup></li> <li>• April 4<sup>th</sup></li> <li>• May 9<sup>th</sup> (Due to May Day Bank Holiday) (AGM Date)</li> </ul> <p><b>RH to make enquiries local enquiries to check out the possibility of using the school Hall or failing that the Holy Trinity Church Hall or Trafalgar Road Baptist church.</b></p> <p>MB closed the meeting by reminding councillors that the positions currently held by existing Councillors (Chair, Vice Chair and Treasurer) are all up for election at the AGM.</p>

Meeting Closed 21.25hrs