



**Horsham Trafalgar Neighbourhood Council (Draft)**  
**Minutes of the 428<sup>th</sup> Meeting**  
**held on**  
**Monday 6<sup>th</sup> September 2021 at Trafalgar Community**  
**Infant School**  
**at 7.30pm**

**Present:** Morag Warrack, (MW), Ben Peterson (BP), Isabel Rivera-Aldridge (IR-A) Olive Hobbs (OH), Martin Boffey (MB), Maralyn Thomas (MT), Rhoda Hatton (Clerk) (RH)

**In attendance:** WS County Councilor, Nigel Dennis,(ND), Francis Vernon (FV), (HDC Cycling Forum).

Item	Matters
1/428/21	MW welcomed members and Francis Vernon to the meeting. There were no apologies for absence.
2/428/21	The following declarations of interest were declared by those present: <ul style="list-style-type: none"> <li>• MW Sussex Green Party, Sussex Green Living and Friends of the REC</li> <li>• MB – Ward District Councilor for Trafalgar, member of Horsham and Crawley Liberal Democrats and Director Cootes Farm Community Ltd</li> <li>• ND - Council Member for West Sussex and member of Horsham &amp; Crawley Liberal Democrats.</li> </ul>
3/428/21	MB proposed and IR-A seconded the adoption of the minutes for the meeting held on 5 <sup>th</sup> July 2021.
4/428/21	The following matters arising were discussed: <ol style="list-style-type: none"> <li>a. 11/427/21(c) - MT had indicated via an email to MW that she was happy to support the adoption of the Local Government Association model code of conduct. MW felt most of it was pretty good but had concerns that it was a bit detailed for the needs of HTNC. MB suggested that HTNC look at how North Horsham was approaching the matter. IR-A agreed to draft a complaint process for HTNC and MW agreed to remove the onerous elements of the model code and to send the final draft to MB in preparation for adoption at next meeting.</li> <li>b. 17/427/21 – MB had written to Mary Crosbie regarding the suggestion for an annual award in Leonard Crosbie’s memory. Mary Crosbie had confirmed that the family were entirely happy with the idea and Mary would be happy to assist with any future presentation. It was agreed that the next stage would be to agree the process for running the community award process. MW suggested promoting the initiative in next edition of the HTNC newsletter and the recruitment of a small panel would be sought by asking for local groups to volunteer. It was further agreed that the award should recognise recipients through the presentation of a certificate. Nominations would be sought via a form on the website which BP agreed to draft.</li> </ol>
5/428/21	Francis Vernon of HDC Cycling Forum provided members with a presentation on <b>Cycling in the Carfax</b> . Neighbourhood Councils (NCs) are being approached and FV has already visited Forest and Denne NC. He outlined the benefits for getting more people cycling/walking, detailing how if you can get more people doing either of these as part

	<p>of their everyday life, it improves health benefits immensely. Another benefit is that cycling helps deal with carbon emissions and climate change. The proposal was presented and the necessary changes/signs required under the scheme were highlighted. A continuous footway was mentioned as a way of assisting the scheme at the West Street junction with Middle Street whilst a zebra crossing was also put forward as a possibility. Council members were asked for their opinion on the scheme. It was hoped that such a scheme could encourage those anti-social cyclists that use West Street inappropriately as a cycle route to use the Blackhorse Way route as an alternative. A further aim to promote cycling would be to connect cycling in the Carfax with Medwin Walk. MB suggested that this latter aim linked to the Public Realm Strategy. Councillors felt that the contra flow in the Carfax was a satisfactory first step. ND enquired about the continuation of the cycle routes to the North and the East of town. MW summarised that the group were mostly supportive of the concept and FV was thanked for coming to the meeting.</p>
6/428/21	No questions from the public had been submitted.
7/428/21	<p>Marc Bryant had been advised that his role as a Council Member with HTNC would be terminated due to ill health. HDC had confirmed that HTNC would be free to pursue a co-option given that no enquiries had been submitted following the recent advertising. JK had emailed MW to say that she would not pursue her interest in a co-option position. RH agreed to contact previously interested personnel to advise of the current vacancy. Interested personnel would be invited to meetings.</p>
8/428/21	<p>Cllr Boffey provided an update on the work of Horsham District Council (HDC). He advised that the recycling collections had been very successful. A pop-up wellbeing centre had opened in the premises previously occupied by <i>Benson for Beds</i> with an aim of reaching those in need. Horsham Park pond is being dredged. Jeremy Knight, Museum Curator is retiring in October. The Local Plan has been delayed due to Government changes. Hop Oast had opened a re-use offer for furniture items. Horsham Skills and Job Fair returns 2<sup>nd</sup> October at Drill Hall. The Nature Recovery document has been published on HDC website and grants for wildlife projects are available. HDC has a new ground contract and Aboral contract which links to the Wilder initiative. The British Legion proposal for use of the Drill Hall will be considered by cabinet shortly. HDC would like to bring in food waste collections. The ash die-back problems are currently being discussed by HDC.</p>
9/428/21	<p>Cllr Dennis provided an update on the work of West Sussex County Council (WSSC). The Trafalgar Road sink hole will result in the road being closed again. The West Parade cycle route and toucan crossing into Wimblehurst Road and North Parade would lead to a weight limit in West Parade. BP reported that the residents disliked the proposal as the road would lose one parking place as a consequence. ND was thanked for his report</p>
10/428/21	<p>MW asked for clarification on the different methods of Communication currently used by HTNC to reach interested parties. The following were reported.</p> <ul style="list-style-type: none"> <li>• HTNC Website</li> <li>• Next Door Account (no information had been posted on this site, but the account had not been closed)</li> </ul>

	<ul style="list-style-type: none"> <li>Facebook (MB is the only person who has posted on the page – MW and RH will be added as Admins)</li> </ul>																		
11/428/21	No missing or damaged street furniture were reported.																		
12/428/21	<p>The following correspondence was presented:</p> <ol style="list-style-type: none"> <li>The Neighbourhood Warden’s Report – June 2021 (circulated previously) was accepted. MT reported that the wardens wanted to visit school to engage with young people but MT had raised the need for a balance so that the older members of community are not forgotten.</li> <li>Communication from HDC regarding the decision not to consider Rookwood at this time for development in the Local Plan, (circulated 7<sup>th</sup> July 2021) was accepted. MB reminded Council members that he would be happy to answer any questions that they may have.</li> <li>Email from Greg Charman, notifying HTNC of his departure from HDC as Health &amp; Wellbeing / Community Safety Manager and Darren Worsfold as Warden Supervisor was accepted.</li> <li>Comments had been requested on the WSCC proposals for the West Parade and at the North Parade/Wimblehurst Road traffic signals. BP had attended a meeting on 27<sup>th</sup> August and provided feedback to HTNC as reported above.</li> <li>The report on Town Councils by Horsham Society was accepted. RH to bring this back to next meeting and MB will circulate to members the response he will be sending to the Horsham Society. ND left the meeting at 20.55PM</li> </ol>																		
13/428/21	<p>Planning:</p> <ol style="list-style-type: none"> <li>The following planning applications that had previously been circulated to council members were considered:</li> </ol> <table border="1"> <thead> <tr> <th>Reference</th> <th>Details</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>DC/21/1283</td> <td>Erection of a single storey rear extension. 38 Churchill Avenue Horsham West Sussex RH12 2JR</td> <td>NFA</td> </tr> <tr> <td>DC/21/1401</td> <td>Erection of a single storey rear extension at 40 Cootes Avenue Horsham West Sussex RH12 2AH</td> <td>NFA</td> </tr> <tr> <td>DC/21/1309</td> <td>Erection of a two-storey rear extension and a single storey side/rear extension at Rose Cottage, 74 Swindon Road Horsham West Sussex.</td> <td>NFA</td> </tr> <tr> <td>DC/21/1407</td> <td>The raising of ridge height, creation of 2no dormers to front and side, addition of pitched roof to existing rear dormer, erection of a two-storey rear extension, erection of front porch and erection of a detached double garage at Oakdene, Farthings Hill Horsham, West Sussex</td> <td>NFA</td> </tr> <tr> <td>DC/21/1436</td> <td>A conversion of garage to form additional habitable living space, removal of garage door and installation</td> <td>NFA</td> </tr> </tbody> </table>	Reference	Details	Action	DC/21/1283	Erection of a single storey rear extension. 38 Churchill Avenue Horsham West Sussex RH12 2JR	NFA	DC/21/1401	Erection of a single storey rear extension at 40 Cootes Avenue Horsham West Sussex RH12 2AH	NFA	DC/21/1309	Erection of a two-storey rear extension and a single storey side/rear extension at Rose Cottage, 74 Swindon Road Horsham West Sussex.	NFA	DC/21/1407	The raising of ridge height, creation of 2no dormers to front and side, addition of pitched roof to existing rear dormer, erection of a two-storey rear extension, erection of front porch and erection of a detached double garage at Oakdene, Farthings Hill Horsham, West Sussex	NFA	DC/21/1436	A conversion of garage to form additional habitable living space, removal of garage door and installation	NFA
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		of window and brickwork and replacement of main front entrance door at 12 Springfield Park Road Horsham West Sussex RH12 2PW	
	DC/21/1633	A pool heater on Wildgoose Drive.	NFA
	DC/21/1478 re:	Erection of a single storey rear extension at 55 Curzon Avenue Horsham West Sussex RH12 2LA	NFA
	DC/21/1440 re:	Variation of Condition 1 of previously approved application DC/20/1351 (Installation of a rear dormer, 3No. ground floor windows to the south elevation and 3No. rooflights to the north elevation) to allow for alterations to the approved rear dormer.  1 Kempshott Mews Kempshott Road Horsham West Sussex	NFA
	DC/21/1359	Erection of a single storey side and rear extension at Stanwell Cottage on Farthings Hill Horsham West Sussex	NFA
	DC/21/1504	Loft conversion incorporating hip to gable roof extensions, creation of a rear dormer and installation of 3no front rooflights at 41 Croft Way Horsham West Sussex RH12 2AS	NFA
	DC/21/1544 re:	The erection of a single storey rear extension, enlargement of rear dormer and replacement of all windows and doors to dwelling. Erection of a single storey extension to existing detached garage at 1 Wildgoose Drive Horsham West Sussex RH12 1TU	NFA
	DC/21/1578	The removal of existing rear projections and erection of a part two storey/part single storey rear extension, installation of door and window to side and installation of 1no rooflight to front. at 14 Shelley Road Horsham West Sussex RH12 2JH	NFA
	DC/21/1563	The erection of a single storey rear extension, loft conversion with rear dormer and front and side rooflights,	NFA

		and widening of existing crossover at 96 Merryfield Drive Horsham West Sussex RH12 2AX	
	DC/21/1463	The creation of a dropped kerb at 61C Rushams Road Horsham West Sussex RH12 2NX.	NFA
	DC/21/1675	Erection of a single storey side <a href="#">extension.at</a> 2 Collingwood Road Horsham West Sussex RH12 2QW	NFA
	DC/21/1549	Fell 1 x Oak and Surgery to 1 x Sycamore at The Limes, North Parade Horsham West Sussex	NFA
	DC/21/1779	The erection of a first floor side and rear extension at 105 Merryfield Drive Horsham West Sussex RH12 2AU.	IR-A raised concerns and it was advised that neighbours are objecting. IR-A and BP to submit objection on behalf of HTNC stating impact on street scene, massing and restriction of light.
	DC/21/1823	Surgery to 1 x Sycamore at Street Record Kings Gate Horsham West Sussex	NFA
	DC/21/0799	Loft conversion at 54 Merryfield Drive.	NFA
14/428/21	The Following Temporary Traffic Regulation Orders were accepted and noted:		
	19th July 2021	Temporary overnight closure of Robin Hood Roundabout/ Warnham Road, 14th August - 18th August 2021.	
	2 <sup>nd</sup> September 2021	Outside 54/56, Trafalgar Road, Horsham 26th November 2021	
15/428/21	Finance:		
	<p>a. The Treasurer reported the following financial information:  The balance on 6<sup>th</sup> July was £12965.99  The balance on 4<sup>th</sup> Sept was £12270.99  The total expenditure for the month was £694 and included payments to HMRC, the accountants fee and the Clerk's wages.  No major items of expenditure would be due in the next month.</p> <p>b. There had been no response as yet on the confirmation of invoice approval from the payroll provider regarding the annual submission that they are required to make to the Pensions Regulator stating that HTNC are compliant regarding autoenrollment.</p> <p>c. It was agreed by all Councillors that Morag Warrack, the recently voted-in Chair would be added to the Account Mandate as an authorised signatory. Specimen Signature below:</p> <p>1) Morag Warrack (Chair)                      Signature: _____</p>		

	<p>No other changes are to be made to the Mandate (regarding number of signatories per transaction) except that the Treasurer also advised she would contact HSBC to advise that Martin Boffey stay on the Mandate and ask for Martin Boffey’s position on the Mandate to be amended to that of ‘Vice Chair’.</p> <p><b>Action:</b> Treasurer to obtain forms for update of the Mandate to include Morag Warrack in her position as newly elected Chair (see item 5 on AGM Minutes – July 2021).</p> <p>The Treasurer updated councillors to the change of terms for the Community Bank account, particularly the change from Community Bank Account to Charitable Bank Account, the monthly bank Charge of £5.00 per month and associated transaction costs being introduced. The Treasurer suggested (following a previous conversation with Martin Boffey - Vice Chair) that as we have internet banking in place and in light of these charges, now would be a good idea to apply for an Account Debit Card. All councillors agreed with this suggestion.</p> <p>The Treasurer advised that a new Debit Card application would need to be completed in Branch rather than online because of our type of account so it was suggested that the Clerk could be the signatory for the debit card as she would most likely be the first point of contact for any payments coming in requiring debit card payments (i.e. Annual Insurances). All councillors agreed on this point. It was also agreed that only one debit card would be required. <b>PMN:</b> The same financial controls for spending on the debit card as agreed in the October 2020 meeting would apply, with the requirement of 2 of the signatories from those on the mandate agreeing all expenditure.</p> <p><b>Action:</b> Treasurer to speak to Branch regarding how signatories would work on a debit card and report back to Councillors regarding the options at our next meeting.</p> <p>No comments were raised on the matters presented in the Treasurers report and MW thanks IR-A for all the work she manages in this role.</p>
15/428/21	<p>The following reports from members who attended outside committees were received:</p> <ol style="list-style-type: none"> <li>a. MW had circulated notes from the Quarterly Neighbourhood Council which was held on Tuesday 20th July. It was agreed that this item would be carried forward to the next meeting of HTNC</li> <li>b. OH would report at the next meeting on The 4th Youth meeting that will be held on 7<sup>th</sup> September 2021</li> <li>c. MW will update members at the next meeting on the Horsham District Older People’s Forum as this will be held on Tuesday 7<sup>th</sup> September.</li> <li>d. MW &amp; MB reported that the Local Plan Workshop held on 6th September revealed that there were greater issues for the Parishes. with only one small site in Forest area, (the Hornbrook) being of concern. MB and MW agreed to circulate a brief update to members.</li> </ol>
16/428/21	<p>As no date had been circulated for the next meeting of the Blueprint Neighbourhood Forum (The body which came together to prepare a Neighbourhood Plan for the combine unparished area of Denne, Forest and Trafalgar neighborhoods) it was agreed that this matter would be carried forward to the October meeting.</p>

17/428/21	MW had drafted the copy for the newsletter and MB had offered to typeset the layout. In the meantime, the copy would be shared with members for comments and it was agreed that aim should be to distribute the Newsletter to residents before the October half-term.
18/428/21	The motion to support the Climate and Ecological Emergency (CEE) Bill was introduced by MW. (The Paper was circulated with agenda). In response to a question from MT, members were advised that the initiative is being put forward as a Private Members Bill with cross party support. It was agreed to carry this item forward to next meeting. Councilors agreed to review the document prior to the next meeting. MW agreed to post the details on HTNC Facebook page to invite feedback from residents.
19/428/21	No other business was raised by members.
20/428/21	<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 at Trafalgar Community Infants School, Victory Road, Horsham, RH12 2JF:</p> <ul style="list-style-type: none"> <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>

Meeting closed at 21.30hrs

Signature: \_\_\_\_\_

Morag Warrack (Chair)