



Horsham Trafalgar Neighbourhood Council (Draft)
Minutes of the 431st Meeting
held on
Monday 6th December 2021 at Trafalgar Community
Infant School
at 6.45pm

Present: Morag Warrack, (MW), Maralyn Thomas (MT), Isabel Rivera-Aldridge (IR-A), Olive Hobbs (OH), Nigel Denis (ND), Rhoda Hatton (Clerk) (RH), Jonathan Mitchell (JM), (visiting), Ben Dolley (BD), (from item 18 - visiting)

Apologies: Martin Boffey and Ben Peterson

Item	Matter Discussed:
01/431/21	<p>MW welcomed members and JM as a visitor to the meeting. Apologies for absence were accepted from MB. {BP sent apologies via text to MW during the meeting}</p> <p>MW advised that Paula Dinnage was expected as a visitor and that Ben Dolley would join the meeting after 7.30pm as a visitor.</p>
02/431/21	<p>Declaration of member's Interest:</p> <ul style="list-style-type: none">• MW - Sussex Green Party, Sussex Green Living and Friends of the REC.• ND - Council Member for West Sussex and member of Horsham & Crawley Liberal Democrats.
03/431/21	<p>With regard to the minutes of the meeting held on 1st November 2021, MT questioned the accuracy of Minute 01/430/21 ('Local residents Paula Dinnage and Jonathan Mitchell had made enquiries about joining HTNC and had both been invited to attend this meeting'). It was therefore agreed that this would be amended to read PD and JM were expected at the meeting but were unable to attend.</p> <p>With the above alteration recorded, MT proposed and MW seconded the adoption of the minutes.</p>
04/431/21	<p>The following were matters arising from the previous minutes:</p> <ul style="list-style-type: none">a. Re: 05/429/21 MB would obtain a quote for speed indicator device -b. Re: 08/430/21 MB offered to follow up the matter [of the fly-poster] to be sure things were progressing in the right direction.
05/431/21	<p>No questions had been submitted from the public.</p>
06/431/21	<p>Having sent his apologies, Cllr Boffey was unable to provide an update from HDC.</p>
07/431/21	<p>Cllr Dennis provided the following update from WSCC:</p> <ul style="list-style-type: none">• The tarmac joints on Redford Avenue that sit over the concrete slab on Redford Avenue have been reported for inspection and possible maintenance

	<ul style="list-style-type: none"> In relation to the Bus Improvement Plan, it was hoped that funding might be available from Government, although it was appreciated that it might not filter down to the Trafalgar area. 																					
08/431/21	No matters relating to missing or damaged street furniture were discussed.																					
09/431/21	<p>The following correspondence was received:</p> <ol style="list-style-type: none"> The Neighbourhood Warden's Report for October which had been circulated previously was accepted. The Public consultation re the proposals for the Fire Services Community Risk Management Plan 2022 – 2026 was noted 																					
10/431/21	<p>The following planning applications had previously been circulated to council members and the it was agreed:</p> <table border="1"> <thead> <tr> <th>Reference</th> <th>Details</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>DC/21/2393</td> <td>Removal of existing conservatory and erection of a single storey rear extension. 114 Rushams Road Horsham West Sussex RH12 2NZ</td> <td>NFA</td> </tr> <tr> <td>DC/21/2486</td> <td>Surgery to x10 Lime Trees at No 1 The Limes North Parade Horsham West Sussex</td> <td>NFA</td> </tr> <tr> <td>DC/21/2472</td> <td>Erection of a single storey front porch extension. 77 Cootes Avenue Horsham West Sussex RH12 2AF</td> <td>NFA</td> </tr> <tr> <td>DC/21/2512</td> <td>Erection of a single storey rear extension and garage conversion with associated works at 37 Irwin Drive Horsham West Sussex RH12 1NL</td> <td>NFA</td> </tr> <tr> <td>DC/21/2572</td> <td>Erection of two storey side extension 52 Spencers Road Horsham West Sussex RH12 2JG</td> <td>NFA</td> </tr> <tr> <td>DC/21/2630</td> <td>Fell x1 Oak tree 12 Larch End Horsham West Sussex RH12 2AZ</td> <td>NFA</td> </tr> </tbody> </table> <p>A compliance planning matter at the Mandarin Restaurant on Spencers Road was discussed and it was agreed that no further action required from HTNC.</p>	Reference	Details	Action	DC/21/2393	Removal of existing conservatory and erection of a single storey rear extension. 114 Rushams Road Horsham West Sussex RH12 2NZ	NFA	DC/21/2486	Surgery to x10 Lime Trees at No 1 The Limes North Parade Horsham West Sussex	NFA	DC/21/2472	Erection of a single storey front porch extension. 77 Cootes Avenue Horsham West Sussex RH12 2AF	NFA	DC/21/2512	Erection of a single storey rear extension and garage conversion with associated works at 37 Irwin Drive Horsham West Sussex RH12 1NL	NFA	DC/21/2572	Erection of two storey side extension 52 Spencers Road Horsham West Sussex RH12 2JG	NFA	DC/21/2630	Fell x1 Oak tree 12 Larch End Horsham West Sussex RH12 2AZ	NFA
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11/431/21	The Horsham Society's Report on Town Councils was considered. Members recalled the response that MB had sent the Horsham Society but equally appreciated the research that had been undertaken and thanked the Horsham Society for their report. RH agreed to enquire about possible progress being made by the three local neighbourhood councils with regard to the unparished area and would enquire if there was any information to be shared.																					

12/431/21	Members discussed the information relating to 'Membership of the Town and Country Planning Association' which had been re-circulated prior to meeting. It was felt that its purpose was better served by bigger councils with decision making responsibilities and it would not be money well spent by our small council.
13/431/21	The model Code of Conduct was considered. MW reported that MT 's concerns about the timescales for responding to complaints had been dealt with and a final draft with minor changes had been sent to MB. Completion was on track for the end of December
14/431/21	The temporary Traffic Regulation Order for a five-day temporary closure of Trafalgar Road, from 26th November 2021, was noted as complete.
15/431/21	<p>The Treasurer (IR-A) report the following:</p> <ul style="list-style-type: none"> • Expenditure for the month amounted to £799.50 524 and this included the production and distribution of the newsletter, along with the usual salary payments, HMRC, payroll costs and subscription. <p>IR-A advised that January will be her last meeting and her departure will leave the role of treasurer vacant, She will therefore need to do a hand over shortly.</p> <p>IR-A also advised that the updated mandates had been submitted on 18th November with MW being added and MB removed. IRA will also need to be removed in due course.</p> <p>IR-A mentioned that Internet banking would need to be set-up before she leaves and asked that members think about possible options for moving forward and filling the treasurer vacancy.</p> <p>With regard to a debit card, IR-A advised she had been unable to visit the branch and so had emailed a request for a blank form to be sent.</p> <p>MW suggested that HTNC advertise for a replacement treasurer. This would be done via Facebook, the HTNC Website and through Next Door. This electronic advertising would be enhanced through more regular promotions that would include noticeboards, the volunteer Bureau and through Reach Volunteer.</p> <p>MW gave thanks to IR-A for doing a fantastic job as treasurer for HTNC and for holding everything steady stating that the Council really appreciated what has been done.</p>
16/431/21	<p>To receive reports from members who attended outside committees:</p> <ol style="list-style-type: none"> Although there had been no HTNC representative attending the Annual 'Airspace and Noise' public meeting on Thursday 2 December 2021, follow up emails of the discussions had been circulated to members.
17/431/21	MT agreed to attend the next meetings of the Neighbourhood Warden's Steering Group Meeting on Monday 17 th January 2022
18/431/21	<p>The HTNC Newsletter had been placed as an Item on the agenda so that members had the opportunity to capture, on a monthly basis, items that they would like to include in the next edition.</p> <p>JM enquired about the frequency of release and MW advised that HTNC aims to circulate editions in the Spring and the Autumn.</p>

	<p>OH advised that the Choir that meets at the Baptist Church would like to include a more detailed article in the next edition.</p> <p>Ben Dolley arrived at the meeting</p>
19/431/21	<p>Members discussed nominations for the 2021 Leonard Crosbie Award for Service to the Community.</p> <p>MW had spoken to a Chichester representative who had advised how their Councilors nominated and approved local awards . MW had, via the newsletter, invited local residents and fellow council members to nominate potential winners, but as yet, nothing had been submitted. MW therefore read out a list of individuals/groups/businesses who she considered possibly worthy of an award.</p> <p>It was agreed that a Panel consisting of MW (in her capacity as Chair), OH and Mary Crosbie would be appointed for the current year. RH would circulate the list compiled by MW so that Members could filter the overall list and submit their recommendations to the panel. Members were also asked to send MW feedback on ideas of how they would envisage the working presentation of the awards, e.g. via the post or at a ceremony . They were also asked to indicate whether or not prizes should be awarded and timings for agreeing the recipients.</p> <p>It was agreed that the aim of the ceremony would be to hold Leonard’s memory in mind and that Mary would be asked to write a letter of thanks to those being recognised. The Council would check in advance that all nominees would be happy to be put forward for recognition.</p> <p>The categories for the awards were briefly discussed and it was felt that there should be two within the volunteering category, one for a group award and one for an individual award. It was also felt there could be categories for community groups and for local businesses if appropriate.</p> <p>JM suggested using noticeboards in the Rec and on Cootes Green and MW suggested using The County Times for publicity of the award.</p>
20/431/21	<p>Any other business:</p> <p>Members discussed the merits of changing meeting venues as there had been concerns about visitors easily finding access to the school hall, particularly in the dark. Feelings were mixed as the school provided a very central point for all Trafalgar residents and had plenty of parking available. It was therefore agreed that the council would trial the Trafalgar Road Baptist Church for their next meeting (Monday 10th January) and MW would book a 2 hours slot at the cost of £8.00 per hour. This meeting would be held at the new time of 7pm in January.</p> <p>A new email regarding the future organisation of the Riverside Walk had been received by the clerk just before the start of the meeting and RH would therefore carried forward this matter for discussion at the next meeting.</p>
21/431/21	<p>The following dates have been entered into the diary, with a 7pm start for January:</p> <ul style="list-style-type: none"> • January 10th (at Trafalgar Road Baptist Church, Trafalgar Road Horsham RH12 2QL) • February 7th (at Trafalgar Community Infants School, Victory Road, Horsham, RH12 2JF) • March 7th (at Trafalgar Community Infants School, Victory Road, Horsham, RH12 2JF) • April 4th (at Trafalgar Community Infants School, Victory Road, Horsham, RH12 2JF) • May 9th (AGM Date) (at Trafalgar Community Infants School, Victory Road, Horsham, RH12 2JF)

Meeting closed at 20.20