



Horsham Trafalgar Neighbourhood Council Minutes
of the 432nd Meeting held on
Monday 10th January 2022 at 7.00pm Via Zoom

Attendees: Morag Warrack (Chair) Martin Boffey (Vice Chair), Isabel Rivera-Aldridge, Olive Hobbs,
 Ben Peterson, Maralyn Thomas, Nigel Dennis and Christian Mitchell (from item 7)

Visiting: Jonathan Mitchel, (resident) Paula Dinnage (resident)

01/432/22	MW Opened the meeting by welcoming members and visitors, Apologies for absence were received from Councillor Christine Costin and Ben Dolley (resident) who was scheduled to attend as a visitor.
02/432/22	<p>The following declaration of Interest were given:</p> <ul style="list-style-type: none"> • MW - Sussex Green Party, Sussex Green Living • ND - WSCC and Horsham and Crawley Liberal Democrats • MB – Horsham and Crawley Liberal Democrats, Horsham District Councillor and Director of Cootes Farm Community Ltd
03/432/22	<p>JM raised a matter of accuracy in the minutes of the meeting held on 6th December 2021 indicating that he had recommended using the noticeboards in Rec and on Cootes Green for publicising the Leonard Crosbie Community Service Award and that MW had recommended using the County Times.</p> <p>With this amendment agreed, IR-A proposed and OH seconded the adoption of the minutes.</p>
04/432/22	<p>Matters arising from the minutes:</p> <ol style="list-style-type: none"> a. Re: 04/431/21 (in connection to previous minutes 05/429/21) - MB would obtain a quote for speed indicator device – MB had written to the new officer in charge of Highways for advice on the most appropriate device and the Council will progress the matter under a S106 application once the officer has responded. b. Re: 04/431/21, (in connection with previous minute 08/430/21) - MB offered to follow up the matter [of the fly-poster] to be sure things were progressing in the right direction. MB reported that all posters had been removed from the railings and no penalty issued. It was therefore agreed that no further action was necessary. c. Re: 11/431/21, RH agreed to enquire about possible progress being made by the three local neighbourhood councils with regard to the unparished area and determine if there was any information to be shared. Having sent an email, RH was awaiting response. d. Re:13/431/21, Minor changes had been sent to MB regarding the model Code of Conduct. MB advised that both Forest and Denne Neighbourhood Councils were looking at the code of Conduct and that more information would be given in his HDC Councillor report below. e. Re: 15/431/21, the advertisement for a replacement treasurer had been advertised via the HTNC Facebook page, the HTNC Website, Reach and The Volunteer Bureau – Whilst this had been completed by RH a response was awaited from the latter. RH agreed to ascertain if The Volunteer Bureau was the same as HDC Voluntary Sector Support.
05/432/22	No questions were submitted from the public.



06/432/22	<p>Cllr Boffey provided an update from HDC after apologising for his absence at the last meetings. He reported on:</p> <ul style="list-style-type: none">• The Gatwick expansion project advising that Councillors had asked for more details with future presentations• The new leader of Council, Jonathan Chowen, who is pledging £1m towards climate mitigation and changes to the local plan with £880,000 going towards capital items• The appointment of the new cabinet and associated roles undertaken by members.• Jonathan Chowen's commitment at a Council Meeting to retain the previous promises about a review of Rookwood.• Changes to the Code of Conduct for Local Government which encompasses Neighbourhood Councils (NC). However it remains that NCs are free to decide whether or not they adopt Code of Conduct for their own business.• The by-election of the Roffey South Councillor, Sam Raby.• Horsham District Council's discussions for new affordable houses on council owned land or small plots of land in four different areas• The Ice rink being extended until the end of March.• Hills Cemetery where maintenance improvements had taken place• The new contract for ground maintenance and arboriculture. <p>MW advised that she is attending a meeting with Sharon Evans on 27th January about the Model Code of Conduct so more information is likely to come from that meeting.</p> <p>Paula Dinnage posed a question on the Ice Rink to which MB responded that it is unknown at present what will replace the Ice Rink after March.</p>
07/432/22	<p>Cllr Dennis delivered the WSCC update advising of:</p> <ul style="list-style-type: none">• A WSCC meeting held pre-Christmas where a 20 mile per hour motion was proposed from the Lib Dem Councillor which may mean in future a greater opportunity to pursue this initiative in the Trafalgar area due to a modification of the policy.• A discussion on crash barriers on the A264 between Kilnwood Down and Faygate which ND had initiated. A response is due once officers have been consulted but there is growing potential concern with 70 mile per hour traffic using this road.• Regarding local matters, there had been requests for clarity on cross-overs (dropped kerbs and widening driveways) and there appears to be disquiet on the way the policy is applied. Often on-street parking is affected when requests for the above are approved. The policy was tightened up about a year ago and previous measures are no longer offered.• A vacancy for a LA Governor at Trafalgar School. If attendees of meeting are interested in being nominated, please let ND know. <p>Christian Mitchell from HDC joined the meeting and after MW welcoming him, MB invited Christian to introduce himself. Three weeks into the role as cabinet minister for Horsham Town. Christian advised that he had been to the other two NCs, HDC meetings and Cabinet meeting. With the leader of the Council putting the environment at the forefront and with greater spending on green issues, decarbonisation projects and grants could be available. Christian advised that budget proposals would be going to council in February. There were he said concerns on the status of Local Plan and progress has been slow since July in part down to the Water Neutrality issue. As a positive however, this delay allows a recalibration of the housing plan.</p> <p>Christian further reminded members that this year is Jubilee Year and Councils and residents are looking at ways of how this can be celebrated.</p>



	<p>Christian also stated that he was grateful that HTNC can continue to meet using the Zoom platform and would hope to attend HTNC quarterly.</p> <p>Questions were invited and BP thanked CM for a very interesting update.</p>
08/432/22	No missing or damaged street furniture reports were brought forward
09/432/22	<p>In considering the correspondence that had been circulated prior to the meeting, Councillors agreed the following:</p> <ol style="list-style-type: none"> MT Proposed and MW seconded donating £100 to Mind of West Sussex to financially help young people needing mental health support in West Sussex. MW further suggested that HTNC promote the aims and share information about the work of Mind on the HTNC website - all were in agreement. As the Riverside was considered an important asset within the Trafalgar area, BP proposed and MB Seconded a donation of £180 to Horsham Scouts who will be taking responsibility for arranging The Riverside walk in 2022. The Neighbourhood Warden's Report for November 2021 and December 2021 was adopted following a correction to the former. With regard to the newsletter distributed by ERTA and in response to a question from MB, ND advised that whilst WSCC were sympathetic to the aims of ERTA, the biggest challenge involved in re-opening old rail routes would be managing out the current use of the disused lines and the practicalities of re-opening rail routes where housing estates have been built over previous lines. In addition WSCC would likely concentrate on keeping existing line running. Consequently it was felt that this matter should not return to the agenda.
10/432/22	The action agreed in respect of the planning applications submitted are shown in Appendix A:
11/432/22	No temporary Traffic Regulation Order had been submitted.
12/432/22	<p>Financial Matters:</p> <p>IR-A reported that the balance of account as at 7th December 2021 was £10,662.89. Over the past month there had been outgoings of £275.09, leaving a balance of £10,387.80 on 9th Jan 2022.</p> <p>IR-A provided an update on HSBC's Safeguarding investigation. A new investigation was set up and completed in December 2021 following the change of mandate (removal of Martin Boffey) and HTNC has been advised that the matter is now resolved, unless further communication is received.</p> <ol style="list-style-type: none"> Discussion of options for who will take over finance and internet banking after existing Treasurer resignation - All Councillors agreed that following her resignation, Isabel Rivera-Aldridge, the existing Treasurer, will hand over existing responsibilities for payroll processing and reporting to Rhoda Hatton (Clerk) and banking to Morag Warrack (Chair) until the existing Treasurer role can be filled. Removal of existing Treasurer from the signatories mandate - All councillors agreed that Isabel Rivera-Aldridge will be removed from the banking signatories mandate as soon as the Minutes from this meeting have been approved and signed, leaving 2 signatories on the mandate (Morag Warrack and Rhoda Hatton). Removal of existing Treasurer from the telephone banking access (via the above mandate) - All councillors agreed that following her resignation, Isabel Rivera-Aldridge,



	<p>the existing Treasurer, will be removed from having telephone banking access on the sole bank account. The bank has advised that this will be actioned when Internet Banking access is removed. All councillors agreed that Morag Warrack will apply for telephone banking access to support internet access usage until the Treasurer vacancy can be filled.</p> <p>d. Addition of councillor as internet access user following Treasurer resignation - All councillors agreed that Isabel Rivera-Aldridge will be removed from having internet access following her resignation as Treasurer and that Morag Warrack (Chair) will be added as the primary user on the internet banking portal until the vacant Treasurer role can be filled.</p> <p>e. Removal of access from RPD Payroll Portal and addition of new user - All councillors agreed that following the resignation of the existing Treasurer, Isabel Rivera-Aldridge will be removed as the sole contact for Richard Place Dobson regarding payroll and Pension Regulator contact. All councillors agreed with the recommendation that Rhoda Hatton be added as the new primary contact for payroll processing and Pension Regulator matters until the vacant Treasurer role is filled.</p> <p>f. Change of primary contact details for HSBC Bank - Following the resignation of the existing Treasurer, Isabel Rivera-Aldridge, all councillors agreed that Rhoda Hatton will take over as the primary contact on the Council for any HSBC Queries that arise, until the vacant treasurer role is filled, should the bank need to contact the Council.</p> <p>g. Draft Accounts - Isabel Rivera-Aldridge will draft Accounts up to the end of January. These will be uploaded up to the Council Google Drive and a decision will need to be taken as to who will complete the accounts at year end, ready for the Auditor to review.</p> <p>h. Debit Card Application - The application for a debit card was again discussed. The existing Treasurer advised that she could submit the application, but another councillor would need to chase it up/deal with any queries as they arose. The councillors agreed to proceed with the application. It was agreed that only one debit card would be required, and this would be in the name of Rhoda Hatton (Clerk). The Neighbourhood Council will adopt an internal process that all debit card payments would be agreed by councillors at a monthly meeting unless the payment was deemed urgent, and it could not wait until an agreed meeting. In this scenario an email would be sent round, and councillors would agree in writing to provide authorisation for the payment to be made. If we can specify a payment limit on the debit card, it was agreed that a limit of £500 per day should be applied. A covering letter to the Bank will be drafted by IR-A to enquire whether we can apply a daily limit on the debit card.</p> <p>MB gave personal thanks to IR-A for managing the treasurer's role and OH described the work and effort put into the role as 'incredible!'. All members agreed.</p> <p>MB proposed that the Zoom membership revert back to monthly enrolment if no annual renewal discount is offered once the subscription comes to an end. All agreed.</p>
13/432/22	In receiving updates from members who had attended outside committees, the following was reported:



	<p>MW had met with Roger Noel so that he could introduce himself to the Chair of each of the three Neighbourhood Councils. He is responsible for Leisure and Culture and in addition to discussing the Wilder Horsham Initiative, Rookwood was mentioned as was Horsham Park.</p> <p>In relation to Blueprint, MB advised the date of referendum had not yet been agreed – this was in part due to HDC’s need for new software but also an agreement that January was not a good time to hold a referendum. A date for a meeting to discuss the referendum is awaited and this meeting will be attended by MB and MW.</p>
14/432/22	<p>To agree attendees for forthcoming outside committee meetings:</p> <p>a MT had agreed at the December meeting to attend the next meetings of the Neighbourhood Warden’s Steering Group, which will take place on Monday 17th January 2022</p>
15/432/22	<p>Following the invitation to both Members and residents to nominate potential winners, a draft list of nominees had previously been circulated to Members and MW sought agreement from members on the following individuals being the final nominees:</p> <ol style="list-style-type: none"> a. Jane O’Sullivan – individual award b. John Woolgar – Individual award c. Wendy Jackson – posthumous award d. Boldings Brook Conservation Group – Community Group e. Keep Rookwood Green Alliance – Community Group f. Londis – Business award g. Trafalgar TVs – Business award <p>MW agreed to submit the above names to Mary Crosbie for a final decision and these nominees would be approached to ascertain if they would be willing to accept the award which would be presented privately but followed up with a celebration at a public event. MB would provide MW with contact details so MW could write to MC)</p>
16/432/22	<p>It was agreed that a further discussion on the spring release of HTNC Newsletter would take place at the next meeting but thoughts on a combined Neighbourhood Council Newsletter to announce the Blueprint Referendum were briefly discussed with each NC having one of the remaining three sheets of the A4 document to report important matters.</p>
17/432/22	<p>Any other business</p> <p>Following CM raising the desire for Jubilee celebrations members were asked to come to the next meeting with ideas and information on what is being planned locally. It was advised that Road Closure applications take approximately 6-weeks to process.</p>
18/432/22	<p>A discussion on the day (Monday or Wednesday) and timings of the future meeting resulted in MW proposing and OH seconding the following timetable with a 7.00pm start for meetings:</p> <ul style="list-style-type: none"> • Monday 7th February, at Trafalgar Community Infants School, Victory Road, Horsham, RH12 2JF (MB to Chair) • Wednesday 2nd March - Venue TBC • Wednesday 6th April – Venue TBC • Monday 9th May - (AGM) – Venue TBC

Meeting closed at 21.10hrs

Signed:

Morag Warrack (Chair)



Appendix A- Planning Applications

Date Issued	Reference	Details	Deadline for responses
7th December 2021	DC/21/2693	The widening and refurbishment of existing entrance and creation of a dropped kerb at 97 Merryfield Drive Horsham West Sussex RH12 2AU	28th December 2021 - NFA
10 th December 2021	DC/21/2737	Erection of a single storey rear extension at 12A Shelley Road Horsham West Sussex RH12 2JH	31st December 2021 - NFA
16 th December 2021	DC/21/0932	The retention of ancillary residential annexe/garage building to rear garden at 39 Warnham Road Horsham West Sussex RH12 2QT	6th January 2022 - NFA
17 th December 2021	DC/21/2762	The erection of a single storey side extension and conversion of loft into habitable living space incorporating hip to gable roof extension and installation of front roof lights at 58 Cootes Avenue Horsham West Sussex RH12 2AG	7th January 2022 - NFA
6 th January 2022	DC/21/1831	Demolition of existing restaurant facility and erection of 20 residential apartments including all associated landscaping and external works. Smith and Western 37 North Parade Horsham West Sussex	20 th January 2022 – following a lengthy discussion, it was agreed that BP would submit the concerns of local residents that relate to the three main areas of parking, privacy for The Walnuts and aesthetic matters. BP would structure his response that would neither supports nor object to the amended applications.