



Horsham Trafalgar Neighbourhood Council

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**Minutes of the 444th meeting of Horsham Trafalgar Neighbourhood Council held at
Trafalgar Road Baptist Church (TRBC) Trafalgar Rd, Horsham RH12 2QL
on Wednesday 8th March 2023 at 7.00pm**

Attendees:	Morag Warrack (chair), Martin Boffey, Olive Hobbs, Colin Bush, John Preston, Tony Hogben (Cabinet Member for Town Centre)
Apologies:	Nigel Dennis, Adam Key, Ben Peterson
In attendance:	Mark Diamond, Kevin Heffer, Cathy Lever, Robert McBeth, Rachel Lucas.
01/444/23	MW welcomed all those present, including visitors and Council members. The apologies for absence from Nigel Dennis, Adam Key, Ben Peterson were accepted. Paula Dinnage was not present.
02/444/23	Declaration of member's Interest were received from: <ul style="list-style-type: none"> MW who declared her membership of The Green Party and the Sussex Green Living Charity. MB who declared his membership of the Liberal Democrat Party, advising that he is a Horsham District Councillor and Director of Cootes Farm Community. MB informed visitors that HTNC was non-political.
03/444/23	The minutes of the meeting held on 8 th February 2023 were approved by all members.
04/444/23	The following matters arising were discussed: <ol style="list-style-type: none"> Re previous Minute 04/442/23 (a) RH had organised the printing of certificates for recipients of the Leonard Crosbie Award and subject to receiving contact details, RH would send out invitations so that recipients could be invited to attend the AGM/open meeting (which later in the meeting was set for 28th June 2023). Re previous Minute 04/443/23 (b) RH had sent the response to the WSCC 20's Plenty policy and a holding response had been received. Re previous minute 07/443/23 (a) RH had requested details of costings for the Shelley Allotment projects and was awaiting feedback. Re previous Minute 07/443/23 (b) RH had made further enquiries with Birds Farm Allotment Society but no follow-up information had been received. Re previous Minute 09/443/23 MB had enquired about the planting of trees on Merryfield Drive with Cootes Farm Community. Mark Pullen at HDC had requested 'what3words' location points. The NC agreed that RH should enquire with ND where the plan should go from here. RE previous Minute 09/443/23, re flooding on Riverside Walk, ND had agreed to send previous details (submitted by JP) to MB so that he could take the matter to Parks Department. Their initial response to MB related to Irwin Drive, stating that it was not owned by HDC although maintenance had been undertaken by them in the intervening years. HDC's suggestion was not to replace camber as it was an area more suited to a boardwalk, estimating that cost would be in the region of £20-30K. MB agreed to follow up the discussions. Re previous minute 11/443/23, Tidy Trafalgar Day, RH had contacted Paul Anderson, Director of Community at HDC and was informed that the bags of rubbish at the end of the event could be collected from the Church. OH had obtained agreement from Green Gym who would assist with the litter picker equipment supplies and the collection of rubbish. RH had promoted the event locally via HTNC Facebook/website, the two Trafalgar schools and with the local Scouts. RH had



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	<p>concerns over the actual number of litter picker as with both Green Gym and HDC offering 20 each, it was wondered if these were the same 20. OH and RH would continue to make enquiries.</p> <p>h. Re previous Minute 12/443/23, about the bins on the Common, RH had followed this matter up with Paul Anderson with the outcome being that dog waste can be disposed of at home in normal refuse bins (green-top only, not the brown-top bins!) and this advice had been posted on the website. HDC also advised that the bin emptying was currently at its weekly maximum and residents had been notified accordingly.</p> <p>i. Re previous Minute 15/443/23 (d) (vi) re noticeboards, RH had met with HDC on 3rd March. HDC had asked for more details and RH was making further enquiries with Men in Sheds so she could liaise further with HDC.</p> <p>j. Re previous Minute 19/443/23, the availability of Fox proof bins had been investigated with Laura Parker and the advice was that these could not be sourced.</p>
05/444/23	Sam Maginnis – Invitation to address members – Deferred to April 2023
06/444/23	<p>Mark Diamond, Kevin Heffer, Cathy Lever, Robert McBeth, Rachel Lucas had attended as residents and wished to discuss the proposed installation of an 18 meter, 5G telecommunications mast on Greenway; immediately outside the boundary of Greenway Junior School. The planning application also includes three electrical cabinets along with the mast and all will most certainly be intrusive and an eye-sore to the area. Detailed pictures of what the area will look like were shared with members. In addition to the above the other main points of concern were:</p> <ul style="list-style-type: none"> • The footfall is high in Greenway, but especially at drop off and pick up times for the school. The Masts and its three cabinets will narrow the pathway making it a severe hazard for children and adults alike. • The amenity argument as the installation would eventually lead to fewer pupils enrolling at the adjacent school. This impact on numbers would lead to a detriment effect on future school funding. • The number (750) of signatures on petition objecting to the installation – all collected in an extremely short period of time. • The noise element as a result of the output from the three cabinets. • No effort has been made to camouflage the mast and therefore minimise the visual impact in order for it to blend it in with the street scene <p>Residents had wished to bring this matter to the attention of HTNC and to enquire what Members can do to support the resident’s objections.</p> <p>MB advised members of his roles, both as a member of HTNC and as a HDC Councillor and informed everyone that the installation of telecoms apparatus is ‘permitted development’ (and does not therefore require planning permission) but is subject to a prior approval process. Given this, as a Councillor MB cannot call this planning requests into committee, neither can it be brought to committee. The head of development management, as an officer of HDC will determine the outcome of this application. MB confirmed that the prior approval procedure allows the Council to approve or refuse on details of the siting and appearance of the proposed installation and that these are the only factors that can be considered under an application for prior approval. MB advised that the strict deadline of 56 days available for determining applications such as these was important as, if HDC had not notified the applicant of their decision by then, the applicant would be entitled to carry out the works as submitted. MB advised that the key date for this should be taken as 24th March, although there is the possibility that a site notice will be displayed near the application site as of the date of the meeting, which would give a the 21-day period for any representations to be made. Members and visitors were informed that some other applications have been refused on grounds of siting and</p>




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	<p>appearance and one of these is currently going to appeal. It was, MB felt the quality of objections that counted, not the quantity.</p> <p>MB was hoping to get the answers to some outstanding questions from the head of development soon and in response to the question about the community appealing a decision made, MB felt that usually only refusals can be appealed, not permissions.</p> <p>TH was asked for his response to the concerns and he reported that for other campaigns in Horsham, some have influenced developers with the installations being moved a small distance, however approximately 18-20 have gone through. He agreed that Facebook promotions are all of value and it is worth collating concerns.</p> <p>JP suggested that given the height of the tower and the close proximity of both the school and private housing, residents enquire as to whether or not a quantitative risk assessment has been carried out for siting the tower at this location. All business or organisations have a moral and a legal obligation for duty of care to ensure that their activities do not unduly increase risk to the general public, and that all practicable measures have been taken to minimise those risks. The quantitative risk assessment would identify the risks considered and the steps taken to minimise them. He wondered why the mast could not be position some 200 metres away on the golf course where any endangerment to the general public would be minimised. Residents felt that even positioning the mast on the Rec where it could be disguised by some of the older trees would be better than the current proposal</p> <p>The NC considered the action they wished to take and it was agreed that RH would draft an objection for members to consider submitting to HDC.</p> <p>TC advised that lobbying can influence process. Councillors were minded to lobby the Head of Development management to put this application to committee. MB will ask, but wished to manage expectations given the deadline.</p> <p>Visitors left the meeting.</p> <p>PMN: A letter from HDC has advised that the agent has requested that the application for a mast at Greenway be withdrawn. The application is showing as withdrawn on the HDC website, and HDC will not be taking any further action on the application. It is unsure at this stage whether the operator intends to submit a further application or if they will pursue a proposal which falls within permitted development rights (with no need for any approval from the Council). MB is making further enquiries.</p>
07/444/23	<p>Cllr Boffey provided an HDC update on the Greenway School Planning application which is now going to planning committee in April. MB attended the full Council meeting recently where the budget was passed and he informed members of the funding changes for anti-social behaviour and an increase on the cap on Council tax. A motion had been passed to adopt a definition of anti-Semitism and a 2.99% increase on the Council Tax was a lot lower than had been expected. £1M was being directed to support the cost of living increases for certain families and £15m was being invested towards work on climate change.</p> <p>TH was invited to contribute to the report from HDC and he advised of a recent meeting regarding plans for the Coronation which would replicate those set up for the jubilee celebrations. Members were reminded about the £200 grants available for neighbourhood events taking place in celebration of the Coronation and were notified that road closures are free over this period.</p> <p>Members were informed that the Council is now four-weeks away from Purdah. TH left the meeting.</p>
08/444/23	As apologies had been received from WSCC Cllr Nigel Dennis, no update was given at this meeting
09/444/23	There was no missing or damaged street furniture reported.



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10/444/23	<p>Members accepted the following correspondence:</p> <ol style="list-style-type: none"> HDC's response to the 'Levelling-up and Regeneration Bill was circulated to members on 28th February – this detailed the consultation on reforms to the National Planning Policy' consultation, that was published for comment by the Department for Levelling Up Housing and Communities. The Neighbourhood warden's report had been circulated and was accepted by members. TC had observed the omission of dealing with noisy vehicles. CB shared the response that Neighbourhood Warden's would give if asked about this issue. This would be that such matters should be reported to operation crackdown, as the Wardens only have the same powers as members of the public in this area and would be reporting the issues identified by residents second-hand if the residents had not reported it themselves. 																		
11/444/23	<p>Planning applications:</p> <ol style="list-style-type: none"> The Greenway School Planning application will go to Committee on 4th April, and a speaking slot for HTNC is assured. No further actions was agreed for planning applications shown in Appendix A, with the exception the 5G mast as discussed earlier in the meeting. 																		
12/444/23	<p>The following Temporary Traffic Regulation Orders were discussed but no further actions were agreed:</p> <ol style="list-style-type: none"> Newlands Road (emailed to Members 14th February 2023) https://api-gb.one.network/downloads/tm/1139/early-warning-notice_132876677_3537612_a4666a6f2e.pdf Temporary closure of A24 Southbound Slip Road, Horsham, to commence on 23rd March 2023 for up to 5 days (emailed to members 4th March) 																		
13/444/23	<p>a. The Treasurer, John Preston, presented the following financial report which will be posted to the website by virtue of these minutes:</p> <div style="text-align: center;">  <p>Horsham Trafalgar Neighbourhood Council</p> </div> <p>FINANCIAL REPORT</p> <p>For period 9 February 2023 to 8 March 2023</p> <table border="0"> <tr> <td>Balance at 9 Feb 2023</td> <td style="text-align: right;">£11,385.37</td> </tr> <tr> <td>Income during period <i>see Report</i></td> <td style="text-align: right;">£00.00</td> </tr> <tr> <td>Expenditure during period <i>see Report</i></td> <td style="text-align: right;">-£3,993.55</td> </tr> <tr> <td>Balance at 08 Mar 2023</td> <td style="text-align: right;">£7,391.82</td> </tr> </table> <table border="0"> <tr> <td>Committed expenditure to end of current FY ¹</td> <td style="text-align: right;">£280.50</td> </tr> <tr> <td>Additional support expenditure to end of current FY ²</td> <td style="text-align: right;">£737.00</td> </tr> <tr> <td>Monies allocated ³</td> <td style="text-align: right;">£4,596.95</td> </tr> <tr> <td>Contingency reserve ⁴</td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td>Funds available for allocation</td> <td style="text-align: right;">£1,677.37</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Report</p> <p>Expenditure during the period:</p> <ul style="list-style-type: none"> - committed expenditure¹ of £280.50. - payment of £2,700.00 for 1st Speed Indicator (Note, purchase costs to be reimbursed by HDC.) - purchase of 1m² mini-meadow seeds³ and packaging £1,013.05 <p>Expenditure during next period is likely to be limited to monthly committed expenditure, website and email subscription renewal, and advance payment to purchase materials for notice boards.</p> <p>JFP 8 Mar 2023</p> </div> <p>Notes</p> <ol style="list-style-type: none"> 1. Committed expenditure consists of Clerks salary, bank charges and insurance costs. 2. Additional support expenditure consists of costs associated with the website, email, newsletters (2 per year), etc. 3. Monies allocated consists of: <ol style="list-style-type: none"> 3.1. £250 being held for purchase of tree in 2023. 3.2. £2,700 being retained for purchase of 2nd Speed Indicator device. 3.3. £500 being retained for donation to Horsham Blueprint funds for coming year. 3.4. £1,000 for replacement of 2 Trafalgar Notice Boards. 3.5. £146.95 for 1m² wilding seeds 4. Contingency is to cover potential cost increases due to inflation. <p style="font-size: small; margin-top: 10px;">HTNC /Financial Report/Jan 2023 -/1</p> <p>b. Members discussed progress on projects</p>	Balance at 9 Feb 2023	£11,385.37	Income during period <i>see Report</i>	£00.00	Expenditure during period <i>see Report</i>	-£3,993.55	Balance at 08 Mar 2023	£7,391.82	Committed expenditure to end of current FY ¹	£280.50	Additional support expenditure to end of current FY ²	£737.00	Monies allocated ³	£4,596.95	Contingency reserve ⁴	£100.00	Funds available for allocation	£1,677.37
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	<ul style="list-style-type: none"> i. CB confirmed that the proposed installation costs for the Speed Indicator Device (SID) amounted to £400 per device with that majority of these costs relating to hire of the lift machinery needed in order to attach the device to the street lamps and the remainder being the jubilee fixing clips. Members agreed to progressing this work under the costs quoted. MW agreed to sign the documentation at the end of the meeting. JP will make allocation in the accounts to cover the installation costs of both SID devices. CB advised that a new agreement is required each time the devices are moved from post to post. ii. JP advised that the year-end accounts will need to be drawn up for the next meeting in preparation for the audit. He reminded members that there will then be two sets of accounts waiting to be approved and it was suggested that JP could audit those prepared for 2021/22. c. Members decided to put on hold for the time being the discussions on further ideas for projects, which had included: <ul style="list-style-type: none"> i. Glasdon Bins for cans and plastic bottles (£2,000) – would this be a good use of funds and how would collections work ii. Outdoor Gym Equipment (https://securelinks2.cmadvantage.co.uk/linkapp/cmaview.aspx?LinkID=pageid100898805tqr~f~xnhzt~qtzrn~z~x~f~n)
14/444/23	<p>The following reports from members who had attended outside committees/events were given:</p> <ul style="list-style-type: none"> a. CB had attended the Neighbourhood Wardens' steering group meeting on Wednesday 22nd February 2023 on Teams, alongside the two representatives from both Denne and Forest Neighbourhood Councils. The two Wardens and Carol Boniface were also present. Questions had been raised on the time spent by Wardens as they are out and about. It was felt that all was going well and the Neighbourhood Councils agreed to offer as much support as possible to the Wardens. No new initiatives were raised at this meeting and all activity is reported on the Warden's reports that were accepted earlier in the meeting. MB suggested that it would be worth investigating if more Wardens are needed and that these are paid for out of the Special Charge. b. There was no member available to attend the webinar on WS Charging Network which took place on 16th February at 1.00pm. c. Similarly there had been no attendance at the Horsham Association of Local Councils (HALC) which took place at 7.00pm on 22nd February on Zoom. d. MW had attended the meeting on March 8th about safety improvements/controls at Rookwood Lake alongside the PCSO and the two Neighbourhood Wardens. Mark Pearson from HDC, two representatives from Slinfold Golf Course and Ian Botting (HDNC) also attended. It had been agreed that more signage will be put up around the lake and that there will be further planting to make the area more secure where children are concerned.
15/444/23	<p>It was agreed that the following Members would attend the forthcoming outside committee meetings:</p> <ul style="list-style-type: none"> a. 4Youth – 17th March – OH b. Blueprint – 9th March – MB and MW (MB reminded Members that he had previously met with officer regarding the Blueprint role as a statutory consultee on planning and the steering group needs to discuss what role it wants to play. This may include considering larger applications. The monitoring of the plan may involve the Horsham Society. Next steps on administering the CIL would also be discussed).
16/444/23	<p>HTNC Newsletter</p> <ul style="list-style-type: none"> a. Progress was being made on the Spring 2023 edition of the newsletter as BP had agreed to work on formatting it over the weekend. b. Seed packets and labels to seal the envelopes and the printing costs were approved. c. RH would be send the Newsletter and supporting seed supplies to the printers on 14th March, (subject to the newsletter being finished) and delivery would be arranged for week of 20th March. d. RH would post details of the Mini Meadows and Swift Project to website.



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	<p>e It was agreed that any seeds unused by residents, because they live in flats, could be brought to a communal space such as The Pond on Merryfield Drive.</p>
17/444/23	<p>The other business discussed included:</p> <ol style="list-style-type: none">Information from MW regarding new owners, Qair, the Centre for Horsham Energy Recovery (CHER) a drop-in exhibition about the incinerator will be held on 22 April 2023 (Time & venue tbc).Information from OH regarding Green Gym moving the logs from Warnham Nature Reserve to the Rec in order to create a bug housing estate (particularly useful for stag beetles). Ryan had suggested a Green Gym party date in April or May where other jobs in the Rec could be carried out.Anne Watts from CFC had found it difficult recruiting new people i. OH believed that Ryan from Green Gym might be able to help with planning pond dates and with advising on the funding grants that may be available. Grants are available to help newts. MB would pass on this information.
18/444/23	<p>Members confirm the following dates for future meetings and these would be entered into the diary with HTNC meetings being held at Trafalgar Road Baptist Church (TRBC) Trafalgar Rd, Horsham RH12 2QL with a 7.00pm start time:</p> <p>Wednesday 12th April 2023 Wednesday 10th May 2023 Wednesday 28th June for the HTNC AGM and Open Meeting (subject to the availability of hall). Wednesday 19th July 2023 No meeting date for August 2023 Wednesday 13th September 2023 Wednesday 11th October 2023 Wednesday 8th November 2023 Wednesday 13th December 2023 Wednesday 10th January 2024 Wednesday 14th February 2024</p>

Meeting closed 9.40pm



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Appendix A - Planning Applications

Date Issued	Reference	Details	Action
8 th February 2023	DC/23/0225	Surgery to 1x Oak at 9 Collingwood Road Horsham West Sussex RH12 2QN	NFA
10 th February 2023	DC/23/0099	The replacement of front entrance gates at 3 Rookwood Park Horsham West Sussex RH12 1UB	NFA
17 th February 2023	DC/23/0201	The variation of Condition 4 of previously approved application HU/39/64 (Outline Application for the erection of 7 shops with 7 flats over land in front of bishopric court) Variation sought to facilitate the change of use of the first floor. Freshwater Parade Bishopric Horsham West Sussex	NFA
27 th February 2023	DC/23/0358	Prior approval for the proposed telecommunications installation of a slimline 18m monopole, supporting 6no. antennas, 2no. equipment cabinets, 1no. electric meter cabinet and ancillary works Land at Greenway Greenway Horsham West Sussex RH12 2JS	See Minutes above
3 rd March 2023	DC/23/0401	Surgery to 3x Conifers, 3x Fir, and 1x Laurel at 5 Cedar Close Horsham West Sussex RH12 2BN	NFA