



Email: [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)  
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# Housing and Public Protection Policy Development Advisory Group

**Monday, 21st August, 2017 at 5.30 pm**

**Wallis Room, Parkside, Chart Way, Horsham**

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend to observe the proceedings, seating for which will be provided, subject to providing advance (by noon of the day of the meeting) written notification to the Chairman of the meeting and [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Councillors:	Kate Rowbottom (Chairman)	
	Andrew Baldwin	Paul Marshall
	Alan Britten	Mike Morgan
	Roy Cornell	Jim Sanson
	Matthew French	David Skipp
	Nigel Jupp	

You are summoned to the meeting to transact the following business

## Agenda

	<b>Page No.</b>
1. <b>Apologies for absence</b>	
2. <b>To approve the notes of the previous meeting</b> To approve as correct the notes of the meeting held on 3 <sup>rd</sup> July 2017	3 - 4
3. <b>Commuted Sums - Affordable Housing Investment Policy</b> To receive a briefing on the updating of the Affordable Housing Investment Policy – presented by the Head of Housing Services	5 - 8
4. <b>Public Health Funerals</b> An overview of Public Health Funerals and to consider the attached letter from Veterans Bereavement Support – presented by the Head of Environmental Health and Licensing	9 - 14

5. **Private Sector Housing Assistance Policy** 15 - 22  
Review of the Private Sector Housing Assistance Policy – presented by the Head of Environmental Health and Licensing
  
6. **Forward Plan Extract for the Housing and Public Protection Portfolio** 23 - 26  
To note the Forward Plan extract for the Housing and Public Protection Portfolio

**Housing and Public Protection Policy Development Advisory Group**  
**3 JULY 2017**

Present: Councillors: Kate Rowbottom (Chairman), Andrew Baldwin, Alan Britten, Nigel Jupp, Paul Marshall, Mike Morgan, Jim Sanson and David Skipp

Apologies: Councillors: Matthew French

Also Present: Councillor Leonard Crosbie

1 **TO APPROVE THE NOTES OF THE PREVIOUS MEETING**

The Group approved the notes of the meeting held on 15<sup>th</sup> May 2017, subject to the addition of the following sentence to item 23: 'Members were advised that the Bishopric temporary accommodation, which had been due to open at the end of 2016, had been delayed until August 2017 because of issues beyond the Council's control.'

2 **FOOD SAFETY AND HEALTH & SAFETY SERVICE PLAN**

The Principal Environmental Health Officer presented the Environmental Health Commercial Team's draft annual Food Safety and Health & Safety Service Plan. The team provided a statutory service that protected the public and enabled businesses to function safely.

The Food Standards Agency (FSA) required local authorities to produce an annual Food Safety Service Plan, and the Council was also required to produce an annual Health & Safety Service Plan and make adequate arrangements to enforce it.

Members were advised of how the Council worked with local businesses to encourage compliance with the law and improve standards. The demands on the service, including the number of type of premises visited for inspection, were noted. The Principle Environmental Health Officer confirmed that almost all inspections were unannounced. The Service Plan also outlined the budgetary allocation for both Food Hygiene and Health & Safety at work for 2017/2018.

Members noted the contents of the Service Plan and recommended its approval. The Cabinet Member agreed to the adoption of the Service Plan and signed the Notice of Decision.

3 **HOMELESS REDUCTION ACT**

The Head of Housing Services briefed Members on the Homeless Reduction Act, which had been passed in April 2017 and is anticipated to be implemented

in 2018. Members were advised on how the Act would broaden the Council's areas of responsibility towards those at risk of becoming homeless.

The Housing Services team were looking at possible options on how best to enable the Council to fulfil its new responsibilities under the Act and Members discussed the implications for the Council and possible measures that were being considered by the team.

The PDAG would receive progress updates later in the year, prior to the implementation of the Act in 2018.

4      **COMMUTED SUMS**

The Head of Housing Services reminded Members of the process by which the Council provides financial support to housing associations for the provision of affordable housing, through the use of commuted sums paid to the Council by developers.

Members discussed housing need in the district and how best the commuted sums currently held by the Council could be used. It was agreed that a policy should be developed to facilitate the effective allocation of existing funds, and that this should be discussed at a future meeting of the PDAG. It was also suggested that the Cabinet Member for Finance & Assets be invited to attend.

5      **EMERGENCY PLANNING**

Members requested that details of the Council's Emergency Planning strategy be circulated to District Councillors. It was also suggested that the Emergency Planning Officer be invited to a future PDAG to brief Members on the Council's strategy for preparing, responding and recovering from emergencies and major incidents.

*The meeting closed at 6.56 pm having commenced at 5.30 pm*

**CHAIRMAN**

# Agenda Item 3

By virtue of  
Regulation 21(1)(A) of the Local Authorities (Executive  
Arrangements) (Access to Information) (England)  
Regulations 2000.

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**EXTRACT FROM FORWARD PLAN FOR CABINET MEMBER FOR HOUSING AND PUBLIC PROTECTION**

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice also includes details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website ([www.horsham.gov.uk](http://www.horsham.gov.uk)) or by contacting Committee Services at the Council Offices.

Page 23 Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Tel: 01403 215123

Published on 01 August 2017 (Updated 07 August 2017)

**What is a Key Decision?**

A key decision is an executive decision which, is likely –

- (i) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

Item No. on Full Plan	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	<p style="text-align: center;"><b>Contact Officer</b></p> <p style="text-align: center;"><b>Cabinet Member</b></p> <p style="text-align: center;">(NB include name, title and email address)</p>
13.	<p><b>Review of Affordable Housing Investment Policy</b>            (Previously listed as: Creation of a vehicle for the delivery of housing)            Policy Development Advisory Group            21 August 2017</p>	Cabinet	23 Nov 2017	Open	<p>Trevor Beadle, Head of Community &amp; Culture            trevor.beadle@horsham.gov.uk</p> <p>Cabinet Member for Housing and Public Protection (Councillor Kate Rowbottom)</p>

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