

**THE CABINET**  
**22<sup>ND</sup> SEPTEMBER 2011**

Present: Councillors:  
Robert Nye Leader  
Ray Dawe Deputy Leader and Efficiency & Resources  
Roger Arthur A Safer & Healthier District  
Andrew Baldwin The Environment  
Jonathan Chowen Arts, Heritage & Leisure  
Ian Howard Living & Working Communities  
Roger Paterson The Local Economy

Also present: Councillors: John Bailey, George Cockman, Leonard Crosbie,  
Malcolm Curnock, David Holmes, Christian Mitchell, Godfrey  
Newman

EX18 **RECORD OF THE MEETING OF 21<sup>ST</sup> JULY 2011**

The record of the meeting of the Cabinet held on 21<sup>st</sup> July 2011 was approved as correct and signed by the Leader.

EX19 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

EX20 **ANNOUNCEMENTS**

There were no announcements.

EX21 **PUBLIC QUESTIONS**

There were no public questions.

**REPORT BY THE DEPUTY LEADER AND CABINET MEMBER FOR  
EFFICIENCY & RESOURCES**

EX22 **Purchase of Temporary Accommodation – Supplementary Estimate**

The Cabinet Member for Efficiency & Resources reported that the Council had a statutory duty to provide interim accommodation for people in urgent need of housing and that, until 2010, the Council had been able to meet this duty through 49 temporary accommodation units that it owned and managed. Following a sharp and sustained rise in demand for short-stay accommodation, first noted in October 2009, the Council had set aside £1,000,000 in the capital budget in 2010/11 and a further £1,000,000 in 2011/12 for the purchase of additional properties for temporary accommodation purposes.

EX22 Purchase of Temporary Accommodation – Supplementary Estimate (cont.)

In the last 12 months, the Council had purchased six 3-bedroom homes on the open market, all of which were now occupied, and had had offers accepted on three more. However, the demand for interim accommodation had continued to rise and at the end of August the Council was accommodating 28 households in bed and breakfast, and in the last few weeks this had increased to a record high of thirty-one.

From 1<sup>st</sup> April 2011, reimbursement to the Council by the Government for bed and breakfast costs had been capped at the single room local housing allowance rate of £138 per week. As the cost of accommodating a four person household in bed and breakfast in Horsham could be as high as £875 per week, the use of such accommodation was placing a huge financial burden on the Council. Unless the numbers in bed and breakfast accommodation were reduced, the predicted additional cost to the Council as a result of the benefits cap would be in excess of £200,000 per year.

The differential between rental income from a purchased and fully occupied 3-bedroom property and the cost of placing a family in bed and breakfast could be as much as £36,000 per property per year, including capital financing costs if the Council borrowed the money to purchase the property. Therefore, the practice of purchasing properties on the open market and then letting them offered a more cost effective way of enabling the Council to meet its duty than placing households in bed and breakfast accommodation.

It was therefore proposed that the allocation of a further £2,000,000 should be sought for future purchases of temporary accommodation, to enable the continuation of the current practice.

**RESOLVED**

That future purchases of temporary accommodation would still require individual business cases to be submitted by the purchasing officer for approval by the Cabinet Member, on a case by case basis.

**RECOMMENDED TO THE COUNCIL**

***That a supplementary estimate to uplift the budget under code KJ01402 by £2,000,000 for the purchase of additional temporary accommodation be approved.***

**REASONS**

***(i) To help the Council to meet its statutory***

EX22 Purchase of Temporary Accommodation – Supplementary Estimate (cont.)

***responsibility to provide suitable short-stay temporary accommodation at a lower cost than the alternative of placing families in bed and breakfast accommodation***

- (ii) It is anticipated that when the economy starts to recover the demand for temporary housing will reduce and house prices will recover. At that time, if these properties are no longer required, it is likely that the Council could then achieve a net profit through their disposal.***

EX23 Report on and Performance Indicators for Quarter 1 2011/12 and District Plan Priorities Progress

The Cabinet Member for Efficiency & Resources reported on the outcome of the quarterly review of performance indicators for the first quarter of 2011/12 by the Scrutiny & Overview Committee's Performance Management Working Group.

It was noted that a new framework 'Performing to Win', to support a sharpened focus on performance management, had been launched in December 2010 and that the priorities identified in the District Plan 2011-15 would be reviewed on a monthly basis by the Corporate Management Team and quarterly by the Performance Management Working Group.

The Cabinet Member reported that the end of period review report on the delivery of the Corporate Plan 2008/11 and the end of year Performance Report 2010/11 of key and departmental indicators, showing year on year performance, were now available on the Council's website.

The Council's corporate priorities were identified in the District Plan, which provided the corporate vision but also needed to react to changing circumstances. Therefore, reviews would be undertaken regularly throughout its lifetime to ensure it remained relevant to the needs of the District and to identify opportunities that arose to deliver services to the community. Departmental service plans, to support the delivery of the District Plan Priorities 2011-15, had been compiled by all Heads of Service in conjunction with Cabinet Members. These service plans were also available to view on the Council's website.

For the current year the first review of progress towards delivery of the District Plan would be undertaken at the end of September 2011 and would be reported to the November 2011 meetings of the Performance Management Working Group and Cabinet.

EX23 Report on and Performance Indicators for Quarter 1 2011/12 and District Plan  
Priorities Progress (cont.)

Details of issues raised by the Performance Management Working Group in respect of the quarterly review of performance indicators and the responses thereto were submitted.

RESOLVED

That the report be noted.

REASON

Performance Management is part of the duty of Best Value to drive up service improvement.

**REPORT BY THE CABINET MEMBER FOR THE ENVIRONMENT**

EX24 **Trade Recycling Pilot**

The Cabinet Member for the Environment reported that the Council currently operated a limited trade recycling trial to approximately 40 businesses, collecting paper and cardboard only, using a small amount of spare resource within the trade collection service. Although this service had not been advertised, more than 80 enquiries had been received regarding trade recycling. This, taken together with survey data previously gathered, showed that there was a demand from businesses, particularly small to medium sized enterprises, for a recycling service.

A pilot scheme collecting glass only; paper and cardboard; and mixed dry recycling (as currently collected from householders in blue top bins) was therefore proposed. This would reduce the total amount of waste currently sent to landfill, thus reducing the overall carbon footprint of the Council's operations. Although the official recycling rate only included household waste, it was proposed that the proportion of trade waste recycled would be reported as a local performance indicator and used as one measure to evaluate the success or otherwise of the pilot.

Having introduced the new domestic collection fleet of side loading vehicles, there was some spare vehicle resource available as a number of the vehicles from the old fleet had been retained which, together with the ability to use agency drivers and loaders for one day at a time, would enable the tailoring of resources and expenditure to meet demand more closely than would usually be the case.

It was anticipated that the older retained vehicles would be able to support a recycling service for three years, after which it would be necessary to purchase

EX24 Trade Recycling Pilot (cont.)

new or second-hand vehicles to support the continuation of the service. However, prior to this, an evaluation of the scheme would be undertaken to determine if such investment was appropriate.

Supplementary estimates would be required to implement the pilot, although they might be under spent depending on the number of customers using the scheme. The estimates submitted were based on a total of 200 customers.

**RESOLVED**

That the trade waste recycling pilot scheme be approved as reported.

**RECOMMENDED TO COUNCIL**

***That the following supplementary estimates be approved to enable the scheme to be adopted:***

<i>Item</i>	<b>Supplementary Budget £</b>
<b>Revenue</b>	
<i>Vehicle running costs (fuel, tyres etc)</i>	6,500
<i>Wages (Driver, Loader &amp; admin support)</i>	15,000
<i>Set up costs (yr 1 only)</i>	6,000
<i>Loss of residual trade waste income</i>	30,000
<i>Contribution to Container replacement</i>	5,300
<i>Processing Costs</i>	3,500
<i>Income</i>	(80,200)
<b>Capital</b>	
<i>Bin Purchase</i>	70,000

**REASONS**

- (i) *To achieve Priority 5 (Environment) item 2 (minimise waste, maximise recycling) in the District Plan.***
- (ii) *To approve the necessary budget changes to allow the scheme to be adopted.***

**REPORT BY THE CABINET MEMBER FOR LIVING & WORKING  
COMMUNITIES**

EX25 **Draft Horsham District Town Plan Supplementary Planning Document**

The Cabinet Member for Living & Working Communities reported that, as part of the overall background work to support the Core Strategy Review Development Plan Document and the Council's overarching drive proactively to maintain and build on the strengths of Horsham town into the future, the Council had initiated the Future Prosperity of Horsham Project, an initiative to take a proactive approach to the future development and growth of Horsham town in relation to access enhancements, retail/commercial development and leisure opportunities. This future development growth would include the regeneration of key areas within Horsham town to increase its vitality and vibrancy. It was a cross cutting project led by the District Council's Strategic Planning Team, but involving input from a wide range of officers and Members and partnership work with the County Council and other interested parties and organisations.

Planning consultants had been commissioned in June 2010 to start the project and produce a Town Framework Report to identify the existing strengths and areas for improvement within the town and formulate a vision and strategy for the future. The Town Framework Report, published in February 2011, looked at three specific target areas across the town which had been previously identified as strategically significant for improvement and development: the town centre; the Hurst Road area including the rail goods yard and railway station; and the Broadbridge Heath Quadrant.

The Horsham Town Framework Report had then been used as the basis to formulate a Draft Horsham Town Plan Supplementary Planning Document (SPD) which translated the report findings into planning guidance for future retail, commercial and leisure development, specifically for Horsham town centre and the Hurst Road area. It was noted that the Draft Horsham Town Plan SPD was the first of a series of documents that would be produced by the Council as part of the Future Prosperity of Horsham Project. In addition, a Sustainability Appraisal had been undertaken as part of the preparation of the Horsham Town Plan SPD.

The aim of the SPD was to provide a planning structure for the town centre based on the Council's findings, aspirations and priorities for the area; and to sustain and enhance the area for the future in the most effective way. The SPD would help to steer potential developers and would act as the Council's starting point for more detailed discussions and proposals that arose in the town over future years.

The Horsham Town Plan SPD would enable the regeneration of key areas within Horsham town which would increase the vitality and vibrancy of the town. The key areas identified for regeneration through the Draft Horsham Town Plan SPD were: Albion Way; The Quarter (Piries Place, East Street and Denne Road); the Bishopric; and the Hurst Road area.

EX25 Draft Horsham District Town Plan Supplementary Planning Document (cont.)

The draft SPD and Sustainability Appraisal, if approved for consultation, would be subject to a six week public and key stakeholder consultation in November 2011, which it was anticipated would include a key stakeholder event, similar to the one held during the preparation of the Horsham Town Framework Report. All responses received would be subject to consideration by officers and Members and would be incorporated into the final version accordingly.

RESOLVED

That the Draft Horsham Town Plan Supplementary Planning Document and Sustainability Appraisal be adopted and published on 28<sup>th</sup> October 2011 for a six week public and stakeholder consultation, with any minor editorial amendments to be agreed under delegated authority by the Cabinet Member for Living and Working Communities.

REASON

- (i) The Horsham Town Plan is an important document which will set a framework for the regeneration of key areas within Horsham town which will increase the vitality and vibrancy of the town.
- (ii) The Council is keen to work with and have ongoing dialogue with the District's communities and to try and incorporate local ambitions within its strategies wherever possible. Although it cannot guarantee to deliver all of these aspirations, the Council wishes to establish what is important to communities.

EX26 Gatwick Diamond – Local Strategic Statement

The Cabinet Member for Living & Working Communities reported that the Localism Bill currently before Parliament proposed, amongst other things, the abolition of regional strategies and the removal of 'top-down' policies and targets with which these had been associated. Instead, the Government believed that local authorities and other public bodies should work together on planning issues in ways that reflected genuine shared interests. To give effect to this, the Government was proposing a new 'duty to cooperate' on strategic planning and development issues. Guidance on the application of this new duty was given in the draft National Planning Policy Framework, published in July, which indicated that compliance with the 'duty to cooperate' would be part of the examination of Local Plans. The guidance also suggested that compliance could be demonstrated through "a memorandum of understanding or a jointly prepared strategy".

EX26 Gatwick Diamond – Local Strategic Statement (cont.)

Working against the background of this emerging legislation and under the umbrella of the 'Gatwick Diamond Initiative', the Gatwick Diamond Local Authorities had prepared a joint local strategic statement which set out a broad strategic direction for the Gatwick Diamond area and established a framework for cooperation between local authorities on planning and development issues which crossed local authority boundaries. An associated Memorandum of Understanding set out the mechanisms through which future cooperation would take place.

The Council was an active member of the Gatwick Diamond Initiative, and officers and Members had worked closely with the other local authorities in preparing both the local strategic statement and the memorandum of understanding. Agreement to the outcome of this work would help to establish a broad strategic approach towards planning and development issues across the Gatwick Diamond area, supporting the Council's Core Strategy Review and demonstrating the Council's continued commitment to joint working on strategic issues which cross local authority boundaries.

**RECOMMENDED TO COUNCIL**

***That the Gatwick Diamond Local Strategic Statement and the associated Memorandum of Understanding be approved.***

**REASON**

***To provide the evidence base to conform with the Government's emerging 'duty to cooperate', which forms part of the Localism Bill and draft National Planning Policy Framework.***

**REPORT BY THE CABINET MEMBER FOR A SAFER & HEALTHIER DISTRICT**

EX27 Declaration of Air Quality Management Area in Cowfold

The Cabinet Member for Planning & the Environment reported that Part IV of the Environment Act 1995 required local authorities to review and assess current and future air quality in their area against air quality objectives established in the National Air Quality Strategy. Where those objectives were not likely to be met then the local authority was required to designate an Air Quality Management Area (AQMA) at the relevant locations. The local authority would then have to draw up an action plan setting out the measures it intended to take to comply with the air quality objectives within the area covered by the AQMA.



EX27 Declaration of Air Quality Management Area in Cowfold (cont.)

Monitoring undertaken in Cowfold village had indicated that the annual mean concentration of Nitrogen Dioxide was above the air quality objective for that pollutant and it was therefore necessary to declare an AQMA. A draft AQMA had been proposed in a detailed assessment report submitted to the Department for Environment, Food and Rural Affairs (Defra) in March 2011 and following Defra's acceptance of the report a formal consultation had been undertaken with statutory consultees, local residents and businesses, Members, the Parish Council and local community organisations.

Details of the outcome of the consultation were reported. Discussions had been held with the Parish and local residents who had queried the proposed area, regarding the rationale for defining the AQMA boundary. The modelled results and monitored concentrations both confirmed that there was a clear exceedance of the objective where the A272 passed through the village, including the area between the two roundabout junctions and along Bolney Road and Station Road where traffic tended to queue during peak periods. The data also showed that nitrogen dioxide concentrations along the A281 north and south of the junction were below the air quality objective, corresponding to a lower traffic volume and a higher average vehicle speed along these road links.

RESOLVED

- (i) That the definition of the Air Quality Management Area in Cowfold be approved, as submitted.
- (ii) That an Air Quality Management Order be made based on the area defined in the report

REASONS

- (i) To comply with Part IV of the Environment Act 1995.
- (ii) To formalise the AQMA and to address air quality issues in Cowfold by means of an Air Quality Action Plan.

**REPORT BY THE DIRECTOR OF CORPORATE RESOURCES**

EX28 **Budget 2011/12 – Progress Report to July 2011**

Cabinet received the report of the Director of Corporate Resources reviewing progress in respect of the revenue budget for 2011/12 and the potential impact of changes on future years' budgets.

EX28 Budget 2011/12 – Progress Report to July 2011 (cont.)

In particular, the report highlighted that:

- Staff costs were within budget for the first four months of the year and the vacancy allowance incorporated in the budget was being achieved
- Expenditure on Derv, insurance premiums and bed and breakfast accommodation for homeless families was likely to exceed budget
- Income from planning fees was in excess of budget but income from car parking and community alarms was not likely to reach budgeted levels.

It was noted that a report on the Medium Term Financial Strategy would be presented to the next meeting of the Council, on 19<sup>th</sup> October 2011.

RESOLVED

That the report be noted.

EX29 SCRUTINY & OVERVIEW COMMITTEE – MATTERS REFERRED TO CABINET

There were no matters currently outstanding for consideration.

EX30 FORWARD DECISION MAKING PLAN

The Cabinet received a schedule detailing the revised forward decision making plan.

RESOLVED

That the Forward Plan of Key Decisions be noted.

REASON

To comply with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and the Council's Constitution.

The meeting closed at 7.24pm having commenced at 5.30 pm.

LEADER