



## **Scrutiny & Overview Committee**

### **MONDAY 10<sup>TH</sup> NOVEMBER 2014 AT 5.30 P.M**

### **COUNCIL CHAMBER, PARK NORTH, NORTH STREET, HORSHAM**

<b>Councillors:</b>	George Cockman (Chairman)	Duncan England
	Brian Donnelly (Vice Chairman)	Brian O'Connell
	John Chidlow	Kate Rowbottom
	Philip Circus	David Sheldon
	Roger Clarke	David Skipp
	David Coldwell	Diana van der Klugt
	Leonard Crosbie	Tricia Youtan
	Laurence Deakins	

*You are summoned to the meeting to transact the following business*

Tom Crowley  
Chief Executive

## **AGENDA**

	<b>Page No.</b>
1. Apologies for absence	
2. To approve as correct the record of the meeting of the Scrutiny & Overview Committee held on 8 <sup>th</sup> September 2014	<b>1</b>
3. To receive any declarations of interest from Members of the Committee	
4. To receive any announcements from the Chairman of the Committee or the Chief Executive	
5. To receive any replies from Cabinet/Council regarding Scrutiny and Overview recommendations	
6. Business Improvement Working Group – To receive an update from the Chairman; Notes of the meetings held on 9 <sup>th</sup> September and 14 <sup>th</sup> October 2014	<b>7</b>
7. Crime & Disorder Working Group - To receive an update from the Chairman; Notes of the meeting held on 20 <sup>th</sup> October 2014	<b>15</b>
8. Finance & Performance Working Group - To receive an update from the Chairman; Report to the CIL sub-group meeting held on 14 <sup>th</sup> October 2014	<b>23</b>

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| 9. Social Inclusion Working Group - To receive an update from the Chairman; Notes of the meeting held on 22 <sup>nd</sup> September 2014                                | <b>25</b> |
| 10. Southern Rail's Performance in Severe Weather Working Group - To receive an update from the Chairman; Notes of the meeting held on 16 <sup>th</sup> October 2014    | <b>29</b> |
| 11. Health Provision Working Group - To receive an update from the Chairman; Notes of the meetings held on 15 <sup>th</sup> September and 30 <sup>th</sup> October 2014 | <b>35</b> |
| 12. Induction of Newly-Elected Councillors Working Group - To receive an update from the Chairman on the meeting held on 3 <sup>rd</sup> November 2014                  |           |
| 13. Trade Waste Working Group – To receive an update from the Chairman  |           |
| 14. Joint Scrutiny Task and Finish Group for the Community Legal Advice Service contract – update   |           |
| 15. To receive suggestions for the Scrutiny & Overview Work Programme:  |           |
| 16. Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as urgent because of the special circumstances                     |           |

#### **Terms of reference**

- To assist in the strategic development of policy
- Review issues of local concern
- Review the policy of others within and outside the Council
- Call in Cabinet decisions
- Scrutinise the Council's decision-making processes
- Monitor the internal and external delivery of services
- Review specific services
- Monitor and scrutinise the activities of outside bodies.

**SCRUTINY & OVERVIEW COMMITTEE**

**8<sup>TH</sup> SEPTEMBER 2014**

Present: Councillors: George Cockman (Chairman), John Chidlow, Roger Clarke, David Coldwell, Leonard Crosbie, Duncan England, Kate Rowbottom, David Skipp, Diana van der Klugt, Tricia Youtan

Apologies: Councillors: Philip Circus, Laurence Deakins, Brian Donnelly, Brian O'Connell, David Sheldon

Also present: Councillor: Christian Mitchell

Officer: Katharine Eberhart, Director of Corporate Resources

SO/25 **MINUTES**

The minutes of the meeting of the Committee held on 7<sup>th</sup> July 2014 were approved as a correct record and signed by the Chairman.

SO/26 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

SO/27 **ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COMMITTEE OR THE CHIEF EXECUTIVE**

There were no announcements.

SO/28 **REPLIES FROM CABINET/COUNCIL REGARDING SCRUTINY AND OVERVIEW RECOMMENDATIONS**

There were no replies to report.

SO/29 **BUSINESS IMPROVEMENT WORKING GROUP - TO RECEIVE AN UPDATE FROM THE CHAIRMAN AND NOTES OF THE MEETING HELD ON 8<sup>TH</sup> JULY 2014 AND THE AGENDA FOR THE MEETING TO BE HELD ON 9<sup>TH</sup> SEPTEMBER 2014**

A Member of the Business Improvement Working Group presented the notes of the meeting held on 8<sup>th</sup> July 2014 and the agenda of the meeting to be held on 9<sup>th</sup> September 2014.

The Business Improvement Working Group would consider the reasons for the Council's lack of a Five Year Land Supply; information would be presented at the Working Group meeting to be held on 9<sup>th</sup> September 2014.

SO/29 Business Improvement Working Group - to receive an update from the Chairman (continued)

RESOLVED

That the notes of the Business Improvement Working Group meeting, held on 8<sup>th</sup> July 2014, be received.

REASON

All notes of Working Group meetings are to be received by the Committee.

SO/30 **CRIME AND DISORDER WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN**

The Chairman of the Crime and Disorder Working Group reported that the Working Group would meet in the near future to consider the performance in relation to the Community Safety Partnership action plans.

RESOLVED

To note the update given in respect of the Crime and Disorder Working Group.

REASON

All Working Group updates are to be received by the Committee.

SO/31 **FINANCE AND PERFORMANCE WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN AND NOTES OF THE MEETINGS HELD ON 3<sup>RD</sup> JULY AND 13<sup>TH</sup> AUGUST 2014**

The Chairman of the Finance and Performance Working Group presented the notes of the meetings held on 3<sup>rd</sup> July and 13<sup>th</sup> August 2014.

The Working Group had received further details of the budget for Phase 2 of the West Street, Horsham project and had requested a specific breakdown of the lighting and planting costs when those were finalised.

The Chairman of the Working Group had queried the total salary costs for casual and agency staff for the first quarter in 2014/15. He had been informed that ICT, Planning and Operational Services had employed a significant number of casual/ agency staff. The Director of Corporate Resources stated that the salary figures, to be presented at the next Finance and Performance Working Group meeting, would include a fuller explanation of the variances between the budgeted and actual salary costs.

SO/31 Finance and Performance Working Group - to receive an update from the Chairman (continued)

The Director explained that the first quarter figures related to a period of transition when interim staff were employed, but not budgeted for, prior to new Heads of Service taking up their posts; those senior posts had now been filled. Further, the ICT salary figures reflected the use of a number of agencies to deliver Council projects.

The Working Group would receive a new report format which combined a summary of financial and performance data with information for each department and the accompanying text provided by each service manager.

The Working Group had received a presentation about CIL (Community Infrastructure Levy) and would provide its comments for consideration at the Council meeting in October 2014.

RESOLVED

That the notes of the Finance and Performance Working Group meetings, held on 3<sup>rd</sup> July and 13<sup>th</sup> August 2014, be received.

REASON

All notes of Working Group meetings are to be received by the Committee.

SO/32 **SOCIAL INCLUSION WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN**

There had been no further meetings of the Social Inclusion Working Group; the next meeting would be held on 22<sup>nd</sup> September 2014.

The Committee agreed that the review of the effectiveness of provision for local residents who are financial hardship should be undertaken by the Social Inclusion Working Group along with co-opted Councillors who wished to participate.

RESOLVED

To note the update given in respect of the Social Inclusion Working Group.

REASON

All notes of Working Group meetings are to be received by the Committee.

SO/33 **HEALTH PROVISION WORKING GROUP – TO RECEIVE AN UPDATE  
FROM THE CHAIRMAN AND NOTES OF THE MEETING HELD ON 4<sup>TH</sup>  
AUGUST 2014**

The Chairman of the Health Provision Working Group presented the notes of the meeting held on 4<sup>th</sup> August 2014.

The Chairman of the Working Group had attended the CCG's Governing Body meeting on 2<sup>nd</sup> September 2014.

The Working Group would next meet on 15<sup>th</sup> September 2014 and would discuss the CCG's Strategic Service Development Plan and its Five Communities Plan. The Working Group would consider the CCG's specific proposals for and the potential future role of Horsham Hospital.

The Cabinet Member for a Safer and Healthier District would be invited to attend the Working Group meeting in October 2014.

RESOLVED

That the notes of the Health Provision Working Group meeting held on 4<sup>th</sup> August 2014 be received.

REASON

All notes of Working Group meetings are to be received by the Committee.

SO/34 **TRADE WASTE WORKING GROUP – TO RECEIVE AN UPDATE  
FROM THE CHAIRMAN**

There had been no further meetings of the Trade Waste Working Group.

The Working Group would next meet in February 2015, rather than in October 2014, to consider whether its recommendations had been progressed and implemented.

RESOLVED

To note the update given in respect of the Trade Waste Working Group

REASON

All Working Group updates are to be received by the Committee.

SO/35 **JOINT SCRUTINY TASK AND FINISH GROUP FOR THE COMMUNITY  
LEGAL ADVICE SERVICE CONTRACT - UPDATE**

The Committee noted that, in relation to the contract for generalist legal advice to the public, some West Sussex councils had concerns about the tendering process and were considering how best to proceed.

SO/36 **TO RECEIVE ANY SUGGESTIONS FOR THE SCRUTINY AND OVERVIEW  
WORK PROGRAMME**

The Committee received a formal submission from the Cabinet Member for Arts, Heritage and Leisure to review the Council's policy on heritage. The Committee agreed to undertake that review in 2015.

SO/37 **PROPOSED WORK PROGRAMME 2014/15**

The Committee considered its draft work programme for 2014/15.

It was agreed that the Social Inclusion Working Group would review the effectiveness of provision for local residents in financial hardship.

The Business Improvement Working Group was reviewing the Council's lack of a Five Year Land Supply and also property and asset management.

The Committee agreed to establish a working group to review the induction and training of newly elected Councillors. The working group would comprise Councillors Chidlow, Clarke, Coldwell, England, Rowbottom and van der Klugt.

The Committee agreed to establish a working group to review car parking provision within new developments. Councillors Chidlow, Coldwell and Donnelly would form part of that working group membership.

The Committee would also establish a working group to review the funding gap for infrastructure work west of Horsham. Members would be invited to participate.

The working group to review the Council's policy on heritage would be established in time for the review to commence in 2015.

One proposed topic had been withdrawn: to compare the Cabinet system for decision-making against a Committee system. That could be a topic for 2015/16 following the Council elections in May 2015.

The review of the Council's communication policy had been deferred.

SO/38 **ITEMS NOT ON THE AGENDA BUT CONSIDERED URGENT**

There were no urgent items.

The meeting finished at 6.35 p.m. having commenced at 5.30 p.m.

CHAIRMAN



**Notes of the Scrutiny and Overview Committee**  
**Business Improvement Working Group**  
**9<sup>th</sup> September 2014**

**Present:** Councillors: Brian O'Connell (Chairman),  
John Chidlow (Vice Chairman), Philip Circus, Leonard Crosbie,  
Malcolm Curnock, Duncan England, Frances Haigh, Diana van der  
Klugt

**Apologies:** Councillors: Laurence Deakins, David Jenkins

**Also present:** Councillor George Cockman

**Officers:** Julia Dawe, Planning Policy Advisor  
Madeleine Hartley, Planning Compliance Team Leader  
Chris Lyons, Director of Planning, Economic Development and  
Property

**1. RECORD OF THE MEETING HELD ON 8<sup>TH</sup> JULY 2014**

The notes of the meeting held on 8<sup>th</sup> July 2014 were approved as a correct record.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. ANNOUNCEMENTS FROM THE CHAIRMAN OR CHIEF EXECUTIVE**

There were no announcements.

**4. WORK PROGRAMME 2014/15**

The Working Group approved its work programme for 2014/15.

**5. PRESENTATION IN RELATION TO HDC'S LACK OF A FIVE YEAR HOUSING LAND SUPPLY**

The Director of Planning, Economic Development and Property and the Planning Policy Advisor outlined the Council's Five Year Housing Land Supply.

The National Planning Policy Framework required local planning authorities to identify and keep up-to-date a deliverable five year housing land supply,

and for an additional buffer of 5% to ensure choice and competition in the market for land unless there was a persistent under-delivery of housing in which case there should be a buffer of 20%.

Without a five year housing land supply there was a risk that policies in the Local Plan for the provision of housing would be considered out of date and applications would be considered with a presumption in favour of development which could ignore local policies.

The five year housing land supply was reported each year in the Authority Monitoring Report (AMR). HDC, in recent years, had not achieved a five year housing land supply.

The current 64% figure for projected housing completions was below the required 100% needed to deliver a five year housing land supply (against the South East Plan as reported in the December 2013 AMR using figures up to March 2013). However, the HDC Housing Trajectory 2011-2031 could achieve a 116% figure with a reset start date, the removal of the backlog numbers, and an increase in the number of housing developments.

Members felt it was unfair for HDC to incur a backlog if developers did not complete the building of houses that the Council had approved. Members suggested developers might decide to release new houses in phases in order to prevent an oversupply which could affect the profitability of their developments.

The Working Group requested the exact definition for the obligation for a five year housing land supply.

The Working Group requested details of the number of housing planning applications approved and built since 2011, relevant extracts from the Authority Monitoring Report, and details of the corrective measures that the Council could take if the required level of completions was not delivered.

That information would be considered at the meeting to be held on 14<sup>th</sup> October 2014.

## **6. PROPERTY AND ASSET MANAGEMENT REVIEW**

The Working Group discussed the scope of its review of the Council's property and asset management.

The Working Group would request to see the Council's asset register and details of how it was produced and maintained. The review would consider how the Council managed its property portfolio, who decided to add and dispose of property, and the purpose for owning and classification of each property.

The review would also examine underspends in the repairs and renewals budget over previous years and query the reasons for that. It would ask if records of past maintenance work were retained and accessible, and whether there was a work programme for routine maintenance. Further, the review would look at examples of significant repairs that had been required but not anticipated, and enquire about the efficiency and quality of the Council's properties. The report by the Capitol Refurbishment Contract Working Group in 2005 would be referenced.

Members suggested that the review should also consider whether the current resources in the Property Services department were adequate.

The Chairman would present the formal terms of reference of the review at the meeting on 14<sup>th</sup> October 2014 along with the Standing Orders for property and asset management. The asset register would be viewed. The newly-appointed Property and Facilities Manager would be invited to attend to observe at that meeting and then attend the meeting on 25<sup>th</sup> November 2014 to participate and provide information for the review.

**7. PLANNING ENFORCEMENT PERFORMANCE REPORT FOR QUARTER 1, 2014/15**

The Working Group noted the report which detailed the number of planning enforcement cases received and closed for Quarter 1 in 2014/15.

**8. PLANNING ENFORCEMENT POLICY**

The Planning Compliance Team Leader explained the planning enforcement process. The flowchart attached to the report showed the process from the receipt of a complaint, recording it on the Uniform system, acknowledging it within five working days, classifying the priority status of the complaint, and determining whether a breach of planning control had occurred and what plan of action was required. All complaints resulted in a site visit by the relevant compliance officer for either the north or south of the District.

If a breach of planning control was established consideration was given to whether it could be regularised by a grant of retrospective planning permission or, if that was not possible, by discussions with the offender to seek a remedying of the breach. Otherwise officers had to decide if it was expedient to pursue enforcement action.

Members noted that the first step in an enforcement investigation was to decide whether what had taken place constituted development, whether it was a permitted development, and whether the breach was harmful based on planning concerns.

The Working Group noted the Enforcement complaint statistics for 2013 and up to 1<sup>st</sup> September 2014.

Members queried whether the enforcement team was adequately staffed. The team comprised the Planning Compliance Team Leader, a Senior Planning Compliance Officer and two temporary Planning Compliance Officers and two part time officers who dealt with S106 and conditions monitoring. One principal planning officer post had been deleted from the team in recent years and the Senior Planning Compliance Officer position was soon to become vacant but would be filled. It was hoped that a new position would be created for a CIL Officer.

The Chairman stated that there needed to be an examination of the Council's approach to planning enforcement, how robust that enforcement should be, and resources.

A draft Enforcement Plan would be presented to the Working Group meeting on 25<sup>th</sup> November 2014 (and circulated in advance) for discussion before it was presented to the Scrutiny & Overview Committee. The Working Group requested to see the relevant extract from the Constitution and the Scheme of Delegation. The Head of Legal and Democratic Services would be invited to attend the November meeting to discuss resources in the legal department to process enforcement action.

The Planning Compliance Team Leader reminded Members that there were many positive results achieved by the compliance team; many cases were resolved without the need to pursue enforcement action.

The meeting finished at 7.52 p.m. having commenced at 5.30 p.m.

CHAIRMAN

**Notes of the Scrutiny and Overview Committee**  
**Business Improvement Working Group**  
**14<sup>th</sup> October 2014**

**Present:** Councillors: Brian O'Connell (Chairman), Philip Circus,  
Leonard Crosbie, Duncan England, Frances Haigh, David Jenkins

**Apologies:** Councillors: John Chidlow, Malcolm Curnock, Laurence Deakins,  
Diana van der Klugt

**Also present:** Councillors: George Cockman, Gordon Lindsay, Claire Vickers

**Officers:** Barbara Childs, Spatial Planning Manager  
Hilary Coplestone, Planning Services Manager  
Katharine Eberhart, Director of Corporate Resources  
Brian Elliott, Property and Facilities Manager  
Chris Lyons, Director of Planning, Economic Development and  
Property

**1. RECORD OF THE MEETING HELD ON 9<sup>TH</sup> SEPTEMBER 2014**

The notes of the meeting held on 9<sup>th</sup> September 2014 were approved as a correct record.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. ANNOUNCEMENTS FROM THE CHAIRMAN OR CHIEF EXECUTIVE**

There were no announcements.

**4. FIVE YEAR HOUSING LAND SUPPLY**

The Working Group noted the definition for the obligation for a five year housing land supply as outlined in the National Planning Policy Framework, and the references to case law.

The Working Group noted the number of housing planning applications approved and built since 2011/12.

Members noted an extract from the Authority Monitoring Report; the report was available to view on the Council's website.

The Chairman agreed to prepare a report to present to the Scrutiny and Overview Committee. It would summarise the historical reasons for the Council's lack of a five year housing land supply, and highlight the impact of the recession on reducing the level of housing completions despite the Council granting planning permissions. The report would explain how the Council hoped to deliver a five year housing land supply and mention the removal of the backlog numbers.

**5. PLANNING ENFORCEMENT PERFORMANCE REPORT FOR QUARTER 1, 2014/15**

The Working Group noted the number of planning enforcement cases received and closed for Quarter 1 in 2014/15 alongside comparative quarterly figures since 2012/13.

The Chairman reminded Members of the discussion at the last meeting about the need to examine the Council's approach to planning enforcement, how robust that enforcement should be, and resources. Members suggested there would be benefits from involving Members in the enforcement decision-making process.

A draft Enforcement Plan would be presented to the Working Group meeting on 25<sup>th</sup> November 2014 (and circulated two weeks in advance) for discussion before being presented to the Scrutiny & Overview Committee. The enforcement policy, when approved, would be published on the Council's website.

The Working Group requested details of the number of complaints received by the Council about enforcement or non-enforcement decisions.

A check would be made to confirm whether the Council had, some years ago, signed up to the Government's Enforcement Concordat.

**6. PERFORMANCE GRAPHS FOR DEVELOPMENT CONTROL / PLANNING SERVICES**

The Working Group noted the report which presented the performance statistics for the determination of major, minor and other planning applications, for the period from Quarter 1 in 2013 to Quarter 2 in 2014.

A final graph showed monthly performance figures from October 2013 to September 2014. There had been no determinations of major planning applications in September 2014 but work was taking place which would appear in the next set of performance figures.

The Director of Planning, Economic Development and Property announced that Hilary Coplestone, Planning Services Manager, would soon be leaving the Council but that a successor had been appointed and there would be a handover period. Other vacant posts in the department had been or would soon be filled.

Members welcomed the news that the Director had made appointments to vacant positions, had discussed salary levels with Human Resources as a means to attract and retain planning staff, and had discussed with a local university the possibility of developing apprenticeships in the planning department.

The Chairman agreed to prepare a report to present to the Scrutiny and Overview Committee about the importance of urgently addressing the pay structure and career development for the Council's planning officers.

## **7. UPDATE ON S106 AND CIL PROCEDURE**

The Scrutiny and Overview Committee had asked the Working Group to deal with the request from the Parish Clerk for Slinfold and Broadbridge Heath Parish Councils asking for a guidance note outlining the S106 and CIL processes, to assist parish councils and inform them about how to claim relevant S106 monies. It had been agreed to prepare a response, detailing the existing S106 process and the forthcoming introduction of CIL; the response would be sent to all parish clerks in the District.

A factsheet which had previously been distributed to parish councils would be updated to provide guidance and advice. A draft letter to the parish councils would be prepared that would refer to S106 procedures, confirm the monies that were available, and mention the introduction of CIL and its implications. Drafts of the revised factsheet and the letter would be presented to the Working Group meeting on 25<sup>th</sup> November 2014 for approval.

The Chairman reminded Members that he had suggested, in 2013, the need for a Community Infrastructure Officer (CIL) Officer and what the role required. He had also highlighted the need for a CIL Officer at the Scrutiny and Overview Committee meeting on 12<sup>th</sup> May 2014, and again when the Working Group's final report on the review of Development Control practices and the S106 process was presented to the Committee meeting on 7<sup>th</sup> July 2014. The Scrutiny and Overview Committee had supported the recommendation that a CIL Officer be employed.

The Director of Planning, Economic Development and Property reported that the S106/CIL working group had been reconvened; it comprised representatives from relevant departments. The S106/CIL working group would consider IT system processes and capacity, and plan for the introduction of CIL in 2015. The timetable for the introduction of CIL had changed; it was now expected to come into effect around September 2015. The need for a CIL Officer was being considered.

The Working Group requested an update on the prospects for employing a CIL Officer at its meeting on 25<sup>th</sup> November 2014.

**8. EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED

That under Section 100A of the Local Government Act 1972 as amended, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972 by virtue of paragraph 3 and in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**9. PROPERTY AND ASSET MANAGEMENT REVIEW**

The Working Group welcomed the new Property and Facilities Manager who had been in post since 1<sup>st</sup> September 2014. He explained that there were three sections in his department: Estates and Valuation, Building Maintenance and Projects, and Engineering Services. He was reviewing working practices and the relationships with internal stakeholders.

The Working Group received the Council's asset register and requested current valuations.

The Working Group requested the Property and Facilities Manager to attend its meeting on 27<sup>th</sup> January 2015 to participate in the property and asset management review.

The meeting finished at 7.05 p.m. having commenced at 5.30 p.m.

CHAIRMAN



**Notes of the Scrutiny and Overview Committee**  
**Crime and Disorder Working Group**  
**20<sup>th</sup> October 2014**

**Present:** Councillors: Kate Rowbottom (Chairman), David Coldwell,  
Christine Costin, Duncan England, Frances Haigh, Jim Sanson

**Also present:** Councillors: George Cockman, Christian Mitchell

**1. TO APPROVE AS CORRECT THE RECORD OF THE MEETING HELD ON 7<sup>TH</sup> MAY 2014**

The notes of the meeting held on 7<sup>th</sup> May 2014 were approved as a correct record.

**2. TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. ANNOUNCEMENTS FROM THE CHAIRMAN OR CHIEF EXECUTIVE**

There were no announcements.

**4. PROTOCOL FOR THE SCRUTINY OF CRIME AND DISORDER MATTERS**

The Working Group noted the protocol which outlined the key provisions of the relevant legislation, the terms of reference of the Working Group, the duty to meet at least once a year, the role of scrutinising the CSP Plan and performance reports, the ability to give notice to responsible authorities to require their representatives to attend Working Group meetings or to provide information required for scrutiny.

**5. REVIEW OF THE PERFORMANCE IN RELATION TO THE ACTION PLANS 2013/14 FOR THE COMMUNITY SAFETY PARTNERSHIP PLAN**

The Working Group reviewed the updates on the CSP Action Plans for 2013/14 which indicated progress or otherwise using red, amber and green coding.

The Working Group noted that the action plans for tackling burglary and for the reduction of the level of risk to repeat and vulnerable victims did not

continue with formal CSP action plans in 2014/15. The other action plans were continuing in 2014/15 along with an additional action plan to tackle issues in relation to drugs and alcohol.

Reducing Anti-Social Behaviour Action Plan (lead partners: Horsham District Council and Sussex Police)

The action plan update for 2013/14 for reducing anti-social behaviour showed some actions coded as red to indicate that they had not yet been achieved and delivered.

The Working Group continued to be concerned that ASB data, collected by Sussex Police and previously analysed by the WSCC Insights team, was no longer available because of an internal restructure at WSCC. The Insights team would process special requests for data analysis; the ASB team had not requested that in 2013/14. This action, for the collection and analysis of relevant information, was included again in the ASB action plan for 2014/15.

The Working Group, at its meeting on 7<sup>th</sup> May 2014, had been informed by the Community Safety Manager of this reduction in the level of analytical support that the County Council had once provided and how the Insights Team no longer provided in-depth analysis but would, if requested, provide broad statistics on specified topics. Members suggested that a representative from the County Council be invited to attend the next Working Group meeting to discuss this issue.

Another action coded as red related to the training on ASB for CSP frontline staff, focussing on signs, symptoms, how to report ASB and the available support services. This action was included again in the ASB action plan for 2014/15. Members agreed to request that the Community Safety Manager be invited to attend the next Working Group meeting to discuss this issue.

A further action was coded red in relation to ensuring frontline CSP staff members were trained in the use of the new tools and powers to tackle ASB, and to brief partner agencies on those changes and the way in which ASB was being tackled in Horsham District. The action plan update stated that this task had not been delivered because the new tools were unadopted given that the statutory process was ongoing. The Working Group had been informed at its last meeting that the Anti-Social Behaviour, Crime and Policing Act 2104 had come into effect on 13<sup>th</sup> May 2014. Members agreed to request that the Community Safety Manager be asked to confirm whether this training would be provided.

The Working Group noted that ASB crime was currently the largest category of recorded crime in Horsham District. The Chairman referred to the Police and Crime Commissioner's Performance Report for April 2014 which detailed performance in tackling crime in 2013/14; ASB incidents for all of Sussex had shown a reduction of 7.8% in 2013/14. Members noted, however, that ASB recorded crime in Horsham District, had shown significant increases in recent months.

Reducing Burglary Action Plan (lead partner: Sussex Police)

The Working Group noted that the total number of burglaries recorded in Horsham District had decreased from 621 incidents in 2012/13 to 571 incidents in 2013/14.

The action plan focussed on reducing the number of domestic burglaries. There had been 261 dwelling burglaries in 2013/14, an increase of five offences when compared with 2012/13.

The Chairman referred to the Police and Crime Commissioner's Performance Report (April 2014) which mentioned crime figures for Sussex in 2013/14; there had been 600 fewer homes burgled in Sussex compared to the previous year; of that number, West Sussex had recorded 200 fewer.

None of the actions for 2013/14 were coded as red.

Community engagement and reassurance (lead partners: Horsham District Council and Sussex Police)

The action plan update showed that the promotion of reassurance in the growing night time economy of Horsham town centre by adopting the Purple Flag Award Scheme had not been delivered in 2013/14. This action was included again in the ASB action plan for 2014/15. It was noted that Horsham Unlimited had included a Purple Flag application as part of its plans to form a Business Improvement District.

Another action was also coded as red: the action to hold at least one 'face the people' session in the District in 2013.

This action plan sought to promote the work of the CSP within Horsham District and to engage with communities. It included a task to review the CSP website to ensure it was up-to-date and reflected the CSP priorities for the year. The Working Party was informed that the Horsham District

## **Agenda item 7**

Crime and Disorder Working Group  
20th October 2014

CSP website listed out of date information, campaigns and news items, had not yet posted the CSP Plan for 2014/15, that a number of links to enable the public to report information and alleged crimes did not work, and that the contact email address for the Community Safety team was incorrect. Members felt that this action should be coded red rather than amber and recommended that the CSP be asked to consider closing down its website until the required amendments were achieved.

### Reducing the level of risk to repeat and vulnerable victims (lead partner: West Sussex County Council)

The action plan update stated that there were low levels of reporting of disability victimisation and hate incidents. That seemed to be at odds with the information in the Police and Crime Commissioner's Performance Report (April 2014) which mentioned crime trends in Sussex for 2013/14; there had been an increase of 33.2% in the reporting of alleged hate crimes; a large increase of 53.8% (170 offences) had been reported in West Sussex.

The Working Group commented on a number of actions which were coded as red; they had not been undertaken because of a lack of resources. The actions related to the support of vulnerable groups and tackling age-related hate crime.

The Working Group expressed its concern that this action plan no longer featured as a formal CSP action plan for 2014/15. Members suggested that West Sussex County Council be asked about any work it was undertaking to tackle repeat and vulnerable victimisation. Members also suggested that the Police and Crime Commissioner could be asked to comment on this.

### Safer Roads (lead partner: West Sussex Fire and Rescue Service)

A progress report had not been provided in the action plan template and the Working Group could not see the progress of actions undertaken in 2013/14 and whether they should be coded red, amber or green.

The Working Group noted the series of activities undertaken by CSP partners in 2013/14 to promote road safety, such as New Driver and New Rider Awareness programmes, National Bike Week, and summer and Christmas drink drive campaigns.

The CSP had, in 2013, reacted to a spate of road casualties and deaths in Horsham District by increasing its community engagement with District

## **Agenda item 7**

Crime and Disorder Working Group  
20th October 2014

Youth, providing Safe Drive sessions and by starting additional work with Billingshurst Parish Council because that area had been directly impacted by a number of road traffic casualties.

Members noted that nine people had been killed and 84 seriously injured in road traffic collisions (KSI) in Horsham District in 2013/14. The figures for West Sussex showed an increase in KSI from 420 in 2012 to 438 in 2013. In particular there had been increases in KSIs for pedestrians and cyclists in West Sussex.

The Working Group agreed to invite the lead officer from West Sussex Fire and Rescue Service to attend its next meeting to discuss this action plan.

### Reducing violence against the person including domestic abuse (lead partner: Sussex Police)

The action plan update stated that there had been 261 violence against the person offences recorded for 2013/14 which represented a 9.3% increase when compared to 2012/13.

ABH offences (assaults where injury was caused) totalled 311 which was an increase of 11.1% or 33 offences when compared to 2012/13.

Domestic abuse incidents had increased by 12.9% (70 incidents) as at 5th February 2014. That increase had continued with domestic abuse crime increasing by 61 offences as at 15<sup>th</sup> September 2014.

The increase in recorded violent crime had continued for 2014/15 to date, with significant increases from June to August 2014 inclusive. Members wished to know the reason for these increases given that many of the action points for 2013/14 were coded green as having been achieved.

The Working Group agreed to request Chief Inspector Hodges to provide detailed crime data for Horsham District and explanations of any significant trends.

### Other matters arising from the CSP Action Plans

Members briefly discussed the work of Police Support Community Officers (PCSOs) and queried whether PCSO workloads may be increasing but without any additional powers, and how the reorganisation of PCSO areas had affected their role and efficiency.

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Members suggested that warnings could be issued to the public about specific current crimes and scams, perhaps with a feature appearing in the Horsham District News magazine.

The Working Group agreed to request the Scrutiny and Overview Committee to recommend that the Council invite the Sussex Police and Crime Commissioner to attend a meeting with Councillors to answer questions about policing, PCSOs, the increase in recorded hate crime, the need to reduce the level of risk to repeat and vulnerable victims, and any other relevant issues.

The Chairman of the Scrutiny and Overview Committee suggested that the Community Safety Manager could be invited to attend that Committee to discuss the CSP's engagement with the scrutiny process.

Members had not yet received the final action plan for 2014/15 which was being developed to tackle issues around drugs and alcohol.

Members requested that all action plan updates include a headline summary at the start and also explain the reasons for any significant increases and/or decreases in crime.

The Chairman agreed that she would, at the CSP Board meeting on 29<sup>th</sup> October 2014, request the CSP Plan for 2014/15, the action plan for tackling issues around drugs and alcohol, and highlight the out of date information posted on the CSP website. That Board meeting would discuss the half yearly position of the action plans for 2014/15.

### **6. CRIME STATISTICS FOR HORSHAM DISTRICT**

The Working Group noted the monthly crime statistics for Horsham District for each category of crime since 2011, along with the associated pie chart and graphs for each classification of crime from August 2013 to August 2014.

The data had informed their discussions of the performance in relation to each of the available CSP action plans for 2013/14.

### **7. FUTURE MEETING DATE**

The Working Group agreed to meet in December 2014 and to invite the following CSP partners to attend to discuss performance in delivering their CSP action plans for 2013/14 and any other relevant issues:

Reducing Anti-Social Behaviour – the Community Safety Manager;

Community engagement and reassurance – the Community Safety Officer;

Reducing the level of risk to repeat and vulnerable victims – a representative from West Sussex County Council to explain how this work would be progressed in light of it not being a CSP action plan for 2014/15;

Safer Roads – the Deputy District Commander (Central Group), West Sussex Fire and Rescue Service;

Violence against the person – Chief Inspector Hodges or a representative from Sussex Police; and

Data analysis – a representative from West Sussex County Council to explain the reasons why detailed data analysis was no longer provided.

The Working Group, at its December meeting, also wanted to discuss the CSP Plan for 2014/15, which Members had yet to receive in a single document format, and also the half year performance statistics.

The meeting finished at 4.55 p.m. having commenced at 3.30 p.m.

**CHAIRMAN**

## **Agenda item 7**

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## **Finance and Performance Working Group**

### **Sub Group to Review CIL Process and Outcomes**

**Tuesday, 14<sup>th</sup> October 2014**

Members now know that Strategic Planning have confirmed that the deadline for the submission of HDC's proposed CIL has now been pushed back to the Summer of 2015.

This development presents the FPWG with an opportunity to review the CIL process as a whole with a view to ensuring that Council members are engaged and embrace the CIL and the financial consequences applicable to the Council, the parish councils and the Community as a whole.

With that Review in mind Members may wish to consider the following:

1. Review the Consultant's Report on the CIL together with their updating of the calculations, revised guidelines etc.
2. Consider the selection and validity of single or multiple geographic zones for the application of the CIL.
3. Review the separation of North Horsham as a single geographical zone for the purposes of preferential CIL.
4. Assess the functionality and costs of the infrastructure proposed to support the various major developments schemes.
5. Consider the range of CIL rates proposed and whether these should apply within a range of 2-5 years or should be subject to annual/biannual reviews.
6. Clarification of the inter-relationship between CIL and S106 payments and if there is a compensatory element between these payments.
7. Ensure the engagement of all Councillors and Parish Councils and others in the process.
8. Allocation of tasks for members of the Sub Group of the FPWG.

Councillor Leonard Crosbie



**Notes of the Scrutiny and Overview Committee**  
**Social Inclusion Working Group**  
**22<sup>nd</sup> September 2014**

**Present:** Councillors: Kate Rowbottom (Chairman), George Cockman, David Coldwell, Duncan England, Christian Mitchell, Tricia Youtan

**Apologies:** Councillors: Godfrey Newman, David Skipp

**Also present:** Councillors: Frances Haigh, David Sheldon

**By invitation:** Sondra Fulbrook, Village Agent for Billingshurst and Shipley  
Andy West, Home Services Manager, Age UK Horsham District

**1. TO APPROVE AS CORRECT THE RECORD OF THE MEETING HELD ON 16<sup>TH</sup> JUNE 2014**

The notes of the meeting held on 16<sup>th</sup> June 2014 were approved as a correct record.

**2. TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. ANNOUNCEMENTS FROM THE CHAIRMAN OR CHIEF EXECUTIVE**

There were no announcements.

**4. VILLAGE AGENT SCHEME**

Sondra Fulbrook and Andy West attended for this item and gave a presentation about the pilot Village Agent scheme. Sondra was the Village Agent for Billingshurst and Shipley and there was also now a Village Agent, Chloe Stubbs, for Rusper and Colgate.

The aim of the free service was to identify vulnerable older people living in rural communities in the District and to provide one-stop support to help to alleviate loneliness and social isolation.

The agents were employed by Age UK Horsham District, with funding also being provided by Lions and Rotary clubs, Horsham District Council, and the Charles Hayward Foundation.

The agents were the first point of contact for older people and/or their carers when they required information and support. Village Agents had knowledge of what services were

available and could link people to those services. They also networked with local organisations to build good working relationships and to create a joined-up approach.

The scheme helped individuals by referring them, when appropriate, to Age UK Home Services: Help at Home (providing general domestic, gardening and handy person work to allow older people to stay independent), Home from Hospital (free practical support and assistance to older people and vulnerable adults in their own homes for up to six weeks after leaving hospital), Home Visiting (free volunteer support to older people after coming home from hospital and companionship to housebound persons), and Information and Advice (help with understanding allowances and benefits, help with completing claim forms and assistance with considering financial aspects of housing and care options).

The scheme aimed to reach 950 people in a year and it was on target to achieve that goal. The Village Agent Scheme had been invited to join the Billingshurst Community Partnership.

The agent was employed part time for 10 hours a week; consideration would be given to whether that was sufficient going forward. Funding had been secured for three years for the existing schemes but future funding opportunities would be sought to enable the project to continue and to allow it to expand in other village locations in the District.

The Working Group appreciated the work of the scheme and welcomed the successes it had achieved. Members asked if older and vulnerable people in Horsham town were also helped. Members were informed that Age UK Horsham District had identified pockets of deprivation and had promoted a service that advised older people about how to claim relevant benefits. Age UK Home Services were also available. Age UK would provide, from late 2014, a Relative Support Service at Horsham Hospital to give relevant information to relatives and carers.

Members asked about the future prospects for securing funding for the Village Agent scheme; Andy West expressed cautious optimism.

The Chairman, on behalf of the Working Group, thanked the Age UK representatives for their attendance and the presentation.

## **5. REPRESENTATION ON OUTSIDE BODIES – UPDATE**

The Working Group noted that some Councillors had, as requested, provided reports and information about their representation on outside bodies at the recent Council meeting. Further reports were expected at future Council meetings.

Some of the outside bodies had ceased to exist; the list of the Council's representation on outside bodies would be updated.

**6. REVIEW OF POVERTY AMONGST AN AGEING POPULATION – UPDATE**

The Working Group noted that the Head of Community and Culture had agreed to expand the Council's 'Older People' web page to include details of and links to relevant information for local older people about services, helplines, organisations and relevant documents. Those details might also be added to the Horsham District Wellbeing website provided by West Sussex County Council in partnership with HDC.

An article would appear in the spring 2015 edition of the Horsham District News magazine to signpost readers to that information. Telephone numbers for those services and helplines would also be listed, rather than just links to websites, because Members had previously recognised that some older people may not want to use computers to access services and information, and some may not be able to afford internet services.

**7. CHANGING PLACES CAMPAIGN – UPDATE**

The Working Group was informed that the newly-opened toilet facility at the Pavilions in the Park leisure centre was not listed on the Changing Places website when Horsham or a local postcode was typed into the 'Find a Toilet' search box. It was listed on a separate web page for 'Other changing facilities' within South East England.

The HDC Equalities Officer had been asked about that and the explanation was that the facility did not completely meet the specification for a Changing Places accreditation because the room was slightly smaller than the required standard and because of some other very minor shortfalls. He had liaised with Changing Places to get the Horsham facility listed on their website.

The Chairman suggested that the Equalities Officer be asked to contact Changing Places again to encourage them to list the Horsham facility when a general search was made on their website.

**8. PROPOSED WORK PROGRAMME REVIEW: THE EFFECTIVENESS OF PROVISION FOR LOCAL RESIDENTS WHO ARE IN FINANCIAL HARDSHIP**

Councillor David Sheldon had submitted a work programme suggestion to the Scrutiny and Overview Committee to ask for a review of the effectiveness of provision for local residents in financial hardship. The Committee had agreed that the Social Inclusion Working Group should undertake the review.

Councillor Sheldon outlined the proposed scope of the review. It was to consider what provision existed in the District to support and advise those in financial difficulty, what the Council could do to support and publicise those services, to identify any gaps that might exist, and consider whether there was a risk to current services if existing funding was not available in the future.

## **Agenda item 9**

Social Inclusion Working Group  
22<sup>nd</sup> September 2014

He suggested that the statistics about levels of poverty within Horsham District could be examined, areas of need identified, and consideration given to what was provided by relevant agencies and charities, whether or not that was sufficient, before making any recommendations.

Members discussed how best to conduct such a review and which organisations to invite to provide information. Members suggested that the review could enquire about the advice provided at the Council's reception to signpost local people who were in financial need to benefits and services.

The Working Group agreed to ask Councillor Sheldon to refine the scope and terms of reference of the proposed review for discussion at the meeting on 1<sup>st</sup> December 2014. Relevant background data would also be requested for consideration at that meeting.

The meeting finished at 7.03 p.m. having commenced at 5.30 p.m.

**CHAIRMAN**

**Notes of the Scrutiny and Overview Committee**  
**Southern Rail's Performance**  
**in Severe Weather Working Group**  
**16<sup>th</sup> October 2014**

**Present:** Councillors: Roy Cornell (Chairman)  
Philip Circus  
Jim Sanson

**Also present:** Councillor George Cockman

Daniel Matthews, Operations Manager, Network Rail  
Stuart Meek, Head of Current Operations, Southern Railway  
Trudie Mitchell, Chairman of Denne Neighbourhood Council

1. **TO APPROVE AS CORRECT THE RECORD OF THE MEETING  
HELD ON 30<sup>th</sup> MAY 2013**

The notes of the meeting held on 30<sup>th</sup> May 2013 were approved as a correct record.

2. **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **ANNOUNCEMENTS FROM THE CHAIRMAN OR CHIEF EXECUTIVE**

There were no announcements.

4. **TO CONSIDER PROGRESS ON THE WORKING GROUP'S  
RECOMMENDATIONS AND TO HEAR FROM THE  
REPRESENTATIVES OF SOUTHERN RAILWAY AND NETWORK  
RAIL**

The Chairman welcomed attendees to the meeting which had been arranged to review progress on the Working Group's recommendations arising from its report in December 2012.

The report recommendations were:

- (a) That Horsham District Council, following the very full and valuable contributions that both Southern Railway and Network Rail made to the Scrutiny Review, request them both to confirm their commitment to keep the Council informed on a regular basis of all actions related to maintaining services in severe weather, thus allowing the Council to share such information with its electorate and monitor progress.

- (b) Request Southern Railway to confirm that their on-duty railway staff will be equipped to receive direct communication from the rail control centre during periods of disruption to rail services.
- (c) To request West Sussex County Council to include access to railway stations on its list of priority routes for gritting.

The Working Group noted again the responses in January 2013 from Southern Railway and Network Rail that confirmed their willingness to keep the Council informed of their actions to maintain rail services during periods of severe weather.

The Chairman invited the representatives of Southern Railway and Network Rail to update Members on their work. They reported that, in relation to Winter 2013, there had been advance preparations, with conductor rail heating and Multiple Purpose Vehicles (MPVs) taking preventative action before any snow and ice by laying heated fluid on the conductor rail, which had delivered positive results. The reliability of the MPV fleet had been robust.

There had been severe weather during the winter of 2013/14 with storms, flooding and heavy rainfall which had resulted in delays to the scheduled rail services. The Southern Railway Stakeholder Report 2013 stated that persistent adverse weather had led to trees and debris on the line and landslips with 72 fallen trees and other obstructions on the line and four major infrastructure failures between 23<sup>rd</sup> December 2013 and 1<sup>st</sup> January 2014. Floods and rising groundwater levels had resulted in some signalling failures.

Passenger incidents (such as trespass, accidents, and suicides) also affected Southern Railway's performance. Members noted that response team members now travelled with British Transport Police to arrive at incidents.

The Working Group noted that those delays had been reflected in the results of the Rail Passenger Satisfaction Survey for Spring 2014, an independent survey undertaken by Passenger Focus. Southern Railway had maintained an overall satisfaction level of 78% but had seen satisfaction levels decline significantly with regard to punctuality and reliability of its trains. The survey showed that those were the most important factors for passengers. Southern Railway had established a cross functional project team to focus on improving performance and, more specifically, how it handled disruption.

Southern Railway and Network Rail were working together to secure reliability of train services and the rail infrastructure. The Working Group noted the Southern Railway publication 'Improving Train Punctuality' which detailed improvements under way and also planned. The Joint Improvement Plan included work to replace impedance bonds (part of the signalling system that detected trains on the track) to



improve resilience and reduce the likelihood of signalling failures, and improve the reliability of points operating equipment, station enhancements, Arun Valley resignalling works that would increase flexibility and performance and concrete slab foundations in areas prone to flooding in the Arun Valley. There would be modifications to trains with the current train cab radio system being replaced with a digital system, and increased monitoring of certain trains where performance issues existed.

The Chairman commented on a reference in the minutes of the AGM (May 2014) of the West Sussex Rail Users Association at which David Scorey, Director of Operations at Southern Railway, had attended. The minutes stated that Southern Railway had taken delivery of new 377/6 rolling stock but that the older Electrostar trains were by far the most reliable with an average of 45,000 between failures; the reliability of the new 377/6s had been poor at first but had risen to 9,000 miles between failures and would improve further. Mr Meek explained that there had been an initial electrical system problem with the new trains but the manufacturers had remedied that at their own cost. The Chairman recommended the introduction of sophisticated technology into trains to improve reliability. Mr Meek informed Members that the new Siemens class 700 trains would be more technologically advanced and virtually default free.

The Working Group recognised the difficulties for rail operators in dealing with severe weather conditions and any resulting major damage to the rail infrastructure. Members noted the complexity of the network leading south of London and that Southern Railway operated over 3000 rail services a day; of that over 2300 services ran on the mainline on weekdays.

Mr Matthews, the Network Rail representative, informed Members about the Route Weather Resilience and Climate Change Adaptation Plans for the South East (September 2014). Network Rail, following the severe weather of winter 2013/14, had established a national task force to look at building up resilience in relation to the rail infrastructure. The WRCCA identified the assets that were vulnerable to weather and, in particular, targeted locations affected by storms in 2013 and by landslips during the wet weather across Kent and Sussex in late 2013 and early 2014. Network Rail stated that it had learned from those events and now had clear route strategic objectives which focused on vegetation management, flooding and landslips and also covered the effects of low temperature and strong winds. Members had not seen the WRCCA Plan but would receive a link to the Network Rail website where the document could be viewed. The WRCCA Plan outlined actions scheduled between 2014 and 2019 in relation to climate change impacts, flooding, earthworks, vulnerability, high temperatures, wind, cold and snow, adhesion, lightning. The Route WRCCA Plan progress would be reported every six months and the whole Plan would be monitored on a monthly basis.

Members felt that communications with the public had improved with better announcements on trains and stations at times of disruption or reduced services. Communications now included social media and the Southern Railway live running information on its website. The Chairman of Denne Neighbourhood Council commented that there were occasions when information at the station was different to what was announced on the trains, but praised train conductors for using their own words when making announcements rather than a set text.

Mr Meek, the Southern Railway representative, explained the process for communicating changes to services to the public from when decisions were taken at the control centre to informing the train conductor who received updates on a Blackberry phone. He also reported that an IT system (DARWIN) would unite the two separate systems so that updated information about alterations to services at the control centre and the information at stations could be better co-ordinated. It would also soon be possible to make real time announcements on trains direct from the control centre.

Traffic management technology would be rolled out to achieve the most efficient use of the railway system. It was a highly automated system that allowed larger areas of the network to be controlled from fewer locations. It would increase capacity and improve reliability. It enabled real-time planning, prediction and resolution of conflicts, a single operational information system, providing real-time information to train companies and passengers, particularly during times of disruption.

Members asked how the rail network would manage with the potential increase in demand given proposed housing developments and perhaps a second runway being built at Gatwick. Mr Meek stated that there was a capacity constraint on the mainline but some solutions could be considered such as longer trains and new rolling stock. A new fleet of trains was being obtained for the Gatwick Express route; they would have more doors and double-leaf doors. Double decker trains were not a possibility. Any proposals, however, for an increase in new lines and facilities would require further Government funding.

The Working Group had received Southern Railway's punctuality figures from 2010/11 to 2014 to date. The Working Group had been established in 2012 in response to disruption during severe weather in the winter of 2010/11. A comparison between December/January 2010/11 and 2013/14 showed an improvement in punctuality on the Sussex Coast line from 56.5% to 58.2%. The following three periods up to the end of March showed a significant reduction in punctuality in 2013/14 when compared to 2010/11, and also reductions when compared to 2011/12 and 2012/13. There had also been a significant decrease in punctuality in April 2014.

## **Agenda item 10**

Southern Rail's Performance in Severe Weather Working Group  
16<sup>th</sup> October 2014

Mr Meek stated that there was a need to improve punctuality of Southern Railway's services. Works to ensure more resilience included vegetation management, to cut back trees to lessen the occurrence of leaves adhering to the rails and causing delays.

The Working Group was informed of the Sussex Local Resilience Forum, a multi-agency partnership; its members included the police, fire, ambulance, health, Maritime and Coastal agency and local authorities. The Civil Contingencies Act 2004 placed a duty on these organisations to carry out risk assessments and ensure they were prepared to deal with the hazards identified. The Forum's role was to ensure that integrated plans were in place to respond in the event of an emergency; those plans included dealing with severe weather, low temperatures and flooding and the need to maintain transport services. Southern Railway and Network Rail were transport partners on the Forum, and Horsham District Council was a local authority partner.

The Working Group thanked the representatives and attendees for their comments and contributions. Members had welcomed the opportunity to hear from Southern Railway and Network Rail about their work, past performance, plans for the future and the ongoing challenges which they faced.

Members would be invited to a tour of the Rail Operating Centre at Three Bridges in early 2015; other Councillors would also be invited; a maximum of twelve could attend.

The Working Group invited the representatives of Southern Railway and Network Rail to continue to keep the Council informed of their actions to maintain services during times of severe weather.

The meeting ended at 3:40 p.m. having started at 2.00 p.m.

CHAIRMAN

## **Agenda item 10**

Southern Rail's Performance in Severe Weather Working Group  
16<sup>th</sup> October 2014

**Notes of the Scrutiny and Overview Committee**  
**Health Provision Working Group**  
**15<sup>th</sup> September 2014**

**Present:** Councillors: David Skipp (Chairman), Liz Kitchen,  
Kate Rowbottom, Tricia Youtan

**Apologies:** Councillor Frances Haigh

**Also present:** Councillors: George Cockman, Leonard Crosbie,  
Duncan England, Christian Mitchell

**1. TO APPROVE AS CORRECT THE RECORD OF THE MEETING HELD  
ON 4<sup>TH</sup> AUGUST 2014**

The notes of the meeting held on 4<sup>th</sup> August 2014 were approved as a correct record.

**2. TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. ANNOUNCEMENTS FROM THE CHAIRMAN OR CHIEF EXECUTIVE**

There were no announcements.

**4. CHAIRMAN'S REPORT OF MEETINGS WITH CCG REPRESENTATIVES**

The Chairman reported back on his meeting with Dr. Simon Dean, CCG Horsham Chair of the Locality Group. They had discussed the CCG's initial proposals to close three doctors' surgeries in Horsham (Orchard Surgery, Courtyard Surgery, and Riverside Surgery) and to co-locate those practices at a new health centre in Broadbridge Heath, and to retain a single surgery in Horsham.

The Chairman however referred Members to other options that appeared in the Horsham and Mid Sussex CCG Strategic Service Development Plan. It outlined four scenarios: the first was to develop Horsham Hospital as a hospital and health campus and to optimise the existing capacity at Southwater and Park surgeries by building a new general practice on the Horsham Hospital site to replace one or more of the central Horsham practices, and to develop a general practice facility at Broadbridge Heath. The second option was for the same as the first but with town practices

excluding Park Surgery grouped together on one health campus in a new build development on a site to be agreed. This was the option that had been widely publicised. The third option was to develop Horsham Hospital as a hospital and health campus on a new site possibly in North Horsham. The fourth option was the same as the first but with primary care building solutions retro-fitted into housing developments.

The CCG Strategic Service Development Plan outlined proposals for services at Horsham Hospital and defined a hub and spoke model. The Chairman had discussed with Dr. Dean the benefits of providing ophthalmic surgery at Horsham Hospital; that proposal was included in the Development Plan.

The Chairman also reported on his meeting with Sue Braysher, Chief Officer Horsham & Mid Sussex and Crawley CCGs and Steve Williams, Project Director. The Chairman had emphasised the Working Group's wish to see a hospital manager to be employed at Horsham Hospital; the CCG recognised the issue and was hoping to act. The Working Group would monitor progress on this.

The CCG officers accepted the important role that at Horsham Hospital played. The CCG had recently awarded a contract for the provision of musculoskeletal care and physiotherapy there, and had agreed to the continuation of diagnostics and therapies, X-Rays and the provision of a mobile MRI scanner twice a week.

The Chairman had discussed the future role of the Minor Injuries Unit at Horsham Hospital with the CCG officers. The CCG was aware of public and local authority support for extending the MIU hours into the evenings and at weekends but previous studies by West Sussex PCT had not supported a clinical and economic case for that. The CCG was therefore considering changes that might combine elements of the Clinical Assessment Unit and Planned Treatment Unit at Crawley Hospital into the MIU model to enhance viability and form the basis for a revised approach to opening hours. The CCG was keen to see the MIU host a venous leg ulcer clinic together with postoperative dressings and suture removal service together with greater integration with out of hours. The Working Group agreed to monitor the plans for the MIU and to continue to recommend that its services should be better promoted.

The Chairman also discussed with the CCG representatives the benefit of providing ophthalmology services at Horsham Hospital. The CCG suggested that a consultant from East Surrey Hospital could perform eye surgery at Horsham Hospital. The Chairman had suggested that he and the CCG should write to the local press to extol the merit of providing such a service at Horsham.

Members of the Working Group expressed the importance of promoting the services that were available at Horsham Hospital; it was hoped that the newly-appointed CCG press officer could help with that.

The Working Group agreed to scrutinise the organisation of the outpatients service to understand how efficient or otherwise the process was, and also examine how GPs referred patients and the appointments system.

The Working Group agreed to consider the CCG proposal of co-locating doctors' surgeries at Horsham Hospital.

The Chairman agreed to write a letter to the local press to highlight the importance of Horsham Hospital, to express the hope that it was used more, and to support an increase in health services provided there.

## **5. CLINICAL COMMISSIONING GROUP NEWS**

The Working Group noted the CCG Feedback Report on the public meeting on 31<sup>st</sup> July 2014 at Horsham to launch the Five Communities Plan.

The report included the presentation slides from the event and details of the CCG's specific proposals for Horsham Hospital: new and enhanced services at the hospital and in the community, different clinics and more activity, more physiotherapy sessions, hydrotherapy to remain, a proposal for a rheumatology day unit, MRI scans, and approximately £400,000 funding for development plans to improve and upgrade facilities.

The Working Group noted the CCG's press release about the public events to launch the Five Communities Plan; around 250 residents had attended the initial three events. A further two events had been planned in East Grinstead on 23<sup>rd</sup> September and Haywards Heath on 25<sup>th</sup> September 2014. The CCG website allowed comments to be made via an online survey, a public discussion forum or via a direct question; it also listed sixty public questions and the CCG's answers. The press release also provided a summary of the CCG's new way forward which included giving greater emphasis to the prevention of ill health, continuing to use new and different providers of care to ensure best services, to use all available appropriate buildings and discard those that were not needed, to ensure all facilities were used at least 85% of every week, and to save a minimum of 20% of the amount spent on buildings and to invest that in direct patient care.

The Working Group noted Dr. Simon Dean's article '*High fives for all our communities*'.

**6. HORSHAM AND MID SUSSEX CCG STRATEGIC SERVICE DEVELOPMENT PLAN**

The Chairman had referred to the CCG's Strategic Service Development Plan (SSDP) in his report (see Minute 4 above).

The SSDP for Horsham and Mid Sussex set out the CCG's proposals for the medium term commissioning of health and well-being and local health care services.

The SSDP stated that the CCG would need a finance plan to complement the strategy in order to deliver the objectives. The Working Group agreed to invite CCG representatives to a future meeting to discuss progress on the SSDP and the finance plan.

The Director of Community Services had circulated to Councillors a draft response to the Strategic Service Development Plan. The Chairman encouraged Members of the Working Group to study the SSDP and to send their comments on HDC's draft response to the Director.

**7. CHAIRMAN'S REPORT ON THE CCG GOVERNING BODY MEETING HELD ON 2<sup>ND</sup> SEPTEMBER 2014**

The Chairman reported on his attendance at the CCG Governing Body public meeting held on 2<sup>nd</sup> September 2014 at the Holbrook Club, North Heath Lane, Horsham. He had asked questions about retaining health services at Horsham Hospital, and queried how patients would get to a proposed new medical centre at Broadbridge Heath, and had suggested that, if finance could be found and allocated, the upper floor at Park Surgery, Horsham could be opened up to increase that surgery's facilities.

**8. FEEDBACK ON THE HASC MEETING ON 3<sup>RD</sup> SEPTEMBER 2014**

The Chairman had been unable to attend the HASC (WSCC Health and Adult Social Care Select Committee) meeting at County Hall, Chichester on 3<sup>rd</sup> September 2014 because he had attended a Members' Seminar and the Horsham District Council meeting on that date.

The HASC meeting had discussed ways of working, and HASC roles/responsibilities, how District and Borough councils feed into HASC and its work programme.



**9. DATE OF NEXT MEETING**

The Working Group would next meet on Thursday 30<sup>th</sup> October 2014 at 3:30 p.m. The Cabinet Member for a Safer and Healthier District would be invited to attend to discuss relevant issues and the work of the Cabinet Member's Health Advisory Group.

The meeting finished at 6.43 p.m. having commenced at 5.30 p.m.

**CHAIRMAN**