



Email: [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)  
Direct line: 01403 215465

# Community and Wellbeing Policy Development Advisory Group

**Tuesday, 31st October, 2017 at 5.30 pm**  
**Howard Room, Parkside, Chart Way, Horsham**

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

Councillors: Tricia Youtan (Chairman)

Andrew Baldwin  
John Blackall  
Alan Britten  
Karen Burgess  
David Coldwell

Billy Greening  
Josh Murphy  
Jim Sanson  
David Skipp  
Ben Staines

You are summoned to the meeting to transact the following business

## Agenda

	Page No.
1. <b>Apologies for absence</b>	
2. <b>Notes of previous meeting</b> To receive the notes of the meeting held on 13 June 2017	3 - 4
3. <b>Neighbourhood Warden Schemes - potential additional schemes</b> Verbal officer update	
4. <b>Fixed Penalty Notice Policy</b> A revised policy for issuing Fixed Penalty Notices to deal with littering, graffiti, dog fouling, breaches of Public Spaces Protection Orders etc is required. Advice is sought from PDAG members prior to consideration by Cabinet on 23 November.	5 - 10

- |    |  |         |
|----|--|---------|
| 5. | <b>Recurrent/Strategic grants - bids for support in 2018/2019</b>  | 11 - 18 |
|    | <p>The Council introduced a strategic grants programme for some community partners in 2015, and in June 2017 it was agreed that the advice of the PDAG would be sought on applications for over £3,000. Nine applications seeking funding for 2018/2019 have been received and the advice of the PDAG is sought on the six applications which are for over £3,000.</p> |         |
| 6. | <b>General support and advice to community and voluntary organisations</b>   |         |
|    | <p>Verbal officer update</p>   |         |
| 7. | <b>Forward Plan Extract for the Community and Wellbeing Portfolio</b>  | 19 - 22 |
|    | <p>To note the Forward Plan extract for the Community and Wellbeing Portfolio</p>  |         |

**Community and Wellbeing Policy Development Advisory Group**  
**13 JUNE 2017**

Present: Councillors: Kate Rowbottom (Chairman), Andrew Baldwin, Alan Britten, Karen Burgess, Billy Greening and Jim Sanson

Apologies: Councillors: John Blackall, David Coldwell, Josh Murphy, David Skipp and Ben Staines

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

The notes of the previous meeting held on 28/03/17 were received by the group.

24 **COMMUNITY GRANTS - DECISION MAKING OVER SMALL GRANTS**

The Community Development & Safeguarding Manager provided the group with an overview of Community Grants. It was proposed that grants under £3000 would be dealt with by officers whilst grants exceeding £3000 would still be brought to the PDAG. The group agreed to this proposal.

25 **PREVENT (COUNTER TERRORISM) - AN EXPLANATION OF LOCAL AUTHORITIES STATUTORY DUTIES**

The Health & Wellbeing / Community Safety Manager introduced the PREVENT strategy to the group, a list of duties for local authorities to uphold under the Counter-Terrorism and Security Act 2015.

The PREVENT strategy has three specific strategic objectives:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support
- Work with sectors and institutions where there are risks of radicalisation that we need to address.

It was explained that an action plan to capture the duties had been developed and will be revisited on an ongoing basis to ensure that the Council remains compliant and that where required refresher training will be provided.

26 **SIRCS SYSTEM - IMPROVING OUR DAY AND NIGHT TIME COMMUNICATION AROUND CRIME AND DISORDER**

The Health & Wellbeing / Community Safety Manager introduced the group to the SIRCS system, a communication system for use by local shops and businesses to counteract crime and disorder.

The existing system is based on radio and allowed businesses to communicate with one another to share information that could be vital to preventing crime. The issue with the radio scheme is that communication is limited to the range of the radios and the handsets are expensive which precludes many smaller businesses from taking part. The new system

would use mobile data to allow communication via a smartphone and be linked to a database of known criminals and suspects.

The group approved of the new system and enquired about having more wardens present within the town. It was agreed that the Cabinet Member for Community and Wellbeing would investigate the provision and funding of wardens in Horsham town centre with other Cabinet Members.

27      **COMMUNITY SAFETY PARTNERSHIPS AND THE POLICE AND CRIME PLAN**

The Health & Wellbeing / Community Safety Manager provided the group with an overview of the current Community Safety Partnership priorities and the Police and Crime Plan and changes that may occur in the future.

The group agreed to invite the Police and Crime Commissioner for an interview at a meeting of full Council.

28      **HDC'S CCTV NETWORK - AUDIT AND POLICY DEVELOPMENT**

The Health & Wellbeing / Community Safety Manager informed the group that HDC's CCTV Network was being reviewed and that a new policy would be put in place to cover all departments using CCTV.

29      **THE HORSHAM DISTRICT DOWNSIZING PLEDGE**

The Health & Wellbeing / Community Safety Manager informed the group that HDC would be working with local estate agents to provide a safer and easier way for older, vulnerable people to downsize.

If estate agents could meet a set of criteria they would receive the Horsham District Downsizing Pledge, this would help the community know which estate agents to use when downsizing.

HDC would review and monitor these estate agents to ensure they continued to meet the criteria and maintain the pledge.

*The meeting closed at 7.11 pm having commenced at 5.45 pm*

**CHAIRMAN**

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**Parkside, Chart Way, Horsham,  
West Sussex RH12 1RL**

## **FORWARD PLAN EXTRACT – COMMUNITY & WELLBEING**

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

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

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

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

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

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

To contact Committee Services:

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

Tel: 01403 215123

Published on 03 October 2017

#### **What is a Key Decision?**

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

- (i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer  Cabinet Member (NB include name, title and email address)
12.	<b>Fixed Penalty Notices - to approve a revised policy for issuing Fixed Penalty Notices to deal with littering, graffiti, dog fouling, breaches of a Public Spaces Protection Order etc.</b> Policy Development Advisory Group 31 October 2017	Cabinet	23 Nov 2017	Open	Trevor Beadle, Head of Community & Culture trevor.beadle@horsham.gov.uk  Cabinet Member for Community and Wellbeing (Councillor Tricia Youtan)

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