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Cabinet

Thursday, 25th July, 2019 at 5.30 pm
Conference Room, Parkside, Chart Way, Horsham

Councillors: Ray Dawe
Peter Burgess
Jonathan Chowen
Philip Circus
Paul Clarke
Claire Vickers
Tricia Youtan

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

	Page No.
1. Apologies for absence To receive any apologies for absence.	
2. Minutes To approve as correct the minutes of the meeting held on 6 th June 2019. <i>(Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to committeeservices@horsham.gov.uk at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.)</i>	3 - 4
3. Declarations of Members' Interests To receive any declarations of interest from Members of the Cabinet	
4. Announcements To receive any announcements from the Leader, Cabinet Members or the Chief Executive	
5. Public Questions To receive questions from and provide answers to the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting	

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| 6. | <p>Transformation fund - top up from the 2018/19 budget surplus</p> <p>To receive a report on the top up from the 2018/19 budget surplus to the Transformation fund.</p> | 5 - 10 |
| 7. | <p>Approval of Telephony and Contact Centre Procurement Tender Process</p> <p>To receive a report to delegate authority to the Director of Corporate Resources to award a contract for the supply and maintenance of the Council's Telephony System contract.</p> | 11 - 14 |
| 8. | <p>Horsham District Council Local Development Scheme</p> <p>To receive a report on the Horsham District Council Local Development Scheme.</p> | 15 - 44 |
| 9. | <p>Bulky Waste Collections Service</p> <p>To receive a report on revised collection charges for bulky waste collections.</p> | 45 - 52 |
| 10. | <p>Explore the Market Towns: Go Digital - Signage Project: Approval of a supplementary capital budget</p> <p>To receive a report on the Explore the Market Towns project: Go Digital (Rural Car Parks Digital Signage).</p> | 53 - 62 |
| 11. | <p>Piries Place car park pricing review</p> <p>To receive a report on the Piries Place car park pricing review.</p> | 63 - 68 |
| 12. | <p>Oakhurst Business Park - Proposed Investment</p> <p>To receive a report from the Cabinet Member.</p> | 69 - 76 |
| 13. | <p>Tender of the Council's contract for planned and preventative maintenance and reactive maintenance</p> <p>To receive a report on the tender of the Council's contract for planned and preventative maintenance and reactive maintenance.</p> | 77 - 84 |
| 14. | <p>To consider matters of special urgency</p> | |

Cabinet

6 JUNE 2019

Present: Councillors: Peter Burgess, Philip Circus, Claire Vickers and Tricia Youtan

Apologies: Councillors: Ray Dawe, Jonathan Chowen and Paul Clarke

Also Present: Councillors: Karen Burgess, Ruth Fletcher, Lynn Lambert and Jim Sanson

EX/1 **MINUTES**

The minutes of the meeting of the Cabinet held on 21st March were approved as a correct record and signed by the Acting Leader.

EX/2 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/3 **ANNOUNCEMENTS**

The Cabinet Member for Environment, Waste and Recycling announced that he was concerned about the use of biodegradable plastics bags within Horsham, as they were marketed as being recyclable and compostable when they were effectively neither. The contractors used within West Sussex were not able to recycle them, and regarded them as contamination of the recycled waste. As a biodegradable bag, they could not be described as compostable, as they added nothing to the quality of the soil. He would raise the issue within the inter authority waste group and take the matter up with government.

EX/4 **PUBLIC QUESTIONS**

No questions had been received.

EX/5 **OVERVIEW & SCRUTINY COMMITTEE**

There were no matters outstanding.

EX/6 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

The Acting Leader introduced the report and said that the licensing that was sought under the contract tender award process would cover the use of Microsoft products across the council, from Office applications which included the provision of email and software management, to Windows products for laptops and servers and the licensing of the Azure cloud environment.

The current Microsoft Licensing Agreement was due for renewal on the 1st September 2019. Delegated Authority was sought for the award of the contract for a Microsoft Licensing Solutions Provider from the beginning of July, in order to assess the licensing options available and to meet the renewal process timeline that starts from the middle of July.

RESOLVED

That Cabinet delegate to the Director of Corporate Resources, in consultation with the Cabinet Lead for Finance & Assets, to award the contract for the Microsoft Licensing Solution Provider who manage and administer Microsoft licensing for the IT estate once the tender process had been completed.

EX/7

CONTRACT FOR REPLACEMENT AUTOMATIC NUMBER PLATE RECOGNITION (ANPR) CAR PARK SYSTEM

It was moved that, under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting for this item of business, on the grounds that it involved 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 regarding information relating to the financial or business affairs of any particular person, including the authority holding that information, and in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

RESOLVED

That Cabinet award the contract for a replacement ANPR system as outlined within the report.

Reasons

- i) The current ANPR supplier contract was due to expire in September 2019
- ii) A sound procurement process had taken place to ensure the supplier met HDC's current and future requirements.
- iii) The capital budget for replacement of the ANPR system was approved during the 2019/20 budget process
- iv) A new system will better meet the needs of the customers, car parks and town

The meeting closed at 5.46 pm having commenced at 5.30 pm

CHAIRMAN

Report to Cabinet

25 July 2019

By The Leader

DECISION REQUIRED



Not Exempt

Transformation fund - top up from the 2018/19 budget surplus

Executive Summary

The Council delivered a £828k revenue surplus in 2018/19 after allowing for budgets that carried over to 2019/20 to cover essential expenditure on projects unavoidably delayed.

The Council is currently forecasting a £1.4m surplus budget in 2019/20 and near balanced budgets in 2020/21 through to 2022/23. However, this relies on implementing a range of actions to help deliver further income generation and efficiency measures. This requires further investment in transformational projects.

Setting aside £0.5m in the transformation earmarked reserve for 2019/20 will help transform the Council in the future. £336k remains unspent in the reserve at 31 March 2019; the top up of £144k will effectively funded from the 2018/19 budget surplus.

Recommendations

That the Cabinet is recommended to:

- i) Approve the transfer of £0.144m from the General Fund reserve to the earmarked transformation reserve.
- ii) Delegate to the Chief Executive in consultation with the Leader, the authority to use the transformation fund as appropriate.

Reasons for recommendations

- i) To top up of the earmarked transformation reserve for projects that will help transform the Council in the future; being effectively funded from the 2018/19 budget surplus.

Background papers: 2019/20 budget and MTFS papers from 24 January 2019 Cabinet meeting and 13 February 2019 Council meeting.

Wards affected: All

Contact: Jane Eaton, Director of Corporate Resources, 01403 215300

Background Information

1 Introduction and background

- 1.1 The transformation earmarked reserve was set up in 2016/17 to help fund business transformation within the Council. Cabinet transferred £0.5m from the 2015/16 and 2016/17 and 2017/18 budget surpluses to the earmarked reserve.
- 1.2 The following amounts have been spent on transformation through the reserve since 2016/17, unlocking opportunities to enable future savings:
 - £387k in 2016/17
 - £518k in 2017/18
 - £239k in 2018/19
- 1.3 £336k remains unspent in the reserve at 31 March 2019 and will be made available in 2019/20.

2 Relevant Council policy

- 2.1 Efficiency: great value services. Continue development and delivery of Business Transformation and deliver a balanced budget over the medium term.

3 Details

- 3.1 The Council holds a number of earmarked reserves. It uses these in year fund spend on the purpose for which they were earmarked. Where the Council receives grants and contributions in year, but does not spend them, the unused portion Cabinet may transfer the money to earmarked reserves for use in future years. The Council can also chose to move funds from the general fund reserve to earmarked reserves to cover future costs.
- 3.2 The movements between the general fund and earmarked reserves are set out in the Appendix. The level of general fund reserves at 31 March 2018 stood at £14.2m and earmarked reserves at £8.8m. The usable reserves total of £23m at 31 March 2019 compares to £20.9m at 31 March 2018. The receipt of £4.8m of NHB in 2018/19 has contributed to the stability of the reserves.
- 3.3 The Council is currently forecasting a £1.4m budget surplus in 2019/20 and near balanced budgets in 2020/21 through to 2022/23. This relies on officers change the way we do business to deliver further income generation and efficiency measures. This will require further investment.
- 3.3 Projects to facilitate transformation include areas such as ICT to help unlock further digital change and cultural change within the organisation, growing our own staff through development, learning and coaching.
- 3.4 This report proposes Cabinet move £0.144m from the General Fund reserve balance to top up the earmarked transformation reserve to £0.5m for this purpose in 2019/20. This will help transform the Council in the future. The schemes upon which this earmarked transformation reserve will be spent will be authorised by the Chief Executive in consultation with the Leader and then follow normal financial authorisation and budget process procedures. The Appendix contains a snapshot of the transformation fund at 31 March 2019 with anticipated estimated future expenditure.

4 Next steps

- 4.1 Once approved, the Chief Executive in consultation with the Leader will consider the appropriate schemes and authorise expenditure from the transformation fund against these schemes as appropriate.

5 Views of the Policy Development Advisory Group and outcome of consultations

- 5.1 The Finance and Assets Policy Development Advisory Group discussed this proposal on 8 July 2019. Their comments are incorporated in the scheme. The Group was supportive of the proposal.

6 Other courses of action considered but rejected

- 6.1 Not spending £0.5m would save the Council £0.5m in one year's expenditure. But it would not unlock savings for future years.
- 6.2 The £0.144m of surplus from 2018/19 would otherwise go into the general reserve and used to fund the deficit that would occur if transformation does not take place at the required rate. This would not be sustainable.

7 Resource consequences

- 7.1 The transformation fund will help deliver the efficiencies and income generation required to balance the budget over the medium term.

8 Legal consequences

- 8.1 There are no legal consequences of this scheme.

9 Risk assessment

- 9.1 Corporate Risk CRR01: Failure to achieve the required level of savings and income in the Medium Term Financial Strategy.

10 Other considerations

- 10.1 There are no consequences of the actions proposed in respect of Crime & Disorder; Human Rights; Equality & Diversity and Sustainability.

Appendix - Earmarked Reserves and the Transformation Fund

Earmarked reserves at 31 March 2019

This note sets out the amounts set aside from the General Fund balance in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2018/19.

19 USABLE RESERVES

This note sets out the amounts set aside from the General Fund balance in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2018/19.

3

Useable Revenue Reserves	Balance at 31.03.17 £000	Income / Expenditure 2017/18 £000	Transfer to / from other reserves 2017/18 £000	Balance at 31.03.18 £000	Income / Expenditure 2018/19 £000	Transfer to / from other reserves 2018/19 £000	Balance at 31.03.19 £000
General Fund Balance	(9,480)	(6,278)	4,100	(11,658)	(7,976)	5,405	(14,229)
New Homes Reserve	(4,933)	0	885	(4,048)	0	30	(4,018)
NHB - BBH Leisure Centre	(1,383)	5,001	(5,000)	(1,382)	5,894	(4,827)	(314)
Health and Wellbeing	(177)	0	(20)	(197)	0	(13)	(210)
Council tax localism	(293)	0	0	(293)	0	0	(293)
Neighbourhood Planning Grant	(278)	0	0	(278)	0	0	(278)
s106 Reserves	(1,184)	432	0	(752)	0	166	(586)
NNDR Provision	(1,435)	0	0	(1,435)	0	0	(1,435)
Homelessness Prevention	0	0	0	0	0	(82)	(82)
Revenues & Benefits	0	0	0	0	0	(318)	(318)
Transformation fund	(113)	0	19	(94)	0	(261)	(355)
Other	(718)	(84)	16	(786)	0	(100)	(885)
Other Earmarked Reserves	(10,514)	5,350	(4,100)	(9,264)	5,894	(5,405)	(8,774)
Sub-total	(19,994)			(20,923)			(23,003)

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Report to Cabinet

Thursday 25th July 2019

By The Leader

DECISION REQUIRED



Not Exempt

Approval of Telephony and Contact Centre Procurement Tender Process

Executive Summary

The purpose of this report is to seek Cabinet approval to delegate authority to the Director of Corporate Resources to award a contract for the supply and maintenance of the Council's Telephony System contract. This need arises because the Council is currently out of contact with its current supplier. The contract will also provide the Council with further opportunity to call off additional Services covered under the Telephony Contract at any time during the term of the contract.

Recommendations

That the Cabinet is recommended:

- i) To delegate to the Director of Corporate Resources, in consultation with the Cabinet Lead for Finance & Assets, to award the contract for the provision of telephony after the tender process is complete.

Reasons for Recommendations

In line with the Constitution Cabinet would normally (approve the) award any contract with a total value over £250,000. The report recommends a delegation to the Director of Corporate Resources to avoid this delay.

Background Papers

There are no background papers

Wards affected: The proposal will affect all Wards.

Contact: Andrea Curson, Head of Technology Services – 01403 215457

Background Information

1 Introduction and Background

- 1.1 The current contract for the supply and maintenance of telephony system expired in 2018. The current contract is with Unify (now Atos Information Systems) and has been in place since 2013.
- 1.2 Horsham District Council have used the G-Cloud Framework to procure the new Telephony System. The benefits of the G-Cloud framework:

No negotiation with suppliers, supplier selected from a list derived from a search using our requirements and information they provide.

Suppliers listed on this framework provide a greater choice in the area in which we were looking to procure.

2 Relevant Council policy

- 2.1 The project supports the Council Policy for Efficiency in facilitating the delivery of great value public services.

3 Details

- 3.1 The process will look to establish a contract for a sole provider to Horsham District Council. The term of the contract will be an initial 2 years with an extension option of a further 1- year + 1-year subject to the provision of a telephony and contact centre system being provided to the Council. The total cost of the contract would therefore be £466,875.20, this is based on contract provided by the Supplier via G-Cloud framework.
- 3.2 The contract will cover a Cloud based telephony system, contact centre, reception and out of hour's functionality, lease, support and maintenance of the telephony system and handsets for the Councils entire telephony function.
- 3.3 There are unlikely to be any savings but as the system is fully cloud based we have Business Continuity and better functionality than the current system.
- 3.5 As the total value of this contract, including the potential extension and extra services, would exceed £250,000 award of this contract is a key decision and would normally be approved by Cabinet. This report seeks a delegation of the award to ensure swift implementation.

4 Next Steps

- 4.1 The Cabinet is requested to approve delegating authority for the award of this contract following a competitive procurement exercise. This will allow the project to be delivered on schedule and to prevent any potential delays and any cost over-runs associated with delays to the mobilisation and implementation of the new service.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 The Policy Development Advisory Group for Finance & Assets was consulted on. The Group supported the proposal.
- 5.2 The Council's Monitoring Officer has reviewed and states that there are no implications of this decision.
- 5.3 The section 151 Officer says there are no financial implications of this decision.

6 Resource Consequences

- 6.1 There are no staffing consequences.
- 6.2 The total value of the contract for the proposed system is likely to be slightly more expensive than the existing system, but we get more functionality and flexibility. By reducing the number of handsets all costs will be contained within the existing budget. Over time this will reduce further.

7 Legal Consequences

- 7.1 The value of the proposed contract is higher than the EU threshold for Supplies and the award of the Contract is therefore governed by the Public Procurement Regulations 2015, These Regulations allow for the use of framework agreements and prescribe rules and controls on their procurement. These rules and controls have been followed. The Framework is underpinned by Terms and Conditions as set out under the G- Cloud Framework, these have been reviewed by legal and approved for use.

8 Risk Assessment

The risks and implications for not granting delegated authority to approve the award of the contract following a procurement exercise are:

- Paying higher rates having reduced contract coverage due to requirement of short-term agreements required to cover the period the Council are outside of the new contract.
- More resource intense activities to ensure service continuity whilst awaiting migration to new contract.
- Misalignment with the project timetable leading to key milestones within the phasing programme to be missed and causing time and cost overrun.

9 Other Considerations

- 9.1 This report has no effect on Crime & Disorder; Human Rights; Equality & Diversity or Sustainability from this delegation.

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Report to Cabinet

25 July 2019

By the Cabinet Member for Planning and Development

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Local Development Scheme – July 2019 - 2022

Executive Summary

The Planning & Compulsory Planning Act 2004, as amended by the Localism Act 2011, requires each local planning authority to prepare and maintain a document setting out the programme for the preparation of planning documents. This is known as the Local Development Scheme (LDS).

The LDS is a three-year project plan for preparing planning documents. It is not a policy document itself. It provides a starting point for the local community and stakeholders to find out what planning documents are being prepared by the Council and the timetable for their production. In particular, it sets out the timetable for the review and update of the Council's Local Plan, and outlines the dates when there will be formal opportunities to get involved with the plan making process.

The existing LDS for Horsham District requires updating. Attached to this report is an updated LDS for approval and publication.

Recommendations

That the Cabinet is recommended:

- i) To approve the publication of the attached Local Development Scheme July 2019 – July 2022.

Reasons for Recommendations

- i) To ensure that the Council acts in accordance with the requirements of the Planning & Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).

Background Papers

Local Development Scheme 2018 -2021

Wards affected: All.

Contact: Catherine Howe – Head of Strategic Planning extension 5505

Background Information

1 Introduction and Background

- 1.1 The Planning & Compulsory Planning Act 2004, as amended by the Localism Act 2011, requires each local planning authority to prepare and maintain a document setting out the programme for the preparation of planning documents. This is known as the Local Development Scheme (LDS).
- 1.2 The LDS is a three-year project plan for preparing planning documents but it is not a policy document itself. It provides a starting point for the local community and stakeholders to find out what planning documents are being prepared by the Council and the timetable for when these documents will be produced. In particular, it sets out the timetable for the review and update of the Council's Local Plan, and outlines the dates when there will be formal opportunities to get involved with the plan making process.
- 1.3 The existing LDS for Horsham District requires updating to set out the timescales for the preparation of the Horsham District Local Plan.

2 Relevant Council policy

- 2.1 Horsham District Council adopted the Horsham District Planning Framework (HDPF) in November 2015. Outside the South Downs National Park, this document is the main development plan document for the district. It contains a number of different planning policies that identify where new development should be located and how planning applications will be considered. It is a government requirement that Local Plans are reviewed at least every five years.
- 2.2 In addition to the HDPF, a number of parishes in Horsham District have or are in the process of preparing Neighbourhood Development Plans for their local area. Once 'Made', Neighbourhood Plans also form part of the Development Plan and are also used to help determine planning applications.
- 2.3 As has been indicated in the introduction to this report, the Planning & Compulsory Purchase Act 2004 (PCPA) (as amended by the Localism Act 2011) requires each local planning authority to prepare and maintain a scheme known as their LDS. The Council's Local Development Scheme has therefore been reviewed and updated to set out the formal timetable for the production of the Local Plan, and also to provide information on the neighbourhood planning process.

3 Details

- 3.1 The Local Development Scheme has been prepared to cover the period between July 2019 and July 2022. The full documentation is attached as Appendix A to this document. The appendices of the LDS also identified in more general terms, what future work is proposed by the Council, beyond the next three years.

- 3.2 The Local Development Scheme focus is on the timetable for the production of the Horsham District Local Plan. This document will set the overarching policies for the District, including employment allocations, housing numbers and strategic sites, as well as including some site allocations. It will replace the Horsham District Planning Framework (2015). The timetable envisages consultation on the plan in
- 3.3 The LDS does not have to include details of any proposed Supplementary Planning Documents, but for completeness, the draft Local Development Scheme does include a list of adopted SPDs. The review of the Community Infrastructure Levy Charging Schedule is also outlined in the documentation and it is proposed it will follow the production of the Local Plan.
- 3.4 Subject to the Local Development Scheme being agreed for publication, the Local Development Scheme will be monitored by officers and the progress towards the production of the Local Plan will be published as part in the Council's Authority Monitoring Report. This is published in December each year. The reporting of progress against the Local Development Scheme is also a legal requirement of the Planning & Compulsory Purchase Act 2004 (PCPA) (as amended by the Localism Act 2011).

4 Next Steps

- 4.1 Subject to the resolution of Cabinet to publish the Local Development Scheme, it is proposed that the documentation will be made available on the Council's website. This timetable will also be communicated to key stakeholders including local parishes. Where appropriate this will include direct presentations to explain the Local Plan preparation timetable.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 Consultation has taken place with the Councils Monitoring Officer, the head of Legal, the Head of Human resources and Organisational development and the Director of Corporate Resources. Their comments have been incorporated into this report.
- 5.2 The draft local development scheme has been reported to the Planning and Development **Policy Development Advisory Group** at the meeting on 27 June 2019. They have advised the Cabinet Member that they are content with the proposed timescales set out in this document.

6 Other Courses of Action Considered but Rejected

- 6.1 An alternative course of action would be not update of publish the Local Development Scheme. As has been indicated in this report, the production of the LDS is a legal requirement and were this course of action to be pursued the Council would not be in line with the regulations. It should be noted that the government is monitoring all local authorities to ensure that their Local Plans are prepared in accordance with the published local development scheme. Failure to have an up-to-date Local Development scheme could therefore result in poor national monitoring outcomes with the consequential reputational damage.

7 Resource Consequences

- 7.1 The production of the documents in the LDS will continue to be prepared by staff in the Strategic Planning team. It should be recognised that this work will may require additional specialist input and advice from consultants. Should additional resources be required, in order to meet the production of the plan in accordance with the identified timescales, this will be procured as and when necessary.

8 Legal Consequences

- 8.1 The preparation of a Local Development Scheme is a legal requirement of the Planning & Compulsory Planning Act 2004, as amended by the Localism Act 2011. The Local Development Scheme demonstrates how the council is progressing it's Local Plan to adoption. Failure to produce and update this scheme would result in a failure to meet the Council's legal obligations.

9 Risk Assessment

- 9.1 There are no direct risks associated with the publication of the Local Development Scheme in itself. However, the Local Development Scheme documentation identifies a number of key risks associated with the plan preparation process. This includes the need to ensure sufficient resourcing of the plan preparation process, the need for timely decision making and other external factors such as legal delays by the Planning Inspectorate as part of the Local Plan Examination process. A range of measures is being put in place to minimise these risks and enable the preparation of the Local Plan to take place in accordance with the identified timescales and monitoring of these risks is ongoing.

10 Other Considerations

- 10.1 The publication of the Local Development Scheme will have no specific impacts on Crime & Disorder; Human Rights; Equality & Diversity and Sustainability. Any direct impacts on these issues which might arise through the preparation of the Local Plan will be documented separately through specific assessment processes including the Sustainability Appraisal which will be carried out as part of the plan preparation process.



**HORSHAM DISTRICT COUNCIL
LOCAL DEVELOPMENT SCHEME**

2019 –2022

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1. Introduction

- 1.1 Planning shapes the places where people live and work. Good planning ensures that the right development takes place at the right location and at the right time. It helps towns and villages thrive by providing jobs, homes and leisure opportunities whilst protecting and enhancing the historic environment and important open spaces.
- 1.2 The Local Development Scheme (LDS) is the Council's timetable for preparing documents for the district that will form part of the 'local plan'. The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires the Council to prepare and maintain a LDS.
- 1.3 The local plan is currently made up of a number of documents called Local Development Documents (LDDs), they include:
- Local Development Scheme (LDS)
 - Statement of Community Involvement (SCI)
 - Development Plan Documents (DPDs)
 - Supplementary Planning Documents (SPDs)
 - Authority Monitoring Report (AMR)
- 1.4 A list of abbreviations and explanation of some of the terms used in this LDS are contained in Appendix 3.

2. What is the Local Development Scheme (LDS)?

- 2.1 The LDS is the starting point for finding out when the Council will be preparing planning policies regarding a particular place or issue and at what stage it is at in the preparation process. It is a three year project plan setting out the timetable for the production of a number of documents. This one runs up until July 2022. The LDS also indicates, in general terms, what future work is proposed by the Council beyond that date. Should any unforeseen circumstances result in changes to this timetable, the LDS will be updated.
- 2.2 The LDS has three main purposes:
- to inform the public and stakeholders of the documents that will make up the local plan, the geographical area they will cover, and the timescale for producing each one and how they relate to each other;
 - to establish and reflect the Council's priorities and to enable work programmes to be set for the preparation of the documents; and
 - to set a timetable for review of the documents.

2.3 The different types of Local Development Document (LDD) that are discussed in this LDS are described below.

2.4 **Development Plan Documents (DPDs)**

These are the key documents in the local plan because they have lawful development plan status and are therefore the starting point for making decisions on planning applications. They are prepared with extensive community involvement and are subject to examination by an independent Inspector. It should be noted that some development plan documents such as Mineral and Waste Plans are prepared by West Sussex County Council, but still form part of the wider development plan that is used to determine planning applications.

There are three stages to preparing a DPD:

- *Early Consultation* – where the Council develops its evidence base through consultation with statutory consultees (and often involving both the public and key stakeholders) to help identify the issues that the DPD will need to address and the options available to deal with them. The community and stakeholders may be consulted through targeted or general consultation processes on these emerging *issues and options*, which help to formulate the Council's early views. These views are taken into account in the preparation of a *preferred strategy*, which will include alternative options that have been considered and the Council's reasons for them not forming part of the preferred approach. Comments received on the Preferred Strategy will influence the content of the proposed submission DPD. This stage covers regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- *Proposed Submission* – the DPD is made available for interested parties to make formal representations regarding the 'soundness' of the plan. Minor suggested amendments of clarification and factual updates may be provided to the Inspector before the DPD is submitted. This stage covers regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- *Submission DPD and Examination* – the DPD is submitted to the Secretary of State, together with any representations received. It also becomes Council policy. An independent Inspector will consider the DPD and the representations received, which where necessary, will include hearings at a public examination. The Inspector will determine whether the plan is 'sound'. An Inspector may consider that a plan requires further modifications to be made sound – further consultation on these proposed modifications may therefore take place during the Examination of the Plan.

2.5 **Area Action Plans (AAPs)**

These may be used to provide a planning framework for areas of particular change. They can deal with specific parts of a district or geographical area, or specific

requirements such as the redevelopment of an area of land and buildings, or the enhancement of an area.

2.6 *Supplementary Planning Documents (SPDs)*

These may cover a range of issues, which provide detailed guidance on policies in a DPD. SPDs are produced in consultation with interested parties and stakeholders but are not subject to examination. Supplementary Planning Documents do not set out policies but are a material consideration when considering planning applications.

2.7 *Statement of Community Involvement*

The Statement of Community Involvement (SCI) explains how the community and stakeholders can expect to be engaged in the process of planning in their area. It is produced in consultation with the community and stakeholders.

2.8 *Authority Monitoring Report*

The Authority Monitoring Report (AMR) is issued at the end of every year and assesses whether policies, targets and milestones have been met and it will inform the review of the LDS.

2.9 *Other background or supporting documents*

Extensive technical and other background work is necessary to provide the appropriate robust evidence base to inform the preparation of policies and proposals contained in the Local Development Documents. This will include Statements of Common Ground which are required to address wider strategic matters as part of the Duty to Co-operate.

3. *Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA)*

3.1 It is a requirement of National Planning Policy that development which takes place contributes to achieving Sustainable Development. To test how Local Plans and other policy documents could affect environmental, social and economic issue a process known as Sustainability Appraisal (SA) is undertaken. This process is used to test different options for a plan, and to suggest ways that a plan could be changed to make sure that the plan removes or minimises or compensates for any adverse impacts. This process also incorporates the similar process of Strategic Environmental Assessment (SEA) which is a requirement of EU law.

4. *A Summary of the Local Development Scheme for Horsham District*

4.1 The **Horsham District Planning Framework (HDPF)**, was adopted in November 2015, and sets the planning framework for land outside the South Downs National Park for the period until 2031. It is a requirement of the Inspector's report on the HDPF that a review of the plan commences within three years from adoption. This review process has commenced and once complete the new '**Horsham District Local Plan**' will be adopted for the period to 2036.

- 4.2 In the Local Development Scheme published in 2018, the Council indicated that it was in the process of preparing a **Gypsy and Traveller Site Allocation DPD** to ensure the needs of these communities can be met into the future. Following the recent withdrawal of a site for use by Gypsies and Travellers by the landowner, the Council was unable to complete the preparation of this document and will therefore consider how it should meet the needs of Gypsy, Traveller and Travelling Showpeople population through the Local Plan Review process.
- 4.3 The Council has recently adopted a Community Infrastructure Levy (CIL). The CIL is a charge local authorities can levy on most types of new development in their areas based on the size, type and location of development proposed to ensure that the necessary infrastructure required for the delivery of the plan. It will be necessary to review the CIL Charging Schedule to take account of the updated Local Plan for Horsham District Council.
- 4.4 Chart 1 below sets out the stages of production of the Local Plan and the review of the CIL charging schedule over the next three years. More detail is provided in Appendix 1; giving an overall profile of the HDPF and other existing adopted Local Development Documents (LDDs) together with the programmed new documents outlined in the paragraphs above. The LDS will be monitored each year through the AMR, and the LDS will be updated to reflect the rolling review process or to incorporate any changes that may arise, for example as a result of changes to national planning guidance.
- 4.5 In addition to development plan documents prepared by Horsham District Council, legislation (introduced by the Localism Act 2011) now enables local communities to prepare Neighbourhood Plans. Neighbourhood Plans, which are successful at Examination and are agreed by the local community at a Referendum, come into force as part of the statutory development plan. They must be 'made' by Horsham District Council within 8 weeks of the referendum except in exceptional circumstances. Once Neighbourhood Plans have lawful development plan status they are used, together with DPDs prepared by Horsham District Council, to make decisions on planning applications.
- 4.6 The Council will work with parishes to facilitate the preparation of **Neighbourhood Plans**. The progress of the production of Neighbourhood Plans will be monitored and reported in the AMR. The most recent status of progress toward neighbourhood plans in the District is set out on the Council's website and can be viewed from this link <https://www.horsham.gov.uk/planning/neighbourhood-planning/advice-notes-and-forms>
- 4.7 In addition to Development Plan Documents and Neighbourhood Plans, Supplementary Planning Documents (SPDs) are in some cases necessary to amplify and aid the delivery of certain policies. A list of existing adopted SPDs is contained in the AMR and reproduced here at Appendix 2.

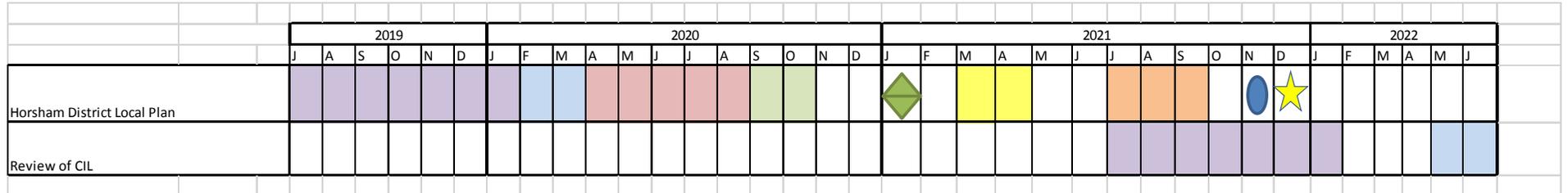
- 4.8 The Statement of Community Involvement has been kept under review and the most recent document was published in January 2018. This document is in the process of being reviewed to take account of updated Government requirements, and an updated document is programmed for consultation in September 2019.
- 4.9 Background evidence documents are produced to assist in the preparation of a local plan. These can be viewed on the Council's website and are also available for public inspection at the Council's offices.
<https://www.horsham.gov.uk/planningpolicy/planning-policy/background-documents>
- 4.10 The Council's *Corporate Plan 2016 -19* gives a clear direction and focus on where the Council's priorities lie. The plan identifies four priority themes for the Council, which are:
- Communities - Support our communities
 - Economy - Improve and support the local economy
 - Efficiency - Great value services
 - Environment - Manage our natural and built environment

This document can be viewed on the Council's website:

<https://www.horsham.gov.uk/financeandperformance/finance-and-performance/corporate-plan-2016-19>

- 4.11 Other organisations' documents, such as the County Transport Plans and the LEP, which are not formal planning documents will influence and be influenced by the local plan.

Chart 1



Key

Evidence Gathering	█
Regulation 18 / Early Consultation	█
Regulation 19 preparation	█
Proposed Submission and Period for Representation	█
Submission	◆
Examination	█
Main Modifications	█
Inspector's Report	●
Adoption	★

5. Saved Planning Policy Documents

5.1 In addition to the Horsham District Planning Framework, some older adopted planning documents were not replaced when the HDPF was adopted, and the following adopted Planning Policy documents remain part of the development plan

- Site Specific Allocations of Land (2007) DPD
- West of Bewbush Joint Area Action Plan (2009) DPD

These documents will be used by the Council to determine applications in accordance with the 'development plan' for the District.

Appendix 1 sets out a profile of those existing adopted documents.

5.2 Supplementary Planning Documents (SPDs) and other supplementary planning guidance that has been adopted will also continue to be considered in the development proposals.

6. Monitoring and Review

6.1 The preparation of planning documents will be monitored on an annual basis for the period between the 1 April and the 31 March. Each year an Authority Monitoring Report (AMR) is produced that:

- Sets out how the Council is performing against the timescales set out for that year in the LDS, giving reasons if any Local Development Document is behind the timetable set out in the LDS;
- Provides information on the policy indicators set out in the Local Development Documents, which will help to assess the success of individual policies;
- Identifies whether any Local Development Documents need to be reviewed, in order to update or alter policies, or whether any new Local Development Documents are required, or if any can be deleted from the LDS;
- Provides a progress report on the delivery of housing, including reference to the housing trajectory;
- Includes a list of background and supporting documents and identifies if further updated background or supporting information is required; and
- Guides the annual revision of the LDS.

6.2 The AMR is agreed by the Council and made publicly available. It can be found on the website at <https://www.horsham.gov.uk/planningpolicy/planning-policy/annual-monitoring-report>

7. Resources

- 7.1 The Council has a strategic planning team, within the Directorate of Place, which deals with the production and review of the local plan. The Head of Strategic Planning has overall responsibility for Local Plan preparation. The policy team comprises a Team Leader, two Senior Planning Officers, and two Planning Officers. Neighbourhood planning support is provided in addition. Local Plan preparation is also supported by the Principal Planning Officer (Projects) who is responsible for a small team of specialists, including a Landscape Architect and Conservation Officer who also contribute to the process of plan preparation.
- 7.2 The expertise of other appropriate members of staff and teams across the Council may be called upon to assist in the preparation of the Local Plan. This includes technical support to aid the development of specific policies, plans and strategies together with communications support. These include staff within Development Management, Economic Development, Leisure, Housing Services and Communications.
- 7.3 Officers from West Sussex County Council (including officers responsible for transport matters and other infrastructure requirements including school provision) will be contributors to some of the documents, particularly with regard to providing background and supporting information, monitoring intelligence and advice on environmental and sustainability aspects.
- 7.4 Expert consultants may be used to assist in producing various elements of the technical background work where either the necessary expertise is not available within the Council or insufficient capacity exists to be able to bring forward the necessary work within the required timescale.
- 7.5 An indication of the resource implications of each of the Local Development Document is given in the Local Development Document Profiles at Appendix 1.

8. Risk Assessment

- 8.1 The main areas of risk to the preparation of the Local Development Documents (LDDs) set out in this document relate to:
- *Officer resources available to deliver the LDDs* – Project management and an expert team are essential to deliver the LDDs as will ensuring the necessary resourcing to meet required deadline. On occasions, it may be necessary to consider whether additional resources are required to meet agreed timescales. Consultants may be appointed for project work. The Council has a budget for local plan production.
 - *Political decision making* – The Cabinet Member for Planning and Development seeks advice through Planning and Development Policy Development Advisory Group Meetings. This Group has a cross party membership and meets regularly. It is closely involved in the preparation of the local plan and advises the Cabinet Member for Planning and Development who is the Chairman of the group. **It is not a decision making body.** All Member seminars are also held on an ongoing basis and will provide advice and updates to all members during the preparation of the

local plan. The extent of Member involvement in the preparation of the components of the local plan minimises the risk of proposals reaching Council for approval, which are contrary to a majority of Council membership.

- *Capacity of the Planning Inspectorate (PINS) and other outside agencies* – The resourcing of these bodies is outside this Council's control. The LDS, correspondence and meetings will however ensure that they are fully aware of this Council's timetable. Service Level Agreements are developed between the Council and PINS to ensure that the Examination element of the development plan document timetable can be met. Statutory consultees are involved in the development of policies through early engagement as well as formal consultation. All councils in West Sussex and those in the Gatwick Diamond, Coastal West Sussex and Coast to Capital Local Economic Partnership remain committed to working together to solve cross-boundary issues as part of the 'Duty to Co-operate' process.
- *Delivery issues* - The Council is required to demonstrate how its long term planning strategy and any specific site proposals, will be delivered. However, in many instances the Council is not the responsible organisation for delivery. Delivery may also be affected by a range of different factors outside of its control, such as a rapid change to the economic climate. The Council will work closely with delivery agencies during the preparation of Local Development Documents. Where appropriate, flexibility and contingencies will be built into the strategy to cope with changing circumstances, for example issues of viability. Monitoring of policies will be used to highlight whether a review of policies, documents or the evidence base is needed to meet delivery targets.
- *Soundness of the DPDs* – The Council will minimise the risk of being deemed to have unsound DPDs by ensuring that documents are supported by a robust and proportionate evidence base. The Council will respond to requests for further information in the Examination period to provide all necessary information to the Independent Inspector.
- *Legal challenge* – The risk of legal challenge will be minimised by ensuring that the DPDs are sound, are founded on a robust evidence base, with duty to co-operate matters and community engagement that is well audited.
- *Major community/stakeholder opposition to a policy or proposal* – The risk of this occurring will be minimised by effective community and stakeholder engagement in the early stages of the DPD preparation process. However, it is considered unlikely that, despite the Council's best endeavours, consensus is reached with regard to many development proposals and that independent examination of the soundness of DPDs will be necessary.
- *Programme slippage* – The Council is committed to producing the Local Development Documents within the timescale set out in this Local Development Scheme. The contingencies detailed above are aimed at ensuring that each Local

Development Document is produced to the timescale set out in this document. Careful project management and prioritisation of resources will be required. The preparation of documents will be monitored through the AMR and if necessary, the timetables will be revised through an update to the LDS.

APPENDIX 1: LDDs PROFILES; PROPOSED AND EXISTING

DOCUMENTS PROPOSED FOR PREPARATION

Local Development Document Profile	
Title	Horsham District Local Plan
Status	Development Plan Document
Role / Subject / Content	Replaces the Horsham District Planning Framework 2015. Sets out the long-term spatial vision, objectives and strategy for the district. It provides a local plan for delivering development and the key issues for development management
Geographic Coverage	District-wide (excluding the South Downs National Park area)
Prepared jointly with other Local Authorities?	No
Current Status	Evidence gathering / Initial Regulation 18 Consultation
Chain of Conformity	National guidance (NPPF);
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>January 2017– January 2020</i>
Regulation 18 Consultation periods	<i>April – May 2018 February / March 2020</i>
Preparation of Regulation 19 (Submission documentation)	<i>April 2020 – August 2020</i>
Proposed Submission and period of representation	<i>Sept - Oct 2020</i>
Submission to Secretary of State	<i>January 2021</i>
Examination Hearings	<i>March – April 2021</i>
Proposed Main Modifications Consultation	<i>Summer 2021 if required</i>
Additional Examination Hearing	<i>Summer / Autumn 2021 if required</i>
Inspectors Report	<i>November 2021</i>
Adoption and Publication	<i>December 2021</i>

Arrangements for Production	
Lead Department	Strategic Planning
Management arrangements	PDAG/Cabinet Member for Planning and Development
Resources required	Head of Strategic Planning assisted by all members of the SP team and the Communications Team.
Community and stakeholder involvement	In accordance with SCI
Monitor and Review	Monitored annually.

Local Development Document Profile	
Title	Community Infrastructure Levy Charging Schedule Review
Status	Charging Schedule
Role / Subject / Content	Sets a Charging Schedule against which proposed development will be expected to contribute in order to bring forward Infrastructure provision to help meet the needs of new development.
Geographic Coverage	District-wide (excludes the South Downs National Park)
Prepared jointly with other Local Authorities?	No
Current Status	Not yet commenced
Chain of Conformity	Horsham District Local Plan documentation
Evidence gathering and early community and stakeholder engagement	
	<i>July – December 2019</i>
Consultation on preliminary Draft Charging Schedule	
	<i>April / May 2020</i>
Consultation on Draft Charging Schedule	
	<i>Summer 2021</i>
Submission	
	<i>Winter 2021</i>
Examination	
	<i>Winter 2021/22</i>
Receipt of Inspector's report	
	<i>Early 2022</i>
Adoption and Publication	
	<i>Early 2022</i>
Lead Department	
	Strategic Planning
Management arrangements	
	PDAG/Cabinet Member for Planning and Development /Council
Resources required	
	Head of Strategic Planning assisted by the SP team and the Communications Team.
Community and stakeholder involvement	
	Newsletters; workshops; Parish Council and technical meetings.
Monitor and Review	
	Monitored through AMR. Review will take place when monitoring highlights such a need.

ADOPTED DOCUMENTS

Local Development Document Profile	
Title	Horsham District Planning Framework
Status	Development Plan Document
Role / Subject / Content	Replaces The Core Strategy (2007) and General Development Control Policies (2007) DPD outside the SDNP. Sets out the long term spatial vision, objectives and strategy for the District. It provides a local plan for delivering development and the key issues for development management
Geographic Coverage	District-wide (excluding the South Downs National Park area)
Prepared jointly with other Local Authorities?	No
Current Status	Adopted November 2015
Chain of Conformity	National guidance (NPPF); and the Horsham District Sustainable Community Strategy.
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>Initial October 2007 – December 2008 Further work 2010 -2013</i>
Consultation on Issues and Options	<i>June – July 2009 Further consultation on Housing Numbers February – April 2012</i>
Consultation on Preferred Strategy	<i>August - October 2013</i>
Proposed Submission and period of representation	<i>April – May 2014</i>
Submission to Secretary of State	<i>August 8th 2014</i>
Pre-Hearing Meeting	<i>None held</i>
Examination Hearings	<i>November 2014</i>
Proposed Main Modifications Consultation	<i>April – May 2015</i>
Additional Examination Hearing	<i>3rd July 2015</i>
Receipt of Inspector’s report	<i>October 2015</i>
Adoption and Publication	<i>November 2015</i>
Arrangements for Production	
Lead Department	Strategic Planning and Sustainability
Management arrangements	PPAG/Cabinet Member for Living and Working Communities/Council

Resources required	Head of Strategic Planning and Sustainability assisted by all members of the SP team and the Communications Team.
Community and stakeholder involvement	Newsletters; focus groups; exhibitions; workshops; public and technical meetings.
Monitor and Review	Monitored annually. Review will take place commencing with early engagement and consultation in 2017.

Local Development Document Profile		
Title	Community Infrastructure Levy Charging Schedule	
Status	Charging Schedule	
Role / Subject / Content	Sets a Charging Schedule against which proposed development will be expected to contribute in order to bring forward infrastructure provision to help meet the needs of new development.	
Geographic Coverage	District-wide (excludes the South Downs National Park)	
Prepared jointly with other Local Authorities?	No	
Current Status	Submitted for Examination	
Chain of Conformity	Horsham District Planning Framework	
Evidence gathering and early community and stakeholder engagement		
	<i>October 2012 – April 2014</i>	
	<i>May – June 2014</i>	
	<i>May – June 2016</i>	
Production	Consultation on proposed modifications	<i>November – December 2016</i>
	Submission	<i>November 2016</i>
	Examination Hearing	<i>Not required</i>
Adoption	Receipt of Inspector's report	<i>February/March 2017</i>
	Adoption and Publication	<i>April 2017</i>
Lead Department		
	Strategic Planning and Sustainability	
Management arrangements		
	PDAG/Cabinet Member for Planning and Development /Council	
Resources required		
	Head of Strategic Planning and Sustainability assisted by all members of the SP team and the Communications Team.	
Community and stakeholder involvement		
	Newsletters; workshops; Parish/Neighbourhood Council and technical meetings.	
Monitor and Review		
	Monitored through AMR. Review will take place when monitoring highlights such a need.	

Local Development Document Profile		
Title	Site Specific Allocations of Land (2007)	
Status	Development Plan Document	
Role / Subject / Content	Sets out site specific allocations for development, including any requirements of the development. Sites are identified on the Policies Map	
Geographic Coverage	District-wide	
Prepared jointly with other Local Authorities?	No	
Current Status	Adopted November 2007	
Chain of Conformity	Horsham District Core Strategy (2007)	
Timetable		
Evidence gathering and early community and stakeholder engagement	<i>October 2002 – April 2004</i>	
	<i>June – July 2004</i>	
Production	Consultation on Issues and Options	
	Public participation on Preferred Options	<i>February – March 2005</i>
	Prepare Submission Draft	<i>April – September 2005</i>
	Submission to Secretary of State and public consultation period	<i>November 2005 – February 2006 (includes consultation on alternative sites and boundary changes)</i>
Examination	Pre-Examination consideration of representations	<i>January 2006 – March 2007</i>
	Pre-Examination Meeting	<i>April 2007</i>
	Examination Hearing	<i>June - July 2007</i>
Adoption	Receipt of Inspector's binding report	<i>September 2007</i>
	Adoption and Publication	<i>November 2007</i>
Arrangements for Production		
Lead Department	Strategic and Community Planning	
Management arrangements	Local Development & Transport Advisory Group/Cabinet Member for Strategic Land Use Planning/Council	
Resources required	LDF Project Manager assisted by all members of the SCP Department and the Graphics Technician	
Community and stakeholder involvement	Newsletters; focus groups; exhibitions; workshops; public and technical meetings.	
Monitor and Review	The document will be monitored annually and will be reviewed when the monitoring highlights such a need.	

Local Development Document Profile	
Title	West of Bewbush Joint Area Action Plan (2009) DPD
Status	Development Plan Document
Role / Subject / Content	A masterplan to include detailed objectives, community and infrastructure provisions and disposition and phasing of land uses, developing the Core Strategy policy approach, for the Strategic Development Location West and North West of Crawley comprising at least 2500 homes, commercial development, infrastructure & facilities.
Geographic Coverage	Land west and north-west of Crawley
Prepared jointly with other Local Authorities?	Yes – Crawley Borough Council
Current Status	Adopted
Chain of Conformity	Horsham District Core Strategy (2007)
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>May 2005 – June 2007</i>
	Consultation on Issues and Options <i>September – November 2006</i>
Production	Public participation on Preferred Options <i>September – October 2007</i>
	Prepare Submission Draft <i>November 2007 – February 2008</i>
	Submission to Secretary of State and public consultation period <i>May – July 2008 (includes consultation on alternative sites and boundary changes)</i>
Examination	Pre-Examination consideration of representations <i>June – August 2008</i>
	Pre-Examination Meeting <i>October 2008</i>
	Examination Hearing <i>January - February 2009</i>
Adoption	Receipt of Inspector's binding report <i>April 2009</i>
	Adoption and Publication <i>July 2009</i>
Arrangements for Production	
Lead Department	Strategic and Community Planning Department, Horsham District Council and Forward Planning Section, Crawley Borough Council
Management arrangements	Joint Officers Board/ Technical Working Groups/ Joint Member Steering Group/both authority's Executive/Cabinet and Council. NB. Crawley Borough Council's Executive agreed Issues and Options document.
Resources required	Joint Officers Board and Graphics Technician, Horsham District Council. External resources are likely to include West Sussex County Council and as part of the Technical Working Group: - stakeholders, landowners, organisations and companies.
Community and stakeholder involvement	Consultation will be undertaken in accordance with both authorities' Statements of Community Involvement.

Monitor and Review	The document will be monitored annually to ensure that the masterplanning objectives and principles are being met and will be reviewed when the monitoring highlights such a need.
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APPENDIX 2: ADOPTED AND PROPOSED SUPPLEMENTARY PLANNING DOCUMENTS

- Heath Common Village Design Statement SPD 2018
- Planning Obligations and Affordable Housing SPD, September 2017
- Nuthurst Village Design Statement SPD, May 2017
- Billingshurst Village Centre SPD, March 2017
- Shipley Parish Design Statement SPD, 2013
- Pulborough Parish Design Statement SPD, 2013
- Horsham Town Plan SPD, 2012
- Southwater Parish Design Statement SPD, 2010
- West of Horsham Design Principles and Character Areas SPD, 2009
- Brinsbury Centre of Rural Excellence SPD, 2009
- Rudgwick Parish Design Statement SPD, 2009
- Billingshurst Parish Design Statement SPD, 2009
- Henfield Parish Design Statement SPD, 2008
- Warnham Parish Design Statement SPD, 2008
- Horsham Town Design Statement SPD, 2008
- West of Horsham Masterplan SPD, 2008
- Storrington Old Mill Drive Diamond Planning Brief SPD, 2008

Appendix 3 - Glossary of Terms

Authority (Annual) Monitoring Report (AMR)

A report produced by the Council annually to review the progress made against targets and the performance of policies. The monitoring period is 1 April to 31 March for each monitoring period.

Area Action Plans

Area Action Plans are used to provide the planning framework for areas where significant change or conservation is needed. A key feature of Area Action Plans will be the focus on implementation. They will deliver the planned 'growth' areas and resolve conflicting objectives in the areas subject to the major development pressures.

Development Plan

The Statutory development plan is the starting point for the consideration of planning applications for development or use of land.

Development Plan Document (DPD)

The local planning documents which made up the Local Development Framework and now the Local Plan.

Duty to Cooperate

Alongside the production of DPDs, the council undertakes work with adjoining authorities in accordance with the Duty to Co-operate. This work addresses policy areas that have implications for cross-boundary working including housing, employment, gypsies and travellers, and transport. For the purposes of the Local Plan this duty is demonstrated through a statement of common ground.

Horsham Community Partnership – Community Strategy/ Action Plan

The documents produced by the Horsham Community Partnership. The Community Strategy outlines the needs and priorities of the community and shapes the activities of the organisations within the partnerships to fulfil those needs and priorities. The Action Plan identifies the short-term activities and priorities to achieve the visions in the strategy.

Independent Examination

This is a form of inquiry into the Development Plan Documents. The purpose is to consider if the Development Plan Document is sound; also to consider whether the Statement of Community Involvement is sound. An inspector will be appointed by the Secretary of State to conduct the examination.

Issues and Options

This is a non-statutory stage in which the Council chose to bring possible issues and options for the District into the public domain, in order to generate responses to aid the development

of the best possible 'Preferred Strategy', leading to a 'Proposed Submission' document, which is a statutory stage of the local plan preparation for the District.

Local Development Documents (LDDs)

The suite of documents prepared by Local Authorities, which make up the Local Development Framework and now referred to as the Local Plan. These documents include the Statement of Community Involvement, Development Plan Documents (the Local Plan, Site Allocations, Area Action Plans, Policies Map) and Supplementary Planning Documents.

Local Development Framework (LDF)

The Local Development Framework is not a statutory term and is no longer a title used. It grouped together Local Development Documents in the form of a portfolio / folder, which collectively delivered the spatial planning strategy for the local planning authority's area. The LDF comprised Local Development documents and Supplementary Planning Documents (SPDs). The LDF also included the Statement of Community Involvement, the Local Development Scheme and the Authority Monitoring Report (AMR). The phrase LDF has now been replaced through Government changes, now being referred to as a Local Plan. The Local Plan in Horsham District is the Horsham District Planning Framework.

Local Development Scheme (LDS)

This is a public statement of the Council's programme for the production of the local Development Documents. The scheme will be revised when necessary. This may either be as a result of the Authority Monitoring Report, which should identify whether the Council has achieved the timetable set out in the original scheme or if there is a need to revise and / or prepare new development plan documents.

Local Plan

Local Plans set out a vision and a framework for the future development of the area, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure – as well as a basis for safeguarding the environment, adapting to climate change and securing good design for the area they cover. They are a critical tool in guiding decisions about individual development proposals. Local Plans, together with any neighbourhood plans that have been made, are the starting point for considering whether applications can be approved. It is important for all areas to put an up to date Local Plan in place to guide positively considered development decisions.

Neighbourhood Development Plan (NDP)

Community-based document, which may be initiated by Parish or Neighbourhood Forums. They are ultimately adopted by the Council as part of the development plan. Plans must be prepared to be in general conformity with the Local Plan, which is currently the HDPF.

Preferred Strategy

This stage of preparing Development Plan Documents is part of 'early involvement' and takes into account the communities comments, having regard to them in the next stage which is the 'Proposed Submission' Development Plan Document. The intention is to provide sufficient information to ensure that people can understand the implications of the Preferred Strategy. The aim of the formal public participation on the Preferred Strategy stage is to give people the opportunity to comment on how the local planning authority is approaching the preparation of the particular Development Plan Document and to ensure that the Council is aware of all possible options before it prepares the final 'Proposed Submission' Development Plan Document which is the next stage in the process.

Spatial Planning

Spatial planning goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and programmes, which influence the nature of places and how they function. This will include policies which can impact on land use, for example, by influencing the demands on or needs for development, but which are not capable of being delivered solely or mainly through the granting of planning permission and may be delivered through other means.

Statement of Community Involvement

This sets out the standards which the plan making authority intend to achieve in relation to involving the community in the preparation, alteration and continuing review of all Local Development Documents and planning applications. It also sets out how the local planning authority intends to achieve those standards. A consultation statement showing how the local planning authority has complied with its Statement of Community Involvement will be required for all Local Development Documents.

Statutory Organisations

Organisations the Local Authority is required to consult with at consultation stages of the preparation Local Development Documents.

Submission Stage

The final stage in preparation of Development Plan Documents (DPD). The documents are sent to the Secretary of State and an Independent Examination will be held. Following the successful completion of this process, the DPD may be adopted by the Council.

Supplementary Planning Documents (SPDs)

Supplementary planning documents may cover a range of issues, both topic and site specific, which may expand policy or provide further detail to policies in a Development Plan Document where they can help applicants make successful applications or aid infrastructure delivery.

Sustainability Appraisal (SA)/ Strategic Environmental Assessment (SEA)

It is a legal requirement that certain documents (e.g. Local Development Documents) are assessed to ensure that they maximise their contribution to sustainable development. This is

achieved by carrying out a process usually referred to as Sustainability Appraisal. This process measures the effect a document will have on a range of social, environmental and economic issues and suggests measures that would help improve the sustainability of a plan.

Report to Cabinet

25 July 2019

By the Cabinet Member for Environment, Recycling
and Waste

DECISION REQUIRED

Not Exempt



**Horsham
District
Council**

Bulky Waste Collections Service

Executive Summary

In 2015, Horsham District Council awarded a Bulky Waste Disposal collection contract to local charity, Horsham Matters, in order to fulfil its statutory waste function. Our service allows residents to dispose of items such as furniture, white goods (large electrical goods) and other portable household items for a reasonable service charge. Prior to arranging the collection of any items through this service, the Council's contact centre make certain that customers are aware of the local free re-use services that are available as this helps promote waste prevention and re-use principles of the waste hierarchy. The Council's website also promotes these services as well as our own.

<https://beta.horsham.gov.uk/waste-recycling-and-bins/large-item-collection>

Once collected by Horsham Matters, any furniture and electricals can be assessed for re-use and any repairs undertaken prior to low cost resale benefiting families that may be in lower income brackets or in receipt of housing benefit. In addition to this, where re-use is not an option the items are recycled through the County Council's recycling infrastructure. The arrangement with Horsham Matters meets the Council's Environmental policies which encourages re use and recycling wherever practicable.

The contract with Horsham Matters expired on 31 March 2019. In preparation for a new tendering exercise, the Council has agreed an exemption from a procurement exercise for a period of one year during which a range of service improvements can be made that will benefit the contract specification related to any new tendering process. During this period both Horsham District Council and Horsham Matters will work in partnership allowing charitable support networks to continue providing support to those in vulnerable groups such as rough sleepers and families in low income brackets. Horsham Matters provide night shelters for the homeless and foodbanks and part of the funding for these invaluable community support mechanisms comes from the contract payments of the bulky waste service

With regard to service charges levied by the Council, a single item attracts a fee of £17 with a second or subsequent item collected for £12. Currently those in receipt of varying levels of benefit support are eligible for either a reduction in charge or a free service. The service charges have not been reviewed since 2015. The report recommends changes to charges in order to cover the increased operating costs of Horsham Matters. The Council's operating costs will remain unchanged. The revised charges will create a sustainable collections service and help Horsham Matters to continue their invaluable work in the District.

Cabinet is therefore asked to agree the recommendations outlined in order to allow statutory obligations to be discharged providing a service supported by way of a reasonable charge.

Recommendations

Cabinet is recommended to:

- i) Approve a single item charge of £20 and subsequent items at £14.
- ii) Approve a 50% discount available to those in receipt of benefits.
- iii) Continue a free of charge service for those in receipt of benefits over the state Pension age.

Reasons for Recommendations

- i) The Council can continue to provide a bulky waste reuse and recycling programme
- ii) The Council needs to introduce a revised charging structure that will allow a sustainable service to be provided. The proposed charges are in line with neighbouring authorities and they still represent a reasonable charge for service.
- iii) The revised discount of 50% takes in to account individual financial circumstance, offering a comparable discount to that offered by other neighbouring authorities
- iv) The free of charge service offered to those in receipt of benefits who are of state pension age remains unchanged.

Background Papers

Delegated Authority April 2014

The Cabinet Member responsible for Waste and Recycling at the time agreed to the revised service delivery model undertaken by Horsham Matters as part of a trial, which was successful, secured by way of a contract. The delegated authority paper dated 10 April 2014 sets out the agreement and financial instruments.

Circular Economy Package

In practice, a circular economy implies reducing waste to a minimum as well as **re-using, repairing, refurbishing** and **recycling** existing materials and products.

The Controlled (Waste) Regulations 2012

The Controlled (Waste) Regulations 2012 allows the Council to make a reasonable charge for the collection of items that may be considered large and impractical to place in a 140 litre household waste bin or for any resident to undertake transport and disposal themselves.

Environmental Protection Act 1990 Specifies all waste collected by Waste Collection Authorities under s45 (1) and s46 which gives Councils the authority to stipulate the bin size and frequency of collection.

Wards affected: All Wards

Contact: John McArthur 01403 739388.

Background Information

1 Introduction and Background

The Council is obliged under Section 45 of the Environmental Protection Act 1990 (EPA 1990) to collect Household waste. Under the Controlled Waste Regulations 2012, the Council can apply a reasonable charge for collecting items that are either in excess of 25kgs or of an irregular shape or size which cannot be contained in the standard 140 litre residual waste bin. This service is commonly described as a Bulky Waste collection Service.

The Council is required to provide a Bulky Waste service to its residents by way of statutory obligation under s45 of the EPA 1990. The Controlled Waste Regulations 2012 allows a reasonable charge to be levied for provision of this service enabling residents to dispose of large items of furniture and white goods that might otherwise be deemed too large to fit in the standard 140 litre residual waste container or to transport to the nearest Household Waste and Recycling Site (HWRS). In order to comply with the circular economy package and waste hierarchy, it is good practice to reuse some of the materials being disposed of by residents where there is value in doing so. The Council has enjoyed a successful partnership with Horsham Matters. Since 2015 service operating costs have risen and therefore the Council needs to reflect this by way of revised collection charges in order to provide a sustainable collections model.

- 1.1 In 2014, the Council asked for expressions of interest from charities operating within the district to run the Bulky Waste and Re-use programme. Given the lack of interest expressed by nationally established charities operating in the district and with only one bid, the Council agreed to a trial with Horsham Matters which after a 6 month period was consolidated by way of a 4 year contract which ended on 31 March 2019.
- 1.2 Given the need to review the contract specification, a procurement exemption has been approved for a period of one year giving the Council the opportunity to work with Horsham Matters to review how the service can be delivered more efficiently and to develop a financially sustainable contract. Our internal review will also look at future improvements to modernise and make it more customer focused. This will review options for online booking, more efficient routes and confirmation of pick up by text and / or email.
- 1.3 By doing this, the Council can fulfil the requirement to provide a Bulky Waste disposal service, ensure some reuse of items otherwise destined for disposal and support families that may be in lower income brackets or in receipt of housing benefit by making second hand furniture and white goods available for reuse at low cost.
- 1.4 The Council will make a payment to Horsham Matters for each item that they collect, which will allow the charity to continue to provide support to groups who are considered as vulnerable within the community whilst the Council reviews the service delivery model.
- 1.5 The provision of a bulky waste service also helps reduce fly tipping and although this is a paid for the service, the charges are not considered unreasonable. They also compare favourable when benchmarked against neighbouring authorities. Where incidents of fly tipping have increased in the district, evidence would suggest these are in relation to commercial waste rather than domestic waste. The Council has also taken a robust to targeting this blight by employing an enforcement officer and

deploying covert CCTV where required. This approach is starting to generate results.

2 Relevant Council policy

- 2.1 The Council has a duty to provide this service in its basic form as a collection arrangement. However given that Horsham District Council has statutory recycling targets to consider, a reuse and recycling programme overlaps with the Council's general environmental policies as well. The Council's corporate plan includes reference to environmental targets and the need to create clean spaces.
- 2.2 The Council also supports vulnerable groups through its work with local charities such as Horsham Matters. In addition, the charity support programme creates employment for Horsham Matters some of whom are ex - services personnel which is a desirable outcome within corporate policy.

3 Details

- 3.1 The Council is responsible for delivering a Bulky Waste service to residents as a basic service model. The provision of service attracts a charge for collection of any items. The service delivery model and associated cost to the Council to provide the service has not been reviewed for a number of years. At present Horsham District Council offers a service with charges that do not cover costs and are low compared with other neighbouring authorities. The recommendations with regard to service charges will allow the Council to provide a sustainable service based on the actual costs associated with service provision as a whole. The charge for service should be reasonable.
- 3.2 The current charge for service for a single item is set at £17 with second and subsequent items charges at £12 per item. If residents have reached state pension age with full benefits then the service is free of charge or for those who receive benefits then a 65% reduction is applied.
- 3.3 In order to cover costs, the recommendations raise charges for a single item to £20 and any second and subsequent items to £14 per item in order to run a sustainable collections model.
- 3.4 For those receiving benefits, a reasonable discount is set at 50% and those who are of state pension age and on benefits, the free service would remain unchanged.

4 Next Steps

- 4.1 The Council has started the service review which will continue examining how the service can be improved in terms of efficiency and customer experience at the same time providing the statutory function required in law.
- 4.2 A Cabinet report will be drafted to outline any proposal related to the tendering a new contract once a revised contract specification has been drawn up.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 The Cabinet paper was reviewed by the Senior Leadership Team (insert date) 2019 who agreed the temporary provision for a period of a year. The **Policy Development Advisory Group** ('PDAG') supported the proposal to increase charges.
- 5.2 The Councils Monitoring Officer and the Director of Corporate Resources have both been consulted to ensure legal and financial probity.

6 Other Courses of Action Considered but Rejected

- 6.1 No increase in price could be applied. However, this would not result in a sustainable collections service.
- 6.2 The prices could be raised higher than the current proposals to ensure that the service breaks even. This has been rejected as the prices charged have to be considered reasonable.

7 Resource Consequences

- 7.1 The revised charges are set out in Appendix A which will allow the Council to provide a sustainable collections, re-use and recycling model for bulky waste. Comparisons with other authorities are set out in Appendix B. Further Appendix C (exempted available upon request)
- 7.2 The Director of Corporate Resources has been consulted.

8 Legal Consequences

- 8.1 The Council has a duty to collect household waste described in Section 45 of the EPA 1990 to include items over 25kgs as well as odd sized items that cannot fit in the standard 140 litre wheeled bin under the Controlled Waste Regulations 2012.

9 Other Considerations

- 9.1 The change to the fees has taken into account Human Rights, Equality & Diversity and sustainability. An Equalities Impact Assessment has been completed.
- 9.2 The proposal allows a more sustainable financial model to be developed which promotes the work undertaken by HM who provide shelter for the homeless, provide food banks and are a key partner for the Council assisting vulnerable people.

Number of Items	Current Price	New Proposed price as of 1 September 2019
1st Item	£17.00	£20.00
2nd or more items (per item)	£12.00	£14.00

Criteria Applied	Receiving Benefits - 65% Discount Receiving Benefits/ State Pension Age
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Year	Total requests for service	Benefits 65% discount	Benefits /State Pension Age (Free Collection)
2017-18	2,116	206	275
2018 -19	2,389	177	241

Bookings for 2018/19 as a whole of risen by 11.4 % from 2,116 to 2,389 which may be partly down to the restricted hours of operation at the West Sussex County Council run Household Waste Recycling Sites . The number of requests for service fluctuates year on year and it is difficult to attribute any particular reason for the variations. In 2016/17 the number of requests for service totalled 2,400.

Cost vs Income & Benefits Discount	Actual costs including contract payments 2018/19	Income 2018/19	Net Balance
	£48,120	(£ 47,000)	£1,120
Estimated costs including contract payments 2019/20	Estimated income 2019/20	Net Balance	
£61,000	(£63,900)	(£2,900)	
Item	Benefit Discount 65%- current charge	Benefit Discount 50% - new charge	Differential
Single Item	£5.95	£10	£4.05
2 nd Item	£4.20	£ 7	£2.80

Appendix B

Authority Name	Type of collection	Price
Mid Sussex District Council	Large item	£20.00
	Small Item	£10.00
	Large Electrical	£25.00
	Small Electrical	£15.00
	Benefits	50% discount
Chichester District Council	1st Item	£27.00
	Additional items (per item)	£16.00
Adur & Worthing Council	Category 1 (up to 3 Items)	£44.00
	Category 2 (up to 6 Items)	£72.00
	Category 3 (up to 12 Items)	£115.00
Arun District Council	Standard price list	Range from £26- £53.50 per item
	OAP price list	Range from £18.50- £35.00 per item
Crawley Borough Council	All items	From £26.60
	White goods	From £29.40
	Benefits	1 free collection p.a up to maximum amount of £42.20

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Report to Cabinet

25 July 2019

By Cabinet Member for Local Economy and Parking



DECISION REQUIRED

Not Exempt

Explore the Market Towns: Go Digital – Signage Project: Approval of a supplementary capital budget

Executive Summary

On 2 July 2019 Cabinet Member for Local Economy and Parking approved the award of a contract for the supply and installation of 'digital signage' subject to the submission and approval by Cabinet and Council of the raising of a supplementary capital estimate.

This report seeks approval for a supplementary capital budget of £112,664, within year, and meet residual project resourcing requirements of £59,386 to supplement the LEADER grant award of £53,278.

The LEADER scheme is part of the Rural Development Programme for England (RDPE) which is managed by the Rural Payments Agency and funded by the European Agricultural Fund for Rural Development.

Recommendations

For Cabinet to:

- i) To recommend to Council that a supplementary capital budget of £112,664 is approved for the project.

Reasons for Recommendations

- i) To enable the successful delivery of the rural car-parks digital signage project.

Background Papers

1. Cabinet Member for Local Economy and Parking contract award report 2 July 2019.
2. LEADER digital signage grant submission

Wards affected: Billingshurst, Chantry, Cowfold/Shermanbury/West Grinstead, Denne, Henfield, Pulborough/Coldwatham/Amberley, Steyning & Ashurst and Storrington & Washington.

Contact: Clive Burley, Corporate Project Manager, 01403 215 236.
Clive.Burley@horsham.gov.uk

Background Information

1 Introduction and Background

- 1.1 A LEADER application was made in 2018 and funding approved totalling a grant of £53,278 to provide interactive tourist digital signage kiosks in the District's rural car parks. The estimated overall cost of the rural carparks digital signage is £112,664. Match funding by way of a supplementary capital budget of £59,386 is required to fully deliver the project.
- 1.2 The Horsham District Visitor Economy Strategy 2017 highlights that although there is much on offer in the District, there is a lack of coherent and comprehensive information about how to access the tourism offer for the casual visitor.
- 1.3 The District Council has a responsibility for the economic prosperity across the District. One of the key objectives of the Strategy is to provide a consistent and high quality welcome to our visitors. Currently visitor information across the rural car parks is out of date or in a state of disrepair and does not provide the welcome we need. People now access information digitally and the traditional information boards become quickly out of date and require printed hard copies to be manually updated at each location. This project will provide a digital welcome in our rural car parks including up to date visitor information: where to stay, what's on, local landmarks, walks and heritage as well as car parking and local business information.
- 1.4 The LEADER bid was developed in conjunction and with the support of the Parish Councils and local Community Partnerships.
- 1.5 An additional kiosk is proposed for the lobby to the Forum Multi Storey Car Park (MSCP), which is to be separately funded from Parking Services budget for 2019/20, forming part of the proposed new MSCP 'Welcome Zones' initiative.

2 Relevant Council policy

- 2.1 Corporate Plan 2016-19: Economy – Improve and support the local economy.
- 2.2 Efficiency: Great value services – Working closely with Community and Voluntary Sector partners to develop projects and deliver efficient and effective services

3 Details

- 3.1 An audit of our tourist information provision across the rural parts of the District was undertaken in 2017 as part of the research for the Visitor Economy Strategy development. This identified that the existing provision was severely below the standard that the Council would aspire to. The work undertaken during development of the Visitor Economy Strategy highlighted the need to encourage visitors to stay longer and spend more.
- 3.2 The District Council is now embarking on a refurbishment programme of the rural car parks and it is proposed to remove the old tourist information signs as part of this programme. The refurbishment programme represents an opportunity to move forward and provide information in a format that improves the visitor experience. The timing of this project is perfect to complement the car parks refurbishment programme.

3.3 The proposed 'kiosk' locations are as follows:

1. Billingshurst - 6 Bells
2. Billingshurst - Station Forecourt (Subject to Network Rail confirmation)
3. Pulborough - Lower Street
4. Storrington – North Street
5. Storrington – Ville Rest (Old Mill Drive)
6. Steyning – Newman's Gardens
7. Steyning – High Street
8. Steyning – Fletchers Croft
9. Henfield – High Street
10. Henfield – Coopers Way
11. Cowfold – Playfield and additionally:
12. The Forum (MSCP)

3.4 The digital 'Kiosks' will allow for the efficient central management and consistent high quality presentation of all information in an easily accessible format using a web based editing platform. Content is being developed in conjunction with local Parishes and Community Partnerships and will cover areas such as local points of interest; village maps; walking and cycling routes; local businesses, what's on; where to stay; cultural and heritage information; BBC live weather and wider District attractions. More information and links to other relevant content can be provided than a single poster and can be updated as and when necessary.

4 Next Steps

4.1 Approval of the supplementary capital budget will allow the project to proceed with an order placed for the manufacture and delivery of the 'kiosks' prior to installation, configuration and testing in October 2019.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

5.1 The Local Economy and Parking Policy Development and Advisory Group agreed in principle with the request for a supplementary capital estimate at its meeting on 10 July 2019.

5.2 Relevant Parish Councils and Community Partnerships were consulted in 2018 on the proposals to provide new digital information screens and subsequently provided confirmatory letters of support which formed part of the LEADER bid.

5.3 A workshop was held with all interested Parish Councils and Community Partnerships on 30 May 2019 to update on progress and to work in partnership to generate the digital information content for each location.

5.4 The comments of the Monitoring Officer and the Director of Corporate Resources are incorporated in this report.

6 Other Courses of Action Considered but Rejected

6.1 Do Nothing: This would not meet the aspirations of the Visitor Economy Strategy or the Rural Car parks upgrade programme.

6.2 Replace existing cabinets like for like: This would not be a prudent investment and still require hard copy information to be printed and manually replaced in each location.

Information would be limited and not reflect the wealth of tourism opportunities on offer.

7 Resource Consequences

7.1 The Digital Signage contract will incur the following expenditure.

	Item	Cost	Funding - External	Funding - Internal
1	Supply 11 No. 49" Kiosks	£66,374	(£53,278)	£13,096
2	Installation Works	£37,490		£37,490
3	Enabling Works	£4,300		£4,300
4	Contingency	£4,500		£4,500
	Sub-total Rural	£112,664	(£53,278)	£59,386
	Supply 1 No. 49" kiosk – Forum MSCP	£6,034		£6,034
	Forum MSCP Install costs	£3,250		£3,250
	Sub-total Forum	£9,284		£9,284
	Grand total	£121,948	(£53,278)	£68,670

7.2 The Forum Multi Storey Car Park 'kiosk' is to be funded from within existing Parking Services budgets in 2019/20 for the provision of 'Welcome Zones'.

7.3 An additional supplementary capital estimate of £112,664 is required to meet the rural car parks signage requirements.

8 Legal Consequences

8.1 The Constitution requires Council to approve supplementary budgets.

9 Risk Assessment

Risks description	Risk Probability	Risk Impact	Risk Mitigation
Electricity Supply inadequate	Low	High	Supply will be identified and checked at each location prior to contracting with supplier.
Wi-Fi or 4G signal inadequate	Medium	High	The connection and signal strength will be checked at each location prior to installation. Fibre broadband connection provides an alternative solution.
Software/Hardware Malfunction	Low	Medium	References on reliability will be sought from supplier. Kiosks under 3 year warranty.
Vandalism	Medium	Medium	Kiosk casing made of corrosion protected mild steel with IP65 weather proof rating; Thermally toughened glass front.

10 Other Considerations

10.1 There are no significant consequences of this proposed digital signage project in respect of Human Rights; Equality & Diversity and Sustainability. The provision of signage with the promotion of tourism and related business should support a more sustainable rural economy.

49" Outdoor Freestanding Digital Posters



Direct Sunlight Readable

Designed for the challenge of direct sunlight, these displays use commercial grade ultra high brightness panels (2,500 cd/m²); up to 10 times brighter than a domestic television.



2,500cd/m²

Weatherproof

Designed with a robust, corrosion protected, outer casing to give protection from the elements. The outer casing has an IP65 rating which means it keeps out airborne swarf, dust and other particles as well as being protected from any wet weather conditions.



Protection from the weather!

Vandalproof

The enclosure is made from mild steel as well as having a thermally toughened glass front. Controls and inputs are also hidden and not accessible to passers-by to avoid tampering.



5mm Tough Glass



Advanced Temperature Control System

The internal airflow system keeps your screen running at the optimal temperature regardless of the external conditions to maximise the life of your product. Built in air-conditioning can be tailored to allow the display to work in any climate.



50°
-20°

Operating Temperature

Other Features

IP65 Rated Sturdy Enclosure

An IP65 rating means that display is able to withstand all wet weather conditions and also keeps out airborne dust.

IP65

- 6** Dust Resistance
Protected against dust that may harm equipment.
- 5** Water Resistance
Protected against water spray from all directions.



Easy Maintenance

The screen is designed to allow for easy front access using hydraulic cylinders when maintenance is required.



Anti Reflective Glass

The front glass face is specially treated which helps to diffuse direct sunlight making the display easily readable in bright weather conditions.



Plug and Play

Plug and Play is the most straightforward way to upload content to the screen. Simply load images and videos onto a USB stick, insert into the display, wait for your content to copy over and then remove. Your images and videos will now play in a continuous loop.



Ambient Light Sensor

The display has a light sensor that changes the screen's brightness depending on the ambient light ensuring the most suitable brightness at any time of the day.



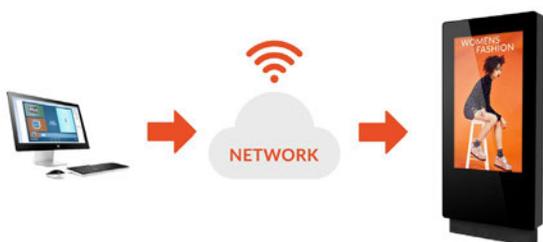
Internal Locker

Should you need connect the screen to an external source, like a PC or media player, you can use the HDMI input or the VGA and 3.5mm audio jack inputs and hide the player inside the internal locker.



Optional Network Upgrade

For a small charge you can upgrade your screen to be networked, allowing you to connect your screen via Wi-Fi, LAN or 4G, then remotely update it over the internet.



Hardware Modifications

These displays can be adapted in a variety of ways including a touch screen upgrade and the integration of a 4G module or camera.



Key Features



2,500 CD/M²
SUNLIGHT READABLE



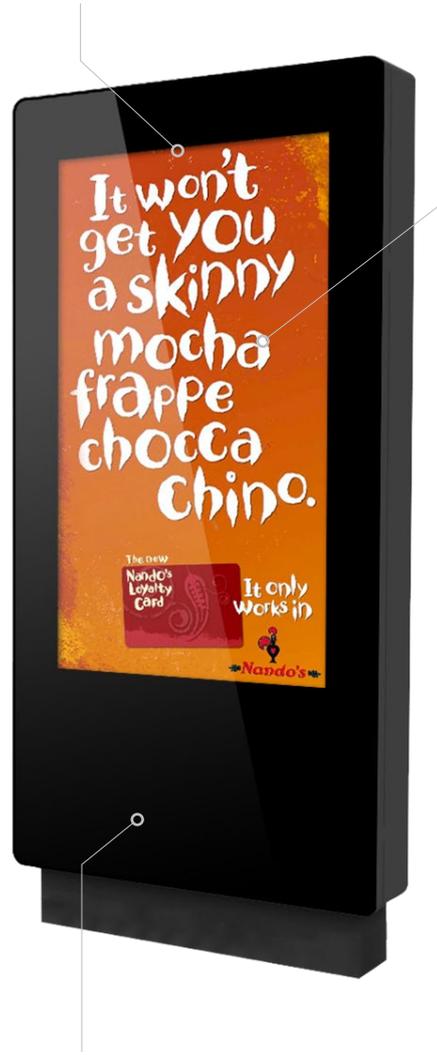
WEATHER PROOF



AMBIENT LIGHT SENSOR



ANTI-REFLECTIVE GLASS



VANDAL PROOF



DUST TIGHT



PLUG AND PLAY



MODIFICATIONS



2,500cd/m²

DIRECT SUNLIGHT READABLE

IP65

IP65 RATED ENCLOSURE

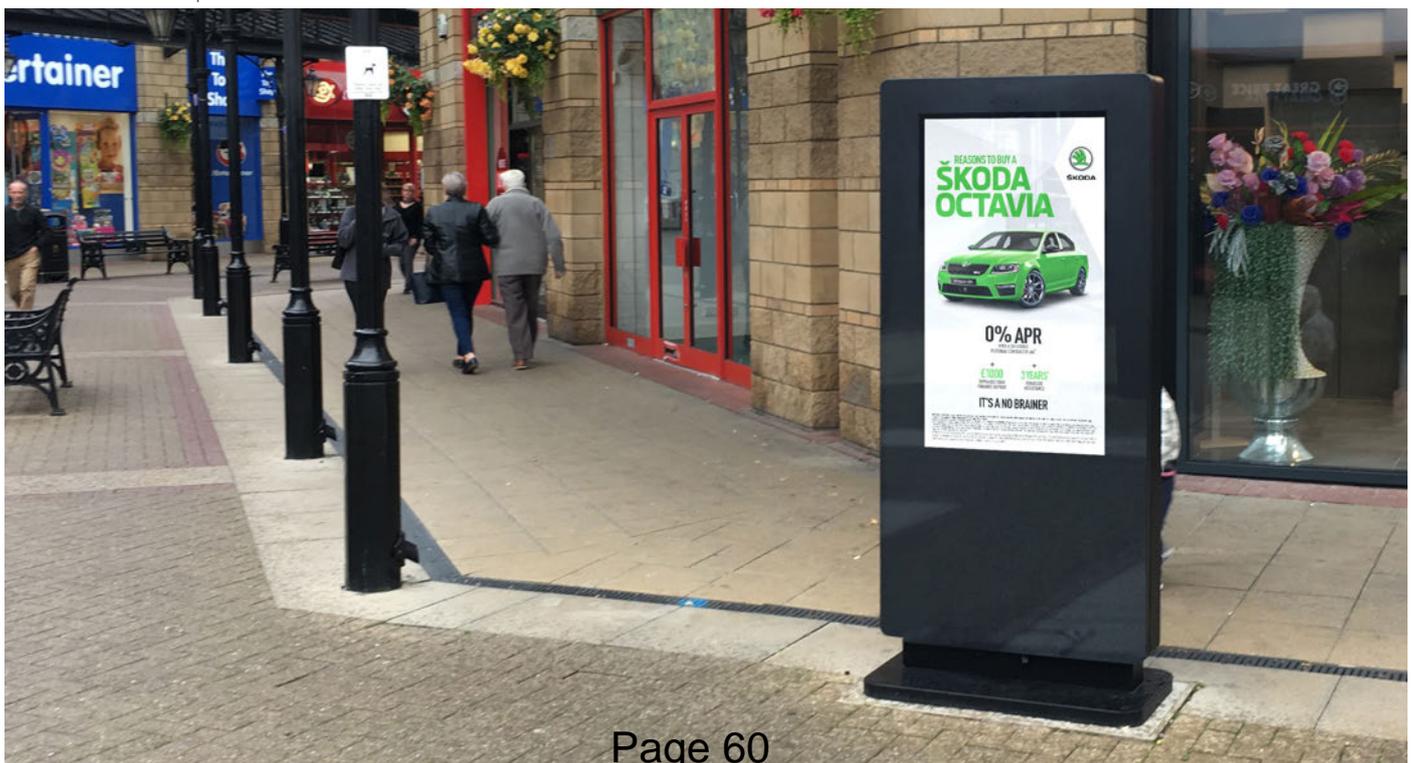
TEMPERATURE CONTROL

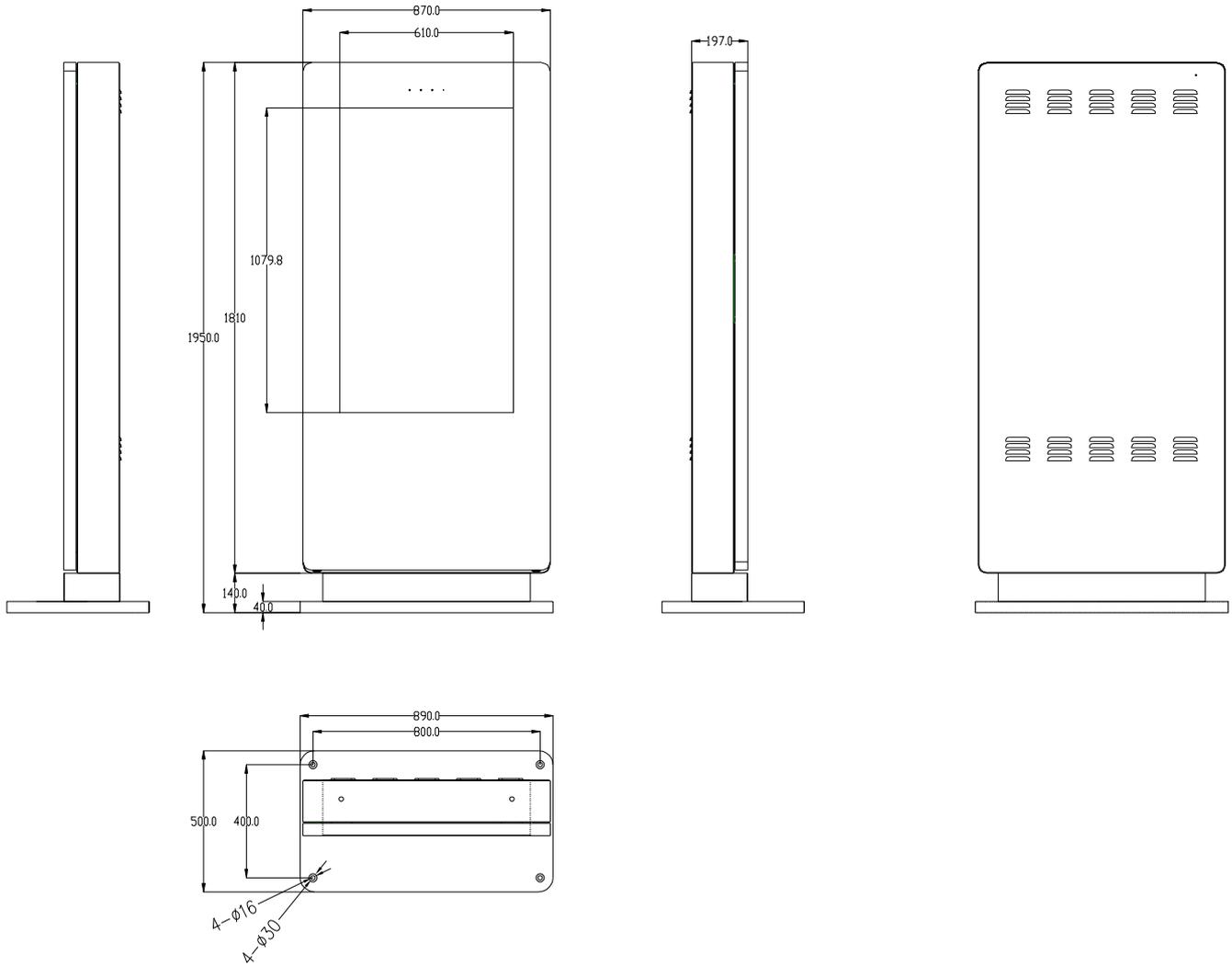
REMOVABLE BASE

Specification Table

		49 Inch	
Panel	Resolution	1920x1080	
	Pixel Pitch	0.5592 x 0.5592	
	Display Area (mm)	610x1079.8	
	Aspect Ratio	16:9	
	Brightness (cd/m ²)	2,500	
	Colour	1.06 B	
	Viewing Angle	178°	
	Contrast Ratio	8000:1	
AV Inputs	Video	HDMI, VGA	
Power	Power Consumption (W)	300	
	Input Voltage	AC110~240V (50Hz~60Hz)	
Mechanical	Unit Size (WxHxD mm)	870x1950x197	
	Package Size (WxHxD mm)	2030x993x368	
	Footprint (WxHxD mm)	890x500	
	Net Weight (kg)	120	
	Gross Weight (kg)	147	
Environmental	Operating Temperature:	-20 °C to 50 °C	
	Operating Humidity:	10% - 80%	
	Storage Temperature:	-30°C - 60°C	
	Storage Humidity:	5% - 90%	
	Enclosure Protection	IP65	
Media Formats	Video (MPG, AVI, MP4, RM, RMVB, TS), Audio (MP3, WMA), Image (JPG, GIF, BMP, PNG)		
Media Resolution	1920x1080/1080x1920		
Internal Memory	6GB		
Computer	CPU	Quad-Core Cortex-A17@1.61GHz	
	GPU	Mali-T760 MP4 @600MHz	
	RAM	2GB DDR3	
	ROM	8GB NAND	
	USB	USB2.0 HOST (x2)	
	LAN	10/100M Ethernet (Network Version Only)	
	Wi-Fi	802.11b/g/n/ac (Network Version Only)	
	OS	Android 5.1.1	
	Graphic Engine	OpenGL ES 1.1/2.0/3.0/3.1, OpenCL 1.1, Renderscript, Direct3D 11.1	
	Accessories	Included	AC Power Cable, Remote Control
Optional		Touch Screen Upgrade, Network Upgrade, Camera	
Warranty	Warranty Period	3 Year Warranty	
	Technical Support	Lifetime	

Errors and omissions excepted





Note: The $\varnothing 30$ holes are for access, we recommend using M10 anchor bolts that will fit into the $\varnothing 16$ holes.

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Report to Cabinet

25 July 2019

By the Cabinet Member for the Local Economy and
Parking

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Piries Place car park pricing review

Executive Summary

The purpose of this report is to approve the proposed Piries Place car park charges including the charging hours, hourly rate and season ticket pricing.

Piries Place is in the final stages of its redevelopment. When the £8m investment was approved it was done so on the basis that there would need to be a tariff increase to make the development financially viable.

There have been significant changes to the local area including the Piries Place development, price changes in other local Horsham District Council car parks and a change to the operating times of the local controlled parking zones extending them to finish at 9pm.

There is no current usage data available to inform tariff settings, it is proposed that the, operating hours, hourly tariff and season ticket pricing is set to be consistent with local car parks for the interim until usage data is available and can be reviewed.

Recommendations

That the Cabinet is recommended:

- i) To agree the proposed hourly tariff, charging period, and season ticket pricing for the new Piries Place car park as set out within this report

Reasons for Recommendations

- i) The Piries Place car park investment justification assumed an increase in tariff.
- ii) Continue the consistent pricing approach within the town centre
- iii) Usage data is not available to inform this process, the tariff has been set the same as local car parks

Background Papers

Piries Place Car Park – Redevelopment Proposal Cabinet report 22nd March 2018

Wards affected: All town centre wards.

Contact: Ben Golds, Head of Parking Services 01403 215055

Background Information

1 Introduction and Background

- 1.1 Piries Place car park is currently going through a full rebuild and is due to open in September 2019. During the closure period there have been significant changes within the local area including the Piries development, the opening of a hotel, cinema and a number of restaurants; the local controlled parking zone has also had its hours extended to 9pm reducing the concern of displacement from an evening charge. Additionally a review of town centre parking charges has been undertaken with many tariff bands changing, including local car parks Denne Road, Talbot Lane and Dukes Square. Piries Place was not included within this price review due to its closure.
- 1.2 With the price increase across the town, changes to the local area and multi million pound investment by Horsham District Council in a brand new car park it is important that the tariff charges are reviewed for the opening of Piries Place to ensure they are in line with other car parks and meet the needs of the local area.
- 1.3 When the car park redevelopment was approved it was done so on the basis that there would be a price increase to make the investment financially viable
- 1.4 There is limited relevant data available to assist with the setting of price, charging hours and operation of the car park. Piries Place is a new car park, the location it serves is very different to before the original car park closed; this means historic usage data will not necessarily be relevant to the new car park. It's important to note that following the opening of the car park, usage will be monitored and data gathered to help inform future tariff/ operational changes.
- 1.5 The proposals set out in this paper have been shared with the Local Economy and Parking Policy Development Advisory Group

2 Council policy

- 2.1 This report supports the relevant Corporate Plan priorities set out below:
- 2.2 Economy – Improve and Support the Local Economy Particularly through the Production and implement a strategy for the management of off street car parks across the district.
- 2.3 Efficiency – Great Value Services particularly through delivering a balanced budget over the medium term

3 Details

- 3.1 Within this section each element of the pricing will be set out including the hourly rate, charging period and season ticket costs.

Charging hours

3.2 The car park will be open 24/7, but the charging periods will be:

- Monday to Saturday 7am – 8pm
- Sunday and Bank Holiday 9am – 5pm, £1.50 all day (same as current town centre)

The purpose of 7am to 8pm charging period is to capture the evening trade and the hotel guests in the morning.

Hourly Tariff

3.3 The hourly tariff is to be set the same as Denne Road and Dukes Square car parks which are the most local car parks to Piries Place :

Hours	£	Previous Tariff
Up to 30 minutes	80p	70p
Up to 1 hour	£1.40	£1.20
1-2 hours	£2.80	£2.40
2-3 hours	£4.20	£3.60
3-4 hours	£5.60	£4.80
4-5 hours	£7.00	£6.00
5-6 hours	£8.40	£7.20
6-8 hours	£9.80	£8.40
Over 8 hours	£14.00	£12.00

Evening Tariff

3.4 Currently there are five car parks within the town that have an evening tariff of £1 that runs from 6pm to 8pm; this has been in place for a number of years and has never been reviewed or increased. The evening tariff causes confusion to a number of customers who do not understand how it works, there have been a number of complaints received regarding the confusion of this tariff band.

When evening tariffs were introduced the £1 tariff was set to support the transition of introducing a charge after 6pm. As mentioned this has never been reviewed, and many other towns run the normal hourly tariff until the end of the charging period.

The proposal is to not reinstate the £1 evening charge and run the hourly tariff until 8pm.

Season tickets

3.5 Introduce long stay parking which previously wasn't available in Piries Place reflecting the same tariff as in Swan Walk. This is for the annual, quarterly and very popular day tickets. The purpose of reflecting the fees set in Swan Walk is because we do not want to drive season ticket holders to one or the other car parks

Annual/Quarterly

- 3.6 Introduce season ticket parking options the same as set in Swan Walk. The charges within Swan Walk are set at an annual fee of £1,325.

Day tickets

- 3.7 Introduce day tickets as per Forum and Swan Walk, priced the same as Swan Walk. The tariff for these are:

Days	Cost
5 days	£27.50
10 days	£55.00
15 days	£82.50
20 days	£110.00
25 days	£137.50

4 Next Steps

- 4.1 To advertise and undertake the public consultation process and necessary amendments to the parking order.
- 4.2 After the expiry of the 21-day notice period, a project plan will be developed outlining the key steps necessary to implement the decisions. These are:
- Promote changes
 - Identify season ticket holders and inform them of the changes
 - Update relevant signage
 - Update the payment machines to accept the new tariff
- 4.3 It is proposed that new tariff will be ready to take effect at the end of August 2019.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 Local Economy and Parking Policy Development Advisory Group considered the proposal on 10 July 2019. They agreed with the proposals put forward within this report
- 5.2 Director of Corporate Resources supports this approach to increasing income from parking.
- 5.3 The Monitoring Officers comments have been included within the report.

6 Other Courses of Action Considered but Rejected

- 6.1 No review of the tariff; this would go against what was agreed when the redevelopment was approved. A tariff increase was an important aspect of making the investment financially viable.
- 6.2 A number of different tariff options and operating hours were considered. Without usage data there was no basis to support one over the other. It was agreed the best

approach was to have the pricing in line with local car parks and review when meaningful usage data was available

7 Resource Consequences

- 7.1 Due to the limited data available it is impossible to estimate the impact of the proposal. It is assumed that the budget for the year will be met.
- 7.2 The income and usage will be reviewed in the first few months of opening, it is considered that this proposal is a 'stop gap' until further data is available to ascertain the best tariff for the location.
- 7.3 There are no Human Resource consequences

8 Legal Consequences

- 8.1 Change to a Parking Order Process – To adhere to the Traffic management Act 2004 the Council will have to undertake a 21day public consultation on the proposed changes, this is through advertisement in the car parks and local paper. The Council will then consider any representations and if any amendments will need to be made to the order.
- 8.2 Traffic Management Act 2004 must be considered for any enforcement changes

9 Risk Assessment

- 9.1 As with any new parking changes being introduced such as tariff changes there is always a concern of displacement of cars onto surrounding residential roads, this is unlikely to happen within the town centre due to Piries closing and reduction of spaces available.
- 9.2 Any decision Cabinet make will still need to be subjected to public consultation as per the Parking Order amendments.
- 9.3 All income predictions are made from the best information we have available but in reality, we will not know the true income potential until the changes are in place

10 Other Considerations

- 10.1 The Council's provision for disabled parking remains unchanged.

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Report to Cabinet

Cabinet meeting 25th July 2019
By The Leader



DECISION REQUIRED

Exempt Appendix 1

Oakhurst Business Park – Proposed Investment

Executive Summary

The Council owns a substantial portion of Oakhurst Business Park. The Council's ownership comprises 69,700 square feet of industrial/warehouse space, which provides a rental income of c£810,000 pa. This is a successful scheme, which is popular with tenants. The scheme is valued at £7.8m and accounts for c15% of the Council's total property portfolio.

A small section of Oakhurst Business Park, extending to 0.7 acres, is undeveloped. This was identified as a potential site for a fire station when the business park was first developed but is no longer required for that purpose. The site is therefore available for development by the Council for additional industrial/storage accommodation.

A scheme has been prepared to provide 8 units with a total floor area of 11,431 square feet of industrial/warehouse accommodation. These are small units, which will appeal to new and fledgling businesses. There is a good demand for this size of space, which is not currently being delivered by the commercial development market. This is because developers tend to focus on larger units, which can be let to established businesses. The proposal therefore supports the Council's economic development agenda.

The total capital cost of the proposed scheme is budgeted at £1.96m including a contingency of £54,000. The projected income of the completed development is £163,000 pa, which would show a yield on capital expenditure of 8.3%, which is in excess of the target yield for new acquisitions to the property fund of 6%. The completed investment value is likely to be in the region of £2.2m, which indicates a surplus of c£215,000 after deducting total development costs, including revenue costs such as cost of finance and voids. The surplus would be allocated to profit and the value of the land.

The Council agreed a policy in 2016 to make a capital allocation of £3m pa for investment property, at a rate of £3m pa. This has been underspent in previous years because of the lack of availability of appropriate property. It is recommended that Cabinet approve this development opportunity for allocation to this budget. This opportunity is a departure from normal investment activity because it is not a completed investment and the Council will be taking on additional risk, namely construction risk and letting risk.

A tender process has been completed for the construction works and it is recommended that the Director of Place be granted delegated authority to enter into a construction

contract with the lowest bidder, as set out in Appendix 1. A contingency has also been included in the budget figures to offset unknown risks during the construction phase.

To mitigate the letting risk, a void allowance of 6 months has been included in the development appraisal. Recent experience has shown that there is a ready market for small units, often with competition between a number of potential tenants. The 6 month letting risk is therefore considered to be reasonable in the circumstances.

To conclude, this is an opportunity to allocate £1.96m of the overall budget of £3m for the purpose of constructing a new development directed at small businesses. The anticipated return on capital invested is 8.3%, which is significantly in excess of the 6% target yield for new acquisitions.

Recommendations

That Cabinet is recommended:

- i) To approve the proposed development of Oakhurst Phase 4, at a budget of £1.96m, funded from the £3m investment portfolio capital budget. The target completion date is Spring 2020, therefore the majority of the expenditure will be incurred in 2019/20.
- ii) To delegate authority to the Director of Place to enter into a contract with the building contractor who submitted the lowest tender as set out in Appendix 1.

Reasons for Recommendations

For the Council to continue to expand the Council's property investment portfolio, the income of which is used to support Council services.

Background Papers

Exempt Appendix 1

Wards affected: All

Contact: Brian Elliott Head of Property: telephone 01423 215328

Background Information

1 Introduction and Background

- 1.1 Horsham District Council has an investment portfolio valued at c£51m, which presently producing a net operating income of c£3.8m, in 2018/19
- 1.2 The Council has a policy to purchase suitable commercial investment properties within the District, as they become available, to provide a future income stream. The Council allocates £3m per annum for this purpose. Investment purchases are considered and if approved allocated against this budget. The Council's criteria for new investments are that they deliver a yield in excess of 6% and are located in the District.
- 1.3 It is recommended to allocate a proportion of the budget to a direct development of land that the Council owns at Oakhurst Business Park, this is known as Oakhurst Phase 4.
- 1.4 The Council's ownership at Oakhurst Business Park, extends to 69,700 square feet of industrial/storage space. The existing investment generates an income of c£810,000 pa and is valued at c£7.8m.
- 1.5 Oakhurst Phase 4 comprises a site of 0.7 acres. The Council has secured planning consent for 8 small units with a total floor area of 11,431 sq. ft. (ref: DC/17/1023). A cost plan has been prepared for the development of this land and the budgeted total capital cost (excluding land) is c£1.96m, including a contingency of £54,000. The anticipated rental income of the completed development is £163,000 pa and the investment value on completion is in the region of £2.2m. These figures would deliver a return on new capital invested of 8.3%, compared to the target return for new acquisitions of 6%.
- 1.6 The purpose of this report is (a) for Cabinet to consider whether to develop Oakhurst Phase 4 with a total capital expenditure of £1.96m and an anticipated return on capital of 8.3% and (b) to secure delegated authority for the Director of Place to enter into a contract with the building contractor detailed in Appendix 1.

2 Relevant Council policy

- 2.1 The Council's policy is to grow the property portfolio to increase income to support other Council activities.

3 Details

- 3.1 Oakhurst Business Park is an established Business Park adjacent to the A24, one mile north of Southwater and three miles south west of Horsham. Road communications are good with the South Coast, Crawley, Gatwick and the M23/M25 within easy access. Gatwick airport is approximately 12 miles to the north east. The Council's ownership within Oakhurst Business Park has an income of c£810,000 pa from 18 units. Rents on the estate have steadily increased over the last few years and vacant units re-let after a reasonable marketing period. The size of units range from 775 sq ft to 18,500 sq ft.

- 3.2 Demand for industrial/warehouse space generally, particularly new/modern units, has continued to increase over the last few years throughout the Gatwick Diamond area, including within Horsham District. Current demand is from companies and businesses looking for different space requirements, or those seeking to relocate to more modern purpose built space which is better specified, more flexible, energy efficient and generally better located for ease of access and communication.
- 3.3 The level of demand for smaller industrial/warehouse units (500 to 3,000 sq ft) is good; this is from new and fledgling businesses coming to the market or expanding. There is no supply of new stock of similar specification to that proposed either existing, or where developments are under way, within a 10 mile radius of Oakhurst Business Park. Similar existing units on Oakhurst Business Park have always let quickly and a good level of confidence can be assumed that the units proposed would let readily, particularly if flexible terms are offered.
- 3.4 The capital return takes into account all construction costs, professional fees and a contingency. A more comprehensive appraisal takes into account revenue costs such as finance costs, an allowance for voids and legal and agents fees. The projected capital return is as follows:

Analysis of returns		Comments
Target income	£163,000	Average rents £14.30psf
Total development costs (excluding land)	£1,960,000	Includes £54,000 contingency
Yield on development costs	8.3%	
Valuation on completion	£2,200,000	7%

A development appraisal has been prepared which includes allowances for a six month void period before the property is income producing, interest and other fees. This indicates a net return taking into account capital and revenue of 7.7%.

- 3.5 The difference between the final investment value (£2.2m) and total of capital and revenue costs (£2.11m) shows a surplus of £215,000 which is allocated to land and profit.
- 3.6 A procurement process has been undertaken to identify a contractor to carry out the construction of this development. The process, as recommended to the Finance and Assets Policy Development Advisory Group on the 8th April 2019 was to undertake a limited tender to contractors who specialise in this type of development. This is the preferred route to identify a contractor with a track record of this type of development and at the best price. This exercise has been undertaken in accordance with the Council's procurement code. The results of the tender process are set out in Appendix 1.
- 3.7 This is a speculative development proposal and therefore there is a risk that the completed development will not be let within the six month period allowed in the budget. Like all risks, this is a judgement. The factors that are taken into account in evaluating this risk are:

- (a) Location – this is a popular estate where units have regularly re-let when they have fallen vacant.
- (b) Supply of competing accommodation – as highlighted above, supply is constrained in the District.
- (c) Demand – as highlighted above, there is good demand at the present time.
- (d) Quality – the completed developments will be a high quality product meeting modern requirements.
- (e) Rent – the rents proposed are in line with market values with a modest premium to take into account the fact that these are new units.

External influences also impact on the ability to let units, such as recession risk and the risk of continued hesitancy in the economy caused by the uncertainty of Brexit.

- 3.8 The valuation of the completed investment at £2.2m has been reviewed with the Council's external valuers and is considered to be in line with the valuation of the balance of the estate.
- 3.9 The capital budget allocated for commercial property investment is £3m per annum. There is adequate budget available for the Council to undertake this development.

4 Next Steps

- 4.1 To enter into the construction contract and to commence the development with a projected start on site date in mid-September.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 The proposal was considered by the Finance and Assets Policy Development Advisory Group, who supported the proposals recommended in this report, including the procurement methodology.
- 5.2 Comments from the Monitoring Officer have been incorporate in this report.
- 5.3 There are no impacts on staff resources.
- 5.4 Comments from the Director of Corporate Resources and s151 Officer are incorporated in this report.

6 Other Courses of Action Considered but Rejected

- 6.1 Not to undertake the development, but this would be an opportunity missed.

7 Resource Consequences

- 7.1 There are no personnel or other consequences for this proposal, which can be managed within existing resource levels.

- 7.2 The project meets the commercial investment criteria at above a 6% yield. The 2019/20 capital programme contains a capital budget for up to £3m of commercial investment, which has not been allocated yet; this project fits within the existing capital budget. The income generated (estimated at £163k p.a. in a full year when fully let) will start to contribute to the revenue budget in 2020/21 and help support the Council's longer term financial plan.

8 Legal Consequences

- 8.1 The Council has the power to undertake commercial property development under sections 12 and 15 of the Local Government Act 2003. The Council's land acquisition power is set out in s120 of the Local Government Act 1972. The Council's general power of competence is included in S1 of the Localism Act 2011.
- 8.2 In house legal resources will be used to complete the legal documentation.

9 Risk Assessment

- 9.1 Appropriate risk mitigation measures will be taken during the construction period and collateral warranties will be obtained on completion of the development. The council has a recent record of delivering projects within budget.

10 Other Considerations

- 10.1 The proposed development will comply with modern standards of accessibility and sustainability as defined by the Building Regulations

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of the Local Government Act 1972.

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Report to Cabinet

Cabinet meeting 25th July 2019
By The Leader



DECISION REQUIRED

Exempt Appendix 1

Tender of the Council's contract for planned and preventative maintenance and reactive maintenance

Executive Summary

The Council has substantial property holdings, which require repair and maintenance to keep them in good condition and compliant with statutory requirements.

The Council has a contract for the maintenance of Mechanical and Electrical plant and Public Health (MEP) and Fabric maintenance.

The current contractor who manages this work has been on a four year contract which expires in October 2019. The contract has already been extended by one year and therefore a procurement process needs to be completed for a new contract to be put in place.

The contract size is in excess of OJEU thresholds therefore a full OJEU compliant open tender process must be undertaken. This process has now been completed and a number of bids were received as detailed in exempt Appendix 1.

Cabinet is recommended to proceed with the contractor identified in Appendix 1 (exempt) and to delegate authority to the Director of Place to enter into the contract on the Council's behalf.

Recommendations

Cabinet is recommended:

- i) To delegate authority to the Director of Place to enter into a contract with the successful contractor as detailed in Appendix 1 on the terms recommended.

Reasons for Recommendations

For the Council to continue to carry out planned, preventative and reactive works to the Council's property portfolio.

Background Papers

Exempt Appendix 1

Wards affected: All

Contact: Brian Elliott Head of Property: telephone 01423 215328

Background Information

1 Introduction and Background

- 1.1 Horsham District Council has extensive property holdings comprising operational property, such as the waste depot, museum, theatre, car parks and temporary accommodation as well as an investment portfolio. Additionally, the Council owns assets which form part of the public realm, such as the bandstand, town centre benches and bus shelters.
- 1.2 These properties and assets require maintenance of the mechanical and electrical systems and fabric. Maintenance of the assets is both planned, such as regular maintenance of lifts and boilers and reactive, such as a broken bollard in a car park.
- 1.3 The Council's existing arrangement is with SSE, who hold two contracts, one for Planned Maintenance, which covers Mechanical, Electrical and Public Health (MEP) and one for Fabric maintenance. Because the contracts are both held by SSE, a single help desk facility is also provided, which manages calls 24/7.
- 1.4 The arrangement with SSE is due to expire in October 2019 and it has therefore been necessary to re-procure the contract. Owing to the financial scale of the contract, OJEU rules apply, which means that the contract must be advertised on an open tender basis in the Official Journal of the European Union as well as the government's tendering website, Contracts Finder.
- 1.5 Before advertising the contract for tender, the Council's procurement team arranged a market engagement day to gauge interest and discuss the contract informally with interested parties. There was strong interest in the contract and 11 contractors attended the market engagement day and provided feedback on how to package the contract to appeal to the market, which encourages competitive tendering.
- 1.6 During this process, three key factors became apparent (a) the market preference was for a term of at least 5 years (b) the market would prefer to bid on a 60/40 quality/price basis and (c) nearly all suppliers could deliver both the MEP and Fabric contracts with a help desk facility.
- 1.7 These results were reported to the Finance and Assets Policy Development Advisory Group with a recommendation to proceed on the basis of a contract for a term of 5 years with an option to extend for a further two years; a quality/price assessment of 60/40 and a single contract.

2 Relevant Council policy

- 2.1 The delivery of this service through a single provider supports the Council's policy to take a commissioning approach to the delivery of services in an efficient and cost effective manner.

3 Details

- 3.1 Officers prepared a comprehensive set of tender documentation, which included a full breakdown of the plant and equipment within the portfolio and a sample range of

typical work scenarios, such as a house void repair/redecoration and replacing a bollard, which could be priced by the contractors. This provided a basis for the financial evaluation of the tender submissions.

- 3.2 A set of questions were also prepared which allowed the contractors to demonstrate their approach to a number of relevant issues, such as experience of similar contracts, delivery mechanisms, innovation to achieve savings, mobilisation and health and safety. Contractors were allowed a substantial word count in order to give comprehensive replies to these questions which could then be evaluated with a scoring mechanism.
- 3.3 The tender documentation was uploaded onto the Council's e-tendering procurement portal. In addition to the evaluation methodology, the tender documentation included contract documentation in an approved form. This process ensures that all contractors are supplied with identical information and understand the nature of the contract that they will be expected to enter into.
- 3.4 During the tender preparation process a number of contractors raised clarification questions, which were answered.
- 3.5 At the tender return date, the Council received five bids, the details of which are included in Appendix 1 (exempt).
- 3.6 The qualitative element of the tenders were reviewed and assessed by three officers, Head of Property and Facilities, Head of Procurement and the Property Manager Team Leader. These officers individually scored the submissions and then met as a panel to agree moderated scores. There was a full discussion on the merits of the answers provided by the bidders and minutes were taken by the procurement team. A set of moderated scores and comments were agreed.
- 3.7 An analysis of the financial assessment was undertaken by officers from procurement and property at the same time as the qualitative analysis. This work was undertaken independently and the results were not shared with the qualitative team until the moderation exercise had been completed.
- 3.8 On completion of this process an analysis of the total scores was undertaken and a winning bid identified. The details are included in Appendix 1.
- 3.9 Cabinet is recommended to approve the appointment of the recommended contractor as set out in Appendix 1.

4 Next Steps

- 4.1 To enter into the contract and to ensure mobilisation in time for the expiry of the existing contract in October.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 The procurement methodology was considered by the Finance and Assets Policy Development Advisory Group, who supported the proposals recommended

- 5.2 Comments from the Monitoring Officer have been incorporated in this report.
- 5.3 There are no impacts on staff resources.
- 5.4 Comments from the Director of Corporate Resources and s151 Officer are incorporated in this report.

6 Other Courses of Action Considered but Rejected

- 6.1 This is an OJEU tender. Legislation restricts consideration of other options.

7 Resource Consequences

- 7.1 The recommended contractor also submitted the lowest price and is within the forecast budget.
- 7.2 There are no personnel or other consequences for this proposal, which can be managed within existing resource levels.

8 Legal Consequences

- 8.1 The Council has complied with OJEU rules in undertaking this tender.
- 8.2 In house legal resources will be used to complete the legal documentation.

9 Risk Assessment

- 9.1 There are risks when changing from one contractor to another but there is adequate time to ensure a smooth transition and full information is available. It is therefore considered that this risk is controllable.

10 Other Considerations

- 10.1 The proposed contract will ensure that the council maintains its portfolio to a good standard and is compliant with statutory requirements.

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