



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

# Community and Wellbeing Policy Development Advisory Group

Tuesday, 9th July, 2019 at 5.30 pm

Wallis Room, Parkside, Chart Way, Horsham

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

Councillors: Tricia Youtan (Chairman)

Andrew Baldwin  
Chris Brown  
Frances Haigh  
Paul Marshall  
Colin Minto

Roger Noel  
Kate Rowbottom  
Jim Sanson  
Ian Stannard  
Belinda Walters

You are summoned to the meeting to transact the following business

Glen Chipp  
Chief Executive

## Agenda

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	Page No.
1. <b>Apologies for absence</b>	
2. <b>Notes of previous meeting</b>	3 - 6
To receive the notes of the meeting held on 4 <sup>th</sup> March 2019	
3. <b>Forward Plan Extract for the Community and Wellbeing Portfolio</b>	7 - 10
To note the Forward Plan extract (if any) for the Community and Wellbeing Portfolio	
4. <b>Introduction to Environmental Health</b>	
Presentation by the Head of Environmental Health and Licensing	
5. <b>Food Safety and Health and Safety Service Plan</b>	11 - 50

To be approved by the Cabinet Member for Community and Wellbeing.

6. **Introduction to Housing and Community Services**

A general introduction / overview will be given by the Head of Housing & Community Services

**Community and Wellbeing Policy Development Advisory Group**  
**Finance & Assets Policy Development Advisory Group**  
**4 MARCH 2019**

Present: Councillors: Tricia Youtan (Chairman), Andrew Baldwin, Alan Britten, Karen Burgess, David Coldwell, Nigel Jupp, Paul Marshall, Mike Morgan, Kate Rowbottom and David Skipp  
Brian Donnelly, John Chidlow, Paul Clarke, Adrian Lee

Apologies: Councillors: Jim Sanson

Also Present: Councillors Lynn Lambert, Matthew French and Claire Vickers

17 **NOTES OF PREVIOUS MEETING**

The notes of the PDAG held on 18 December were received.

18 **AFFORDABLE HOUSING INVESTMENT - CREATION OF A HOUSING COMPANY**

The Cabinet Member for Community & Wellbeing welcomed members of the Finance & Assets PDAG who had been invited to consider the proposal for the Council to create an Affordable Housing Company.

The Head of Housing & Community Services gave a presentation that outlined the background to the proposal, steps that had already been taken and the way forward. In November 2017 Cabinet had agreed that the Council should look into how best to deliver affordable housing using commuted sums received from developers.

The Council would also continue to deliver affordable housing through housing associations.

Options had been thoroughly investigated and the preferred method was to form a Housing Company. This would comprise two companies; a property development company to deal with construction; and a property holding company to deal with maintenance and the collection of rents. This model had been successfully used by other local authorities.

The Head of Legal & Democratic Services talked through the governance and decision making processes of the proposal. The Cabinet would provide strategic control, with officers running the Housing Company on a day to day basis. Full Council would be needed to approve equity for expenditure.

The Head of Finance gave a presentation using an indicative model, which showed how the two companies would relate to each other and projected income over the next five years. An advantage of the proposal was that the Council would retain assets and some income.

Members sought clarification on a number of points regarding the structure of the companies, the need to limit liability, the status and use of commuted sums, staffing requirements and the quality and type of development.

Members were advised that the Council's Legal Department would undertake any legal work. Staff currently working on the delivery of temporary housing projects for the Council would deliver projects for the Housing Company. The Director of Community Services confirmed that development of the initial projects would be on Council owned land.

The Cabinet Member stressed that the proposal was an effective way to reduce homelessness in the district and provide permanent housing for those on the housing register. The Cabinet Member for Finance & Assets was also very supportive of the proposal.

The Group were supportive of the proposal. A full business case would be considered by Cabinet on 21 March. The Head of Housing & Community Services confirmed that if approved the process of setting up the Housing Company would start in April, with construction of homes anticipated to start before the end of 2019.

19 **SECTION 106 AFFORDABLE HOUSING FUNDING FOR SAXON WEALD**

The Head of Housing & Community Services briefed the group on the proposal to provide funding to support the delivery of 84 affordable rented homes across four sites, in partnership with Saxon Weald. The funding would be from the S106 commuted sums held by the Council, which had been gathered from developers in lieu of on-site affordable housing.

There was no statutory requirement for affordable homes on these sites, but Saxon Weald were able to provide it with the support of HDC and other agencies.

In response to questions from Members, the Head of Housing & Community Services confirmed that tenants would have the right to acquire the property through the housing association. Construction on the sites should commence within a year.

Members were supportive of the proposal, which would be considered by Cabinet on 21 March.

20 **FORWARD PLAN EXTRACT FOR THE COMMUNITY AND WELLBEING PORTFOLIO**

The extract from the Forward Plan was noted.

*The meeting closed at 6.55 pm having commenced at 5.30 pm*

CHAIRMAN

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

## **FORWARD PLAN**

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

Page 7 The reports and any background documents that have been used to inform the decisions will be available on the Council's website ([www.horsham.gov.uk](http://www.horsham.gov.uk)) or by contacting Committee Services at the Council Offices.

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

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

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

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

To contact Committee Services:

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

Tel: 01403 215123

**What is a Key Decision?**

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

(i) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or

(ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.



	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
9.	<b>Delegated Authority for the Contract Award for the Community Link Lifeline Alarm contract</b>	Cabinet	25 Jul 2019	Open	John Batchelor, Head of Environmental Health & Licensing john.batchelor@horsham.gov.uk  Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)
10.	<b>Horsham District Homes (Development) - Affordable Housing Investment at Rowan Way</b>	Cabinet	25 Jul 2019	Fully exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk  Leader (Councillor Ray Dawe), Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)
14.	<b>Housing Strategy 2019 - 2024</b> Policy Development Advisory Group 10 September 2019	Cabinet	26 Sep 2019	Open	Rob Jarvis, Head of Housing & Community Services robert.jarvis@horsham.gov.uk  Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)

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