



Email: committeeservices@horsham.gov.uk
Direct line: 01403 215465

Community and Wellbeing Policy Development Advisory Group

Tuesday, 17th September, 2019 at 5.30 pm
Howard Room, Parkside, Chart Way, Horsham

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

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

| | Page No. |
|--|----------|
| 1. Apologies for absence | |
| 2. Notes of previous meeting | 3 - 6 |
| To receive the notes of the meeting held on 9 July 2019 | |
| 3. Horsham District Community Lottery update | |
| The Group will be given an update on the Community Lottery. Tickets first went on sale at the end of August, after it was launched to Community Groups in July 2019. | |

4. **Community Link Lifeline Alarms Monitoring Contract Procurement** 7 - 8

The Community Link Service supplies technology enabled care to support vulnerable residents so they can continue to live safely and happily at home. The Environmental Health & Licensing Manager will brief the Group on steps being taken to ensure the Council continues to provide this service.
5. **Affordable Housing Company update**

The Head of Housing and Community Services will provide an overview of the first two site proposals for the Affordable Housing Company.
6. **Information Dissemination**

The Group will be briefed on some of the options available to Members for receiving regular service updates, to include how to sign up and access the information.
7. **Forward Plan Extract for the Community and Wellbeing Portfolio** 9 - 12

To note the Forward Plan extract for the Community and Wellbeing Portfolio

Community and Wellbeing Policy Development Advisory Group
9 JULY 2019

Present: Councillors: Tricia Youtan (Chairman), Frances Haigh, Paul Marshall, Colin Minto, Roger Noel, Kate Rowbottom, Jim Sanson, Ian Stannard and Belinda Walters

Apologies: Councillors: Andrew Baldwin and Chris Brown

Also Present: Ruth Fletcher and David Skipp

1 **NOTES OF PREVIOUS MEETING**

The notes of the PDAG held on 4th March were received.

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

The extract from the Forward Plan was noted.

With reference to item 10 on the Forward Plan, it was stated that Rowan Way is in Billingshurst.

3 **INTRODUCTION TO ENVIRONMENTAL HEALTH**

The Head of Environmental Health and Licensing gave a presentation about Environmental Health. He explained that the service area had a very broad remit. He circulated a briefing document about the Environmental Health and Licensing Department and he outlined the different areas of responsibility and named the members of the team. Councillors also took part in a brief quiz about what Environmental Health Officers do. It was clarified that the Environmental Health team do license pleasure boats.

4 **FOOD SAFETY AND HEALTH AND SAFETY SERVICE PLAN**

One of the Principal Environmental Health Officers gave a presentation about food safety and health and safety and then took questions.

The Cabinet Member for Community and Wellbeing approved the Food Safety and Health and Safety at Work Service Plan 2019/20.

5 **INTRODUCTION TO HOUSING AND COMMUNITY SERVICES**

The Head of Housing and Community Services gave a presentation about his service area. He explained that it involved:

- operating the housing register and that there were 19 providers
- management of 85 properties which provide temporary accommodation.
- homelessness prevention.
- working with other services including Turning Tides, Citizens Advice, Southdown Housing Association and IPEH in order to try to identify people at risk of homelessness as early as possible
- rough sleeper outreach. There were 4 staff members
- private rental service. There were 2 staff members
- leasing property from Saxon Weald reduced the number of people in bed and breakfast accommodation.

There was a discussion around other ways the Council could identify people at risk of homelessness.

It was explained that the Council has obligations regarding cross county work on rough sleepers. There are not the same people who are rough sleeping year on year.

The Council have introduced a contactless donation initiative in Horsham town centre to aid homeless people.

Horsham District Council's affordable housing provision has involved the delivery of affordable homes on new development sites. There is a mixture of shared ownership and affordable rented housing. This section also administer the allocation of the S106 affordable housing funds. They provide grants for registered providers, administer the provision of new temporary housing and have set up affordable housing companies. 249 affordable homes were provided by Horsham District Council in 2017/18 and about 300 in 2018/19. This was the highest in West Sussex.

Community Safety and Emergency Planning covers:

- anti social behaviour
- community wardens in 7 parishes
- a community safety partnership
- Junior Citizen – an annual event
- Emergency planning and the provision of rest centres and business contingency which is ensuring council services continue to be delivered in the event of an evacuation.
- Providing a safety advisory group

The Health and Wellbeing section:

- provide 1 to 1 support for a range of health and wellbeing issues
- falls prevention
- alcohol awareness
- pre-diabetes advice
- physical activity advice and activities
- weight loss advice and programmes
- workplace health
- wellbeing MOTs

- highlighting services to promote healthy living
- delivering a public health service for Horsham District
- GPs refer people to Horsham District Council for advice

The Community Development section involves:

- community partnerships
- safeguarding
- community transport
- voluntary sector support
- strategic grants and funding e.g. Homestart get grants from Horsham District Council
- youth and older person's service e.g. regarding dementia
- social prescribing reducing pressure on GP's surgeries
- Horsham District Community Lottery

The Community Development Department as a whole would be undergoing a review.

There was a discussion around the fact that information must not just be available to people electronically.

The meeting closed at 6.39 pm having commenced at 5.30 pm

CHAIRMAN

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

FORWARD PLAN – Community Matters and Wellbeing portfolio

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

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

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

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

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

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

To contact Committee Services:

E-mail: : committeeservices@horsham.gov.uk

Tel: 01403 215123

Published on 01 September 2019

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.

| | Subject/Decision | Decision Taker | Date(s) of decision | Is all or part of this item likely to be dealt with in private | Contact Officer Cabinet Member (NB include name, title and email address) |
|-----|--|-----------------------|----------------------------|---|---|
| 9. | Horsham District Homes (Development) - Affordable Housing Investment at Roman Way | Cabinet | 28 Nov 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) |
| 10. | Horsham District Homes - Affordable Housing Investment at Slinfold | Cabinet | 28 Nov 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) |
| 11. | Housing Strategy 2019 - 2024 Policy Development Advisory Group 12 November 2019 | Cabinet | 28 Nov 2019 | Open | Rob Jarvis, Head of Housing & Community Services robert.jarvis@horsham.gov.uk Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan) |

| | Subject/Decision | Decision Taker | Date(s) of decision | Is all or part of this item likely to be dealt with in private | Contact Officer Cabinet Member (NB include name, title and email address) |
|-----|--|-----------------------|----------------------------|---|--|
| 14. | Delegated Authority for the Contract Award for the Community Link Lifeline Alarm contract | Cabinet | 28 Nov 2019 | Open | John Batchelor, Head of Environmental Health & Licensing john.batchelor@horsham.gov.uk Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan) |