



Email: [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)  
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# Community and Wellbeing Policy Development Advisory Group

Tuesday, 10th March, 2020 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  
Colin Minto  
Roger Noel

Kate Rowbottom  
Jim Sanson  
Ian Stannard  
Belinda Walters  
James Wright

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 - 4
To receive the notes of the meeting held on 12 <sup>th</sup> November 2019.	
3. <b>Empty Homes Strategy</b>	5 - 12
Councillors will consider the Empty Homes Strategy	
4. <b>Update on stray dog collection and kennelling service procurement</b>	
The Environmental Health and Licensing Manager will present	

5. **MHCLG funding for rough sleepers**

The Homeless Prevention Manager will present

6. **HDC support of Community Partnerships**

Presentation by the Head of Housing and Community Services or the Community Development Manager

7. **Application to the Secretary of State for consent to dispose of land under Section 32 or 43 of the Housing Act 1985 or section 25 of the Local Government Act 1988**

To be presented by the Corporate Accountant

8. **Forward Plan Extract for the Community Matters and Wellbeing Portfolio**

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To note the Forward Plan extract (if any) for the Community Matters and Wellbeing Portfolio

**Community and Wellbeing Policy Development Advisory Group**  
**12 NOVEMBER 2019**

Present: Councillors: Tricia Youtan (Chairman), Chris Brown, Frances Haigh, Roger Noel, Kate Rowbottom, Jim Sanson and Belinda Walters

Apologies: Councillors: Andrew Baldwin, Colin Minto and Ian Stannard

Also Present: Ruth Fletcher and David Skipp

12 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 17 September were received.

13 **COMMUNITY LINK LIFELINE ALARM MONITORING CONTRACT**

The Head of Environmental Health & Licensing updated the Group on the procurement process that had taken place to ensure the continued smooth running of the Community Link Lifeline service. The contract would provide a twenty-four hour telephone call monitoring service for people using Horsham District Council's Lifeline alarms. There had been five bids for the contract in a joint tender with Crawley Borough Council.

A report recommending the bid that performed best on quality and price would be considered by Cabinet on 28 November.

14 **WEST SUSSEX DISABLED FACILITIES GRANT POLICY**

The Head of Environmental Health & Licensing advised the Group that the Disabled Facilities Grant Policy 2020 – 2024 had been developed to enable better joint working and budget management for all West Sussex district and borough councils. Joint working had already improved speed of delivery and the current draft Policy would facilitate the awarding of grants to qualifying applicants.

The Group noted the range of products and adaptations to people's homes provided through the Disabled Facilities Grant and that there was currently no waiting list.

The Group were in favour of Cabinet approving the recommendation to agree to adopt the policy at the meeting on 28 November.

15 **HORSHAM DISTRICT HOMES**

The Head of Housing & Community Services and the Corporate Accountant updated the Group on the first two sites to provide housing through the Council's recently created Affordable Housing Company (Horsham District

Homes). The presentation focussed on financial arrangements for the holding company. Details of the homes to be provided had been discussed at the previous meeting of the PDAG.

The Group noted the project overview and business case for each site, including funding requirements and projected yields. The site in Billingshurst would accommodate three affordable homes built on Council land, and was subject to planning permission and Cabinet approval. A single dwelling in Slinfold would be purchased from a developer and was subject to contract and Cabinet approval. Funding would come from s106 developer contributions held by the Council.

Proposals for the first two sites would be considered by Cabinet on 28 November. The Group were supportive of the proposals.

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

*The meeting closed at 7.08 pm having commenced at 6.15 pm*

CHAIRMAN

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

## **FORWARD PLAN - COMMUNITY 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](http://www.horsham.gov.uk)) or by contacting Committee Services at the Council Offices.

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

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

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

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

To contact Committee Services:

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

Tel: 01403 215123

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**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)
1.	<b>Stray Dog Collection and Kennelling Service Contract</b>	Cabinet Member for Community Matters and Wellbeing	Before 20 Mar 2020	Open	John Batchelor, Head of Environmental Health & Licensing john.batchelor@horsham.gov.uk  Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)
3.	<b>Housing Strategy 2019 - 2024</b>	Cabinet	26 Mar 2020	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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