

7. **Museum opening hours**

8. **Forward Plan Extract for the Leisure and Culture Portfolio**

5 - 8

To note the Forward Plan extract (if any) for the Leisure and Culture Portfolio

Leisure and Culture Policy Development Advisory Group
3 MARCH 2021

Present: Councillors: Jonathan Chowen (Chairman), Chris Brown, Christine Costin, Ruth Fletcher, Billy Greening, Lynn Lambert, John Milne, Roger Noel, Bob Platt, Josh Potts and Kate Rowbottom

Also Present: Councillors: Matt Allen, Frances Haigh and Louise Potter

16 **NOTES OF PREVIOUS MEETING**

The notes from the previous meeting held on the 20 January were received.

17 **ATHLETICS TRACK**

The Head of Leisure & Culture and the Leisure Strategy & Client Manager briefed the Group on the development of the Athletics Track. The update included background information and the current status of the track. The track is currently managed by Places Leisure within the Leisure contract, with the primary users being clubs, schools and athletic events. The existing life span of the track meant that it is likely to need to be resurfaced in the next year.

A range of options for potential re-development and re-provision of the track were presented by the Head of Leisure & Culture. Details on each option were outlined, including the capital costs, potential capital receipt and ongoing revenue income as well as social and community benefits. Further work will be undertaken developing the various options, to be presented to Cabinet in the summer/autumn. A further update will also be brought to the PDAG in the summer.

18 **DRILL HALL AND HIGHWOOD UPDATE**

The Director of Community Services updated the group on the two active bids and assessment process for the Drill Hall. Officers were in the process of drafting the assessment criteria for the end of April. A decision on the Drill Hall would then be brought to the PDAG again and to Cabinet in the summer.

The Council had completed a Community Assets Study, which would feed into the Local Plan, in order to understand the available venues and provision in the town. The Director of Community Services updated the Group on the progress of the study, which was almost complete.

The Director of Community Services also briefed the Group on Highwood Community Centre. An architect would be appointed to support the development of the facility. A report on Highwood Community Centre development would be brought to the PDAG again and to Cabinet in summer.

19 **GROUNDS MAINTENANCE CONTRACT**

The Head of Leisure & Culture briefed the Group on the re-tender of the Ground Maintenance and Arboriculture Contracts. Work is underway and the specification and tender pack will be put out to the market at the beginning of May. The focus of the contracts will be to ensure that they align with the Wilder Horsham District and carbon reduction ambitions as well as providing a financially sound outcome.

A market engagement process has been undertaken and the insight is being incorporated into the tender documents. The Head of Leisure & Culture outlined how the aim of the contract will be to enable flexibility, a partnership approach and encourage innovation. Engagement with the neighbourhood and parish councils, Friends groups and volunteers would continue through regular meetings with the Parks & Countryside Team and via the work on the Management Plans for the key sites.

Procurement decision on the award of the contract is on the Forward Plan and will be brought to Cabinet in September.

20 **FORWARD PLAN EXTRACT FOR THE LEISURE AND CULTURE PORTFOLIO**

The Forward Plan extract was noted.

The meeting closed at 7.30 pm having commenced at 5.30 pm

CHAIRMAN

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.

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

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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.

	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)
6.	Museum Opening Hours	Cabinet	22 Jul 2021	Open	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk Cabinet Member for Leisure & Culture (Councillor Roger Noel)
15.	Drill Hall	Cabinet Council	23 Sep 2021 13 Oct 2021	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Cabinet Member for Leisure & Culture (Councillor Roger Noel)
6.	Highwood Community Centre	Cabinet Council	23 Sep 2021 13 Oct 2021	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Cabinet Member for Leisure & Culture (Councillor Roger Noel)
17.	Athletics Track - future options	Cabinet	23 Sep 2021	Open	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk Cabinet Member for Leisure & Culture (Councillor Roger Noel)

	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)
18.	Grounds Maintenance Contract Award	Cabinet	23 Sep 2021	Part exempt	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk Cabinet Member for Leisure & Culture (Councillor Roger Noel)
20.	Arboriculture Contract Award	Cabinet	25 Nov 2021	Part exempt	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk Cabinet Member for Leisure & Culture (Councillor Roger Noel)