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Cabinet

Thursday, 26th November, 2020 at 5.30 pm
via Remote Video Link

Councillors:	Ray Dawe	Leader and Finance & Assets
	Peter Burgess	Horsham Town
	Jonathan Chowen	Deputy Leader and Leisure & Culture
	Philip Circus	Environment, Recycling & Waste
	Paul Clarke	Local Economy & Parking
	Claire Vickers	Planning & Development
	Tricia Youtan	Community Matters & Wellbeing

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	3 - 10
<p>To approve as correct the minutes of the meeting held on 24 September 2020 (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.)</p>	
3. Declarations of Members' Interests	
<p>To receive any declarations of interest from Members of the Cabinet</p>	
4. Announcements	
<p>To receive any announcements from the Leader, Cabinet Members or the Chief Executive</p>	
5. Public Questions	
<p>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</p>	
6. Update on the Council's Financial Position	11 - 20
<p>To receive a report from the Leader and Cabinet Member for Finance & Assets</p>	

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|-----|---|-----------|
| 7. | Contract Award for the Provision of Wheeled Bins Tender
To receive a report from the Cabinet Member for Environment, Recycling & Waste | 21 - 26 |
| 8. | Horsham's First Local Cycling and Walking Infrastructure Plan (LCWIP)
To receive a report from the Cabinet Member for Horsham Town | 27 - 92 |
| 9. | Electric Vehicle Charge Point Network - Concession Contract
To receive a report from the Cabinet Member for Local Economy & Parking | 93 - 100 |
| 10. | Public Space Protection Order (PSPO)
To receive a report from the Cabinet Member for Community Matters & Wellbeing | 101 - 108 |
| 11. | Overview & Scrutiny Committee
To consider any matters referred to Cabinet by the Overview & Scrutiny Committee | |
| 12. | Forward Plan
To note the Forward Plan | |
| 13. | To consider matters of special urgency

To consider the following reports containing exempt or confidential information

The following reports are exempt by virtue of Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 - Information relating to the financial or business affairs of any particular person (including the authority holding that information) | |
| 14. | Approval of amendment to Business Cases for Horsham District Homes for affordable homes in Billingshurst
To receive a report from the Cabinet Member for Community Matters and Wellbeing | 109 - 114 |
| 15. | Procurement of a building contract on an investment property
To receive a report from the Leader and Cabinet Member for Finance & Assets | 115 - 120 |
| 16. | The Capitol - Recovery Plan
To receive a report from the Deputy Leader and Cabinet Member for Leisure & Culture | 121 - 126 |

Cabinet
24 SEPTEMBER 2020

Present: Councillors: Ray Dawe (Leader), Peter Burgess, Jonathan Chowen (Deputy Leader), Philip Circus, Claire Vickers and Tricia Youtan

Apologies: Councillors: Paul Clarke

Also Present: Councillors: Tony Bevis, Ruth Fletcher, Lynn Lambert, Mike Morgan and Roger Noel

EX/24 **MINUTES**

The minutes of the meeting of the Cabinet held on 23 July were approved as a correct record and would be signed by the Leader at a later date.

EX/25 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/26 **ANNOUNCEMENTS**

The Cabinet Member for Leisure & Culture recommended that everyone visit The Capitol, which had been refurbished during the lockdown and was now welcoming visitors to a safe and greatly improved venue.

He also reported that the Warnham Discovery Hub was looking magnificent and would compliment the ambitions for the nature reserve going forward. It was hoped that the hub would open by the end of October.

The Cabinet Member for Horsham Town gave some background details on the pop-up cycle lane along Albion Way, in particular the part that the County Council had played in securing a government grant for this particular scheme. It had originally been intended to install a less extensive scheme during lockdown when traffic was much lighter, and HDC had not been aware when the chosen scheme was being installed. The Cabinet Member had urged the County Council to revise the scheme further in response to congestion and safety concerns. Some amendments had been made and the Cabinet Member advised that traffic was flowing again.

EX/27 **PUBLIC QUESTIONS**

Paul Kornycky asked the Cabinet Member for Planning & Development:

I welcome the revised timetable for the Local Plan Review published in the Local Development Scheme, Agenda Item 10. Not only will the 6 month delay

allow for proper preparation and consultation but it should also facilitate dodging the worst impacts of the 'mutant algorithm'.

This new timetable correctly recognises that on 27 November this year the HDPF does not expire, but carries on, albeit with an increased housing requirement of 920. Our target last year was 800 homes. This increases to just 841 this year because the higher 920 only applies for the latter third of the year.

Unfortunately we also face the risk of a much higher 1,715 target as part of the government's revised Standard Methodology. But, even if this is confirmed, it should not come into force until the start of next year, that's from 1 April 2021. Furthermore, I note that the Statement of Community Involvement, Agenda Item 11, states that the new Local Plan will run to 2037 but with a 2019 base date. This implies an effective start date for the new local plan of 1st April 2019, regardless of its actual adoption date.

This unnecessary backdating of the Local Plan may have serious consequences for our housing requirement. With a 2019 start date, a potentially much higher figure will overlay 2 years that currently have annual requirements of just 800 and 841 homes respectively.

Please explain why HDC is proposing the new plan start from 2019 and not from 2021, thus unnecessarily raising our already difficult housing target?

The Cabinet Member for Planning & Development replied:

As part of our work to prepare the Horsham District Local Plan we need our evidence to look at past, current and future trends in order to understand what we should plan for and include. Therefore, some of our evidence base studies for example, have a 2019 start date, which is why we currently have 2019 as our Local Plan start.

As plan preparation takes a number of years it is common practice for Local Plans to update their plan period, if needed, during the plan preparation process so long as the plan period cover 15 years once a plan is adopted. This is a requirement of Government guidance.

As the Horsham District Local Plan is yet to be finalised I cannot comment on the final period that the plan will cover, but I can confirm that there is absolutely no intention whatsoever to increase our housing target unnecessarily.

Paul Kornicky, as a supplementary question, asked:

I'd like to draw your attention to Crawley, our neighbouring Council, who's Regulation 19 consultation was undertaken in January/February 2020 and yet their plan is starting from 2020. Given that our Regulation 19 consultation is due to run in January/February 2021 it therefore seems strange that we would even contemplate starting our plan from 2019. So could I please ask that you have a look at what Crawley have done and, frankly, why they seem to be getting away with it?

The Cabinet Member for Planning & Development replied:

The Plan Period is under review, Mr Kornycky, and I will take up that question with the officers.

EX/28 **UPDATE ON THE COUNCIL'S FINANCIAL POSITION**

The Leader and Cabinet Member for Finance & Assets presented an update on the projected scale of the financial impact from Covid-19 in 2020/21 and how the ongoing considerable uncertainty could impact on current forecasts.

This uncertainty was effecting the medium term financial strategy and the identified potential savings of £1.5m, as set out in the report, would not be enough and further substantial action would therefore be needed to achieve a balanced 2021/22 budget. Work was being undertaken on what could be done to reduce costs further and there would be an update to Cabinet in November with possible further updates before the budget is agreed in February 2021.

The Cabinet Member advised that there had already been cost reductions at the museum and the £50k for museum improvements would help it operate with a lower subsidy when it re-opens. It was noted that the £125k towards the Henfield carpark included essential work to address underlying problems with the foundations.

RESOLVED

- i) To note the changes in the Council's financial position in 2020/21 and the Medium Term.
- ii) To recommend Council approve a £50k capital budget for the refresh and refurbishment of the museum whilst it remains closed during 2020/21.
- iii) To recommend Council approve a £125k capital budget increase to the £180k Henfield Library car park capital project, to address significant issues in the foundations.
- iv) To enter into a four year £0.75m scheme to deliver supported accommodation for rough sleepers, providing full funding is approved by MHCLG.
- v) Subject to iv) above, to recommend Council approve a £69k capital budget and £25.5k revenue expenditure budget in 2020/21 and the associated matching income obtained from MHCLG.

REASON

- i) The Council needs to acknowledge the highly unpredictable nature of the national and local situation occasioned by the COVID-19 pandemic and the huge impact this is having on its financial position both in the short and longer term. This has moved the council from what has been a long term healthy financial position to one with predicted large deficits unless action is taken.
- ii) Work is needed to modernise and refresh museum displays, introduce a digital cultural heritage offer, and improve the customer experience.
- iii) The more expensive dig out and rebuild of the car park in Henfield will address structural defects and make the asset last much longer and is therefore more economical in the long term.
- iv) & v) establishing supported accommodation will help support and reduce the number of rough sleepers in the district.

EX/29

ADOPTION OF CONSERVATION AREA APPRAISALS AND MANAGEMENT PLANS FOR SLINFOLD AND WARNHAM

The Cabinet Member for Planning & Development reminded Members that there were 37 conservation areas in the District and the Council had adopted a rolling programme for producing appraisals and management plans for each area. So far nine areas had an adopted appraisal and management plan.

Slinfold and Warnham had been identified as experiencing pressure for development and last November Cabinet agreed to approve draft appraisals and management plans for both areas, followed by public consultation between 6 February and 5 March. The 29 consultation responses, as set out in the appendices to the report, had been reviewed and, where appropriate, changes made to the proposed documents.

With regard to Warnham Cricket Ground, the Cabinet Member explained why it was not appropriate for inclusion within the consultation area, given that it did not meet the required architectural or historic interest test. She outlined the planning policies that would put development constraints on this area.

The Cabinet Member confirmed that, with regards to future reviews, including Richmond Road and the surrounding area, the relevant Neighbourhood or Parish Councils would be consulted and effected residents written to. They would also be publicised in the local press.

RESOLVED

- i) To approve the revised Conservation Area boundaries for Slinfold and Warnham, as shown on the Conservation Area designation maps (1 and 2) included in this report.

- ii) To approve the Conservation Area Appraisals and Management Plans for Slinfold and Warnham, as set out in Appendices 3 and 4, to be used in the determination of planning applications from 25 September 2020.
- iii) To delegate authority to the Cabinet Member for Planning & Development to approve minor editorial changes prior to final publication of the documentation.

REASON

- i) To formally designate the amended Conservation Area boundaries.
- ii) To provide updated Conservation Area guidance for the two settlements and Members in determining applications.
- iii) To give the Cabinet Member for Planning and Development delegated authority to approve minor changes to the document, without the need for it to be referred back to Cabinet.

EX/30 **CARBON REDUCTION TARGET AND ACTION PLAN**

The Cabinet Member for Environment, Recycling & Waste introduced the report and recommended carbon reduction targets relating to the Council's properties and activities. This was a positive response to the Council's recognition of the climate emergency in June 2019, and a recognition of concern expressed by the public in general.

The Cabinet Member stated that the financial uncertainty caused by the pandemic would add to the challenge, although there would be some public sector decarbonisation funding available. The projected targets and expenditure would be reviewed annually as part of the budget process.

The Environmental Coordination Manager briefly summarised technical aspects of the report, based on the paper produced by the carbon reduction consultants Anthesis. In addition to emission targets, a short term action plan was also proposed; this was an 18-month programme that included an energy audit of HDC properties; costing retrofitting options; and staff training.

The Leader and Cabinet Member for Finance & Assets emphasised the financial challenges ahead and their potential impact on future budget decisions.

RESOLVED

- i) To approve an aspirational target for the Council's direct emissions to be carbon neutral by 2030.

- ii) To approve an additional target for the emissions that are not directly within the Council's control to be carbon neutral by 2050.
- iii) To approve a short term action plan for carbon reduction measures to run until March 2022.

REASON

- i & ii) To implement the priorities of the Corporate Plan for Horsham District Council to become carbon neutral.
- iii) To commence the work required to reach the approved targets.

EX/31 **COMMUNITY LOTTERY**

The Cabinet Member for Community Matters & Wellbeing reminded Members that the Community Lottery had been running successfully as a trial for a year. She outlined how much had been raised for local charities, and voluntary and community groups and emphasised the importance of continuing this funding source. The pandemic had increased pressures on the voluntary sector and the Cabinet Member advised that the community had responded with an increase in lottery ticket sales in recent months.

In response to concerns that participation in lotteries could cause gambling problems for vulnerable people, Members were advised studies showed a very small percentage of 'soft' gamblers developed a harmful habit. The Cabinet Member advised that there were measures in place to prevent individuals buying an excessive number of tickets.

RESOLVED

- i) To approve the continuation of the Horsham District Community Lottery after a successful year one trial.

REASON

- i) To continue to raise funds for local voluntary and community groups.

EX/32 **HORSHAM DISTRICT LOCAL PLAN - LOCAL DEVELOPMENT SCHEME**

The Cabinet Member for Planning & Development reported that the Local Development Scheme, which set out the timetable for the Council's preparation of the Horsham District Local Plan, required updating because of the impact of the pandemic. The pandemic had adversely effected a number of organisations' ability to feed into the preparation process within the available timeframe

The previous Local Development Scheme covered the period between June 2019 and June 2022. The revised scheme would reflect the delays caused by

the pandemic and would cover the period from January 2020 to December 2022.

The Cabinet Member recommended publication of the revised scheme to ensure the Council meets its legal obligations and to ensure that the revised timescales are available to residents, stakeholders and the government.

RESOLVED

- i) To approve the publication of the attached Local Development Scheme January 2020 – December 2022.

REASON

- 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).

EX/33 **HORSHAM DISTRICT LOCAL PLAN - STATEMENT OF COMMUNITY INVOLVEMENT**

The Cabinet Member for Planning & Development advised that the Council was required to prepare a Statement of Community Involvement (SCI) to set out how the Council engages with residents, businesses, community groups and other organisations to ensure everyone can comment on planning decisions which may affect them.

The current SCI, which was published in September 2019, required updating because of the impact of the pandemic on how the Council can conduct its business, including how public consultations operate. The revised SCI would take account of any public health rules or guidance, and ensure engagement with the public as part of the Local Plan process.

The revised SCI also took into account the latest government position on the Community Infrastructure Levy, and provided greater clarity on the stages of Neighbourhood Plan preparation.

RESOLVED

- i) To adopt the Statement of Community Involvement, attached at Appendix 1.
- ii) That the Cabinet Member for Planning and Development has delegated authority to agree minor editorial changes such as typographical errors prior to publication.

REASON

- i) To enable an up to date and accurate SCI to set out guidance on how the planning system works and sets out how the council will inform, consult and involve people in planning decisions within Horsham District.
- ii) To undertake minor editorial or typographical amendments.

EX/34 **UPDATE TO BUILDING CONTROL CHARGES SCHEME**

The Cabinet Member for Planning & Development presented the report on the updated Building Control Charges Scheme. Following a review of the costs and income, an update of the current scheme, published in October 2017, was required in order to reflect the current level of costs and maintain cost recovery in line with regulations.

The Cabinet Member stated that the revised charges still represented good value for the service and was subject to annual review. The proposed implementation date of the updated scheme was 1 November 2020.

RESOLVED

- i) To recommend to Council that the revised Charges Scheme as set out in Appendix A is approved.

REASON

- i) To ensure Building Control Charges are able to cover the costs associated with the relevant functions and kept in line with inflation.

EX/35 **OVERVIEW & SCRUTINY COMMITTEE**

There were no matters currently outstanding for consideration.

EX/36 **FORWARD PLAN**

The Forward Plan was noted.

EX/37 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

The meeting closed at 6.25 pm having commenced at 5.30 pm

CHAIRMAN

Report to Cabinet

26 November 2020

By the Cabinet Member for Finance and Assets



DECISION REQUIRED

Not Exempt

Update on the Council's financial position

Executive Summary

This report updates the projected scale of the financial impact from COVID-19 in 2020/21 and gives a snapshot of where we think our finances are today as we enter a second national lockdown.

Levels of income were slowly recovering, but nevertheless a significant £6m reduction in income was forecast at Month 7 in 2020/21. Action to reduce expenditure where possible had reduced the estimated overspend to £5m. However, we anticipate that the second lockdown will add around £0.5m to the overspend for every four week period of lockdown.

Furthermore, much lower levels of income are anticipated in the future. An unprecedented high level of uncertainty remains. The length and depth of the current recession is unknown. Factors of particular concern are the increase in unemployment as the furlough scheme changes, especially in the hospitality and leisure sectors that dominate our local economy, the risk of an extended or another local or national lockdown before the end of March, the nature and implications of the Brexit agreement due at the end of the calendar year and the Government's plans for the reform of business rates. In these circumstances it is fortunate that the Council has kept high levels of reserves and thus is able in the short term to have time to make considered decisions but given the totally unpredictable situation it is essential the Council keeps as much of its reserves as it can going forward.

Over the next few weeks, officers will continue to work towards setting a balanced 2021/22 budget in February 2021. To achieve a balanced budget in 2021/22, substantial action is still required.

Recommendations

The Cabinet is asked to

- i) Note the changes in the Council's financial position in 2020/21 and the Medium Term.
- ii) Recommend to Council the new pricing structure at Southwater County Park car park as set out in Appendix A

- iii) Recommended to Council the transfer of the budget and associated operational responsibilities for the Southwater Country Park car park to Parking Services for 2021/22.
- iv) Recommend to Council the approval of a £89k capital budget in 2020/21 for business waste bin weighing technology and equipment.

Reasons for Recommendations

- i) The Council needs to acknowledge the highly unpredictable nature of the national and local situation occasioned by the COVID-19 pandemic and the huge impact this is having on its financial position both in the short and longer term. This has moved the Council from what has been a long term healthy financial position to one with predicted large deficits unless action is taken.
- ii) To standardise parking hours across the year and help manage demand for car parking at Southwater Country Park during busy periods.
- iii) To streamline internal reporting processes and have all parking related services within the Parking service budgets.
- iv) The bin weighing technology and equipment will help the business waste service more accurately and efficiently manage the service by identifying trends and overladen bins, ensuring the Council is not subsidising customer disposal costs.

Background papers:

- Budget and MTFS report Cabinet 23 January 2020 (approved by Council on 12 February 2020).
- Financial update on the Council's financial position report Cabinet 23 July 2020
- Report on the Council's Finance and Performance (M4) Overview and Scrutiny Committee 21 September 2020
- Financial update on the Council's financial position report 24 September 2020

Wards affected: All

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

Background Information

1 Introduction and background

- 1.1 An update on the Council's in-year and medium term financial position was reviewed by Cabinet on 24 September 2020. The impact of the COVID-19 virus associated recession continues to have a severe impact with lower levels of income and increasing expenditure at the Council. This will result in a significant overspend in 2020/21, now estimated at £5.5m inclusive of a November 2020 only lockdown.
- 1.2 The Council has received central government 'expenditure' grant totalling £1.73m and has submitted a £1.1m claim against the income loss grant scheme at the end of September for the first four months of the year. The one-off grant funding is not expected to cover all losses. If insufficient money is received from the Government to cover the costs of the lockdown and recession the Council will need to use its general fund reserve to fund its losses in 2020/21.
- 1.3 At the moment the Council has enough reserves to cover the predicted losses but its financial position going forward will be more precarious than it was at 12 February 2020 when the s151 officer gave her view the Council's reserves were adequate for its needs.
- 1.4 Longer term, a severe recession and changing customer habits mean that lower levels of income and increased costs are anticipated in the future. A significant gap in the medium term financial strategy as high as £3m a year is predicted if actions are not taken.
- 1.5 To rebalance its position, the Council has been reconsidering carefully its service offer in both 2020/21 and the longer period. The ongoing unpredictable nature of the effects of the pandemic mean that it is essential to maintain reserve levels and they cannot be seen as an alternative to taking decisions to bring the budget back to balance.
- 1.6 The Treasury has confirmed the Comprehensive Spending Review will only set departmental budgets for next year, due to the economic disruption caused by the pandemic and to prioritise the immediate response. This adds to the uncertainty as steadying a ship in turbulent waters also requires taking a longer-term view.

2 Relevant Council policy

- 2.1 The Council continues to provide the quality, value for money services that people need throughout the 2020s is a key objective of the Council's Corporate Plan. To achieve this the Council needs to take action now to ensure money is available for our key services.

3 Details

- 3.1 The impact of the COVID-19 virus associated recession continues to have a severe impact with lower levels of income and expenditure pressures at the Council. This will result in a significant overspend in 2020/21, currently estimated at £5.5m, depending on the length and depth of the recession and assumptions around continued social distancing.
- 3.2 Income from parking, property and leisure services was severely reduced in the first quarter under lockdown, and other income from planning, building control and investment income was also affected. Income was slowly recovering since the

national lockdown from COVID-19 ended, but due to the induced recession and changing customer habits, it may never recover to former levels. Income receipts are forecast to end £6m below budget in 2020/21. The Council has already taken action to mitigate some expenditure costs, bringing down the forecast overspend by £1m. However, we anticipate that the second lockdown will add around £0.5m to the overspend for every four week period of lockdown.

- 3.3 The updated budget position including the forecast overspend and revised interim medium term financial strategy is set out in table 1. This assumes an overspend of £5.5m in 2020/21 after action taken to reduce expenditure.

Table 1 update November 2020	2020/21 £'000	Commentary
Current net expenditure	11,201	
Covid-19 income overspend estimate	6,000	Current M7 estimate
Second 4 week lockdown	500	Estimate
Net Expenditure	17,701	
Funding: Council tax	(9,922)	
Baseline business rates	(2,052)	
Collection Fund (surplus)/deficit	(53)	
Total funding	(12,027)	
Net deficit	5,674	
Action taken to reduce spend	(1,000)	
Current projected deficit	4,674	£5.5m worse than original budget

- 3.4 Table 2 sets out the one-off funding that will help offset some of the overspend, together with additional costs in the year, the net effect of which brings down the deficit to £1.8m.

Table 2 update November 2020	2020/21 £'000	Commentary
Current projected deficit	4,674	
One-off Covid-19 funding to date	(1,750)	Received from MHCLG
One-off income loss grant claim	(1,100)	First third claimed in Sept 2020 (from MHCLG)
One-off income loss grant estimate	(1,400)	Estimate only – second and third periods in arrears (from MHCLG)
Additional 0.75% salary costs	120	2.75% pay agreement (2% budget)
Estimated redundancy costs	750	Depending on actions taken for future

Lower collection of NDR & Council tax	500	Our share – based on lower collection rates
Adjusted net deficit	1,794	Call on reserves in 2020/21

- 3.5 On 22 October 2020, Government announced a further distribution of £1bn funds to local authorities and the Council was awarded the minimum amount of £100k. This takes our central government ‘expenditure’ grant total to £1.75m towards additional ‘expenditure’ that the Council has incurred.
- 3.6 The Council also submitted a £1.1m claim against the 75p in the pound income loss grant scheme at the end of September for the first four months of the year. The totals in the first two months of the second period are running at lower levels due to income coming back on stream and action taken to reduce costs in these budget areas, which is netted off the claimable amount. The totals of all the one-off grants are not expected to cover all losses. If insufficient money is received from the Government to cover the costs of the lockdown and recession the Council will need to use its general fund reserve to fund its losses in 2020/21. This is currently estimated at £1.8m.
- 3.7 £182k Arts Council funding has been received to help support the Capitol Theatre which is already included in the £5.5m forecast in Table 1. In addition, Government has announced a £100m ring-fenced scheme for support for leisure centres. The detail on how this funding will be distributed has not yet been released, but the Council will closely monitor the opportunity to reduce the forecast £1.7m overspend in this area. Again, it is very unlikely that the leisure grant will cover the total, and the further closure of leisure facilities in November 2020 will not help with the recovery.
- 3.8 Looking ahead, budget holders are now in the internal ‘challenge’ process of drafting their 2021/22 budgets. Officers are reviewing the way in which work is undertaken, with a view to reducing expenditure through digital change and efficiencies, such as merging administration functions together and putting more accessible services online for customer self-service, rather than in hard copy. Officers are also looking at stopping some elements of the service because we can no longer do this work under COVID-19 restrictions and due to the recession, which has happened at the Capitol theatre with live performance, and also for example at the museum where social distancing is not easily workable. Some areas are likely to increase expenditure through demand for services including revenues and benefits and housing and community services. A comprehensive list of savings and growth will be presented as part of the 2021/22 budget papers in January 2021.
- 3.9 Table 3 provides a working estimate of the medium term financial plan and assumes an ongoing reduction in income and increase in expenditure of approximately £3m in 2021/22 onwards if no action is taken.

Table 3: interim MTFS November 2020	2021/22	2022/23	2023/24	2024/25
	£000	£000	£000	£000
Estimated net expenditure (£11.2m + £3m)	14,200	13,600	14,100	14,600
<i>Estimated savings</i>	(1,500)	<i>To be developed in 2021</i>		

Future lockdown impact	1,000	500	0	0
Est net exp after savings	13,700	14,100	14,100	14,600
Funding: Council Tax	(9,985)	(10,080)	(10,200)	(10,380)
Baseline Business Rates	(2,050)	(1,750)	(1,500)	(1,250)
Collection Fund (surplus)/deficit	300	200	100	0
Total Funding	(11,735)	(11,630)	(11,600)	(11,630)
Net (Surplus) / Deficit	1,965	2,470	2,500	2,970

Changes in advance of 2021/22

- 3.10 Some changes we will put forward as part of the Medium Term Financial Strategy have a long lead in period and, therefore, Cabinet and Council need to decide now whether to go ahead with these to ensure they can be in place for 1 April 2021. These concern parking at Southwater Country Park and Business Waste.
- 3.11 To help manage demand for car parking at Southwater Country Park during busy periods, Appendix A sets out the proposed car parking charges at Southwater Country Park which would operate from 1 April 2021. A recommendation is made as part of this paper to standardise parking hours across the year which will help manage both car parking at the park, dwell time in the park in peak periods and make a small contribution to offset the wider anticipated fall in parking income across the district.
- 3.12 In the business waste industry bin weighing technology and equipment is currently used throughout as a way of managing the service more accurately and efficiently by identifying trends and overladen bins. The Council does not have this technology and a pilot suggests our Business Waste Service is not always covering its disposal cost. A £89k capital budget for 2020/21 is proposed so that the business waste service can install the technology and equipment prior to going live on 1 April 2021. The payback on the technology and equipment is expected to be within six months and it will help ensure that the Council is not subsidising any customer disposal costs. A new fee structure will be brought back for consideration in January 2021 once further trials and testing have been completed. The additional capital budget request forms part of the recommendations of this report to get started on this work.

4 Next steps

- 4.1 The budget setting process including challenge and actions will be completed in December and January. This will formulate the 2021/22 budget.
- 4.2 On 28 January 2021, the 2021/22 Budget will be taken to Cabinet to recommend approval at the 10 February 2021 full Council meeting where the Council Tax for 2021/22 will be set. The MTFs will also be again updated at this time to take account of any further economic and financial developments including the detail our settlement, if known at that date.

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

- 5.1 The Finance and Assets Policy Development Advisory Group discussed the immediate and longer term impact of reduced income on the medium term financial strategy on 2 November 2020 and the consideration of various options including whether it continues to provide some services and which it discontinues in order to balance its budget.
- 5.2 The Chief Executive, the Chief Financial Officer, the Directors, the Head of Finance and other Heads of Services have been extensively involved in preparing the immediate budget forecast and have already commenced plans, taking action to address the medium term financial gap. They are fully supportive of its contents. The Monitoring Officer has also been consulted during the preparation of the document and is supportive of its contents.

6 Other courses of action considered but rejected

- 6.1 Not taking actions would put at risk the ability of the Council to deliver balanced budgets through to 2023/24. This would quickly erode the level of reserves and is unsustainable in the medium term. Therefore, not taking any action has been rejected.
- 6.2 Cutting services significantly now, is an approach taken by some Councils. However this risks closing valued services unnecessarily if the recession is not as long and deep as we fear.

7 Resource consequences

- 7.1 The proposed changes to the charging at Southwater Country Park and the investment in the weighing technology for Business Waste will improve the Council's financial position in 2021/22.
- 7.2 A final Medium Term Financial Strategy for 2021/22 to 2024/25 will be prepared as part of the annual budget setting process and brought to Council in February 2021. These figures will be informed by the provisional settlement for 2021/22 which is anticipated in December 2020 and greater knowledge of the impact of the current lockdown on the Council's finances.
- 7.3 Any financial implications of future carbon reduction are not included in this report as the options and costs are being worked up. Adoption of the 2030 carbon neutral target and action plan to achieve it will considerably worsen the Council's financial position in the medium and long term. More clarity on this is expected in 2021.

8 Legal consequences

- 8.1 The Council is required under the Local Government Finance Act 1992 to produce a 'balanced budget'.
- 8.2 This report sets out the Council's current and expected financial position. The Director of Corporate Resources has a statutory duty, under Section 151 of the Local Government Act 1972 and Section 73 of the Local Government Act 1985, to ensure that there are proper arrangements in place to administer the Council's financial affairs.
- 8.3 The Local Government Act 1999 places a duty on the Council as a 'Best Value' authority to secure continuous improvement in the way its functions are exercised so as to secure economy, efficiency and effectiveness.

9 Risk assessment

- 9.1 The Council's reliance on central government funding and balancing the medium term financial plan is captured on the corporate risk register at CRR01. This is regularly reviewed and updated and is monitored at Audit Committee on a quarterly basis. Although the Government has put decisions on changes to business rates on hold until April 2022.
- 9.2 Many figures provided in this report are estimated at this stage. There is a risk that a second COVID-19 wave or longer or deeper recession could mean losses are nearer the upper end of the range of losses suggested or even higher.
- 9.3 There is a moderate risk when paid services such as parking, planning, building control, and the cultural and leisure offer resume customer habits will have changed and income will not return to previous levels, meaning the original financial position will not be recoverable. Services such as the Capitol and leisure centres are staying in touch with customers to try to prevent this.

10 Other considerations

- 10.1 There are no consequences of any action proposed in respect of Crime & Disorder or Human Rights. Some of the new income proposals intended to help fill the gap may have positive or negative equalities or sustainability impacts. Individual impact assessments of these will be completed alongside the business case of each proposal.

Appendix A – Proposed car parking charges at Southwater Country Park in 2021

Period	Dates	Days	Duration	Existing Charge	New charge
Summer	1 April to 31 October	Monday – Sunday	0-1 Hours	50p	£1.00
			Up to 2 hours	£1.50	£2.00
			Up to 3 hours	£1.50	£2.00
			Up to 4 hours	£3.00	£4.00
			All Day	£3.00	£6.00
Winter	1 April to 31 October	Saturday & Sunday	0-1 Hours	50p	£1.00
			Up to 2 hours	£1.50	£2.00
			Up to 3 hours	£1.50	£2.00
			Up to 4 hours	£3.00	£4.00
			All Day	£3.00	£6.00
Winter	1 November to 31 March	Monday – Friday	All Day	FOC	£1.00

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Report to Cabinet

26 November 2020



DECISION REQUIRED

Not exempt

Exempt Appendix 1 under Paragraph 3 Part 1 of Schedule 12A to the Local Government Act 1972

Contract Award for the Provision of Wheeled Bins Tender

Executive Summary

Horsham District Council requires plastic wheeled bins for the collection of domestic refuse, recycling and garden waste. The purpose of this report is to ask Cabinet to approve the preferred bidder for the supply of wheeled bins as the contract award is over the value of £250,000.

The current contract for the supply of wheeled bins has expired and therefore it has been necessary to undertake a tendering exercise to obtain wheeled bins at the most competitive price, balanced against quality and the ability to supply.

A mini tender exercise has been conducted through a framework agreement established by Eastern Shires Procurement Organisation (ESPO). The mini tender was issued to five organisations and two returns were received and evaluated. Key considerations of the tender exercise included service and delivery timescales, quality and defects resolution and the supply of spares.

Recommendations

Cabinet is recommended:

- i) To accept the bid and award the contract to Company A (exempt Appendix 1), as the preferred supplier of plastic wheeled bins for the next 4 years

Reasons for Recommendations

- i) The tendering exercise offered a preferential unit cost for each bin, with the option to purchase replacement parts as required
- ii) The evaluation exercise favoured Company A on quality of products

Background Papers: None

Wards affected: All

Contact: Genna Wallace-Jones, Recycling & Waste Strategy Manager 01403 739441

Background Information

1 Introduction and Background

- 1.1 The purpose of this report is to seek the approval to award the contract for the purchase of wheeled bins for the next four years.
- 1.2 The new supplier will maintain a reasonable stock level to which we are able to access quickly. The council will only pay for stock that we will hold at any one time.

2 Relevant Council policy

- 2.1 Horsham District Corporate Plan 2019-2023 – Continue to manage our finances prudently

3 Details

- 3.1 The current contract for the supply of wheeled bins has expired and therefore it has been necessary to undertake a tendering exercise to obtain wheeled bins at the most competitive price, balanced against the quality and the ability to supply.
- 3.2 A mini tender exercise has been conducted through a framework agreement established by Eastern Shires Procurement Organisation (ESPO). The mini tender was issued to five organisations and two returns were received and evaluated. Key considerations of the tender exercise included service and delivery timescales, quality and defects resolution and the supply of spares.
- 3.3 From the procurement exercise undertaken, Tender Company A has emerged as the Preferred Bidder. The Preferred bidder submitted the highest quality return and also the lowest cost, which includes transport delivery of the bins.

4 Next Steps

- 4.1 Following approval by Cabinet to award the contract, there will be a mandatory legal ten-day “standstill” period as required by the Public Contract Regulations, to allow unsuccessful tenderers time to request feedback and scrutinise the award process. Once this has passed without incident, the appointment can be ratified and legal formalities concluded.

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

- 5.1 The Cabinet Member’s Policy and Development Advisory Group (PDAG) has considered the proposal on 16 November 2020 and are supportive of the recommendation.
- 5.2 The Councils Monitoring Officer and Director of Corporate Resources have been consulted and their comments have been incorporated in to this report.

6 Other Courses of Action Considered but Rejected

- 6.1 None. The Council is required to put the contract out to tender for competition at the expiry of the previous contract.

7 Resource Consequences

- 7.1 The successful contractor's costs are per bin representing a saving on previous purchases and expenditure will fall within the current budget.

8 Legal Consequences

- 8.1 The Public Contracts Regulations 2015 ("the Regulations") and HDC's contract rules require that a competitive tender be utilised for procurements of this nature.
- 8.2 The ESPO framework meets the requirements of both the Regulations and HDC's contract rules.
- 8.3 As a consequence, the recommended contract award meets the necessary legal and governance requirements.

9 Risk Assessment

- 9.1 There are no specific risks in relation to this project.

10 Other Considerations

- 10.1 This proposal does not impact on Crime & Disorder; Human Rights and Equality & Diversity matters.
- 10.2 The wheeled bins supplied by Company A are made of HDPE plastic, which can be recycled into new products at the end of their serviceable life.
- 10.3 The preferred bidder is awarded the Blue Angel Certificate for environmentally friendly product design.
- 10.4 The preferred bidder manufactures its bins with up to 30% recycled polymer, 70% virgin materials. 30% recycled polymer is currently the maximum threshold to ensure there is no impact on quality and the ten-year guarantee can be sustained. However, the preferred bidder is exploring options to increase the amount of recycled materials within its wheeled bins.
- 10.5 The preferred bidder is one of the few suppliers to manufacture its wheeled bins in the UK reducing the carbon footprint of transportation from Europe.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Report to Cabinet

26 November 2020

By the Cabinet Member for Horsham Town

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Horsham's First Local Cycling and Walking Infrastructure Plan (LCWIP)

Executive Summary

The purpose of this report is to seek approval to recommend to Council that it adopts Horsham's first Local Cycling and Walking Infrastructure Plan (LCWIP), a high level, strategic network plan for safe and accessible future cycling and walking infrastructure.

Recommendations

That the Cabinet is recommended:

- i) To agree to recommend to Council that it adopts the first Horsham Local Cycling and Walking Infrastructure Plan;
- ii) To note the content of the Summary of Stakeholders and Public Consultation document, October 2020;
- iii) Delegate authority for any minor editorial amendments to the Cabinet Member for Horsham Town.

Reasons for Recommendations

- i) The LCWIP is a key tool in helping to deliver local improvements to increase both cycling and walking in the District and puts the Council in a strong position when bidding for cycling and walking improvement grants for the Government;
- ii) The Summary of Stakeholders and Public Consultation is an important background document in setting out the proposed response to the comments received;
- iii) To allow minor changes only. Any substantive change would need to be agreed by all Members.

Background Papers

- i) Appendix 1 - Horsham Local Walking and Cycling Infrastructure Plan, October 2020;
- ii) Appendix 2 - Supplementary Document, Summary of Stakeholders and Public Consultation, October 2020;

- iii) Department for Transport Local, Cycling and Walking Infrastructure Plans (LCWIP), Technical Guidance for Local Authorities April 2017;
- iv) Department for Transport, Cycling and Walking Investment Strategy (CWIS) April 2017.

Wards affected: Broadbridge Heath, Horsham Denne, Horsham Forest, Holbrook East, Holbrook West, Roffey North, Roffey South, Southwater North, Southwater South & Shipley and Horsham Trafalgar.

Contact: Nigel Weston, Senior Projects Officer, Tel: 01403 215064.

Background Information

1 Introduction and Background

- 1.1 The Department for Transport (DfT) national *Cycling and Walking Investment Strategy* (CWIS), launched in April 2017, aims to make cycling and walking the natural choices for shorter journeys, or as part of a longer journey. The strategy aims to double cycling levels by 2025, increase walking activity, reduce the rate of cyclists killed or seriously injured, and increase the percentage of school children walking to school.
- 1.2 The local Highway Authority, West Sussex County Council, approached the Districts & Boroughs with a view to developing Local Cycling and Walking Infrastructure Plans (LCWIPs) for all the major towns. A majority took up the challenge and the West Sussex LCWIP Partnership Group was formed to ensure LCWIPs were prepared with the same objectives and methods.
- 1.3 LCWIPs are also being developed in Worthing, Chichester, Crawley and Midhurst (Sown Downs National Park). West Sussex County Council has focused its own LCWIP on six long-distance intercommunity routes, one of which is the Crawley to Horsham A264 corridor.
- 1.4 LCWIPs are high level evidence based documents that provide a strategic overview to guide provision of future cycling and walking infrastructure and support greater adoption of active travel options. Key aims of an LCWIP are to:
 - Identify cycling and walking infrastructure improvements for future investment in the short, medium and long term;
 - Ensure that consideration is given to cycling and walking within both local planning and transport policies and strategies; and
 - Make the case for future funding for walking and cycling infrastructure.
- 1.5 The DfT has explicitly said that local authorities with LCWIPs will be better placed to secure future funding which is why this Plan has been produced.

2 Relevant Council policy

- 2.1 Corporate Plan 2019: A great place to live - Prepare a Local Cycling and Walking Infrastructure Plan that identifies improvements for future investment in the short, medium and long term.

3 Details

- 3.1 In line with guidance provided by the DfT and in consultation with the local stakeholders, the LCWIP, attached at Appendix 1, establishes five cycle and walking corridors connecting most key residential and employment areas in Horsham to the town centre.

- 3.2 The corridors shortlisted form a good starting point for a cycling and walking network for the Plan area. Additional or amended routes can be progressed as and when funding allows or the LCWIP is reviewed.
- 3.3 It is a requirement to update the LCWIP every five years and part of the review would include stakeholder and public consultation.
- 3.4 The LCWIP will support the Horsham District Local Plan and the emerging Horsham Town Public Realm Strategy by providing a framework for new infrastructure and physical improvements to encourage behavioural change in the increased use of cycles and walking.
- 3.5 The District Council will work in partnership with other organisations and the Highway Authority, West Sussex County Council, to secure funding which will enable delivery of schemes in the Plan in the short, medium and long term.

4 Next Steps

- 4.1 The adoption of the LCWIP will feed into the overall West Sussex cycling and walking network that is being coordinated and prioritised by WSCC. This will include input from South Downs National Park LCWIP and other neighbouring authorities.
- 4.2 WSCC intends to create a combined prioritised list of routes by the end of 2020 to be progressed as funding becomes available. As many of the routes are likely to require external funding contributions, it is envisaged that the prioritised list will serve to support future funding bids, as well as directing CIL, s106 contributions, and other local funding. The prioritised list of LCWIP routes will also inform a review of the West Sussex Walking & Cycling Strategy.

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

- 5.1 A Stakeholder Group was convened to shape the development of Horsham's first LCWIP with attendees representing North Horsham and Warnham Parish Councils, Horsham Denne and Horsham Forest Neighbourhood Councils, Horsham District Cycling Forum, Horsham Town Community Partnership and The Horsham Society.
- 5.2 A stakeholder workshop was held where the five cycling and walking corridors were identified for initial development and at a second workshop a revised LCWIP was agreed for public consultation.
- 5.3 In July 2020 the Horsham Town PDAG approved the draft LCWIP for stakeholder and public consultation and this was carried out during the last two weeks of August 2020.
- 5.4 There were 211 public responses and 8 stakeholder replies received, and it was agreed at the Horsham Town PDAG in September 2020 that these replies would be best considered in an LCWIP Supplementary Document, attached at Appendix 2, and minor amendments made to the LCWIP.

- 5.5 Both documents have now been shared with stakeholders and at the November 2020 meeting of the Horsham Town PDAG advised the Cabinet Member for Horsham Town that Cabinet be asked to recommend to Council that Horsham's first LCWIP be adopted.

6 Other Courses of Action Considered but Rejected

- 6.1 Not to prepare an LCWIP for Horsham. This would greatly reduce the opportunity to receive Government grants for both cycling and walking improvements.

7 Resource Consequences

- 7.1 The council have received a £70,000 grant from the Business Rate Pool to support the cost of the production of the LCWIP. This grant has been used to fund the transport consultants and leading experts in this field, WSP, to support the development of the Plan. To date £30,000 has been spent or remains committed for the use of consultants.
- 7.2 The remaining finance allocated to LCWIP development through Business Rates Pool may be required to pay for concept designs and implementation of emergency interventions, Tranche 2 schemes or for upfront payment prior to Government funding being distributed.
- 7.3 Officer time needed to co-ordinate and facilitate the Plan will be met through existing resources. This may however have a detrimental impact on other projects.

8 Legal Considerations and Implications

- 8.1 There are no legal implications associated with this report, however, there is a statutory and legal process to consult on the highway infrastructure improvements as and when they are identified, and finances become available.
- 8.2 The strategy and LCWIP are consistent with the National Planning Policy Framework and the Horsham Development Plan, and the LCWIP follows technical guidance set out by the Department for Transport on Local Cycling and Walking Infrastructure Plans.

9 Risk Assessment

- 9.1 There may be reputational and practical risks with the development and delivery of specific LCWIP schemes and these will need to be managed through the relevant risk management and project management processes. There may also be legal processes such as Traffic Regulation Orders that will need to be undertaken, depending on specific measures progressed. These will be subject to separate assessment and consideration as specific scheme proposals are developed.

10 Procurement implications

- 10.1 The proposals set out in the LCWIP are currently unfunded improvements.
- 10.2 The LCWIP lists suggestions for cycling and walking infrastructure improvements for future investment in the short, medium and long term.
- 10.3 It is envisaged that funding for these schemes will come from external funding contributions such as Government grants and other local funding, or directly from CIL, s106 contributions.

11. Equalities and Human Rights implications / Public Sector Equality Duty

- 11.1 Improved cycling and walking infrastructure can increase safety and accessibility, helping more communities to make cycling and walking their first choice for shorter journeys and as part of longer ones.
- 11.2 Cycling and walking provides the cheapest form of transport compared with car travel and public transport. It will cater for those that do not or cannot afford a car. It also brings health benefits through active travel.
- 11.3 Once the LCWIP is adopted, the different elements of the infrastructure network and interventions will be conducted in consultation with stakeholders, residents, businesses and community groups associated with that piece of infrastructure.
- 11.4 The preparation of an LCWIP and the involvement of the community at each stage will potentially contribute to improving the quality of life in the district and will therefore have a positive impact on human rights.

12 Environmental Implications

- 12.1 Transport is the biggest greenhouse gas emitting sector in the UK accounting for around 27% of total emissions. Therefore, significant investment in sustainable transport solutions, including the proposals set out in the LCWIP, is vital in helping to address climate change.

13 Other Considerations

- 13.1 There are no direct crime and disorder consequences arising from the content of this report.

Appendix 1

Horsham Local Cycling and Walking Infrastructure Plan (LCWIP)

Page 33

October 2020



Question today
Imagine tomorrow
Create for the future



On behalf of **Horsham District Council**



Horsham Local Cycling and Walking Infrastructure Plan (LCWIP)

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Prepared by: JM, HC, JP, AW, DL
Review by: JP
Approved by: AW

1. Introduction and Background

1.1 Introduction

Welcome to Horsham's first Local Cycling and Walking Infrastructure Plan (LCWIP). It is a new, strategic approach to identifying cycling and walking improvements required at a local level. LCWIPs take a long-term approach to developing cycling and walking networks. They will contribute to achieving the government's ambition to make cycling and walking (sometimes referred to as *active travel modes*) the natural choice for shorter journeys.

Increasing the numbers of cycling and walking journeys is central to tackling many of the country's pressing challenges. These include carbon emissions and the climate emergency, poor air quality, inactivity, poor public health and levels of traffic congestion, for example. Better active travel infrastructure can also improve access to jobs, education and facilities, enhance economic vitality, improve mental wellbeing, reduce social isolation and improve the environmental quality of our towns and villages.

The focus of the LCWIP is to create walking and cycling networks which will enable people to get more easily from A to B when making *utility trips*. These are everyday journeys made for a purpose, such as commuting to work, trips to the shops or the doctor, or to school, college or university. Directness and journey times are usually important considerations when making utility journeys. Cycling and walking trips for leisure (i.e. without a destination) are not within the scope of the LCWIP, although these journeys may also be enhanced from the improvements identified.

In accordance with DfT technical guidance the Horsham LCWIP is focused on cycling and walking routes within Horsham town and routes into the town from surrounding settlements. This is because urban areas are considered to have the greatest potential to grow cycling and walking trips.

'The world has three major problems: the climate, congestion and the obesity epidemic. The bicycle is the answer to all three of them.'

Jan E. Jørgensen
Member of the Danish Parliament

1.2 Vision Statement for the LCWIP

The following statement is intended to guide the ongoing development, delivery and evolution of Horsham's LCWIP:

'For Horsham residents, workers and visitors, cycling and walking will be the natural choice for most short journeys, and to access public transport for longer journeys. People will be able to easily access the places they need by cycle and on foot, including to and from the new areas of development. The cycling and walking networks will be direct, safe and comfortable to use, continuous, well-connected, inclusive and wherever possible attractive.'

1.3 LCWIP objectives

The District Council, working in partnership with a range of organisations, will:

- a) Increase levels of cycling and walking for utility journeys; and
- b) Design quality cycling and walking networks based on standards and good practice guidance.

1.4 How this LCWIP will be used

The LCWIP is intended to be used in the following ways:

1. Contributing to achieving the Council's corporate priorities, including tackling the Climate Emergency;
2. Supporting the West Sussex Walking & Cycling Strategy;
3. Funding bids: the LCWIP will form the basis for future funding bids to secure money to improve cycling and walking infrastructure;
4. Transport Policy: The LCWIP provides evidence for future versions of the County Council's Local Transport Plan and Rights of Way Improvement Plan;
5. Planning Policy: The LCWIP forms part of the evidence base for the Local Plan Review, identifying the required strategic cycling and walking networks. The initial programme of improvements will be included in the Infrastructure Delivery Plan; and
6. Development Management: The LCWIP forms the basis for securing high-quality improvements to the strategic cycling and walking networks as part of planning permissions for new development.

1. Introduction and Background

1.5 How this LCWIP was prepared

A Stakeholder Group was convened to shape the development of the Horsham LCWIP. Attendees represented the District Council, North Horsham and Warnham Parish Councils, Denne and Forest Neighbourhood Councils, Horsham District Cycling Forum, Horsham Town Community Partnership and The Horsham Society.

Consultancy WSP has been commissioned by Horsham District Council (HDC) to prepare the LCWIP and advise the District Council. The LCWIP has been prepared in accordance with the *Technical Guidance for Local Authorities* (2017) and has used the tools made available online by the Department for Transport (DfT). The three key outputs recommended by the technical guidance are:

- Cycling and walking network plans, which identify preferred routes and core zones for further development;
- A prioritised schedule of infrastructure improvements; and
- A report setting out the underlying analysis and narrative to support the identified networks and prioritised improvements.

This report includes all three of these key outputs.

1.6 West Sussex Cycle Summits

Horsham District Council was pleased to host West Sussex Cycle Summit events in 2016, 2017 and 2019, welcoming attendees from a wide range of different backgrounds and organisations. These summits helped to shape the West Sussex Walking and Cycling Strategy (2016 - 2026) and are now informing the development of LCWIPs across the county, including for Horsham District. These events will continue to inform future cycling and walking network planning and scheme development.

1.7 Report Structure

The rest of this report is structured as follows:

2. [Scope of the Horsham LCWIP](#) – setting out the geographical scope of the LCWIP, partnership working and timescales for implementation;
3. [Integration with Policy and Strategy](#) – identifies how the LCWIP supports local and national policy and strategy themes;
4. [Active Travel Context](#) – summarises the journeys currently made by active travel modes, the available cycling and walking networks and strategic barriers which limit movement by these modes. It also identifies key origins and destinations for planning cycling and walking networks;
5. [Network Planning for Cycling](#) – describes the process to connect journey origins to destinations, the initial corridors identified for further development and the route section and route audit methodology;
6. [Network Planning for Walking](#) – outlines the process of identifying a core walking zone and key walking routes for further development and the route audit methodology;
7. [Route Audits – Infrastructure Improvements](#) – summarises some of the key types of infrastructure improvements recommended from the route audits;
8. [Provisional Cost Estimates for Route Improvements](#) – indicates the potential cost ranges for the identified improvements
9. [Integration, Delivery and Next Steps](#) – identifies potential funding sources, how the LCWIP is aligned to the local plan and how and when the document will be reviewed.

[Appendix A](#) contains a suite of plans showing the context of each shortlisted corridor, the findings of route audits and a summary of proposed infrastructure improvements.

2. Scope of Horsham LCWIP

2.1 Geographical Coverage

Figure 1 to the right shows the geographical coverage of the Horsham LCWIP.

In accordance with DfT technical guidance it is focused on cycling and walking routes within Horsham town, as urban areas are considered to have the greatest potential to grow cycling and walking trips. However the LCWIP also covers connections to, from and between nearby existing settlements and future development sites. The figure identifies that most of the plan coverage is within 5km of Horsham town centre, distances which can easily be cycled by many people.

Other parts of the district may be covered by future iterations of the plan.

2.2 Partnership Working

The District Council is a member of the West Sussex LCWIP Partners Group (comprising officers from West Sussex County Council, Horsham District Council, Adur & Worthing Councils, Chichester District Council, Crawley Borough Council and the South Downs National Park Authority). Whilst each constituent partner is preparing an LCWIP for their respective area, they are working collaboratively to ensure that they are each prepared with the same objectives and methods.

The first phase of the County Council-led LCWIP focuses on longer-distance, inter-community routes that connect the County's principal settlements. The Horsham to Crawley corridor is one of the six initial routes to be covered by the County Council LCWIP.

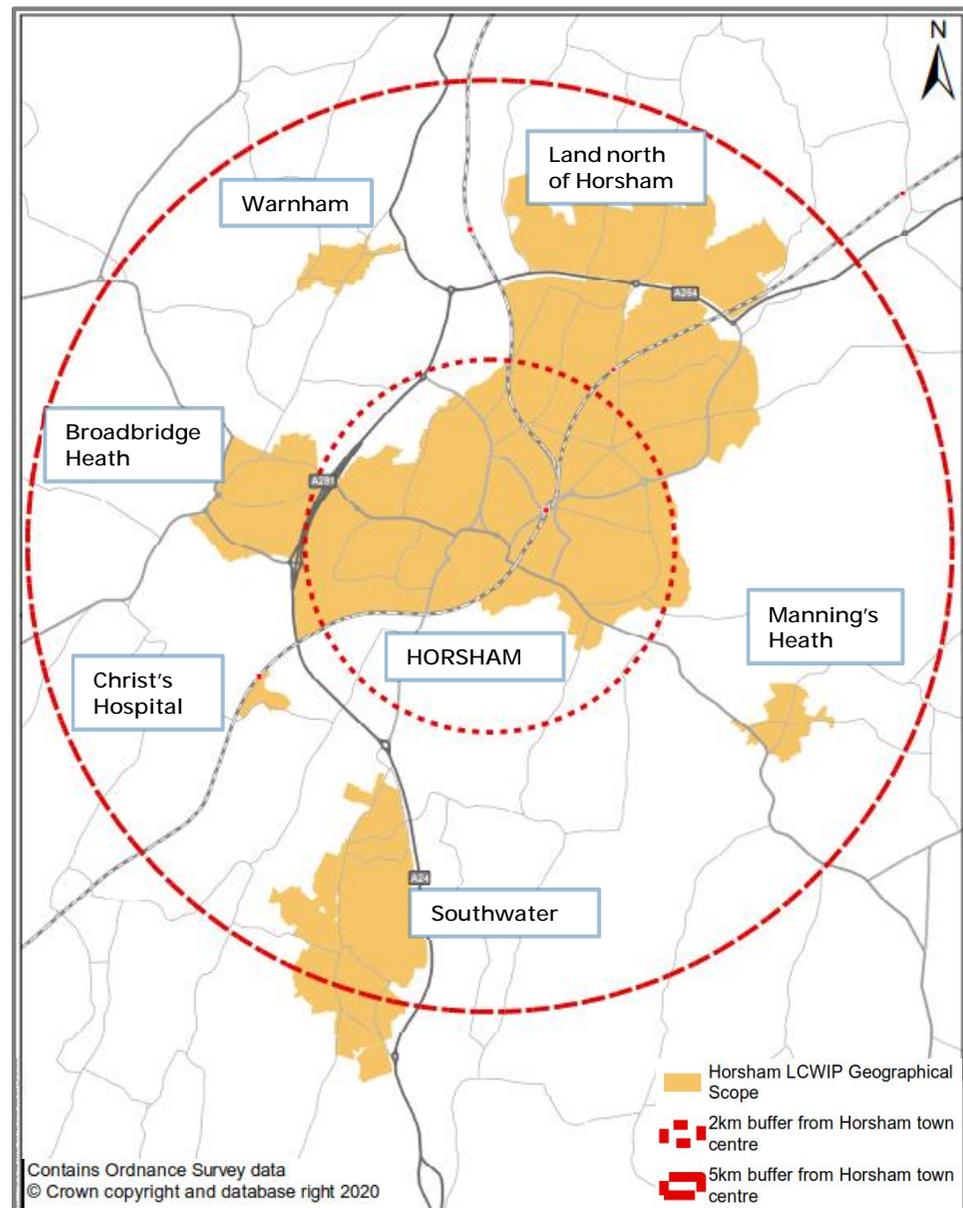
2.3 Timescales and Implementation

As recommended by the technical guidance, the LCWIP covers a ten-year period from 2020 to 2030.

The LCWIP identifies a strategic network of cycling corridors and key walking routes to cover the whole plan area. Each is considered to provide important connections and it is the District Council's intention that each of them is developed and improved, as opportunities arise and funding is available. This will however take many years to complete.

A selection of corridors have been prioritised for initial development and earlier implementation. The District Council will look to fund and deliver improvements in partnership with a range of other organisations, including West Sussex County Council, other district councils, parish councils, the South Downs National Park Authority, the Local Enterprise Partnership, landowners and planning applicants.

Figure 1: Horsham LCWIP Geographical Scope



3. Integration with Policy and Strategy

3.1 Horsham District Policy Context

Horsham District Council Corporate Plan 2019-2023

The most recent Corporate Plan was adopted in September 2019. The LCWIP is a specific action identified by the Corporate Plan and will contribute to several others.

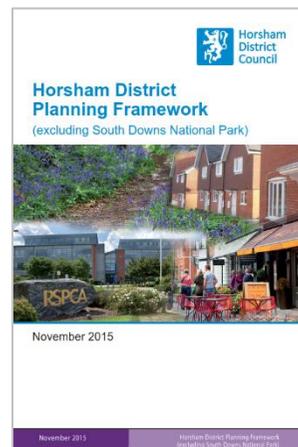
The Corporate Plan sets five goals, against which the Council's performance will be measured: (1) A great place to live; (2) A thriving economy; (3) A strong, safe and healthy community; (4) A cared-for environment; and (5) A modern and flexible council.

Activities identified to meet goal (1) include:

- *Prepare a revised Local Plan which engages with the public and brings forward the proposals and policies ... [which] aim to...deliver facilities and identify the infrastructure necessary to support growth in a way that protects the overall character of the District;*
- *Work with central government and key partners to identify the strategic infrastructure necessary to support sustainable development; and*
- *Prepare a Local Cycling and Walking Infrastructure Plan that identifies improvements for future investment in the short, medium and long term.*

Activities identified to meet goal (4) include:

- *Produce an action plan to move towards a carbon neutral organisation;*
- *Work with partners towards becoming a carbon neutral District; and*
- *Work with our communities and partners to monitor air quality and target improvement of our air quality management areas.*



The District Council wishes to ensure that land use planning is closely aligned with the LCWIP and is at the early stages of the Local Plan Review.

Horsham District Planning Framework (2015)

The Horsham District Planning Framework is the current overarching planning document for the area outside the National Park, and covers the period to 2031. Within the LCWIP plan area it identified strategic allocations for development at Land North of Horsham and Land West of Southwater.

Specific reference is made to cycling and walking measures or connections in Plan Policy 5 (Horsham Town), Policy 6 (Broadbridge Heath Quadrant), Policy 8 (University Quarter Mixed Use Development), Policies SD1 and SD9 (relating to Land North of Horsham), Policy 35 (Climate Change), Policy 37 (Sustainable Construction), Policy 40 (Sustainable Transport) and Policy 41 (Parking).

Some areas have prepared, or are preparing, Neighbourhood Plans. The adopted Warnham Neighbourhood Plan outlines proposals for a new shared-use path as part of a cycle route from the village to Horsham, along with traffic calming and new crossings of the A24. The adopted Nuthurst Neighbourhood Plan states that a cycle track from Monk's Gate to Horsham is proposed as of the infrastructure schemes in the parish to be funded by the Community Infrastructure Fund. The pre-referendum Southwater Neighbourhood Plan includes a policy on enhancing the parish non-motorised transport network.

Horsham District Local Plan Review

Horsham District Council is currently reviewing and updating its Local Plan and intends to have the new plan formally adopted by the April 2022.

Throughout the plan there will be policies that seek to reduce carbon emissions from new development and encourage healthy communities and lifestyles. For example, new larger development sites will have walkable neighbourhoods and cycle routes, as well as a mix of uses in close proximity to help reduce the reliance on cars.

The LCWIP is a key tool in helping to deliver local improvements to increase both cycling and walking in the District and the emerging Horsham District Local Plan will ensure that due regard is given to this strategic document.

3. Integration with Policy and Strategy

3.2 Alignment with national policy

The LCWIP contributes to achieving a number of important national policies and strategies including those relating to transport, public health, planning, air quality and carbon. Key relevant documents are summarised below:

Cycling and Walking Investment Strategy (2017)

Set out government’s ambition to make walking and cycling the natural choice for shorter journeys or a part of a longer journey, for example in combination with a train journey. The government considers that LCWIPs are a vital part of this strategy.

It set four objectives: (1) increasing cycling activity, with a target to double cycling trip stages between 2013 and 2025; (2) increasing walking activity; (3) reducing the rate of cyclists killed or seriously injured; and (4) increasing the percentage of children aged 5-10 usually walking to school.

Future of Mobility: Urban Strategy (2019)

This outlined nine principles to address the challenge of transforming towns and cities to meet current and future transport demands. Includes the principle that ‘walking, cycling and active travel must remain the best option for short urban journeys.’ An accompanying rural strategy is expected shortly.

Inclusive Transport Strategy (2019)

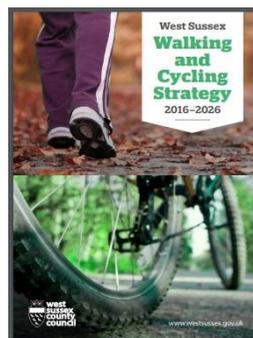
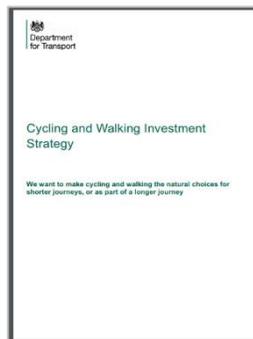
This states that the transport system must provide inclusive infrastructure, with streetscapes designed to accommodate the needs of all people.

National Planning Policy Framework (2019)

This sets out England’s planning policies and must be taken into account when preparing local plans. It states that planning policies should provide for high quality walking and cycling networks and supporting facilities such as cycle parking, drawing on Local Cycling and Walking Infrastructure Plans.

Clean Air Strategy (2019)

Outlines how the government intends to tackle all sources of air pollution. Increasing cycling and walking is one of the identified actions to reduce congestion and emissions from road transport.



Clean Growth Strategy (2018)

This strategy aims to reduce greenhouse gas emissions to meet the targets outlined in the Climate Change Act 2008 whilst growing national income. The government’s pledge to invest £1.2 billion to make cycling and walking the natural choice for shorter journeys is one of the 50 actions identified in the strategy.

Everybody Active, Every Day (2014)

Highlights how the built and natural environment shapes the travel choices people make. Underscores the importance of effective urban design and transport systems which create ‘active environments’ to promote walking, cycling and create more liveable communities.

3.3 Alignment with County Council Policy

West Sussex Local Transport Plan LTP3 (2011 - 2026)

The West Sussex Transport Plan focuses on improving the quality of life of people in West Sussex by promoting economic growth; tackling climate change; providing access to services, employment and housing; and improving safety, security and health. Increasing the use of sustainable modes of transport is integral to this plan. The West Sussex LCWIP aligns with these aims by developing cycling and walking networks of safe routes, to connect people and places in a sustainable way.

West Sussex Walking and Cycling Strategy (2016 - 2026)

The strategy aligns with the LTP3 objectives of improving quality of life by promoting economic growth, tackling climate change, providing access to services, employment and housing, and improving safety, security and health. It sets out a prioritised list of potential cycling schemes, which have informed the development of corridors in the County LCWIP, including Horsham-Crawley.

Other West Sussex policies

The LCWIP proposals align with the West Sussex Plan (2017 - 2022), which encourages sustainable economic growth, the West Sussex Rights of Way Management Plan (2018 - 2028), the West Sussex Road Safety Framework (2016 - 2026), which aims to eliminate all deaths due to road accidents, and the West Sussex Joint Health and Wellbeing Strategy, which aims to improve the health and wellbeing of residents at all stages of life.

4. Active Travel Context

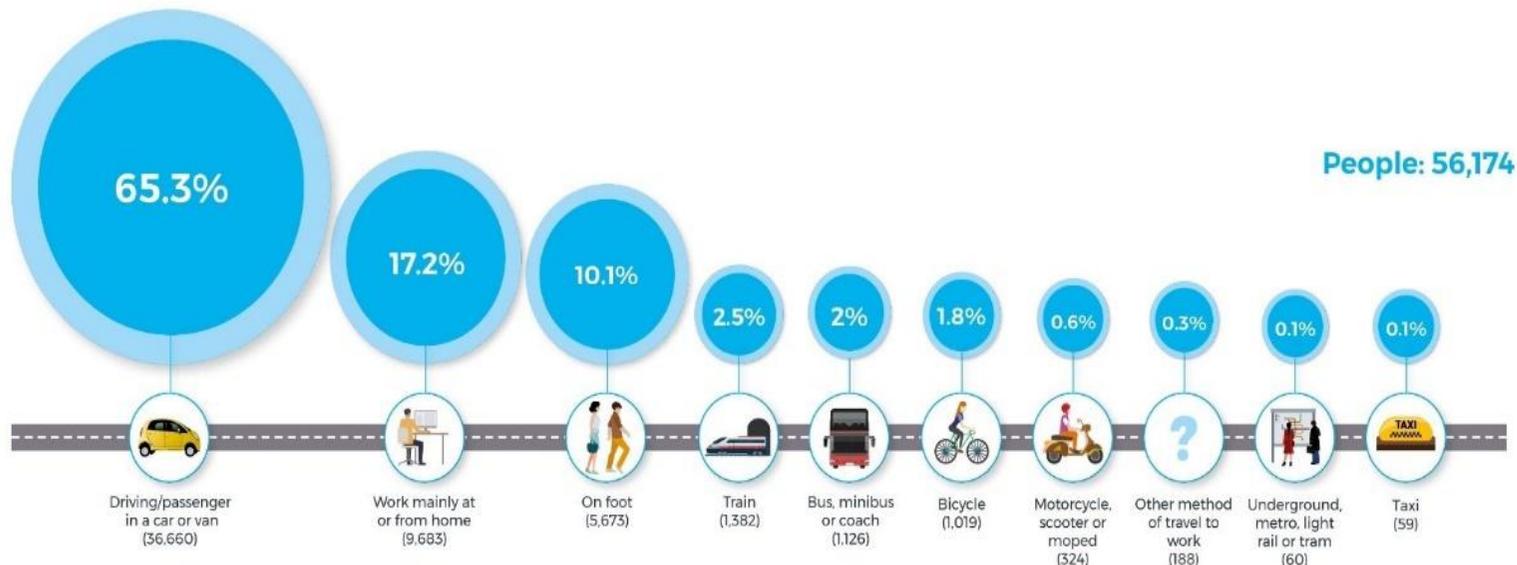
4.1 Existing Travel Patterns in Horsham

Available data indicates there is substantial scope to increase walking and cycling levels in Horsham.

The 2011 census provided a comprehensive overview of travel patterns, albeit for journeys to work only. The data in **Figure 2** below relates to residents of Horsham town only (56,174 people). The figure indicates that:

- **Walking and cycling to work, in combination, accounted for less than 12% of all commutes by Horsham residents.** Nearly two-thirds of journeys to work by (36,660 residents) were by car or van, either as a driver or as a passenger. 10%(5,673 people) usually walked to work and less than 2% (1,019 people) cycled to work. A range of factors influence this, including journey distance.
- **A large percentage of short-distance commuting journeys by Horsham residents were made by car.** Census data for Horsham identifies that 40% of travel to work journeys for distances of less than 2 kilometres were made by car or van. Encouragingly, walking was the most popular mode for short-distance commutes, accounting for 48% of journeys under 2 kilometres. Just 6% were made by bike.

Figure 2: Main Method of Travel to Work in Horsham (2011 Census)



4.2 Forecasting potential scope for growth in active travel

Case studies from elsewhere in the UK show that there is great potential for achieving much higher levels of cycling and walking.

For example, one in three commuting journeys in Cambridge are already made by bike. In the Netherlands, women make slightly more cycle trips than men, and cycling remains common into older age, unlike in the UK where it is skewed towards younger, male cyclists.

The Department for Transport have funded research to specifically understand the potential levels of cycling growth. The [Propensity to Cycle Tool](#) is an interactive website map which forecasts which travel to work and school trips could most easily switch to cycling, based on trip distance and topography, and where these are located geographically. The scenarios are based on journey to work data from the 2011 census and 2011 school census data respectively.

Taking account of current trip distances and topography in Horsham, attaining Dutch levels of cycling would mean that 20 - 25% of commuting trips and between 30 - 50% of school trips would be cycled.

4. Active Travel Context

4.3 Existing cycling and walking networks

Cycle network – Horsham town

In terms of cycling, Horsham is mostly reliant on routes using the carriageways of roads and streets, with a limited number of traffic-free, off-road connections of varying quality.

Walking network – Horsham town

Horsham town has a relatively dense network of walking routes. In broad terms these comprise footways adjacent to roads, pedestrianised areas including in the town centre, and traffic-free connections such as between residential streets, through parks or in the open spaces surrounding the town. In the recent decades there has been significant investment to improve the quality of provision for pedestrians in the town centre. A 20km Riverside Walk has been developed encircling the town, many sections of which have surfaces which are suitable for cycles and wheelchairs.

Cycling and walking networks outside Horsham town

Dedicated cycling infrastructure is more limited and footway networks tend to extend across the town and villages only. A notable exception to this is the Downs Link, which provides a traffic-free cycling and walking route on a former railway alignment.

Key Issues

A range of factors determine the suitability of a route for cycling and the Department for Transport's [Route Selection Tool](#) has been used to assess them (see section 5). In many places, high traffic flows and speeds make many sections of road unsuitable for cycling, along with busy junctions where cyclists mix with motor vehicles.

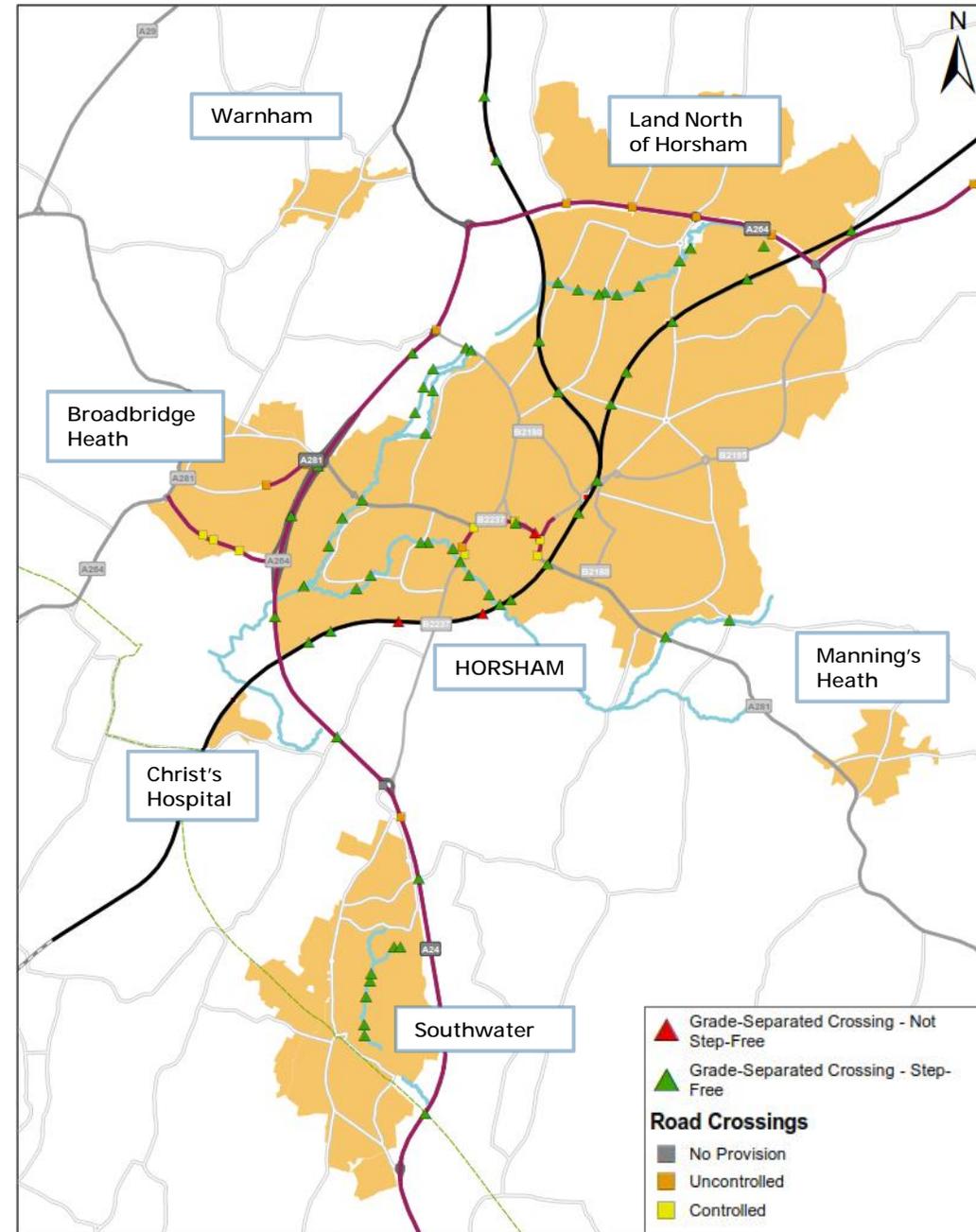
The quality and suitability of the walking network varies by location; the Department for Transport's [Walking Route Audit Tool](#) was used to collect data relating to the shortlisted corridors.

The Local Transport Plan 2011-2026 states that much of the cycling and walking network is disjointed and suffers from inadequate signing, safe crossing points and poor surfacing.

Strategic Barriers to movement

Figure 3 highlights the key barriers to cycling and walking movement in the Horsham area. These are particularly due to the railway line, the A24 and A264 dual carriageways and the town centre ring road (Albion Way).

Figure 3: Strategic Barriers to Cycling & Walking in and around Horsham



4. Active Travel Context

4.4 Origins and destinations

The LCWIP focuses on providing cycling and walking routes which connect important journey origins and destinations.

As part of the LCWIP methodology important origins and destinations in and around Horsham were mapped. These are shown in **Figure 4** to the right and summarised below.

Origins

Journey origins were based on existing and planned future residential areas. To help with the network planning, the area was divided into a series of larger residential neighbourhoods, referred to as *origin clusters*, shown in blue on the plan. Horsham was divided into five origin clusters, with one origin cluster each for North Horsham, Broadbridge Heath, Christ's Hospital and Southwater.

Page 42

Existing residential areas: these were represented by statistical areas with populations between 1,000 and 5,000 at the time of the 2011 census (known as *lower-layer super output areas*). Each output area has its own node (created by the Office for National Statistics), called a *population-weighted centroid*. This represents where the majority of people live in an output area.

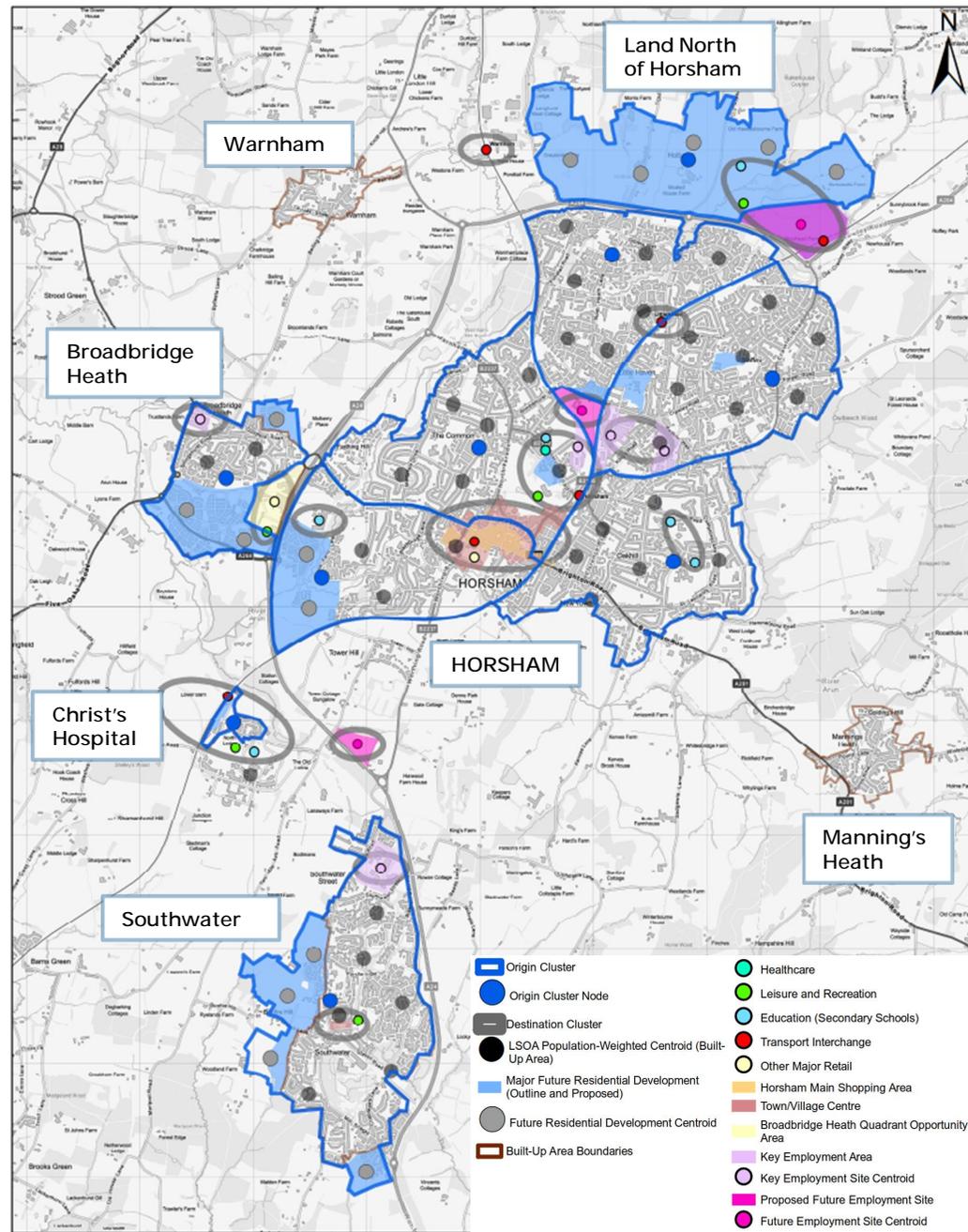
- **Origin clusters:** Existing and future residential areas were grouped together to simplify the analysis, creating *clusters*. Each cluster had a single node to represent journeys to and from its constituent neighbourhoods.

Destinations

The LCWIP aims to enable cycle journeys to be made to a wide range of destinations. The following destinations were used:

- the bus and railway stations;
- established and future employment sites;
- the hospital;
- leisure sites;
- out-of-centre retail / food stores;
- the secondary schools and the college; and
- town / village centres.

Figure 4: Origins and destinations for cycling and walking network planning



5. Route Network Planning for Cycling

5.1 Connecting Origins to Destinations

Three methods were used to identify a network of strategic cycle corridors which would connect key origins with destinations. These methods are shown below in **Figure 5**.

Figure 5: Methods used to identify network of cycle corridors

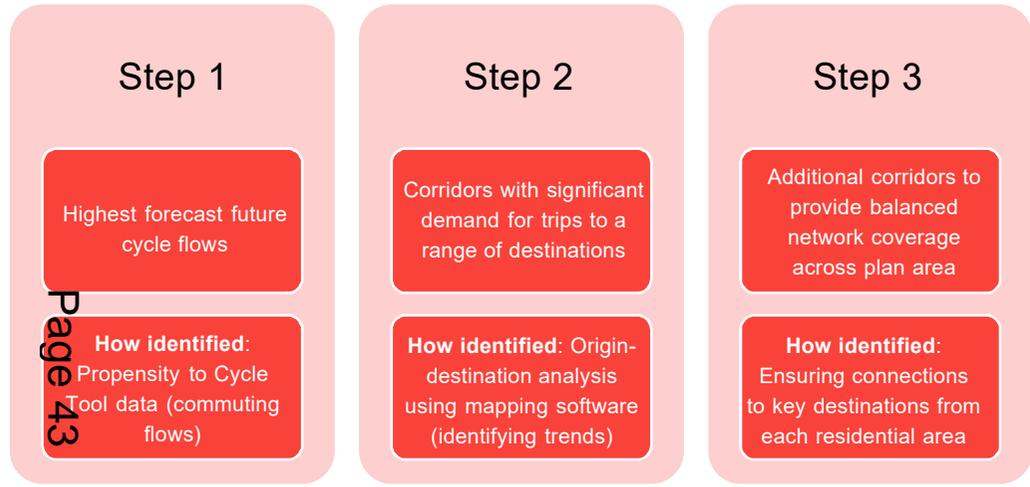
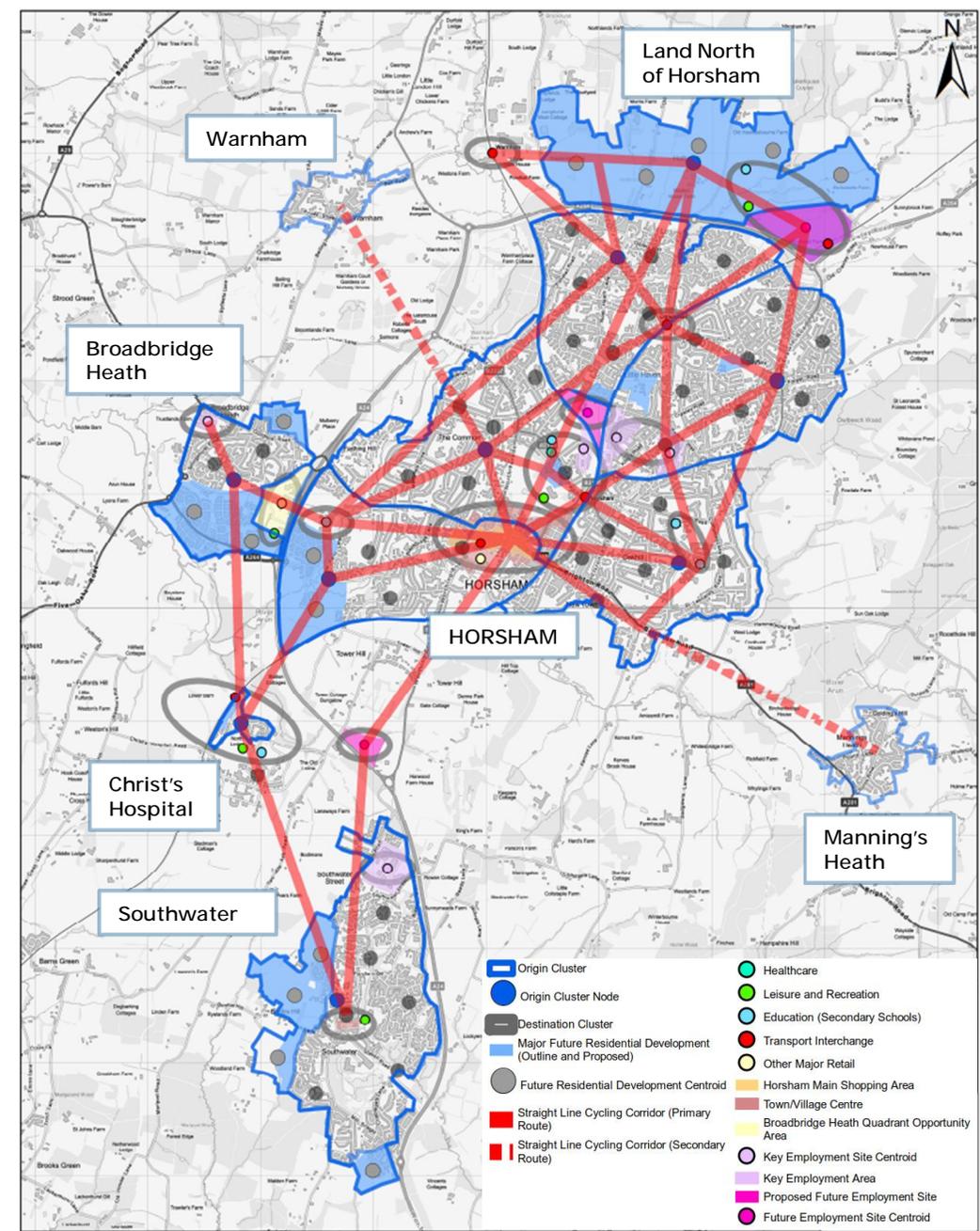


Figure 6 to the right illustrates the proposed cycling network. Directness is an important factor in the suitability of cycle routes, and therefore, in line with the technical guidance, the cycle corridors connecting origins and destinations are shown as straight-line routes.

The District Council intends for all of the corridors identified at this stage to be progressed as and when funding allows, as part of future iterations of the Horsham LCWIP.

Figure 6: Proposed Cycling Network (straight-line corridors)



5. Route Network Planning for Cycling

5.2 Initial Cycle Corridors for Development

Five corridors were identified for initial development in consultation with the LCWIP stakeholder workshop group, as follows:

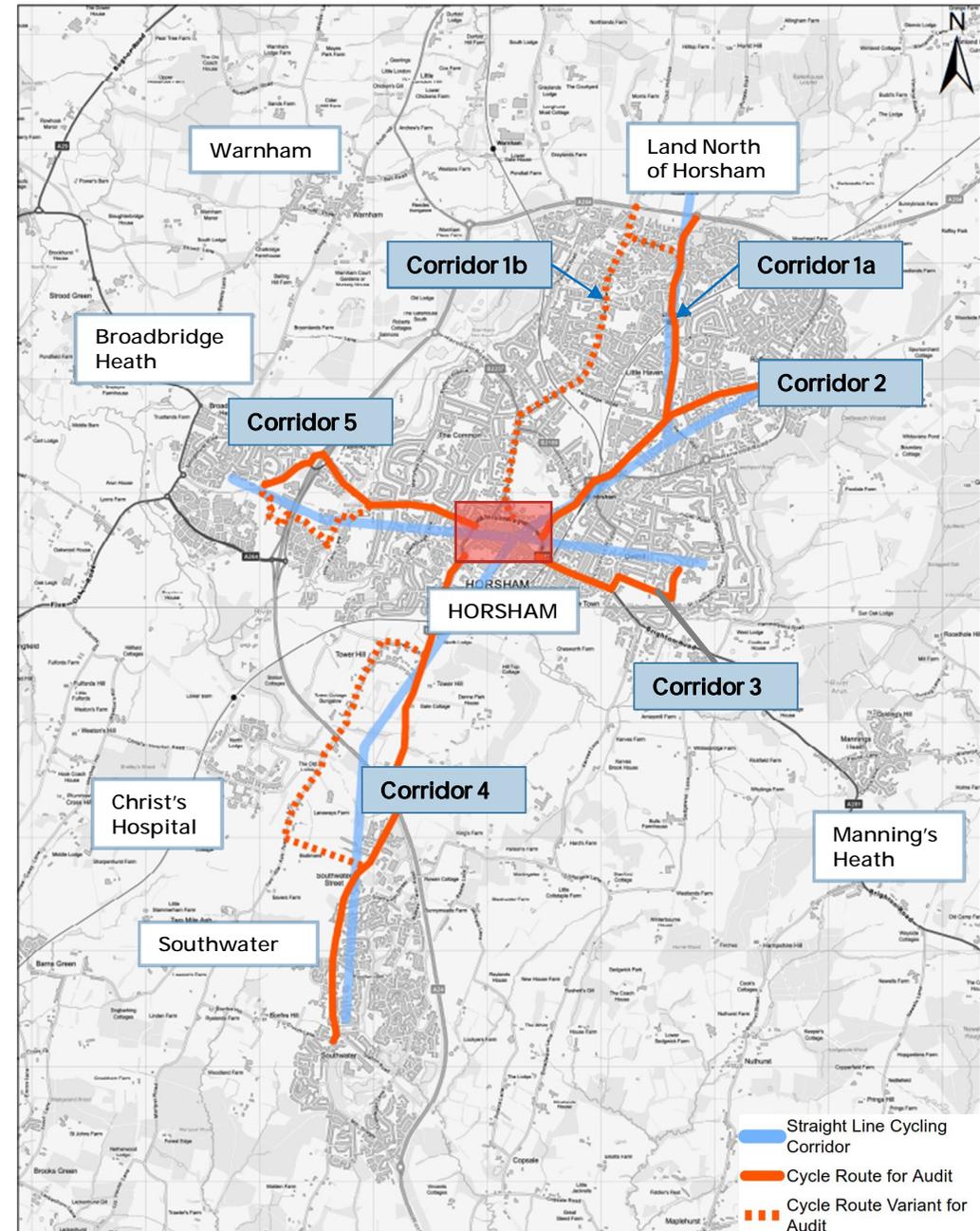
1. North Horsham to Horsham town centre (two route variants); 1a and 1b);
2. Roffey – Horsham town centre;
3. Forest School – Horsham town centre;
4. Southwater – Horsham town centre; and
5. Broadbridge Heath – Horsham town centre.

These are illustrated in **Figure 7**.

These corridors connect most key residential and employment areas to Horsham town centre, including areas of major planned development, which will need to be supported by high-quality active travel infrastructure. The LCWIP will form a sound basis for securing appropriate contributions from developers towards the delivery of the proposals contained within this plan.

As highlighted previously, the shortlisted corridors do not constitute a full cycle network for the plan area. Other routes will be progressed as and when funding allows.

Figure 7: Cycling Corridors for Initial Development



5. Route Network Planning for Cycling

5.3 Route Selection Process

The shortlisted corridors were mapped to existing routes available for cycling. The quality and suitability of these routes was then assessed against the criteria in the DfT's [Route Selection Tool](#) (RST). Each route was assessed against five core design criteria (directness, gradient, safety, connectivity, comfort). In addition, junctions were identified which were considered to have characteristics hazardous to cycling (referred to as *critical junctions*).

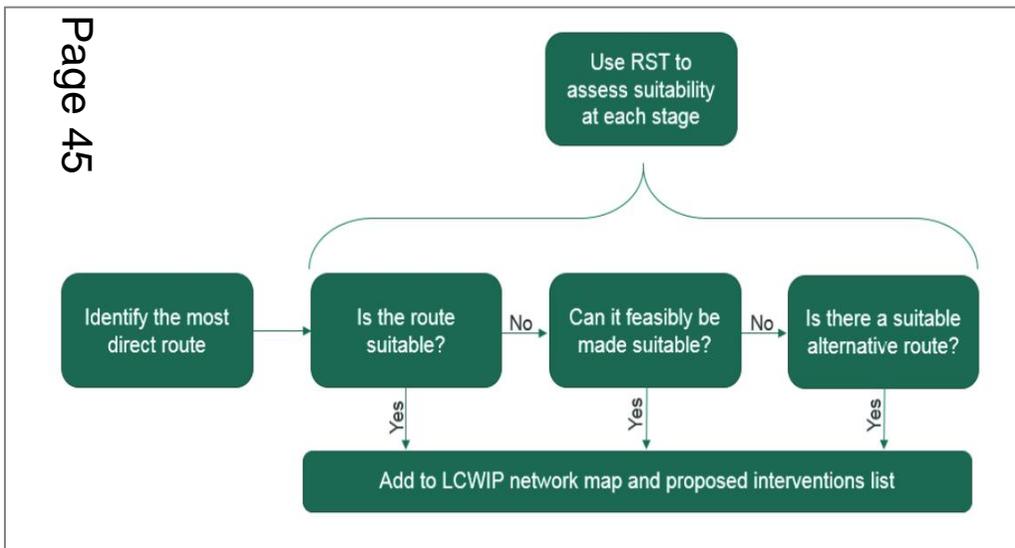
The process followed the steps set out in **Figure 8**.

The RST was used to compare the existing situation with future scenarios in which cycle infrastructure is constructed. It was also used to compare the suitability of route variants.

Site visits were carried out in autumn 2019 to collect the required information on (i) the quality and suitability of existing infrastructure and (ii) the potential for, and feasibility of, route improvements, based on any apparent constraints.

Appendix A contains a suite of plans showing the context of each shortlisted corridor, the findings of route audits and a summary of proposed infrastructure improvements. All potential improvements are subject to further study, feasibility and consultation.

Figure 8: Route Audit Process outlined in technical guidance



6. Route Network Planning for Walking

6.1 Gathering Information

In similarity to the cycle network planning, the Department for Transport's technical guidance suggests a planned walking network should start by considering origin and destination points across the area. The origins and destinations used for this purpose are shown in **Figure 4**.

6.2 Core Walking Zones and Key Walking Routes

The technical guidance states that in planning for walking, local authorities should identify Core Walking Zones and Key Walking Routes. A Core Walking Zone is defined as an area where all of the pedestrian infrastructure is deemed to be particularly important. For the first iteration of the LCWIP this is defined as the town centre (see **Figure 9**). This has a cluster of important destinations and is likely to be the area with the highest pedestrian footfall.

Figure 9 also identifies a network of Key Walking Routes. These are intended to provide a balanced coverage across Horsham, with routes also connecting to Broadbridge Heath and Southwater. The plan also shows some missing links where enhanced connections are required.

6.3 Key Walking Routes for Initial Development

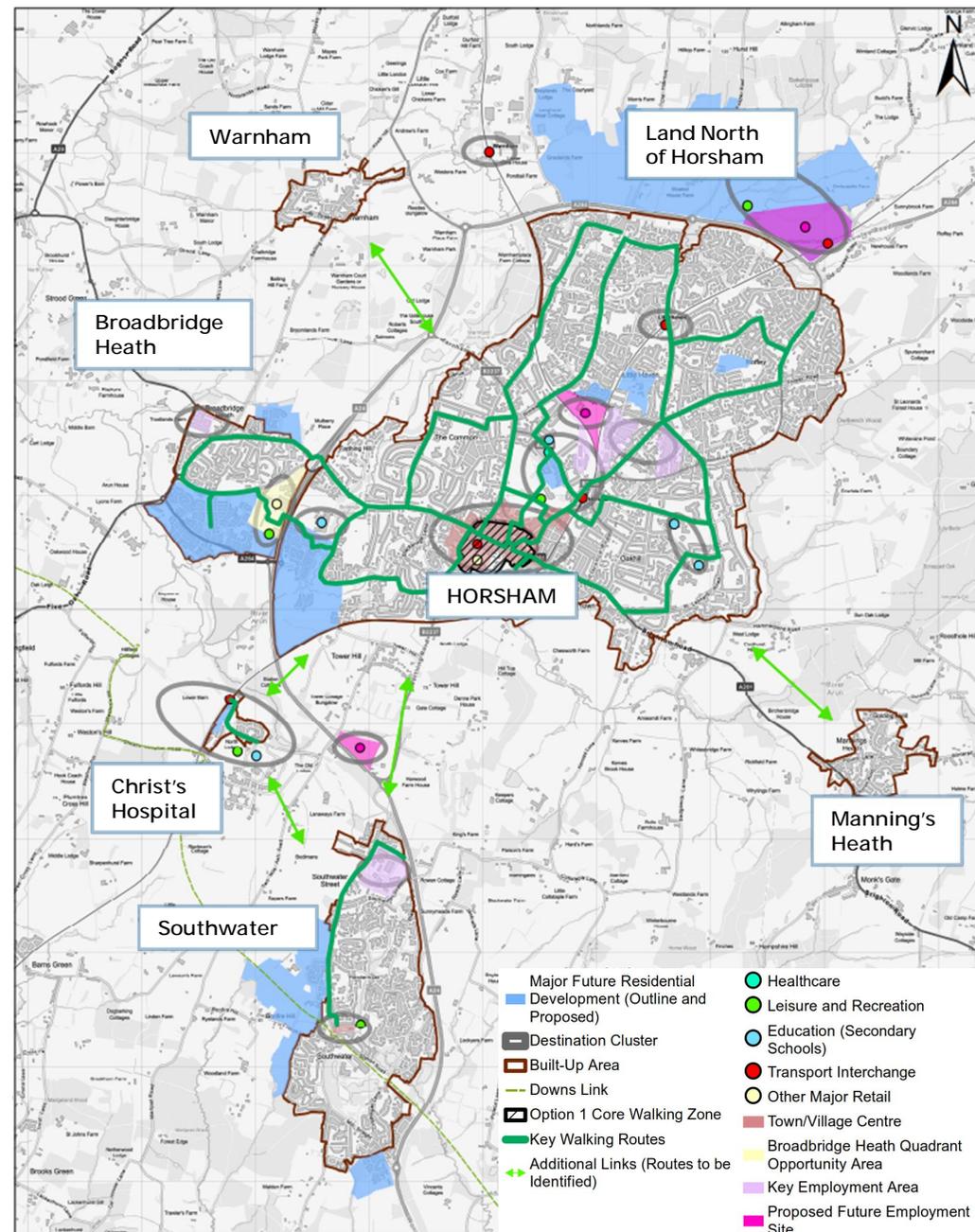
A number of walking routes were shortlisted for initial development as part of this LCWIP, to ensure a manageable audit workload. The intention is for the remaining corridors to be progressed as funding allows. Many of the shortlisted cycle corridors were also taken forward for walking audits – corridors 1a, 3, 4 and 5 – along with an additional route – Warnham Mill to town centre (referred to as corridor 6).

6.4 Walking Route Audit Tool (WRAT)

Walking route audits were undertaken to assess the broad suitability of the corridors taken forward at this stage. The audits established whether these routes are suitable in their current form and what needs to be improved. This process followed DfT technical guidance and used the [Walking Route Audit Tool \(WRAT\)](#). Routes were divided into sections with similar characteristics and scored against twenty criteria grouped into five themes (attractiveness, comfort, directness, safety and coherence). Improvements were identified which would tackle the identified issues.

Appendix A contains a suite of plans showing the context of each shortlisted corridor, the findings of route audits and tables summarising proposed infrastructure improvements. All potential improvements are subject to further study, feasibility and consultation.

Figure 9: Key Walking Routes and Core Walking Zone



7. Route Audits – Infrastructure Improvements

A key aspect of LCWIPs is to identify a programme of infrastructure improvements to bring routes up to a suitable standard. This will involve a range of techniques and infrastructure, some of which are not yet widely used in West Sussex.

Some of the concepts are described below.

7.1 Cycle Tracks

Spaces separate from the main carriageway and separate from footways, for sole use by cyclists, usually surfaced in tarmac. Depending on the location they can be for two-way or one-way cycling. In some circumstances shared-use paths (used by cyclists and pedestrians without segregation) can be appropriate. This includes locations where current and future pedestrian flows are, or will be, low.



7.2 Formal Road Crossings

There are a range of new designs to give formal crossing priority cater to cyclists and pedestrians. These include:

- Parallel crossings (sometimes called Tiger crossings), which are zebra crossings with separate, parallel space for cyclists and pedestrians to cross;
- Priority crossings, where road markings require motor vehicle drivers to give way to cyclists and pedestrians;
- Signal crossings which provide separate crossing areas for cyclists and pedestrians.

Appendix A refers to *controlled crossings*, which is term used to describe any type of signal or zebra crossings.

These can be accompanied by other measures to enable safer crossing and slow motor vehicle speeds, such as placing the crossing on a flat-topped road hump (known as a raised table).

In 2019 West Sussex County Council has published its [Cycling Design Guide](#) to support decision makers and set out more clearly what is expected of developers. It is intended to be read alongside other detailed national and local documents.

A high quality cycle network is essential to achieving the vision as set put in the LCWIP, and as such it is expected that designs will where possible be in line with current national and local documents such as Local Transport Network 1/120, Gear Change and West Sussex Cycling Design Guide.

7.3 Low-Traffic Neighbourhoods

Measures which prevent through traffic from cutting through residential areas. The aim is to make streets safer and more pleasant for cycling and walking. Vehicle access is maintained to properties.

Designs can include:

- Closing specific points on some streets to through traffic movements by motor vehicles, whilst enabling cycle movements (by using bollards, gates and/or planters). Vehicle access would still be maintained to all properties either side of the closure points;
- on bus routes, allowing through movements by buses (and cycles) but no other vehicles (known as bus gates); and
- introducing one-way streets in the neighbourhood which prevent through traffic movements for motor vehicles (note that one-way streets can lead to higher vehicle speeds than previous two-way arrangements)



These types of schemes are common in European countries and now have been widely introduced across the London Borough of Waltham Forest and other parts of the UK. Other benefits include providing places for children to play and enhancing the streetscape.

Low-Speed Neighbourhoods

There are a range of measures which can be used to reduce vehicle speeds in residential areas and, in turn, reduce the incidence and severity of road collisions. These include area-wide 20mph speed limits, physical traffic calming, redesigning side roads with tighter geometry and natural traffic calming (planting).

8. Provisional Cost Estimates for Route Improvements

8.1 Indicative high-level construction cost estimates were calculated for each element of infrastructure to understand the broad scale of funding which might be required to deliver the shortlisted cycling and walking routes.

Each infrastructure element was categorised and a construction cost estimate derived for each category of infrastructure. Costs are quoted in bands. This reflects the varying costs in delivering similar types of infrastructure in different locations, due to site-specific conditions.

The estimates are reported on a corridor basis. As well as an approximate basic construction cost, they also cover the following elements:

- Preliminaries, traffic management and overheads;
- Statutory undertakers' utilities;
- Surveys, investigations, design, procurement, supervision, management and liaison; and
- Risk.

They do not include an allowance for inflation. Costs have not been estimated at this stage for any new grade-separated crossings of the A264 or A24. All potential improvements are subject to further study, feasibility and consultation. Each stage has the potential to change cost estimates and therefore these should be considered provisional cost estimates only.

Table 8.1: Shortlisted cycling and walking routes – indicative high-level cost estimate overview

	Cost range (£m)
Corridor 1a (North Horsham to Town Centre via Ruser Road) and Corridor 2 (Roffey to Town Centre)	£6.5m - £12.5m
Corridor 1b (North Horsham to Town Centre via North Heath Lane) and Corridor 6 (Warnham Mill to Town Centre)	£5.0m - £10.0m
Corridor 3 (Forest School to Town Centre)	£2.0m - £4.0m
Corridor 4 (Southwater to Town Centre)	£2.5m - £5.5m
Corridor 5 (Broadbridge Heath to Town Centre)	£4.0m - £8.0m
Totals	£20m - £40m

9. Integration, Delivery and Next Steps

9.1 Integration with the Local Plan Review

As mentioned in the introduction, the LCWIP identifies key cycling and walking connections to and from the major development areas in the adopted Local Plan. It will provide evidence for the Local Plan Review. It will be integrated into the Council's Infrastructure Delivery Plan.

9.2 External Funding Sources

The District Council will work in partnership with other organisations to secure funding to deliver the LCWIP. Funding will be derived from a range of sources but new developments will be particularly central to this, both in terms of:

- constructing good-quality cycling and walking infrastructure on-site; and
- making financial contributions to enhance off-site routes.

The District Council will work closely with the planning applicants, the County Council and other stakeholders to achieve the LCWIP strategic proposals and other necessary local active travel infrastructure.

Proposals with strong business cases will be considered for inclusion in bids for capital investment, which may draw on a range of national or local funding streams.

The inclusion of proposals in this LCWIP indicates that they are supported by a strong evidence base.

9.3 Future County-Wide Funding Opportunities

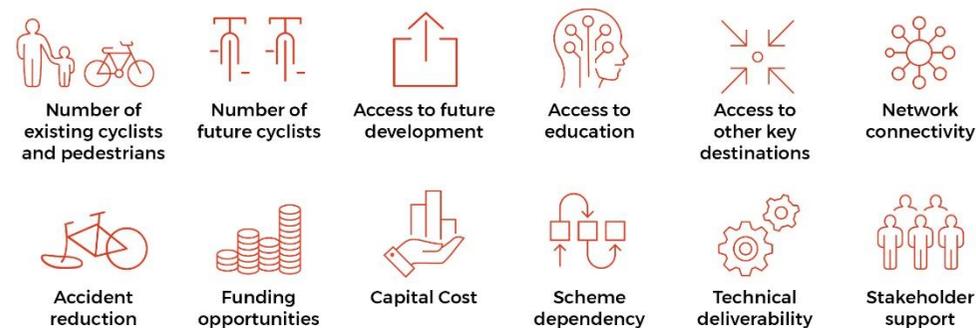
The Horsham LCWIP will form part of a county-wide pipeline of active travel infrastructure schemes devised by West Sussex County Council, the County's other district and borough councils and the National Park Authority.

West Sussex County Council is developing an LCWIP scheme appraisal framework. This will allow all LCWIP proposals to be appraised and prioritised against a set of consistent criteria (summarised in **Figure 10**).

The County Council intends to use this appraisal framework to inform which proposals will be included in future County-wide capital funding bids and which schemes best align with future funding rounds and external grants.

The prioritisation process adopted in future iterations of the Horsham LCWIP may change to reflect different funding opportunities as they arise. However, as noted, the District Council intends that many of the LCWIP proposals will be funded through other funding streams.

Figure 10: Potential West Sussex Multi-Criteria Appraisal Framework



9.4 Reviewing and Updating the LCWIP

This is the first iteration of the Horsham's LCWIP, identifying a shortlist of cycling and walking routes for prioritised investment. The District Council will periodically review and update its LCWIP to take account of new information and reflect changing circumstances. This will ensure that the programme of infrastructure remains focused and ambitious. This review process could for example take place every five years.

Appendix A:

Shortlisted Routes for Development Key Findings and Proposed Improvements

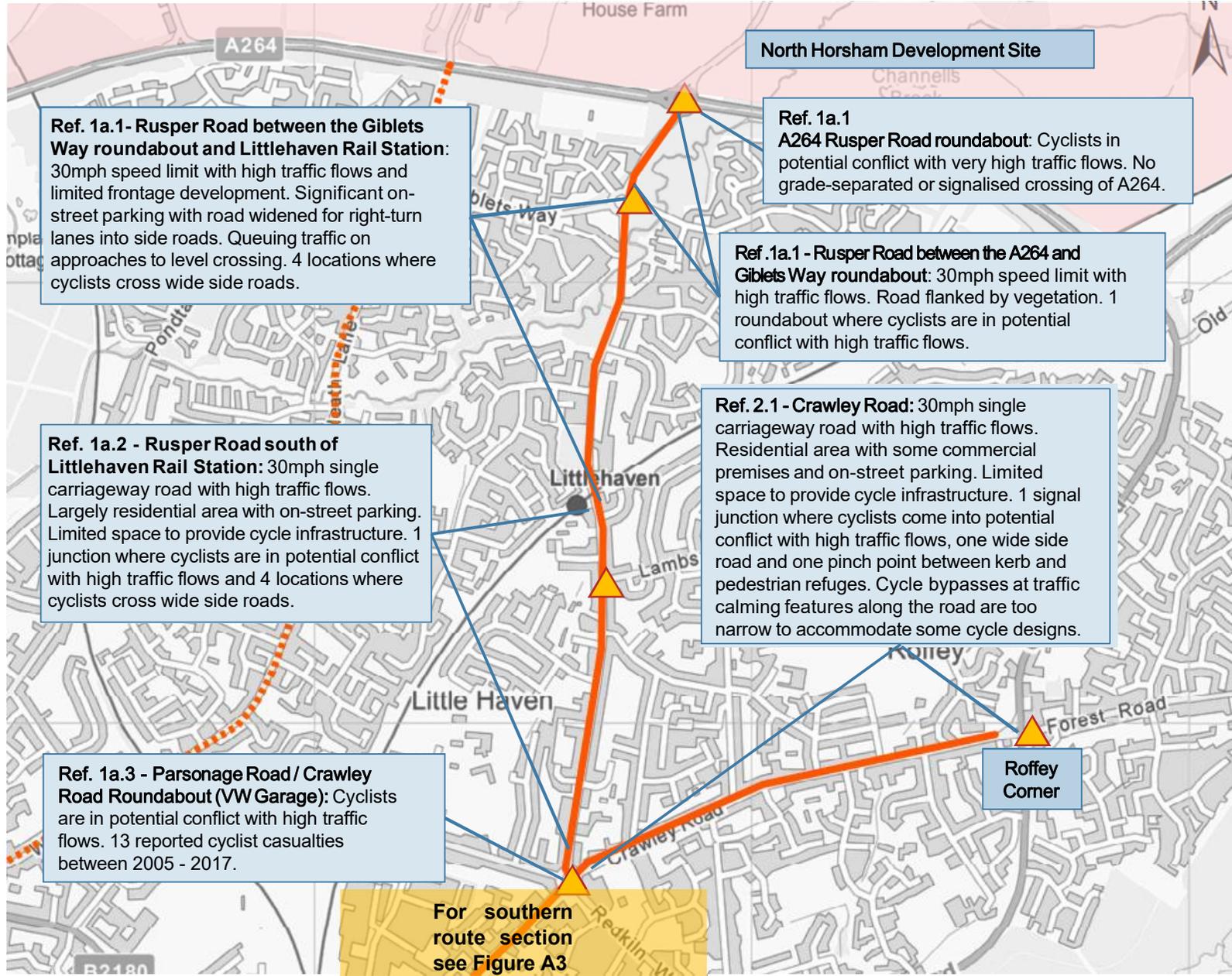
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Corridor 1a and 2: North Horsham and Roffey to Town Centre

Figure A1: Cycle Route Audit (Northern Section) – Key Findings

Context and key issues

- Limited options for direct north-south connections into the town centre
- Few railway crossings
- High traffic flows on all identified road sections
- Several junctions where cyclists in potential conflict with high traffic flows



Existing narrow cycle bypass on Crawley Road, Roffey

Key

Junction where cyclists potentially in conflict with high traffic flows

Corridor 1a: North Horsham to Town Centre (Northern Section)

Figure A2: Walking Route Audit (Northern Section) – Key Findings

Context and key issues

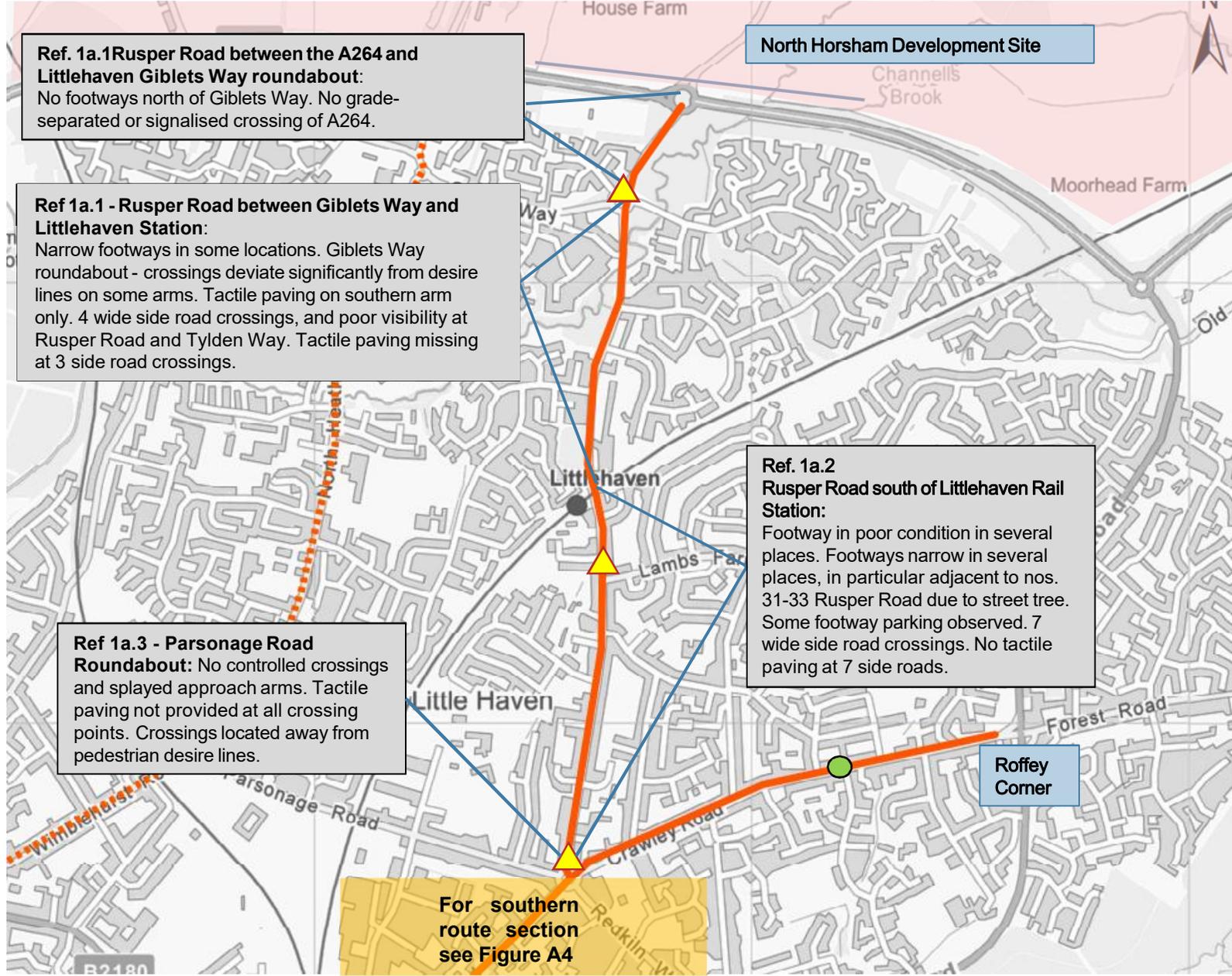
- No footways to the north of Giblets Way and no grade-separated or controlled crossings of the A264.
- Narrow footway widths in some locations, with limited highway space to widen, especially south of the railway line.
- Several wide side road crossings, resulting in longer crossing distances, and crossings without tactile paving.



Parsonage Road roundabout – long pedestrian crossing distances

Key

- Signal or zebra crossing Junction or crossing with high traffic flows and no signal or zebra crossing
- ▲



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Corridors 1a and 2: North Horsham and Roffey to Town Centre

Table A1: Proposed Improvements – Northern Section

Location	Proposed Infrastructure Improvements <small>(subject to further study, feasibility and consultation)</small>
<p>Ref. 1a.1 (Figure A1) Corridor 1a: Rusper Road (A264 Roundabout to Littlehaven Station)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 53</p>	<ul style="list-style-type: none"> • Construct segregated cycle tracks and widen footways where widths are below standard. This would require the loss of right-turn lanes, the removal of on-street parking in some locations and some vegetation clearance. • North of Giblets Way Roundabout construct new footways, alongside the construction of cycle tracks. Redesign wide side roads to reduce the speeds of turning vehicles and minimise crossing distances. Introduce priority for cyclists and pedestrians where cycle tracks and footways cross side roads, with raised tables for level crossing. Comprehensively install tactile paving to current standards. • Redesign the Rusper Road / Giblets Way roundabout to enable safer cycle and pedestrian crossing movements, such as with parallel crossings. • Construct grade-separated crossing of A264 to provide safe and direct connections from North Horsham development to existing Horsham urban area. It should be suitably wide to accommodate the expected significant pedestrian and cyclist flows to and from the new development and should have segregated space for both groups, to minimise conflict. • If monitoring of traffic speeds indicates non-adherence to speed limits, then consider measures to reduce traffic vehicle speeds with physical or natural traffic calming features (such as carriageway narrowing, gateway features or planting).
<p>Ref. 1a.2 (Figure A1) Corridor 1a: Rusper Road (Littlehaven Station to Crawley Road /Parsonage Road Roundabout)</p>	<ul style="list-style-type: none"> • Highway width constraints mean that it is unlikely to be feasible to construct cycle tracks and/or widen footways to an appropriate standard if two traffic lanes are retained. Reallocating carriageway space to improve cycle and/or pedestrian infrastructure (potentially requiring one-way operation for motor vehicles) has the potential to make the Rusper Road corridor more suitable for walking and cycling, but would be very challenging to deliver. Alternative measures to substantially reduce motor traffic flows, such as a bus-only section, could also make this section suitable in terms of safety and comfort for cycling but would also be very challenging to deliver. It is therefore recommended that a scheme to reduce traffic speeds is introduced. Further study is required to consider concepts, but this could potentially include an area-wide 20mph speed limit, physical traffic calming measures and formalising on-street parking bays. Sections of narrow footway may remain if this option is progressed. • Redesign wide side roads to reduce the speeds of turning vehicles and minimise crossing distances. Introduce priority for pedestrians where footways cross side roads, with raised tables for level crossing. Comprehensively install tactile paving to current standards. • Consider introducing zebra crossings to facilitate easier and safer pedestrian crossings at Rusper Road / Lambs Farm Road junction.

Corridors 1a and 2: North Horsham and Roffey to Town Centre

Table A1: Proposed Improvements – Northern Section

Location	Proposed Infrastructure Improvements <small>(subject to further study, feasibility and consultation)</small>
<p>Ref. 2.1 (Figure A1) Corridor 2: Crawley Road (Roffey Corner to Parsonage Road roundabout)</p>	<ul style="list-style-type: none"> • There is insufficient width to accommodate continuous cycle tracks along this section of Crawley Road as well as two traffic lanes and footways. It is therefore recommended that measures are introduced to reduce through traffic flows. This could comprise: <ul style="list-style-type: none"> • (i) a bus- and cycle- only section, with other motor vehicles being prohibited, and diverting motor traffic to other routes, such as Harwood Road; or • (ii) one-way operation for motor vehicles for all or part of the section, with two-way cycling permitted, or with a cycle track constructed alongside the one-way carriageway. • Either option would have implications for access, traffic routing and bus operations. Each option could be accompanied by physical traffic calming measures, streetscape enhancements, such as by Roffey Millennium Hall, and / or a 20mph speed limit to reduce motor vehicle speeds.
<p>Ref. 2.3 (Figure A1) Corridors 1a and 2: Parsonage Road Roundabout</p>	<ul style="list-style-type: none"> • Redesign the roundabout to enable safer cyclist and pedestrian movements. Further study required to identify options to separate cyclists from motor traffic, such as off-road cycle tracks around the perimeter linked to parallel crossings for cyclists and pedestrians. Install tactile paving on all arms as part of junction upgrade.

Corridors 1a and 2: North Horsham and Roffey to Town Centre

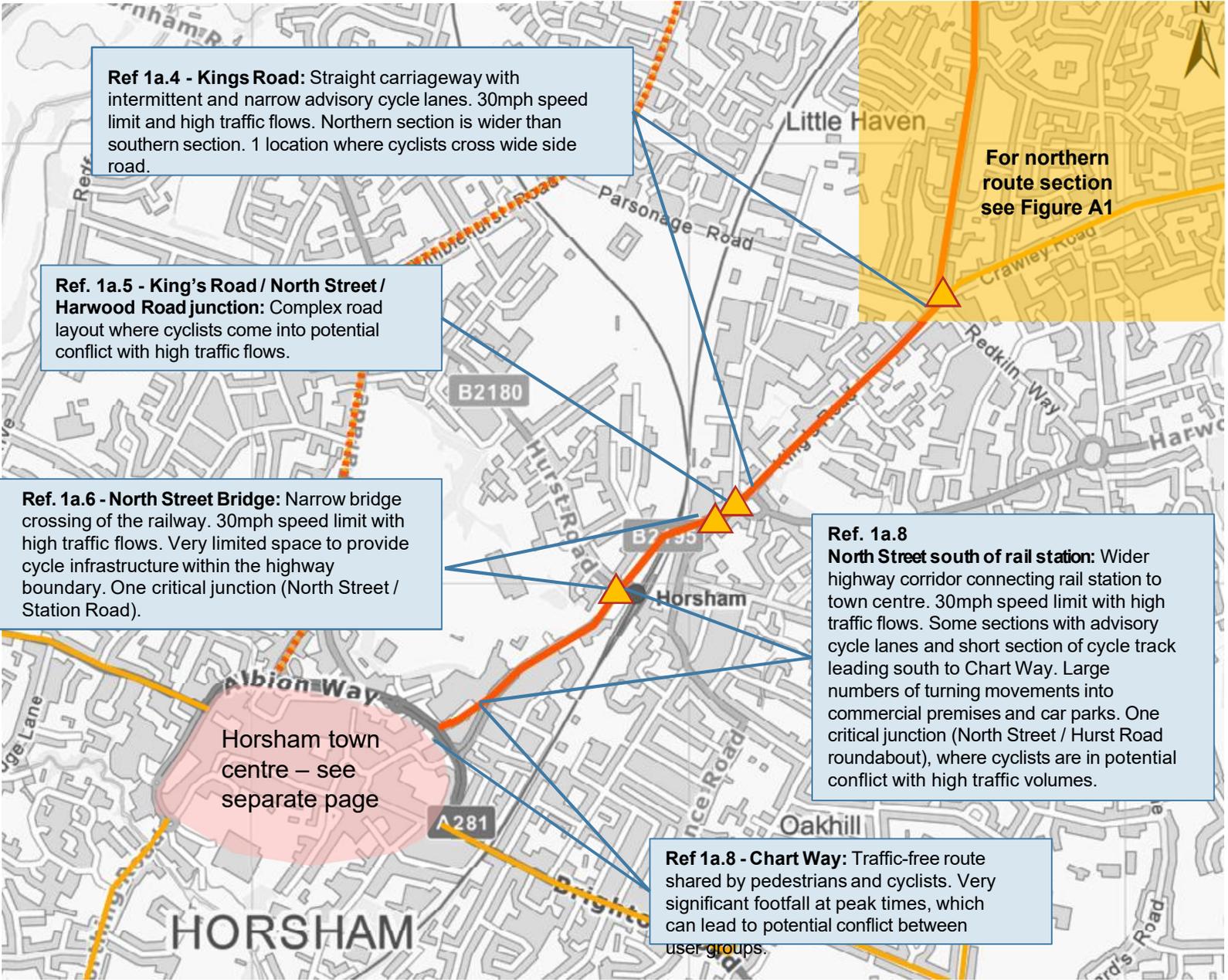
Figure A3: Cycle Route Audit – (Southern Section) – Key Findings

Context and key issues

- Connects key destinations including Horsham railway station, Lidl, key employment areas and theatre
- Limited railway crossings
- High traffic flows
- Limited highway space, particularly on North Street railway bridge



North Street railway overbridge



Key

- ▲ Junction where cyclists potentially in conflict with high traffic flows

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Corridors 1a and 2: North Horsham and Roffey to Town Centre

Figure A4: Walking Route Audit (Southern Section) – Key Findings

Context and key issues

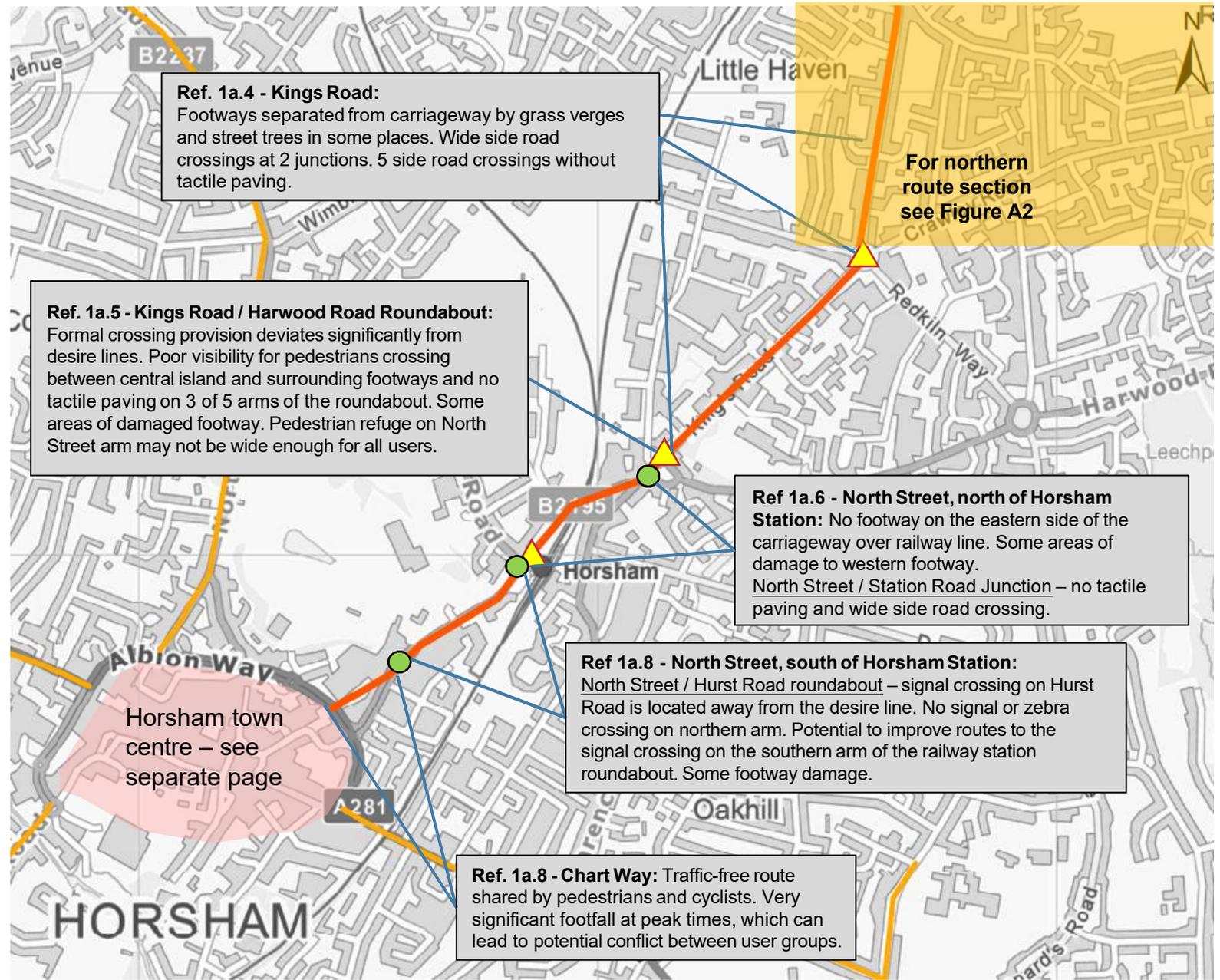
- Limited railway crossings.
- Narrow footway widths, in particular where North Street crosses the railway, with pedestrians in close proximity to high traffic volumes.
- Limited highway space, particularly on North Street railway bridge.
- Several wide side road crossings, resulting in longer crossing distances, and numerous crossings without tactile paving.



Horsham rail station roundabout

Key

- Signal or zebra crossing
- ▲ Junction or crossing with high traffic flows and no signal or zebra crossing



Corridors 1a and 2: North Horsham and Roffey to Town Centre

Table A2: Proposed Improvements – Southern Section

Location	Proposed Infrastructure Improvements (subject to subject to further study, feasibility and consultation)
<p>Ref. 1a.4 (Figure A3/A4) Kings Road (Crawley Road / Parsonage Road Roundabout to Station Road)</p>	<ul style="list-style-type: none"> • There is insufficient highway width to accommodate cycle tracks, as well as two traffic lanes and footways, along the full length of Kings Road. On that basis, to make the route more suitable for cycling, measures will be required to reduce or limit traffic using Kings Road as a through route. Options include: (i) A bus- and cycle-only section, with vehicular access to all properties retained from the northern or southern end; or (ii) One-way operation, which would give space to accommodate cycle tracks. • These options would need careful consideration, in terms of re-routing traffic and other factors. Complementary measures could potentially include an area-wide 20mph speed limit and physical traffic calming measures. • Redesign wide side roads to reduce the speeds of turning vehicles and minimise crossing distances. Introduce priority for cyclists and pedestrians where cycle tracks and footways cross side roads, with raised tables for level crossing. Consistently install tactile paving to current standards.
<p>Ref. 1a.5 (Figure A3/A4) Kings Road / Harwood Road Roundabout</p>	<ul style="list-style-type: none"> • Redesign the gyratory to enable safer cyclist and pedestrian movements. Further study required to identify options to provide space for cyclists segregated from motor traffic, such as off-road cycle tracks around the perimeter linked to parallel crossings. • In terms of infrastructure for pedestrians: <ul style="list-style-type: none"> - Consistently provide dropped kerbs and tactile paving to current standards; and - If required as part of the junction’s future design, amend pedestrian refuge on North Street arm to ensure there is suitable width for all users.
<p>Ref. 1a.6 (Figure A3/A4) North Street Bridge (Station Road to Rail Station)</p>	<ul style="list-style-type: none"> • There is insufficient highway width to accommodate cycle tracks or improved footway provision, as well as two traffic lanes over the railway bridge. Measures to substantially reduce motor traffic flows and/or make space for cycle tracks or improved pedestrian infrastructure (one-way arrangements or a bus and cycle-only section) have the potential to make the section more suitable but would be very challenging to deliver. • A replacement wider bridge structure across the railway is required to provide space for a wider footway and cycle track. This would require liaison and agreement with adjacent landowners, including Network Rail, and may require land purchase. Until this occurs then an alternative route will be required (see overleaf). • Redesign Station Road side road junction to reduce vehicle turning speeds and to provide greater priority for crossing pedestrian movements, and with tactile paving to current standards. • Redesign North Street / Hurst Road junction to accommodate pedestrian crossings better aligned with desire lines, particularly for east-west movements.

Corridors 1a and 2: North Horsham and Roffey to Town Centre

Table A2: Proposed Improvements – Southern Section

Location	Proposed Infrastructure Improvements <small>(subject to further study, feasibility and consultation)</small>
<p>Ref. 1a.7 (Figure A3/A4) Streets east of railway station</p>	<p>In the shorter-term it is considered more feasible to create a suitable cycle route crossing under the railway line at Queen Street, rather than the North Street bridge or subway (see further details for Queen Street in corridor 3 on page 31-32). On that basis there is a requirement to create a cycle route avoiding North Street and connecting the Kings Road / North Street roundabout (Lidl junction) to Queen Street. The following infrastructure is recommended:</p> <ul style="list-style-type: none"> • Identify options to create a low-traffic, low-vehicle speed neighbourhood to enable safer on-carriageway cycling, with through traffic using more strategic roads. This could make use of bollards, gates and/or planters to prevent through traffic in one or more locations • Work in partnership with landowner to identify whether the shared-use footway / cycleway between Booth Way and Depot Road can be widened. Redesign the path's southern access point (where barriers currently exist) to enable all categories of cycle to use the route; • If feasible, permit two-way cycling in one-way Barrington Road; and • Convert southern end of New Street to one-way operation to provide space for cycle movements at New Street / Queen Street junction. A signal crossing will also be required at or near this location if the cycle track is constructed on the southern side of Queen Street.
<p>Ref. 1a.8 (Figure A3/A4) North Street and Chart Way (Railway Station to town centre)</p>	<p>In terms of pedestrian route improvements to the west of Horsham Railway Station:</p> <ul style="list-style-type: none"> • Further study, including a review of pedestrian desire lines, is required to identify new or revised locations for controlled crossings on North Street. • If monitoring of traffic speeds on the B2195 corridor suggests non-adherence to speed limits, then, consider measures to reduce traffic vehicle speeds, such as physical traffic calming features.

Corridor 1b: North Horsham to Town Centre via North Parade

Figure A5: Cycle Route Audit – Key Findings

Context and key issues

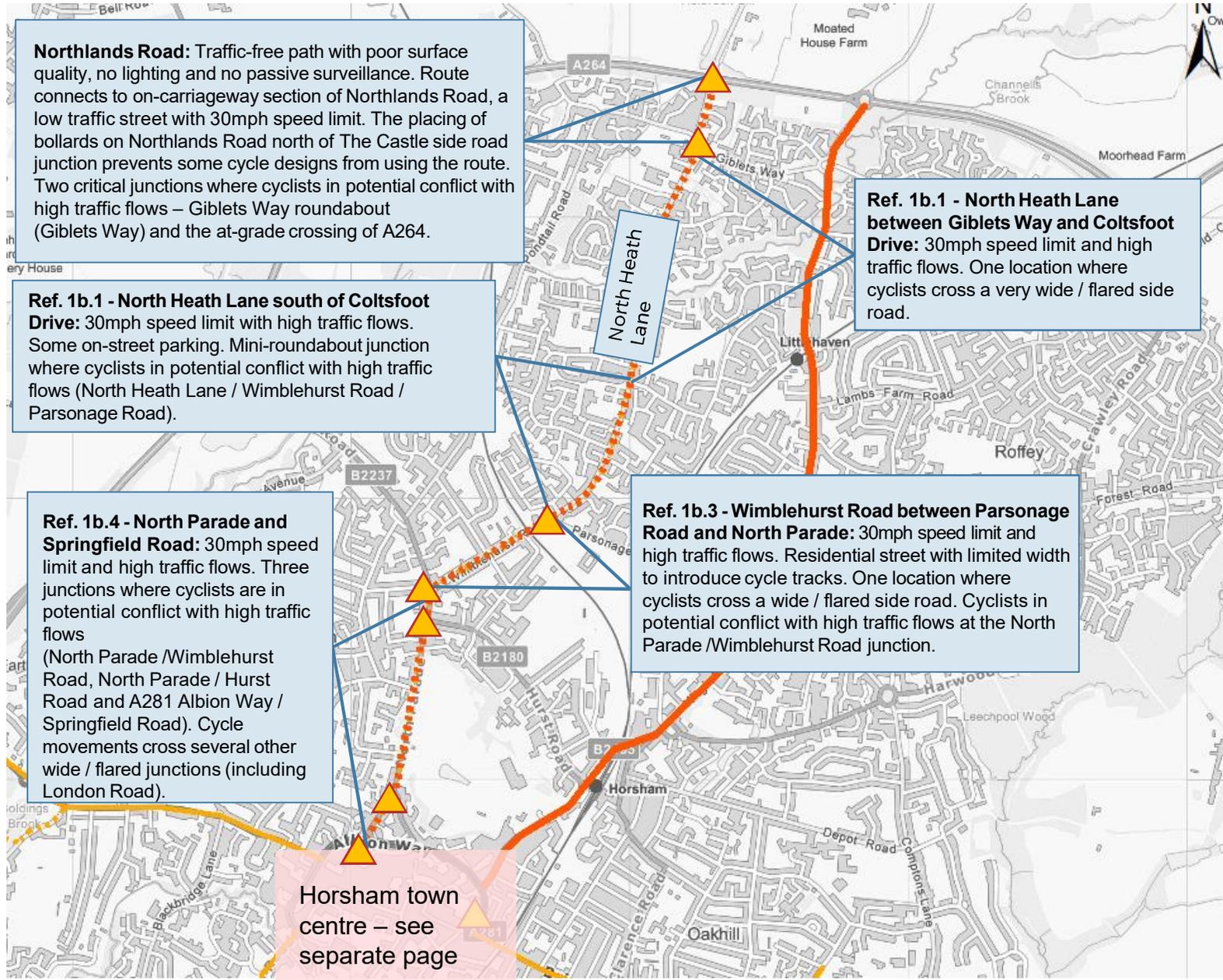
- Alternative corridor from North Horsham into town centre following North Heath Lane, Wimblehurst Road and North Parade
- High traffic flows on all identified road sections
- Several junctions where cyclists in potential conflict with high traffic flows



Wimblehurst Road rail overbridge

Key

- ▲ Junction where cyclists potentially in conflict with high traffic flows



Corridor 1b: North Horsham to Town Centre via North Parade

Table A3: Proposed Improvements

Location	Proposed Infrastructure Improvements <small>(subject to further study, feasibility and consultation)</small>
<p>Ref. 1b.1 (Figure A5) North Heath Lane (Giblets Way to Parsonage Road)</p>	<ul style="list-style-type: none"> Construct cycle tracks segregated from pedestrians, with priority across redesigned side roads. This would require the loss of right-turn lanes, the loss of on-street parking in some locations and some vegetation clearance. Accommodating this is likely to require priority working for motor vehicles at pinch point locations and potentially some short sections of cycle track which are narrower than desirable widths. Redesign wide side roads to reduce turning vehicle speeds and introduce priority for crossing cyclists.
<p>Ref. 1b.2 (Figure A5) Wimblehurst Road /Parsonage Road mini-roundabout</p>	<ul style="list-style-type: none"> Redesign junction to enable safer cycle movements, potentially with parallel crossings or introducing signal control.
<p>Ref. 1b.3 (Figure A5) Wimblehurst Road (Parsonage Road to Richmond Road)</p>	<ul style="list-style-type: none"> Further study required to confirm whether there is sufficient highway width to accommodate two traffic lanes, footways and a cycle track of suitable width across the railway bridge. If this is not feasible, then a parallel cantilevered bridge for cycle traffic will be required.
<p>Ref. 1b.4 (Figure A5) Richmond Road (Wimblehurst Road to Hurst Road)</p>	<ul style="list-style-type: none"> Wimblehurst Road between the railway bridge and North Parade is too narrow to accommodate cycle tracks alongside two traffic lanes and footways. Introducing one-way operation for motor vehicles is an option to provide space for cycle tracks, but would be very challenging to deliver. It is considered more feasible to use an alternative route, via Richmond Road. Additional measures may be required to ensure this is a low-traffic, low-speed residential area, potentially including additional one-way arrangements or a road closure for motor vehicles.
<p>Ref 1b.4 (Figure A5) Hurst Road (Richmond Road to North Parade)</p>	<ul style="list-style-type: none"> Construct cycle track segregated from pedestrians. This would require the carriageway to be narrowed to enable remaining highway space to be reallocated to cycle infrastructure, for example narrowing to one traffic lane on the approach to the traffic signals. If the cycle track is provided on the southern side of Hurst Road then a controlled crossing will be required at the Richmond Road / Hurst Road junction to enable safer cycle crossings.
<p>Ref 1b.4 (Figure A5) B2237 North Parade and Springfield Road (Wimblehurst Road to B2237 Albion Way)</p>	<ul style="list-style-type: none"> Construct cycle tracks segregated from pedestrians. This would require the loss of some grassed verges, the redesign or relocation of on-street parking bays and carriageway and kerb realignment in certain locations. Redesign wide side roads to reduce the speeds of turning vehicles and minimise crossing distances. Introduce priority for cyclists and pedestrians where cycle tracks and footways cross side roads, with raised tables for level crossing. Redesign Hurst Road / North Parade junction to provide space for a cycle track. This will require kerb realignment and potentially a reduction in the number of approach lanes. Redesign Springfield Road / Albion Way junction to enable safer north-south cycle movements, such as with simplified signal crossing arrangements for cyclists. If the loss of parking along Springfield Road is undeliverable then an alternative option is to route via London Road. If this is taken forward then the following will be required: (a) measures to reduce traffic levels on London Road, such as with a cul-de-sac arrangement for motor vehicles and (b) simplified signal crossing arrangements of Albion Way, providing sufficient space for cyclists and pedestrians and ideally as a single-phase, 'straight-across' arrangement.

Corridor 3: Forest School to Town Centre

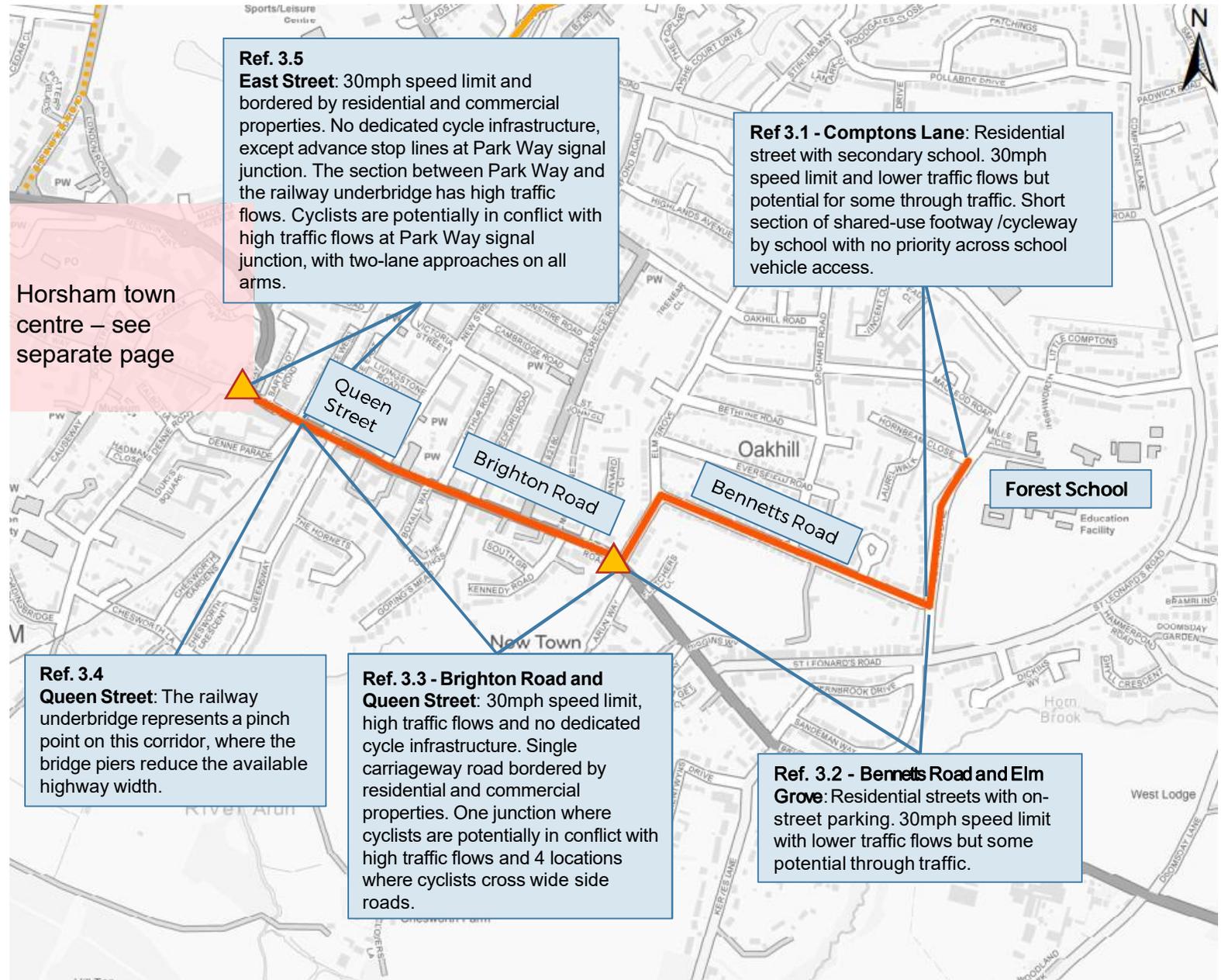
Figure A6: Cycle Route Audit – Key Findings

Context and key issues

- Connects to key destinations, including Forest School and town centre
- High traffic flows on Brighton Road, Queen Street and East Street with no protection for cyclists from motor traffic
- Two junctions where cyclists in potential conflict with high traffic flows



Queen Street railway underbridge (The Iron Bridge)



Key

- ▲ Junction where cyclists potentially in conflict with high traffic flows

Corridor 3: Forest School to Town Centre

Figure A7: Walking Route Audit - Key Findings

Context and key issues

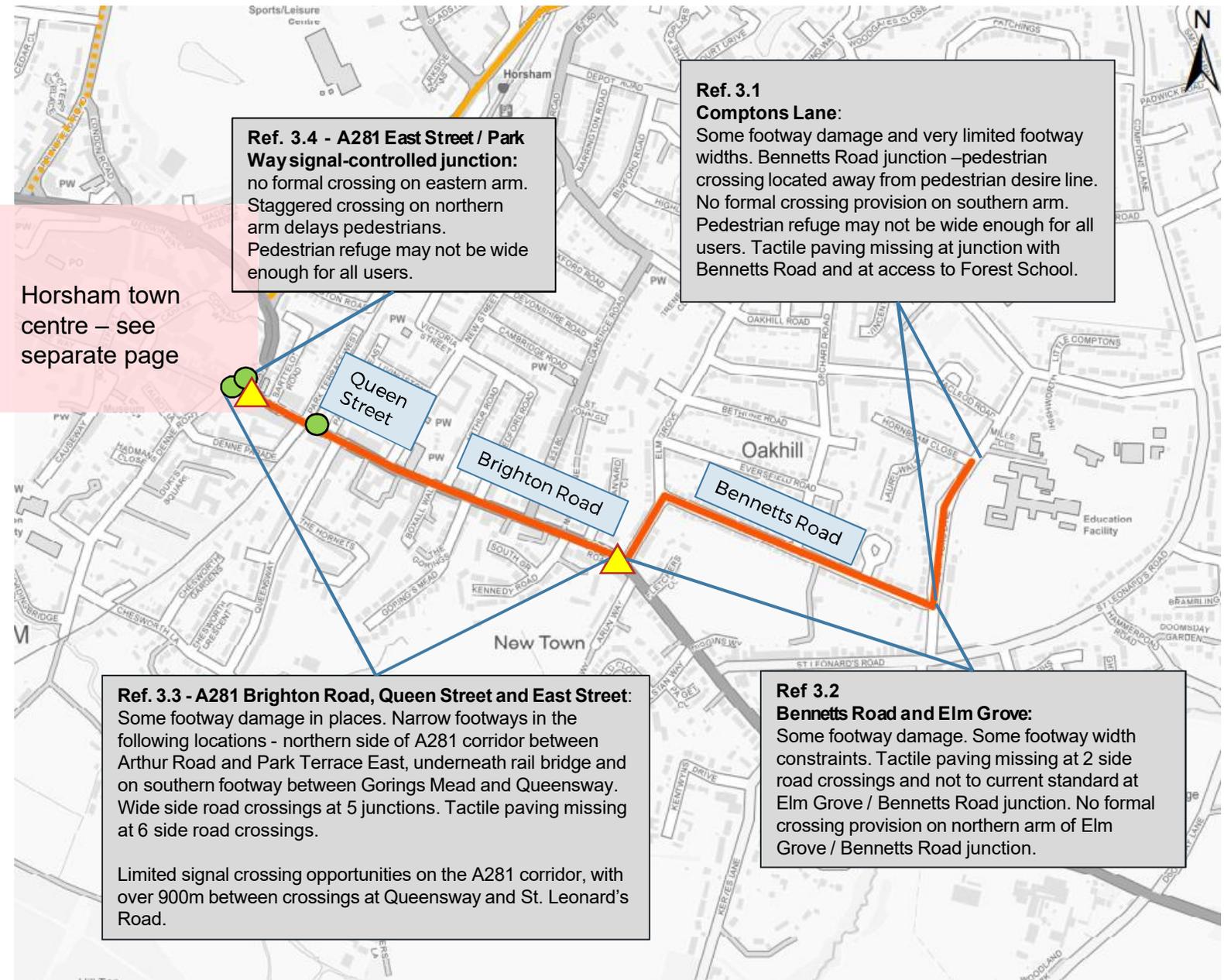
- Limited footway widths / footway width constraints at various points, with pedestrians in close proximity to high traffic flows on the A281 corridor.
- Several wide side road crossings, resulting in longer pedestrian crossing distances.
- Limited controlled crossing opportunities on the A281 corridor.



Wide side road crossing at Barttelot Road

Key

- Signal or zebra crossing Junction or crossing with high traffic flows
- ▲ and no signal or zebra crossing



Corridor 3: Forest School to Town Centre

Table A4: Proposed improvements

Location	Proposed Infrastructure Improvements (subject to subject to further study, feasibility and consultation)
<p>Ref. 3.1 (Figure A6/A7) Comptons Lane Area</p>	<ul style="list-style-type: none"> • There are two broad options for this area in terms of cycling: <ol style="list-style-type: none"> 1. Explore options to create a low-traffic neighbourhood covering the area from Forest School to Elm Grove to enable safer on-carriageway cycling, with through traffic using more strategic roads.; or 2. Widen and upgrade existing cycle track • Opportunities to widen the eastern footway on Comptons Lane to a suitable standard for all types of user are likely to be limited if two traffic lanes are retained. Sections of narrow footway are therefore likely to remain unless some carriageway space can be reallocated to provide improved footways (potentially requiring priority working for vehicles). • Redesign Forest School vehicular access, with raised table, tactile paving and priority for crossing cyclists and pedestrians. • Construct priority or parallel crossing as appropriate where cycle track crosses Comptons Lane, to enable cyclists to reach the more lightly trafficked service road. • Redesign Comptons Lane / Bennetts Road junction to enable safer right-turn cycle movements (from service road to Bennetts Road) and reduce speeds of turning motor vehicles. This could potentially include a refuge island to enable two-stage cycle movements. Improve north-south and east-west pedestrian crossing provision to accommodate all types of user, with tactile paving to current standards and with crossings better aligned with desire lines. • Consider introducing 20mph speed limit and / or other traffic calming measures to enhance conditions for cycling and walking.
<p>Ref. 3.2 (Figure A6/A7) Bennetts Road and Elm Grove</p>	<ul style="list-style-type: none"> • Explore options to create a low-traffic neighbourhood covering the area from Forest School to Elm Grove, to enable safer on-carriageway cycling, with through traffic using more strategic roads. • Highway width constraints mean that sections of narrow footway are likely to remain unless some carriageway space can be reallocated to improved footways (potentially requiring the loss of on-street parking on one or both sides). • Redesign junction of Elm Grove and Bennetts Road to reduce speeds of turning motor vehicles and improve pedestrian crossings. • Install tactile paving at two side road crossings (Orchard Road and Bennetts Road cul-de-sac). Upgrade tactile paving at Brighton Road / Elm Grove side road crossing to current standards. • Consider introducing 20mph speed limit and / or other traffic calming measures to enhance conditions for cycling and walking.
<p>Ref 3.3 (Figure A6/A7) Brighton Road and Queen Street</p>	<ul style="list-style-type: none"> • Construct two-way cycle track, or with-flow one-way cycle tracks, segregated from pedestrians. It is suggested that a two-way cycle track on the southern side of the carriageway may be the preferred design due to fewer side road crossings. Accommodating cycle tracks will require the loss of on-street parking and the narrowing of the carriageway. Further study required to identify whether the varying width of the highway corridor will require there to be pinch points on the carriageway and / or cycle track. • Redesign wide side roads to reduce turning vehicle speeds and minimise crossing distances. Introduce priority for cyclists and pedestrians where cycle tracks and footways cross side roads, with raised tables for level crossing. Consistently install tactile paving. • Widen narrow sections of footway, finding a balance between accommodating cycle infrastructure and enhancing conditions for pedestrians. • If monitoring suggests non-adherence to speed limits, consider a range of measures to reduce speeds of motor vehicles. • Consider additional signalised crossings on the A281 corridor, to reduce distance between crossing points and provide more direct access to bus stops.

Corridor 3: Forest School to Town Centre

Table A4: Proposed improvements

Location	Proposed Infrastructure Improvements <small>(subject to further study, feasibility and consultation)</small>
<p>Ref. 3.3 (Figure A6/A7) Queen Street / East Street</p>	<ul style="list-style-type: none"> Initial study indicates that there may be sufficient width for a 2.5m wide two-way cycle track beneath the railway bridge. This would require limited narrowing of the carriageway to achieve this. If it is not feasible to accommodate a cycle track and two traffic lanes, then further carriageway narrowing, with shuttle traffic signals, may be required. If Network Rail is considering bridge replacement, then a wider span with set-back retaining walls should be sought to provide more space for pedestrians and cyclists. Widen narrow sections of footway, finding a balance between accommodating cycle infrastructure and enhancing conditions for pedestrians.
<p>Ref. 3.4 (Figure A6/A7) East Street (Railway Underbridge to Denne Road)</p>	<ul style="list-style-type: none"> Construct two-way cycle track, fully segregated from pedestrians, on southern side of carriageway. Accommodating the cycle track will require the narrowing of the carriageway to one traffic lane in each direction at the traffic Park Way signals. At East Street / Denne Road junction, consider changing the existing priority, by introducing give-way markings on Denne Road arm, as a measure to enable safer east-west cycle movements. Redesign junction of East Street and Bartelot Road, to reduce vehicle turning speeds and improve pedestrian crossings. Review whether existing two-stage crossing layout at the A281 East Street / Park Way signal-controlled junction can be replaced with a single-stage pedestrian crossing (northern arm), to reduce pedestrian delay, and if pedestrian crossing infrastructure can be provided on the eastern arm of the junction, to accommodate desire lines.

Corridor 4: Southwater to Town Centre

Figure A8: Cycle Route Audit (Southern Section) – Key Findings

Context and key issues

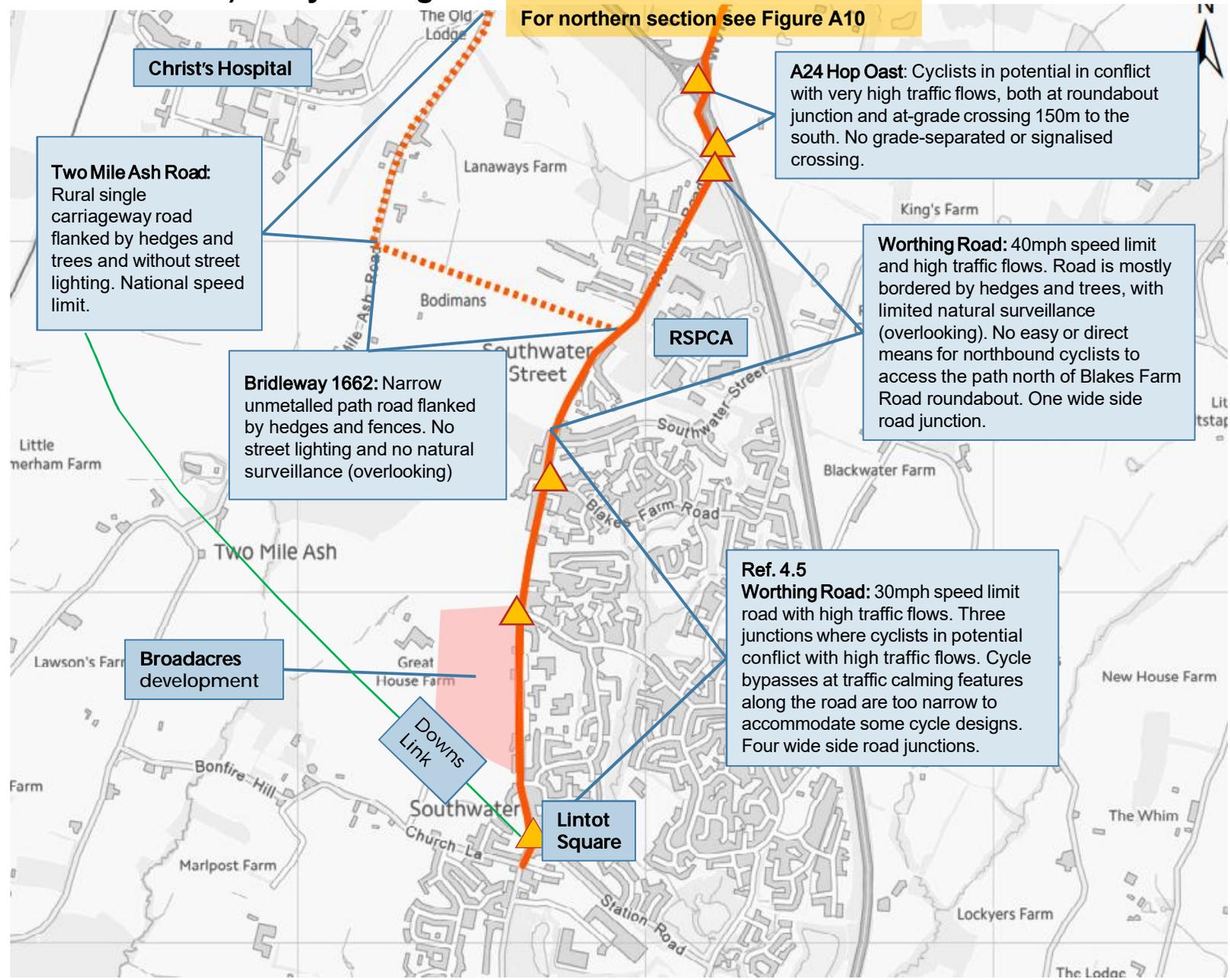
- Residential development to the west of Southwater is underway. A further extension to this site has been proposed which, if allocated through the Local Plan Review, could create significant additional residential development, although no decision has been made regarding this proposal at the time of writing.
- Much of Worthing Road has high traffic flows and north of Southwater Street has a 40mph speed limit.



A24 Hop Oast at-grade crossing

Key

Junction where cyclists potentially in conflict with high traffic flows



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Corridor 4: Southwater to Town Centre

Figure A9: Walking Route Audit (Southern Section) - Key Findings

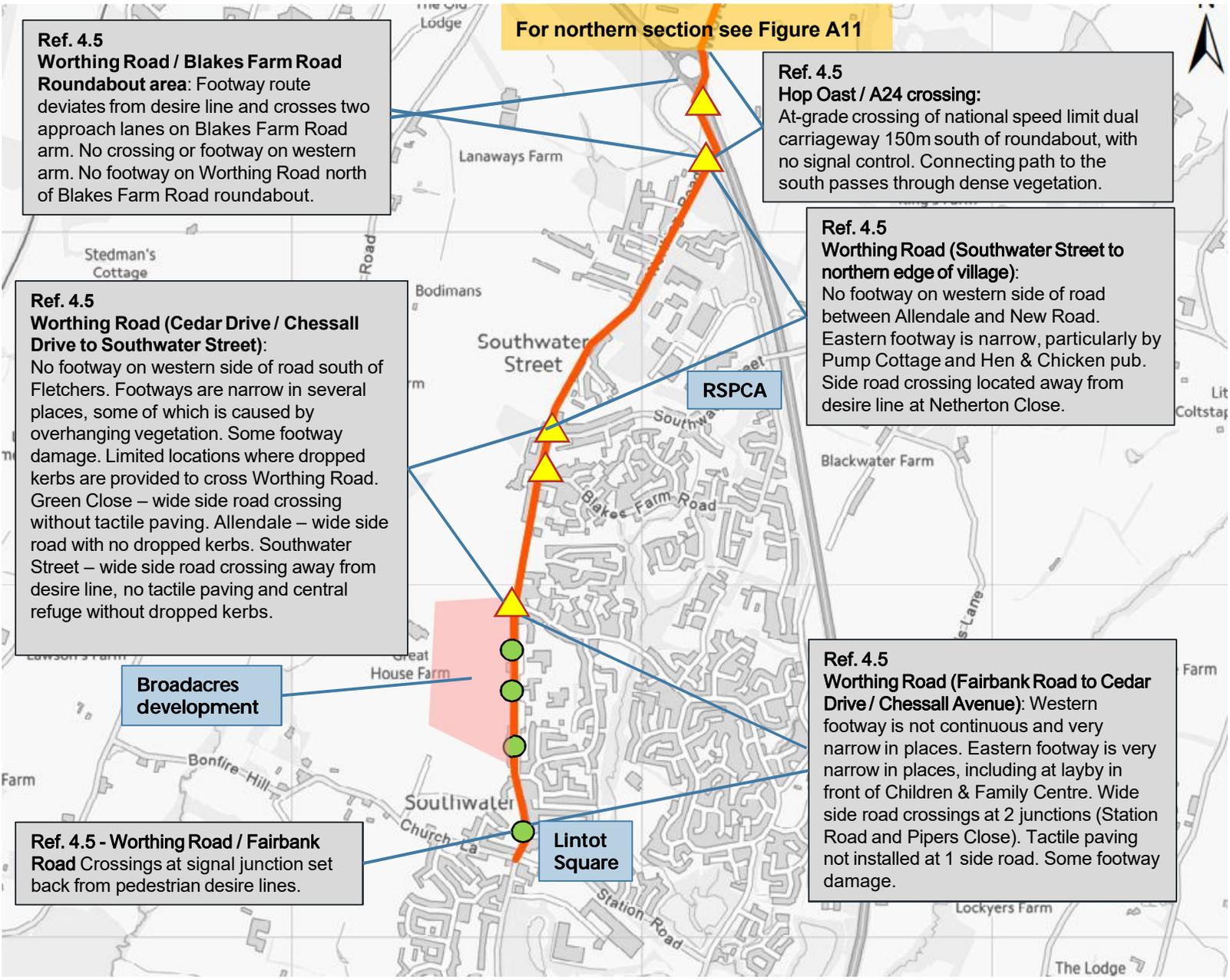
Context and key issues

- Several locations with narrow footways, with pedestrians in close proximity to high traffic flows;
- Some sections with footway provision on one side only;
- Opportunities to improve strategic north-south footway provision may arise from future residential developments;
- Several wide side road crossings, resulting in longer pedestrian crossing distances; and
- No grade-separated or controlled crossing provision on A24.



Key

- Signal or zebra crossing
- ▲ Junction or crossing with high traffic flows and no signal or zebra crossing



Corridor 4: Southwater to Town Centre

Figure A10: Cycle Route Audit (Northern Section) – Key Findings

Context and key issues

- High traffic flows and 40mph speed limit
- Narrow and rural road corridor enclosed by vegetation



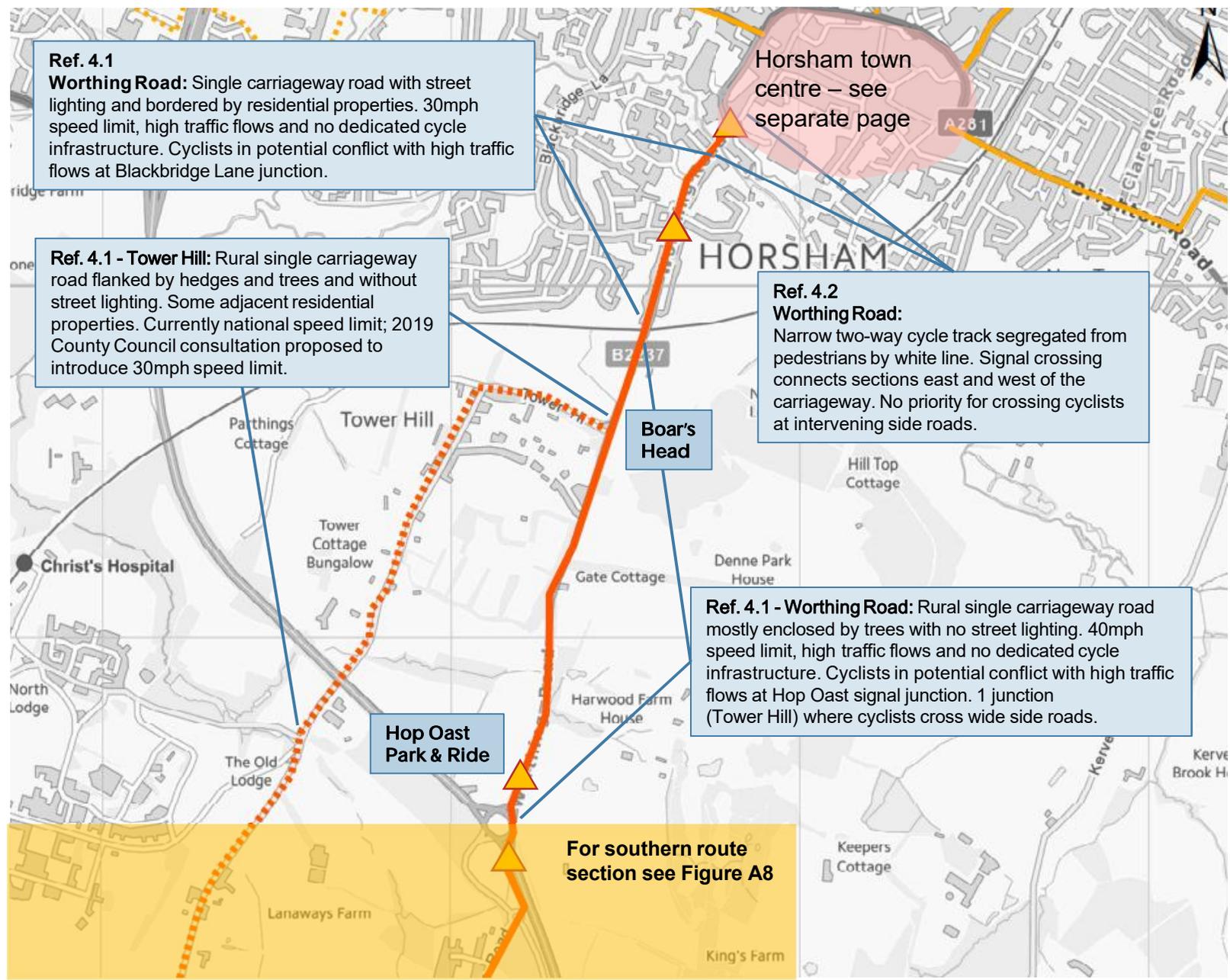
Worthing Road at Boar's Head



Tan Bridge looking towards town centre

Key

 Junction where cyclists potentially in conflict with high traffic flows



Corridor 4: Southwater to Town Centre

Figure A11: Walking Route Audit (Northern Section) – Key Findings

Context and key issues

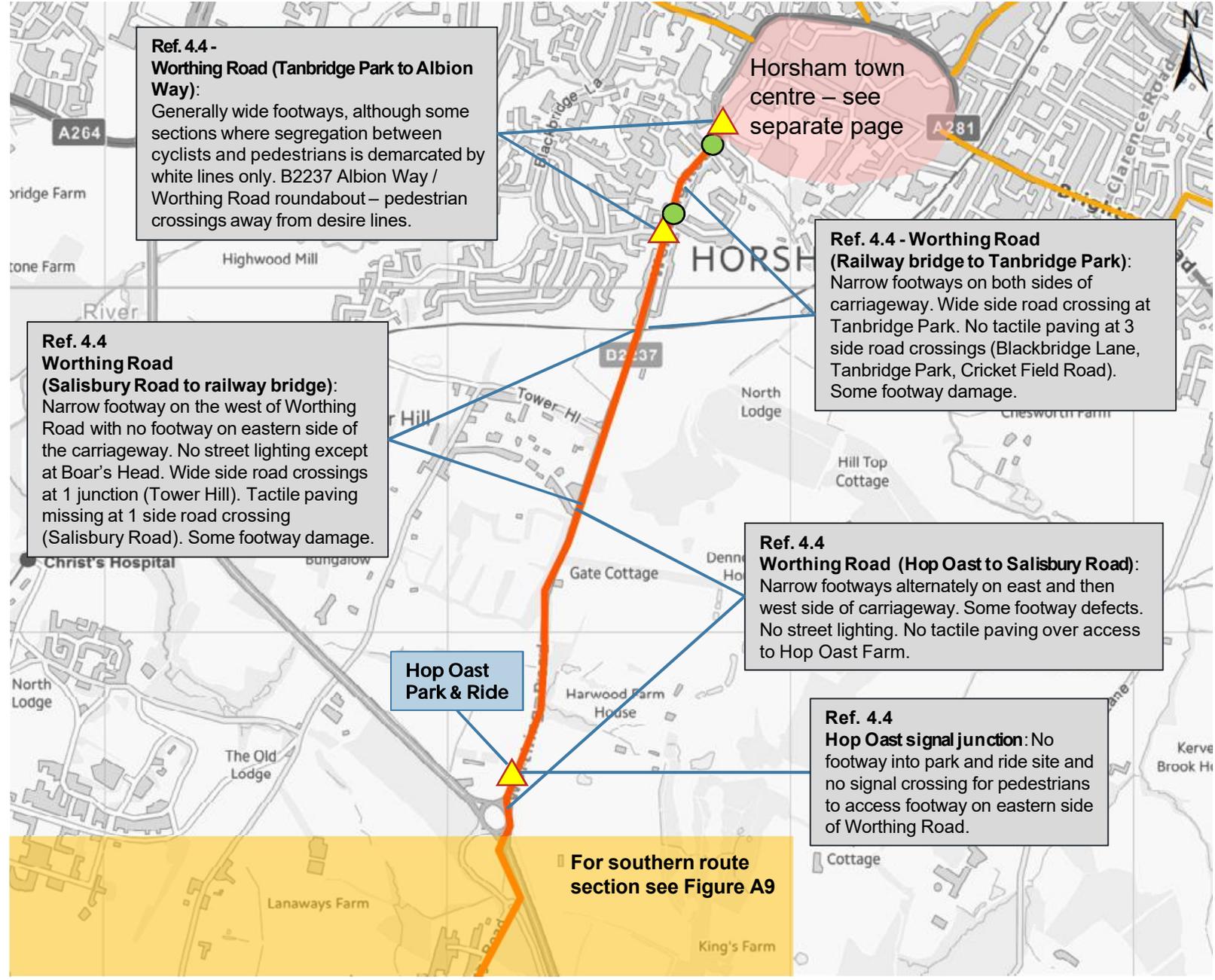
- Narrow footway widths, with pedestrians in close proximity to high traffic flows and speeds.
- 40mph speed limit, reducing to 30mph on approach to Horsham.
- No lighting between Southwater and Horsham.
- Several wide side road crossings.



Worthing Road looking north towards railway bridge

Key

- Signal or zebra crossing
- ▲ Junction or crossing with high traffic flows and no signal or zebra crossing



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Corridor 4: Southwater to Town Centre

Route Proposals – General Overview

Ref. 4.1 (Figure A10) - Cycle route considerations

There is insufficient highway width to construct a continuous cycle track (or shared-use path) along all parts of Worthing Road in addition to two traffic lanes. The two key pinch points are the sections south of Southwater Primary School and between Horham Golf and Fitness / Football Club access and the railway bridge. Unless parts of Worthing Road were made one-way to make space for a cycle track, or through traffic diverted onto other roads, it is considered that an alternative alignment will be required for the cycle route between Southwater and Horsham. Each alternative route is dependent on successful agreements with private landowners.

Some factors to consider for alternative alignments include:

- directness and overall route distance;
- ability to serve existing and future developments;
- feasibility of step-free railway crossing arrangements; and
- Feasibility of a grade-separated crossing of A24.

Options may include:

- i) An eastern route via Southwater Street, Coltstaple Lane and public bridleways (Pedlar's Way and Lovers' Lane; rights of way references 1670 and 1672) east of the Denne Park estate; or
- ii) Routes running broadly parallel and adjacent to Worthing Road; or
- iii) Routes to the west of Worthing Road, crossing the railway to enter Horsham via the Needles estate or Highwood Mill, potentially using part of Tower Hill.

There will also be a need to consider appropriate all-weather surfaces and forms of lighting to enable use during the hours of darkness, potentially solar studs. There may also be benefit in developing two routes which connect to different parts of Horsham and Southwater.

At this stage it is considered that **option (i)** may have greatest potential, as the entire corridor currently has rights of way for cyclists. Recommended improvements for this route are outlined overleaf. However, factors such as the local plan review (currently in the early stages of preparation) will have a bearing on the most appropriate and viable route choice.

Corridor 4: Southwater to Town Centre

Route proposals – general overview

Ref. 4.4 (Figure A11) - Walking route considerations

The section of Worthing Road between the A24 and Horsham is narrow, heavily vegetated and has sections in cutting. This makes it very challenging to create a continuous pedestrian route of suitable standard within highway land, with appropriate separation of pedestrians and motor vehicles, unless parts of the road were made one-way to provide space. Further study to assess potential alternative routes will therefore be required. Due to the distances involved, pedestrian demand between Southwater and Horsham is likely to be lower than the potential cycling demand. Several sections of parallel route do not currently have continuous off-carriageway provision.

Key factors to consider for a continuous, high-quality walking route between Southwater and Horsham include:

- Directness and overall route distance;
- Ability to serve existing and future developments;
- Feasibility of step-free railway crossing arrangements;
- Feasibility of grade-separated crossing of A24;
- Provision of lighting to enable use during hours of darkness; and
- The ability to provide footways to separate pedestrians from motor traffic.

In line with the cycle route considerations, options may include :

- i) Parts of Southwater Street, Coltstaple Lane and the public bridleway alignments (Pedlar's Way and Lovers' Lane, rights of way references 1670 and 1672) east of the Denne Park estate; or
- ii) Routes running broadly parallel and adjacent to Worthing Road; or
- iii) Routes to the west of Worthing Road, crossing the railway to enter Horsham via the Needles estate or Highwood Mill, potentially using part of Tower Hill.

At this stage, it is considered that **option (i)** may have the greatest potential to be delivered. However, highway width constraints on all potential corridors and the absence of existing continuous footways mean that all alternative options are likely to be challenging. Each alternative route option is dependant on successful agreement with third-party land owners to overcome width constraints and provide footway infrastructure of an appropriate standard.

The sections of Worthing Road within Southwater and within Horsham both provide important pedestrian connections and improvements for these sections are described in **Table A5**.

Corridor 4: Southwater to Town Centre

Table A5: Proposed Improvements – Worthing Road

Location	Proposed Infrastructure Improvements (subject to subject to further study, feasibility and consultation)
<p>Ref. 4.3 (Figure A9) Worthing Road, Southwater (Lintot Square to Blakes Farm Road Roundabout</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 74</p>	<p><i>In terms of potential walking route improvements on Worthing Road within Southwater:</i></p> <ul style="list-style-type: none"> • Redesign wide side road crossings to reduce vehicle turning speeds and minimise crossing distances. Introduce priority for pedestrians where footways cross lightly trafficked side roads, with raised tables for level crossing. Consistently install tactile paving to current standards. • Redesign the Worthing Road / Fairbanks Road signal-controlled junction to provide the pedestrian crossings on the desire line. • Redesign the Worthing Road / Southwater Street junction, to accommodate north-south crossings on the pedestrian desire line. • Review, and if required, amend pedestrian refuges on all arms of the Worthing Road / Blakes Farm Road / Fletchers roundabout, to ensure there is suitable usable width for all users. • Cut back overhanging vegetation to widen usable footway width. • Widen narrow footway sections, potentially with sections of priority working and using highway grass verges to achieve this. Highway width constraints mean that some sections of narrow footway, or sections without footway on both sides, may remain unless one-way arrangements were introduced for motor vehicles. • Identify opportunities to provide additional controlled crossings on Worthing Road, potentially in association with any future residential developments. • Identify opportunities to complete any missing sections of footway along Worthing Road, potentially in association with any future residential developments.
<p>Ref. 4.4 (Figure A11) Worthing Road, Horsham</p>	<p><i>In terms of potential walking route improvements on Worthing Road within Horsham:</i></p> <ul style="list-style-type: none"> • Redesign wide side road crossings to reduce vehicle turning speeds and minimise crossing distances. Introduce priority for pedestrians where footways cross lightly trafficked side roads, with raised tables for level crossing. Consistently install tactile paving to current standards.

Corridor 4: Southwater to Town Centre

Table A6: Proposed Improvements – Cycle Route to Horsham

Location	Proposed Infrastructure Improvements (subject to further study, feasibility and consultation)
<p>Ref 4.5 (Figure A8) Lintot Square to Southwater Street (via Cedar Drive and connecting residential streets)</p>	<p><i>Context: North-south connections to the east of Worthing Road currently comprising a combination of some low traffic flow roads, some higher traffic flow roads and traffic-free paths.</i></p> <ul style="list-style-type: none"> • Consider an area-wide 20mph speed limit on residential streets to reduce motor vehicle speeds, with supporting physical traffic calming measures as appropriate. • Construct off-road cycle infrastructure along Cripplegate Lane and Cedar Drive between Station Road (South) and Easteds Lane, where traffic flows are higher. • Install lighting on Easteds Lane route, potentially using low-level solar studs if appropriate. • On connecting paths within the residential estates, review barriers and introduce a design that enables all categories of cycle to use the route, such as bollards. • Enable contraflow cycling on one-way section of Station Road (South) and widen footway for shared-use by cyclists and pedestrians.
<p>Ref 4.6 Southwater Street and Colstaple Lane</p>	<p><i>Context: These are public highways likely to have at least 2,500 vehicles per day, with limited scope to divert traffic onto alternative routes. The section west of the A24 overbridge has a 30mph speed limit and the section to the east of the overbridge has a 40mph speed limit. There is limited natural surveillance and no street lighting. These lanes score poorly in the cycle route assessment.</i></p> <ul style="list-style-type: none"> • Further work required to establish the feasibility of an off-carriageway, all-weather surface, path for this section. This may require agreement with third party land to achieve an appropriate route. • If a suitable alignment cannot be identified then an alternative may be to route via Reeds Lane. This would require a new grade-separated crossing (overbridge or underpass) of the A24. This is likely to require some land allocated in the Southwater Neighbourhood Plan Submission Version as local open space to achieve this.
<p>Ref. 4.6 Pedlar's Way and Lovers' Lane</p>	<p><i>Context: these are public bridleways with unsurfaced sections which are currently rutted, uneven and unsuitable for use by most cyclists or pedestrians.</i></p> <ul style="list-style-type: none"> • Work with private landowners to agree package of improvements to enable all-year, all-weather use of the public bridleway alignments. This should comprise a path of at least 3.5m wide and improved surface. Suitable means of illumination should also be considered, to enable use during hours of darkness, potentially using solar studs.
<p>Ref. 4.6 Queensway or Chesworth Lane and Denne Road</p>	<p><i>Context: Two alternative routes towards the town centre, on largely residential streets with 30mph speed limits and lower traffic flows.</i></p> <ul style="list-style-type: none"> • Consider introduction of 20mph speed limit, with supporting physical traffic calming measures if appropriate.

Corridor 5: Broadbridge Heath to Town Centre

Figure A12: Cycle Route Audit – Key Findings

Context and key issues

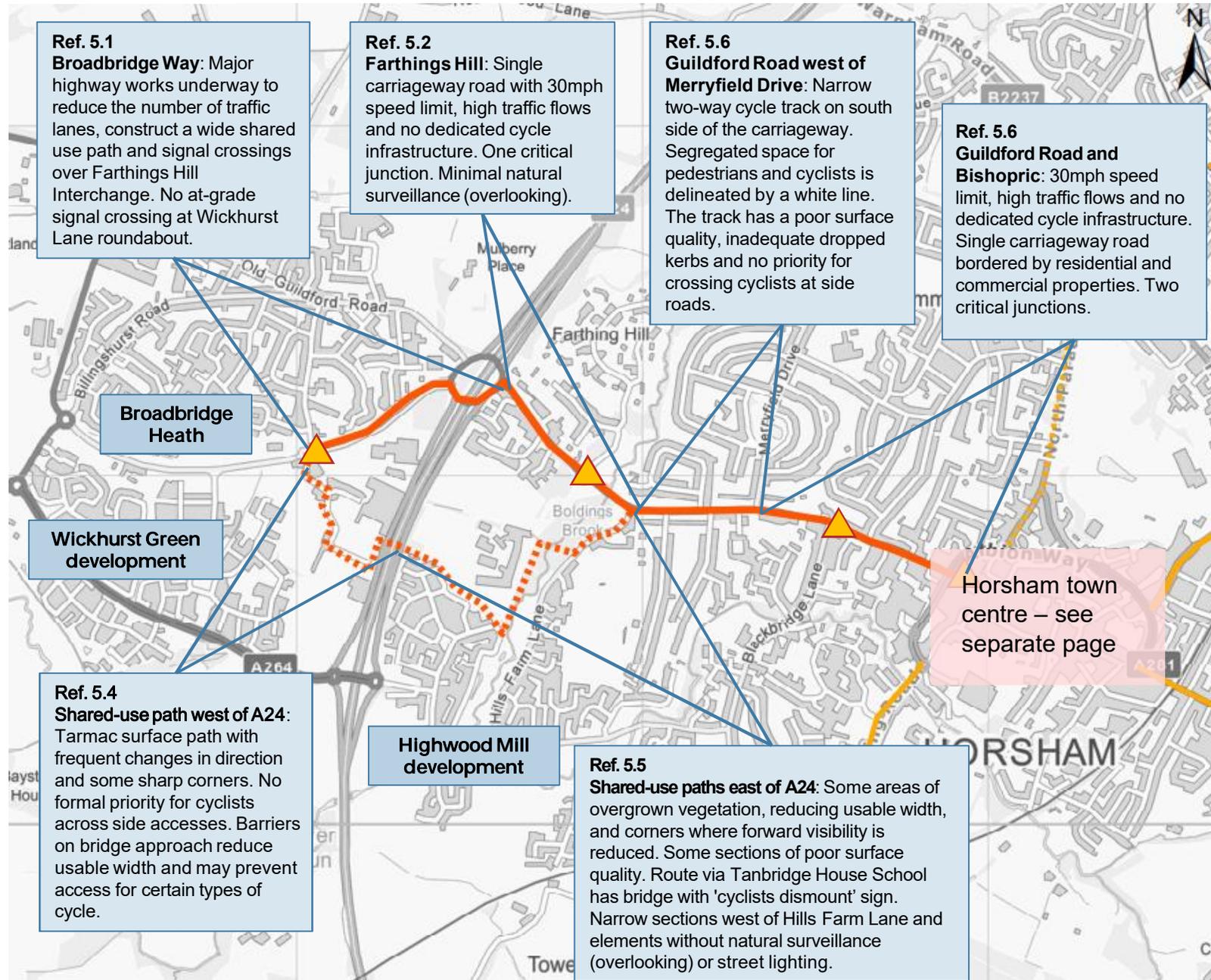
- Provides connections to key destinations including Horsham town centre, Tanbridge House School, Broadbridge Heath retail park and leisure centre
- Two route options considered. The Farthings Hill / Guildford Road route has very high traffic flows and two sections where cyclists are not protected from traffic. The route via the cycle/footbridge over the A24 is less direct and has frequent changes of direction but is traffic-free.



Existing narrow segregated path on Guildford Road, without priority across side roads

Key

- Junction where cyclists potentially in conflict with high traffic flows



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Corridor 5: Broadbridge Heath to Town Centre

Figure A13: Walking Route Audit – Key Findings

Context and key issues

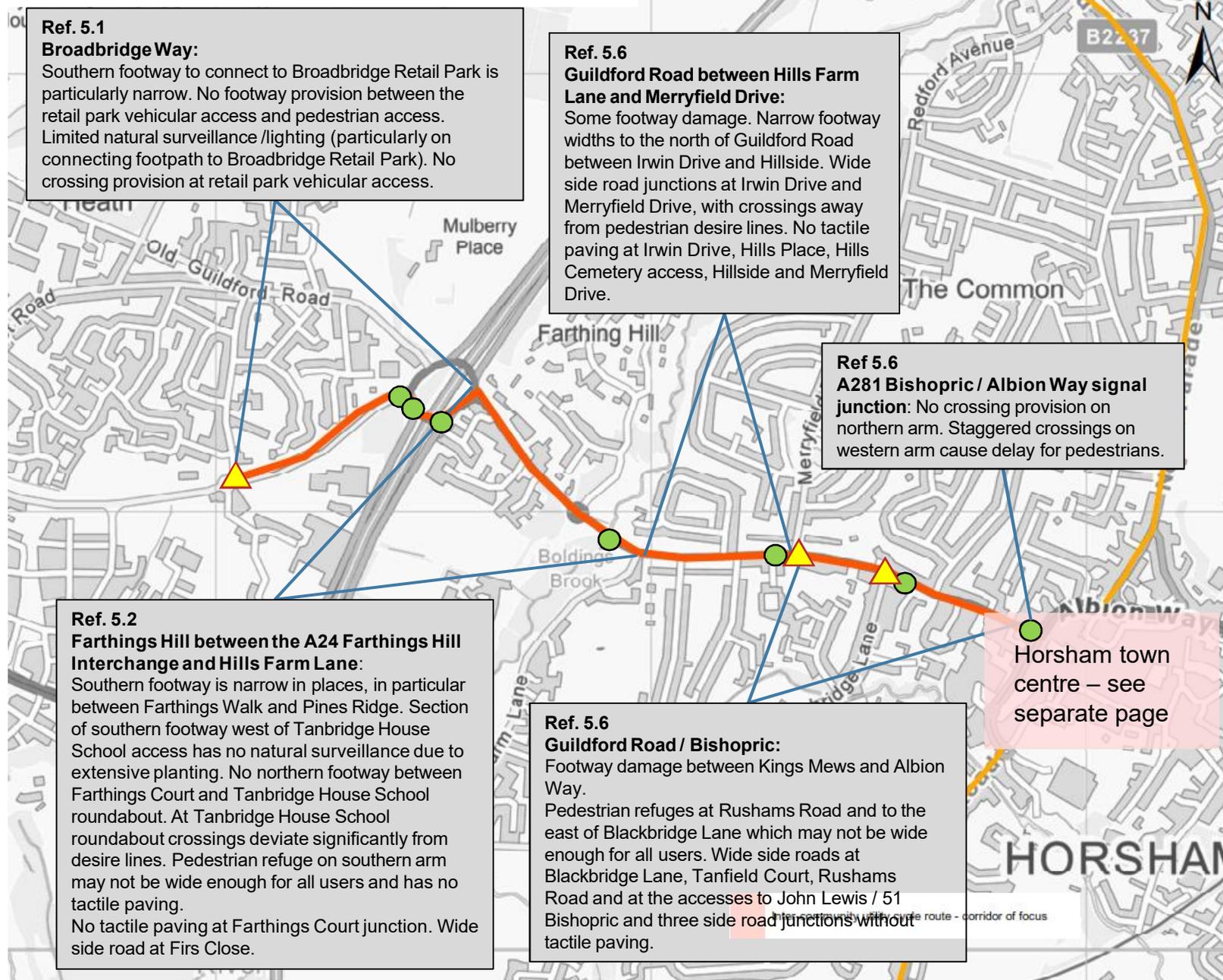
- Sections of narrow footway, with pedestrians in close proximity to high traffic flows on Guildford Road, particularly east of Farthings Hill Interchange;
- Most of the route has a 30mph speed limit, with 40mph speed limit west of Farthings Hill Interchange;
- Part of Broadbridge Way has no southern footway and much of Farthings Hill has no northern footway; and
- several side road junctions with wide side road crossings and/or no tactile paving.



Wide side road crossing at Tanfield Court

Key

- Signal or zebra crossing
- ▲ Junction or crossing with high traffic flows and no signal or zebra crossing



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Corridor 5: Broadbridge Heath to Town Centre

Table A7: Proposed Improvements (Western Sections)

Location	Proposed Infrastructure Improvements <small>(subject to further study, feasibility and consultation)</small>
<p>Ref. 5.1 (Figure A12/A13) Broadbridge Way (Tesco Roundabout to Farthings Hill Interchange)</p>	<ul style="list-style-type: none"> • Construct a cycle track, segregated from pedestrians, and footway of an appropriate standard (where currently missing) along the southern side of the former bypass, to provide access to the retail units. Widen existing sections of narrow footway where necessary. • Consider enhanced lighting where the existing footway is not fully illuminated. • Redesign the Broadbridge Retail Park access to accommodate safer cycling and pedestrian crossing movements.
<p>Ref. 5.2 (Figure A12/A13) Farthings Hill</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 75</p>	<ul style="list-style-type: none"> • There is insufficient highway space between the property boundaries to provide a segregated cycle track or continuous footways on both sides of the carriageway if two traffic lanes are retained. Further detailed investigations are required to confirm whether there is sufficient space to overcome existing width constraints on the southern footway, or to widen and convert the southern footway into a shared-use path. This is likely to require the carriageway to be narrowed and realigned in places. • Redesign wide side road junction to reduce the speed of turning motor vehicles and minimise crossing distances. Introduce priority for cyclists and pedestrians where cycle tracks and footways cross lightly trafficked side roads, with raised tables for level crossing. Install tactile paving to current standards. • If monitoring of traffic speeds on the A281 corridor suggests non-adherence to speed limits, then, consider measures to reduce traffic vehicle speeds, such as physical or natural traffic calming features (such as carriageway narrowing / gateway traffic calming features). • A shared-use path along Farthings Hill is unlikely to provide the required level of capacity to meet cycle and pedestrian demand for travel between Broadbridge Heath and Horsham. Additional development is likely to occur at Broadbridge Heath. If this were located to the north then a new high-quality route will be required, with grade-separated crossing of the A24 between Farthings Hill Interchange and Robin Hood Roundabout, potentially using the existing Rookwood underpass.
<p>Ref. 5.3 (Figure A12) Tanbridge House School Roundabout</p>	<ul style="list-style-type: none"> • Redesign junction as compact, continental roundabout, to reduce vehicle speeds, provide sufficient space and appropriate visibility or east-west two-way cycle track, and with crossings closer to pedestrian desire lines. Introduce controlled or priority crossing on the south approach arm and install tactile paving in line with current standards.
<p>Ref. 5.4 (Figure A12) Shared-use path between Broadbridge Way and A24 overbridge</p>	<ul style="list-style-type: none"> • Work with private landowners to improve the existing cycle route, particularly in terms of directness, gentler bends and redesigned crossings, such as with formal priority for crossing cyclists. • Ensure that a direct and segregated cycle track connecting Wickhurst Lane to the A24 overbridge is delivered as part of any redevelopment of the superstore, council depot and neighbouring sites. • Ensure all sections of the bridge ramp can comfortably accommodate two-way cycle movements by all categories of cycle. • Construct north-south controlled crossing on Broadbridge Way to connect village centre to Tesco and leisure centre. This could either be additional to, or in place of the subway (with the subway filled in). Locating the crossing on the eastern side of the roundabout would be best aligned with the north-south desire line.

Corridor 5: Broadbridge Heath to Town Centre

Table A7: Proposed Improvements (Eastern Sections)

Location	Proposed Infrastructure Improvements (subject to subject to further study, feasibility and consultation)
<p>Ref. 5.5 (Figure A12) Shared-use path, southern and eastern edges of Tanbridge House school</p>	<ul style="list-style-type: none"> • Re-surface poor quality sections with smooth, machine laid tarmac. Cut back overhanging vegetation.
<p>Ref. 5.5 (Figure A12) Hills Farm Lane shared-use path</p>	<ul style="list-style-type: none"> • Construct wider, fully segregated, cycle track to comfortably accommodate two-way cycle traffic. This should incorporate gentle curves, good forward visibility and lighting throughout. Remove 'cyclists dismount' signs at bridge over Boldings Brook unless there are valid reasons for their retention. • Redesign A281 / Hills Farm Lane junction to enable safer cycle crossing movements, such as with signal controlled junction.
<p>Ref. 5.6 (Figure A12/A13) Guildford Road</p>	<ul style="list-style-type: none"> • Construct two-way cycle track, fully segregated from pedestrians. It is recommended that the infrastructure be constructed on the southern side of the carriageway due to the greater available highway width over part of the section. Accommodating the cycle track will require the loss of some grassed verges and may require the narrowing of the carriageway. • Highway width constraints and the proposed cycle tracks mean that sections of narrow footway to the north of Guildford Road are likely to remain unless some additional carriageway space can be reallocated to widen them. • Redesign wide side roads to reduce the speeds of turning vehicles and minimise crossing distances. Introduce priority for cyclists and pedestrians where cycle tracks and footways cross lightly trafficked side roads, with raised tables for level crossing. Install controlled crossings at busier side road junctions, such as Hills Farm Lane, to enable safer cycle movements. Install tactile paving to current standards where missing. • Redesign Bishopric / Albion Way junction with parallel signal crossing for east-west cyclist and pedestrian movements to and from the town centre and consider whether crossing provision can be introduced on the northern arm of the junction. Review whether the existing two-stage crossing layout on the western arm, can be replaced to enable pedestrians to cross in fewer stages. • Review and, if required, amend pedestrian refuges to ensure there is suitable width for all users. • If monitoring of traffic speeds on the A281 corridor suggests non-adherence to speed limits, then, consider measures to reduce traffic vehicle speeds, such as with a reduced 20mph speed limit or physical / natural traffic calming features (such as carriageway narrowing /traffic calming features).

Corridor 6: Warnham Mill to Town Centre

Figure A14: Walking Route Audit

Context and key issues

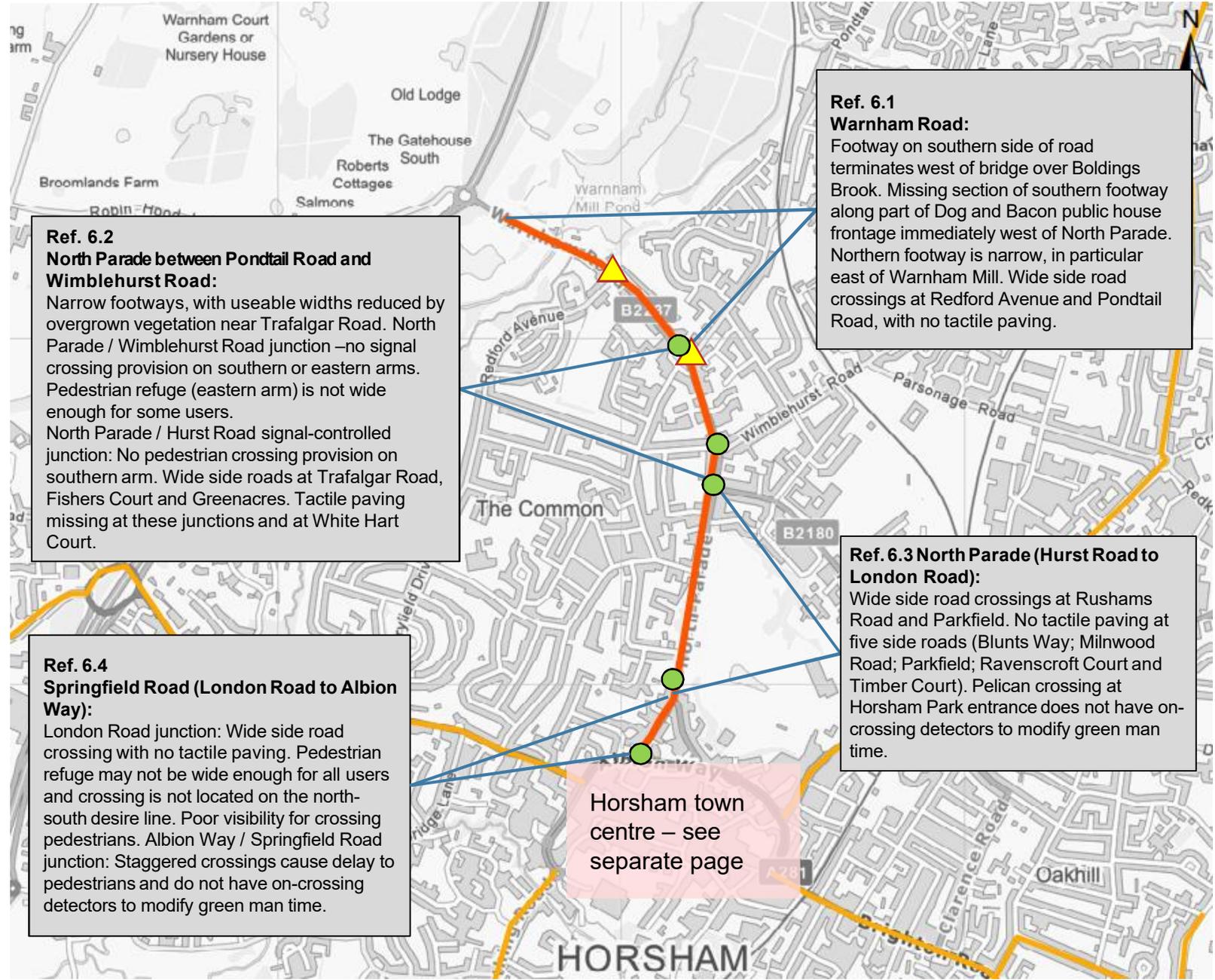
- Section west of Warnham Mill subject to national speed limit section to the east has 30mph speed limit
- Narrow footway widths at various points, in particular east of Warnham Mill, with pedestrians in close proximity to high traffic flows.
- Several wide side road crossings, resulting in longer pedestrian crossing distances.



Wimblehurst Road arm of North Parade signal junction – no signal crossing and narrow pedestrian refuge

Key

- Signal or zebra crossing Junction or crossing with high traffic flows
- ▲ and no signal or zebra crossing



Corridor 6: Warnham Mill to Town Centre

Table A8: Proposed improvements

Location	Proposed Infrastructure Improvements (subject to subject to further study, feasibility and consultation)
<p>Ref 6.1 (Figure A14) Warnham Road</p>	<ul style="list-style-type: none"> Widen narrow sections of footway through kerb realignment and carriageway narrowing, where carriageway width permits. Highway width constraints mean that some sections of narrow footway, or sections without footway on both sides, may remain unless one-way arrangements were introduced for motor vehicles to provide additional space or third-party land acquired. Redesign wide side roads (Redford Avenue and Pondtail Road) to reduce the speed of turning vehicles and pedestrian crossing distances. Introduce priority for pedestrians where footways cross lightly trafficked side roads and Warnham Mill access, with raised tables for level crossing. Consistently install tactile paving. Redesign North Parade junction adjacent to Dog and Bacon public house to accommodate a continuous footway. If monitoring of traffic speeds suggests non-adherence to speed limits, consider measures to reduce traffic speeds, such as carriageway narrowing / traffic calming features.
<p>Ref 6.2 (Figure A14) North Parade (Pondtail Road to Hurst Road)</p>	<ul style="list-style-type: none"> Widen footways using sections of highway verge on North Parade. Redesign the North Parade / Wimblehurst Road and North Parade / Hurst Road signal-controlled junctions, to accommodate crossings on the pedestrian desire line, and with crossing phases on each arm. If retained as part of future junction design, amend the pedestrian refuge on the Wimblehurst Road arm to ensure there is suitable useable width for all users. Redesign wide side roads to reduce the speed of turning vehicles and pedestrian crossing distances. Introduce priority for pedestrians where footways cross lightly trafficked side roads, with raised tables for level crossing. Consistently install tactile paving. Further work is required to identify opportunities for potential new controlled crossings on North Parade, to improve east-west movements. If monitoring of traffic speeds suggests non-adherence to speed limits, consider measures to reduce traffic speeds, such as carriageway narrowing / traffic calming features.
<p>Ref. 6.3 (Figure A14) North Parade (Hurst Road to London Road)</p>	<ul style="list-style-type: none"> Redesign the North Parade / London Road junction, to accommodate crossings on the pedestrian desire line and improve visibility for crossing pedestrians (such as with reduced junction widths or controlled crossings as appropriate). Review, and if required, amend the pedestrian refuge, to ensure there is suitable usable width for all users.
<p>Ref. 6.4 (Figure A14) Springfield Road (London Road to Albion Way)</p>	<ul style="list-style-type: none"> Redesign current Albion Way / B2237 Springfield Road multi-stage crossing layout, to provide pedestrian crossings with a reduced number of crossing stages if feasible. Install on-crossing pedestrian detection as part of future signal crossing upgrades. Redesign wide side roads to reduce the speed of turning vehicles and pedestrian crossing distances. Introduce priority for pedestrians where footways cross lightly trafficked side roads, with raised tables for level crossing. Consistently install tactile paving.

Town Centre Cycle Movements

Context and key issues

Each of the cycle routes described on the previous pages lead to the town centre. However, many local journeys have destinations which require routes across, or via, the town centre. At present the following features combine to make parts of the town centre unsuitable for cycling journeys, and particularly for making journeys across the town centre:

- The dual carriageways of Albion Way and Park Way create major physical barriers, limiting crossing points into the town centre. Most of the at-grade crossings must be crossed in two-stages with staggered central islands, where cyclists can be in conflict with pedestrians. The dual carriageways themselves have high traffic flows, making them unsuitable as a cycle route around the town centre;
- Whilst the extensive pedestrianised area creates traffic-free streets, cycling is prohibited in several of them, limiting route options for cycle journeys; There are a number of one-way streets, some of which do not have contraflow arrangements to enable two-way cycling and which require lengthy diversions to avoid them. An example of this is the South Street-Carfax route, which is one-way northbound;
- Some streets, such as Blackhorse Way, have high traffic flows, which makes them unsuitable for cycling, and general motor traffic has the option of travelling north-east through the town centre as well as using Albion Way; and
- Some of the traffic-free routes for cycling are indirect, with many changes in direction, and limited natural surveillance (overlooking). There are also barriers in places which prevent certain cycle designs from using these routes.

Recommendations

A range of measures are required to enhance cross-town cycle routes. Several of these were put forward to the County Council's Walking & Cycling Strategy. The nascent Horsham Town Centre Public Realm strategy may present an opportunity for further feasibility studies for:

- Bishopric, Worthing Road and Springfield Road connection to Cycle Corridors 1a, 4 and 5;
- Carfax;
- Worthing Road between Albion Way and the bus station connecting to Cycle Corridor 4;
- Vehicle movements on the Blackhorse Way – Carfax route by general traffic.

Protected cycle tracks would be required to make Albion Way / Park Way suitable for cycling. This could be achieved with a reduction in the number of traffic lanes; however this would be challenging to deliver.

It is also recommended that cycle routes are formalised through Horsham Park, with signing, and segregated cycle tracks, to provide alternative east-west options north of the town centre.

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Appendix 2 - Supplementary Document



**Horsham
District
Council**

Horsham District Council

Horsham's First Local Cycling & Walking Infrastructure Plan (LCWIP)

Supplementary Document Summary of Stakeholder & Public Consultation October 2020

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This document, which is to be read in conjunction with Horsham's first LCWIP, provides a summary of comments and points raised by both stakeholders and the public during its preparation. These will be considered during the design stages for any of the schemes and the LCWIP review.

Forward



Horsham's first Local Cycling and Walking Infrastructure Plan, (LCWIP), as set out in the Government's Cycling and Walking Investment Strategy, is a new, strategic approach to identifying cycling and walking improvements required at the local level. The LCWIP will assist both the Highway Authority West Sussex County Council and the District Council to identify cycling and walking improvements across the town which could be delivered from future investment or grants in the short, medium and long term. It forms a vital part of the Government's strategy to increase the number of trips made on foot or by cycle.

The LCWIP will support the District Local Plan and the emerging Public Realm Strategy by providing new infrastructure and physical improvements to encourage behavioural change. By linking existing and new residential and business areas with key destinations such as the railway stations, schools and colleges, workplaces and the town centre, this will maximise the uptake of opportunities for everyday travel.

Working in Partnership with consultants WSP, this is Horsham's first LCWIP which it is proposed to review every five years with new routes being added or routes amended to keep pace with the changes across the town.

Horsham's first LCWIP has not been developed in isolation. I am grateful to all local stakeholders and the public who have given their time to support and develop our plan.

Councillor Peter Burgess
Councillor for Holbrook West and Cabinet Member for Horsham Town

1. Summary of Responses to the LCWIP Consultation

To help inform the emerging document, a stakeholder and public consultation was held in August 2020.

There were 211 responses received from the public and 8 stakeholder replies. The responses ranged from a single comment in a paragraph to detailed replies of more than 8 pages. Stakeholders' responses were received from the local Parish Council, Neighbourhood Councils, Horsham District Cycle Forum, Horsham Blueprint Business Forum and the Horsham Society.

The online consultation allowed people to view the draft LCWIP, and included a short survey based questionnaire on cycling and walking habits, together with a section for detailed comments on the corridors into the town. Many comments covered the same or similar points so these have been grouped together in sections.

In general, there was an understanding that the Plan is in line with Government ambition to make cycling and walking the natural choices for shorter journeys or as part of a longer journey by delivering the infrastructure at a local level.

Support

Comments received were very supportive of the Plan with over 32% of those who replied specifically mentioning their support for Horsham's first LCWIP. Here are a few extracts;

"... acknowledge the LCWIP is a positive strategic document, and the routes are subject to funding which may take many years to deliver ..."

"... overall I feel the consultation paper is an excellent piece of work ..."

"... it is to be welcomed that at long last Horsham is actively looking at improving walking and cycling routes ..."

"... like the plans [LCWIP] and recognise a lot of thought and consideration are being put into this, great work ..."

"... there is little in the Plan to criticise. The vision is exciting, the methodology is sound, and the identified corridors offer good potential for district-wide model transfer ..."

Response: Thank you for your positive and supportive comments.

2. Summary of Stakeholders' General Comments		
2.0	LCWIP Section Number 2 - Scope of Horsham LCWIP	
	Comment	Response
2.1	<p>Develop a complete cycling network for the town not just the 5 corridors.</p> <p>Routes through the town centre need to be considered as well.</p> <p>The town needs a well-connected series of interconnected routes between the 5 radial corridors.</p> <p>LCWIP needs to be extended to include routes to Crawley, Downs Link, Warnham, Christ's Hospital to Southwater, Mannings Heath, and North Horsham to Roffey.</p>	<p>The first LCWIP includes the main corridors into the town centre as a starting point. Additional or amended routes will be considered as part of the LCWIP review.</p> <p>Additional studies would be required for some areas such as the town centre.</p> <p>Additional routes are included in the West Sussex County Council LCWIP.</p> <p>Additional cross link suggestions are welcomed and will be kept under review.</p> <p>The LCWIP has identified the Key Corridors where investment will produce the best outcomes.</p>
2.2	<p>Further work should be undertaken on walking routes.</p> <p>A list of 'point interventions' where there are specific problems such as missing crossing points and better local standards that prioritise pedestrians wherever changes are made on the highway.</p>	<p>The LCWIP has been prepared in line with Government technical guidance and is not meant to be exhaustive.</p> <p>Detailed provision for pedestrians will be included at the design stage of any proposed scheme.</p> <p>Additional designs or routing could be considered in the LCWIP review.</p>
2.3	<p>Important that, where possible, new cycling & walking routes should also benefit motorists.</p>	<p>User priorities need considering within detailed design stage and balanced response.</p>
2.4	<p>Two-way cycling in one-way streets, not favoured.</p>	<p>Assess impacts, alternative options and priorities to be considered at detailed design stage.</p>
2.5	<p>Priority for the LCWIP should be to deliver one route entirely. Only a complete route can fulfil its function properly and make a real difference.</p>	<p>The LCWIP establishes five key cycle corridors based on the propensity to cycle evaluation. We will seek to develop and deliver these key priorities where investment will produce the best outcomes while reviewing future schemes.</p>
2.6	<p>Important for consideration to be given to the ongoing maintenance of any scheme and therefore a commitment to ongoing maintenance with adequate funding provided.</p>	<p>Noted and agree.</p>

3.0 LCWIP Section Number 3 - Integration with Policy and Strategy		
	Comment	Response
3.1	<p>Cycle provision to meet minimum standards of the current Cycle Infrastructure Design guidance.</p> <p>Provision for disabled users who are particularly sensitive to poor standards of cycling and walking provision.</p>	Detailed route designs to be considered in line with current national and local design advice such as Local Transport Note 1/20 and Gear Change, West Sussex Cycling Design Guide.
3.2	Need to ensure that the aims of the LCWIP and Public Realm improvements are totally compatible and still necessary.	Noted. It is necessary now and in the future to secure growth and vitality.

4.0 LCWIP Section Number 4 - Active Travel Content		
	Comment	Response
4.1	Primary and junior schools should be destinations as these are priority destinations for both walking and cycling.	<p>Corridor 1a and 1b North Horsham, Corridor 3 Forest School and Corridor 5 Broadbridge Heath cover routes to both primary and secondary schools.</p> <p>Additional routes and destinations could be considered in the LCWIP review.</p>
4.2	Consider a lowering of speed limits for residential areas, 30 mph down to 20 mph zones.	<p>Recognise need to reduce speed limits in certain areas as well as cycle schemes.</p> <p>Local speed reductions in residential areas to be considered in the LCWIP review.</p>

5.0 LCWIP Section Number 5 - Route Network Planning for Cycling		
	Comment	Response
5.1	No specific comments received on this section.	No change.

6.0 LCWIP Section Number 6 - Route Network Planning for Walking		
	Comment	Proposed Response
6.1	No specific comments received on this section.	No change.

7.0 LCWIP Section Number 7 - Route Audits		
	Comment	Response
7.1	Introduce Low Traffic Neighbourhoods.	<p>The use of LTNs will be explored as possible options in the future.</p> <p>To be considered at the detail design stage and in the LCWIP review.</p>
7.2	Poor state of current infrastructure.	<p>Noted.</p> <p>To be considered at the detail design stage and in the LCWIP review.</p>
7.3	Width narrowing at some side road junctions is welcome whilst maintaining traffic flow on the main road.	<p>Noted and agree.</p> <p>To be considered at the detail design stage and in the LCWIP review.</p>

8.0 LCWIP Section Number 8 - Provisional Cost Estimates for Route Improvements		
	Comment	Response
8.1	<p>Query the costs of individual route estimates quoted.</p> <p>The cost estimates section needs to highlight the economic, health and environmental benefits of active travel.</p>	<p>Indicative high-level cost estimates to understand the broad scale of funding which might be required.</p> <p>Cost to be built up in detailed design stage and priorities assessed.</p> <p>We note that cycling has positive benefits as listed.</p>

9.0 LCWIP Section Number 9 - Integration, Delivery and Next Steps		
	Comment	Response
9.1	<p>DfT Technical Guidance reads “it is envisaged that the LCWIP will need to be reviewed and updated approximately every four or five years”.</p> <p>Prioritisation of routes needs to be considered as there are a number of routes that have strong benefits without presenting significant engineering difficulties.</p>	<p>It is planned to update the LCWIP every five years and part of the review would include stakeholder and public consultation.</p> <p>The LCWIP establishes five key cycle corridors based on the propensity to cycle evaluation. We will seek to develop and deliver these key priorities where investment will produce the best outcomes while reviewing future schemes.</p> <p>The detailed design for schemes would include extensive case study with stakeholder and public consultation.</p> <p>Routes will be developed as and when funding becomes available.</p>

3. Summary of Public General Comments

	Comment
	<ul style="list-style-type: none"> • Blanket 20mph limit for all residential areas. • Generally supportive of more walking and cycling infrastructure. • Cycle lanes should only be created where there is sufficient room for the lanes without making the roads too narrow for other vehicles. • Improved provision of secure cycle racks or parking for cycles in town. • General tidy of the existing and sometimes confusing cycle signs in town. • Training required for cyclists. • Further work is needed on all walking routes. • Improve the existing cycle lanes first. • Safe cycle route along the A 264 Horsham to Crawley. • Connections to surrounding settlements, Warnham, Slinfold, Manning Heath, Downs Link, Christ's Hospital, Kingsfold, Rudgwick. • More provisions to ban cyclists in West Street. • Should be encouraging people to cycle, not just provide A to B routes which do not get used much. • The barrier of the A24 and the extremely poor quality of the Worthing Road from Hop Oast into Horsham • The Carfax and surrounding roads need to be considered for cyclists. • Better surely to improve pavements for pedestrians only. • Well designed separate cycle route not just painted lines in narrow road. • Town centre east/west route is required. • Circular route around Horsham. • Improved crossings where a road and cycle path cross. • Separate cycle and walking routes, not combined routes. • More interconnecting routes in the town centre. • Primary and secondary schools are the biggest source of traffic. • Would welcome speed reductions and safer junctions. • Cycle link from the new Enterprise Park to the railway station. • Further feasibility work needs to be undertaken on the town centre cycling movements. • Detailed design layouts were submitted for a number of major junctions. • It would be nice to have safe crossings for the wheelchair user. • The problem of motorists' excessive speed on these routes needs to be meaningfully tackled.

	<p>Response:</p> <p>Thank you to everyone who responded. We appreciate the time people took to respond, and the wide range of views expressed. Your views will help ensure that a stronger and more collaborative LCWIP emerges as a result.</p> <p>The DfT has explicitly said that local authorities with Local Cycling and Walking Infrastructure Plans will be better placed to secure future funding which is why this Plan has been produced. The District Council will work in partnership with other organisations and the Highway Authority,</p>
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West Sussex County Council, to secure funding which will enable delivery of schemes in the Plan.

The routes identified in the Plan were selected in line with guidance provided by the DfT and in consultation with the local stakeholders. Some of the points listed, and the interconnecting routes and destinations that are not identified in this Plan, are beyond the scope of this first LCWIP and would be the subject of discussion for inclusion as the LCWIP is reviewed.

In line with DfT guidance, the Plan focusses on infrastructure delivery rather than establishing new policy. The Plan has been amended to include a statement that the LCWIP is a key tool in helping to deliver local improvements to increase cycling and walking in the District and the emerging Horsham District Local Plan will ensure that due regard is given to this strategic document.

In line with DfT guidance, the focus of the LCWIP was to identify priority routes for investment based on their likelihood to encourage more walking and cycling. We recognise that longer distance routes connecting settlements are also important to encourage more cycling trips in rural areas.

In support of the decision makers and to set out more clearly what is expected of designers, the Plan has been amended to include reference to current national and local design advice such as Local Transport Network 1/20, Gear Change and the West Sussex Cycling Design Guide.

The next section provides a breakdown of the core responses received for the main corridors identified for the Local Cycling and Walking Infrastructure Plan. These will be used to help inform the design and consultation process as and when these routes come forward.

4. Summary of Corridor Comments

LCWIP Reference 1a - Corridor 1a: North Horsham

	Comment
	<ul style="list-style-type: none">• Kings Road needs traffic calming with or without the cycle measures.• Considerations made on Rusper Road.• Layouts around the station need to be considered carefully due to lack of parking.• A new bridge is needed over the railway in North Street.• Strategic redevelopment of the New Street underpass would enable Horsham Park to better serve as an active transport aggregation point.• Kings Road, narrowing the road will cause massive congestion, this is a main route into the town.• No safe cycling route from the east to the west side of town unless you dismount in the subway that runs between New Street and Horsham Park.• Parsonage Road/Kings Road roundabout is hazardous and has inadequate provision for walking/cycling. Needs redesigning.• Station bridge, Existing bridge is narrow, a new pedestrian footbridge could be cantilevered on the side, and existing width reallocated for cycle lanes.• Booth Way, Depot Road, New Street should be considered over using the railway bridge.

LCWIP Reference 1b - Corridor 1b: North Horsham

	Comment
	<ul style="list-style-type: none">• North Heath/ Parsonage Road Roundabout needs improving for both drivers and cyclists.• The cycle track on the side of North Parade would be much better if it was separated from the road.• Utilise the width of North Parade seems to make the most sense.• Much safer crossing of the A264 from Northlands Road to Old Holbrook and from Pondtail Close to Langhurstwood Road.• Pedestrian/cycle bridge over the railway between Parsonage Road and Richmond Road.• Super crossing over Albion Way between London Road and Medwin Walk. Close the subway.

LCWIP Reference 2- Corridor 2: Roffey

	Comment
	<ul style="list-style-type: none">• Crawley Road one way system is interesting and promising.• Crawley Road, reducing the speed limit to 20mph would increase road safety.• Streetscape enhancements are welcomed.

3. Summary of Corridor Comments	
LCWIP Reference 3 - Corridor 3: Forest School	
	Comment
	<ul style="list-style-type: none"> • The Queen Street sections in particular will make a big difference • Bennetts Road used as a rat run, also speeding up and down the road. The junctions at either end, and in the middle can be tricky. • Brighton Road, like Kings Road is a main vehicle route to and through the town. It is not safe to narrow down such busy roads. • Routes to nearby villages such as Mannings Heath. • Widening the footpaths under the bridge would improve pedestrian safety.

LCWIP Reference 4 - Corridor 4: Southwater	
	Comment
	<ul style="list-style-type: none"> • Safe crossing over the A24 at Hop Oast roundabout with a cycle/walk-way into Horsham. • Safe cycling route Christ's Hospital to Horsham. • With access to public transport, consideration of a route to Christ's Hospital Station from Southwater which would be more attractive than negotiating Worthing Road. • Always wanted to cycle from Southwater to Horsham but this is FAR TOO DANGEROUS. • This route would change the way I travel to Horsham, it is currently unsafe to cycle to Horsham. • Need for a pedestrian/cycle bridge over the Hop Oast roundabout area. • Only route to walk into Horsham from Southwater is by crossing the very fast moving A24. This totally discourages me from walking into town. • Walking and cycling are too dangerous because of the weight of traffic and no safe way of crossing the dual carriage way. • Southwater would really benefit from a cycle/walking route into Horsham. • Southwater to Town Centre Corridor, Cedar Drive into Blakes Farm Road, could be developed as an alternative. • Safe route from Lovers Lane to Southwater Country Park would open up so much more access. • Pedlars Way would welcome a better surface and lighting, which would encourage more Southwater school kids to cycle. • Walking routes are badly needed in Horsham, especially from Southwater and Broadbridge Heath. • A cycle path from Southwater to Horsham is long overdue.

3. Summary of Corridor Comments

LCWIP Reference 5 - Corridor 5: Broadbridge Heath

	Comment
	<ul style="list-style-type: none">• Farthings Hill urgently needs cycle infrastructure from Tanbridge roundabout to Farthings roundabout.• Link from Farthing Hill roundabout along the Guildford Road into town• Broadbridge heath roundabout is awful for cyclists to negotiate.• Priority crossings for pedestrians and cyclists along the Guildford Road rather to avoid the constant stop/start.• There is potentially a good safe route from BBH into town.• A longer continuous track is preferred with fewer 'give ways' along its length. The current Guildford Road lane is disjointed at each road junction it crosses.• Broadbridge Heath village, the present arrangements in Billingshurst Road, Old Guildford Road and Guildford Road, A281 means they are far too dangerous to use.• Need for a pedestrian crossing on north side of the Bishopric junction.• Hard to overstate just how poor the design and condition of this route is at present for both pedestrians and cyclists.• Covert Tanbridge House School junction into a continental roundabout.• The route behind Tanbridge House is great being car-free, but very overgrown with brambles which prevents two way walking and cycling.

LCWIP Reference 6 - Corridor 6: Warnham (Walking)

	Comment
	<ul style="list-style-type: none">• Rookwood underpass could be incorporated in a 'greenway route' for walking and cycling.• Warnham Road is dangerous to cross, any safer crossing points would be welcome.

Report to Cabinet

26th November 2020

By the Cabinet Member for the Local Economy and Parking



DECISION REQUIRED

Not exempt

Appendix 1 is exempt under Paragraph 3 Part 1 of Schedule 12A to the Local Government Act 1972

EV Charge Point Network – Concession Contract

Executive Summary

Cabinet approved an Electric Vehicle (EV) Charge Point Strategy on 26th March 2020. One aspect of this is to support the installation of charge points on Council owned land to encourage the take up of electric vehicles. The main focus is to provide charge points for residents that do not have access to off-street parking and are, therefore, unable to charge their vehicles at home. Supporting the take up of electric vehicles would make a significant contribution to reducing carbon emissions across the District, as well as assisting with improving air quality.

Cabinet also gave in principle approval for the Council to join an Inter Authority Agreement (IAA) with West Sussex County Council. This would enable the Local Authorities joining the IAA to act collaboratively to procure a supplier who would work with most of the Council's in West Sussex to develop a network plan for EV charge points, to purchase, install and then maintain the charge points as well as running the back office which would support the whole network. The IAA was signed on 8th September 2020. The Agreement formed the basis for the procurement process to secure a supplier. The overall aim of the project is to install hundreds of charge points on publicly owned land to form a cohesive and comprehensive network.

As the value of the contract (to the contractor) is in excess of OJEU thresholds, a fully compliant OJEU tender process was undertaken. West Sussex County Council lead the process, but Horsham District Council had significant input. Following evaluation and moderation of the bids, a successful supplier has been identified. This report, therefore, seeks authorisation to award the concession contract.

Recommendations

That the Cabinet is recommended:

- i) To award the concession contract to Supplier A as detailed in Appendix 1

Reasons for Recommendations

- i) A fully compliant OJEU process has been undertaken and a supplier has been identified to establish, install and run a County wide network of EV charge points

Background Papers

Electric Vehicle Charge Point Strategy - Cabinet Report dated 26th March 2020

Wards affected: All

Contact: Helen Peacock, Project Developer 01403 215513

Background Information

1 Introduction and Background

- 1.1 Increasing the take up of Electric Vehicles can contribute to reducing carbon emissions across the District, as well as improving air quality. One of the barriers to the take up of Electric Vehicles is the lack of charging infrastructure. Studies confirm that most EV users charge their vehicles at home. However, this is difficult for residents without off-street parking. The Council approved an EV charge point strategy in March 2020 which sought to address these issues by using Council land (primarily car parks) to install EV charge points. These would form charging hubs for residents to charge their vehicles overnight and could be available during the day for visitors and shoppers.
- 1.2 The Council required a net no cost solution for providing a network of EV charge points. The report to Cabinet on 26th March 2020, therefore, proposed working collaboratively with West Sussex County Council via an Inter Authority Agreement. This was signed on 8th September 2020 and formed the basis of working, not just with the County Council, but other Council's across the County to procure an EV charge point supplier via a concession contract. As the value of the contract exceeded the OJEU threshold a fully compliant OJEU tender process was undertaken.
- 1.3 The purpose of this report is to seek approval to award a concession contract to the successful supplier.

2 Relevant Council policy

- 2.1 The approval of an EV Strategy relates to several activities/projects in the 2019-2023 Corporate Plan: -
 - "Work with partners to become a carbon neutral District"
 - "Work with partners to increase the number of electric vehicle charging points across the District"
 - "Target improvements of our air quality management areas".

3 Details

- 3.1 The Government has set a challenging target for the take up of EV; that from 2035 new cars should not be petrol, diesel or hybrid. This approach supports the UK's mandatory target to become net zero carbon by 2050. Furthermore, Horsham District Council agreed a notice of motion in June 2019 that noted many environmental challenges; including climate change and a reduction in air quality.
- 3.2 A comprehensive and cohesive network of charge points across West Sussex would reduce one of the barriers to the transition to electric vehicles. In order to achieve this, most of the Council's in West Sussex have agreed to put forward land in their ownership for the installation of charge points (this would be via a lease). A concession contract would be used to secure a third-party supplier to assist with developing and then running the network.

- 3.3 The concession contract is for seven years plus extensions, to a maximum of ten years. The councils listed in the contract are Key Delivery Organisations and their assets being put forward for charge point installation are also included in the contract. Once the contract has been awarded other public sector organisations (including Parish Councils) will be able to join the contract (known as Collaborating Organisations) and offer sites for charge point installations.
- 3.4 Due to the high value of the contract (to the supplier) a fully compliant OJEU procurement process was followed. A single procurement process was undertaken, led by West Sussex County Council and the following organisations were listed as named delivery authorities:
- Horsham District Council
 - Crawley Borough Council
 - Adur District Council
 - Worthing Borough Council
 - Arun District Council
 - Mid Sussex District Council
- 3.5 Full details of the procurement process and its outcome are set out in section 10 of this report.

4 Next Steps

- 4.1 The contract is due to commence on January 4th, 2021, with the service commencing on February 1st, 2021 to allow for mobilisation. The first stage in progressing the project is to establish the Strategic Management and Tariff Setting Board and the Partnership Board. Horsham District Council will have representation on both of these. The Boards will oversee the production of a Network Plan and an associated Delivery Plan. The intention is for some sites to be identified for installation during 2021; such as locations where the charge points have become unreliable.

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

- 5.1 A presentation was made to the Local Economy and Parking Policy Development Advisory Group on 2nd November 2020 which supported the proposal in this report.
- 5.2 The comments from the Monitoring Officer have been incorporated into the report, whilst the Director of Corporate Resources did not require any amendments.

6 Other Courses of Action Considered but Rejected

- 6.1 The main alternative course of action is not to enter into the contract with a third-party supplier. However, this would mean that the Council would not be part of the collaborative approach to install a cohesive and comprehensive network of charge points across West Sussex.

7 Resource Consequences

- 7.1 The approach outlined in the report to Cabinet in March 2020 is that the installation of the charge points should be via a no net cost solution to the Council. This is being achieved by a concession contract to procure the supplier. The supplier will work collaboratively with the Councils in West Sussex to produce a network plan identifying potential EV charge point sites. The supplier will then purchase and install the charge points, be responsible for maintaining them, as well as operating the back office support for the whole network.

8 Legal Considerations and Implications

- 8.1 Section 1 of the Local Government (Contracts) Act 1997 confers power on the local authority to enter into a contract for the provision of making available assets or services for the purposes of, or in connection with, the discharge of the function by the local authority.
- 8.2 The Council has a wide general power of competence under Section 1 of the Localism Act 2011 to do anything that individuals generally may do. The existence of the general power is not limited by the existence of any other power of the Council which (to any extent) overlaps the general power. The Council can therefore rely on this power, where appropriate, to undertake the proposals contained in the Electrical Vehicle Charge Point Strategy.
- 8.3 The Local Government Act 2000, supplemented by Local Government & Public Involvement in Health Act 2007 and Sustainable Communities Act 2007, provides the principal statutory powers by means of which local authorities are currently engaged directly in helping to tackle climate change.
- 8.4 Under the Public Contract Regulations 2015 where a Public Authority is to enter into a contract for the supply of goods & services, and the value of those goods and services exceed a financial limit of £181,302 any procurement exercise to contract for those goods and services must be conducted in accordance with the Regulations and any failure to do so may be declared as anti-competitive and in breach of the Regulations.
- 8.5 As the chosen contract arrangement falls under the definition of a 'concession' the Concession Contract Regulations 2016 will apply and be adhered to.

9 Risk Assessment

- 9.1 The procurement process was robust, with the suppliers thoroughly vetted for their suitability to deliver. Risks to delivery will be managed by the appointed Governance Board. The arrangements for establishing and running the Board are included in the contract. Horsham District Council will have representation on the Board.

10 Procurement implications

- 10.1 As the value of the contract (to the contractor) is in excess of OJEU thresholds, a fully compliant OJEU tender process was undertaken. West Sussex County Council led the procurement process for the concession contract. Horsham District Council had significant input to drawing up the procurement documentation.
- 10.2 A Contract Notice was issued in the Official Journal of the European Union (OJEU) on 21st August 2020 (ref 2020/S 162-395361) in relation to the concession procurement process. Further promotion of the requirement was made for both procurements through the West Sussex e-Sourcing Portal and Contracts Finder. A total of 53 organisations expressed an interest in the tender and 4 made submissions; though one of these withdrew during the evaluation process.
- 10.3 The County Council undertook compliance checks on the tender submissions to ensure all schedules that were required were duly submitted and that the tenders were correct. The tenders were evaluated by a multi partner (including Horsham District Council) and multi-disciplinary panel between 2nd October and 8th October 2020. This was followed by moderation meetings to discuss and agree final scores. Quality and cost were evaluated by separate teams, with cost having a 50% weighting and quality having 50%.
- 10.4 The successful supplier demonstrated that they met the requirements of the specification for both cost and quality. The details are set out in Appendix 1.

11. Equalities and Human Rights implications / Public Sector Equality Duty

- 11.1 The public sector equality duty will apply to the delivery of the services which fall within the contract, and the terms of the contract will ensure that they enable the County Council to fulfil its obligations through the delivery of the contract, and provide sufficient assurance that the duty will be complied with.

12 Environmental Implications

- 12.1 The proposed contract will ensure that charge points are installed across the County as part of a cohesive and comprehensive network. This will assist with improving air quality and contribute to reducing carbon emissions; which is the main contributor to climate change.

13 Other Considerations

- 13.1 Data Protection requirements were incorporated into the specification and contract.

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of the Local Government Act 1972.

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Report to Cabinet

26th November 2020

By Cabinet Member for Community Matters & Wellbeing



DECISION REQUIRED

Not Exempt

Public Space Protection Order (PSPO)

Executive Summary

The purpose of this report is to inform the decision making process concerning whether Horsham District Council exercises its powers under the Anti-Social Behaviour Crime and Policing Act 2014 and continues to maintain a Public Spaces Protection Order (PSPO).

The PSPO aims to address a number of key issues raised by members the Community Safety Partnership that are having a detrimental effect on the quality of life for residents and visitors to the District.

The existing PSPO prohibitions include:

- Nuisance behaviour relating to alcohol
- Anti-social use of vehicles
- Dog fouling
- Lack of control of dogs
- Unauthorised access and nuisance behaviour (Parkour) - Horsham town only
- Racing of horse drawn vehicles on any dual carriageway, including the A24 and A264

In addition to the existing PSPO prohibitions, the following additional prohibitions are proposed for inclusion:

- No intoxication or possession of psychoactive substances

For Horsham Town only

- No unlicensed busking
- No selling of periodicals
- No anti-social behaviour or nuisance behaviour in car parks and stairwells
- No drinking of alcohol in The Causeway and Gardens of Remembrance

The Community Safety Team in conjunction with other agencies forming Community Safety Partnership have compiled significant evidence to support the need to introduce these prohibitions which existing powers either do not address as they do not exist, have been repealed previously or can only be applied after problems escalate.

The Community Safety Team aims to secure the support of Horsham District Council in decided to introduce an updated PSPO to protect the majority of law abiding citizens and contribute towards the Districts reputation as being a very safe place in which to live, work and visit.

Recommendations

That the Cabinet is recommended:

- i) To exercise its powers under the Anti-Social Behaviour, Crime and Policing Act 2014 to consult with the public on an updated Public Spaces Protection Order and delegate approval to the Director of Community Services in consultation with the Cabinet Member for Community & Wellbeing to implement an updated PSPO as detailed below, giving consideration to consultation feedback.

Reasons for Recommendations

- i) To allow Horsham District Council and Sussex Police to tackle the behaviour outlined within the report, therefore protecting the quality of life of those who live in, work in and visit our district.

Background Papers

Anti-Social Behaviour, Crime and Policing Act 2014

<http://www.legislation.gov.uk/ukpga/2014/12/contents/enacted/data.htm>

Anti-Social Behaviour, Crime and Policing Act 2014 – Reform of Anti-Social Behaviour Powers, Statutory Guidance for Frontline Professionals (July 2014).

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/352562/ASB_Guidance_v8_July2014_final_2_.pdf

Wards affected: All

Contact:

Rob Jarvis – Head of Housing and Community Services

Ext 5449

Background Information

1 Introduction and Background

- 1.1 The Anti-Social Behaviour, Crime and Policing Act 2014 received Royal Assent in May 2014 and simplified the range of powers available to professionals to tackle anti-social behaviour from the previous nineteen powers down to nine. The Act also introduced new statutory duties for local authorities and other relevant bodies; which include the requirement to conduct case reviews when requested to do so by members of the public. These changes are fundamental in our approach to dealing with all forms of anti-social behaviour.
- 1.2 Contained within the legislation are a number of powers that can be exercised by local authorities as well as the Police. The Act creates the ability for local authorities to prohibit all forms of anti-social behaviour by way of a Public Spaces Protection Order (PSPO). Following various Community Safety Partnership meetings a number of behaviours have been identified as causing concern to the community and meet the necessity test for the introduction of a PSPO within Horsham District.
- 1.3 We have had a PSPO in place since 2017 which prohibits certain activities. These include:
- Nuisance behaviour relating to alcohol
 - Anti-social use of vehicles
 - Dog fouling
 - Lack of control of dogs
 - Unauthorised access and nuisance behaviour (Parkour) - Horsham town only
 - Racing of horse drawn vehicles on any dual carriageway, including the A24 and A264
- 1.4 The Community Safety team have proposed the addition of additional prohibitions including:
- No intoxication or possession of psychoactive substances

For Horsham Town only

- No unlicensed busking
- No selling of periodicals
- No anti-social behaviour or nuisance behaviour in car parks and stairwells
- No drinking of alcohol in The Causeway and Gardens of Remembrance

Further detail on the additional prohibitions is included below.

- 1.5 The Council is required to undertake public consultation of changes to the PSPO. It is recommended this is completed in December/January before an updated report is presented to Cabinet for adoption.

2 Relevant Council policy

2.1 2019 Anti-Social Behaviour Policy.

2.2 The HDC Corporate Plan 2019-2023.

- A great place to live – we will plan for communities where people can work, live and prosper. Both our built and natural environments are highly valued and will be well managed to keep our District an attractive place to live.
- A thriving economy – Towns and villages are lively and welcoming.
- A strong, safe and healthy community – Continue to be the safest district in West Sussex.
- A cared for environment – prioritised protection of the environment and increased biodiversity. Improved award winning parks and open spaces.

3 Details

3.1 Public Spaces Protection Orders (PSPOs) are intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone. They are designed to ensure the law-abiding majority can enjoy public spaces, safe from ASB.

3.2 When making an order the Council must be satisfied on reasonable grounds that the activities carried out, or likely to be carried out, in a public space:

- Have had, or are likely to have, a detrimental effect on the quality of life of those in the locality;
- Is, or is likely to be, persistent or continuing in nature;
- Is, or is likely to be, unreasonable; and
- Justifies the restrictions imposed.

3.3 The Council can make a PSPO on any public space within the boundaries of Horsham District (the definition of a public space includes any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission).

3.4 It is an offence for a person, without reasonable excuse, to do anything that they are prohibited from doing by a PSPO or for them to fail to comply with a requirement to which they are subject to under a PSPO.

3.5 Taking into account the specific test outlined in 3.2 above, the following prohibitions are being sought to be added to the existing prohibitions:

No intoxication or possession of psychoactive substances (District wide) – this prohibition is proposed to state that no person shall drink, inhale, inject, or otherwise use or be in possession of any intoxicating substances, or “legal highs”, or drug paraphernalia including nitrous oxide canisters. An authorised officer can seize and dispose of any such substances if found.

For Horsham Town only

No unlicensed busking – Licensed buskers are required to meet certain conditions and to make available their badge for inspection by Horsham District Council Neighbourhood Wardens, Police, Environmental Health or Licencing officers. If added to the PSPO, failure to either produce their badge or to stick to the conditions would lead to a fixed penalty notice.

No selling of periodicals – this prohibition would prevent aggressive sales of “prizes tickets” under the guise of the tickets being periodicals. Sellers of periodicals do not need a street trading licence. It is proposed to implement a prohibition for the selling of periodicals in the town centre in order to tackle the aggressive selling techniques employed by this company, whilst not affecting legitimate selling such as the Big Issue.

No anti-social behaviour or nuisance behaviour in car parks and stairwells - there have been numerous complaints of anti-social behaviour within the car parks in the town centre, caused by young people consuming alcohol or drugs, causing damage and playing loud music. These activities have given rise to complaints to both the Council and the Police from residents and are causing nuisance, annoyance and distress to other members of the public wishing to use these public spaces.

No drinking of alcohol in The Causeway and Gardens of Remembrance - there have been numerous complaints by residents in The Causeway of groups of street drinkers gathering at the benches at the north end of the road where they engage in anti-social behaviour such as public urination, using threatening and abusive language, and being drunk and disorderly. It is proposed that the drinking of alcohol within the restricted areas of The Causeway and Gardens of Remembrance is prohibited.

4 Next Steps

- 4.1 Undertake public consultation of the continuation of the existing PSPO prohibitions and the proposed additional prohibitions.
- 4.2 Consider the response from consultation, consider any required updates to the proposals and implement the revised PSPO.
- 4.3 Once granted the PSPO must be widely advertised, this includes a legal requirement to publish the Order on the council’s website. Appropriate signage will also need to be placed at strategic locations throughout the district. We will also need to provide updated guidance documents to HDC officers and Sussex Police to ensure they are aware and understand the added prohibitions.

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

- 5.1 The PSPO prohibitions have presented to the Community Matters and Wellbeing Policy Development Advisory group on 15th September 2020 who supported maintaining the existing prohibitions and the inclusion of the additional prohibitions.

There was concern around the no drinking of alcohol in The Causeway and Gardens of Remembrance due to the problem simply moving to another location.

5.2 The Council's Monitoring Officer and Director of Corporate Resources, the S151 Officer, have been consulted and their comments have been incorporated into this report

5.3 The Council Senior Leadership Team have considered the existing and proposed additional prohibitions and no concerns were raised.

6 Other Courses of Action Considered but Rejected

6.1 Do nothing – the existing PSPO runs until 31st March 2021. Without a PSPO in place there would likely be an increase in anti-social behaviours without the ability for enforcement locally which would adversely affect our communities. This is neither appropriate nor viable.

7 Resource Consequences

7.1 With the additional prohibitions proposed there would be an additional cost of signage to highlight that they are in place. It is anticipated that the costs will be kept to a minimum and costs will be met by existing Community Safety Partnership budgets.

8 Legal Considerations and Implications

8.1 The legal authority for this matter comes directly from the legislation in question and the duties that arise from it.

9 Risk Assessment

9.1 By not taking action to tackle anti-social behaviour there is a risk to the Council in terms of meeting both statutory duties and also with regard to public perception.

10 Procurement implications

10.1 There no procurement considerations in respect of this action.

11. Equalities and Human Rights implications / Public Sector Equality Duty

11.1 Equality analysis will need to be undertaken to ascertain the potential impact on staff, service users, vulnerable groups and wider communities groups that share protected characteristics and take actions to mitigate any negative impact as each project is developed and implemented.

11.2 Under equality legislation, the Council has a legal duty to pay 'due regard' to the need to eliminate discrimination and promote equality in relation to Race, Disability, Gender including gender reassignment, Age, Sexual Orientation, Pregnancy and maternity, Religion or belief. The Council also has a duty to foster good relations,

and to consider the impact of its decisions on human rights. The law requires that this duty to pay 'due regard' is demonstrated in the decision making process. Therefore, your report should contain a statement as to whether the recommendation has a particular impact on any of the above groups and whether an Equalities Impact Assessment is required.

12 Environmental Implications

- 12.1 A number of the prohibitions proposed seek to protect our environment and green spaces through the reduction and prevent of anti-social behaviour.

13 Other Considerations

- 13.1 Consideration has been made to how this proposal will operate in parallel with the councils GDPR and data protection principles. The Community Safety Team and partners already enforce the existing PSPO prohibitions in a legal and appropriate way. They will continue to operate in accordance with all appropriate legislation with the additional prohibitions proposed.

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