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# Cabinet

Thursday, 25th March, 2021 at 5.30 pm  
via Remote Video Link

Councillors:	Ray Dawe	Leader
	Jonathan Chowen	Deputy Leader and Leisure & Culture
	Philip Circus	Environment, Recycling & Waste
	Paul Clarke	Finance & Assets and 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. <b>Apologies for absence</b>	
2. <b>Minutes</b>	5 - 10
<p>To approve as correct the minutes of the meeting held on 28 January 2021 (Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to <a href="mailto:committeeservices@horsham.gov.uk">committeeservices@horsham.gov.uk</a> 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. <b>Declarations of Members' Interests</b>	
<p>To receive any declarations of interest from Members of the Cabinet</p>	
4. <b>Announcements</b>	
<p>To receive any announcements from the Leader, Cabinet Members or the Chief Executive</p>	
5. <b>Public Questions</b>	
<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. <b>Local Development Scheme update</b>	11 - 42
<p>To receive the report of the Cabinet Member for Planning &amp; Development</p>	
7. <b>Horsham Town Centre Public Realm Strategy and Design Guide</b>	43 - 138
<p>To receive the report of the Cabinet Member for Planning &amp; Development</p>	

8.	<b>Improvement of Community Facilities in Denne Ward</b> To receive the report of the Cabinet Member for Finance & Assets	139 - 146
9.	<b>Use of Additional Restrictions Grant for Projects to Assist Economic Recovery</b> To receive the report of the Cabinet Member for Finance & Assets and Local Economy & Parking	147 - 154
10.	<b>Council Tax Support Scheme - Additional Discretionary Discounts</b> To receive the report of the Cabinet Member for Finance & Assets	155 - 160
11.	<b>Procurement Shared Service - Extension of Agreement</b> To receive the report of the Cabinet Member for Finance & Assets	161 - 164
12.	<b>Temporary Agency Staff Contract</b> To receive the report of the Cabinet Member for Finance & Assets	165 - 174
13.	<b>Contract Award for the provision of Manned Security Services</b> To receive the report of the Cabinet Member for Finance & Assets	175 - 180
14.	<b>Overview &amp; Scrutiny Committee</b> To consider any matters referred to Cabinet by the Overview & Scrutiny Committee	
15.	<b>Forward Plan</b> To note the Forward Plan	181 - 186
16.	<b>To consider matters of special urgency</b>  <b>To consider two reports containing exempt or confidential information</b>	
17.	<b>Procurement Code Exemption for the Purchase of short-term Temporary Accommodation</b>  <i>Exempt by virtue of Paragraph 5 of Part I of Schedule 12A to the Local Government Act 1972 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings</i>  To receive the report of the Cabinet Member for Community Matters & Wellbeing	187 - 192
18.	<b>Leisure Management Contract - delegated authority and financial support</b>  <i>Exempt by virtue of Paragraph 3 of Part I 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)</i>  To receive the report of the Cabinet Member for Leisure & Culture	193 - 200

**Cabinet**  
**28 JANUARY 2021**

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

Also Present: Councillors: Tony Bevis, Karen Burgess, Peter Burgess, Ruth Fletcher, Frances Haigh, Nigel Jupp, Lynn Lambert, John Milne and Roger Noel

EX/53 **MINUTES**

The minutes of the meeting of the Cabinet held on 26 November were approved as a correct record.

EX/54 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/55 **ANNOUNCEMENTS**

The Cabinet Member for Environment, Waste & Recycling thanked the Leader of West Sussex County Council for confirming that for the foreseeable future all of the waste and recycling centres in the district would remain open including Billingshurst, which had been threatened with closure. It was also confirmed that WSCC would not be re-introducing charges for hard-core and soil. The Cabinet Member advised that legislation surrounding the current lockdown specifically exempted such sites from closure.

The Cabinet Member of Environment, Waste & Recycling announced that a carbon reduction 'task force' was being set up, which would include external stakeholders who will work with the Council to help achieve its carbon reduction targets.

The Cabinet Member for Leisure & Culture thanked residents and organisations who had responded to the consultations on Rookwood. Whilst some residents still had concerns, there had been many positive comments on the key issues of opening the area to all by extending Warnham Nature Reserve and other ecologically responsible measures. The proposal also included 250 affordable homes as part of an eco-friendly settlement in a sustainable location.

EX/56 **PUBLIC QUESTIONS**

No questions had been received.

EX/57 **THE 2021/22 BUDGET AND THE MEDIUM TERM FINANCIAL STRATEGY  
TO 2024/25**

The Cabinet Member for Finance & Assets reported details of the proposed 2021/22 revenue and capital budgets and revised MTFs, following the government's draft financial settlement. The net budget requirement for 2021/22 was £1.8m higher than in 2020/21 because of the impact of the Covid-19 pandemic, in particular its impact on parking and leisure services.

The Council was able to set an overall balanced budget due to unexpectedly generous government funding announced on 17 December. The Council had also taken prompt action and reduced expenditure by £1.4m through staff savings. The Cabinet Member confirmed a £7m capital programme, as set out in the report.

With regards to the proposed increase in council tax, the Cabinet Member advised that despite this increase, HDC would continue to have the lowest council tax of any district or borough in West Sussex.

The MTFs for 2022-25 was based on the latest information, although the outlook remained uncertain for a number of reasons, which were summarised by the Cabinet Member.

With regards to the longer-term indicative and potential capital commitments outlined in Appendix J, the Cabinet Member and the Leader emphasised that these were included as an overview of potential commitments and options for the future, and were not part of a capital programme.

The Director of Corporate Resources explained the importance of maintaining reserves above the minimum level of £6m, as agreed by Council. This approach gave flexibility and headroom to deal with any unforeseen issues that might arise in the future, which was particularly important because of the unprecedented uncertainty brought by the pandemic.

**RECOMMENDED TO COUNCIL**

- i) That the level of Council Tax for 2021/22 increases from £152.52 by £5 (3.28%) to £157.52 at Band D.
- (ii) That the net revenue budget set out in Appendix A for 2021/22 of £13.039m is approved.
- (iii) That Special Expenses of £309,920 set out in Appendix C and a Band D charge of £26.01 are agreed in respect of the unparished area for 2021/22.

- (iv) That the capital programme for 2021/22 set out in Appendix D be approved and that the indicative capital budgets in the programme for future years be noted.
- (v) That the projected future budgets on the revenue account in 2022/23 to 2024/25 are noted and the Medium Term Financial Strategy continues to be reviewed and refined to ensure that decisions are taken to set balanced budgets in these three years.
- (vi) That the Minimum Revenue Provision Statement set out in Appendix E is approved.
- (vii) That the Capital Strategy, Treasury Strategy, Investment Strategy and prudential indicators and limits for 2020/21 to 2023/24 set out in Appendix F are approved.
- (viii) To note the statement on the robustness of the level of reserves in Appendix H.
- (ix) That the increases to fees and charges set out in Appendix I are approved.
- (x) Delegate to the Director of Community Services in consultation with the relevant Cabinet lead temporary changes to fees and charges in the form of offers and incentives during the year.

#### REASON

To meet the Council's statutory requirement to approve the budget and the prudential indicators before the start of a new financial year.

#### EX/58 **2021/22 COUNCIL TAX REDUCTION (CTR) SCHEME AND 2020/21 DISCRETIONARY COUNCIL TAX REDUCTION SCHEME**

The Cabinet Member for Finance & Assets gave an overview of Horsham's current CTR scheme, which provided financial support for those on low incomes. The current scheme reduced the amount of council tax paid by working age customers in financial difficulties. The Cabinet Member advised that the Council's scheme was one of the most generous in the country. Given the challenges caused by the pandemic, particularly for residents working in retail and hospitality, it was proposed that the scheme remained unchanged for 2021/22.

The report also recommended how the remaining discretionary funds from the Government's 'Council Tax Covid-19 Hardship Fund', should be distributed. The Cabinet Member advised that approximately £220,000 remained unspent and proposed that this should be allocated to customers who were still in arrears for the current financial year.

RESOLVED

- i) To **recommend to Council** that the inclusion of a 'no-change' CTR scheme for 2021/22 be agreed.
- ii) To adopt the proposal for the dispersal of the remaining discretionary funds outlined in paragraph 3.6 of the report.

REASON

- i) CTR schemes are annual schemes and therefore require an annual review and approval, even when no changes to the scheme are being proposed.
- ii) Approval of the allocation of the discretionary funding is needed to ensure all remaining money is distributed.

EX/59 **OVERVIEW & SCRUTINY COMMITTEE**

There were no matters currently outstanding for consideration.

EX/60 **FORWARD PLAN**

The Forward Plan was noted.

With regard to the Local Plan regulation 19 decision, the Cabinet Member for Planning & Development explained that there had been an unavoidable delay, outside the Council's control; the Council was awaiting information from statutory consultees that was required before the report could be finalised. She advised that a delay of a few weeks, which was what was anticipated, would not have an adverse impact on the Local Plan review.

The Director of Place advised that the Public Realm strategy would be added to the Forward Plan shortly. Now that the recent consultation had been completed and the results processed, a timetable could be finalised.

EX/61 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

**To consider a report containing exempt or confidential information**

RESOLVED

That, under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it involved the likely disclosure of exempt information, as defined in Part I of Schedule 12A of the Local Government

Act 1972, by virtue of paragraph 3 regarding information relating to the financial or business affairs of any particular person, including the authority holding that information, and in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

EX/62 **EXTENSIONS TO UNITS AT OAKHURST BUSINESS PARK**

The Cabinet Member for Finance & Assets introduced the report, which sought approval for the extension of two units at Oakhurst Business Park, Southwater, which were let by the Council. It was noted that if approved by Cabinet, the extensions would require ecological surveys and planning permission.

Because of its relatively complex nature, it was proposed that the details of the transaction be delegated to the Director of Place in consultation with the Cabinet Member.

RESOLVED

To delegate to the Director of Place in consultation with the Cabinet Member for Finance & Assets the approval of the detail of the transaction provided that the capital requirement does not exceed the approved parameters.

REASON

The recommendation will allow the final decision to be confirmed when the floor areas and final rents have been agreed, provided that they are within the approved parameters.

*The meeting closed at 6.15 pm having commenced at 5.30 pm*

CHAIRMAN

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## Report to Cabinet

25<sup>th</sup> March 2021

By the Cabinet Member for Planning and Development

**DECISION REQUIRED**



**Horsham  
District  
Council**

Not Exempt

### Local Development Scheme: January 2021 – December 2023

## Executive Summary

Every Local Planning Authority is required to prepare and maintain a document known as a Local Development Scheme (LDS). This document sets out the timetable for the preparation of planning documents such as the Local Plan.

The current Local Development Scheme for Horsham District requires updating to reflect the latest guidance and requirements on plan making. This report sets out the revised LDS for approval and subsequent publication.

## Recommendations

That the Cabinet is recommended:

- i) To approve the publication of the attached Local Development Scheme January 2021 – December 2023.

## Reasons for Recommendations

- 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).

## Background Papers

Local Development Scheme 2020 -2022

**Wards affected:** All

**Contact:** Catherine Howe – Head of Strategic Planning extension 5505

## **Background Information**

### **1 Introduction and Background**

- 1.1 The Planning & Compulsory Planning Act 2004, as amended by the Localism Act 2011, requires each local planning authority to prepare and maintain a document setting out the programme for the preparation of planning documents. This is known as the Local Development Scheme (LDS).
- 1.2 The LDS is a three-year project plan for preparing planning documents but it is not a policy document itself. It provides a starting point for the local community and stakeholders to find out what planning documents are being prepared by the Council and the timetable for when these documents will be produced. In particular, it sets out the timetable for the review and update of the Council's Local Plan and outlines the dates when there will be formal opportunities to get involved with the plan making process.
- 1.3 The LDS was last updated in September 2020 to reflect the impact of the Covid-19 pandemic on the plan preparation process. Good progress has been made against this timetable. However, in order to accord with the legal Duty to Co-operate requirements, there is now an expectation that the outcome of work with statutory consultees such as Highways England and Natural England is broadly agreed before the publication of the Regulation 19 Local Plan. Whilst this work is ongoing, more time is needed to conclude these discussions before consultation can commence. This means that the timetable (LDS) for the Plan will have to change by a few weeks.

### **2 Relevant Council policy**

- 2.1 The preparation of a new Local Plan is a key priority in the Council's Corporate Plan. Once adopted, the policies within the Local Plan will contribute to the delivery of a number of the Council's corporate aims including the green agenda, with any new development being expected to deliver environmental enhancements including biodiversity net gain and carbon neutrality. The local plan policies will also contribute to economic growth and the delivery of new affordable homes.

### **3 Details**

- 3.1 The Local Development Scheme has been prepared to cover the period between January 2021 and December 2023. The full documentation is attached as Appendix A to this document. The appendices of the LDS also seek to identify in more general terms, what future work is proposed by the Council, beyond the next three years. It should however be noted that there are considerable uncertainties around the Council's Planning Policy timetable beyond the completion of the current Local Plan. This is as a result of the publication by Government of the White Paper 'Planning for our Future'. If progressed these changes will lead to significant changes to the planning system in England.

- 3.2 The Local Development Scheme focus is on the timetable for the production of the Horsham District Local Plan. This document will set the overarching policies for the District, including employment allocations, housing numbers and site allocations. It will replace the Horsham District Planning Framework (2015). The timetable shows that regulation 18 consultation took place in February and March 2020 and envisages that Regulation 19 consultation will be held in June / July 2021.
- 3.3 The Council's approach to consultation in the event of a further national (or local) Lockdown has been reviewed and is set out in the revised Statement of Community Involvement which was agreed at the Cabinet Meeting held on 24 September 2020. The Council will continue to monitor the situation over the coming weeks and months and take necessary action, including putting in place appropriate measures to ensure public participation during forthcoming consultations and access to Council officers and documentation.
- 3.4 The LDS does not have to include details of any proposed Supplementary Planning Documents (SPDs), but for completeness, the draft Local Development Scheme does include a list of adopted SPDs. The review of the Community Infrastructure Levy Charging Schedule is also outlined in the documentation. It is currently proposed that it will follow the production of the Local Plan. Again, the changes proposed in the Government White Paper mean there are considerable uncertainties in relation to this timetable.
- 3.5 Subject to being agreed for publication, the Local Development Scheme will be monitored. Progress towards the production of the Local Plan will be published as part in the Council's Authority Monitoring Report, which is published in December each year. The reporting of progress against the Local Development Scheme is also a legal requirement of the Planning & Compulsory Purchase Act 2004 (PCPA) (as amended by the Localism Act 2011).

## **4 Next Steps**

- 4.1 Subject to the resolution of Cabinet to publish the Local Development Scheme, it is proposed that the documentation will be made available on the Council's website. This timetable will also be communicated to key stakeholders including local parishes and neighbourhood councils.

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

- 5.1 Consultation has taken place with the Councils Monitoring Officer, the Head of Legal and Democratic Services, the Head of Human Resources and Organisational Development and the Director of Corporate Resources. Their comments have been incorporated into this report.
- 5.2 The draft Local Development Scheme has been reported to the Planning and Development Policy Development Advisory Group at its meeting on 8 March 2021. They have advised the Cabinet Member that they are content with the proposed timescales set out in this document.

## **6 Other Courses of Action Considered but Rejected**

- 6.1 An alternative course of action, not to update the Local Development Scheme has been considered. As set out in this report, the production of the LDS is a legal requirement and were this course of action to be pursued, the Council would not be in line with the regulations. It should be noted that the government is monitoring all local authorities to ensure that their Local Plans are prepared in accordance with the published Local Development Scheme. Failure to have an up-to-date Local Development scheme could therefore result in poor national monitoring outcomes with the consequential reputational damage.

## **7 Resource Consequences**

- 7.1 There are no direct financial consequences arising from the publication of the Local Development Scheme in itself. The production of the documents in the LDS, including the Local Plan will continue to be prepared by staff in the Strategic Planning team. From time to time this work will may require additional specialist input and advice from consultants. Although the recent delay to the local plan timetable has required additional consultancy support, this will be managed as part of the Council's budget setting process. The budget for the preparation of the Local Plan will continue to set and reviewed annually.

## **8 Legal Considerations and Implications**

- 8.1 The preparation of a Local Development Scheme and Local Plan are statutory requirements of the Planning & Compulsory Planning Act 2004(as amended by the Localism Act 2011). The Local Development Scheme demonstrates how the council is progressing its Local Plan to adoption. There is a duty to ensure that the Local Development Scheme is maintained as an up to date document. Failure to produce and update this scheme would result in a failure to meet the Council's legal obligations.

## **9 Risk Assessment**

- 9.1 There are no direct risks associated with the publication of the Local Development Scheme in itself. However, the Local Development Scheme documentation identifies a number of key risks associated with the plan preparation process. This includes the need to ensure sufficient resourcing of the plan preparation process, the need for timely decision making and other external factors such as legal delays by the Planning Inspectorate as part of the Local Plan Examination process. The impact of the Covid-19 Pandemic has also been identified as an additional risk. A range of measures is being put in place to minimise these risks and enable the preparation of the Local Plan to take place in accordance with the identified timescales. Monitoring of these risks is ongoing.

## **10 Procurement implications**

- 10.1 There are no direct procurement implications arising from the publication of the Local Development Scheme.

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

- 11.1 The publication of the Local Development Scheme will have no specific impacts on Equalities or Human Rights. Any direct impacts on these issues which might arise through the preparation of the Local Plan will be documented separately through specific assessment processes including the Sustainability Appraisal which will be carried out as part of the plan preparation process.

## **12 Environmental Implications**

- 12.1 The publication of the Local Development Scheme will have no direct environmental implications. Any direct impacts on these issues which might arise through the preparation of the Local Plan will be documented separately through specific assessment processes including the Sustainability Appraisal which will be carried out as part of the plan preparation process.

## **13 Other Considerations**

- 13.1 There are no direct impacts on matters such as GDPR/Data Protection; Crime & Disorder arising from the publication of the Local Development Scheme.

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**HORSHAM DISTRICT COUNCIL  
LOCAL DEVELOPMENT SCHEME**

**2020 –2022**

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## **1. Introduction**

- 1.1 Planning shapes the places where people live and work. Good planning ensures that the right development takes place at the right location and at the right time. It helps towns and villages thrive by providing jobs, homes and leisure opportunities whilst protecting and enhancing the historic environment and important open spaces.
- 1.2 The Local Development Scheme (LDS) is the Council's timetable for preparing documents for the district that will form part of the 'local plan'. The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires the Council to prepare and maintain a LDS.
- 1.3 The local plan is currently made up of a number of documents called Local Development Documents (LDDs), they include:
- Local Development Scheme (LDS)
  - Statement of Community Involvement (SCI)
  - Development Plan Documents (DPDs)
  - Supplementary Planning Documents (SPDs)
  - Authority Monitoring Report (AMR)
- 1.4 A list of abbreviations and explanation of some of the terms used in this LDS are contained in Appendix 3.

## **2. What is the Local Development Scheme (LDS)?**

- 2.1 The LDS is the starting point for finding out when the Council will be preparing planning policies regarding a particular place or issue and at what stage it is at in the preparation process. It is a three year project plan setting out the timetable for the production of a number of documents. This one runs up until December 2022. Should any unforeseen circumstances result in changes to this timetable, the LDS will be updated.
- 2.2 The LDS also seeks to indicate, in general terms, what future work is proposed by the Council beyond that date. However in light of the Government White Paper and the potential changes to the planning system, updates beyond the completion of the current local plan are not indicated. Further updates will be provided when greater clarity is available on this matter.
- 2.3 The LDS has three main purposes:
- to inform the public and stakeholders of the documents that will make up the local plan, the geographical area they will cover, and the timescale for producing each one and how they relate to each other;
  - to establish and reflect the Council's priorities and to enable work programmes to be set for the preparation of the documents; and
  - to set a timetable for review of the documents.

2.4 The different types of Local Development Document (LDD) that are discussed in this LDS are described below.

## 2.5 ***Development Plan Documents (DPDs)***

These are the key documents in the local plan because they have lawful development plan status and are therefore the starting point for making decisions on planning applications. They are prepared with extensive community involvement and are subject to examination by an independent Inspector. It should be noted that some development plan documents such as Mineral and Waste Plans are prepared by West Sussex County Council, but still form part of the wider development plan that is used to determine planning applications.

There are three stages to preparing a DPD:

- *Early Consultation* – This stage covers regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012. At this stage the Council develops its evidence base through consultation with statutory consultees (and often involving both the public and key stakeholders) to help identify the issues that the DPD will need to address and the options available to deal with them. The community and stakeholders may be consulted through targeted or general consultation processes on these emerging *issues and options* consultations. These views are taken into account in the preparation of the next stage of plan preparation.
- *Publication Stage* – the DPD is made available for interested parties to make formal representations regarding the ‘soundness’ of the plan. Minor suggested amendments of clarification and factual updates may be provided to the Inspector before the DPD is submitted. This stage covers regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- *Submission DPD and Examination* – the DPD is submitted to the Secretary of State, together with any representations received. It also becomes Council policy. An independent Inspector will consider the DPD and the representations received, which where necessary, will include hearings at a public examination. The Inspector will determine whether the plan is ‘sound’. An Inspector may consider that a plan requires further modifications to be made sound – further consultation on these proposed modifications may therefore take place during the Examination of the Plan.

## 2.6 **Area Action Plans (AAPs)**

These may be used to provide a planning framework for areas of particular change. They can deal with specific parts of a district or geographical area, or specific requirements such as the redevelopment of an area of land and buildings, or the enhancement of an area.

## 2.7 **Supplementary Planning Documents (SPDs)**

These may cover a range of issues, which provide detailed guidance on policies in a DPD. SPDs are produced in consultation with interested parties and stakeholders but are not subject to examination. Supplementary Planning Documents do not set out policies but are a material consideration when considering planning applications.

## 2.8 **Statement of Community Involvement**

The Statement of Community Involvement (SCI) explains how the community and stakeholders can expect to be engaged in the process of planning in their area. It is produced in consultation with the community and stakeholders.

## 2.9 **Authority Monitoring Report**

The Authority Monitoring Report (AMR) is issued at the end of every year and assesses whether policies, targets and milestones have been met and it will inform the review of the LDS.

## 2.10 **Other background or supporting documents**

Extensive technical and other background work is necessary to provide the appropriate robust evidence base to inform the preparation of policies and proposals contained in the Local Development Documents. This will include Statements of Common Ground which are required to address wider strategic matters as part of the Duty to Co-operate.

## 3. **Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA)**

- 3.1 It is a requirement of National Planning Policy that development which takes place contributes to achieving Sustainable Development. To test how Local Plans and other policy documents could affect environmental, social and economic issues a process known as Sustainability Appraisal (SA) is undertaken. This process is used to test different options for a plan, and to suggest ways that a plan could be changed to make sure that the plan removes or minimises or compensates for any adverse impacts. This process also incorporates the similar process of Strategic Environmental Assessment (SEA) which is a legal requirement.

#### 4. A Summary of the Local Development Scheme for Horsham District

- 4.1 The **Horsham District Planning Framework (HDPF)**, was adopted in November 2015, and sets the planning framework for land outside the South Downs National Park for the period until 2031. It is a requirement of the Inspector's report on the HDPF that a review of the plan commences within three years from adoption. This review process has commenced and once complete the new '**Horsham District Local Plan**' will be adopted for the period to 2038.
- 4.2 In the Local Development Scheme published in 2018, the Council indicated that it was in the process of preparing a **Gypsy and Traveller Site Allocation DPD** to ensure the needs of these communities can be met into the future. Following the recent withdrawal of a site for use by Gypsies and Travellers by the landowner, the Council was unable to complete the preparation of this document and will therefore consider how it should meet the needs of Gypsy, Traveller and Travelling Showpeople population through the Local Plan Review process.
- 4.3 The Council has adopted a Community Infrastructure Levy (CIL). The CIL is a charge local authorities can levy on most types of new development in their areas based on the size, type and location of development proposed to ensure that the necessary infrastructure required for the delivery of the plan. It will be necessary to review the CIL Charging Schedule to take account of the updated Local Plan for Horsham District Council. Any update will also need to take account of any changes to the planning system which emerge as a result of the planning white paper.
- 4.4 Chart 1 below sets out the stages of production of the Local Plan and the review of the CIL charging schedule for the three year period 2021, 2022 and 2023. More detail is provided in Appendix 1; giving an overall profile of the HDPF and other existing adopted Local Development Documents (LDDs) together with the programmed new documents outlined in the paragraphs above. The LDS will be monitored each year through the AMR, and the LDS will be updated to reflect the rolling review process or to incorporate any changes that may arise, for example as a result of changes to national planning guidance.
- 4.5 In addition to development plan documents prepared by Horsham District Council, legislation (introduced by the Localism Act 2011) now enables local communities to prepare Neighbourhood Plans. Neighbourhood Plans, which are successful at Examination and are agreed by the local community at a Referendum, come into force as part of the statutory development plan. They must be 'made' by Horsham District Council within 8 weeks of the referendum except in exceptional circumstances. Once Neighbourhood Plans have lawful development plan status they are used, together with DPDs prepared by Horsham District Council, to make decisions on planning applications.
- 4.6 The Council will work with parishes to facilitate the preparation of **Neighbourhood Plans**. The progress of the production of Neighbourhood Plans will be monitored and reported in the AMR. The most recent status of progress toward neighbourhood plans in the District is set out on the Council's website and can be viewed from this link

<https://www.horsham.gov.uk/planning/neighbourhood-planning/advice-notes-and-forms>

- 4.7 In addition to Development Plan Documents and Neighbourhood Plans, Supplementary Planning Documents (SPDs) are in some cases necessary to amplify and aid the delivery of certain policies. A list of existing adopted SPDs is contained in the AMR and reproduced here at Appendix 2.
- 4.8 The Statement of Community Involvement has been kept under review and the most recent document was published in September 2020. This document takes account of updated Government requirements in light of public health measures that may be necessary (for example in light of the Covid-19 pandemic).
- 4.9 Background evidence documents are produced to assist in the preparation of a local plan. These can be viewed on the Council's website.  
<https://www.horsham.gov.uk/planningpolicy/planning-policy/background-documents>
- 4.10 The Council's *Corporate Plan 2019 -23* gives a clear direction and focus on where the Council's priorities lie. The plan identifies five priority themes for the Council, which are:
- A great place to live – continue creating well balanced communities that meet residents' needs.
  - A thriving economy – work to increase economic growth and create new local jobs
  - A strong, safe and healthy community – ensure Horsham district remains one of the best place in Sussex to live.
  - A cared for environment – prioritise the protection of our environment as we move to a low carbon future.
  - A modern and flexible council – make it easy for our residents to access the services that they need.

This document can be viewed on the Council's website:

<https://www.horsham.gov.uk>

- 4.11 Other organisations' documents, such as the County Transport Plans and the LEP, which are not formal planning documents will influence and be influenced by the local plan.



## **5. Saved Planning Policy Documents**

5.1 In addition to the Horsham District Planning Framework, some older adopted planning documents were not replaced when the HDPF was adopted, and the following adopted Planning Policy documents remain part of the development plan:

- Site Specific Allocations of Land (2007) DPD
- West of Bewbush Joint Area Action Plan (2009) DPD

These documents will be used by the Council to determine applications in accordance with the 'development plan' for the District.

Appendix 1 sets out a profile of those existing adopted documents.

5.2 Supplementary Planning Documents (SPDs) and other supplementary planning guidance that has been adopted will also continue to be considered for relevant development proposals.

## **6. Monitoring and Review**

6.1 The preparation of planning documents will be monitored on an annual basis for the period between the 1 April and the 31 March. Each year an Authority Monitoring Report (AMR) is produced that:

- Sets out how the Council is performing against the timescales set out for that year in the LDS, giving reasons if any Local Development Document is behind the timetable set out in the LDS;
- Provides information on the policy indicators set out in the Local Development Documents, which will help to assess the success of individual policies;
- Identifies whether any Local Development Documents need to be reviewed, in order to update or alter policies, or whether any new Local Development Documents are required, or if any can be deleted from the LDS;
- Provides a progress report on the delivery of housing, including reference to the housing trajectory;
- Includes a list of background and supporting documents and identifies if further updated background or supporting information is required; and
- Guides the annual revision of the LDS.

6.2 The AMR is agreed by the Council and made publicly available. It can be found on the website at <https://www.horsham.gov.uk/planningpolicy/planning-policy/annual-monitoring-report>

## 7. Resources

- 7.1 The Council has a strategic planning team, within the Directorate of Place, which deals with the production and review of the local plan. The Head of Strategic Planning has overall responsibility for Local Plan preparation. The policy team comprises a Team Leader, a principal planning officer, 3.5 FTE Senior Planning Officers, and three Planning Officers. In addition a Senior Neighbourhood planning Officer supports the preparation of Neighbourhood Plans, supported by the Planning Policy team as appropriate. Support in the preparation of the Local Plan is also provided by a small team of specialists, including a Landscape Architect and Conservation Officer.
- 7.2 The expertise of other appropriate members of staff and teams across the Council may be called upon to assist in the preparation of the Local Plan. This includes technical support to aid the development of specific policies, plans and strategies together with communications support. These include staff within Development Management, Economic Development, Leisure, Housing Services and Communications.
- 7.3 Officers from West Sussex County Council (including officers responsible for transport matters and other infrastructure requirements including school provision) will be contributors to some of the documents, particularly with regard to providing background and supporting information, monitoring intelligence and advice on environmental and sustainability aspects.
- 7.4 Expert consultants may be used to assist in producing various elements of the technical background work where either the necessary expertise is not available within the Council or insufficient capacity exists to be able to bring forward the necessary work within the required timescale.
- 7.5 An indication of the resource implications of each of the Local Development Document is given in the Local Development Document Profiles at Appendix 1.

## 8. Risk Assessment

- 8.1 The main areas of risk to the preparation of the Local Development Documents (LDDs) set out in this document relate to:
- *Officer resources available to deliver the LDDs* – Project management and an expert team are essential to deliver the LDDs as will ensuring the necessary resourcing to meet required deadline. On occasions, it may be necessary to consider whether additional resources are required to meet agreed timescales. Consultants may be appointed for project work. The Council has a budget for local plan production.
  - *Political decision making* – The Cabinet Member for Planning and Development seeks advice through Planning and Development Policy Development Advisory Group Meetings. This Group has a cross party membership and meets regularly. It is closely involved in the preparation of the local plan and advises the Cabinet Member for Planning and Development who is the Chairman of the group. **It is not a decision making body.** All Member seminars are also held on an ongoing basis and will provide advice and updates to all members during the preparation of the

local plan. The extent of Member involvement in the preparation of the components of the local plan minimises the risk of proposals reaching Council for approval, which are contrary to a majority of Council membership.

- *Capacity of the Planning Inspectorate (PINS) and other outside agencies* – The resourcing of these bodies is outside this Council's control. The LDS, correspondence and meetings will however ensure that they are fully aware of this Council's timetable. Service Level Agreements are developed between the Council and PINS to ensure that the Examination element of the development plan document timetable can be met. Statutory consultees are involved in the development of policies through early engagement as well as formal consultation. All councils in West Sussex and those in the Gatwick Diamond, West Sussex & Greater Brighton Strategic Planning Board, and Coast to Capital Local Economic Partnership remain committed to working together to solve cross-boundary issues as part of the 'Duty to Co-operate' process.
- *Delivery issues* - The Council is required to demonstrate how its long term planning strategy and any specific site proposals, will be delivered. However, in many instances the Council is not the responsible organisation for delivery. Delivery may also be affected by a range of different factors outside of its control, such as a rapid change to the economic climate or other unforeseen events. The Council will work closely with delivery agencies during the preparation of Local Development Documents. Where appropriate, flexibility and contingencies will be built into the strategy to cope with changing circumstances, for example issues of viability. Monitoring of policies will be used to highlight whether a review of policies, documents or the evidence base is needed to meet delivery targets.
- *Soundness of the DPDs* – The Council will minimise the risk of being deemed to have unsound DPDs by ensuring that documents are supported by a robust and proportionate evidence base. The Council will respond to requests for further information in the Examination period to provide all necessary information to the Independent Inspector.
- *Legal challenge* – The risk of legal challenge will be minimised by ensuring that the DPDs are sound, are founded on a robust evidence base, with duty to co-operate matters and community engagement that is well audited.
- *Major community/stakeholder opposition to a policy or proposal* – The risk of this occurring will be minimised by effective community and stakeholder engagement in the early stages of the DPD preparation process. However, it is considered unlikely that, despite the Council's best endeavours, consensus is reached with regard to many development proposals and that independent examination of the soundness of DPDs will be necessary.
- *Covid-19 Pandemic* – This unforeseen event remains ongoing. In the early stages, it generated delays to the Local Plan production process, as a consequence of the move to remote working. This was universal across all organisations, and slowed

the ability of some key organisations to respond. There is now greater expertise in remote working technologies, and it is also anticipated that the national vaccination programme will also help to mitigate risks over time. The potential for some degree of social distancing / local or more national restrictions remain particularly in the short to medium term, and will be kept under review.

- *Programme slippage* – The Council is committed to producing the Local Development Documents within the timescale set out in this Local Development Scheme. The contingencies detailed above are aimed at ensuring that each Local Development Document is produced to the timescale set out in this document. Careful project management and prioritisation of resources will be required. The preparation of documents will be monitored through the AMR and if necessary, the timetables will be revised through an update to the LDS.

## APPENDIX 1: LDDs PROFILES; PROPOSED AND EXISTING

### DOCUMENTS PROPOSED FOR PREPARATION

<b>Local Development Document Profile</b>	
<b>Title</b>	<b>Horsham District Local Plan</b>
<b>Status</b>	Development Plan Document
<b>Role / Subject / Content</b>	Replaces the Horsham District Planning Framework 2015. Sets out the long-term spatial vision, objectives and strategy for the district. It provides a local plan for delivering development and the key issues for development management
<b>Geographic Coverage</b>	District-wide (excluding the South Downs National Park area)
<b>Prepared jointly with other Local Authorities?</b>	No
<b>Current Status</b>	Evidence gathering / Initial Regulation 18 Consultation
<b>Chain of Conformity</b>	National guidance (NPPF);
<b>Timetable</b>	
<b>Evidence gathering and early community and stakeholder engagement</b>	<i>January 2017– January 2020</i>
<b>Regulation 18 Consultation periods</b>	<i>April – May 2018 February / March 2020</i>
<b>Preparation of Regulation 19 (Submission documentation)</b>	<i>April 2020 – April 2021</i>
<b>Proposed Submission and period of representation</b>	<i>June – July 2021</i>
<b>Submission to Secretary of State</b>	<i>October 2021</i>
<b>Examination Hearings</b>	<i>February / March 2021</i>
<b>Proposed Main Modifications Consultation</b>	<i>June / July 2022 if required</i>
<b>Additional Examination Hearing</b>	<i>Summer / Autumn 2022 if required</i>
<b>Inspectors Report</b>	<i>October 2022</i>
<b>Adoption and Publication</b>	<i>November 2022</i>

<b>Arrangements for Production</b>	
<b>Lead Department</b>	Strategic Planning
<b>Management arrangements</b>	PDAG/Cabinet Member for Planning and Development
<b>Resources required</b>	Head of Strategic Planning assisted by all members of the SP team and the Communications Team and Project Management support
<b>Community and stakeholder involvement</b>	In accordance with SCI
<b>Monitor and Review</b>	Monitored annually.

<b>Local Development Document Profile</b>	
<b>Title</b>	<b>Community Infrastructure Levy Charging Schedule Review</b> (note – subject to outcome of Government White Paper)
<b>Status</b>	Charging Schedule
<b>Role / Subject / Content</b>	Sets a Charging Schedule against which proposed development will be expected to contribute in order to bring forward Infrastructure provision to help meet the needs of new development.
<b>Geographic Coverage</b>	District-wide (excludes the South Downs National Park)
<b>Prepared jointly with other Local Authorities?</b>	No
<b>Current Status</b>	Not yet commenced
<b>Chain of Conformity</b>	Horsham District Local Plan documentation
<b>Evidence gathering and early community and stakeholder engagement</b>	<i>January – August 2023</i>
<b>Consultation on Draft Charging Schedule</b>	<i>November / December 2023</i>
<b>Review of consultation responses</b>	<i>Jan - March 2024</i>
<b>Submission</b>	<i>Spring 2024</i>
<b>Examination</b>	<i>Summer 2024</i>
<b>Receipt of Inspector's report</b>	<i>Autumn 2024</i>
<b>Adoption and Publication</b>	<i>Autumn 2024</i>
<b>Lead Department</b>	Strategic Planning
<b>Management arrangements</b>	PDAG/Cabinet Member for Planning and Development /Council
<b>Resources required</b>	Head of Strategic Planning assisted by the SP team and the Communications Team.
<b>Community and stakeholder involvement</b>	Newsletters; workshops; Parish Council and technical meetings.
<b>Monitor and Review</b>	Monitored through AMR. Review will take place when monitoring highlights such a need.

## ADOPTED DOCUMENTS

<b>Local Development Document Profile</b>	
<b>Title</b>	<b>Horsham District Planning Framework</b>
<b>Status</b>	Development Plan Document
<b>Role / Subject / Content</b>	Replaces The Core Strategy (2007) and General Development Control Policies (2007) DPD outside the SDNP. Sets out the long term spatial vision, objectives and strategy for the District. It provides a local plan for delivering development and the key issues for development management
<b>Geographic Coverage</b>	District-wide (excluding the South Downs National Park area)
<b>Prepared jointly with other Local Authorities?</b>	No
<b>Current Status</b>	Adopted November 2015
<b>Chain of Conformity</b>	National guidance (NPPF); and the Horsham District Sustainable Community Strategy.
<b>Timetable</b>	
<b>Evidence gathering and early community and stakeholder engagement</b>	<i>Initial October 2007 – December 2008 Further work 2010 -2013</i>
<b>Consultation on Issues and Options</b>	<i>June – July 2009 Further consultation on Housing Numbers February – April 2012</i>
<b>Consultation on Preferred Strategy</b>	<i>August - October 2013</i>
<b>Proposed Submission and period of representation</b>	<i>April – May 2014</i>
<b>Submission to Secretary of State</b>	<i>August 8 2014</i>
<b>Pre-Hearing Meeting</b>	<i>None held</i>
<b>Examination Hearings</b>	<i>November 2014</i>
<b>Proposed Main Modifications Consultation</b>	<i>April – May 2015</i>
<b>Additional Examination Hearing</b>	<i>3 July 2015</i>
<b>Receipt of Inspector’s report</b>	<i>October 2015</i>
<b>Adoption and Publication</b>	<i>November 2015</i>
<b>Arrangements for Production</b>	
<b>Lead Department</b>	Strategic Planning and Sustainability
<b>Management arrangements</b>	PPAG/Cabinet Member for Living and Working Communities/Council
<b>Resources required</b>	Head of Strategic Planning and Sustainability assisted by all members of the SP team and the Communications Team.

<b>Community and stakeholder involvement</b>	Newsletters; focus groups; exhibitions; workshops; public and technical meetings.
<b>Monitor and Review</b>	Monitored annually. Review will take place commencing with early engagement and consultation in 2017.

<b>Local Development Document Profile</b>		
<b>Title</b>	<b>Community Infrastructure Levy Charging Schedule</b>	
<b>Status</b>	Charging Schedule	
<b>Role / Subject / Content</b>	Sets a Charging Schedule against which proposed development will be expected to contribute in order to bring forward infrastructure provision to help meet the needs of new development.	
<b>Geographic Coverage</b>	District-wide (excludes the South Downs National Park)	
<b>Prepared jointly with other Local Authorities?</b>	No	
<b>Current Status</b>	Submitted for Examination	
<b>Chain of Conformity</b>	Horsham District Planning Framework	
<b>Evidence gathering and early community and stakeholder engagement</b>		
	<i>October 2012 – April 2014</i>	
	<i>May – June 2014</i>	
	<i>May – June 2016</i>	
<b>Production</b>	<b>Consultation on proposed modifications</b>	<i>November – December 2016</i>
	<b>Submission</b>	<i>November 2016</i>
	<b>Examination Hearing</b>	<i>Not required</i>
<b>Adoption</b>	<b>Receipt of Inspector's report</b>	<i>February/March 2017</i>
	<b>Adoption and Publication</b>	<i>April 2017</i>
<b>Lead Department</b>	Strategic Planning and Sustainability	
<b>Management arrangements</b>	PDAG/Cabinet Member for Planning and Development /Council	
<b>Resources required</b>	Head of Strategic Planning and Sustainability assisted by all members of the SP team and the Communications Team.	
<b>Community and stakeholder involvement</b>	Newsletters; workshops; Parish/Neighbourhood Council and technical meetings.	
<b>Monitor and Review</b>	Monitored through AMR. Review will take place when monitoring highlights such a need.	

<b>Local Development Document Profile</b>	
<b>Title</b>	<b>Site Specific Allocations of Land (2007)</b>
<b>Status</b>	Development Plan Document
<b>Role / Subject / Content</b>	Sets out site specific allocations for development, including any requirements of the development. Sites are identified on the Policies Map
<b>Geographic Coverage</b>	District-wide
<b>Prepared jointly with other Local Authorities?</b>	No
<b>Current Status</b>	Adopted November 2007
<b>Chain of Conformity</b>	Horsham District Core Strategy (2007)
<b>Timetable</b>	
<b>Evidence gathering and early community and stakeholder engagement</b>	<i>October 2002 – April 2004</i>
	<b>Consultation on Issues and Options</b> <i>June – July 2004</i>
<b>Production</b>	<b>Public participation on Preferred Options</b> <i>February – March 2005</i>
	<b>Prepare Submission Draft</b> <i>April – September 2005</i>
	<b>Submission to Secretary of State and public consultation period</b> <i>November 2005 – February 2006 (includes consultation on alternative sites and boundary changes)</i>
<b>Examination</b>	<b>Pre-Examination consideration of representations</b> <i>January 2006 – March 2007</i>
	<b>Pre-Examination Meeting</b> <i>April 2007</i>
	<b>Examination Hearing</b> <i>June - July 2007</i>
<b>Adoption</b>	<b>Receipt of Inspector's binding report</b> <i>September 2007</i>
	<b>Adoption and Publication</b> <i>November 2007</i>
<b>Arrangements for Production</b>	
<b>Lead Department</b>	Strategic and Community Planning
<b>Management arrangements</b>	Local Development & Transport Advisory Group/Cabinet Member for Strategic Land Use Planning/Council
<b>Resources required</b>	LDF Project Manager assisted by all members of the SCP Department and the Graphics Technician
<b>Community and stakeholder involvement</b>	Newsletters; focus groups; exhibitions; workshops; public and technical meetings.
<b>Monitor and Review</b>	The document will be monitored annually and will be reviewed when the monitoring highlights such a need.

<b>Local Development Document Profile</b>	
<b>Title</b>	<b>West of Bewbush Joint Area Action Plan (2009) DPD</b>
<b>Status</b>	Development Plan Document
<b>Role / Subject / Content</b>	A masterplan to include detailed objectives, community and infrastructure provisions and disposition and phasing of land uses, developing the Core Strategy policy approach, for the Strategic Development Location West and North West of Crawley comprising at least 2500 homes, commercial development, infrastructure & facilities.
<b>Geographic Coverage</b>	Land west and north-west of Crawley
<b>Prepared jointly with other Local Authorities?</b>	Yes – Crawley Borough Council
<b>Current Status</b>	Adopted
<b>Chain of Conformity</b>	Horsham District Core Strategy (2007)
<b>Timetable</b>	
<b>Evidence gathering and early community and stakeholder engagement</b>	<i>May 2005 – June 2007</i>
	<b>Consultation on Issues and Options</b> <i>September – November 2006</i>
<b>Production</b>	<b>Public participation on Preferred Options</b> <i>September – October 2007</i>
	<b>Prepare Submission Draft</b> <i>November 2007 – February 2008</i>
	<b>Submission to Secretary of State and public consultation period</b> <i>May – July 2008 (includes consultation on alternative sites and boundary changes)</i>
<b>Examination</b>	<b>Pre-Examination consideration of representations</b> <i>June – August 2008</i>
	<b>Pre-Examination Meeting</b> <i>October 2008</i>
	<b>Examination Hearing</b> <i>January - February 2009</i>
<b>Adoptio</b>	<b>Receipt of Inspector's binding report</b> <i>April 2009</i>
	<b>Adoption and Publication</b> <i>July 2009</i>
<b>Arrangements for Production</b>	
<b>Lead Department</b>	Strategic and Community Planning Department, Horsham District Council and Forward Planning Section, Crawley Borough Council
<b>Management arrangements</b>	Joint Officers Board/ Technical Working Groups/ Joint Member Steering Group/both authority's Executive/Cabinet and Council. NB. Crawley Borough Council's Executive agreed Issues and Options document.
<b>Resources required</b>	Joint Officers Board and Graphics Technician, Horsham District Council. External resources are likely to include West Sussex County Council and as part of the Technical Working Group: - stakeholders, landowners, organisations and companies.
<b>Community and stakeholder involvement</b>	Consultation will be undertaken in accordance with both authorities' Statements of Community Involvement.

<b>Monitor and Review</b>	The document will be monitored annually to ensure that the masterplanning objectives and principles are being met and will be reviewed when the monitoring highlights such a need.
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## **APPENDIX 2: ADOPTED AND PROPOSED SUPPLEMENTARY PLANNING DOCUMENTS**

- Heath Common Village Design Statement SPD 2018
- Planning Obligations and Affordable Housing SPD, September 2017
- Nuthurst Village Design Statement SPD, May 2017
- Billingshurst Village Centre SPD, March 2017
- Shipley Parish Design Statement SPD, 2013
- Pulborough Parish Design Statement SPD, 2013
- Horsham Town Plan SPD, 2012
- Southwater Parish Design Statement SPD, 2010
- West of Horsham Design Principles and Character Areas SPD, 2009
- Brinsbury Centre of Rural Excellence SPD, 2009
- Rudgwick Parish Design Statement SPD, 2009
- Billingshurst Parish Design Statement SPD, 2009
- Henfield Parish Design Statement SPD, 2008
- Warnham Parish Design Statement SPD, 2008
- Horsham Town Design Statement SPD, 2008
- West of Horsham Masterplan SPD, 2008
- Storrington Old Mill Drive Diamond Planning Brief SPD, 2008

## **Appendix 3 - Glossary of Terms**

### **Authority (Annual) Monitoring Report (AMR)**

A report produced by the Council annually to review the progress made against targets and the performance of policies. The monitoring period is 1 April to 31 March for each monitoring period.

### **Area Action Plans**

Area Action Plans are used to provide the planning framework for areas where significant change or conservation is needed. A key feature of Area Action Plans will be the focus on implementation. They will deliver the planned 'growth' areas and resolve conflicting objectives in the areas subject to the major development pressures.

### **Development Plan**

The Statutory development plan is the starting point for the consideration of planning applications for development or use of land.

### **Development Plan Document (DPD)**

The local planning documents which made up the Local Development Framework and now the Local Plan.

### **Duty to Cooperate**

Alongside the production of DPDs, the council undertakes work with adjoining authorities in accordance with the Duty to Co-operate. This work addresses policy areas that have implications for cross-boundary working including housing, employment, gypsies and travellers, and transport. For the purposes of the Local Plan this duty is demonstrated through a statement of common ground.

### **Horsham Community Partnership – Community Strategy/ Action Plan**

The documents produced by the Horsham Community Partnership. The Community Strategy outlines the needs and priorities of the community and shapes the activities of the organisations within the partnerships to fulfil those needs and priorities. The Action Plan identifies the short-term activities and priorities to achieve the visions in the strategy.

### **Independent Examination**

This is a form of inquiry into the Development Plan Documents. The purpose is to consider if the Development Plan Document is sound; also to consider whether the Statement of Community Involvement is sound. An inspector will be appointed by the Secretary of State to conduct the examination.

### **Issues and Options**

This is a non-statutory stage in which the Council chose to bring possible issues and options for the District into the public domain, in order to generate responses to aid the development

of the best possible 'Preferred Strategy', leading to a 'Proposed Submission' document, which is a statutory stage of the local plan preparation for the District.

### **Local Development Documents (LDDs)**

The suite of documents prepared by Local Authorities, which make up the Local Development Framework and now referred to as the Local Plan. These documents include the Statement of Community Involvement, Development Plan Documents (the Local Plan, Site Allocations, Area Action Plans, Policies Map) and Supplementary Planning Documents.

### **Local Development Framework (LDF)**

The Local Development Framework is not a statutory term and is no longer a title used. It grouped together Local Development Documents in the form of a portfolio / folder, which collectively delivered the spatial planning strategy for the local planning authority's area. The LDF comprised Local Development documents and Supplementary Planning Documents (SPDs). The LDF also included the Statement of Community Involvement, the Local Development Scheme and the Authority Monitoring Report (AMR). The phrase LDF has now been replaced through Government changes, now being referred to as a Local Plan. The Local Plan in Horsham District is the Horsham District Planning Framework.

### **Local Development Scheme (LDS)**

This is a public statement of the Council's programme for the production of the local Development Documents. The scheme will be revised when necessary. This may either be as a result of the Authority Monitoring Report, which should identify whether the Council has achieved the timetable set out in the original scheme or if there is a need to revise and / or prepare new development plan documents.

### **Local Plan**

Local Plans set out a vision and a framework for the future development of the area, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure – as well as a basis for safeguarding the environment, adapting to climate change and securing good design for the area they cover. They are a critical tool in guiding decisions about individual development proposals. Local Plans, together with any neighbourhood plans that have been made, are the starting point for considering whether applications can be approved. It is important for all areas to put an up to date Local Plan in place to guide positively considered development decisions.

### **Neighbourhood Development Plan (NDP)**

Community-based document, which may be initiated by Parish or Neighbourhood Forums. They are ultimately adopted by the Council as part of the development plan. Plans must be prepared to be in general conformity with the Local Plan, which is currently the HDPF.

### **Preferred Strategy**

This stage of preparing Development Plan Documents is part of 'early involvement' and takes into account the communities comments, having regard to them in the next stage which is the

'Proposed Submission' Development Plan Document. The intention is to provide sufficient information to ensure that people can understand the implications of the Preferred Strategy. The aim of the formal public participation on the Preferred Strategy stage is to give people the opportunity to comment on how the local planning authority is approaching the preparation of the particular Development Plan Document and to ensure that the Council is aware of all possible options before it prepares the final 'Proposed Submission' Development Plan Document which is the next stage in the process.

### **Spatial Planning**

Spatial planning goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and programmes, which influence the nature of places and how they function. This will include policies which can impact on land use, for example, by influencing the demands on or needs for development, but which are not capable of being delivered solely or mainly through the granting of planning permission and may be delivered through other means.

### **Statement of Community Involvement**

This sets out the standards which the plan making authority intend to achieve in relation to involving the community in the preparation, alteration and continuing review of all Local Development Documents and planning applications. It also sets out how the local planning authority intends to achieve those standards. A consultation statement showing how the local planning authority has complied with its Statement of Community Involvement will be required for all Local Development Documents.

### **Statutory Organisations**

Organisations the Local Authority is required to consult with at consultation stages of the preparation Local Development Documents.

### **Submission Stage**

The final stage in preparation of Development Plan Documents (DPD). The documents are sent to the Secretary of State and an Independent Examination will be held. Following the successful completion of this process, the DPD may be adopted by the Council.

### **Supplementary Planning Documents (SPDs)**

Supplementary planning documents may cover a range of issues, both topic and site specific, which may expand policy or provide further detail to policies in a Development Plan Document where they can help applicants make successful applications or aid infrastructure delivery.

### **Sustainability Appraisal (SA)/ Strategic Environmental Assessment (SEA)**

It is a legal requirement that certain documents (e.g. Local Development Documents) are assessed to ensure that they maximise their contribution to sustainable development. This is achieved by carrying out a process usually referred to as Sustainability Appraisal. This process measures the effect a document will have on a range of social, environmental and economic issues and suggests measure that would help improve the sustainability of a plan.



## Report to Cabinet and Council

25<sup>th</sup> March 2021

By the Cabinet Member for Planning and Development

**DECISION REQUIRED**



**Horsham  
District  
Council**

Not Exempt

### **Horsham Town Public Realm Strategy and Design Guide**

#### **Executive Summary**

The purpose of this report is to seek approval that the Council adopts the Horsham Town Public Realm Strategy and Design Guide which sets out the future approach to the streets and spaces of Horsham town centre.

#### **Recommendations**

That the Cabinet is recommended:

- i) To agree to recommend to Council that it adopts the Horsham Town Centre Public Realm Strategy and Design Guide.
- ii) To note the summary of stakeholders' consultations.
- iii) To delegate authority for any minor amendments to the Cabinet Member for Planning and Development.

#### **Reasons for Recommendations**

- i) This Public Realm Strategy and Design Guide for Horsham Town Centre seeks to achieve the overarching aspiration to; enhance the existing heritage of the town centre; futureproof the town centre by identifying and maximising key spaces that could provide flexibility in how they can function, and improve access and connectivity throughout; sustain and further promote Horsham as a key destination to live, socialise and shop. A coherent public realm strategy is a fundamental factor in order to achieve this aspiration.
- ii) The Stakeholder engagement summary 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

- National Planning Policy Framework
- Horsham District Planning Framework
- Horsham Town Design Statement 2008
- The Future Prosperity of Horsham 2011
- The Horsham Town Local List 2011
- Horsham Town Plan SPD 2012
- Green Space Strategy 2013
- Horsham District Planning Framework-2015
- West Sussex Walking & Cycling Strategy 2016-2026
- Horsham Town Centre Vision Statement 2017
- Horsham Town Retail & Leisure Study 2017
- Good by Design - Horsham Society 2018
- Horsham Society Vision Primary Themes
- National Planning Policy Framework 2019
- Coronavirus COVID-19 Safer Public Places
- Cycle infrastructure Design Local Transport Note 1/20 2020
- Horsham Local Cycling & Walking Infrastructure Plan November 2020

- i) Appendix 1: Stakeholder engagement summary and commentary.
- ii) Appendix 2: Public Realm Strategy and Design Guide
- iii) Appendix 3: Forum Sketch

**Wards affected:** Denne, Forest, Holbrook East, Holbrook West, Roffey North, Roffey South, and Trafalgar.

**Contact:** Clive Burley, Corporate Project Manager, Tel: 01403 215236

## **Background Information**

### **1 Introduction and Background**

- 1.1 The Council adopted the [Town Centre Vision Statement](#) in 2017 to promote an aspirational, all-inclusive and deliverable medium term (10-15 years) vision for Horsham Town Centre.
- 1.2 The purpose of this Public Realm Strategy (the Strategy) is to help achieve this vision by putting forward a strategy and design guidance manual that will:
  - Inform the design and assessment process for future development and maintenance.
  - Ensure consistency in quality and aesthetics.
  - Demonstrate a commitment to best practice.
  - Provide a consistent approach to planning and design for individual developments and projects over time across the town centre.
- 1.3 The public realm is more than just the physical environment, it is about place-making, identity, community and management. When these components are present and balanced within the public realm, it becomes a place people want to spend their time. A good quality, well considered public realm plays a major role in a positive user experience that will encourage return visits, just as poor public realm might discourage visitors.
- 1.4 The public realm provides the context for highlighting the built heritage. Well maintained and presented buildings are an important component of the public realm. Horsham town centre has a strong heritage, with key historical buildings. These contribute greatly to the strong sense of character that Horsham has today.

### **2 Relevant Council policy**

- 2.1 Corporate Plan 2019-2023: A great place to live - Both our built and natural environments are highly valued and will be well managed to keep our District an attractive place to live.
- 2.2 A thriving economy - Towns and villages are lively and welcoming - Implement the 2017 Town Centre Vision for Horsham.

### **3 Details**

- 3.1 The Strategy document sets out in detail, design principles specific to the requirements of the town centre, as identified within the Town Vision statement. These include: the preservation and enhancement of the town centre's rich historical and architectural context, key spaces and gateways, connectivity and movement between spaces, materials and furniture palette, planting, signage and wayfinding, lighting, public art and maintenance.
- 3.2 The Strategy sets out its key guiding principles as follows:

- Put People First. Design Spaces for People.
- Simplify the streetscape and improve legibility.
- Ensure consistency in design.
- Create memorable and identifiable spaces where people want to be.
- Design spaces to be flexible and suitable for multiple uses.
- Protect Horsham's historical character and architectural heritage.
- Support pedestrian users of the town.
- Create a green and sustainable town centre.
- Promote vibrant and active streets.
- Ensure that all public realm projects support the proper functioning of the town centre

### 3.3 The Strategy is set out over four chapters:

1. Introduction and Objectives
2. Strategic Guidance
3. Design Guidance
4. Worked Examples

3.4 Chapter 1 includes an understanding of the existing, influencing factors; feedback received through initial engagement with stakeholders and defining the objectives. These guidelines are developed, in Chapter 2, addressing and setting out Strategic Guidance with respect to the various components that make up the public realm. Chapter 3 presents detailed design guidance which are together applied and demonstrated, in Chapter 4, through seven specific 'Worked Examples' within the town centre comprising: Carfax, Causeway, Albion Way, Bishopric, Blackhorse Way, Forum and Queen Street.

3.5 The town has managed to maintain its unique historical character and environment whilst also managing to grow both economically and as an attractive place to live, work and visit. This was reflected in the positive consultation statements received: A walkable compact town; strong heritage; historic buildings throughout within a large conservation area; close proximity to Horsham Park and the wider District landscape and the successful weekly and annual events programme.

3.5 However, in the past few years, some localised projects have been delivered throughout the town centre of Horsham, bringing a restored public realm to its visitors in some areas, such as Piries Place and the adjacent car park. Nonetheless, the absence of a general strategy over the years has led to a series of spaces that do not read in a coherent manner, both visually and functionally. This in turn has resulted in spaces and streetscapes that lack legibility and connectivity which do not put pedestrians at the forefront.

3.6 Some of these issues are reflected in the feedback we received: Too much street clutter; too many A board signs; lack of uniformity in street furniture and paving; too much vehicular movement through the centre; not cycle friendly enough; paving trip hazards; unsightly Blackhorse Way with poor pedestrian connections and with Albion Way hindering connectivity between the town centre and Horsham Park.

3.7 Arising from this initial individual and stakeholder workshops' feedback a coherent set of objectives emerged:

- A. **Links & Connectivity:** Improvement of accessibility and legibility of all pedestrian links, including major links/gateways into the town centre from the wider area, right down to the historical passages throughout the town.
- B. **Traffic:** Retain the existing bus route through the Carfax, however, look to reduce access through timed restrictions for all other general traffic.
- C. **Heritage:** The public realm design needs to respond and compliment the architecture in a neutral way.
- D. **Materials:** An appropriate palette of high quality material shall be used throughout the town centre. Where appropriate bespoke elements can be included to add interest, and respond to the surrounding context.
- E. **Planting:** Maximise permanent greening in the town centre where possible, and introduce planting that supports biodiversity and water management.
- F. **Legibility & Wayfinding:** A clear and legible public realm will be provided through the simplification and coordination of street components and the de-cluttering of unnecessary streetscape elements e.g. Bollards, street furniture, structure and signage etc. Encourage streets that are more responsive by supporting a renewed approach to signage and shop front design.
- G. **Cycling & Sustainable Transport:** Support and encourage carbon neutral transportation by; reducing the emphasis on the use of cars in the town centre and promoting public transport; creating safe pedestrian and cycle routes and providing attractive cycle parking.
- H. **Use of Space:** Future proofing the town centre by creating flexible spaces that will allow activities and events both on a day-to day basis and annual occasions across the year.
- I. **Lighting:** Improve and enhance public lighting throughout the town centre. Open up views and create clear sight lines by removing unnecessary components and structures to increase visibility.
- J. **Maintenance:** Future design should consider realistic and achievable maintenance goals.

3.8 Following the identification of the objectives a series of Strategic Guidance is developed in Chapter 2 with respect to key public space components ranging from the 'Street Hierarchy', the 'Town Centre Core' to 'Activities and Events'. Each section provides a set of design principles to be borne in mind when developing schemes.

3.9 Chapter 3 goes on to provide 'Design Guidance' in the form of detailed guidelines which should be observed throughout the implementation of all projects or other improvement works. The guidance covers the following components: Paving, Street Furniture, Planting, Lighting, Signage & Wayfinding, Electrical & Water Connections, Public Art and Maintenance.

3.10 To demonstrate the guiding principles of the design guide and vision, a number of key intervention areas have been identified and illustrated in Chapter 4. In each of the worked examples, a series of design considerations has been established which are specific to each of the sites and in line with the aspirations of the design guide. These include items such as accessibility and pedestrian movement that are in accordance with best practice.

3.11 It should be noted that the 'Worked Examples' are not set in stone and while they have garnered general support through the stakeholder engagement process and

are welcomed in addressing key issues, such as the connectivity between the town centre and Horsham Park, there are differences over details. Once the Strategy is adopted we will seek to prioritise and develop detailed design solutions for further consultation and engagement.

- 3.12 The District Council will work in partnership with the Local Enterprise Partnership, the Highway Authority, West Sussex County Council and central government, to secure funding which will enable the future detailed design and delivery of public realm improvement schemes in the short, medium and long term.

## 4 Next Steps

- 4.1 To secure funding to complete detailed design stages and delivery of prioritised public realm improvements. The Public Realm Strategy will provide the essential framework to guide detailed project design and set standards for other improvements.

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

- 5.1 The Planning and Development PDAG considered the latest iteration of the Public Realm Strategy and Design Guide on 8 March and supports its overall aims and approach.

### Consultation and Engagement Programme

- 5.2 The emerging Strategy was developed following extensive engagement and consultation with PDAG Members and stakeholders as follows:

Date	Who	Purpose
28 August 2019	Horsham Town PDAG	Presentation review of the Horsham Town Centre Vision 2017 including future key projects: Public Realm Strategy and LCWIP.
October/November 2019 Workshops	HDC Officers; WSCC Officers; Horsham Town Ward Members; Neighbourhood Councils & Horsham Blueprint; Horsham Society & Cycling Forum	Establish first impressions, key positive and negative issues, initial analysis and discussion.
13 November 2019	Horsham Town PDAG	BDP Issues analysis and presentation.
November/December 2019 consultation	Horsham Town PDAG and Ward Members; Neighbourhood Councils; Horsham Society, Cycling Forum, BID Steering Group and HDC/WSCC Officers	First impressions; what makes a good public realm; key topic areas
6 February 2020	Horsham Town PDAG	BDP Emerging themes, vision, Objectives and proposals presentation.
April 2020 Consultation	Horsham Town PDAG and Ward Members; Neighbourhood Councils; Horsham Society, Cycling Forum, BID Steering Group and HDC/WSCC Officers	Initial concerns and issues; Findings – main topics and proposed objectives; Proposed Strategy and Public Realm Action Plan
19 May 2020	Horsham Town PDAG	BDP Design principles for the town centre and key areas presentation.
June/July 2020 Consultation	Horsham Town PDAG and Ward Members; Neighbourhood	Draft Strategy: Strategic guidance and design development of key intervention

	Councils; Horsham Society, Cycling Forum, BID Steering Group and HDC/WSCC Officers	areas
16 September	Horsham Town PDAG	BDP presented the draft Public Realm Strategy, Design Guide, Intervention areas to the group.
September/October 2020 Consultation	Horsham Town PDAG and Ward Members; Neighbourhood Councils; Horsham Society, Cycling Forum, BID Steering Group and HDC/WSCC Officers	Draft Public Realm Strategy, Design Guide and Intervention areas
18 November 2020	Horsham Town PDAG	Amended draft Public Realm Strategy, Design Guide and Intervention areas
8 March 2021	Planning and Development PDAG	Final draft Public Realm Strategy, Design Guide and Intervention areas

5.3 The Councils Monitoring Officer and Director of Resources have been consulted and their comments incorporated in this document.

## 6 Other Courses of Action Considered but Rejected

6.1 Not adopting the Public Realm Strategy would fail to realise the Council's long term aspirations as evidenced in the Town Centre Vision Statement. By adopting the Strategy it will:

- Inform the design and assessment process for future development and maintenance.
- Ensure consistency in quality and aesthetics.
- Demonstrate a commitment to best practice.
- Provide a consistent approach to planning and design for individual developments and projects over time across the town centre.

## 7 Resource Consequence

7.1 The Strategy's proposed seven intervention areas are currently not costed and unfunded. External funding contributions such as Government grants and other local funding, or directly from CIL, or Section 106 contributions will be bid for to develop detailed designs that can be used to secure delivery funding in due course.

## 8 Legal Considerations and Implications

8.1 There are no legal implications associated with this report, however, there are statutory and legal processes to consult on any future proposed highway infrastructure improvements as and when they are identified, and finances become available.

8.2 The strategy is consistent with the National Planning Policy Framework and the Horsham District Planning Framework.

## 9 Risk Assessment

9.1 There may be reputational and practical risks with the development and delivery of specific public realm schemes and these will need to be managed through 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 initial design principles for each of the seven identified intervention areas as set out in Section 4 of the strategy are currently unfunded improvements. Future procurement of design and construction services will be in compliance with the prevailing legal procurement framework at the time.
- 10.2 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, or Section 106 contributions.

## **11 Equalities and Human Rights implications / Public Sector Equality Duty**

- 11.1 There are no direct equalities implications arising from the adoption of the Strategy. The detailed guidance with respect to future schemes to improve the public realm environment will create spaces where increased number of people will wish to spend time during the day and into the evening. This increase will include families with young children, those with visual and mobility impairment, visitors and local residents as the spaces will be somewhere that they will wish to come and spend leisure time.
- 11.2 Future improvements to street lighting will help to improve safety and the perceptions of safety. Further, such increases in footfall and activity should help to reduce incidences of and the impact of anti-social behaviour. This improvement to the space and safety will lead to an increase in those wishing to invest in the city centre thereby helping to promote the wider city.
- 11.4 The implementation of decluttering – removing unnecessary signage, bollards and A boards wherever possible – will provide a more accessible and navigable town centre for all and in particular those who may have a visual or mobility impairment.

## **12 Environmental Implications**

- 12.1 There are no direct environmental consequences arising from this report. Section 3.2 of the strategy sets out design guidance with respect to public realm features such as trees, shrubs, perennials and grass together with the advocacy of 'rain gardens' (or SuDS - sustainable drainage systems) as part of a sustainable approach to reduce carbon emissions.

## **13 Other Considerations**

- 13.1 There are no direct crime and disorder consequences arising from the content of this report. Future public space improvements will take into consideration the need to design out crime and improve community safety and accessibility for all.

13.2 The Head of Public Safety and the Community Safety Team were consulted and comments incorporated in the development of the Strategy.

**APPENDIX 1: Stakeholder consultation summary** – see separate document.

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**HORSHAM DENNE NEIGHBOURHOOD COUNCIL**

Page	Reference	Comment	Response
10	1.5	Is it possible to include some reference to advertising on buildings, including fascias, as this has a great impact on the street scene?	Existing reference page 42: Shop front signage. Signs should be positioned perpendicular to the street above head height, and should be no higher than first floor level. Free standing ground level signs to be avoided so as not to generate street clutter; should not dominate the facade of the building or detract from or obscure the architectural features; the design, size, colour and material should compliment the heritage architecture.
11	1.6	SOCIAL - "Makes spaces more accessible for physically impaired people & older adults". Should this also include the very young because of their lack of height?	This is a generic graphic from another source to be viewed as a reference base.
13	1.7	Car Parks: Should the Parkside car park be included? It is only available out of work hours. Likewise other car parks shown do not have public access (opposite Waitrose, St John's Church, Duke's Square, Talbot Lane & a couple near East Street that I can't identify)	Parkside is included
23	2.4	Pedestrian Crossings: Disagree that crossings over Albion Way should be raised to footpath level - unnecessarily disruptive for vehicles especially buses & emergency vehicles - surely another way can be found to highlight the crossing. Also concerned that the lack of a dropped kerb will make the public (especially visually impaired) less aware of approaching vehicles.	Section establishes high level design principles. Detailed designs will look at options for level and other design approaches to assist movement and impacts on traffic. On balance pedestrian movement should be prioritised for such an important connection between Park and Town Centre.
24	4	Strongly object to distinctive colouring for cycle lanes as this detracts from a complementary street scene. Is it possible to use a less distracting & obtrusive surface treatment?	Section establishes high level design principles. Detailed designs will look at options for less obtrusive cycle lanes.
26	2.7	see page 23 re raised crossings	Noted as above
29	2.10	Do not understand why SUD's should be considered in the town centre - I thought their main purpose was flood prevention.	SUD's can be incorporated into smaller landscape designs to retain water and reduce reliance on contract watering regimes.
31	2.12	Blackhorse Way: Fully support introduction of a proper cycle lane as this seems to be a preferred route.	Support welcomed
31	2.13	Cycle stands: Fully support introduction of more cycle stands on the periphery of the town centre; good design & security is important to encourage use. Cyclists who are spending time in the town centre for a purpose should be actively discouraged from cycling through the centre & using street furniture to park their bicycles.	Support welcomed
36	3.1	All references to twittens should include East Mews & Stan's Way	Agree
40	3.2	Trees: "Native species should be preferred": agree in general as they are obviously suited to prevailing conditions, but there are fine examples of non-native trees in Horsham & these add considerable interest to the street scene.	Agree
40	3.2	Rain Gardens: See also note on p.29. Can some further explanation be given on how Rain Gardens or SUD's would work in the town centre. Deeply suspicious of artificial watering systems - witness the failure of the watering scheme for the Living Wall on Pirie's Place Car Park.	The text advocates consideration of 'rain gardens' where practicable only and is not mandatory.
41	3.2	Green Walls: Correct maintenance is essential or they become an eyesore (see Pirie's Place overlooking Albion Way).	Noted and agree
42	3.3	Shop Front Signage: See also note on p.10. It is important to include illumination as well as height, size & colour - there are some horrendous examples in the town of over-sized or garish signs.	Lighting to added
46	3.5	Catenary lighting: Not convinced this is suitable in open lanes & twittens - it can be overpowering - wall lights are preferable	Note comment. Existing catenaries in East, Middle and West Streets add value
51	3.8	Responsibilities & Maintenance: Add bus shelters as these are often forgotten	Add reference
54 -62	4.1	Carfax: General approval although still disagree with shared use for pedestrians & cyclists.	Support welcomed and note shared use reservations. Although technically cycling is prohibited across Carfax this is not observed in practice. Cyclists have multiple destination points and generally are respective of pedestrians. Comparative pedestrian footfall and cyclist numbers are sufficiently low to accommodate shared space and improve cycling permeability. West St and Middle St cycling restrictions to be maintained as footfall much higher within more confined spaces.
62	4.2	Causeway: This section mentions Causeway as a main gateway access from the south but this is not mentioned elsewhere - it is not so much an approach into town as an area to explore from the centre.	Noted. Amended to main access point not Gateway. Text noted connectivity from Town Centre to green spaces

62	4.2	Causeway: Generally full support for the proposal but what is the purpose of the mini roundabout? The area could better be used to give a clear view to the north towards the open space. The area also needs low level planting to avoid a "hidden" space susceptible to anti-social behaviour. Suitable seating is also required.	Support welcomed. Will review need for mini roundabout at any detailed design stage
64	4.3	Albion Way Crossing: The sooner the better - this will be a tremendous benefit to the area. Will there still be a signal controlled crossing & should signalisation be extended to the Swan Walk Car Park access so pedestrians can cross all sections safely?	Support welcomed and note priority
66	4.4	Bishopric: Still consider there is a very badly lost opportunity to introduce a crossing over Albion Way on the north side. A crossing would be of so much benefit to traders on the north side of the Bishopric. p.67 shows there is space to introduce a crossing. Will this area be reviewed once a decision has been made about the pop-up cycle lane?	Area to be reviewed at detailed design stage. Current designs are initial sketches which will need to be worked up in much greater detail and to resolve additional crossing, cycle routes and impact on pedestrians and traffic.
66	4.4 (2)	Bishopric: Not keen on defining the activity space by contrast paving as this restricts any future changes	Noted.
66	4.4 (3)	Bishopric: The area's focal point is the junction of West Street / Bishopric / Worthing Rd / Springfield Rd. This acts as a beacon to pedestrians from all directions especially at Christmas. There should be something visually dominant to attract people to the area - it need not be a permanent structure but something that could be moved for special events requiring more space.	Noted. Will delete reference
68	4.5	Blackhorse Way: Disappointing that only the area immediately adjacent to the West Walk / Forum crossing has been addressed. The design does not show the proposed cycle route; how will this be incorporated? No mention of a scheme to camouflage or conceal the numerous commercial refuse bins	Noted: Detailed design will look at whole road. At any detailed design stage To be part of a detailed design. Also referenced on Page 26 Add reference to bin screening.
68	4.5 (1)	Blackhorse Way: The priority traffic single lane should work well. Hopefully the raised crossing will be flattened as it is currently high maintenance due to subsidence.	Noted and agree
68	4.5 (2)	Blackhorse Way: There should be a continuous pavement the full length of the road if possible - at the moment it is difficult & uncomfortable for pedestrians to negotiate.	Noted and agree

## HORSHAM FOREST NEIGHBOURHOOD COUNCIL

This is a welcome and well thought out document and thank you for giving Forest Neighbourhood Council the opportunity to further comment. We are pleased that many of our previous comments have now been taken on board.

### Page 28 Gateways

We strongly feel that North Street Subway Entrance into Horsham Town and Horsham Park should also have the designation, "Gateway". Pedestrians and cyclists from our neighbourhood mostly use this route to come into the centre of Horsham Town and to access Horsham Park. As you will know from our previous comments, we are always trying to improve the condition and appearance of this Subway but always with great difficulty. Please can Diagram 2.5 be extended to North Street Subway? As Horsham Railway Station is mentioned, should this also be shown in the Diagram?

### 4.7 Queen Street

Historically, Queen Street is always an area that tends to be overlooked although it is a main entrance (gateway) for residents and visitors into the town centre. Unfortunately, there is always the problem of the appearance of The Iron Bridge and British Rail's reluctance to carry out any improvements. However, we are pleased that this has been acknowledged in the Strategy. All the design principles for Queen Street in 4.7 will be welcomed, including lighting to accent the varied roofline on the south side leading out of the town.

4.7 is not showing the full length of Queen Street and it is important that all the design principles extend to the New Street junction.

4.7 is not mentioning the proposed integrated cycle route (see LCWIP).

### Local Cycling and Walking Initiative

At the beginning of the Public Realm Design Strategy, reference is made to other projects and initiatives that have been analysed and this included the LCWIP. Throughout the Design Strategy, there is reference to shared cyclist and pedestrian routes, but we understand that LCWIP will identify dedicated road cycle routes. There is some opposition to pedestrians and cyclists sharing the pavement. We specifically refer to **Bishopric** that we hope when funds are available, is likely to be the first cycle route to be introduced. We note the proposal to widen the footpath and this will affect the width of the road. This is of particular concern as there will only be one lane of traffic which will cause disruption and tailbacks.

### Design Guidance

Considerable thought has been given to this aspect of the Public Realm Strategy and this is welcomed. We fully support the statement "Protect Horsham's historical character and architectural heritage" p.4 but we do not fully agree with the Statement, "ensure consistency of design" p.4. In recent decades there have been several changes, all of which have been considered aesthetically pleasing at that specific time. Whilst not currently "in vogue", we do think that some aspects should be retained.

### Road Layout

Encouraging pedestrians and dissuading motorists from using the town centre is a good plan. However, the introduction of two-way travel from Blackhorse Way into Carfax is likely to raise a safety issue. We would like to see a pedestrian crossing alongside the current Waterstones site connecting West Street and Middle Street.

Support welcomed and detailed feedback offered

Will add as part of final document

Support welcomed

Agree. Add text point 8 - to New Street

Agree. Add point to final draft.

Concern noted. Next in depth design stage will look at these issues in detail to balance cycling, pedestrian and traffic needs. This is a complex junction and will need careful assessment and design.

Noted and agree. Consistency is trying to stop haphazard approach e.g. having lamp columns painted in different colours rather than agree one colour which works best with the historic landscape. The strategy also references different approaches to the different public space typologies - see Section 3.1 Paving for example.

There is a current at-grade crossing to match the others in the Carfax. Agree surface materials could be used to provide a zebra to reinforce pedestrian priority and additional safety. Detailed designs will look at all crossing points.

Cobbles on the Carfax road surface have no historical significance and so we have no objection to the proposals that are being put forward, including smooth crossing points.

**Albion Way**

We do not think that the costs involved with removing the Subway is value for money or worth the disruption. As we are unclear whether the Subway is to remain, we would ask that it remains as it is well used. In addition, P64 diagram is not showing that the Subway takes pedestrians on to a lower level to access Horsham Park. Access to the lower level will need to be shown on the proposed level crossing.

**West Street**

Ideas for West Street are sound, especially highlighting the roofline. This will especially be the case if there is more uniformity to shop signs which we wholeheartedly welcome.

3.4 Seating: It is important that seating styles are varied and throughout the town, seating that is suitable for all age groups is erected.

Signage: We would not want de-cluttering to reduce the route signage around the town centre.

Finally, may we suggest that if money becomes available for this Strategy, project prioritisation will be key. Completing one quality project will instil public confidence rather than carrying out work in a piecemeal fashion.

Support welcomed. Agree cobbles were a mid 90's response which HDC invested circa £5m. Some key areas need maintenance which we are working with WSCC rather than replace with tarmac which would detract from the historical setting.

There is majority support for a crossing on Albion Way to replace the subway which is tired and very dated in appearance; does not allow a free flow of pedestrians and cyclists and appears unsafe at night. Costs could be minimised and other uses, such as storage, could be found. This is a key connecting route and the opportunity should be examined in depth.

Support welcomed

Noted and agree. See Section 3.4 Street Furniture - combines a suggested Standard Palette and Feature Elements.

Noted and agree.

Noted and agree.

**HORSHAM TRAFALGAR NEIGHBOURHOOD COUNCIL**

I agree with the vast majority of the document and think there is a great deal in there which would improve the town. I am particularly pleased to see the inclusion of section 2.12 Movement - cycling, and that this ties in well with the emerging LCWIP document.

Support welcomed and previous feedback given and incorporated.

The only area where I am particularly disappointed is the proposals for Bishopric in 4.4. Both Trafalgar and Denne Neighbourhood councils had expressed wishes to see a more radical approach taken to improve pedestrian access from one side of Bishopric to the other across Albion Way. In particular we would like to see an ability to cross the northern arm of this junction where there is currently no crossing - partly involving a super crossing of some kind. Unfortunately the proposals have remained timid in this area and I don't see that they will really do anything to improve pedestrian access to the Town for Trafalgar residents or improve the flow from John Lewis/Waitrose to Bishopric.

Denne NC also raised the same issue. As it stands the concept sketch gives additional priority for pedestrians at this junction. It shows a widened footpath on the north side of the Bishopric with a wide pedestrian crossing to the south side as well as an enlarged crossing running from west to east as an attempt to improve connections from Waitrose into Bishopric/West Street. In part the concept seeks to rebalance the needs of pedestrians given the known complaints we have received over the introduction of the 'single phase' crossing and to improve connectivity.

As drawn the restriction would not prevent a left turn into Albion Way. As you point out this proposal if implemented, without alteration, may give rise to additional queuing traffic and delays.

Subject to funding if we are in a position to design a detailed scheme we would need to look in detail at the implications for motorists in consultation with the Highways Authority and balance the needs of both pedestrians and motorists. It may be the case that reducing to one lane may have overly adverse consequences. However, widened crossings could be retained as a way to achieve an appropriate balance. Overall this area/junction represents a difficult design challenge and will need to be examined in detail.

I would stress again these are just illustrative concepts and much detailed work and consultation will be required to ensure any detailed designs respond to all users' needs and provide positive outcomes as may be achievable,

Bishopric Concept Sketch



Support welcomed and all previous consultation feedback

That said, I remain very enthusiastic about this project as I am sure the rest of the members of Trafalgar Neighbourhood Council are.

**HORSHAM SOCIETY**

The Society thanks HDC for the opportunity to comment further upon the draft strategy. It is pleased to note that a number of our comments regarding the previous edition have been accepted. We also wish to thank Clive Burley for his commentary on our earlier response. This has been most valuable and has enabled us to see alternative points of view.

Support and engagement welcomed. HDC will continue to engage as part of an on-going conversation as more detailed schemes are worked up for each of the key Intervention Areas.

The overall proposals are pleasing, recognising the need to plan for future changes. Where we have not commented means that we are in agreement with the suggestions.

Support welcomed and acknowledge areas of concern.

We fundamentally have concerns over three areas:

Firstly, we still disagree over shared pedestrian / cyclist access, particularly in Carfax. On market days and during other events there are larger numbers of pedestrians and we believe an increased likelihood of accidents.

Secondly, Blackhorse Way, the town's biggest eyesore, and an issue we have been discussing with HDC for a number of years. This has not been fully addressed. It will continue to be an eyesore with no solution proposed.

Finally, Bishopric where our concern is the opening out of its entrance. At present it has character and a charm to its layout. We already have two sterile areas, Piries Place and the Forum. Bishopric should not be allowed to follow suit.

Finally, we object to the use of 'Lanes'. This is not an appropriate word as a lane is not the same as a twitten. A dictionary definition will tell you a twitten is a passageway, or a narrow path. A lane is a narrow road which vehicles can use. It is therefore important to retitle 2.6 and remove the 26 references to lanes

**1.6 Value of Public Realm**

Poor use of clipart

**SOCIAL** – ... physically impaired / older adults. Why just pick these categories? A need to be inclusive and therefore a generic recognition of all disabilities, physical and mental, not age restrictive 'people with restricted or limiting abilities'

Horsham Society agrees with, and supports, the need for the provision of a venue for community events

**ENVIRONMENTAL** Town not City

Page 13

The existing movement diagram is still wrong. The carpark traffic on Albion Way is 2-way. Traffic flow to Pirie's Place carpark is not included. Footpath south of Forum is missing.

Page 14

**1.8 What People Have Told Us**

LTN 1/20 is a listed document but not applied to all areas. LTN 1/20 1.6.1 (2) P9 reads:

Shared use routes in streets with high pedestrian or cyclist flows should not be used. Instead, in these sorts of spaces distinct tracks for cyclists should be made, using sloping, pedestrian-friendly kerbs and/ or different surfacing. Shared use routes away from streets may be appropriate in locations such as canal towpaths, paths through housing estates, parks and other green spaces, including in cities. Where cycle routes use such paths in built-up areas, you should try to separate them from pedestrians, perhaps with levels or a kerb.

**CYCLING** LTN 1/20 1.6.1 Horsham Society are extremely concerned over this proposal. We have noted the response provided to our previous concerns raised, and read the documents referred to. However, we are still of an opinion that the proposals are not the way forward and therefore lodge our objections to this.

P 20.

If arriving from Robin Hood roundabout then Springfield Road junction should be a Gateway. It should also be marked as an arrival street as a large volume of traffic passes through here.

P21

**2.2 Town Centre Core**

Horsham Society believes that shared space is fundamentally unsafe and is against West Sussex Design Principles. Unlike Watford and Bristol, Horsham's town centre is compact so therefore an inappropriate comparison. Rather than narrow the existing Carfax carriageway why not mark a cycle lane along its route? Cycle racks could be provided adjacent to this giving any user the opportunity to park and walk, as do bus and car users.

Not all trees suited to 5m clear stems

Page 23

**2.4 Main Town Centre Streets**

Agree that footpaths should be clearly defined. Why not cycle paths?

Agree with current standard lighting along Albion Way, but concerned over this application to Carfax as it will damage its character.

Concern noted. Observation of current cycling and pedestrian movements does not bear this out. Carfax acts as a permeable space for both sets of users where relative footfall and cycling movements are comparatively low. Middle St and West St to remain pedestrian only as footfall much higher and space is more confined. The Strategy recognises the need to provide greater access and better facilities for cyclists to encourage more carbon friendly journeys. Many academic studies into shared space show this can be achieved in the right contexts.

Detailed comprehensive design will seek to address all known issues where possible.

Detailed comprehensive design will seek to address all known issues where possible.

Twittens to be referenced throughout

Disagree. Graphic emphasises the value of the public realm and its component parts: Social, Economic, Environmental and Functional

Generic insert taken from other source material.

Support welcomed

Generic insert only from another source

Graphic amended where possible

Advice noted but LTN 1/20 is silent on 'shared spaces' in context of town squares with low or no vehicular movement. Carfax has low flows. Detailed designs will look at cycle provision in detail looking at demand and the balance with other highway users. Observation of current cycling and pedestrian movements does not bear this out. Carfax acts as a permeable space for both sets of users, regardless of current restrictions where relative footfall and cycling movements are comparatively low. Middle St and West St to remain pedestrian only as footfall much higher and space is more confined. The Strategy recognises the need to provide greater access and better facilities for cyclists to encourage more carbon friendly journeys. Many academic studies into shared space show this can be achieved in the right context.

Disagree. Observation of Carfax current cycling and pedestrian movements does not bear this out. Carfax acts as a permeable space for both sets of users. Middle St and West St to remain pedestrian only. See above comments.

Disagree - secondary compared to main Gateways

Disagree. Daily observation of current cycling and pedestrian movements and behaviour does not bear this out. Carfax acts as a permeable space for both sets of users. Middle St and West St to remain pedestrian only. Note most complaints against cyclists arise in this location. A Carfax cycle route will not reflect current behaviour, reduces permeability and end point choices. Not a legal requirement to use a cycle route and would be ignored and resource wasteful. See all other comments above. Carfax scheme proposes reducing general daytime traffic (not buses/taxis), extending pavements areas and decluttering to provide better access, flexibility and functional event use. The positive benefits outweigh unfounded concerns over relative safety levels.

Noted

Part of LCWIP - corridors

Carfax lighting design to remain as is. Heritage lighting referenced

Page 24

### 2.5 Arrival Streets

LTN1/20 states that cyclists, at crossings and junctions, should not share the space used by pedestrians and should be provided with a separate parallel route. How does this apply to the proposed Albion Way crossing?

Need to consider LTN1/20 principles as part of any detailed design and not to be treated as mandatory. Shared crossings work with user separation defined.

Page 25

### 2.6 Lanes

Please remove the word lane from this document. It is inappropriately used

Agree

Page 27

### 2.8 Spaces

Piries Place – existing pavement is unsightly and a lack of vegetation creating a sterile area

Pavements have been replaced. Note lack of greenery. When fully open traders will augment with al fresco features

Page 30

### 2.11 Movement

Definition of pedestrian priority?

Car and cyclists subservient

Page 31

### 2.12 Movement Cycling

Should Piries place be included?

Noted - limit to amount of detail.

Agree with the new proposed cycle routes

Support welcomed

Need to show the confirmed cycle route to the west of the old Town Hall

Shown as Shared Space

Page 32

### 2.13 Activities and Events

What is meant by 'activity circuit'? This needs to be defined

Self explanatory?

Page 40

### 3.2 Planting

All existing trees should read 'Where possible all...' Impact upon the existing Magnolia?

Text amended

Retention of existing trees. Surely a presumption in favour of retention?

Noted - agree

Page 44

### 3.4 Street Furniture

Seating – care must be taken in ensuring sufficient seating for shoppers to rest and enjoy the scene. These could be lost in the 'decluttering'.

Noted - subject to detailed design

Page 62

### 4.2 Causeway

There is a legal cycle route crossing number 5,4,2 and down to the proposed roundabout which appears to have been ignored.

Noted

How are the waste bins adjacent to Bill's to be emptied?

Detailed design stage and consult Waste Service

Page 64

### 4.3 Albion Way

LTN 1/20 cycle and pedestrian modes should be separated on super crossing

Noted - subject to detailed design

Proposed cycle route adjacent to Park Surgery? It is too narrow for a shared space, particularly due to the nature of the visitors to the surgery and the adjacent nursery school.

Noted - subject to detailed design

Any divergent thinking on a use for the underpass?

Non received - majority plus support crossing- except Trafalgar NC reservations on cost/use..

Page 66

### 4.4 Bishopric

The illustration shows pavement widened and road narrowed along the Bishopric. Two lanes are needed at the junction so as not to cause tailback along Guildford Road.

Noted - detailed design will pick up all issues.

What are the proposed materials for the Lynd Cross paving?

To be determined at detailed design stage.

Why move the central planted island? The proposal ignores the interest generated by turning a corner and discovering new and exciting spaces.

Noted and agree - text amended

Trees and shrubs are required to screen off Albion Way, reduce pollution from vehicle fumes. Otherwise a repeat of the soulless Forum and Piries Place.

Shade and space are required for outside dining. People will not want to sit outside a café with a clear view of a large road junction and be surrounded by fumes

Noted - To be determined at detailed design stage.

Narrowing north and south of Lynd Cross giving shared space for cyclists and pedestrians. What about on market days, will cyclists be prohibited?

Noted - To be determined at detailed design stage.

Page 67

The opening of the area next to the traffic lights and the Olive Branch will lead to pedestrians attempting to cross at the traffic lights which are not pedestrianised. Leave blocked off for safety.

Noted - To be determined at detailed design stage.

The central area needs to maintain existing trees. They provide much needed shelter from the sun in the summer and help to minimise a potential wind tunnel. We do not want a repeat of Piries Place or the starkness of the Forum.

Noted - To be determined at detailed design stage.

Page 68

### 4.5 Blackhorse Way

A marked crossing is required at the end of Blackhorse Way where it meets South Street. Regularly used by pedestrians

Agree/Noted - To be determined at detailed design stage.

Why are there are no recommendations regarding the unsightly waste bins which blight this road? This issue has been recognised by everyone bar BDP.

Page 69

Bin enclosure shown for part of the street. What is the solution for the area between the bus station and the pedestrian crossing?

Page 70

#### 4.6 The Forum

We need to be able to see the completed plan for this area before being able to comment fully. Is there an intention to build upon this site? If so, this would have a major impact upon the stated design principles for this area.

The water feature is a major attraction and something special for the children. It is successful in other towns and cities and should be kept. The Strategy does not welcome children or consider their needs. When asked, children refer to three key highlights - Horsham Park, The Maze and the Water Feature.

Page 72

#### 4.7 Queen Street

The crossing over Queensway needs to be included in the text, not just in the diagram.

Agree/Noted - To be determined at detailed design stage.

Noted - To be determined at detailed design stage.

Consulted separately

Noted - no current proposals to remove

Text amended

## HORSHAM DISTRICT CYCLING FORUM

### December 2020 Response

As stated in our earlier responses, we welcome the broad aims of the Public Realm Strategy, particularly the desire to reduce motor traffic levels in the town centre and reducing severance between the town centre and the surrounding town due to the inner ring road, Albion Way. Naturally we also support the objective of reducing the emphasis on the use of cars, and of creating safe pedestrian and cycle routes in the town centre, and prioritising walking and cycling more generally.

We are also pleased that there is now a section in the Strategy that considers Cycle Movement, which was absent from the earlier draft.

However we are very disappointed that when it comes to actual proposals and policy, the Strategy largely ignores cycling as a mode of transport, despite our feedback at the draft stage.

Supported noted for Strategic direction.

### LCWIP

Of particular concern is how the Strategy fits with Horsham District Council's LCWIP (Local Cycling and Walking Infrastructure Plan), which fails to consider cycling access to and across the town centre altogether. This Strategy provides no further detail to fill that gap, and we are left in a position where both documents assume that the other will provide detail on cycling in the town centre, with both failing to do so.

LCWIP focusses on major routes into the town centre based on existing and potential user demand. The Public Realm Strategy focusses on how cyclists can have better access to and through the town centre and the provision for cyclists on arrival.

### Two-way Cycling

Our comments about the importance of two-way cycling access to and through the town centre have apparently been ignored, with no reference to it either in the visualisations, plans or in descriptions. All roads in the town centre should allow cycling in both directions, and this should be clearly identified within this Public Realm Strategy. This is vital given that Albion Way - the only viable alternative - will remain an inhospitable and dangerous road for the foreseeable future.

These are detailed design matters. HDC acknowledges the detailed proposals submitted for Carfax in March 2021 and will explore in detail the helpful and positive suggestions made including the idea of the use of contra flows in lower traffic environments.

### Shared Use

In places the Strategy apparently favours 'narrowing roads' (with no reference to how cycling should be accommodated on them in two directions), creating 'shared areas' for walking and cycling alongside them. For instance, on page 21 - 'The width of the road should be narrowed to extend shared space for pedestrians and cyclists.' We repeat our earlier objections to this approach - where there is a low-traffic carriageway, it is not appropriate to mix cycling and walking together on footways next to it, especially in one of the busiest parts of the town. We again note that both the West Sussex Cycle Design Guide and National Guidance LTN 1/20 recommend against mixing walking and cycling where pedestrian flows are high. It is also very hard to square the Strategy statement 'Pedestrians should take priority over vehicles' with the repeated suggestions that cycling should be placed on the footway adjacent to roads in the Carfax. Genuine pedestrian priority should involve placing cycling on the carriageway, with dedicated pedestrian space alongside it.

Comments are noted and as above the latest submission of ideas is to be welcomed. Officers will meet with the HDCF to explore these issues in depth together with the overall provision and siting of cycling infrastructure.

### Designing for cycling on 'gateways'

It is positive to see LTN 1/20 referenced here in relation to cycle lanes on approaches on main roads. However, LTN 1/20 is very clear that protected cycle tracks should be used in the traffic context on these roads, not the painted lanes which are suggested both in the Strategy text and visualisations. See, for instance, LTN 1/20 Fig 4.1, which shows that protected space for cycling is required on 30mph roads with motor traffic flows of above 4000vpd. The Strategy needs to take this into account, and incorporate cycle tracks into the way these Gateways are planned, with carefully-designed crossing points from cycle tracks into the town centre (and vice versa).

These are detailed design matters that need to be investigated in depth while balancing the demand and need for additional cycling routes and the impacts on both pedestrians and general traffic. The detailed design of Intervention Schemes is outside the scope of the Strategy. As resources allow Intervention Schemes should be prioritised and individual projects advanced to detailed design/shovel ready schemes to allow HDC to be in a position to bid for external resources to deliver agreed schemes. HDCF and other stakeholders will continue to be engaged throughout the detailed design stage.

### Routes across the town centre

There is a long-standing issue of poor access both to and across the town centre from the north and east, principally due to a one-way system that does not allow cycling. However, the Strategy does not make clear how these problems are to be resolved, and the diagram on Page 31 only shows existing and new routes that do not connect up with each other across the town centre. For a start, there is a pre-existing, important, route that runs E-W via East Street, Market Square and the Causeway, which should be clearly identified within the Strategy. There is also an obvious need for routes running N-S across the Carfax, and E-W via East Street and Blackhorse Way - the Strategy needs to incorporate these routes into the way these areas are planned to avoid repeating the mistakes of the past.

These are detailed design matters. HDC acknowledges the detailed proposals submitted for Carfax in March 2021 and will explore in detail the helpful and positive suggestions made including the idea of the use of contra flows in lower traffic environments.

**Cycle parking**

Worryingly, the Strategy appears to advocate the pre-existing (and failed) policy of locating ‘additional cycle stands at key town centre arrival points’. This is not how cycle parking should work. It is not equivalent to car parking, where visitors park up at the periphery and walk. By contrast, the advantage of cycling - a human-scale, flexible mode of transport - is the ability to be able to park outside of your destination, or only a short distance from it. This is reflected in the existing situation in the town. The two-tier stands at the periphery of the town centre (for instance, by the Forum, and on Medwin Walk) are very rarely used, not just because they are a bad design, but also because they are in the wrong place, at the periphery of the town centre, far from actual destinations, where nobody is going to want to lock their bike. Cycle parking should be located within the town centre, by the destinations people are actually visiting.

**The Causeway**

We have highlighted before the importance of the route between East Street and the Causeway – through Market Square – as a connection across the town centre for cycling, and how any plans for this area needed to carefully consider this mode of transport. It is therefore very disappointing that the Strategy still makes no reference to this route, and, despite our comments, has drafted plans for the northern end of the Carfax that will only serve to create conflict between walking and cycling – the only entry and exit points from the Causeway are two pedestrian crossings, funneling all walking and cycling movements into two narrow pinch points. This is simply not good enough.

**Albion Way surface crossing**

This is potentially a genuine improvement on the unattractive underpass. However, much will depend upon the degree of pedestrian and cycle priority given to this crossing - in particular, how long people will have to wait for a green signal to cross the road. If the timings are going to be of the order of minutes, it will be preferable to retain and improve the existing underpass, both on grounds of convenience and safety.

Additionally, crossing from London Road will still continue to be important (especially for cycle traffic) and that needs to be carefully integrated into any proposals. There is ample scope for tightening up this junction and making it more cycle and pedestrian-friendly (ideally if London Road is modally filtered).

**The Bishopric**

There are several serious issues with the proposals contained in the Strategy -

- The absence of a much-needed crossing on the north side of the Bishopric
- No consideration whatsoever of how cycle movements are to be accommodated to and from the Bishopric (which this Strategy already identifies as an important cycle corridor), especially in an easterly direction from the Bishopric, into the town centre
- A great deal of street furniture taking up potentially useful space on the Bishopric, creating conflict between walking and cycling (and contradicting one of the main messages of the Strategy about reducing clutter and maximising useful space)
- No indication of how access to John Lewis/Waitrose is actually going to be improved, despite this specifically being referenced in the introduction to the Strategy

**Blackhorse Way**

The proposals are again disappointing, doing nothing at all to make cycling safer and more attractive. The proposed one-way pinchpoint, far from making cycling safer, will increase conflict and danger - particularly the risk that drivers will drive on the ‘wrong’ side of the road westbound towards oncoming cyclists.

**The Forum**

No mention of cycling, nor (in particular) of the potential to improve a useful, but very narrow and low quality, cycle path running east-west across the site. This is an obvious and easy win and has to be included in any future planning.

**Queen Street**

Once again, no consideration of cycling whatsoever, on what is an important gateway into the town centre from the south-east. This is a busy road and plans for this location should incorporate proposals to make the carriageway safe and attractive for people cycling to and from the town centre.

**ADDITIONAL HDCF COMMENTS March 2021****Cycle access in the Carfax, Horsham - proposals from Horsham District Cycling Forum**

Horsham District Council has an aim that ‘for Horsham residents, workers and visitors cycling and walking will be the natural choice for most short journeys’. The council also has an objective that it will ‘increase levels of cycling and walking for utility journeys.’ (LCWIP 2020).

Making local journeys without the car has many benefits for everyone:

- It’s healthy, as people are more active.

Comments noted. HDC are aware that the current two tier cycle stands are not well used, if at all and in a state of disrepair. The Carfax initial proposals includes the relocation of some Sheffield stands to a more central area of Carfax. At detailed design stage HDC will review all cycling facilities across the town centre with the HDCF and other stakeholders to achieve an optimum design solution.

The Strategy seeks to make this an extension of the Carfax ‘shared space’ to provide greater permeability for all cyclists. AS above HDC will work with HDCF and other stakeholders in developing more detailed designs.

The majority of responses support the provision of an at grade crossing wide enough to allow pedestrians and cyclists to use as shared crossing in principle. Detailed design stages will need to assess the options and the impacts on general traffic. This is a major connecting route between the park and town centre and any detailed design will need to address improving access. Albion Way is seen by many as a barrier.

To be examined at detailed design stage together with the potential Medwin Walk to Horsham Park At Grade crossing.

Denne & Trafalgar NCs have raised the same issue. As it stands the concept sketch gives additional priority for pedestrians at this junction. It shows a widened footpath on the north side of the Bishopric with a wide pedestrian crossing to the south side as well as an enlarged crossing running from west to east as an attempt to improve connections from Waitrose into Bishopric/West Street. In part the concept seeks to rebalance the needs of pedestrians given the known complaints we have received over the introduction of the ‘single phase’ crossing and to improve connectivity. As drawn the restriction would not prevent a left turn into Albion Way. If implemented, without alteration, may give rise to additional queuing traffic and delays.

Subject to funding if we are in a position to design a detailed scheme we would need to look in detail at the implications for motorists in consultation with the Highways Authority and balance the needs of both pedestrians, cyclists and motorists. It may be the case that reducing to one lane may have overly adverse consequences. However, widened crossings could be retained as a way to achieve an appropriate balance. Overall this area/junction represents a difficult design challenge and will need to be examined in detail. These are just illustrative concepts and much detailed work and consultation will be required to ensure any detailed designs respond to all users’ needs and provide positive outcomes as may be achievable.

Noted. To be considered at any detailed design stage. HDC will work with HDCF and other stakeholders to achieve an optimum outcome for all.

Noted. To be considered at any detailed design stage. HDC will work with HDCF and other stakeholders to achieve an optimum outcome for all.

Noted. To be considered at any detailed design stage. HDC will work with HDCF and other stakeholders to achieve an optimum outcome for all.

Noted

Noted and agree

"

<ul style="list-style-type: none"> <li>- People want to do it - survey after survey reports that most people in the UK would like to be able to travel more easily without a car.</li> </ul>	<p>Detailed designs need to consider the demand for cycling and to balance the impacts on other road users. The temporary Albion Way cycle scheme in 2020 failed to meet both cyclists and motorists expectations.</p>
<ul style="list-style-type: none"> <li>- It reduces congestion.</li> <li>- 'Active travel' (i.e. making journeys without a car) gives more independence to young people, many of whom do not own a car.</li> <li>- It can reduce pollution levels - much local pollution comes from vehicles (even electric ones).</li> <li>- It combats climate change - carbon and particulate emissions from vehicles has not reduced over recent decades. Fewer car journeys means reduced emissions.</li> </ul>	<p>Unless designed appropriately congestion can increase. Agree</p>
<p>For cycling to be a realistic option for people in Horsham it is essential to be able to cycle both to and through town centre.</p>	<p>Agree</p>
<p>A key destination in the town centre is the Carfax. There are two main routes in from the north - via North Street/Chart Way/Copnall Way and from Medwin Walk - but neither of them are easy on a bike. There is existing demand for this as people already cycle on both routes.</p>	<p>Agree key destination and main routes used</p>
<p>These routes could be made 'cycle-friendly' and reduce possible conflict with pedestrians with the following changes:</p>	<p>Agree</p>
<ul style="list-style-type: none"> <li>- Permit two-way cycling through the Carfax (without a dedicated cycle lane) and</li> </ul>	<p>Agree</p>
<ul style="list-style-type: none"> <li>- Permit cycling through Medwin Walk to join the Carfax road by the taxi rank.</li> </ul>	<p>Agree</p>
<p>This document shows how this could be achieved quickly and with minimal impact to other road users. We propose a phased approach, with simple changes brought in first and more costly work to be a second phase when further funds can be identified.</p>	<p>Noted and support welcomed for a more permissive cycling regime which reflects current observed cycling use and behaviour.</p>
<p><b>Cycle access in the Carfax and the Town Centre Public Realm Strategy - a recommendation</b></p>	
<p>The Public Realm Strategy has far-reaching plans for reducing road widths in the Carfax and reducing private car access during the day. It also recognises the need to enable town centre cycling.</p>	<p>Noted</p>
<p>The changes proposed in this document could be implemented quickly and cheaply on a trial basis and then refined as necessary, ready to be integrated with the more major hard landscaping that will be done for the public realm scheme</p>	<p>Noted and agree to look at trial basis</p>
<p>The Horsham District Council LCWIP published in late 2020 states the following in relation to town centre cycling (p47): "The nascent Horsham Town Centre Public Realm Strategy may present an opportunity for further feasibility studies on....the Carfax."</p>	<p>Noted</p>
<p>We recommend that the Public Realm Strategy should, as an early action, commission a feasibility study on two-way cycling through the Carfax using the proposals in this document.</p>	<p>Noted and will review the more detailed proposals on site with HDCF shortly. Cycling is more than just two way as there are multiple destination points</p>
<p><b>How would 2-way cycling work through the Carfax?</b></p>	
<p>The Carfax is already a 20mph zone and vehicle speeds and traffic flows are both low, making it suitable for cycles to share road with motor traffic without the need for a segregated cycle lane.</p>	<p>Agree</p>
<p>This type of road design already exists and operates successfully in Horsham on Park Terrace East. See also the photo example of Cheap Street in Bath in Appendix 2.</p>	<p>Noted and agree</p>
<p>This approach is positively supported by the Dept for Transport. LTN 1/20 states that "Allowing contraflow cycling....should be the default approach in traffic management" (section 4.2.8).</p>	<p>Noted and agree</p>
<p><b>Detailed design comments and suggestions</b></p>	
	<p>The detailed ideas and suggestions are welcomed. HDC will meet with HDCF shortly to review in conjunction with WSCC as Highways Authority.</p>



Horsham Town Centre

# Public Realm Strategy & Design Guide

March 2021



Black street lamp with a white lantern top. A vertical signpost next to it displays the number '80'.

*Causeway*

# Chapters

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- Chapter 4** Worked Examples.....55



# 1.0 Introduction and Objectives

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- 1.1 Executive Summary
- 1.2 Introduction
- 1.3 History & Heritage
- 1.4 Purpose of the Report
- 1.5 What Makes Good Public realm
- 1.6 The Value of Public Realm
- 1.7 Existing Situation - Urban Structure
- 1.8 What People Have told Us
- 1.9 Conclusions & Recommendations
- 1.10 Objectives
- 1.11 A Shared Vision for Horsham

# 1.1 Executive Summary

**This Public Realm Strategy and Design Guide sets out the future approach to the streets and spaces of Horsham Town centre.**

***“Our vision is that Horsham town centre will continue to be a distinctive destination of choice for residents, visitors and workers.”***

In the past few years, some localised projects have been delivered throughout the town centre of Horsham, bringing a restored public realm to its visitors in some areas.

Nonetheless, the absence of a general strategy along the years has led to a series of spaces that do not read in a coherent manner, both visually and functionally. This in turn has resulted in spaces and streetscapes that lack legibility, and that do not put pedestrians at the forefront. In many instances, it is not adapted for the uses and activities that will allow the town to thrive and meet its full potential.

The public realm strategy is set out over a number of chapters and includes an understanding of the existing, influencing factors; feedback received through engagement with stakeholders; and a series of principles and design guidelines which are demonstrated through specific projects identified within the town centre.

The Public Realm strategy sets out key guiding principles which are as follows:

1. **Put People First. Design Spaces for People.**
2. **Simplify the streetscape and improve legibility.**
3. **Ensure consistency in design.**
4. **Create memorable and identifiable spaces where people want to be.**
5. **Design spaces to be flexible and suitable for multiple uses.**
6. **Protect Horsham’s historical character and architectural heritage.**
7. **Support pedestrian and cycle users of the town.**
8. **Create a green and sustainable town centre.**
9. **Promote vibrant and active streets.**
10. **Ensure that all public realm projects support the proper functioning of the town centre.**

To demonstrate the guiding principles of the design guide and vision, a number of key intervention areas have been identified and illustrated in Chapter 4. In each of the worked examples, a series of design considerations has been established which are specific to each of the sites and in line with the aspirations of the design guide. These include items such as accessibility and pedestrian movement that are in accordance with best practice.



Carfax

Page 6

## 1.2 Introduction

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### Horsham...

Horsham is situated in West Sussex, and its town centre located North-East of the Horsham District.

The town is hemmed in by scenic English countryside, with both the South Downs National Park, and the High Weald Area of Outstanding Natural Beauty being particularly noteworthy.

The town has managed to maintain its unique historical character and environment whilst also managing to grow both economically and as an attractive place to live, work and visit.

This chapter of the guide sets out an understanding of the key issues and opportunities in Horsham whilst setting out good practice examples regarding specific elements of the public realm.

Chapters 2 & 3 of the design guide sets out clear spatial guidance for the improvement of the public realm and sets out principles of quality and maintenance, whilst also applying good practice examples regarding specific elements of the public realm.

### Horsham's Aspiration...

Horsham's District Planning Framework 2015 - 2031 envisions the town as *"A dynamic district where people care and where individuals from all backgrounds can get involved in their communities and share the benefits of a district that enjoys a high quality of life."*

Horsham District Council is determined to pursue this vision through the enhancement of the town core, and the creation of a high quality public realm with pedestrian priority, safe streets, new linkages and gateways and urban spaces around key amenities such as the Carfax.

### The Need for a Public Realm Strategy

This Public Realm Strategy and Design Guide for Horsham seeks to achieve the overarching aspiration to; enhance the existing heritage of the town centre; futureproof the town centre by identifying and maximising key spaces that could provide flexibility in how they can function, and improve access and connectivity throughout; sustain and further promote Horsham as a key destination to live, socialise and shop. A coherent concept for the town centre is a fundamental factor in order to achieve this aspiration.

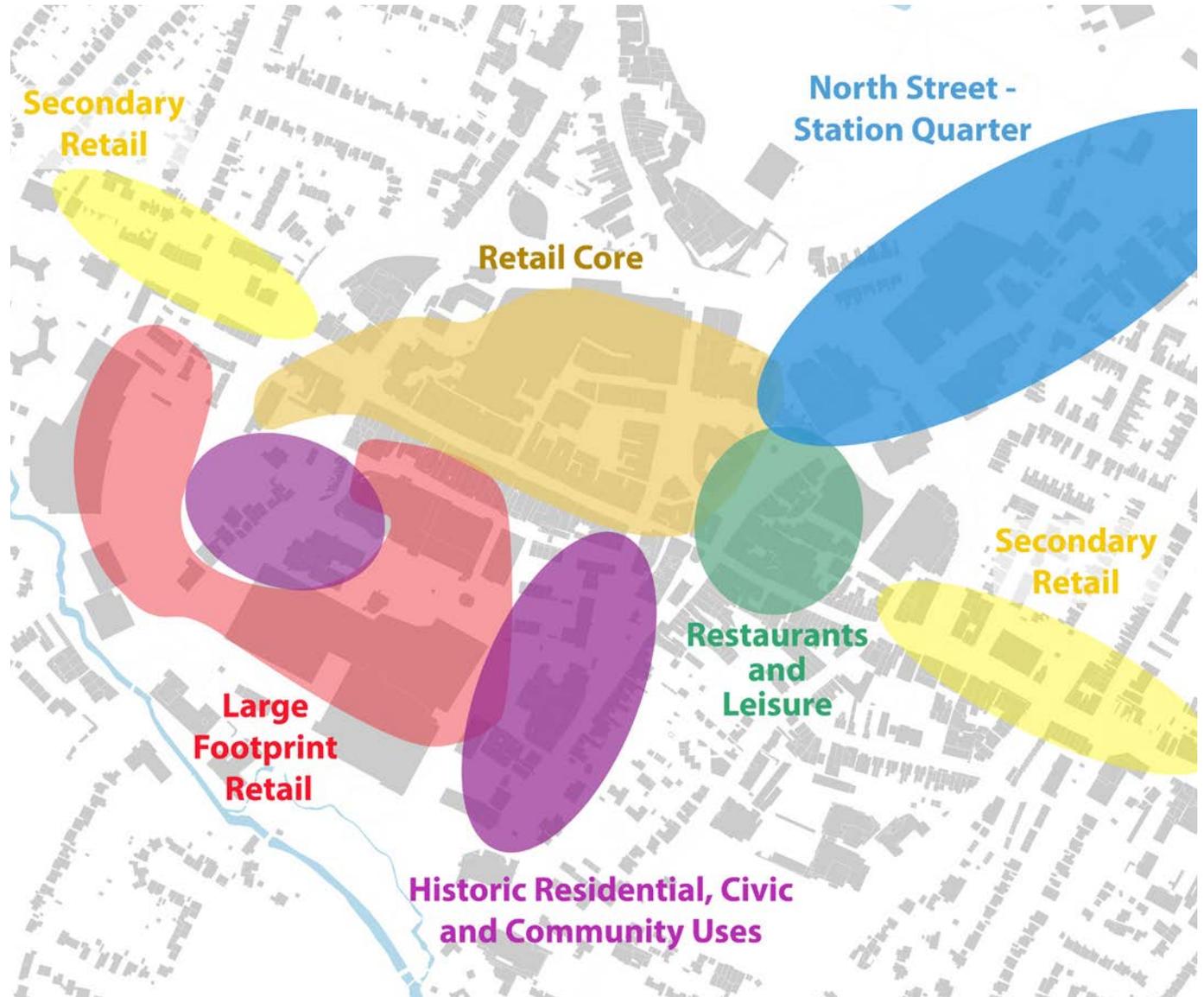
The recommendations within this document are to be implemented through both public and private development projects that may impact Horsham town centre's public areas. This public realm strategy and design guide will also inform the forthcoming Horsham Local Plan.

## 1.3 History and Heritage

Horsham town centre is a historic market town, with a distinct historical core. A large portion of the town centre has been designated as a conservation area which has a remarkable number of listed buildings.

This in turn has given Horsham it's strong historical character and created an attractive town centre, with varying cafes and independent shops that provide a high quality experience for both residents and visitors.

The diagram opposite displays the character areas that form the town centre, and indicates the extent of public realm which this report will cover.



## 1.3 History and Heritage

The historical images adjacent demonstrate how the town centre was once arranged and how it was previously used. The images of the Carfax, despite the wider road than at present, feels much more open with clearer sight lines. Fewer items of furniture and other elements shows an increase in legibility with pedestrians, cyclists and vehicles equally using the space, and therefore, a hierarchy of user is unidentifiable.

We can also see from the image of the Carfax that clearer sight lines brings greater emphasis on the historical buildings and features within the space.



Page 67

Over time aspirations have changed to keep in tone with the current climate, and the need for more sustainable town centres has become a top priority. There are, however, key points to take away from these images, how a more open public realm with less clutter offers greater freedom of movement and how visual improvement can enhance and celebrate Horsham's remarkable heritage.

## 1.3 History & Heritage

The diagram opposite shows the extent of the conservation area within Horsham Town Centre. Within and outside of the boundary are a number of listed buildings, and in addition to this exists a local list that identifies buildings and features of significant heritage value.

It is important future development pays special regard to the historical and architectural significance as described in the Horsham Character Statement and Appraisal. This is important for development within the conservation, in addition to adjacent development including connecting streets and spaces to create a coherent and unified public realm.



Key:

-  Conservation Area Boundary
-  Listed Buildings

# 1.4 Purpose of the Report

The Council has recently adopted a Town Centre Vision Statement to promote an aspirational, all-inclusive and deliverable medium term (10-15 years) vision for Horsham Town Centre.

The purpose of this report is to help achieve this vision by putting forward a strategy and design guidance manual that will:

- Inform the design and assessment process for future development and maintenance.
- Ensure consistency in quality and aesthetics.
- Demonstrate a commitment to best practice.
- Provide a consistent approach to planning and design for individual developments and projects over time across the town centre.

Page 69

The document will set out in detail, design principles specific to the requirements of the town centre, as identified within the vision statement. These include:

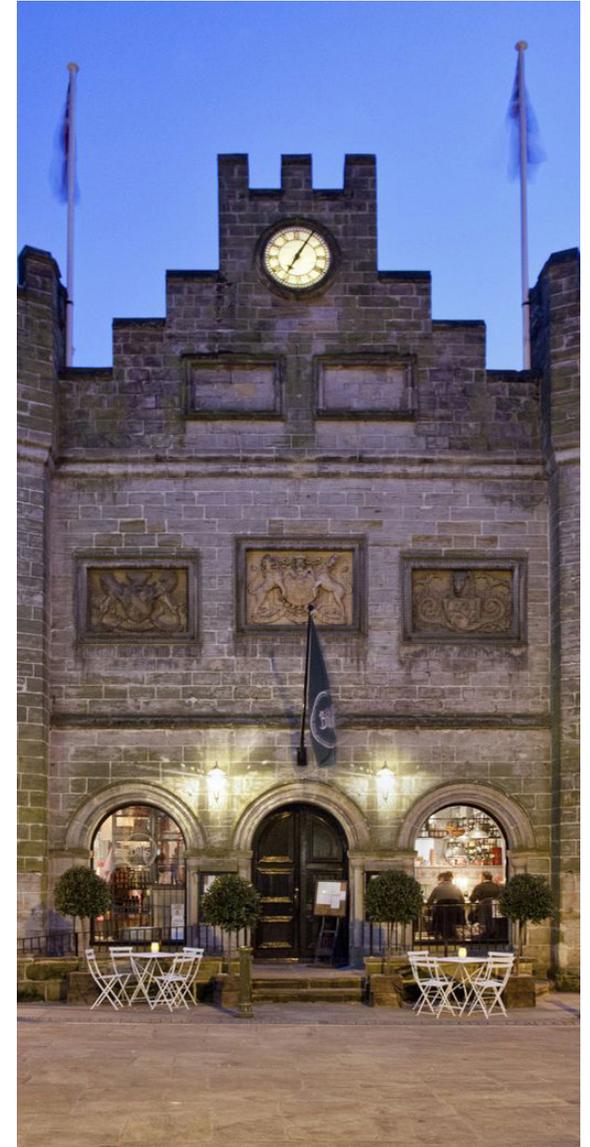
- The preservation and enhancement of the town centre's rich historical and architectural context.
- Key spaces and gateways
- Connectivity and movement between spaces
- Materials & furniture palette
- Planting
- Signage & wayfinding
- Lighting
- Maintenance



Carfax



Horsham Park



Old Town Hall

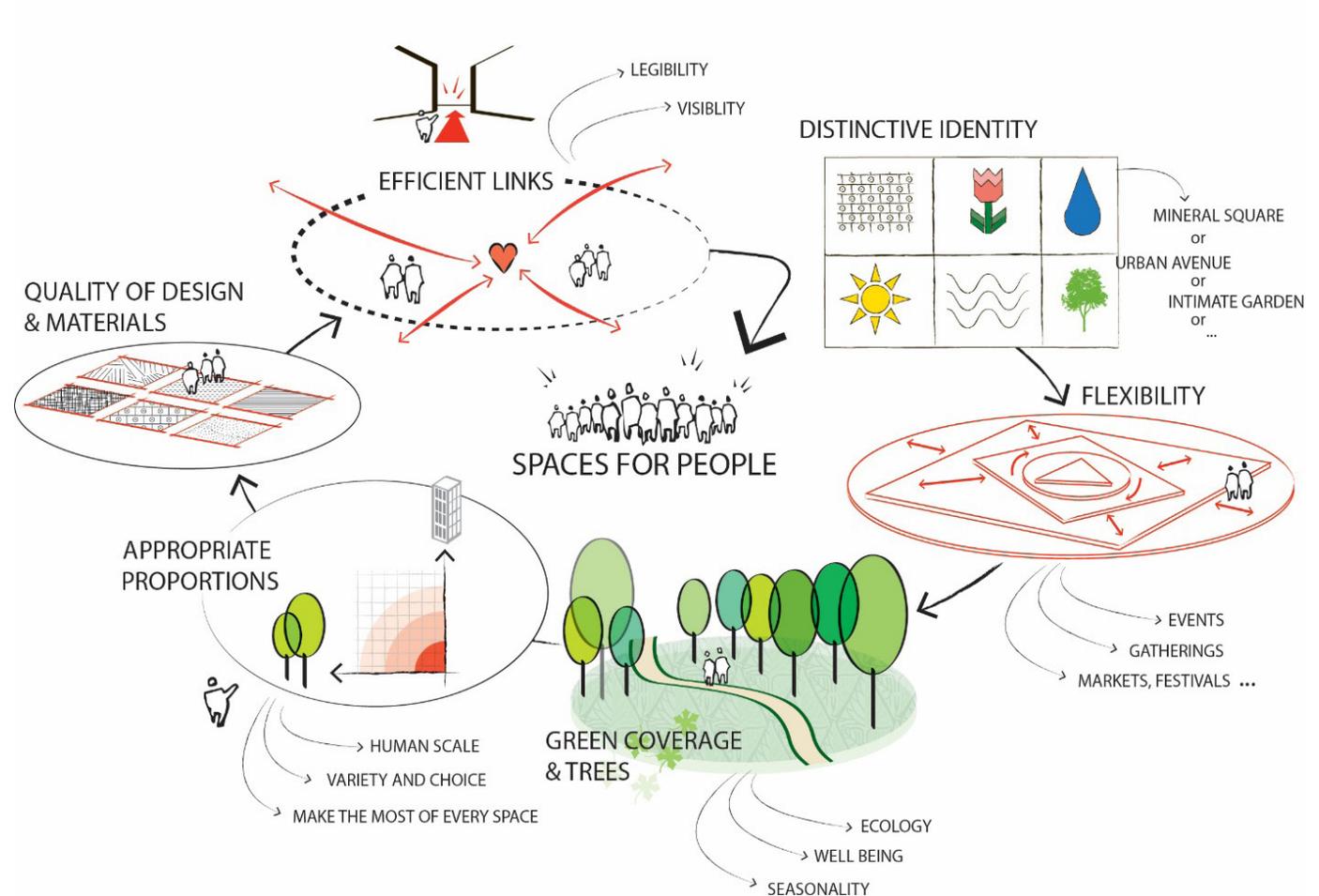
# 1.5 What Makes Good Public Realm

Public realm is more than just the physical environment, we believe its about place-making, identity, community and management. When these components are present and balanced within the public realm, it becomes a place people want to spend their time.

A good quality, well considered public realm plays a major role in a positive user experience that will encourage return visits, just as poor public realm might discourage visitors.

The public realm provides the context for highlighting the built heritage. Well maintained and presented buildings are an important component of the public realm. Horsham Town Centre has a strong heritage, with key historical buildings. These contribute greatly to the strong sense of character that Horsham has today.

The diagram opposite is a compilation of key elements that define what makes great public realm.



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## 1.6 Value of Public Realm

The diagram below highlights the importance of the public realm relative to Horsham Town Centre. Every intervention and decision made must be considered against the physical setting, reflecting on the value socially, environmentally, economically and functionally.

### the value of Public Realm in TOWN CENTRES



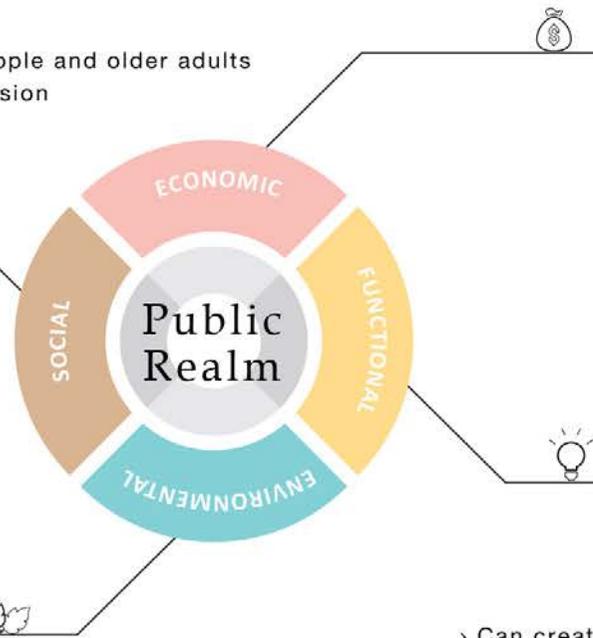
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#### SOCIAL

- › Makes space more accessible for physically impaired people and older adults
- › Provides a venue for community events, community cohesion
- › Creates a place where people want to be and meet
- › Assists in the interpretation of heritage
- › Improve well being through exercise
- › Produces a heightened satisfaction for users

#### ENVIRONMENTAL

- › Reduces air pollution
- › Enhance the identity of a place
- › Aids in the softening / greening of the city
- › Brings nature and biodiversity in the city
- › Protects, conserve and enhances heritage
- › Helps with rain water management and attenuation
- › Contributes to positive image and perception



#### ECONOMIC

- › Attractive to investment and development
- › Invest to save (reduced maintenance)
- › People stay longer and help vitality
- › Encourages inward investment
- › Impact on property value
- › Increase tourism

#### FUNCTIONAL

- › Supports public art
- › Encourage walking and cycling
- › Improve orientation and wayfinding
- › Make public transport more accessible
- › Inclusive for all users, universal design
- › Help rationalising movement and transport
- › Can create outdoor space associated to retail and leisure

## 1.7 Existing Situation - Urban Structure

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The image opposite shows the physical and geographical layout of the town. Understanding the layout and its associated heritage and structure is fundamental for determining the nature of the streets and spaces.

We can begin to see the very fine grain in the compact town centre. A hierarchy of spaces emerges with a prominent town centre core and key connecting streets.



# 1.7 Existing Situation - Urban Structure

Walking distances and parking



Page 73

Horsham is quite a compact town centre, the main streets and spaces that make up the town centre are within a 5 minute walking distance and a considerable number of car parks are located within a 3-5 min walk.

Key:  
Car parks

Existing movement



The existing movement diagram demonstrates how the town centre is predominantly pedestrian, however, vehicle access cuts right through the heart of the town creating a division breaking up the flow of pedestrian movement. Cycling movement is detailed at page 31.

Key:  
Albion Way  
Pedestrian only  
Two-way traffic  
Bus Only  
One-way traffic

## 1.8 What People Have Told Us

### The Process

The development of this design guide has been informed by a number of different factors and processes. These have included engaging with various stakeholder groups throughout, and regular visits to the town centre at varying times of the day and days of the week. In addition to this relevant documents have been reviewed and incorporated within the principles of the design guide where necessary.

#### Groups consulted:

- Horsham events team
- Parks and Recreation
- The Horsham Society
- Cycle Forum
- Neighbourhood Councils
- West Sussex County council
- Horsham Town BID Steering Group

#### Relevant Documents reviewed:

- Horsham District Planning Framework-2015
- Horsham Town Design Statement 2008
- Horsham Town Plan SPD 2012
- Good by Design Horsham Society 2018
- Horsham Town Centre Vision Statement 2017
- The Future Prosperity of Horsham 2011
- Green Space Strategy 2013
- Horsham Society Vision Primary Themes
- Coronavirus COVID-19 Safer Public Places
- NPPF 2018
- Horsham Town Retail & Leisure Study 2017
- West Sussex Walking & Cycling Strategy 2016-2026
- The Horsham Town Local List 2011
- Cycle infrastructure Design Local Transport Note 1/20 2020
- Horsham Local Cycling & Walking Infrastructure Plan September 2020

Following visits to the town centre, and discussions with stakeholder groups, both the positive and negative aspects of the town centre were identified. From this sparked suggestions of how the town centre could be improved keeping in line with the overall vision for Horsham.

### Positives

- A walkable compact town
- Strong heritage
- Historical building and features throughout
- A large portion of the town falls within a conservation area
- Close proximity to Horsham Park
- Close proximity to the wider landscape/ countryside such as the High Weald Landscape Trail
- Successful weekly and annual events and activities

### Negatives

- Too much street clutter
- Too many A-board signs
- Lack of uniformity in street furniture
- Lack of uniformity in paving
- No identity of each street and loss of language of the town landscape
- Paving in the core is a trip hazard
- Too much vehicular movement cutting directly through the town centre core
- Albion Way hinders connectivity and permeability into the town centre

- Not cycle friendly enough
- Blackhorse Way is unsightly with poor pedestrian connections across to the Forum

### Thoughts / Suggestions

- Reduce road widths and widen footpaths
- Pedestrians to take precedence over vehicles
- Future proof the town centre by making it a place of community
- Encourage sustainable modes of transport
- Introduce vehicle time restrictions through the town centre core
- Create a consistent language of materials/ unified paving
- Retain and enhance the heritage of the town centre
- Improve connectivity and permeability into the town centre from the wider area
- Create safer, more pedestrian and cycle friendly entrances into the town centre
- Improve legibility throughout the town centre by rationalising the amount and different types of furniture and other elements such as signage

## 1.9 Conclusions and Recommendations

Based on the feedback received from consulting with various groups, over a number of design development stages we were able to identify reoccurring issues raised by the community of Horsham.

The table opposite demonstrates how the key concerns highlighted, and a suggested approach for each have come together to form a list of proposed objectives that will help deliver the aspirations for Horsham Town centre in a more cohesive and comprehensive way.

Topic	What you said	Our thoughts	Proposed objective
<i>Links/connectivity</i>	Overall agreement that Albion way acts as a barrier to the town centre and restricts pedestrian routes to the town centre. Currently weak connections to Horsham park which is considered a major asset for attracting the wider audience	We agree, the movement through and towards the town centre is important to be comfortable and not seen as an obstacle. We think there is a medium long term project to make significant changes to the connection with the town park by introducing a direct at grade crossing	Improvement of accessibility and legibility of all pedestrian links, including major links/gateways into the town centre from the wider area, right down to the historical passages throughout the town.
<i>Traffic</i>	Mixed opinions. Some were open to removing all traffic and pedestrianising Carfax. Others considered retaining access important. There was however, a general openness to introducing partial vehicular restrictions except for buses and taxis, and that the current restrictions on East Street work well.	Vehicular access runs straight through the heart of the centre, which currently creates a divide making it difficult for pedestrians to move freely. The initial impression is that cars take precedence. Introducing timed restrictions during the day will help create a more pedestrian focused centre. Two way access to remain along Carfax west to retain blue badge parking bays and access for deliveries.	Retain the existing bus route through the Carfax, however, look to reduce access through timed restrictions for all other general traffic.
<i>Heritage</i>	Want to see heritage run throughout the whole of the town centre. Heritage should be protected and enhanced	We agree this is an important thread which should run thought-out the public realm and interventions	The public realm design needs to respond and complement the architecture in a neutral way.
<i>Materials</i>	There were two opinions shared on this topic. These were; a cohesive palette should be used across the whole of the town centre; individual areas throughout the town should have its own material palette.	The town centre is relatively small in size. Therefore, we believe introducing various different materials palettes could appear disjointed, lacking a coherent sequence and connection between the spaces. Too many materials palettes will ultimately detract away from the overall collaborative character of Horsham. Determining typologies rather than zones would be a responsive way forward	An appropriate palette of high quality material shall be used throughout the town centre. Where appropriate bespoke elements can be included to add interest, and respond to the surrounding context.
<i>Planting</i>	Want more opportunity to introduce permanent planting throughout the town centre for improved visual impact, biodiversity and water management. Opportunity to encourage biodiversity as part of the identity of Horsham.	Agree. Permanent greening would be a positive contribution to the town centre on both an identity and sustainability level.	Maximise permanent greening in the town centre where possible, and introduce planting that supports biodiversity and water management.
<i>Legibility &amp; Wayfinding</i>	General agreement that there is too much clutter and signage, A-board signs in particular – too many of them and could be better located. Introduce better wayfinding to help non locals explore the whole of the town centre e.g. the Forum	Agree there is too much clutter currently in the town centre. The space could be used much more effectively if furniture and other elements were reduced. Current arrangement of furniture could be rationalised.	A clear and legible public realm will be provided through the simplification and coordination of street components and the de-cluttering of unnecessary streetscape elements e.g. Bollards, street furniture, structure and signage etc. Encourage streets that are more responsive by supporting a renewed approach to signage and shop front design.
<i>Cycling/ sustainable transport</i>	Current cycle shelters are under used and also difficult to use. Want to be able to cycle through the centre and have both north-south and east-west access.	There should be less emphasis on cars in the centre. Shared pedestrian and cycle space rather than designated cycle lanes has proven to naturally slow cyclists down in other places.	Support and encourage carbon neutral transportation by; reducing the emphasis on the use of cars in the town centre and promoting public transport; creating safe pedestrian and cycle routes and providing attractive cycle parking.
<i>Use of space</i>	Spatial arrangement should take into account events and activities. The town centre should be a place of community.	Available space is currently limited and inflexible. There is opportunity for space to allow change and offer versatility.	Future proofing the town centre by creating flexible spaces that will allow activities and events both on a day-to-day basis and annual occasions across the year.
<i>Lighting</i>	Lack of lighting - Current lighting levels are lower than the average recommendation	Although the town centre does not feel particularly unsafe in the evening, the areas with better lighting felt much more inviting and atmospheric, and gave a better sense of direction. There is also different colour variations in light which alter the characters	Improve and enhance public lighting throughout the town centre. Open up views and create clear sight lines by removing unnecessary components and structures to increase visibility.
<i>Maintenance</i>	Concerns over current maintenance budget	The quality of the existing and future public realm of Horsham depends greatly on the day-to-day maintenance of the spaces. Additional funding should be a key consideration.	Future design should consider realistic and achievable maintenance goals.

## 1.10 Objectives



### Links/ Connectivity

Improvement of accessibility and legibility of all pedestrian links, including major links/gateways into the town centre from the wider area, right down to the historical passages throughout the town



### Traffic

Retain the existing bus route through the Carfax, however, look to reduce access through timed restrictions for all other general traffic



### Heritage

The public realm design needs to respond and compliment the architecture in a neutral way



### Materials

An appropriate palette of high quality material shall be used throughout the town centre. Where appropriate bespoke elements can be included to add interest, and respond to the surrounding context



### Planting

Maximise permanent greening in the town centre where possible, and introduce planting that supports biodiversity and water management



### Legibility & Wayfinding

A clear and legible public realm will be provided through the simplification and coordination of street components and the de-cluttering of unnecessary streetscape elements e.g. Bollards, street furniture, structure and signage etc. Encourage streets that are more responsive by supporting a renewed approach to signage and shop front design



### Cycling/ Sustainable Transport

Support and encourage carbon neutral transportation by; reducing the emphasis on the use of cars in the town centre and promoting public transport; creating safe pedestrian and cycle routes and providing attractive cycle parking



### Use of Space

Future proofing the town centre by creating flexible spaces that will allow activities and events both on a day-to day basis and annual occasions across the year



### Lighting

Improve and enhance public lighting throughout the town centre. Open up views and create clear sight lines by removing unnecessary components and structures to increase visibility



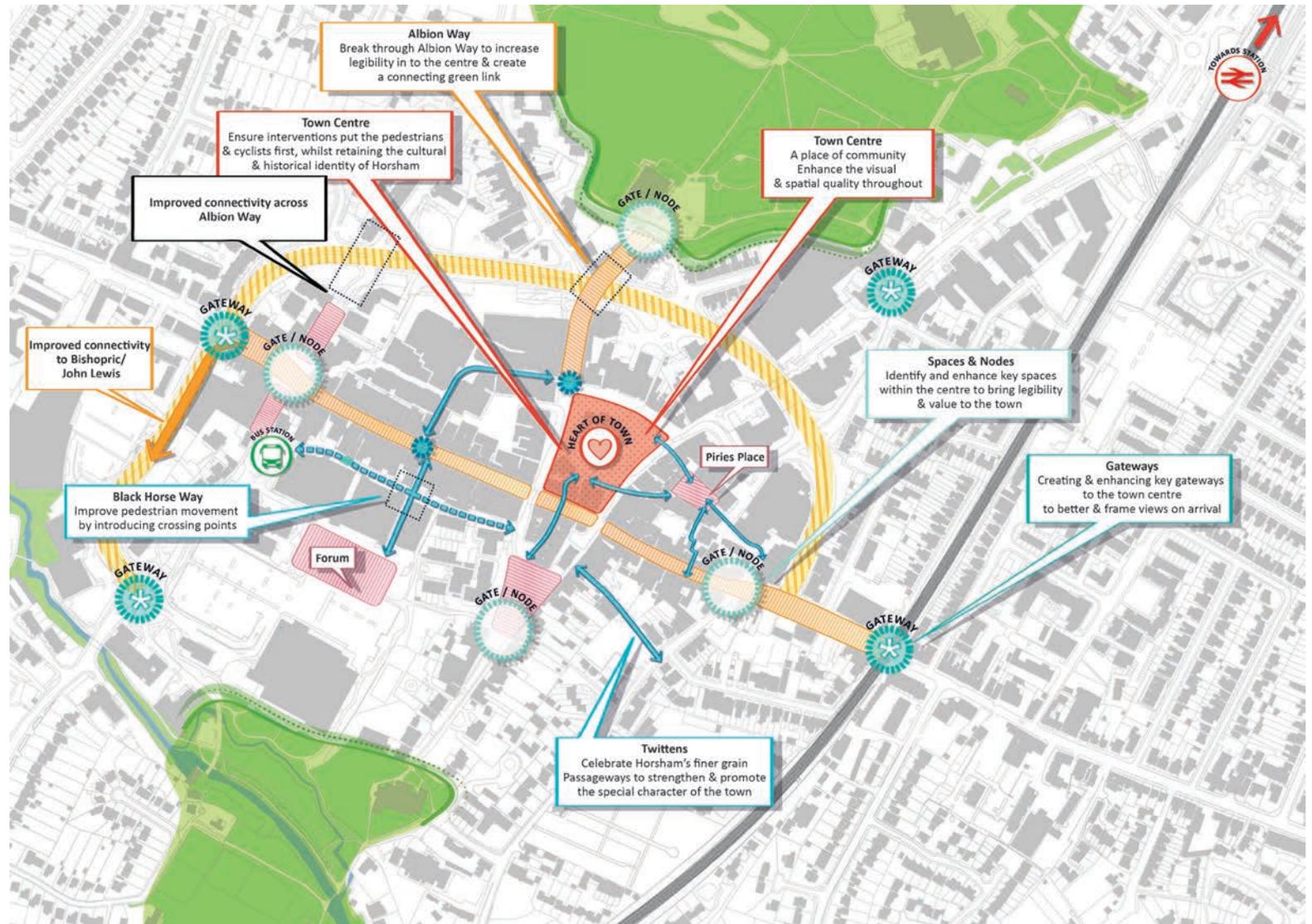
### Maintenance

Future design should consider realistic and achievable maintenance goals

## 1.11 A Shared Vision for Horsham

The plan opposite shows the vision and aspirations for the town centre. These are further explained below:

- Define and enhance where appropriate the 'core' of the town centre
- Improve the routes in and out and through the town centre to strengthen connections to key buildings, spaces, the railway station and car parks
- Improve routes around the centre through the promotion of the twittens making people explore the town centre more.
- Identify and define key spaces to help promote activities and ensure a vibrant town centre
- Remove unnecessary clutter and simplify the public realm design





*Carfax Bandstand*

# 2.0 Strategic Guidance

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- 2.1 Street Hierarchy, Key Spaces and Gateways
- 2.2 Town Centre Core
- 2.3 Main Town Centre Streets (Pedestrian)
- 2.4 Main Town Centre Streets (Vehicle Interface)
- 2.5 Arrival Streets
- 2.6 Twittens
- 2.7 Access Routes
- 2.8 Spaces
- 2.9 Gateways
- 2.10 Nodes & Green Spaces
- 2.11 Movement
- 2.12 Movement - Cycling
- 2.13 Activities & Events

## 2.1 Street Hierarchy, Key Spaces and Gateways

The adjacent plan identifies the series of streets and spaces that make up the town centre and begins to break them down based on their nature, function and concentration of uses.

From this we are able to categorise streets and spaces into various typologies with a clear hierarchy e.g main town centre streets and defined spaces. This helps to determine a set of design principles for each of the typologies that will collectively unite the town centre as a whole, whilst enhancing character, improving legibility and maximising use of space throughout.

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-  Town Gateways
-  Arrival Streets
-  Main Town Centre Streets
-  Albion Way (Dual Carriageway)
-  Access Routes
-  Nodes
-  Defined Spaces
-  Twittens
-  Town Centre Core
-  Green Spaces



## 2.2 Town Centre Core

The core area is the beating heart of the town from which activity ripples out into connecting streets and spaces. The core is where the majority of shops and cafes can be found and a key location for events. Fewer vehicles and more open space should be encouraged to promote a more pedestrian friendly environment and so that the space can be enjoyed to its full potential. The examples opposite show pedestrian friendly design approaches where cyclists are welcomed as part of an open shared space.

### Design Principles:

- There should be continuity of high quality, large unit yorkstone throughout.
- Granite setts within the highway should be retained.
- The width of the road should be narrowed to extend shared space for pedestrians and cyclists.
- Parts of the area should be designed as shared space for pedestrians and cyclists with no delineated cycle carriageway.
- Necessary timed controlled loading / delivery bays should be integrated within footways so that pedestrians can make use of wider footpaths when deliveries are not taking place.
- Kerbs to the road should be a consistent 50mm high so delivery vehicles can easily mount up into the designated loading zones.
- Implement timed restrictions for all other vehicular access accept for buses and use of disabled parking bays.
- Existing disabled bays to be retained
- Key information points to be strategically located.
- Existing tree planting should have 5m clear stems to enhance visibility across the town centre.
- Introduce new tree planting where appropriate with standard 2.3m clear stem, to be uplifted to 5m in time.
- Ensure planting is located where appropriate and that its location does not obstruct ease of movement and visibility.
- All power supplies should be in ground.



*Pedestrian zone in Bad Salzuffen*



*Historic Market Place, Monheim am Rhein*



*Pedestrian zone in Bad Salzuffen*



## 2.3 Main Town Centre Streets

### Pedestrian only

The Pedestrian only main town centre streets are narrower in width and have heavy footfall, therefore, should be clear of clutter to improve legibility, ease of movement and to allow a relationship with the adjacent shops. These streets connect directly with the town centre core and therefore, materials should read as a natural extension of the centre. However, variation in size and layout should be used to distinguish the change in typology of the street.

#### Design Principles:

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- Medium sized yorkstone paving units to central area of the street. (1).
- Detail strips of smaller units of same yorkstone paving to each side of the street. (2).
- Shop signs to be positioned perpendicular to the street, free standing ground level signs to be avoided so as not to generate street clutter. (3).
- Discreet wall mounted lighting, historical where appropriate, to be installed at regular intervals along the main town centre streets to provide even and proportionate lighting without generating street clutter. (4).
- Possibility to uplift significant historical facades to celebrate the existing value of the architectural heritage. (5).
- Columns for flower basket display to be refurbished and repainted where appropriate and to be fitted with seasonal flower compositions throughout the year to maximise the attractiveness of the public realm. (6).
- Historical architectural elements and details to be refurbished where appropriate and celebrated to enhance the character of the public realm. (7).



## 2.4 Main Town Centre Streets

### Pedestrian & Vehicle Interface

Examples of town centre streets opposite have an emphasis on pedestrian movement as they are key connecting links to the town centre, however, they vary from other main town centre streets as they interface with vehicular movement.

#### Design principles:

- Footpaths should be clearly defined and high quality stone used to tie into the town centre core.
- Pedestrian crossings over Albion way should be raised to footpath level and widened into super crossings at major gateways to ensure a sense of safety for pedestrians and cyclists and for ease of movement throughout the area. Widen pedestrian footpaths where possible, and reduce road widths/dominance where appropriate and introduce greening to soften the spaces
- Uniform street lighting should be upgraded or refurbished as necessary and a consistent style should be used.
- Heritage lighting columns should be retained and refurbished to provide a coherent colour scheme.
- Lighting levels to be improved to meet standard level.



## 2.5 Arrival Streets

The Arrival streets are key access routes for pedestrians, cyclists and vehicles to the town centre, however, emphasis should be on pedestrians and cyclists not only to encourage more sustainable means of travel, but also because some serve as convenience, amenities and facilities for those who live in close proximity. These streets should emphasise the feeling of arrival, and should have a clear sense of direction.

### Design Principles:

- Standard simple uniform paving to all pedestrian areas eg. concrete slabs. (1)
- Priority should be given to pedestrian movements on all side roads, with designated pedestrian crossing points. (2). Signalised pedestrian crossing points to be installed at appropriate key intervals to enhance pedestrian movements and reverse vehicular domination. (3).
- Cycling lanes with a distinctive surfacing to be designated along the arrival roads into the town centre and designed in accordance with local Transport Note LTN 1/20 - Guidance for local authorities on designing high-quality, safe cycle infrastructure. (4)
- Banners to be fitted to lighting columns to create a sense of arrival to the town centre of Horsham. (5).
- Provision of biodiverse, of preferably native planting strips no higher than 800-1000mm not to obstruct views. SuDs should be integrated wherever appropriate to enhance sustainability throughout the town. Strips of mown lawn should be avoided as they require heavy maintenance and present poor biodiversity. (6).
- Native trees with a minimum clear stem of 2.3m to be planted where appropriate (sufficient road width not to interfere with traffic) and uplifted to 5m once more established (7).



## 2.6 Twittens

The town centre of Horsham features many pedestrian links in the form of twittens, and these play an important part of the town centre's heritage. They are key routes connecting the series of spaces that make up the town centre, some of which could be utilised more; the paving strategy aims at bringing coherence, quality and safety to all these twittens.

### Design Principles:

- Line of square historical setts to the centre and entrances of the twittens to enhance their character. (1).
- Medium sized slabs of high quality natural stone eg. yorkstone to reflect the grain of the narrow twittens. (2).
- Linear slabs of high quality natural stone eg. yorkstone to reflect the grain of the narrow twittens, with name of twitten engraved in the stone. (3).
- Existing large yorkstone slabs to town centre core area. (4).
- Historical and discreet wall mounted lighting to be installed at regular intervals along the lanes to provide even and proportionate lighting. (5).

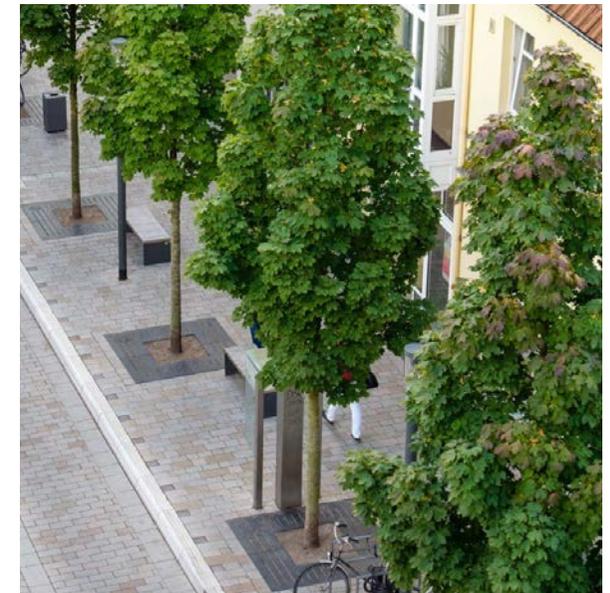


## 2.7 Access Routes

Access routes, whilst important to overall circulation of the town centre, are a shared space for deliveries and car park access as well as pedestrian flow. Services along these routes are key for the function of the town centre and will need to fuse with pedestrian flow. Therefore, establishing a street structure with secure footpaths is crucial as the examples opposite show.

### Design Principles:

- Standard simple uniform paving to all pedestrian areas eg. concrete slabs.
- Kerbs to be 100mm and lowered to 50mm where vehicle access to respective yards is required.
- Improve pedestrian safety and access through raised crossings.
- Road width should be narrowed where possible to encourage traffic to slow down and footpaths a comfortable width to create consistent, free of trip hazards connecting routes.
- On street parking should be restricted, parking to be within the respective yards.
- Refuse and service yards should be contained within enclosures to ensure ease of movement, improved visual appearance, and create a more pleasant walking and cycling experience.
- Refuse should be located within the rear yards of shops and not within the street.
- Existing lighting columns should be refurbished and additional columns with standard lighting levels added at regular intervals.
- Activate blank facades where possible with planting to help animate the space and introduce colour.
- Road side herbaceous and tree planting where practicable.



## 2.8 Spaces

These are to be defined pedestrian spaces with strong links to surrounding areas. They should be designed to be multi-functional with feature elements and components to strengthen identity. They should also provide for spontaneous and planned events. Examples from Watford Parade and McBurney Lane below.



Watford Parade, Watford



McBurney Lane, Langley



- 1** Bishopric is a multi-functional space with activities varying from small to large scale, and therefore the layout of the space should reflect this. High quality paving should be used not only to withstand vehicle overrun, but to also inform activity spaces and sense of direction for both pedestrians and cyclists.
- 2** The Forum is an important space for weekly and annual activities and events. To ensure longevity of the space, and strengthen identity the material should be robust enough to withstand vehicle loading, and offer variation in colour and pattern. Therefore, high quality granite should be used.
- 3** The Causeway is a key space signaling the arrival of the historical side of the town centre. High quality, large unit yorkstone paving should be used to provide continuity within the conservation area, and form a natural extension of the town centre core.
- 4** Piries Place is a leisure led destination, therefore, the space should lend itself well to permanent activities eg. spill out from restaurants and shops, seating, vegetation and play, whilst also providing opportunities for temporary activities. Consistent facade to facade paving of natural stone should be considered with temporary and permanent activity zones defined through a change in unit size, colour or texture.
- 5** Queen Street is an intermediate, connecting space on route to the town centre. Slightly different in it's function to the other identified spaces, providing access to more local amenities. The space should tie into the adjacent arrival road design principles, but should also read as a more open space offering opportunity to stay and socialise or rest. To achieve this, smaller units of standard simple uniform paving should be used to differentiate between the arrival street and the defined space, and seating provided.

## 2.9 Gateways

The gateways are the key arrival points to the town centre of Horsham and should provide clear, open and safe arrival entrances into the town centre for both pedestrians and cyclists.

### Design Principles:

- Improved legibility and signage.
- Improved comfort of footpaths leading into the town centre by widening where possible.
- Repositioned and aligned pedestrian crossings to improve the pedestrian experience.
- High quality materials that emphasise the mark of arrival and connection to the town centre should be used.
- Opportunity to enhance sense of arrival through art where appropriate



- ① Bishopric
- ② Albion Way - Link from Horsham Park
- ③ North Street arrival
- ④ East Street/ Parkway Junction
- ⑤ Worthing Road Roundabout
- ⑥ Iron Bridge

## 2.10 Nodes

These are pivotal points in the public realm at intersections at arrival streets, main town centre streets, twittens and outside key buildings. Nodes contribute greatly to the ease of movement throughout the town centre and therefore should be legible, well signed transition spaces.

### Design Principles:

- Paving should indicate the arrival at a key transition space
- Nodes should have Improved pedestrian crossing
- Enhanced legibility and way-finding.



The town centre sits directly between major green spaces, Horsham Park located north and to the south St Mary's Church, a gateway to the wider countryside. Therefore, links to and from these green spaces, in particular Horsham Park for it's connection with the railway station, need to be strengthened.

### Design Principles:

- Green space should be promoted where possible within the town centre including street trees ensuring that key views or heritage features are not impeded.
- Biodiverse species and SUD's should be a key considerations for all new planting.

## 2.11 Movement - Pedestrian & vehicular

The aspiration for Horsham town centre is to upgrade and enhance the existing environment in a way that will make the centre more pedestrian orientated and cyclist friendly.

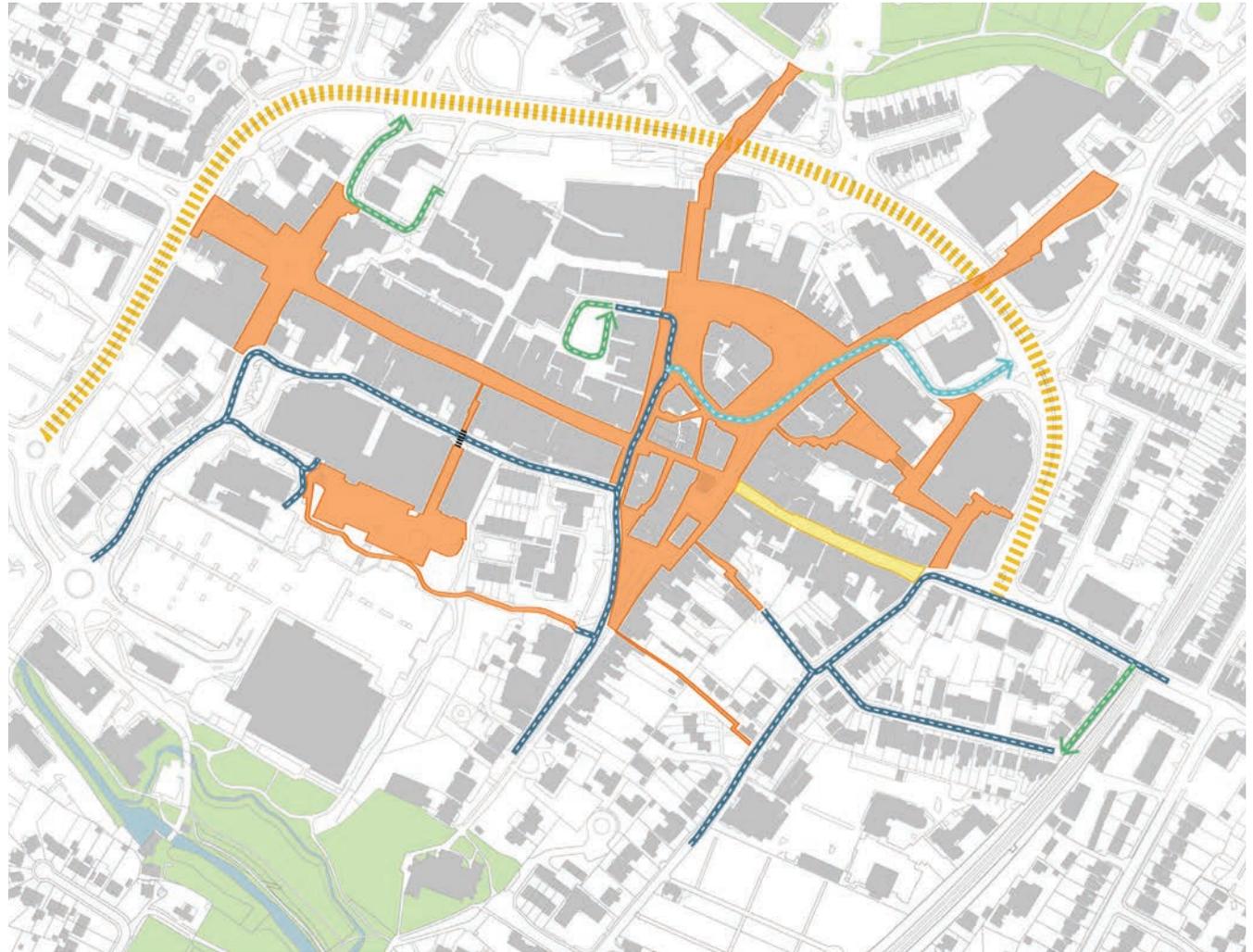
**Design principles:**

- Increase pedestrian space by reducing the width of the highway running through the Carfax.
- Introduce vehicular timed restrictions through the Carfax with the exception of buses to create a more pleasant atmosphere that will enhance the historical setting of the listed buildings and the conservation area.

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**Key:**

-  Pedestrian priority areas (with exception of some vehicular access during markets days and for maintenance purposes)
-  Pedestrian with existing vehicular timed restriction
-  Two-way traffic with parking where appropriate
-  One-way with introduced vehicular timed restrictions except for buses
-  One-way traffic with parking where appropriate
-  Existing restrictions
-  Albion Way



## 2.12 Movement - cycling

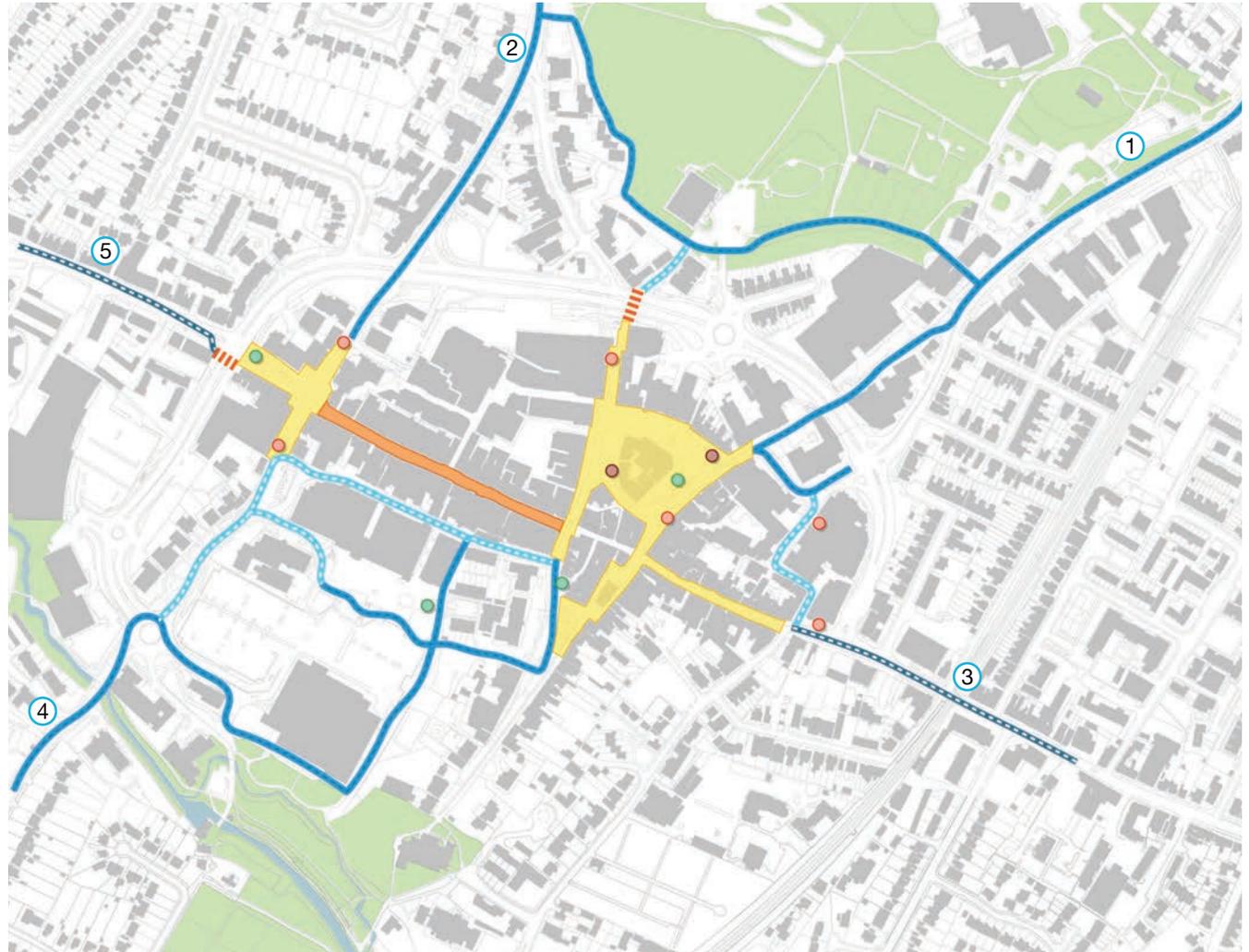
Cycling plays an important role in sustainable transport initiatives within town centres. Horsham seeks to encourage and provide opportunities for more sustainable modes of transport to and from the town centre. At present existing cycle routes on approach and through the town centre are fragmented and cycle parking opportunities are minimal and in some cases undesirable to use.

### Design principles:

- Introduce additional cycle stands at key town centre arrival points
- Replace under used two-tiered cycle racks with more user friendly, single unit stands e.g Sheffield cycle stands
- To help mitigate not having a designated contraflow cycle route running through the Carfax, vehicle restrictions are proposed along with decluttering of furniture and other elements to allow greater permeability to meet the needs of cyclists. In addition to this it is proposed that the width of the carriageway is reduced to increase the amount of pedestrian level surfacing. This will allow cyclists to safely share the pedestrian space until they are reconnected to a designated cycle route.
- Access and parking provision for cyclists will be considered when designing detailed schemes for the intervention areas described in Section 4

### Key:

- Existing cycle stand location to be retained and upgraded
- Existing cycle stand location to be relocated
- Additional cycle stand location points
- Existing cycle route to be retained
- Proposed new cycle routes
- Proposed marked cycle routes in line with LCWIP proposals
- Shared space
- No cycling
- Shared enhanced crossings over Albion Way



LCWIP identified corridors for improvement:

- 1 Corridor 1a & 2
- 2 Corridor 1b
- 3 Corridor 3
- 4 Corridor 4
- 5 Corridor 5

Future development to refer to LCWIP report

## 2.13 Activities and Events

Town centres provide an ideal setting for a programme of events – these both encourage people to visit the town and contribute to an active vibrant streetscape.

It is important that the existing programmed agenda with regular activities is maintained, and where possible enhanced, to stimulate interest for locals and visitors. These events should remain located in the centre of the town to best aid the existing shops and businesses and generate a critical mass of people.

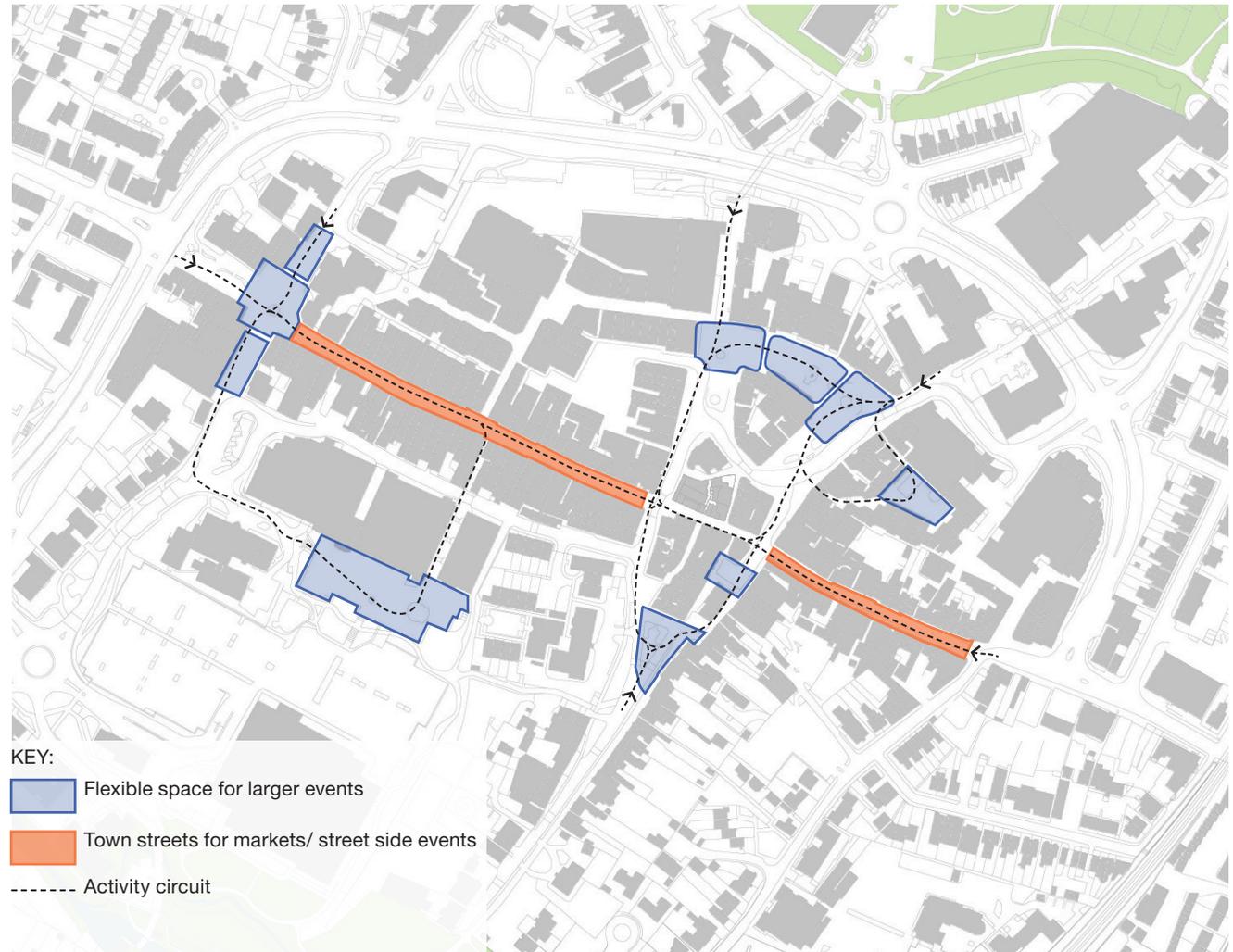
Key areas should be identified for hosting events, where the correct balance of street furniture permits a clear open space with adjacent integrated power supplies. These spaces should be flexible as events will change in scale, accommodating varying numbers of people and have different layout criteria. Attempts should be made to maximise usage within the Carfax and connecting streets and spaces to encourage footfall and circulation throughout the town centre.

Horsham already has a variety of events both on a weekly and annual basis that take place within the town centre, which include:

- Hot food, local produce and crafts markets on Thursdays and Saturdays
- Horsham AmeriCARna
- Music festivals
- Food festivals e.g. The Big Nibble
- Remembrance Sunday

Horsham has a strong identity as both a historic and modern day market town,

A number of factors need to be considered:



## 2.13 Activities and Events

### The layout on the street

The public realm should be designed in a way to facilitate a flexible market with an activity layout being not so prescriptive to define actual pitches along the street. Consideration must be given to pedestrian flow, emergency access and the relation with existing shops and businesses. The market and activities are something that will change over time, with demand, size of stall, trends and fashions.

### Provision of power and services

Within the street design provision for electrical supply should be incorporated within the public space along the street appropriate potential positions of stalls and events areas. Drainage outlets, water supply and areas for refuse should be identified within the market area.

### Servicing / set up

A controlled and regulated procedure must be implemented to ensure that all vehicles and obstacles are removed from the market streets during market operations – this allows a vehicle free zone between specified hours and helps the overall appearance of the public spaces and market



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*Old Town Hall, Market Square*

# 3.0 Design Guidance

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- 3.1 Paving
- 3.2 Planting
- 3.3 Signage & Wayfinding
- 3.4 Street Furniture
- 3.5 Lighting
- 3.6 Electrical & Water Connections
- 3.7 Public Art
- 3.8 Maintenance

## 3.1 Paving

All paving should be of high quality and suitable to withstand the function of the area. When Specifications are being determined the following should be considered:

- Durability
- Lifespan
- Appropriateness to the heritage
- Visual appreciation
- Ease of Maintenance

The paving strategy aims at bringing together the identified streets and spaces below whilst being responsive to their distinctive characters.

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-  **Core Town Centre area** - Existing high Quality Yorkstone slabs to pedestrian areas and existing Setts to carriageway. Existing asphalt to Causeway to be
-  **Main Town Centre Streets (Pedestrian priority)** High quality Yorkstone paving: medium sized units to central area, strip of small size units against the facades on each side of the street
-  **Main Town centre streets (Vehicular)** Yorkstone paving to sidewalks, asphalt to carriageway.
-  **Defined Spaces** Varying paving to match context, feature paving where appropriate.
-  **Twittens** Small units of natural stone paving with central line of square setts
-  **Arrival Streets & Access Routes** Standard concrete slabs to sidewalks, asphalt to carriageway
-  **Improved at Grade Pedestrian Route** Asphalt to be defined with surface dressing in contrasting colour to the carriageway

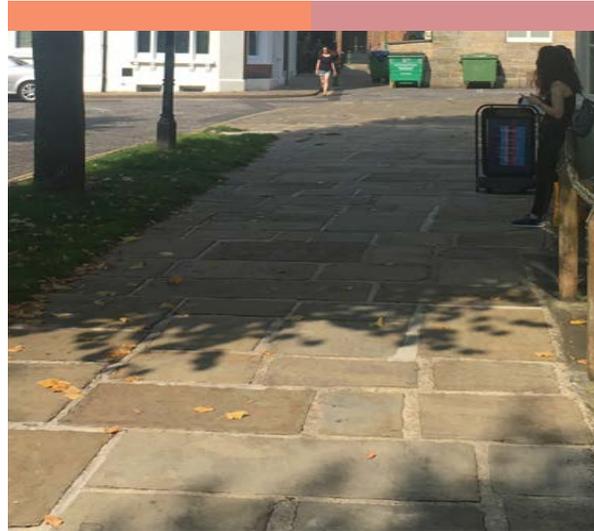


# 3.1 Paving

General guidelines should be observed throughout the implementation of all projects or improvement works:

- Reuse, re-lay and restore existing yorsktone
- Road widths should be minimised to reduce vehicular speeds and maximise pedestrian space;
- The layout of the street and degree of sharing should be appropriate to the function of the street;
- Kerbs should clearly define the carriageway;
- Kerbs to be 100mm lowering to 50mm where vehicle mounting is needed;
- The carriageway should be high quality asphalt in a contrasting colour to footpaths where there are considerable vehicle flows;
- Thickness of paving units should be deeper where there is expected to be vehicular overrun.
- All footpaths and pedestrian crossings should be designed with acceptable gradients, to universal design standards;
- Access (degree of control) needs to be integrated into the design and a shared environment more appropriate.
- Drainage units, manhole covers should be flush with the surrounding areas. They should be integrated into the design to avoid a trip hazard.

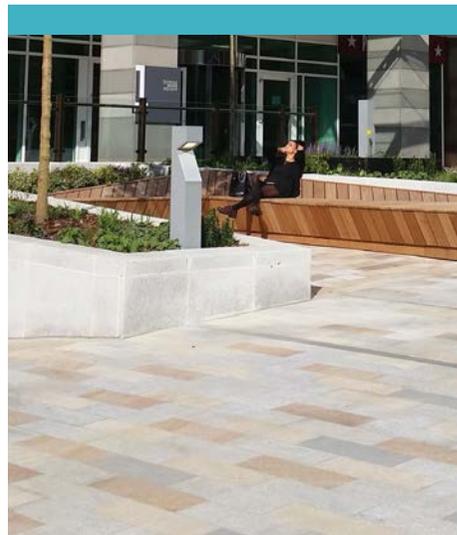
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Large unit yorsktone slabs - existing



Medium unit yorsktone slabs



Example small unit granite slabs



Small unit yorsktone setts with feature paving



Example concrete slab

## 3.1 Paving

### Existing Natural Stone within in the town

Yorkstone slabs are predominant within the pedestrian areas of the core of the town centre, and range in size, finish and thickness. Vehicular areas, specifically within the Carfax comprises of granite setts, 100mm length x 100mm x 100-200mm deep. Over time the slabs and setts have moved or been disturbed by utility companies and vehicular overrun resulting in uneven surfaces, broken down joints and potential trip hazards. The yorkstone slabs and granite setts themselves remain in good condition and are very attractive - their durability being a clear justification for the use of natural materials where possible within the public realm. It is seen as extremely important from both an aesthetic and environmental stance that this stone is reworked and reused within the town centre.

**The yorkstone slabs**, as existing, are worn with slight undulations and some uneven edges. Sizes range from medium to large modular units and laid in an irregular bond along the streets.



Existing Yorkstone in the Carfax



Existing Yorkstone in the Carfax

**The granite setts**, as existing, have moved and formed depressions in some areas of the carriageway, and in some instances come loose. The setts were originally laid in 1992 and it is estimated that 100% of the setts are in good condition and reusable and approximately 60% of the actual road is still in very good condition.



Existing setts in the carfax carriageway



Existing setts in the carfax carriageway

## 3.1 Paving

### Points for consideration:

As the yorkstone slabs have a predominantly worn riven finish, once they are all lifted they will require remedial work and careful relaying. Due to their uneven sizes it can be assumed that up to 25% of these slabs will not be reusable at which point a replacement will have to be sought. Careful planning and phasing of works is fundamental to ensure piecemeal paving does not occur.

There is no apparent bond in the majority of the paved areas which suggests the original laying of the stone was a time consuming and skillful operation. With the increased cost of skilled labour and with consideration of future maintenance it is unfeasible to relay slabs in a similar manner.

One approach to the repaving of Horsham Town Centre is to view the work as a restoration project which may involve a small team of craftsmen/pavers methodically working their way around the Town Centre. This may be seen as an advantage in the eye of the public and traders. However, detailed planning and organisation would be required to enable the construction programme to be efficient and cost effective.

### Existing slabs and setts - method statement

The following will be the actions required for the reworking and reuse of existing stone.

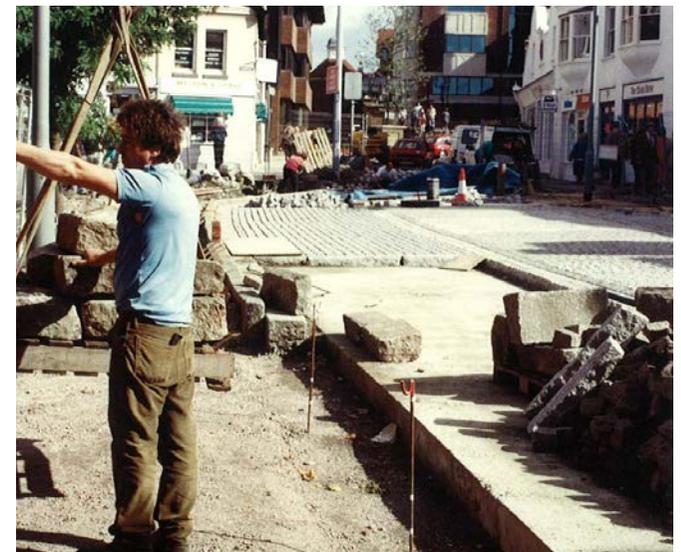
1. Lift all units and transport off site to an agreed working location.
2. Clean off all the mortar and discard badly broken disfigured slabs and setts.
3. Set broken/ irregular shaped slabs to one side

4. Arrange yorkstone slabs into widths (+-3mm) into random length. There may only be 10-15mm difference between width brackets (eg 225, 240, 250, 260mm etc).
5. Cut broken/irregular shaped slabs to fit one of the width brackets identified.
6. Transport sorted units back to site for relaying ensuring the quantities of each particular unit width are sufficient for the desired location.
7. The slabs are then laid in bands of the same width perpendicular to the flush channel line along the street.

Note: Due to variety in slab widths, a large area of paving will require lifting in order to achieve an adequate stockpile for relaying. This suggests that an alternative source of stone will be necessary for the first phase, thus allowing an organised supply to be compiled for future phases.



*Granite setts originally being laid in the carfax carriageway*



## 3.2 Planting

There are a number of different types of planting that should be considered within the public realm. These include trees, shrubs, vertical surfaces, ground cover, rain gardens, lawn and temporary displays for example Horsham in Bloom.

Plant selection should be appropriate to the context, considering scale, climate, form, durability, sight lines and maintenance.

### Trees

When considering trees within the town centre, the following factors should be considered:

The species, groupings and ultimate size should be taken into account. Where streets are narrower, suitability of tree planting should be closely assessed.

Care needs to be taken not to mask heritage features, key buildings and shop frontages.

Where possible all existing trees within the town centre should have clear stems of 5m. New Trees should have standard 2.3m clear stems, and uplifted to 5m in time.

- Growing medium and volume are critical to the longevity and success of any tree or plant: the target tree pit volume should be 5-8m<sup>3</sup>.
- All tree pits should have high quality soil, underground guying, aeration and irrigation points.
- Retention of existing trees, especially mature specimens, should always be considered and preferred wherever possible.
- Native species are preferred but non-native specimens could be considered in special circumstances where they would add considerable interest to the street scene.
- Tree cells and root barrier systems should be used to extend the tree pit in vicinity of utilities as necessary.
- Once trees are planted and secured in place, watering and weed control are essential during the first 3 to 5 years of the tree's life. Formative pruning, often undertaken in nursery prior to dispatching the tree to site, should continue after planting.

### Shrubs

Shrub planting should only be used where space allows, ground cover is preferable to large shrubs so as not to block sight lines and visibility across the town centre and through spaces.

Regular maintenance is essential for the shrub planting to retain its desired shape and height.

### Perennial

Perennial planting brings seasonal interest, promotes biodiversity and softens hard spaces, its use should always be considered along pedestrian streets, arrival streets and in defined spaces. Low maintenance and native species mixes should be preferred and it is recommended to use a balanced mix of evergreen and perennial plants to ensure year round interest.

### Grass

Grass areas within defined spaces should be considered where possible to add interest and opportunities for family amenity.

### Rain Gardens

Sustainable drainage system (SuDs) provide solutions for storm water to be stored on site and soaked into the ground, relieving classic drainage systems and helping improving water and habitat zones quality. Rain gardens forms are an effective, attractive and economically accessible way to fight back the negative effects of over development of hardscapes in urban areas.

The implementation of rain gardens in the town centre should be sought wherever practicable. The following factors need to be considered:

- Ground quality and condition allow efficient water storage on



*Rain gardens along streets- to help with rain water management*



*Tree planting - to help reduce air pollution and improve character*

## 3.2 Planting

site, ground condition surveys are recommended.

- Selected plant species should be adapted to the moisture regime to which they will be exposed in the rain garden. Native species should be preferred.
- The storage capacity of the rain garden needs to be correctly assessed, the installation of an overflow system is recommended in urban environments.

### Planting for sustainability

A key objective behind the planting strategy is to deliver general principles on how the public realm can be thought and designed to reduce the carbon emissions of the town centre, help future-proof the public realm and offer a healthy and resilient place to live to the people of Horsham.

Providing a rich, appropriate and comprehensive vegetation plan in the town centre is one of the key ways to ensure its sustainability. The trees and plants ability to reduce pollution and help restore biodiversity by attracting insects should be considered. Native species should be preferred.

### Planting by Design

The location and layout of planting within the town centre should always be “designed into schemes” so the best opportunities for the introduction of planting and trees are identified. The addition at later stage of stand-alone planters should be avoided as they detract from and add visual clutter to the streetscape.



*Green walls - to help reduce air pollution*



*Grass areas -opportunities for family amenity*



*Example of Integrated seating on planters*



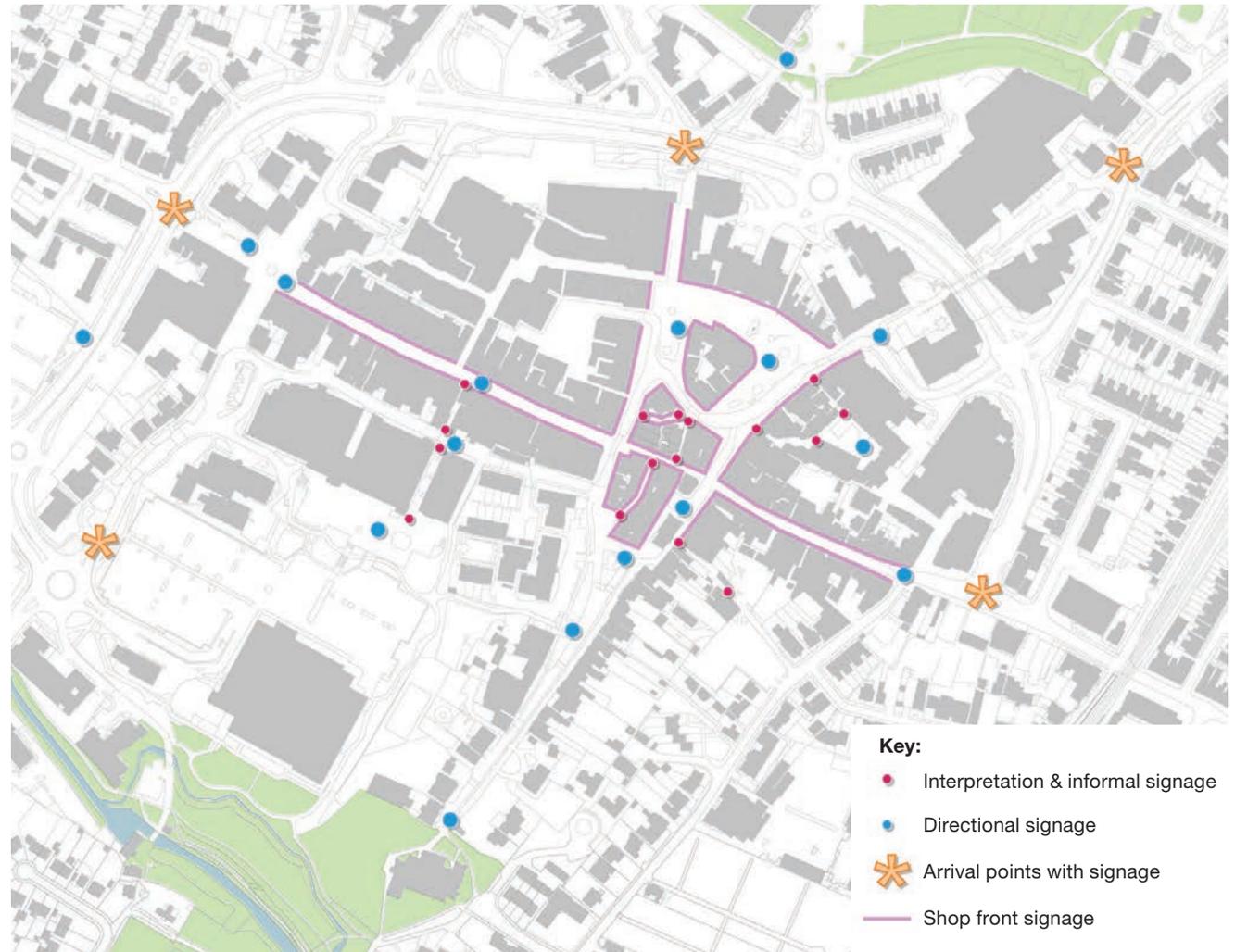
*Wild flower verges to roads - to help improve biodiversity in urban areas*

### 3.3 Signage & Wayfinding

Typically there are four types of signage within the public realm that need to be considered. These are:

- **Directional signage.** This forms part of the town centre wayfinding strategy and should be a coordinated family of forms including maps of key arrival points, monoliths at decision points and finger posts to aid orientation.
- **Interpretation & Informal signage.** Bespoke wayfinding signage should be incorporated as a form of public art where appropriate, for example engraved paving slabs at the entrances of the lanes, and Information on key heritage buildings.
- **Shop front signage.** Signs should be positioned perpendicular to the street above head height, and should be no higher than first floor level. Free standing ground level signs to be avoided so as not to generate street clutter; should not dominate the facade of the building or detract from or obscure the architectural features; the design, size, colour, lighting and material should compliment the heritage architecture.
- **Statutory road signs.** These should be used only where necessary and kept to a minimum to avoid too much clutter.

Where possible, signage should; be coordinated with the town centre lighting; be durable; if possible it should be easily adaptable to changes of text and information.

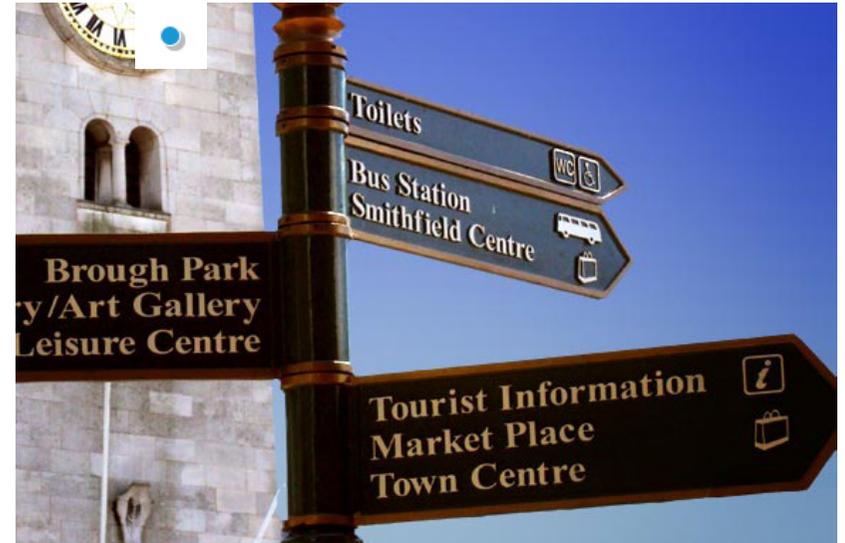


### 3.3 Signage and Wayfinding

Displayed on this page are examples of the varying types of signage that need to be considered in public realm design. The style of each of the different types should reflect, and complement the historical character and nature of Horsham.



Monolith with maps



Finger posts



Perpendicular to street shop signs



Text or images inset in paving



Opportunity for art

## 3.4 Street Furniture

All elements of street furniture should be a key consideration within the design process of the public realm and not as an afterthought. Coordination and balance between elements should be considered to avoid both visual clutter and legibility through the town centre.

In general, all items of street furniture should be from a standard palette and neutral in design - the exception being when singular items of street furniture are considered as feature elements, pieces of art, and are site-specific.

Feature pieces of furniture, such as plinths, seating steps or works of art, can be suitably located within defined and feature spaces, to bring character and reinforce their identity.

### Seating

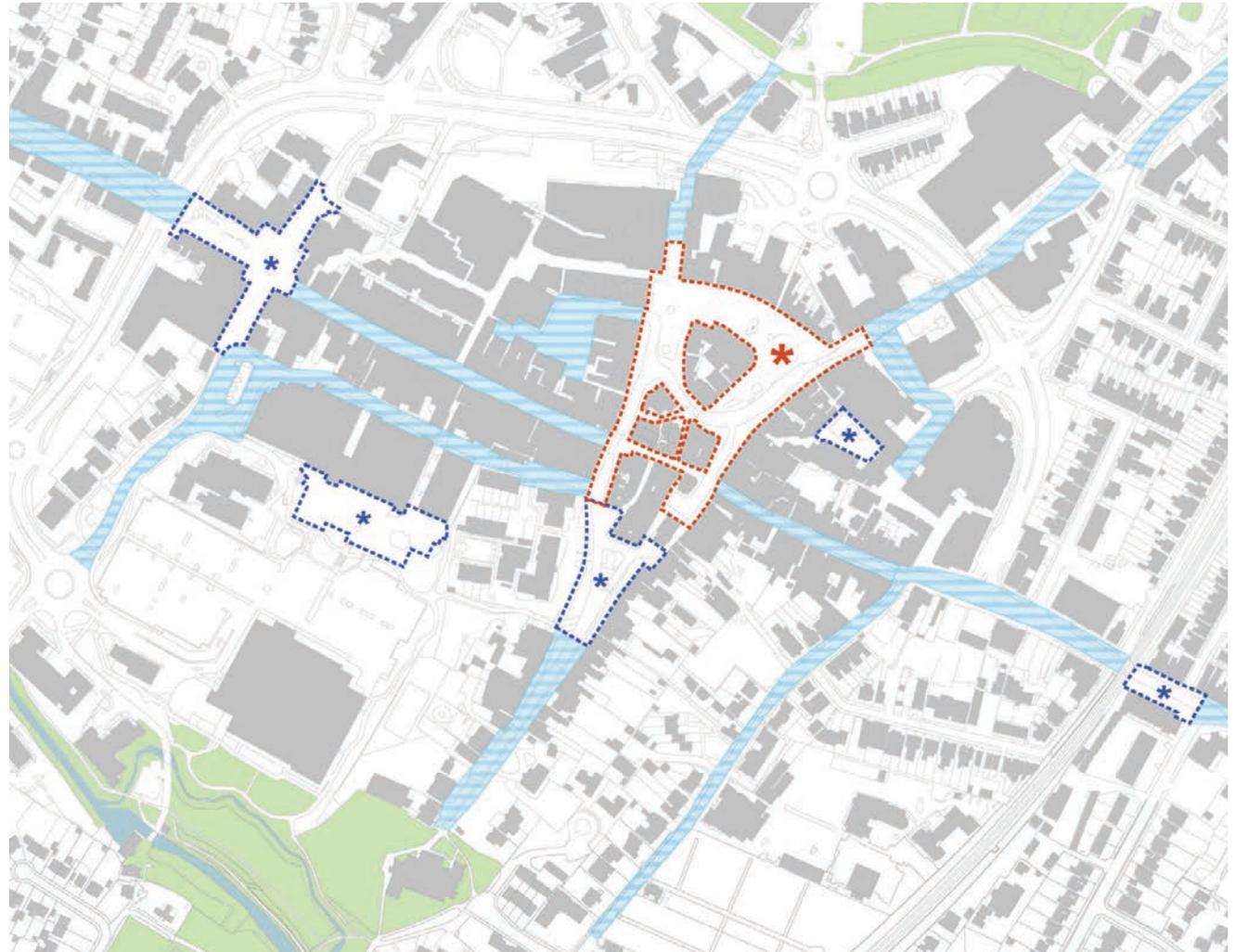
A variety of formal and informal seating should be incorporated to cater to all age groups and abilities. This should include benches with both backrests and arm rests, benches as seating platforms, ledges and steps. Location of seating should not conflict with, or impede natural movement around the town centre and the layout and organisation of seating should encourage social interaction.

#### Key:

 Town centre core where specific bespoke key feature furniture can be designed, sensitive to the town centre historical character

 Defined spaces where feature furniture can be used

 Areas of the town centre where a standard palette should be used



## 3.4 Street Furniture

### Bins

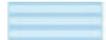
Bins should be located at key junctions and spaced at regular intervals along the streets. They should be neutral in design and part of a coordinated street furniture palette. Recycling bins should also be provided throughout the public realm. Special attention should be paid to the selection of bins within the town centre core to make sure that the design responds well with the historical character.

### Cycle racks

These should be located in small clusters, in places where cyclists enter the pedestrian zones, in visible locations and spaced of a minimum of 1m and not impeding circulation. Simplicity of design is key, and single stands rather than single or two-tiered racks should be used to ensure ease of use and visual appearance.

### Bollards

The use of bollards should be avoided wherever possible. Existing disparate bollards throughout the town centre should be removed in their majority, to avoid visual clutter and improve legibility. When the use of bollards cannot be avoided, they should be 1.1m high, slender, coordinated with the other pieces of street furniture where possible, and take into account the character of where they are being located. e.g the historical town centre core.

 Standard Palette



Standard timber and powder coated bench with arm rests and backrests



Standard stainless steel Sheffield cycle stand



Standard powder coated litter bin

 Example of feature elements in defined spaces



Feature elements of furniture for the town centre core should celebrate the strong specificity and identity of the space, this may be achieved using a distinctive vocabulary of shapes, materials or colours.

 Example of bespoke key feature furniture in the town centre core



Feature elements in defined spaces should be designed to retain a degree of consistency with the standard palette e.g. colour or material, with variation to proportions and design to identify its own individual character.

## 3.5 Lighting

There are a variety of types of lighting that can be used within the public realm. The lighting must provide standard lighting levels, add visual interest and enchantment and should provide warm tones to create a delicate ambience within the town centre.

The lighting strategy should essentially consist of a standard palette of lighting elements with the exception of defined spaces where feature lighting should be incorporated. Existing historical lighting should be retained within the core and conservation area.

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- Key:
-  Existing heritage lighting to be retained and restored where necessary. All columns to be uniform in colour
  -  Feature columns with multiple luminaires in well-defined feature spaces
  -  Wall mounted lighting
  -  Standard street lighting
  -  Opportunity for wall-mounted lighting in narrow twittens and catenary lighting in the open twittens
  -  Opportunity along key arrival street from the railway station to have feature up-lighting to trees or banners in addition to general standard neutral 6-8m high lighting columns
  -  Opportunity for facade lighting, furniture integrated lighting or trees up-lighting
  -  Opportunity for overhead feature lighting



## 3.5 Lighting

There are a number of key considerations to be taken into account when specifying lighting within the design. These include the following:

### Lighting level

Lighting quality - a minimum classification of CE2 (20 lux) should be achieved with a uniformity of 0.4 suitable for varying types of streets. This creates a safe environment.

### Lighting Colour Temperature

The lighting temperature should be 2700K (degrees Kelvin) to complement the historical environment of the town centre. The warmer colour will provide a cozy and inviting ambience whilst still maintaining good visibility throughout.

### Standard lighting

These lighting levels will primarily be achieved through columns, generally 6-8m high, with LED luminaires, or as wall mounted luminaires along pedestrian only streets. The design of the columns should be neutral and in a single colour throughout the town centre so as not to compete with the architecture.

### Feature lighting

Feature lighting should include the restoration of existing historical lighting wherever possible. New feature lighting elements should complement street lighting and can take the form of any of the following:

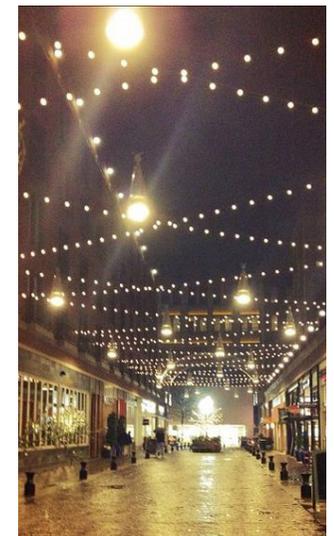
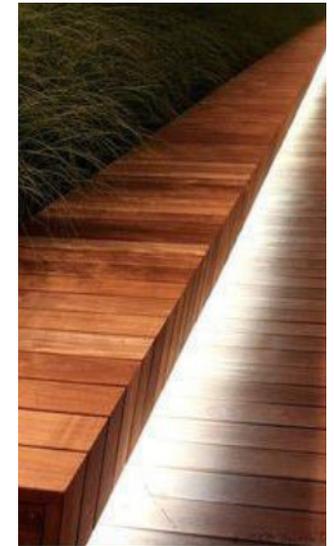
- Feature columns with multiple luminaires in defined spaces
- Facade lighting to key buildings
- Lighting to art and monuments
- Feature lighting integrated into furniture
- Uplighters to tree planting
- Catenary lighting to pedestrian only streets

### Light and visual pollution

Care must be taken to position lights so as not to produce any light pollution and avoid over-lighting streets and spaces. Electrical feeder pillars should always be located at the edge of spaces or against buildings or upstands.

### Other considerations

- Integrating and supporting temporary festive and events lighting, power sockets within spaces.
- Lighting columns vs. building mounted (subject to way-leaves/easements).
- Feature lighting to facades and monuments.
- Security and safety.
- Light pollution.
- Power consumption.
- CCTV and Wi-Fi inclusion



## 3.6 Electrical and Water Connections

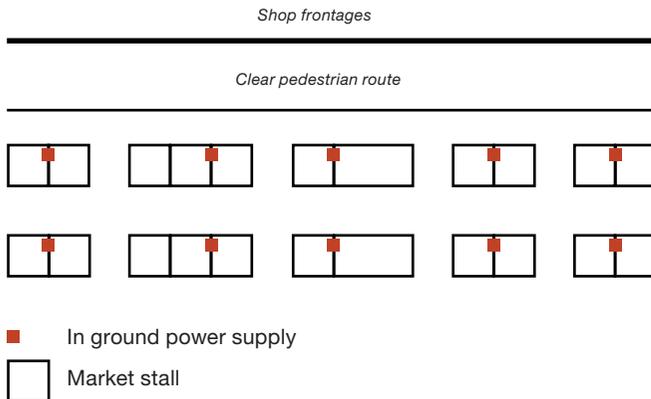
### Electrical power supply

Current power supplies are integrated within the furniture throughout the town centre. The proposal is to provide in ground, easy to access power supplies that are discrete and will not impede movement throughout the town centre. The number of power supplies should provide for both market stalls on market days, and larger scale events and activities. This is to allow future proofing and ease of flexibility, allowing events and activities within the town centre to grow and adapt with the changing times.

Proposed power supply distribution market areas:

- 2 no. 16 amp 2P sockets per paired market stalls
- 3 no. 16 amp 2P sockets per market stalls if grouped in threes
- 2 no. 32 amp 2P sockets and 1 no. 16 amp 2P sockets per paired market where food stalls are allocated.

The diagram below demonstrates an example application and layout of power supplies within market areas to achieve a tidy and discrete visual appearance and for increased ease of movement and better visibility between stalls.



Power supplies should be incorporated into all defined spaces in the town centre.

Power supplies should have:

- Lids that can be closed when plugs are inserted into sockets, thus avoiding a trip hazard. There should be no trailing leads between groups of stalls.
- Easily accessible sockets when the lid is raised.

Example Ground Mounted Distribution assemblies with recessed covers for visual discreteness, particularly on none market days.



Pop up power supplies ltd ground mounted distribution assembly

### Water Connections

In relation to market areas, providing easily accessible water, that is closely located to where there will be predominantly food stalls will make it easier for traders to clean up after themselves, and will also help support a more efficient overall market cleansing regime.

It is proposed that water points are installed within close proximity to hot food stalls and additional points evenly distributed throughout the rest of the market and town centre. Water points should include:

- Taps for use by market traders
- Hose pipe connecting points for post market wash downs and irrigation of any vegetation.



● Water connection point

### 3.7 Public Art

Currently there are a number of existing public art installations which add interest to the spaces in which they sit and reflect the town's strong heritage. These should be integrated into a town centre art strategy.

Art within the public realm helps form a rich cultural framework, this in turn can be enhanced and made more legible through the regeneration of the town centre. Horsham town centre has the potential to introduce more public art to further enhance the historical character of the town, whilst also providing functional qualities such as signage and seating and which encourages people to interact within these spaces.

Key considerations of the strategy suggest:

When public realm schemes are delivered it is essential that where art can be incorporated, it is designed into the scheme from the start to ensure a clear relationship between art and public space.

- Opportunity to create an extensive new trail of public art, more specifically a heritage sculpture trail, with a focus on interactive artwork, to draw residents and visitors to the town centre.

**Key:**

-  War Memorial
-  Public Art Opportunities
-  Existing Public Sculptures
-  Opportunity for Gateway/ Arrival Art



## 3.7 Public Art

- Inlaid detail should be incorporated within paving at entrances to the twittens as outlined in the strategic guidance.
- Murals - these should be encouraged and reviewed on a case-by-case basis, with a general rule of one mural visible from any vantage point, so as not to be overwhelming. The colour schemes should be appropriate to adjacent building facades.
- Contemporary art – this can be objects within a space, integrated in street furniture and lighting. Contemporary art should complement and be respectful of the heritage of the town centre.

“Interactive” is the key word. By commissioning work that actively engages audiences then people will be encouraged to visit the artworks to experience them, rather than seeing the works simply as decorative elements of the route.

Collaboration with artists and the local community as part of the design of public realm schemes will provide identity and originality within the town.

- A commitment to increasing volunteering opportunities should be considered.
- Functional necessities such as public safety, access, maintenance and power supply should be considered as part of the strategy and on a case-by-case basis.



*Example of sculptural art*



*Example of murals*



*Piries Place Sculpture*



*Example of inlaid detail*

## 3.8 Maintaining and Managing Public Realm

The correct level of resources, funding provision, skills and equipment must be in place to maintain a high quality public realm as suggested in this strategy.

The purpose of this recommendation is to ensure the upkeep of a quality public realm following implementation. Maintenance and management of the public realm needs to consider the following:

- Responsibilities – who is responsible for maintaining and replacing particular elements in the public realm?
- Procedures, specification and schedules for carrying out maintenance – what documents establish maintenance routines, areas, time frames, etc?
- Management of public realm including events and activities – who is responsible for ensuring the smooth and coordinated running of the public realm?
- Funding for management and maintenance – what funding is available and is it sufficient?

### Responsibilities:

The existing maintenance and management of the town centre is split between the County Council and the District Council. Currently West Sussex County Council maintains the highway, whilst Horsham District Council are responsible for the everyday cleaning, the emptying of bins and maintenance of benches and street name plates, street lighting, cycle racks, bus shelters and the maintenance of planting and organisation of annual events.

To ensure all groups are aware of what they are managing and maintaining and no items are overlooked it would be advisable to establish an asset register. The register should identify the following: a detailed list of the assets, who owns them, who is responsible for the maintenance, who undertakes repairs, replacement, maintenance standards and frequency and who pays

for it.

### Procedures, specification and schedules:

The Council needs to put in place robust procedures, specifications and schedules for maintenance and management which set out responsibilities and tasks in order to maintain the public realm.

### Management:

In order to ensure a coordinated and successful town centre it is suggested that existing collaborations are built upon. There would also be merit in creating a street scene management position, and as the programme of events and markets increases employ someone from an events and activity background. Together this team would be responsible for all elements of the public realm including:

- Coordinating with street cleansing.
- Coordinating with parking enforcement.
- Street market / retail management.
- Events programme and management.
- Promotion, marketing and publicity.
- Coordinating street furniture and way finding.
- Informing the public / consultation.

This approach aims to ensure a successful relation between all parties and a vibrant town centre with a positive relationship and to inspire those who make decisions, those who look after it, its businesses and visitors to respond to the standards set by the public realm.

### Funding:

The town centre is currently maintained to a high level however, elements within the public realm are nearing the end of their lifespan. Enhancement work will ultimately reduce the level of

maintenance required.

The level of funding required must be considered under the following headings:

- Management costs.
- Annual labour.
- Annual running costs.
- Annual replacement cost.
- Annual new equipment cost.





# 4.0 Worked Examples

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- 4.1 Carfax
- 4.2 Causeway
- 4.3 Albion Way
- 4.4 Bishopric
- 4.5 Blackhorse Way
- 4.6 The Forum
- 4.7 Queen Street

## 4.1 Carfax

Carfax is the beating heart of the town centre playing an important role in providing a sense of community and is integral to the functioning of adjoining streets and spaces. With this in mind, Carfax should be considered in its entirety and not as individual spaces that make up the town centre core.

The current layout of Carfax is not functioning to its full potential. The following points identify key factors that will help improve Carfax:

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- Pedestrians should take precedence over vehicles
- Introduce more pedestrian crossings throughout for comfort and ease of movement
- Evaluate and explore the appearance, function and practicality of existing materials
- Reduce the width of the highway to provide more pedestrian space
- Introduce vehicular timed restrictions
- De-clutter and rationalise all street furniture



# 4.1 Carfax

Existing Layout



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- KEY:
- Disabled parking bays
  - Loading bays
  - Bus layby
  - Police bay

# 4.1 Carfax

## Pedestrian Movement

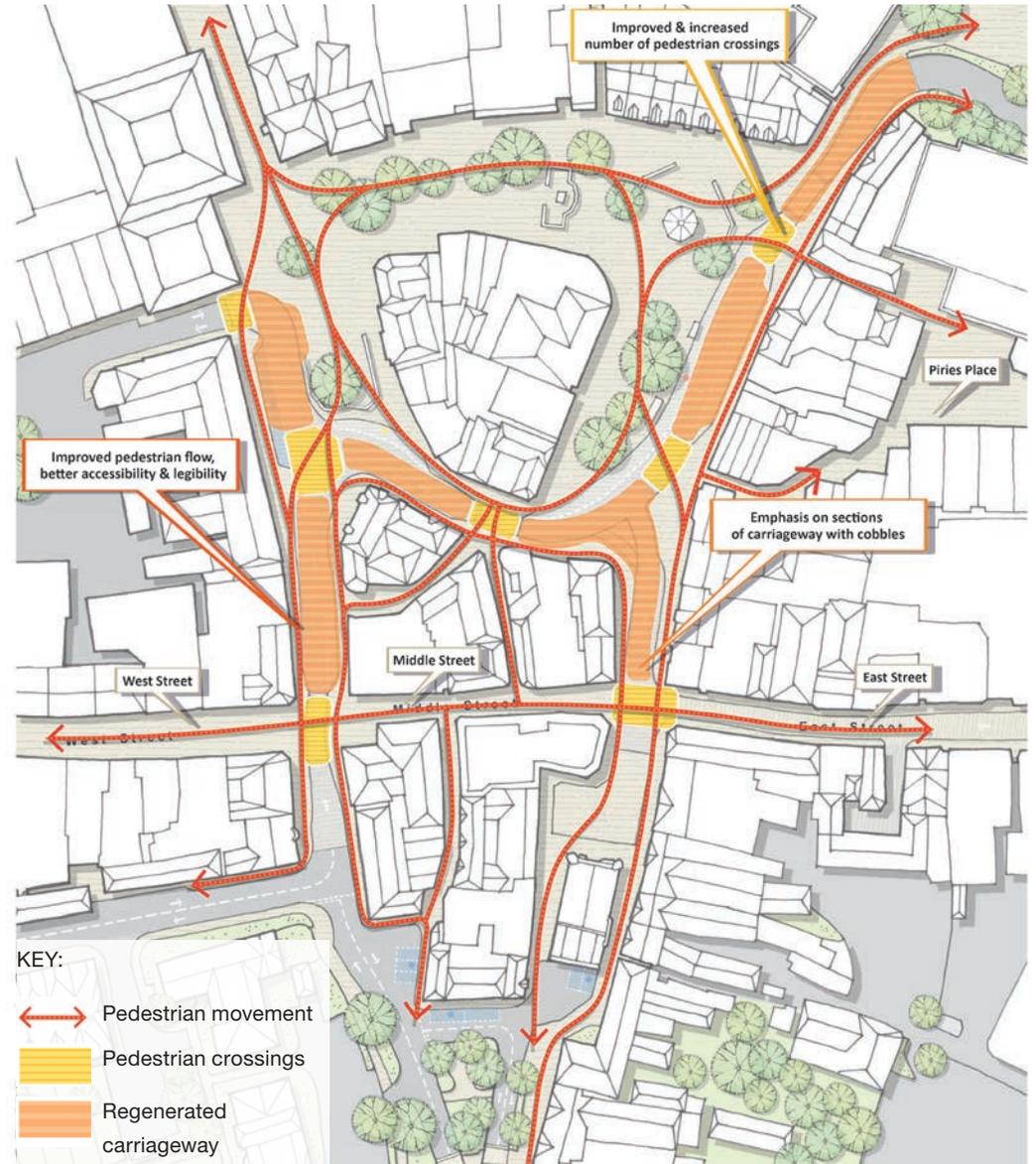
The below plan displays the existing pedestrian movement, from which we can begin to identify desire lines, and where further pedestrian crossing points should be located in order to improve flow and ease of movement for a more pedestrian orientated town centre.

The Diagram opposite reflects how this should be implemented.

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Existing Layout



Proposed Layout

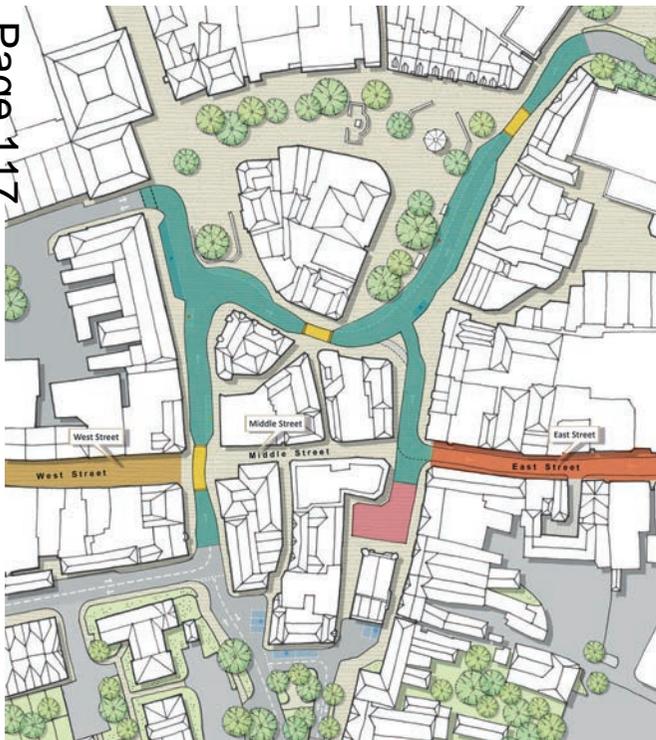
# 4.1 Carfax

## Extent of Materials

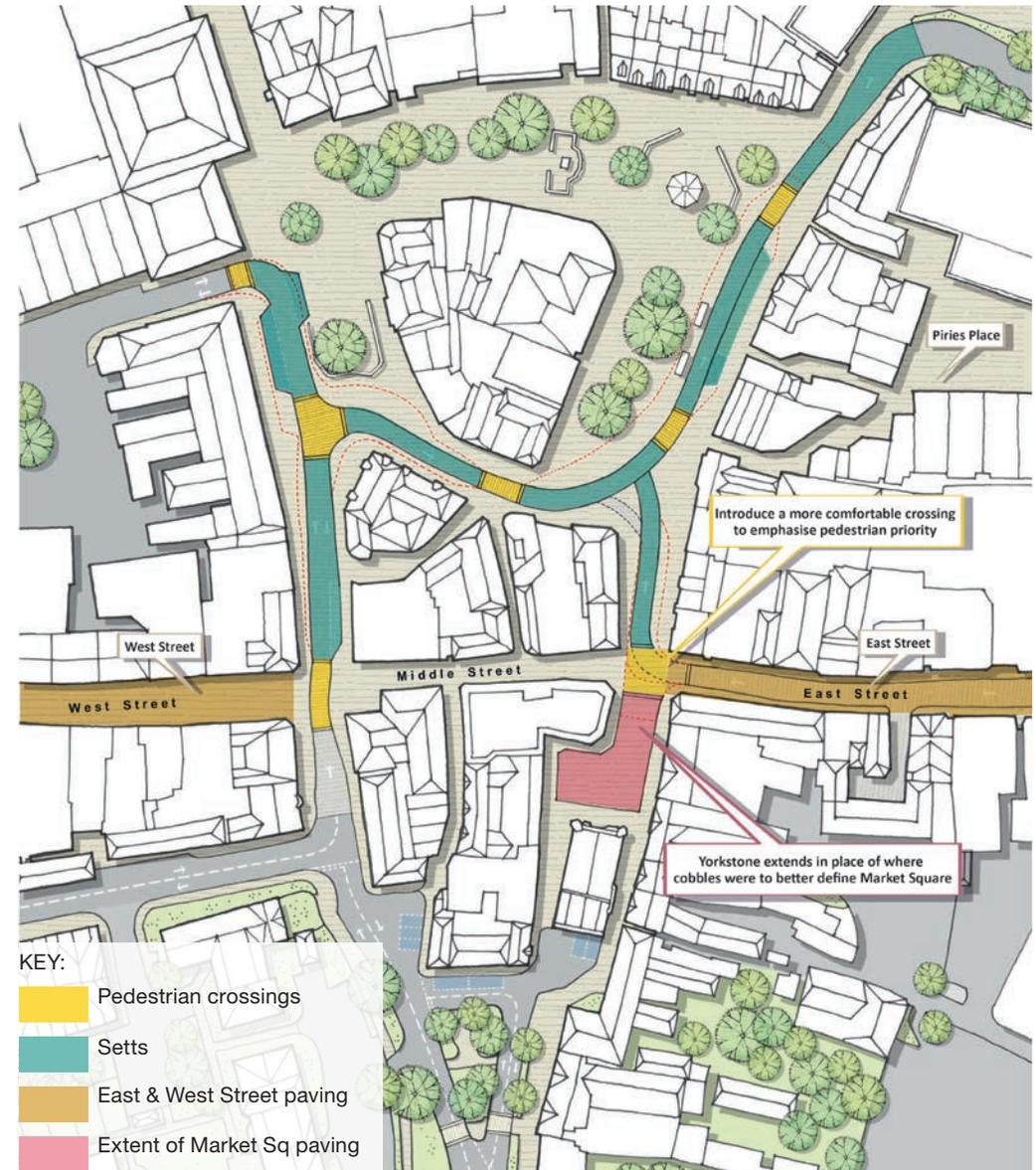
The below plans shows the variation of paving types across the main streets within the town centre core. The aspiration is to:

- Change the surface of East and West Street to both complement each other and the historic core with a consistent feel which enhances the conservation area and listed buildings
- Retain the Granite setts within a reduced width highway
- Introduce more pedestrian crossing points and lengthen existing crossings
- Extend yorkstone to better define Market Square

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Existing Layout



Proposed Layout

## 4.1 Carfax

### Suggested Time Restrictions

Vehicular timed restrictions are proposed within Carfax, allowing buses only between 10.30am and 4.30pm. This is to reduce the presence of vehicles in the town centre core during the day time when the town centre is busiest.

This will also improve air quality and make it easier and safer for pedestrian and cycle movement.



- KEY:
- Proposed area to implement timed restrictions
  - Two-way traffic

# 4.1 Carfax

## Proposed Layout

The proposed diagram opposite shows a reduction in the width of the cobbled road. This provides an increase in pedestrian space and reduces the width of crossing points throughout, which in turn provides more comfortable crossings. The reduced width of the road will also encourage vehicles to slow down whilst driving through, reinforcing the sense of pedestrian priority.

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Existing Layout



## 4.1 Carfax

Carfax plays the important role of providing access to all connecting streets and spaces, and is central to the success of the town centre as a whole both at present and in the future.

Providing a series of flexible spaces will future-proof the town centre by allowing its functions, uses and activities to grow and adapt with the changing times. This in turn will establish a strong, community orientated town centre core.

### Design Principles:

There should be continuity of high quality, large unit yorkstone throughout.

Granite setts within the highway should be retained.

The width of the road should be narrowed to extend shared space for pedestrians and cyclists.

All of the area should be designed as shared space for pedestrians and cyclists with no delineated cycle carriageway.

- Introduce additional crossings and increase the length of existing crossings.
- Necessary timed controlled loading / delivery bays should be integrated within footways so that pedestrians can make use of wider footpaths when deliveries are not taking place.
- Kerbs to the road should be a consistent 50mm high so delivery vehicles can easily mount up into the designated loading zones.
- Implement timed restrictions for all other vehicular access except for buses and use of disabled parking bays.
- Existing disabled bays to be retained.
- Key information points to be strategically located.
- New and existing tree planting should have 5m clear stems to enhance visibility across the town centre.
- Consideration needs to be taken with planting to ensure the same amount of planting remains, but its location does not obstruct ease of movement and visibility.
- All power supplies should be in ground.



## 4.1 Carfax



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## 4.2 Causeway

Causeway holds the potential to be a much more usable space that will not only encourage activity, but also help integrate and strengthen the connection of the historical part of town with the town centre core.

It is the main access point from the south, and a key link for connecting the town centre to open green spaces within the wider area. In addition to this, Causeway is surrounded by buildings of significant historical value which could be further enhanced with a complementary external space.

Therefore, the space should be opened up and celebrated for its historical value and contribution to the overall character of the town centre.

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### Design Principles:

- Relocation of disabled parking onto the street to create a series of uninterrupted connecting spaces. (1).
- Paving to be large unit high-quality yorkstone to form a continuation of the core and to tie in with the conservation area. (2).
- Introduction of further crossings for ease of pedestrian movement. (3).
- Spatial arrangement reorganised to create a more flexible space. (4).
- Inclusion of art to signify arrival to the town centre core and to animate the defined space. (5).
- Planting positioned to help buffer from the road creating a more enjoyable space to be in. (6).



## 4.2 Causeway



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## 4.3 Albion Way Crossing

The Albion Way crossing directly north of the town centre is a major link connecting the centre with Horsham Park, one of Horsham’s key assets, and plays an important role in connecting the wider area. However, due to the current underpass crossing in place, the busy road creates a barrier between the two spaces, obstructing views into the town centre and provokes the feeling that vehicles take precedence.

As a result of this, the route through Horsham park from the railway station to the town centre is underutilised.

Opening up sight-lines by introducing an at grade super crossing will increase permeability and develop a more pedestrian and cyclist orientated route and arrival space into the town centre, whilst providing the opportunity to introduce a greener link.

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### Design Principles:

- Underpass removed and an at grade raised super crossing introduced. (1).
- Increased legibility from Horsham park through continuity of paving type. (2)
- Introduction of planted verges to soften the busy highway and increase biodiversity. (3)
- Tree planting introduced to enhance sense of direction; arrival; and establish a greener link to the town centre. (4).



### 4.3 Albion Way Crossing



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## 4.4 Bishopric

Bishopric is the main entrance and arrival space from the West side of town, and is the key connecting route to the extended town centre south-west towards John Lewis. This area of town is missing clear views and a defined entrance into the site, and the journey to this entrance can leave pedestrians feeling slightly unsafe and overwhelmed by traffic.

The space is important for the function of both small and large scale activities, however, it's current layout is missing structure that allows flexibility of use and ease of movement through the space during non-activity and activity days eg. market days.

### Design Principles:

- Streets north and south of the core of Bishopric to have min 6.5m clear width down the centre to allow enough room for pedestrians and cyclist to share access on non market days; and on market days provide enough space for stalls and emergency access. (1).
- Changes in paving colour and size to inform activity space and flow of movement. (2).
- Spatial layout is designed to cater for all activities from day to day leisure, to weekly markets, and large scale annual events. (3).
- Permanent features such as planting, seating and play have been strategically located to provide optimum space during large scale events, whilst also providing animation within the space when events aren't taking place. (4).
- Introduce a more open entrance with a defined gateway to improve views and connectivity into the town centre. (5).
- Streets widened which in turn widens the crossing and opens ups the entrance space. (6)



## 4.4 Bishopric



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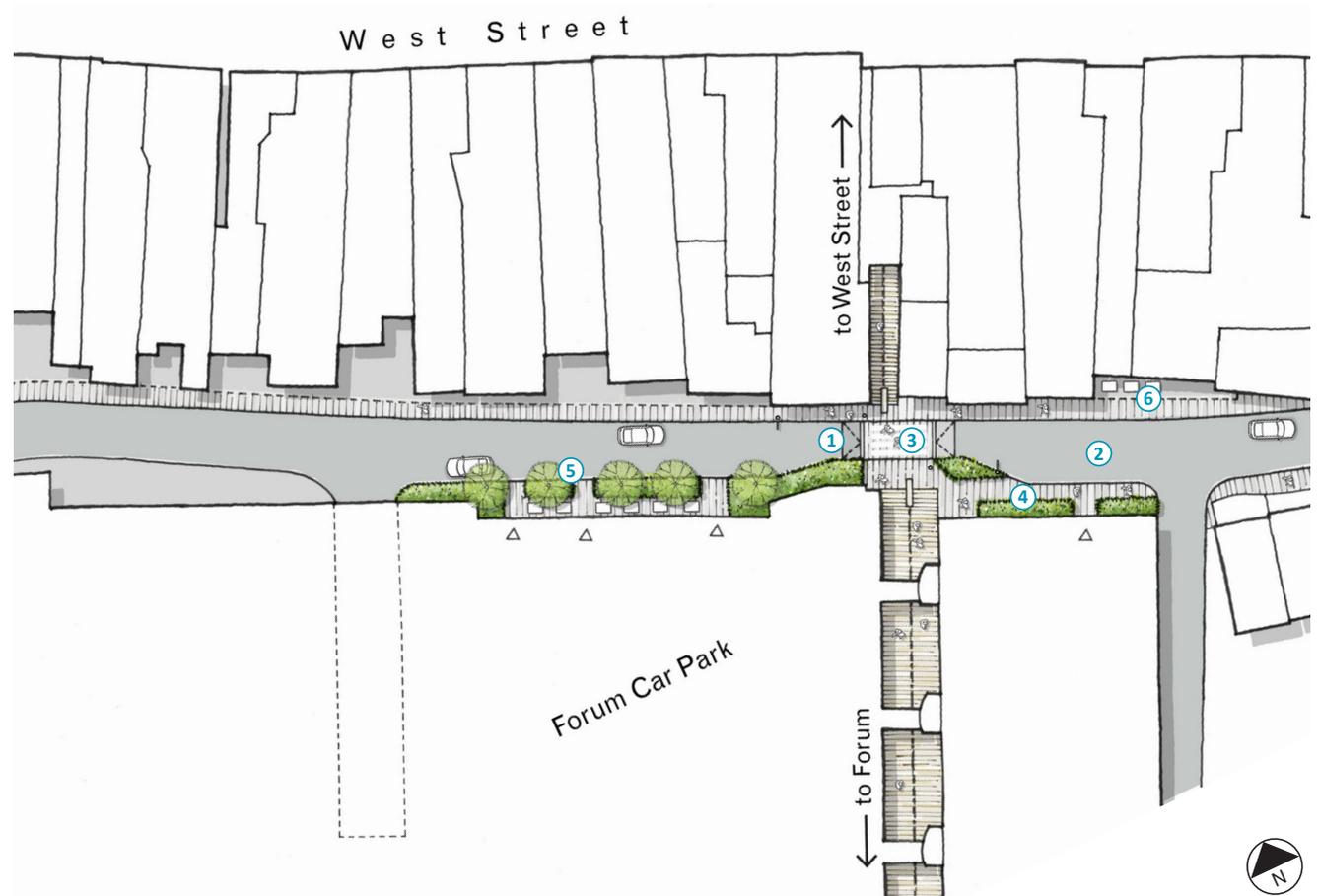
## 4.5 Blackhorse Way

Blackhorse Way is a vehicle heavy street with access to the Forum car park, various service yards and loading bays, and is the main route to the town centre core for both cars and buses.

Pedestrian safety should be a key consideration for the whole length of the road, however, due to the nature of Blackhorse Way, emphasis should be given to the crossing point connecting West St to the Forum, and pedestrian movement encouraged along this north-south axis.

### Design Principles:

- A one way shuttle has been introduced as a means of; reducing vehicle speed; creating a safer crossing environment for pedestrians; and also providing a safer experience for cyclists sharing the road. (1).
- The road has been reduced in width to allow for a consistent footpath at a comfortable width. (2).
- Pedestrians are encouraged to use the more pedestrian orientated routes through the town centre. Therefore emphasis has been placed on the link connecting West Street with the Forum by widening the crossing point and introducing wayfinding. (3).
  - Where possible planting should be used to soften and help activate blank facades. (4).
  - Introduce street trees and planting where possible to activate blank facades whilst at the same time not obstructing views. (5).
  - Introduce bin screens and rationalise overall bin storage. Refuse bins should be located within the rear yards of shops and not within the street wherever possible. (6).



## 4.5 Blackhorse Way

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## 4.6 The Forum

The Forum is a large defined space within Horsham, and a significant space for supporting an all-year round programme of events, performances and activities. The Forum holds the potential to be a key destination outside of organised activities and events, a community square in which people gather, socialise and relax.

The space at present is predominantly used as a through route down towards Sainsburys, and as access to adjoining shops.

**Design Principles:**

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Spatial structure should allow for permanent, seasonal and temporary activities. This should include a variety of large open spaces and a series of smaller, more intimate spaces so that the forum remains an activated space outside of organised activities and events.

- Add new lighting within the space utilising both building mounted luminaries and columns positioned so not to impede activities or movement.
- Add strategic power sockets for markets and events.
- Add seating, planting and art to the space in a more constructive and coordinated layout to allow space to be used more efficiently.



## 4.6 The Forum



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## 4.7 Queen Street

Queen Street is an intermediate, connecting space on route to the town centre. Slightly different in it's function to the other identified spaces, providing access to more local amenities.

### Design Principles:

- Smaller units of standard simple uniform paving to differentiate between the arrival street and the defined space. (1).
- Existing lighting columns should be refurbished and additional columns with standard lighting levels added at regular intervals. (2).
- Road side planting incorporated to buffer the defined space and footpaths from the road. (3).
- Native trees planted to further soften the interface with the road.(4).
- Seating added alongside planting edge under tree canopies to allow opportunities to meet, rest and socialise. (5).
- The defined space has been widened and clutter removed, generating a more open space that allows activity from adjacent shops to spill out. (6).
- Opportunity to improve appearance and introduce public art/ painting scheme on Iron Bridge. (7).
- Additional works to improve the appearance of the underside of Iron Bridge should also be considered and to resolve pigeon infestation. (7).
- Replacement paving scheme to extend to New Street junction. (8).
- Opportunity to provide an integrated cycle route. (9).
- New zebra crossing. (10).



## 4.7 Queen Street

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**APPENDIX 3 – FORUM SKETCH DESIGN – WORK IN PROGRESS**



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## Report to Cabinet

25<sup>th</sup> March 2021

By the Cabinet Member for Finance and Assets

**DECISION REQUIRED**



**Horsham  
District  
Council**

Not Exempt

## Improvement of Community Facilities in Denne Ward

### Executive Summary

St. Peter's Hall and the RAFA club are two buildings on the Needles Estate, previously occupied by Kings Church and the Royal Air Forces Association (RAFA). The buildings have a number of shortcomings, they are not interconnected, have poor facilities and accessibility, and do not meet modern standards for thermal performance. They are therefore not fit for purpose in their current condition.

The Council has successfully applied for a grant to reduce the carbon emissions of the buildings, which will require the premises to be properly insulated and for the installation of a new air source heat pump heating system. These alterations are substantial and the grant is for £238,000. Alongside these works, it is proposed to remodel the building to create fit-for-purpose and efficient space which can be used by the local community to meet local needs. The additional budget cost for remodelling the buildings is £262,000, bringing the total for all of the work to a budget of £500,000.

A condition of the grant is that the works commence prior to the 31<sup>st</sup> March 2021 and are completed by the 30<sup>th</sup> September 2021. The definition of commence is broad and both dates are achievable.

The alternative to refurbishing the building would be to construct a new building, which would be more expensive and is therefore not recommended.

The future management of the building has been considered and there are two routes, either to let the property to a single community group, who would act as an anchor use and would hire the building to other users, or work with the local community to create a board of local trustees who could manage the building on behalf of the community. There is sufficient interest in the property to indicate that both options would be viable. It is intended to work with the local community and possible anchor organisations during the construction phase so that arrangements are in place on completion of the work. It is expected that a return of over £10,000 can be generated, which will be sufficient to fund the Minimum Revenue Payment for the Council's net budget expenditure of £262,000.

The purpose of the report is to explain the details of the proposal and seek Cabinet approval to the project and a recommendation by Cabinet to Council for the allocation of a budget of £500,000 for the works, of which £238,000 will be grant funded.

## **Recommendations**

That Cabinet is recommended:

- i) To approve the project for the refurbishment of St Peter's Hall and the RAFA club.
- ii) To recommend to Council that a budget of £500,000 for 2021/22 be approved for the project, of which £238,000 will be grant funded.

## **Reasons for Recommendations**

The reasons for the recommendations are to upgrade poor quality community facilities in Denne Ward and to improve the energy efficiency of the buildings. The proposals meet the Council policies to move towards net zero emissions by 2030 and to provide facilities to support health and wellbeing in the community.

Reasons for rejecting alternative courses of action are dealt with in the body of the report.

## **Background Papers**

None

**Wards affected:** Denne

**Contact:** Brian Elliott, Head of Property and Facilities: Mobile 07468 708953

## **Background Information**

### **1 Introduction and Background**

- 1.1 St. Peter's Hall and RAFA Club are two adjoining buildings located on the Needles Estate in Denne Ward. Until early 2020, these buildings were used for community use but they are now both vacant. The Needles estate is a mixture of private and council built housing dating back to the 1950s.
- 1.2 The properties were previously let to two occupiers, Kings Church, who occupied St. Peter's Hall, mainly as a drop in and support centre, and the RAFA club which was a services club for ex RAF service men and women, which closed.
- 1.3 The buildings have a low standard of thermal performance and a poor internal arrangement which makes them difficult to use. The buildings are not interconnected and are unsuitable for letting without substantial expenditure to improve the building arrangement and the energy performance.
- 1.4 The Council has received approval for a capital grant to improve the energy performance of the buildings. The works required would be undertaken alongside a general refurbishment to improve the internal arrangement and to connect the buildings. The capital grant is for the sum of £238,000 subject to the condition that the project commences (out to tender) prior to the 31<sup>st</sup> March 2021 and is completed by end September 2021. These timescales are achievable. The grant would cover part of the total cost, which is budgeted at £500,000. The Council would therefore need to fund the balance of the cost, which would be £262,000. These budget figures are presently being tested with contractors.
- 1.5 The purpose of this report is to seek Cabinet approval to proceed with the works and for Cabinet to recommend to Council that a budget of £500,000 be allocated for this purpose. The works will be partly funded, through the grant of £238,000.

### **2 Relevant Council policy**

- 2.1 This proposals supports the Council's policies to work towards a carbon neutral district and to provide community facilities to support health and well-being.

### **3 Details**

- 3.1 The buildings have poor energy performance, with EPC (Energy Performance Certificate) ratings of E for St Peter's Hall and D for the RAFA Club. The Government, through the Minimum Energy Efficiency Standard (MEES), sets a minimum EPC threshold for buildings before they can be let or sold. It is expected that from 2030 all non-residential buildings will need to have a minimum EPC of B in which case the buildings will need upgrading before that time. The Council also has a commitment to improve the energy performance of Council owned buildings to meet a policy objective to achieve net zero emissions by 2030.
- 3.2 The buildings adjoin but are not inter-connected and they lack flexibility in how they can be used. They have inadequate WC provision, poor kitchen facilities and are not accessible for people with disabilities. They are also in a tired condition.

### 3.3 There are three options for these buildings:

Option 1: Demolish the existing buildings and build a new community hall. This would cost in the region of £750,000 for a 300m<sup>2</sup> building.

Option 2: Refurbish the existing buildings, including undertaking the energy performance works. This would provide a hall with a total area of c80m<sup>2</sup> with ancillary space of c145 m<sup>2</sup>. The budget cost for this work is £500,000 of which £238,000 would be grant funded, with the Council funding the remaining £262,000.

Option 3: Decommission the buildings and use the land for an alternative use, such as affordable housing. This could create 8-10 flats, which would generate an income of c£80,000 pa and would require a capital expenditure of c£1.8m. However, this would result in the loss of a community facility, with no replacement, which would require justification to the community and on planning grounds.

The recommendation is to proceed with Option 2. A refurbishment and reconfiguration of the building will provide the following:

- An 80m<sup>2</sup> hall which will accommodate approximately 65 people seated.
- A separate meeting room of c40m<sup>2</sup> on the first floor, which will be accessible with a lift for people with impaired mobility. This will accommodate approximately 25 people.
- New male and female WCs, including an accessible WC
- A kitchen
- An entrance foyer with sufficient space for casual seating
- An office
- A buggy store
- Two separate store areas, both of c20m<sup>2</sup>, one intended to be let to the Borough Band and the other for general use.
- Off-site parking for 11 cars

The building will have the following energy performance features:

- Walls, floors and ceilings to be insulated
- Air source heat pump delivering hot water and heating
- Solar panels

3.4 The Council recently commissioned a report to review the community facilities in Horsham District. While this report has highlighted that there are sufficient halls in Horsham, St Peter's Hall is the only small scale facility serving the Needles Estate and the facility would be of a size to meet local needs.

3.5 On completion of the works the property will need to be passed over to an operator for management. This could be by a community group established for that purpose or a community organisation acting as a lead occupier. Some local organisations have expressed an interest in the building and a local community engagement process will be undertaken to determine the approach that best meets the needs of the local community.

3.6 Although there has not been any formal marketing of this building a number of potential users have indicated interest:

- The local scout group
- An out of school club operator
- St John's Ambulance service
- A music school
- A drama school
- Services clubs
- A youth club
- The borough band

Discussions with these groups will take place during the refurbishment contract so that the building is ready for use on completion. It is expected that the building will also be used for daytime dance classes (or similar) and private functions.

3.7 The community centre will be operated to be self-sufficient, with an income target of £10,480 which would give the Council a return equivalent to MRP (Minimum Revenue Provision) of 4% on the Council's proportion of the funding.

3.8 Pricing structures for community halls generally have a range of rates depending on the hirer and the time of day, with discounted figures for not-for-profit groups and off-peak times and higher rates for commercial organisations and evenings and weekends. A reasonable average rate across the different groups and times of day would be c£15 per hour. Opening times are expected to be from 8.00am to 10.00pm, equivalent to 84 hours per week. An average occupancy level of c50% would generate an income of c£630 per week, or £32,760 per annum. It is expected that revenues will start lower and grow over time.

3.9 It is challenging to forecast P&L figures with accuracy, however this level of revenue is comparable with the revenue generated by North Horsham Parish Council for Horsham Tythe Barn (HTB), which is of a similar size and character. HTB has an income of c£35k pa (pre-covid) and expenditure of approximately £23k pa with a surplus of £12k pa, or 34% of revenue. If a target revenue return of 34% is applied to £32,760 pa as detailed in paragraph 3.8, the surplus would be £11,138, which is marginally better than the target return of £10,480 pa.

## **4 Next Steps**

4.1 Next steps are to secure Council approval to the creation of a budget for these works. The grant provider will then be notified so the grant can be paid and the contractor appointed. As detailed in paragraph 3.6, discussions will also take place regarding the management structure for the operation of the facility.

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

5.1 Consultations have been completed with Cabinet members, local members and the neighbourhood council. The matter has been considered by the Council's Policy Development and Advisory Group (Finance and Assets), who were supportive of the proposal.

- 5.2 The Monitoring Officer and Director of Resources have been consulted and their comments incorporated in this document.

## **6. Other Courses of action Considered by Rejected**

6. The Council could let the building on a short term basis to generate an immediate income. Likely users would be private organisations seeking low cost venues, such as a martial arts club. This would be a short term solution only, as the fundamental problems with the buildings would not be addressed. Delaying expenditure would have the effect of increasing the cost as a delay would mean that the grant opportunity is missed and the full financial burden would fall on the Council. This course of action was therefore rejected.

## **7 Resource Consequences**

- 7.1 A capital budget will need to be allocated for this project and a Council Meeting will be held to approve a budget allocation of £500,000, of which £238,000 will be funded by the capital grant from Salix. The remaining £262,000 will be internally funded.
- 7.2 The objective is to generate an income on completion, to at least cover the cost of capital. A realistic return of £10,480 per annum will be targeted as a contribution from the building as a community led operation. This would deliver a return of 4% on the budgeted net expenditure of c£262,000, thereby covering the internal capital financing and Minimum Revenue Provision costs.

## **8 Legal considerations and Implications**

- 8.1 Legal Services are available to advise on and support the completion and signature of the funding contract and ensure that risk to the Council is fully understood and mitigated through appropriate governance. Further, they will offer support in the delivery of the project as and when required.

## **9 Risk assessment**

- 9.1 There are two main risks arising from this proposal, firstly failure to meet the grant conditions, which is low risk and arrangements will be put in place to manage this risk. Secondly, low or no demand for the building on completion of the refurbishment; this is considered low risk considering current early interest.

## **10 Procurement implications**

- 10.1 Procurement of consultants and building contractors will be undertaken in compliance with Council policy and legal obligations, specifically in compliance with the Council's Contract Procedure Rules, Procurement Code and the Public Contracts Regulations 2015 and supported by relevant officers.

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

- 11.1 The building will comply with Part M of the Building Regulations and will be accessible.

## **12 Environmental Implications**

- 12.1 This is an environmentally driven project to improve the Council's community building stock and to help meet the Council's environmental target of achieving net zero carbon by 2030.

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## Report to Cabinet

25<sup>th</sup> March 2021

By the Cabinet Member for Local Economy & Parking  
and Finance & Assets

**DECISION REQUIRED**



**Horsham  
District  
Council**

Not Exempt

### **Use of Additional Restrictions Grant for Projects to Assist Economic Recovery**

#### **Executive Summary**

This report asks Cabinet to seek a budget from Council to spend Additional Restrictions Grant money not needed for the Discretionary Business Grants scheme to use on projects to encourage the restart and success of businesses in Horsham District. The report seeks a delegation from Council to the Director of Corporate Resources, in consultation the Cabinet Lead for Finance & Assets and Local Economy and Parking, the Chairman of Overview & Scrutiny and the Leader of the Council, to allocate funding to projects that will encourage this restart and success of our businesses.

#### **Recommendations**

That the Cabinet is recommended to ask Council to:

- i) Set up a budget for projects to encourage the restart and success of businesses in Horsham District for a value that, combined with spend on Discretionary Grants, is equivalent to the total of the Additional Restrictions Grant and any subsequent additions the Government makes to it.
- ii) Delegate to the Director of Corporate Resources, in consultation the Cabinet Lead for Finance & Assets and Local Economy and Parking, the Chairman of Overview & Scrutiny and the Leader of the Council the allocation of this projects budget to projects proposed by officers of the County, District and Parish Councils when supported by an adequate business case and delivery plan that can be met before 31 March 2022.
- iii) Approve the allocation of funds for the four projects outlined in paragraph 3.3.

#### **Reasons for Recommendations**

- i) A budget to spend this money on anything other than grants direct to businesses is needed for the Council to operate within its Constitution.
- ii) A delegation is needed to ensure we can identify and approve projects at speed to maximise the benefit our economy obtains from this Government grant.

- iii) Council approving these projects is the quickest way to get funding into these projects because using the delegation would need further discussion.

## **Background Papers**

Guidance from the Department for Business, Energy and Industrial Strategy on the use of Additional Restrictions Grant

**Wards affected:** all

**Contact:** Jane Eaton, Director of Corporate Resources, telephone 01403 215300.

## Background Information

### 1. Introduction and Background

- 1.1. The Department for Business, Energy and Industrial Strategy (BEIS) introduced the Additional Restrictions Grant from November 2020 to provide support for the local economy and businesses not covered by Local Restrictions Grants. BEIS based its allocations on £20 a head of population. The Council's allocation was £4.153m to cover all lockdowns until 31 March 2022. In his budget of 3 March 2021 the Chancellor announced Government would give further money as Additional Restrictions Grant. On 9 March 2021, at a briefing, BEIS told Councils they will only release this money when the remainder is spent. BEIS said Councils should not hold grant back for needs later in the year. BEIS has said it will issue guidance in the week beginning 22 March 2021.
- 1.2. West Sussex Councils drafted and agreed a county wide discretionary scheme for allocation on this money to businesses. This scheme gave businesses the same contributions to their property costs for the same level of losses as businesses receive from the Local Restrictions Grants if they pay business rates. These are mostly businesses that do not pay business rates but work from a shared workspace or are home-based businesses. The scheme also provided support to businesses not forced to close by Government restrictions but suffered a significant loss of income due to the restrictions. The Chief Executive approved this scheme under his emergency powers in November 2020 to allow us to pay businesses quickly. The Chief Executive told Council about his decision at its meeting on 9 December 2020.
- 1.3. The Council has made four tranches of payments of Additional Restrictions Grants this winter: November 2020 lockdown, December tier restrictions, full lockdown from January 2021 to mid-February 2021 and most recently a grant to cover the period mid-February 2021 to 31 March 2021.
- 1.4. At 14 March 2021 £3.052m was uncommitted. The Council's Business Rates adviser suggests she will need around £1.5m to cover the remaining lockdown periods.
- 1.5. The Council can use this grant in any way that provides business support including for projects to assist the recovery of businesses including projects and staffing for those projects. But the grants cannot be used to give business rate holidays to businesses not covered by businesses not included in the retail, leisure and hospitality schemes.
- 1.6. Money from this grant must be spent by 31 March 2022. This will restrict the type of projects the Council can use the money for. It also means Council needs to set up a scheme to fast track decisions to undertake projects. Waiting for the next Council meeting to set up a budget is likely, in most cases, to be too slow.
- 1.7. The Government expects us to return any money not spent by 31 March 2022.

## 2. Relevant Council policy

- 2.1. These projects would support the Council returning to a thriving economy. A thriving economy is one of the five key themes of the Corporate Plan.

## 3. Details

- 3.1. Although funding is available for this work there is no budget. Council will need to set up a budget to fund projects.
- 3.2. To access the budget this report recommends a delegation proposed to allow swift decisions and implementation of these projects. This delegation is to the Director of Corporate Resources, as the officer with the closest knowledge of the residual levels of remaining grant, in consultation the Cabinet Lead for Finance & Assets and Local Economy and Parking; the Chairman of Overview & Scrutiny and the Leader of the Council. The Director will send updates to all other Councillors when projects are agreed and consult them on projects in their wards.
- 3.3. The Economic Development Team has four existing projects where extra funding would further help our businesses:

	Funding in Place	Additional Funds Required
Virtual Tours	£9,000	£16,000
LEAP Recovery Fund	£20,000	£50,000
Pop Up Horsham	£32,000	£58,000
Henfield Artisan Market	£1,800	£9,200
Total	£62,800	£133,200

- 3.4. This reports recommends Council approves these schemes.
- 3.5. Horsham and County officers are looking into further schemes including:
- Further extensions of Rural Vouchers or other schemes to speed up the roll out of gigabit in rural areas.
  - Roll out of gigabit enabled full fibre to our industrial estates.
  - Establishment of shared workspaces for start-up businesses.
  - Subsidised food hygiene courses for start-ups.
  - Creating an anchor use to encourage people into the town centre
  - Supporting an existing anchor use that may need support to stay open and provide knock on benefits to other economic activity, e.g, Everyman Cinema, Markets.
  - Business support for start ups
  - Funding short term posts
- 3.6. For projects involving major capital works delivery within the limited timescales is challenging and may exclude some of the larger schemes.

## **4. Next Steps**

- 4.1. Officers will prepare business cases for their projects for approval. The Director, in consultation with the listed Councillors, will approve projects. The Director will report to all Councillors progress made.
- 4.2. Should the BEIS guidance issued in the week beginning 22 March 2021 require change there may be a need to halt this proposal or seek amendments from Cabinet and Council.

## **5. Views of the Policy Development Advisory Group and Outcome of Consultations**

- 5.1. The Cabinet Member consulted the Economic Development and Parking Policy Development Advisory Group on 10 March 2021. The group made suggestions for the consultees in the delegation and welcomed an approach that allowed swift spend of this money. The Group suggested ideas of projects. The Economic Development team will take these ideas forward where appropriate.
- 5.2. The Senior Leadership team support the proposal. The Monitoring Officer, Section 151 Officer, Director of Place, the Head of Finance and Performance, and the Service Delivery Manager (Business Rates) have reviewed and commented on this report.

## **6. Other Courses of Action Considered but Rejected**

- 6.1. We considered leaving each project for approval at Council. However, the lead in time for Council with a short window in which to spend the money, meant this was impractical.
- 6.2. We considered delegating to officers without Councillor involvement or using the Chief Executive's emergency powers. Although this is legal it would limit local democracy.

## **7. Resource Consequences**

- 7.1. All projects undertaken will be within the envelope of the overall Additional Restriction Grants which is fully funded by Government. There are therefore no direct revenue budget implications from spending the grant money.
- 7.2. Some additional officer time and resource may be required to implement and deliver the projects, but the expectation is that any additional processing related costs would be covered by new burdens grant funding.

## **8. Legal Considerations and Implications**

- 8.1. These actions are covered by the guidance covering the use of Additional Restrictions Grant issued by The Department for Business, Energy and Industrial Strategy. The next guidance is due out the week beginning 22 March 2022.
- 8.2. The Government has issued Local Authorities funding for the cost of the Additional Restrictions Grant under section 31 of the Local Government Act 2003. Local Authorities will be responsible for delivering the funding.

- 8.3. Local Authorities are responsible and accountable for the lawful use of funds under Section 151 of the Local Government Act 1972. The Section 151 Officer within the Local Authority is required to exercise their duties in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) guidance, ensuring their oversight of the proper administration of financial affairs within the Local Authority, including these grants.

## **9. Risk Assessment**

- 9.1. The main risk is a change in the guidance from the Additional Restrictions Grant by BEIS changes and makes these projects not possible. If this occurs we will stop the work.
- 9.2. Any projects agreed will carry all the usual project risks and these will be mitigated by the Managers of each project.
- 9.3. If projects overrun their available money there is a risk the Council will overspend its budget. The Director of Corporate Resources will monitor progress closely to mitigate this and proper project management should ensure this does not happen unreported.
- 9.4. If there is a rush of requests for support under the Discretionary Grants Scheme it is possible the Council will have less money than expected. The Service Delivery Manager for business rates monitors spend each day so this should not happen unexpectedly.

## **10. Procurement implications**

- 10.1. Each project approved will follow the Procurement Code rules for the value of the goods, work or service involved.

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

- 11.1. Although there is no direct impact on equalities some of the projects may have a positive impact on groups with protected characteristics because they should enhance employment opportunities in the District and may help businesses that people with protected characteristics run.

## **12. Environmental Implications**

- 12.1. Although there is no direct impact on the environment some of the projects may have a positive impact on environmental matters through encouraging local employment and businesses.

### **13. Other Considerations**

- 13.1. Although there is no direct impact on crime and disorder some of the projects may have a positive impact in getting people into work.
- 13.2. There are no obvious Data Protection issues arising from this report.

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## Report to Cabinet

25<sup>th</sup> March 2021

By the Cabinet Member for Finance & Assets

**DECISION REQUIRED**



Not Exempt

### Council Tax Support Additional Discretionary Discounts

#### Executive Summary

Local Authorities received, as part of the local government finance settlement, a Council Tax Support Grant to compensate them for income lost due to the rise in Council Tax Reduction scheme claimants throughout the pandemic and to give Councils an opportunity to award additional discounts. West Sussex County Council set its grant in reserves with the intention of support West Sussex Districts and Boroughs to extend the additional COVID-related support given to working age Council Tax Reduction scheme claimants in 2020/21. This was a further council tax discount of up to £150.00 per household. This report proposes using Horsham District Council's Council Tax Support grant for 2021/22 and any residual grant from 2020/21 alongside County's contribution to replicate this scheme. The report includes recommendations to Council to put in place the budget and delegations to enable officers to make the payments.

#### Recommendations

That the Cabinet is recommended:

- i) Approve an additional discretionary discount of up to £150.00 per household for working age claimants in 2021/22.

To recommend to Council to:

- ii) Set up a budget for 2021/22 comprising the County Council's share of payments and the remainder coming from a share of Horsham District Council's Council Tax support grant and any residual hardship grant from 2020/21,
- iii) Delegate to the Director of Corporate Resources the finalisation of the exact sums involved during 2021/22 provided they do not exceed the £145,981 Horsham District Council grant and any carry forward from 2020/21.

#### Reasons for Recommendations

- i) County's offer to part fund this support will help our most vulnerable working age families in a year when their income is likely to be adversely affected.
- ii) A budget is needed to allow these transactions to take place.

- iii) The full cost of this scheme is not yet known because vulnerable customers in this group are likely to move in and out of work during the year. This delegation will allow the Director to ensure customers get the help agreed against a varying budget level.

## **Background Papers**

None

**Wards affected:** all

**Contact:** Jane Eaton, Director of Corporate Resources, telephone 01403 215300.

## **Background Information**

### **1. Introduction and Background**

- 1.1. As part of the Government's ongoing support to local residents throughout the pandemic, the Government provided the Councils with Council Tax Hardship Funding in 2020/21. Government designed this to give each working age household on the Council Tax Reduction scheme up to an additional £150.00 discount on their Council Tax bill. Where a taxpayer's liability for 2020-21 was, following the application of the current local council tax reduction scheme, less than £150, then their liability would be reduced to nil. Where a taxpayer's liability for 2020-21 was nil, we did not reduce the Council Tax bill.
- 1.2. The Government announced a new Council Tax Support grant for 2021/22 as part of Local Government Finance Settlement. The indicative was £145,981. The County Council will receive approximately £6.6m.
- 1.3. The Government made no specific requirements on the use of this grant for 2021/22. The funding is not ring-fenced but is provided towards the additional cost of the Council Tax Scheme already incurred in 2020/21, or new customers needing help in 2021/22. However in his speech on the local government finance settlement, the Secretary of State was clear that: 'This helps local authorities to continue reducing council tax bills for those who are finding it hardest to pay.' Therefore, although the funding is not ring-fenced, there is an expectation from Government it will be used to fund initiatives to support our most vulnerable Council Tax payers.

### **2. Relevant Council policy**

- 2.1. The Corporate Plan has a strategic aim for a Strong Health and Safe Community. Financially supporting working age Council tax-payers with limited funds supports this objective by lowering stress levels due to money worries, reducing crime caused by financial shortfalls and allowing our poorest residents to retain more of their earnings to keep themselves and their families fed, housed and safe.

### **3. Details**

- 3.1. The County Council suggested we replicate the additional discretionary payment of up to £150.00 given in 2020/21 and they will fund their share of the proposition from their Council Tax Support grant. This report suggests Horsham District Council uses its grant with the County's and approves a payment of up to £150 for 2021/22 as it did in 2021/22.
- 3.2. The Government required that for the 2020/21 scheme there should be no need for working age residents in receipt of help to make a separate claim for a reduction and whether or not a taxpayer has been affected by COVID-19 should not be taken into account in assessing eligibility for a reduction.
- 3.3. For ease this report suggests these requirements are the same for the 2021/22 scheme.

- 3.4. The office of the Police and Crime Commissioner has declined to use its Council Tax Support grant to help customers in this way for legal reasons.

#### **4. Next Steps**

- 4.1. Once approved our Revenues and Benefits team will finalise the list of customers eligible for the payment and send out new Council Tax bills.

#### **5. Views of the Policy Development Advisory Group and Outcome of Consultations**

- 5.1. The Cabinet Member consulted the Finance & Assets Policy Development Advisory Group by email on 12 March because this information was not available at the time of their meeting on 3 March.
- 5.2. The Senior Leadership team support the proposal. The Monitoring Officer, Section 151 Officer, the Head of Finance and Performance, West Sussex County Council's Section 151 Officer, the Head of Revenues and Benefits and the Operations Manager in our Revenues and Benefits partnership reviewed and commented on this report.

#### **6. Other Courses of Action Considered but Rejected**

- 6.1. We could retain the money, not take County's offer and leave customers to pay their full 10% of their Council Tax. We rejected this idea because we have an opportunity to help struggling customers at a difficult economic time. Rejection of this help would be likely to lead to a rebuild of bad debt in the Collection Fund from these customers, defeating the purpose of the Council clearing their arrears with last year's grant. It would also go against the spirit of the Government's aim in giving us this grant.

#### **7. Resource Consequences**

- 7.1. All projects undertaken will be within the envelope of the 2021/22 Council Tax Support grant of £145,981 and any carry forward of hardship grants from 2020/21. Hardship grants in 2020/21 are still being awarded and the estimated carry forward into 2021/22 is forecast to be less than £50,000. Council Tax Support grant could be used towards general funding but not helping these customers would likely lead to a worsening of the debt situation in the Collection Fund which, ultimately, feeds back into the General Fund.

#### **8. Legal Considerations and Implications**

- 8.1. Section 13A(1)(c) of the Local Government Finance Act 1992 provides that a billing authority may reduce the amount of council tax that a person is liable to pay to such an extent as the billing authority thinks fit.
- 8.2. Section 31 of the Local Government Act 2003 provides for the payment of a grant to a local authority in England towards expenditure incurred or to be incurred by it.

## **9. Risk Assessment**

- 9.1. There is a low risk the number of customers covered by this grant exceeds the money set aside. The mitigation is the Director of Corporate Resources will monitor this spend closely during the year.

## **10. Procurement implications**

- 10.1. There are no procurements involved in this proposal.

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

- 11.1. The additional Council Tax discounts will support vulnerable working age residents helping these households to minimise debt and stay housed. The additional discount will also ensure that the Council is not collecting small sums from households who struggle to fund these bills at this time, avoiding the need to write off small uncollectable debts.

## **12. Environmental Implications**

- 12.1. There are no environmental implications or costs associated with this proposal.

## **13. Other Considerations**

- 13.1. All measures to keep low income households assist with reducing the amount of crime caused by poverty.
- 13.2. Working with this customer group at scale always involved Data Protection risks. However, this proposal does not involved any higher risk than normal and our Milton Keynes' based team train our team to a high standard in these issues.

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## Report to Cabinet

25<sup>th</sup> March 2021

By the Cabinet Member of Finance & Assets

**DECISION REQUIRED**



**Horsham  
District  
Council**

Not Exempt

### **Procurement Shared Service – Extension of Agreement**

#### **Executive Summary**

The Council's Procurement Service has operated jointly since 2010. This report seeks approval for the shared service model to continue for a further four years with an option to extend for a further four years from April 1<sup>st</sup> 2022 with Crawley acting as the lead authority, providing services under an Inter-Authority Agreement on behalf of Horsham, Mid Sussex and Mole Valley District Councils.

#### **Recommendations**

The Cabinet is recommended to:

- a) Approve the delegation of the provision of its procurement services to Crawley Borough Council from 1<sup>st</sup> April 2022 under Section 101 of the Local Government Act 1972.
- b) Agree to the provision of services under an Inter-Authority Agreement for a minimum period of four years from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2026 with an option to extend for a further period of up to four years.
- c) Delegate authority to the Director of Corporate Resources and the Head of Legal and Democratic Services to agree the terms of the Inter-Authority Agreement which reflects the principles outlined in the report.
- d) Delegate to the Director of Corporate Resources and Head of Legal and Democratic Services the ability to apply the four year extension at the end of the initial term subject to performance review in consultation with the Cabinet Member for Finance & Assets.

#### **Reasons for Recommendations**

The current joint working arrangement with Horsham District Council, Mid Sussex Council and Mole Valley District Council is due for renewal on 31<sup>st</sup> March 2022 and therefore there is a need for Members to agree how procurement services will be provided in the future in order to give partners assurance that services will continue beyond this date.

#### **Background Papers**

Cabinet report of 25<sup>th</sup> January 2018

#### **Wards affected:**

**Contact:** Jo Newton-Smith, Procurement Manager 01403 215147.

## **Background Information**

### **1 Introduction and Background**

- 1.1 On 6<sup>th</sup> April 2010 Crawley, Horsham and Mid Sussex Councils entered a joint working arrangement which saw existing procurement resources forming one team and being shared across the authorities. In 2018 it was agreed that Crawley Borough Council would take the role as lead Authority and employ all staff to deliver services to the Councils. On 1<sup>st</sup> December 2020 Mole Valley District Council joined the partnership after the successful completion of a 12-month trial period. The benefits of joint working are to create greater capacity within the team to support the increasing work programme demands, developing skills and knowledge amongst the team, making cashable savings through more collaborative procurement projects and making efficiencies by avoiding duplication and creating common policies and procedures.
- 1.2 Since then the service has delivered numerous projects and contributed to savings of in excess of £7,440,000.00<sup>1</sup>. These projects include complex tenders, local tenders and accessing framework agreements, leading on collaborative procurement projects and a wide range of policy, legislative and strategic projects which benefit each of the authorities for example working with SMEs and local suppliers to educate them on procurement processes via training events and Meet the Buyers, and developing policies on key areas such as Sustainable Procurement and Contract Management.
- 1.3 The team are responsible for developing the internal procurement rules and guidance documentation that meets the requirements of legislation, undertaking spend analysis to identify future opportunities and areas of risk and delivering training across the councils. The team also perform a contract management role for a number of collaborative corporate contracts and supports departments in the management of key contracts as and when required.
- 1.4 The Joint Procurement Board governs the shared procurement service via an Inter-agency Agreement and is made up of a representative from each of the authorities.
- 1.5 The budget for 21/22 is set at £284,550. The current payment mechanism is a percentage split with Crawley and Horsham both paying 25% of the costs, Mid Sussex 23%, and Mole Valley 27%.

### **2 Relevant Council policy**

- 2.1 The proposed model supports the delivery of the Corporate Plan priority area 5 - A modern and flexible Council.

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<sup>1</sup> These savings are based on either one-off savings compared with budget or the estimated cost. For contracts longer than one year the saving is for year 1 only. There was a period of time during 2015/16 where savings were not recorded. Horsham's proportion of savings is £1,442,196.00

### **3 Details**

- 3.1 The future arrangement would see Horsham, Mid Sussex and Mole Valley Councils to continue to delegate the provision of procurement services to Crawley Borough Council under a formal Inter-Authority Agreement. Horsham, Mid Sussex and Mole Valley would pay an agreed annual contract sum to Crawley based on a percentage split of the total cost of delivering the service. Any saving (or overspend) on the budget will be split between the authorities. The Inter-Authority Agreement would be reviewed and executed. Any potential risks are shared, for example, redundancy, pensions, exceptional costs etc.
- 3.2 The delivery model and governance arrangements would remain as the current model with a senior officer from each of the authorities forming a Joint Procurement Board which oversees the work programme and monitors performance.
- 3.3 The budget would continue to be calculated on the percentage split of the costs between each of the authorities. From 1<sup>st</sup> April 2022 it is the intention of all parties that the costs will be shared equally. This will be reviewed after two years.
- 3.4 Crawley, Mid Sussex and Mole Valley Councils senior managers are in support of this recommendation.

### **4 Next Steps**

- 4.1 If approved, the Inter-Authority Partnership Agreement covering such matters as governance, operational, financial and termination matters will be agreed and entered into.

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

- 5.1 To date consultation has taken place with the Joint Procurement Board (Horsham Director of Resources, Crawley Head of Corporate Finance, Mid Sussex Head of Corporate Finance and Mole Valley Executive Head of Service (Prosperity). The proposals have been presented to Crawley's Cabinet Briefing on 3<sup>rd</sup> February, and Horsham's Senior Leadership Team. All consultees supported the proposed approach. Crawley Borough Council will be taking a report to Cabinet on 10<sup>th</sup> March 2021.
- 5.2 **Finance and Assets Policy Development Advisory Group** will be consulted on this matter on 1<sup>st</sup> March 2021.
- 5.2 The Monitoring Officer and the Director of Corporate Resources have been consulted on the proposals and have had input into the report and proposals.

### **6 Other Courses of Action Considered but Rejected**

- 6.1 The Joint Procurement Board considered alternative delivery models however the current model was deemed more beneficial.

## **7 Resource Consequences**

- 7.1 The budget is prepared on an annual basis by Crawley Borough Council and agreed by the Joint Procurement Board. Horsham will pay a fee equating to 25% of the total cost of delivering the service annually. Any savings (or overspend) will be shared between the authorities.

## **8 Legal Consequences**

- 8.1 The Council will be entering into a partnership arrangement whereby the provision of procurement services is delegated to Crawley Borough Council under Section 101 of the Local Government Act 1972.
- 8.2 Under Section 101 of The Local Government Act 1972 a Council may arrange for the discharge of its functions to another Authority. Section 9EA of The Local Government Act 2000 and Regulation 5(2)(a) of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 enables Cabinet to delegate the discharge of one of its executive functions to another authority. Procurement services are by default an executive function.

## **9 Risk Assessment**

- 9.1 There are no medium or high risks associated with the proposed approach.

## **10 Other Considerations**

- 10.1 There is no significant impact caused by these proposals.

## Report to Cabinet

25th March 2021

By the Cabinet Member for Finance and Assets

**DECISION REQUIRED**



### Not Exempt

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

## Temporary Agency Staff contract

### Executive Summary

The purpose of this report is to recommend the use of a dynamic purchasing system for temporary agency staff (DPS) established by Crawley Borough Council through the Shared Procurement Service.

The contracts are set up from April 2021 for a three year term, with a one year optional extension period, subject to the suppliers' satisfactory performance.

### Recommendations

That the Cabinet is recommended:

- i) Approve the use of the dynamic purchasing system for appointing temporary agency staff established on behalf of the Council by its Shared Procurement Service.

### Reasons for Recommendations

Under the current Public Contracts Regulations (2015) each council is legally required to aggregate its spend on similar goods and services, and if this exceeds the current threshold of £181,302 over a 4 year period to go out to tender. Horsham District Council's spend averages c£580,000 per annum.

- i) Crawley Borough Council, through the Shared Procurement Service, recently tendered to establish a dynamic purchasing system on behalf of its four member Councils (Crawley, Horsham, Mid Sussex and Mole Valley)
- ii) The creation and use of the DPS will enable the councils to standardise terms and conditions, agency fees, consolidate and reduce spending whilst complying with current regulations in an efficient process.

## **Background Papers**

Temp Agency Briefing Note July 2020

**Wards affected:** All wards.

### **Contact:**

Robert Laban, Head of Human Resources & Organisational Development, x5406

Becca Williams, Procurement Officer, x5050

## **Background Information**

### **1 Introduction and Background**

- 1.1. Under the current Public Contracts Regulations (2015) each council is legally required to aggregate its spend on similar goods and services, and if this exceeds the current threshold of £181,302 over a 4 year period to go out to tender.
- 1.2. The four councils which make up the Shared Procurement Service (Crawley, Horsham, Mole Valley and Mid Sussex) spent a combined average of £2m pa for the last three financial years (Horsham's being c£580k pa).
- 1.3. Currently, the Council's temporary agency staff recruitment is carried out through a compliant framework agreement set up by the Shared Procurement Service and went live in May 2017. This arrangement expires in April 2021 and therefore a compliant route to market is required.
- 1.4. The framework agreement established has been successful in most areas, but the Council has had difficulty in getting the more specialist staff from the suppliers on the framework agreement. In cases where the appointed suppliers have been unable to provide the calibre of staff required, the Council has had to approach alternative suppliers with differing terms and conditions and approach to fees, which tends to mean higher costs for the Council.
- 1.5. When considering the best fit for the councils, the Shared Procurement Service have carried out extensive analysis of the various options available and have determined that establishing a Dynamic Purchasing System is the best fit. It offers a degree of flexibility for Service Managers to recruit to their roles, particularly in hard to fill roles. It also ensures that terms and conditions are standardised, in particular agency fees (which are capped), aiming to reduce spending.

### **2 Relevant Council policy**

- 2.1 The approach is compliant with the Council's Procurement Code and represents an approach to obtain best value services for the council. As part of the procurement process, the organisations on the DPS are assessed on their standards around Equalities & Diversity, Health & Safety and Social Value and Sustainability, as well as employment related questions.

### **3 Details**

- 3.1 The Shared Procurement Service undertook an options appraisal in July 2020 which concluded the DPS was the best approach for the councils.
- 3.2 A DPS is a completely electronic system used by a council to purchase goods, works or services. Unlike a traditional framework, suppliers can apply to join at any time throughout its duration. Suppliers must meet the councils' minimum selection criteria such as insurance levels, checks for financial strength, as well as mandatory criteria which is set by Government to join a DPS.

- 3.3 The councils went out to tender on 8 January 2021 for the provision of a temporary agency staff Dynamic Purchasing System (DPS) under the following categories: A: Business Support, B: Operational, C: Drivers, D: Planning & Development, E: Housing, Buildings & Commercial Property, F: Finance, Revenues & Benefits, G: Legal, Democratic & Elections, H: Other Professional Staff and I: ICT.
- 3.4 Once a supplier has been set up on the DPS and accepted, each council undertakes a mini-competition with all suppliers within a particular lot.

## **4 Next Steps**

- 4.1 Horsham District Council to enter into the DPS with the other councils for the provision of temporary agency staff from April 2021 until March 2024, with the option to extend for an additional one year period.

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

- 5.1 Key managers were consulted on the approach to use a Dynamic Purchasing System and assisted in the development of the council's tender document.
- 5.2 The Director of Corporate Resources was consulted on the approach to use a Dynamic Purchasing System.
- 5.3 The Head of Human Resources & Organisational Development was part of the team that set out the council's tender document.

## **6 Other Courses of Action Considered but Rejected**

- 6.1 All courses of action explored in the options appraisal undertaken by the Shared Procurement Service in July 2020.

## **7 Resource Consequences**

- 7.1 There are likely to be savings made by capping of agency fees, no temp to perm fees after 12 weeks and standardised council terms and conditions, however, this is difficult to quantify at the current time and largely depends on the use services make of agency workers.
- 7.2 There are no direct staffing consequences, however, the use of agency workers will ease any short term capacity issues and ensures that services can run effectively, which supports staff in achieving their goals.

## **8 Legal Considerations and Implications**

- 8.1 The approach is compliant with the council's Procurement Code and was undertaken by the council's Shared Procurement Service.

## **9 Risk Assessment**

- 9.1 Low risk of suppliers being unable to supply the council's temporary agency staffing requirements, but this is mitigated by the number of suppliers who will be on the DPS and the fact that this can be added to throughout the contract period.

## **10 Procurement implications**

- 10.1 This approach has been undertaken by the Shared Procurement Service.

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

- 11.1 Prospective suppliers will have to demonstrate compliance with equality legislation.
- 11.2 As part of the procurement process, organisations on the DPS are assessed on their standards around Equalities & Diversity. No Equalities Impact Assessment is required.

## **12 Environmental Implications**

- 12.1 Suppliers have been assessed on their approaches to sustainability (for example carbon neutrality, waste, etc.) and social value (local economy and community benefits).

## **13 Other Considerations**

- 13.1 Prospective suppliers will have to demonstrate compliance with data protection legislation.

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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

25<sup>th</sup> March 2021

By the Cabinet Member for Finance and Assets



**Horsham  
District  
Council**

## DECISION REQUIRED

Not Exempt

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

### Contract Award for the provision of Manned Security Services

## Executive Summary

The Council has contracted for Manned Security Services on Council owned buildings since June 2014. This contract is due to expire on 31 May 2021.

The scope for the Manned Security Services has been extended from locking services and guarding patrols to include the provision of an after-hours duty manager phone service for the Council. The contract period is 5 years from 1 June 2021 with 2 x one year extensions.

An open tender exercise was carried out in conjunction with Mid Sussex District Council in February 2021 with Horsham District Council acting as the lead council due to having the larger volume and value of work.

The tender process resulted in 21 returns being received and following a review of price and quality elements a proposed provider has been identified.

The purpose of this report is to ask Cabinet to approve the preferred bidder for the provision of Manned Security Services as the contract award is over the value of £250,000.

## Recommendations

Cabinet is recommended:

- i) To accept the bid and award the contract to Company A (exempt Appendix 1), as the preferred supplier of Manned Security Services for the Council.

## Reasons for Recommendations

1. An open tender process was carried out with 21 replies received. The assessment of the tender was based on a 60% price and 40% quality evaluation. Company A provided the best overall score for the tender.

**Background Papers :** None

**Wards affected:** All

**Contact:** Elizabeth Williams. Property Management Team Leader 01403 215150

## **Background Information**

### **1 Introduction and Background**

- 1.1 The Council is currently contracted with APS security to provide Manned Security Services to eight Council owned buildings including the multi storey car parks, Park House, Park Barn, The Capitol and Southwater Country Park.
- 1.2 With the contract due to expire in May 2021 a review of services was carried out. The existing locking of buildings and patrols is still required. However as there is a reduced number of officers available to carry out the after-hours duty manager phone service, adding this service to the scope fitted well. Guards already active would be readily contactable by their Control room staff to attend to reported activity. The Control room personnel are experienced in receiving and dealing with the public phoning in.

### **2 Relevant Council policy**

- 2.1 The appointment is consistent with 5.3 of the Corporate Plan to provide quality, value for money services.
- 2.2 The tender included an assessment of environmental values and actions, which supports 4.1 of the Corporate Plan to prioritise protection of the environment and increased biodiversity.

### **3 Details**

- 3.1 An open tender route was required due to the total value over the five year term exceeding the upper procurement limit. The tender was advertised via the National procurement portal. (formerly OJEU).
- 3.2 21 replies were received with 18 being compliant for review.
- 3.3 Questions to determine the quality and experience of the companies made up 40% of the assessment and were based on Service Delivery, Staff Experience and Training, Contract Management and Communication, a typical scenario, the implementation process and Social Value and Environmental policies and actions.
- 3.4 Company A is an experienced provider of Manned Security Services with a control room based in Mid Sussex. Their tender response outlined a well organised service where the contract will have dedicated staff supported by a patrol team giving a 30 minute response time to alarm activations. The company uses a variety of technology to record patrols, interactions with people and the issuing of keys.

### **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 18th January 2021 and are supportive of the process.
- 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 Subject to the resolution of some small items of detail, the preferred bidder's tender will be approximately £5,000 more expensive during the nine months of 2021/22 than the budget for the current contract and the budget for the after-hours duty management phone service provided by officers who were paid for providing this role. However, the scope has also increased with the inclusion of a site that currently is not covered in the existing contract. Property and Facilities are looking at ways in which to reduce their expenditure in other areas within their budgets by £5k to offset this increase during 2021/22.
- 7.2 The budget line for the security contract will be increased in 2022/23 for the annualised £6,667 plus any inflation, when this is being set next year.

## **8 Risk Assessment**

- 8.1 The risk to the security of Council buildings is reduced by having a reliant locking service in place as well as an immediate responder to anti-social incidents.

## **9 Other Considerations**

- 9.1 Company A are specifically aligned to the Council's carbon reduction action plan by using an electric vehicle, having a waste management plan to maximise recycling and minimising journey times with 3 mobile teams being based in the local area.
- 9.2 Company A have scheduled to deliver Social Value equivalent to £79k to the Council, over the term of the contract, via commitments to employing local staff including apprentices and by providing annual work experience placements.

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

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## FORWARD PLAN

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

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

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

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

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

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

To contact Committee Services:

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

Tel: 01403 215123

Published on 01 March 2021

### **What is a Key Decision?**

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

- (i) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
1.	<b>Local Development Scheme update</b>	Cabinet	25 Mar 2021	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)
2.	<b>Horsham Town Centre Public Realm Strategy and Design Guide</b>	Cabinet	25 Mar 2021	Open	Clive Burley, Corporate Project Manager clive.burley@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)
3.	<b>Approval of works to community building</b>	Cabinet Council	25 Mar 2021 25 Mar 2021	Open	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk  Cabinet Member for Finance & Assets (Councillor Paul Clarke)
4.	<b>Procurement Shared Service - Extension of Agreement</b>	Cabinet	25 Mar 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance & Assets (Councillor Paul Clarke)

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
5.	<b>Use of Additional Restrictions Grant for Projects to Assist Economic Recovery</b>	Cabinet Council	25 Mar 2021 25 Mar 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance & Assets and Local Economy & Parking (Councillor Paul Clarke)
6.	<b>Council Tax Support Scheme - Additional Discretionary Discounts</b>	Cabinet	25 Mar 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance & Assets (Councillor Paul Clarke)
7.	<b>Leisure contract delegated authority and financial support</b>	Cabinet	25 Mar 2021	Fully exempt	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk  Deputy Leader and Cabinet Member for Leisure and Culture (Councillor Jonathan Chowen)
8.	<b>Manned Security Contract Award</b>	Cabinet	25 Mar 2021	Part exempt	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance & Assets (Councillor Paul Clarke)

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
9.	<b>Temporary Agency Staff Contract</b>	Cabinet	25 Mar 2021	Part exempt	Robert Laban, Head of HR & OD robert.laban@horsham.gov.uk  Cabinet Member for Finance & Assets (Councillor Paul Clarke)
10.	<b>Procurement Code Exemption for the Purchase of Short-term Temporary Accommodation</b>	Cabinet	25 Mar 2021	Fully exempt	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)
11.	<b>Housing Strategy 2021 - 25</b>	Cabinet	10 Jun 2021	Open	Rob Jarvis, Head of Housing & Community Services robert.jarvis@horsham.gov.uk  Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)
12.	<b>New CIL Enforcement Policy</b>	Cabinet Council	10 Jun 2021 23 Jun 2021	Open	Emma Parkes, Head of Development emma.parkes@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)
13.	<b>Local Enforcement Plan</b>	Cabinet Council	10 Jun 2021 23 Jun 2021	Open	Emma Parkes, Head of Development emma.parkes@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
14.	<b>Annual update to the Pay Policy Statement - Financial Year 2021/22</b>	Council	23 Jun 2021	Open	Robert Laban, Head of HR & OD robert.laban@horsham.gov.uk  Cabinet Member for Finance & Assets (Councillor Paul Clarke)
15.	<b>Grounds Maintenance Contract Award</b>	Cabinet	23 Sep 2021	Part exempt	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk  Deputy Leader and Cabinet Member for Leisure and Culture (Councillor Jonathan Chowen)

By virtue of paragraph(s) 5 of Part 1 of Schedule 12A of the Local Government Act 1972.

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