

**Cabinet**  
**24 MARCH 2022**

Present: Councillors: Tony Hogben (Deputy Leader), Toni Bradnum, Liz Kitchen, Lynn Lambert, Christian Mitchell, Roger Noel and Tricia Youtan

Apologies: Councillors: Jonathan Chowen and James Wright  
Absent: Councillors:

Also Present: Karen Burgess, Ruth Fletcher, Richard Landeryou, Tim Lloyd and Kate Rowbottom

EX/70 **MINUTES**

The minutes of the meeting of the Cabinet held on 27 January were approved as a correct record and signed by the Deputy Leader.

EX/71 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/72 **ANNOUNCEMENTS**

Following the Leader's announcement at the Extraordinary Council Meeting on 1 March, Councillor Tricia Youtan, Cabinet Member for Housing & Public Protection, confirmed that the Leader and Chairman of the Council had written, on behalf of all Members, to the Prime Minister and MPs regarding helping Ukrainian refugees entering the UK. She announced that James Cleverly, Minister of State for Europe and North America, had sent a comprehensive reply, which would be forwarded to all Members.

Councillor Toni Bradnum, Cabinet Member for Recycling & Waste, made four announcements:

- The Cabinet Member welcomed Laura Parker, who would be joining HDC shortly as the new Head of Waste.
- Because of escalating fuel prices, the fuel budget for the Waste & Recycling fleet was anticipated to increase by approximately £80,000 this year.
- There had been several complaints about the ongoing problem of litter on dual carriageways. The Cabinet Member would be discussing this with officers.
- The strikes by Adur and Worthing refuse collectors were of concern. She was not aware of any dissatisfaction in HDC's team, but in the light of GMB's demands any settlement could have had implications.

EX/73 **PUBLIC QUESTIONS**

No questions had been received.

EX/74 **HIGHWOOD COMMUNITY CENTRE DEVELOPMENT PROPOSAL**

Councillor Roger Noel, Cabinet Member for Leisure & Culture, gave a summary of the report, which outlined the business case for the construction of a new community centre and nursery in Highwood, West Horsham. He summarised the extensive work that had gone into preparing the proposal, including a review of existing facilities, a review of daytime users, including nurseries, to secure an income stream and consultation with local residents. Councillor Noel drew attention to the financial aspects of the scheme, as set out in the report; the recommendation to approve the scheme was on social grounds rather than its financial merits.

Christian Mitchell, Cabinet Member for Horsham Town, and Liz Kitchen, Cabinet Member for Community Matters, both spoke in wholehearted support of the proposal. It was noted that Local Members were also supportive of the proposal.

RESOLVED

- i) To approve the building of a community facility and nursery at Highwood.

RECOMMENDED TO COUNCIL

- ii) To approve a capital budget of £2.75m for this purpose, allocated £2.5m in 2022/23 and £250,000 in 2023/4.

REASON

- i) To provide community facilities in accordance with the Land West of Horsham Masterplan 2008.

EX/75 **NEW COUNCIL CARBON REDUCTION ACTION PLAN**

Councillor Noel reminded Members of the two targets set in September 2020 for the Council to become carbon neutral: for direct emissions by 2030 (eg from HDC's own vehicle fleet and the buildings operated by HDC); and indirect emissions by 2050 (eg from the Council's supply chain).

Work had been identified in a short Action Plan, which was already progressing with some targets completed. The new Plan for April 2022 to March 2025, as set out in Appendix 1 to the report, built on this work. It was an evolving plan that would be updated every six months. It was noted that the £1m included in the budget to tackle climate change would enable the Plan to be realised, including funding energy efficiency measures and the recruitment to a new post

to deliver the climate change plans. Councillor Noel recommended the Plan as being realistic, proactive and practical.

RESOLVED

- i) To approve the Council's carbon reduction action plan for 2022-2025
- ii) To note that progress reports on the action plan will be produced every six months, which will also include an annual update on changes to the Council's carbon emissions.

REASON

- i) The action plan will ensure that the Council makes good progress in achieving its targets to become carbon neutral. The production of progress reports will ensure that regular monitoring of the actions takes place.

EX/76 **ADOPTION OF CONSERVATION AREA APPRAISALS AND MANAGEMENT PLANS FOR LONDON ROAD AND RICHMOND ROAD, HORSHAM, AND HORSHAM TOWN CENTRE**

Councillor Lynn Lambert, Cabinet Member for Planning & Development, stated that there was a rolling programme for developing Conservation Appraisals and Management Plans for all 37 conservation areas in the district. So far eleven had been completed.

The three draft Appraisals and Management Plans being considered had gone out to public consultation for five weeks from 14 October. There had been 61 responses, details of which were set out in appendices to the report. Councillor Lambert gave details of the amendments to the draft plans, as set out in the report.

Councillor Mitchell spoke in support of the plans, which would help to preserve and enhance the character of these areas, and supported the rationale for the inclusion or exclusion of specific locations.

Councillor Lambert and the Heritage Officer would be working to identify non-designated heritage assets that fell outside current Conservation Areas. It was confirmed that Dayhurst, North Parade was on the Council's list of locally important historic buildings.

The Cabinet Member confirmed she had engaged with the local community of Norfolk Square who proactively supported the adoption of a Norfolk Square Conservation Area, and she would keep Members updated on progress.

## RESOLVED

- i) To approve the revised Conservation Area boundaries for London Road, Richmond Road and Horsham Town Centre, as shown on the Conservation Area designation maps (1, 2 and 3) included in this report.
- ii) To approve the Conservation Area Appraisals and Management Plans for London Road, Richmond Road and Horsham Town Centre, as set out in Appendices 4, 5 and 6 to be used in the determination of planning applications from 25 March 2022.
- iii) To delegate authority to the Cabinet Member for Planning & Development to approve minor editorial changes prior to final publication of the documentation.

## REASON

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

## EX/77 **DEVELOPER TRANSPORT MODELLING: UPDATE TO FEES SCHEDULE**

Councillor Lambert reminded Members that in March 2019 the Council had commissioned a Strategic Transport Model to support ongoing work on the Local Plan. The proposals set out in the report gave an opportunity to recoup some of the cost of this work by making the Transport Model available to developers for a fee. She emphasised that this was a baseline study, which could not predetermine or give advantage when determining planning decisions.

## RECOMMENDED TO COUNCIL

- i) That the proposed new Schedule of Fees with supporting Protocol for third party access to the Horsham Transport Model as set out in Appendix A be approved.

## REASON

- i) To ensure that the Council is appropriately reimbursed for expenses incurred in the development of the Horsham Transport Study Model by those seeking commercial use of the model and supporting data, to promote development.

EX/78 **GRANT INCOME FROM GOVERNMENT RECEIVED LATE IN THE 2021/22 FINANCIAL YEAR AND EXTENSION OF BUDGET FOR THE DRILL HALL INTO JUNE 2022**

Councillor Tony Hogben, Cabinet Member for Finance & Parking, introduced the report that related to three separate issues that required the creation of budgets.

Three grants were received unexpectedly late in the Financial Year and, to enable these to have income streams, budgets needed to be created. It was noted that should the grants not be spent by 31 March they could be carried over to the next Financial Year.

A budget to enable the Council to operate the Drill Hall for a further three months was required in the light of delays experienced by the Royal British Legion in finalising the new arrangements.

Standards Committee had recommended that Steyning Parish Council required additional support and a review to address ongoing issues. A budget was required to carry out this work.

**RECOMMENDED TO COUNCIL**

- i) To approve the creation of a revenue budget in 2021/22 of £100,000 which will be spent on cyber security.
- ii) To approve the creation of a £10,047 revenue budget in 2021/22 in strategic planning to be spent on the introduction of biodiversity net gain.
- iii) To approve the creation of a £35,000 revenue budget in 2021/22 in strategic planning to be spent on establishing a business case to support future funding bids.
- iv) To approve the creation of a revenue budget in Leisure services for the Drill Hall of £9,000 income and £18,600 expenditure, which is a net cost of £9,600 in the 2022/23 budget.
- v) To approve the budget sum of £20,000 in 2022/23 to pay for a review of Steyning Parish Council to be conducted by Hoey Ainscough Associates Ltd.

**REASON**

- i) The funding will be used on the delivery of our Cyber Treatment Plan and actions to reduce risk created by the use of legacy operating systems.

- ii) The funding will be used in our preparations for the introduction of a mandatory Biodiversity Net Gain requirement, which is due to come into force in 2023.
- iii) The funding will be used to establish a business case to support future funding bids to create a collaborative co-working space in Horsham Town.
- iv) The budget will enable the Council to continue to operate the Drill Hall in the first quarter of 2022 whilst discussions with the Royal British Legion are finalised.
- v) The Budget will allow for alternative action to be taken for dealing with the ever-increasing and continuing code of conduct complaints that have been received from Steyning Parish Council.

EX/79 **OVERVIEW & SCRUTINY COMMITTEE**

There were no matters currently outstanding for consideration.

EX/80 **FORWARD PLAN**

The Forward Plan was noted.

EX/81 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

*The meeting closed at 6.14 pm having commenced at 5.30 pm*

**CHAIRMAN**