



Email: [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)  
 Direct line: 01403 215465

# Leisure & Culture Policy Development Advisory Group

Wednesday, 22nd September, 2021 at 5.30 pm  
 via Remote Video Link

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend to observe the proceedings, seating for which will be provided, subject to providing advance (by noon of the day of the meeting) written notification to the Chairman of the meeting and [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Councillors:	Roger Noel (Chairman)	
	Tony Bevis	Bob Platt
	Martin Boffey	Josh Potts
	Ruth Fletcher	Kate Rowbottom
	Billy Greening	Jack Saheid
	Liz Kitchen	Ian Stannard

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>Notes of previous meeting</b>	3 - 6
To receive the notes of the meeting held on 14 July 2021	
To receive the following items relating to the policy development process:	
3. <b>The Drill Hall</b>	
To receive a briefing before a report on the Drill Hall is considered by Cabinet on 7 October	
4. <b>Highwood Community Centre</b>	
To receive a briefing before a report on the Highwood Community Centre is considered by Cabinet on 7 October	

To receive the following service updates:

5. **Grounds Maintenance Contract**
6. **Skate Park capital project**
7. **Leisure contract**
8. **Museum opening**
  
9. **Forward Plan Extract for the Leisure and Culture Portfolio**  
To note the Forward Plan for the Leisure and Culture Portfolio

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**Leisure & Culture Policy Development Advisory Group**  
**14 JULY 2021**

Present: Councillors: Roger Noel (Chairman), Tony Bevis, Martin Boffey, Ruth Fletcher, Bob Platt, Josh Potts, Kate Rowbottom, Jack Saheid and Ian Stannard

Apologies: Councillors: Billy Greening and Liz Kitchen

21 **NOTES OF PREVIOUS MEETING**

The notes from the previous meeting on 3 March were received.

22 **GROUNDS MAINTENANCE AND ARBORICULTURE CONTRACTS**

The Head of Leisure and Culture gave a presentation on these tenders by way of a refresher and to get the new Members up to speed.

The start dates for the new contracts were 1 February 2022 for grounds maintenance; 1 April 2022 for the Arboriculture, with an opportunity to align the contracts at break points in future.

23 **LEISURE SERVICES UPDATE**

The Head of Leisure and Culture gave an update on the contract with Places Leisure (PL), and the impact that the Covid-19 pandemic was having since the leisure centres reopened. It was noted that PL was performing better than projected with swimming attendance at 90%.

24 **THE CAPITOL UPDATE**

The Head of Leisure and Culture reported the Capitol reopened on 28 May, with social distancing in place until 19 July. The first month's performance had shown takings doubled from the same time last year when the initial lockdown was lifted.

The team were back from furlough and doing well booking acts and trialling events with a focus on quality. Educating Rita starring Steven Tomlinson had sold well, Jo Brand had sold out and booking the musical Little Voice had been secured too. The Wimbledon final had received positive feedback, despite a clash with the Euro finals.

Plans to trial a jazz offering were underway, and an increase in people staying at the bar, both before and after shows had been noted.

The pantomime this year, Aladdin, would use a local lead actor that had performed in the West End shows Mama Mia and Les Misérables. Should Covid restrictions be reintroduced during winter months the pantomime would have to be delayed into 2022.

25 **MUSEUM REOPENING PLANS**

The Museum Curator and the Head of Leisure and Culture provided an update regarding Horsham Museum's opening plans.

The museum was due to reopen in the Autumn following refurbishment and reorganisation of the two floors.

The Visitors Centre had moved online via the museum blog and social media, freeing up space in the Museum foyer. Volunteers were back working in the Museum, assisting with redecoration works. The Museum Curator had offered Councillors the opportunity of a guided tour of the building and exhibits ahead of the reopening.

A new associate curator had been employed, with previous experience including the National Trust and V&A Museum. A new Volunteer and Business Coordinator role would also be recruited to manage and recruit new volunteers to develop the sales, outreach activities, and front of house offerings.

Opportunities for modernisation include further digitisations, with plans to put QR codes next to exhibits to improve the customer experience.

26 **MUSEUM OPENING HOURS**

Visitor patterns were being studied to find the best opening times. Trials of opening on Sundays and Bank Holidays would take place next summer.

A discussion took place about changing the Museum's opening hours, which saw most Members supportive of the motion to delegate that authority to the Director of Community Services, in consultation with the Cabinet Member for Leisure and Culture.

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

The forward plan extract was noted.

*The meeting closed at 7.15 pm having commenced at 5.30 pm*

CHAIRMAN

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**FORWARD PLAN – Leisure & Culture**

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 September 2021

**What is a Key Decision?**

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

- (i) To involve expenditure or savings of £250,000 or more as well as otherwise being 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)
7.	<b>Grounds Maintenance Contract Award</b>	Cabinet	23 Sep 2021	Part exempt	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk  Cabinet Member for Leisure & Culture (Councillor Roger Noel)
8.	<b>Drill Hall</b>	Cabinet Council	7 Oct 2021 13 Oct 2021	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk  Cabinet Member for Leisure & Culture (Councillor Roger Noel)
9.	<b>Highwood Community Centre</b>	Cabinet Council	7 Oct 2021 13 Oct 2021	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk  Cabinet Member for Leisure & Culture (Councillor Roger Noel)
15.	<b>Athletics Track - future options</b>	Cabinet	25 Nov 2021	Open	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk  Cabinet Member for Leisure & Culture (Councillor Roger Noel)

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18.	<b>Arboriculture Contract Award</b>	Cabinet	25 Nov 2021	Part exempt	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk  Cabinet Member for Leisure & Culture (Councillor Roger Noel)