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# Horsham Town, Parking & Communications Policy Development Advisory Group

Wednesday, 29th September, 2021 at 5.30 pm  
via Remote Access

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: Tony Hogben (Chairman)

Andrew Baldwin  
Martin Boffey  
Karen Burgess  
Peter Burgess  
Roy Cornell

Christine Costin  
Ruth Fletcher  
Christian Mitchell  
David Skipp  
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> To receive the notes of the meeting held on 27 July 2021	3 - 6
<b>To receive the following service updates:</b>	
3. <b>The Forum</b> To receive an update on the programme for the surface improvement works from West Walk to The Forum, and an update on the feasibility study of The Forum plaza surface improvements	

4. **Cycle Improvements**

To receive an update on the potential development of two schemes identified by the Local Cycling & Walking Implementation Plan (LCWIP) to link in with the wider Safe Journey to School scheme

5. **Drill Hall**

To receive an update on the progress of a community bid to run the Drill Hall

6. **Rural car park improvements**

To receive an update on rural car park improvements

7. **Town Centre car parks**

To receive a post-Covid update on the Town Centre car parks

8. **Forward Plan Extract for the Horsham Town, Parking & Communications Portfolio**

There are no items on the current Forward Plan for this Portfolio

**Horsham Town, Parking & Communications Policy Development Advisory  
Group  
27 JULY 2021**

Present: Councillors: Tony Hogben (Chairman), Martin Boffey, Karen Burgess, Peter Burgess, Ruth Fletcher, Christian Mitchell, David Skipp and Ian Stannard

Apologies: Councillors: Andrew Baldwin, Roy Cornell and Christine Costin

Also Present: Councillor: Belinda Walters

1 **POST COVID-19 TOWN CENTRE CAR PARKS UPDATE**

The Parking Strategy Officer briefed the group on recent town centre car park usage, compared to pre-covid-19 levels of usage. There had been steady increase since lockdown and respective restrictions had been lifted. However, pre-covid levels have not yet returned across the board and there were some variances between different car parks. The average spend in multi-storey car parks had also been monitored.

Going forward, indicators for commuters returning to office working and increasing town centre activity would be monitored. There would also be reviews of current service delivery and the development of campaigns and promotions.

2 **PARKING BUDGET UPDATE**

The Parking Strategy Officer provided an update on the parking budgets. There had been significant reductions in parking income budgeted as part of the 21/22 budget.

The current forecast shows that the parking budget is on track to be in line with the 21/22 budget. There was still ongoing uncertainty, therefore the full impact of covid-19 restrictions lifting would be monitored in the coming months.

3 **PARKING SERVICE UPDATE**

The Parking Strategy Officer updated the group on a number of projects within the department. The capital project focused on rural car park improvements. There were a number of benefits to several car parks already completed, with additional car parks planned.

There was also plans to digitalise permits, beginning with a trial involving a town centre park. Feedback from this would inform the roll out going forward.

4      **EAST STREET AND PARK PLACE TRAFFIC REGULATION ORDER (TRO)**

The Corporate Project Manager updated the group on plans to consult businesses located on East Street, as part of plans to implement a permanent TRO.

The temporary TRO that had been in place prevented vehicles from accessing East Street or Market Square, which has subsequently enabled an extended period of alfresco dining.

The Corporate Project Manager asked the group for their comments on the intentions to extend the TRO and begin the process to make it permanent. Overall, the group was supportive of the proposal.

5      **THE FORUM AND WEST WALK PROJECT**

The Corporate Project Manager updated the group on the progress of plans to improve the Forum and Black Horse Way surface. There had previously been health and safety issues and therefore plans were developed in order to resolve these.

The option advocated included a thermos plastic paint which minimised slip on the surface. The visual aesthetic of the thermos plastic paint had been developed in order to match the current surroundings, and images of the designs were shared with the group.

6      **ACTIVE TRAVEL FUND (CYCLING)**

The Senior Projects Engineer provided an update to the group on the LCWIP. Funding had recently been made available by the Department for Transport under the Active Travel Fund, in order to develop new schemes. Two schemes within Horsham would be considered for the funding and the evaluation would begin in September.

7      **HORSHAM TOWN MARKETS REVIEW**

The Corporate Project Manager briefed the group on the Horsham Town Markets Review, which had been prompted by the current contract expiring in 2022.

The Corporate Project Manager briefed the group on the planned study into the Horsham Markets which would be led by a specialist market consultant. This included the scope of the study and a number of key stages which would be completed. There were a number of options within the study which would be considered moving forward.

*The meeting closed at 7.00 pm having commenced at 5.30 pm*

CHAIRMAN

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