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# Horsham Town Policy Development Advisory Group

Wednesday, 16th March, 2022 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: Christian Mitchell (Chairman)  
Martin Boffey  
Toni Bradnum  
Karen Burgess  
Peter Burgess  
Christine Costin  
Ruth Fletcher  
Billy Greening  
Roger Noel  
Stuart Ritchie  
David Skipp

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 - 4
To receive the notes of the meeting held on 26 January 2022	
To receive the following service updates:	
3. <b>Queen's Jubilee - arrangements</b>	
The Group will receive an update from the Head of Leisure & Culture	
4. <b>Public Realm</b>	
The Corporate Project Manager will update the Group on the following:	

- West Walk / Blackhorse Way crossing / Forum Walk
- East Street / Market Square / Park Place TROs
- CityFibre Project

To receive the following items relating to the policy development process:

5. **Burton Court bin store**

The Group will be invited to discuss cost and design options provided by the Head of Property & Facilities

6. **'A' Boards policy**

The Group will be invited to discuss cost and design options provided by the Head of Property & Facilities

**Horsham Town Policy Development Advisory Group**  
**26 JANUARY 2022**

Present: Councillors: Christian Mitchell (Chairman), Martin Boffey, Toni Bradnum, Peter Burgess, Christine Costin, Ruth Fletcher, Billy Greening, Roger Noel, Stuart Ritchie and David Skipp

Apologies: Councillor: Karen Burgess

1 **NOTES OF PREVIOUS MEETING**

The notes of the Horsham Town, Parking & Communications PDAG meeting held on 17 November 2021 were received by the Group.

2 **'A' BOARDS POLICY**

The Corporate Project Manager provided an update on the 'A' Boards Policy. The policy had been put out to consultation and had been received favourably.

A further update, following the consultation period, would come back to the Group.

3 **CARFAX COBBLES REPAIR WORK**

The Senior Projects Engineer reported that West Sussex County Council had begun discussions with a contractor regarding the specifics of how to repair the cobbles, primarily in two areas within the Carfax.

Once WSCC finish their consultation the Group would be updated further.

The Group agreed that whatever repairs are decided upon, pedestrians should come first.

4 **WEST WALK, BLACKHORSE WAY, FORUM LANE WORKS TENDER AND PROGRAMME**

The Cabinet Member reported that the scheme was ready to be implemented. Samples had been made available for Members to view, and work would be able to commence in spring of 2022.

5 **CO-WORKING SPACE PROPOSAL**

The Corporate Project Manager reported that his team had been looking for an appropriate space within Horsham town to create a co-working space.

An opportunity had arisen to create this co-working space in Swan Walk. A further update would come to a later meeting of the Group once further work on the proposal had been undertaken.

6 **BURTON COURT BIN STORE OPTIONS**

The Cabinet Member presented a brief history on the issue of bin storage at Burton Court.

A new location was required because of the redevelopment of Piries Place car park.

There were two options for bin storage at the site, either within Piries Place car park, or adjacent to it in Park Place.

The Group discussed the potential advantages and disadvantages of these options, and emphasised the need to listen to local residents and shop owners before any decision was made.

The Head of Property and Facilities would consult with the architects to allow them to create new plans, taking in to account Members' views.

7 **FORUM FOUNTAINS FUTURE OPTIONS**

The Cabinet Member stated that the current fountains need to be working in the short-medium term and turned on from April 2022.

Officers reported that the fountain was originally installed as decorative but had been commonly used as a play area for dogs and children. This led to increased cleaning and maintenance costs with more frequent shut offs.

To find a long-term solution, Officers had consulted with companies that create interactive water features to explore the possibility of a change the use for the fountains. This construction would need to go through the tender process before coming back to the Group.

The Group was open to the idea of having the fountains relocated elsewhere in the town.

*The meeting closed at 7.34 pm having commenced at 5.30 pm*

CHAIRMAN