



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

# Community Matters Policy Development Advisory Group

Tuesday, 19th July, 2022 at 5.30 pm  
Wallis Room & 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: Liz Kitchen (Chairman)

Andrew Baldwin  
Chris Brown  
Billy Greening  
Colin Minto  
Sam Raby

Kate Rowbottom  
Jack Saheid  
Ian Stannard  
Claire Vickers  
Belinda Walters

You are summoned to the meeting to transact the following business

Jane Eaton  
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 25 January 2022	3 - 4
3. <b>Overview of Community Development and Voluntary Sector Support services</b> To receive an update from the Head of Housing & Community Services and the Community Services Manager	
4. <b>Cabinet Forward Plan, July 2022</b> To note the Forward Plan (nb: No current items under the Community Matters portfolio)	5 - 10

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**Community Matters Policy Development Advisory Group**  
**25 JANUARY 2022**

Present: Councillors: Liz Kitchen (Chairman), Billy Greening, Sam Raby, Ian Stannard, Claire Vickers and Belinda Walters

Apologies: Councillors: Chris Brown, Colin Minto, Kate Rowbottom and Jack Saheid

1 **NOTES OF PREVIOUS MEETING**

The notes of the Community & Wellbeing PDAG meeting held on 16 November 2021 were received by the Group.

The Head of Housing & Community Services provided a follow-up on some items from the previous meeting.

The Countywide Community Advice Contract procurement had been delayed by three months due to the size and complexity of the contract.

Strong & Steady had progressed to the tender stage and a new provider would be in place from the beginning of April 2022.

2 **MODERN SLAVERY - COUNCIL STATEMENT**

The Director of Community Services presented the Council's statement on Modern Slavery.

The Council would need to adopt a statement regarding Modern Slavery. The statement would be clear and concise in what HDC's commitments would be.

The Statement would go to Cabinet and then Full Council for approval.

The Group was supportive of the statement.

3 **STRATEGIC GRANTS FOR COMMUNITY GROUPS**

The Head of Housing & Community Services reported that the Grants and Funding Officer had finished the process of evaluating the applications that had been received.

Once the budget has been allocated and approved, the successful applicants would be notified.

4 **FORWARD PLAN EXTRACT FOR THE COMMUNITY MATTERS  
PORTFOLIO**

The contents of the Cabinet Forward Plan extract was noted by the Group.

*The meeting closed at 6.02 pm having commenced at 5.30 pm*

CHAIRMAN

## 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 may also include 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 July 2022

### **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 and Date of Policy Development Advisory Group for consultation</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>Tendering of Residential Management Services</b>	Cabinet	21 Jul 2022	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
2.	<b>Park Place Bin Store</b>	Cabinet Council	21 Jul 2022 7 Sep 2022	Open	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
3.	<b>Norfolk Square - proposed Conservation Area</b>	Cabinet	21 Jul 2022	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Lynn Lambert)
4.	<b>CIL Governance for the unparished area of Horsham Town</b>	Cabinet Council	21 Jul 2022 7 Sep 2022	Open	Emma Parkes, Head of Development & Building Control emma.parkes@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Lynn Lambert)

	<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>Extension of Parking Charge Increases to Additional Car parks</b>	Cabinet Council	21 Jul 2022 7 Sep 2022	Open	Marc Rankin, Head of Environmental Health & Licensing and Interim Head of Parking marc.rankin@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
6.	<b>Procurement of Contractor - Highwood Community Centre</b>	Cabinet	21 Jul 2022	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
7.	<b>Steyping Neighbourhood Development Plan</b>	Council	7 Sep 2022	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Lynn Lambert)
8.	<b>Budget and Medium-Term Financial Strategy update</b>	Cabinet	29 Sep 2022	Open	Dominic Bradley, Interim Director of Resources dominic.bradley@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)



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9.	<b>Housing Register review</b>	Cabinet Council	29 Sep 2022 14 Dec 2022	Open	Rob Jarvis, Head of Housing & Community Services robert.jarvis@horsham.gov.uk  Cabinet Member for Housing and Public Protection (Councillor Tricia Youtan)
10.	<b>Proposed Conservation Area – Wells Cottages and Rusper Conservation Area review</b>	Cabinet	29 Sep 2022	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Lynn Lambert)
11.	<b>Budget and Medium-Term Financial Strategy update</b>	Cabinet Council	24 Nov 2022 14 Dec 2022	Open	Dominic Bradley, Interim Director of Resources dominic.bradley@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
12.	<b>Budget and Medium-Term Financial Plan</b>	Cabinet Council	26 Jan 2023 22 Feb 2023	Open	Dominic Bradley, Interim Director of Resources dominic.bradley@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)

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13.	<b>Council Tax resolution 2023-24</b>	Council	22 Feb 2023	Open	Dominic Bradley, Interim Director of Resources dominic.bradley@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)