



To receive the report of the Director of Resources

7. **Task & Finish Groups - areas for consideration**

The Committee will receive an update on the agreed Task & Finish Group to review the Council's use of Consultants. The potential for a group to review Leisure facilities will also be assessed.

8. **Police Performance**

To identify issues and concerns relating to policing and agree a statement to be sent to the Cabinet Member for Housing & Public Protection for discussion with the Sussex Police & Crime Panel

9. **S106 Contributions**

29 - 32

To consider the report of the previous Task & Finish Group, dated 27 November 2017, and to consider any outstanding concerns that may suggest a further Task & Finish Group.

10. **Scrutiny Training**

To confirm training arrangements for members of the Committee scheduled for December

11. **Overview & Scrutiny Committee work Plan for 2022/23**

33 - 34

To note the work plan for the January and March 2023 meetings and consider additional items as appropriate

12. **Cabinet Forward Plan**

35 - 40

To consider the Cabinet Forward Plan published on 1 November 2022

13. **Urgent Business**

Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as urgent because of the special circumstances

## Overview and Scrutiny Committee 26 SEPTEMBER 2022

Present: Councillors: Tony Bevis (Chairman), Ian Stannard (Vice-Chairman), Ruth Fletcher, Billy Greening, Nigel Jupp, Richard Landeryou, John Milne, Bob Platt and David Skipp

Apologies: Councillors: Philip Circus, Paul Clarke, Tim Lloyd, Josh Potts and Jack Saheid

### SO/22 MINUTES

The Minutes of the meeting held on 18 July were approved as a correct record and signed by the Chairman.

### SO/23 DECLARATIONS OF MEMBERS' INTERESTS

There were no declarations of interest.

### SO/24 ANNOUNCEMENTS

There were no announcements.

### SO/25 ANNUAL CRIME & DISORDER UPDATE

The Chairman advised that Councillor Tricia Youtan, Cabinet Member for Housing & Public Protection was unable to attend this evening and sent her apologies.

The Head of Housing & Community Services, gave an overview of the Annual Crime and Disorder update, which raised awareness of the situation for 2021. In the Horsham District, overall crime increased by 1.3% compared to 2020 but was down 7.5% compared to pre-pandemic levels. Horsham had the second lowest recorded crime rate across West Sussex.

It was noted that reported Anti-Social Behaviour (ASB) offences were significantly higher than pre-pandemic levels, but over 88% of these related to neighbour nuisance. It was advised that the Council has only limited powers to address this – effectively mediation support - and that the most effective response is through working in partnership with registered housing providers.

It was emphasised that the message to report crime could be strengthened since the data, and Police response priorities, can only reflect or address that which is identified. Reporting, even if there is no direct outcome, is an important part of building a clearer picture, against which further reports can be set and contextually assessed.

The Committee recommended that messaging relating to the need to report, and the positive picture emerging from the update should be enhanced to counter negative impacts of some social media. The Head of Housing & Community Services was asked to secure information about conviction rates and ensure that this was included in public messaging .

Further discussion of the report and it's implications took place and among the issues raised were:

- The likelihood that police staffing resources would increase. Advice will be requested from the Police on this, but it was advised that the number of PCSOs has increased from 203 to 291 in the last four years.
- Noted that the Wardens scheme has worked successfully with the Police locally and provided vital intelligence to enable the police to decide where to deploy resources. The Head of Housing & Community Services confirmed there were currently seven Neighbourhood Warden schemes, which were largely funded by the Parishes (after being pump primed by the Council). It was agreed that the positive impact of the Wardens is another message to be strengthened, and that this might encourage other parishes to consider funding them.
- The Chairman advised that an all member briefing with Police colleagues will be held later in the autumn.

#### SO/26 **REPORT ON THE COUNCIL'S FINANCE AND PERFORMANCE IN 2021/22**

The Interim Director of Resources, introduced the report on the Council's Finance and Performance in 2021/22. Key messages from the report included:

- Capital expenditure: it was acknowledged that projections of what could be delivered may have been over-optimistic.
- Horsham Museum: it was unclear why attendance had dropped significantly compared to pre-Covid 19 pandemic periods. Factors behind this and the basis on which visitor projections were made will be checked.
- Council tax and business rates collections: The Committee was advised of the challenge in setting accurate targets given the uncertainties arising from the economy and cost of living pressures, and compared to recent Covid-19 affected changes, but assured that targets will be added.

#### SO/27 **TASK & FINISH GROUP UPDATE**

The Committee considered areas of policy and delivery that might merit closer scrutiny through the creation of time-limited, goal-driven Task & Finish Groups. A number of potential options were considered:

**Police performance:** A proposal was made to establish a Task & Finish Group to scrutinise Police performance. It was noted that the Sussex Police and Crime Panel served that purpose and any questions from the Committee could be directed to that body. After discussion it was agreed not to set up Task &

Finish Group at this stage, but to consider inviting local MP, Jeremy Quin (Home Office Minister of State in the Home Office with responsibility for Policing, Fire and Tackling Crime), to a future meeting of the Committee.

**Consultants:** It was proposed, and agreed, that a Task & Finish Group be set up to look at the Council's use of consultants, which had increased in recent years. It was agreed that this should be taken forward at the earliest opportunity and an outline brief and invitation to all councillors for expressions of interest would be initiated with a view to approval and appointment at the next Committee meeting.

**S106 contributions:** It was proposed that a Task & Finish Group be set up to look at the writing and managing of S106 agreements (which require that infrastructural, community and affordability requirements are addressed in planning applications as appropriate). However it was noted that this topic had been looked into several years ago. It was agreed that the findings of the previous Task & Finish Group be brought to the next meeting of the Committee. The previous report will be circulated to Members for information.

**Leisure Facilities:** Councillor Billy Greening agreed to investigate whether a Task & Finish Group to look at the Council's strategy for leisure provision would be appropriate.

The Chairman advised that he had asked officers what progress had been made in implementing the recommendations of the Sustainable Travel Task & Finish Group and was awaiting a response.

SO/28 **SCRUTINY TRAINING**

Details of Scrutiny Member Development and Improvement training offered by the Centre for Governance & Scrutiny had been circulated to Members prior to the meeting. The Committee agreed to undertake this training, and a session would be booked in due course.

SO/29 **OVERVIEW & SCRUTINY FORWARD WORK PLAN**

The Chairman confirmed that Councillor Tony Hogben, Cabinet Member for Finance & Parking would be invited to a future meeting to discuss the Council's budget for 2023/24 before it is considered by Council in February 2023.

The Chairman agreed that Jane Eaton, Chief Executive, and the Leader of the Council, Cllr Jonathon Chowen, would be invited to a future meeting to discuss the Corporate Plan before it is considered by Cabinet in January 2023.

Task & Finish Group on the Council's use of consultants to be added.

An invitation to Jeremy Quin MP to attend a meeting in relation to Crime & Disorder issues may also to be added

SO/30 **CABINET FORWARD PLAN**

The Forward Plan was noted.

SO/31 **URGENT BUSINESS**

There was no urgent business.

*The meeting closed at 7.05 pm having commenced at 5.30 pm*

CHAIRMAN

**Overview and Scrutiny Committee – Call-in request**  
**20 OCTOBER 2022**

Present: Councillors: Tony Bevis (Chairman), Ian Stannard (Vice-Chairman), Paul Clarke, Ruth Fletcher, Nigel Jupp, Richard Landeryou, Tim Lloyd, John Milne, Josh Potts and David Skipp

Apologies: Councillors: Philip Circus, Billy Greening, Bob Platt and Jack Saheid  
Absent: Councillors:

Also Present: Martin Boffey, Lynn Lambert, Colin Minto, Christian Mitchell, Jon Olson and Belinda Walters

SO/32 **CALL-IN REQUEST OF CABINET DECISION: CIL GOVERNANCE FOR THE UNPARISHED AREA OF HORSHAM TOWN**

**PRESENT:**

Called in by: Cllr Martin Boffey with the support of:  
Cllrs: John Milne, Colin Minto, Jon Olson, Belinda Walters

Committee Members:

Cllrs: Tony Bevis (Chairman), Paul Clarke, Ruth Fletcher, Nigel Jupp, Richard Landeryou, Tim Lloyd, John Milne, Josh Potts, David Skipp, Ian Stannard

Also in attendance:

Cllr Lynn Lambert (Cabinet Member for Planning & Development)  
Cllr Christian Mitchell (Cabinet Member for Horsham Town)

**CABINET DECISION:**

Cabinet Decision made on 29 September:

**Community Infrastructure Levy Governance Arrangements for the three Neighbourhood Councils/unparished areas of Horsham Town**

- Recommendation agreed at Cabinet:

To agree to delegate the Governance arrangements for the prioritisation, allocation and spend of the unparished areas of Horsham Town CIL receipts to the Director of Place in consultation with the Cabinet Member for Planning and the Cabinet Member for Horsham Town.

Reason

It is necessary to update the current CIL Governance arrangements to provide clarity, transparency and consistency in the collection, allocation and spending of

CIL receipts within the three Neighbourhood Councils/unparished areas of Horsham Town.

The Chairman of the Overview & Scrutiny Committee invited the Members who had asked for the decision to be called in to explain their reasons for the request and what they feel should be reviewed.

Councillor Boffey and the supporting Councillors raised the following concerns:

- The Cabinet resolution delegated the arrangements for allocating CIL receipts to one officer, the Director of Place, in consultation with two Cabinet Members and did not include Local Ward Members or other stakeholders.
- There was no mention in the resolution of how and by whom the governance structure needed to carry out the allocation of CIL receipts would be arrived at, and there was concern there would be minimal local input or control.
- The structure needs to reflect that of Parish Councils so that Neighbourhood Councils are not disadvantaged.
- Whilst the Planning & Development PDAG had discussed that a panel to help allocate contributions was required, and who might be involved in that panel, including a Ward Member and Neighbourhood Councillor from each area, this had not been finalised or communicated clearly to Local Members.

The Chairman invited Councillor Lynn Lambert, Cabinet Member for Planning & Development, to comment:

- Councillor Lambert stated that the delegation in the resolution at Cabinet was intended to allow the Director of Place, in consultation with the Cabinet Members, to set up a panel, which would include a Local Member from each Ward and Neighbourhood Council representatives.

The Chairman invited Committee members for comments and to ask questions of Members and Officers in attendance.

- The Head of Planning & Development Control stated that the same resolution had been used for the whole CIL pot, and she confirmed the intention to set up a panel that would decide how CIL contributions for the unparished area would be spent.
- The Monitoring Officer advised that although Neighbourhood Councils were unlike Parishes and did not have the same legal status, the Council sought to treat them fairly. The delegation to an officer was required because of the Neighbourhood Councils' legal status.
- The Monitoring officer drew attention to the executive summary of the Cabinet report. This indicated that the infrastructure needs in the unparished area of Horsham Town would be identified and prioritised through consultation with Local Members, Neighbourhood Councils and interested parties using a dedicated



process, which would be established for that purpose. The purpose of the report had been to enable these Governance arrangements to be finalised.

- Councillor Christian Mitchell, Cabinet Member for Horsham Town, confirmed that Neighbourhood Council chairmen had attended a meeting on 26 April 2022 where the matter had been discussed.
- Committee members agreed that there was a need for the Cabinet resolution to mention specifically that Local Members would be included in the delegation

#### **COMMITTEE DECISION:**

Committee Members were invited to make one of the following resolutions, as set out at 4c. 21 of the Constitution:

- a) to take no further action, in which case the decision will take effect immediately;
- b) to refer the decision back to the decision-maker for reconsideration, setting out the nature of the Committee's concerns; the decision-maker must then reconsider the matter with a further 10 working days, taking into account the concerns of the Overview and Scrutiny Committee, before making a final decision; or
- c) to refer the matter to Full Council, in which case 4c. 23 will apply.

Councillor Ian Stannard, Vice Chairman of Overview & Scrutiny, proposed (b) to refer the decision back to the decision-maker for reconsideration, with a view to adding some additional wording to the Cabinet resolution to ensure there was no ambiguity and so that the resolution reflected the intention within the report.

The proposal would address the reason for the call-in request by confirming that the required consultation would take place.

Proposed amended resolution:

To agree to delegate the Governance arrangements for the prioritisation, allocation and spend of the unparished areas of Horsham Town CIL receipts to the Director of Place in consultation with the Cabinet Member for Planning and the Cabinet Member for Horsham Town **and all local Ward Members of the unparished areas of Horsham Town.**

The proposal was put to the vote and AGREED by a majority of Committee Members present.

#### **CABINET RESPONSE:**

Councillor Lynn Lambert took the Committee's proposal to Informal Cabinet on 20 October where it was AGREED that the Cabinet resolution be amended as above.

*The meeting closed at 3.00 pm having commenced at 2.00 pm*

CHAIRMAN

## Report to Overview and Scrutiny Committee

Date of meeting 21 November 2022

By Director of Resources

### INFORMATION REPORT

Not exempt



## REPORT ON THE COUNCIL'S FINANCE AND PERFORMANCE IN 2022/23

### Executive Summary

This report gives the Overview and Scrutiny Committee information to help it carry out its role of monitoring the internal and external delivery of services. The Council uses corporate performance indicators, financial reporting and review of progress against key corporate projects to show progress.

The financial performance is forecast at Month 6 of the 2022/23 financial year. Officers currently forecast an operational surplus of £0.15m. There are forecast surpluses of £0.95m from the impact of increased interest rates on our investment income and £0.34m in parking income as customers return the town centre car parks. This is partly offset by rapidly rising costs, in particular, forecast overspends of £0.37m in Waste from the increase in HVO fuel and prices, £0.55m in Housing overspend due to increased board and lodging costs and £0.14m reduction in planning income due to a limited number of major applications being received. Debt over 90 days is aging and the risk associated is building, albeit being closely monitored by Property and Facilities, payment arrangements have now been set up and debts are expected to be settled within 12 months.

Capital expenditure at Month 6 was £1.7m (13.8%) of the £12.1m capital programme. By comparison, spend on capital was £1.8m (22%) of the £8.3m programme at same period in 2021/22. An outturn of £7.7m or 64% is forecast by officers, there are 17 schemes due to start in quarter 4. In 2021/22, the outturn was £4.7m (56%).

An analysis of performance indicators at quarter 2 shows 72% at or above target, 14% close to target and 14% outside of the target. There are five indicators that have not met target this includes the number of households in temporary accommodation and the number of households in Bed and Breakfast accommodation. Partnership work with Turning Tides on setting up accommodation at Roffey Place is underway and should be accepting single homeless households before Christmas. The number of visitors at the museum is still below target but work continues to look to improve this. The number of fly tipping incidents is also at red, work on improving how people can report incidents online is now in place and work on informing the public of their responsibilities around disposal of waste continues. There is one red indicators around collection of arrears for Business rates where work is ongoing to improve this collection rate.

Work on the Corporate Projects progressed through quarter 2 of 2022/23. Additional funding of £250K was approved by Council in October, this funding will enable further work to support residence impacted by the increase in the cost of living. Carbon data for 21/22 has been presented to PDAG and shows a 52% reduction in carbon emissions, largely due to the use of HVO fuel in the diesel fleet vehicles. There have been five key areas identified to form the backbone on the new Corporate Plan for 2023-2027. These are

- The environment at the heart of everything we do
- The right housing in the right places for our needs,

- Keeping the district a great place to live;
- Keeping Council tax low
- Supporting people through the cost of living crisis.

## **Recommendations**

It is recommended that Members note the contents of this report.

## **Reasons for Recommendations**

To enable Overview and Scrutiny to carry out its Constitutional role of monitoring the delivery of internal and external services and scrutinise any part of the Council's work.

**Consultation:** Senior Leadership Team, Cabinet Members.

**Wards affected:** All

**Contact:** Dominic Bradley, Director of Resources. 01403 215302

## **Background Papers:**

Appendix A: Key Performance Indicators Q2

Appendix B: Budget Monitoring and Forecast Outturn summary April 2022 to September 22

Appendix C: Capital Budget monitoring and forecast outturn at M6

Appendix D: Revenue Budget monitoring and forecast outturn at M6

Appendix E: Corporate Projects Update Q2

Appendix A













# KPI Report Q2 2022/23



Traffic Light: 5 5 26 3 Data Only

PI Code & Short Name	Q2 2020/21	Q2 2021/22	Q2 2022/23			Notes
	Value	Value	Value	Target	Status	
Page 13 CD21 1(i) Percentage of payments made online		80.3%	80.2%	85%		<p>Over automated phone and website routes; the volume of transactions has remained consistent, but the number of e-form transactions is lower (it was not peak time for annual parking or garden waste as it was over the summer when the PI was 86%).</p> <p>Regular cashier assisted payments over the phone for parking tickets and charges and Council tax payments are consistent all year round so this number doesn't reduce.</p> <p>So overall the volume of payments through our self-serve channels was lower but the volume of payments through assisted channels stayed the same, therefore the proportion has increased.</p>
CD21 Total number of Community Trigger activations	1	2	3	4		
CD23 No of voluntary organisations supported through advice and enablement		68	117	56		
CD24 Number of Volunteers referred via the Voluntary Sector Support Service		108	192	66		The placement figure has increased as it includes historic outcomes that hadn't been previously chased. However, the aim was to get most of the chasing done in Q2 to limit the skew this creates, which we think has happened, so going forward it will be more accurate.










APPENDIX A – KPI report Q2

PI Code & Short Name	Q2 2020/21	Q2 2021/22	Q2 2022/23			Notes
	Value	Value	Value	Target	Status	
CS03 Less than 5% of incoming calls abandoned	7.26%	4.46%	3.97%	5%		
DM23g Speed of decision - major (Oct 2020 - Sept 2022)			91.7%	60%		This is the final figure for this measure, which has now been officially announced by DLUHC.
DM23h Speed of decision - major (Oct 2021 - Sept 2023)			84.6%	60%		
DM24e Quality of decision - major (April 2020-March 2022)			3.49%	10%		
DM24f Quality of decision - major (Apr 2021 - Mar 2023)			0%	10%		
DM25g Speed of decision - Non-major (Oct 2021 - Sept 2022)			96.4%	70%		This is the final figure for this measure, which has now been officially announced by DLUHC.
DM25h Speed of decision - non-major (Oct 2021 -Sept 2023)			95%	70%		
DM26e Quality of decision - non-major (Apr 2020 - Mar 2022)			0.75%	10%		
DM26f Quality of decision - non-major (Apr 2021 - Mar 2023)			0.2%	10%		
FS07 % of invoices paid on time	84.50%	86.40%	94.40%	95.00%		Performance dipped in September to just below 95% which dragged the quarterly average down. This was due to a disputed invoice that has been on hold since 2021 and settled in September.
FS09c Parking Combined Total Income	£636,281	£1,516,803	£2,280,228	£1,891,254		
HS18 No of households in temporary accommodation	110	118	159	115		The housing service is managing an increased number of homeless approaches. Partnership with Turning Tides at Roffey Place received planning permission in October and works are now underway to provide alternative accommodation at this location for

APPENDIX A – KPI report Q2






PI Code & Short Name	Q2 2020/21	Q2 2021/22	Q2 2022/23			Notes
	Value	Value	Value	Target	Status	
						a number of single homeless households.
HS19 Of which no of households in B & B accommodation	9	10	41	13		Roffey Place, partnership with Turning Tides is due to start accepting single homeless households before Christmas. The housing team continues to work in partnership with Saxon Weald to identify family sized properties to be used as an alternative to Bed and Breakfast accommodation.
HW1 Number of Health & Wellbeing Interventions for working age residents		234	207	195		
HW2 Number of Health & Wellbeing Interventions for over working age residents		118	165	78		
LS01a Attendance at Sports Centres	50,460	241,601	268,785	270,000		Swimming attendances remain high, particularly as lessons catch up from the Covid-19 lag; health and fitness attendances are only operating at about 90% of pre-Covid levels due to changing fitness habits and the impact of financial pressures on individuals. Work continues with the provider to encourage greater attendance at the centres.
LS05(i) Total attendance at Horsham Museum and Visitor Information Centre	0	0	4,871	6,000		The forecasted visitor figures for after the reopening had an element of uncertainty with summer forecasts higher than other periods. The visitor figures have remained relatively steady and so we would hope to surpass the visitor figures for the winter quarters.
LS04 The Capitol overall ticket sales		17,636	22,063	20,750		
OP14a Recycling rate % (Tonnage) [2025 Resources & Waste Strategy Target 55%] Quarter 1 (April – June)	58.97% (Q1 20/21)	55% (Q1 21/22)	54.8% (Q1 22/23)	50%		This KPI is data is for Quarter 1 as information needs to be confirmed from WSCC which is always a cycle in arrears.



APPENDIX A – KPI report Q2

PI Code & Short Name	Q2 2020/21	Q2 2021/22	Q2 2022/23			Notes
	Value	Value	Value	Target	Status	
OP17 Number of refuse, recycling and garden waste collections confirmed as missed	212	202	210	210		
OP19 Quality of recycling - % contamination rate	7.82%	7.56%	5.87%	8%		
PP09 % of FOI requests responded to within 20 days	97%	95%	95%	85%		
R&B11c Total sickness (excluding covers sickness)	6.13	5.88	6.03	6		Short term – 2.29 Long term – 3.74. Sickness absence has reduced significantly over the last few years to stand around the ambitious new target of 6 days (down from 8 and then 7) on average per person per annum. In Q2 the “long term” absences have been in line with expectations, but the “short term” absences have crept up slightly, to exceed the trigger marginally. This is not due to any particular trend and is in line with normal seasonal distribution. SLT are monitoring any trends through regular HR reports.
R&B01 Customer Assurance	100	100	100	80		
R&B02 Right Time: Combined Speed of processing for new claims and changes of circumstances	6.19	9.3	7.92	11		The speed of processing time continues to decrease from its peak in 2022 as the work on Energy Rebate Scheme (ERS) call backs falls away, allowing us to focus on business as usual processing.
R&B03 Quality Assurance: LA Error	0.23%	0.45%	0.32%	0.4%		There has been a slight rise in the Local Authority Error in September 2022 caused by an historic error (from June 2014) uncovered, investigated and calculated in August 2022. It remains under the 0.4% threshold though.
R&B04a In Year Collection: Council Tax	56.62%	56.95%	57.18%	56.95%		The Council Tax collection rate continues to improve month-on-month when compared to previous months – likely in part due to Energy Rebate Payments being made directly to C-Tax accounts.
R&B04b In Year Collection: Business	54.41%	54.78%	60.03%	54.78%		The Business Rates collection rate remains healthy and continues



APPENDIX A – KPI report Q2

PI Code & Short Name	Q2 2020/21	Q2 2021/22	Q2 2022/23			Notes
	Value	Value	Value	Target	Status	
Rates						to improve. The service will continue to monitor for impacts stemming from the financial crisis.
R&B05a Arrears Collection: Council Tax	20.24%	28.91%	25.53%	24.58%		Comparison with the previous two years is not clear-cut as no recovery work was undertaken during 2020/21 so the recovery rates were artificially low, then a return to recovery activity in 2021/22 may have let to an inflated collection rate tackling the backlog. The Q2 target is therefore the average of the previous two years.
R&B05b Arrears Collection: NNDR	71.19%	44.37%	25.51%	44.37%		Comparison with the previous years is not clear-cut, as NDR Covid-19 reliefs in those years skew the stats against a normal year comparison. We have used 2021/22 as the more normal comparison and are working to improve the collection of arrears which has not been the priority in the year to date.
R&B06(a) Direct Debit Payers (%)	-	-	79.3%	80%		The percentage of direct debit payers has increased since April, helped by the payment of Energy Rebate Scheme payments being automatically awarded to direct debit payers, but remains just outside the high target. This is a new KPI, so previous year data not available.
SSC9a No. of fly tipping incidents	336	260	319	231		An increase in driveway and roofing waste has been noticed in this quarter. There are discussions regarding increasing littering fines. Improvements have been made this year with how people can report incidents online and the use of What 3 Words to more accurately determine locations.
SSC9c No of Fly Tipping Clearances		134	191			This indicator counts the number of incidents that have come through on 'Report It' that have been cleared by council staff that is on land that is managed by Horsham District Council.  This number will vary depending on where items are fly tipped.

PI Code & Short Name	Q2 2020/21	Q2 2021/22	Q2 2022/23			Notes
	Value	Value	Value	Target	Status	
VE01a Percentage of total HDC owned and managed commercial and industrial estate space occupied	98.27%	97.21%	95.88%	95%		3 Voids 25, Lintot Square F19b Park House Arun House, Hurst Road
VE01b Income from HDC owned and managed commercial and industrial estate space	£3,044,257	£2,867,651	£2,972,694	£2,909,397		Actual and Budget include Q3 quarterly rent invoices as they have been issued in Q2.

## Budget Monitoring and Forecast Outturn – April to September 2022

**Monthly Summary:** The operational forecast is a £0.15m underspend for the year (previously £0.13m underspend). During the month there has been a forecast overspend of £0.18m on bed and breakfast costs and £0.06 forecast overspend on the cost of the revenues and benefits contract. This has been offset by a reduction of £0.07m investment properties as we have received some compensation from a tenant for dilapidations. The rising interest rates keep giving and we have forecast a further £0.17m in September (an extra £0.94m to date). The overall funding position forecast is now £0.23m deficit (previously £0.27m) due to the proposed pay award of £1,925 per grade being greater than the budgeted 1.25%

### Revenue Outturn Forecast:

Outturn Forecast	£000s
Corporate Management	30
Resources * includes parking	(1,307)
Community and Culture	1,024
Place	103
<b>Total overspend / (surplus)</b>	<b>(150)</b>

### Monitoring Compliance: 98%

One report not returned despite reminders.

### Salaries Headroom

<b>Full Year Salaries Budget</b>	<b>17,863</b>
<b>Forecast salaries to P12</b>	<b>17,670</b>
<b>Projected headroom</b>	<b>193</b>
<b>Actual Salaries paid to date</b>	<b>8,431</b>

Calculation does not include pay award

### Capital Expenditure:

Spend to date of £1.7m (14%) of the £12.0m capital budget. There are 17 projects yet to start spending.

### Capital outturn forecast:

Budget holders are forecasting a full year spend of £7.7m (63% of budget), a reduction of £0.6m on last month but requiring a major acceleration in spending .

### Forecast overall funding position at M6

2022/23	M5 snapshot of overall budgetary position
12,188	Net exp set in budget
103	Changes to net budget. Drill Hall, Climate Change Plan, Parking Income
-150	forecast underspend
<b>12,141</b>	<b>Forecast net exp</b>
-10,700	Council tax
-2,052	Business rates
-11	Net Collection Fund 'surplus' after using reserve
-141	CTS Government funding
120	CTS £150 scheme
<b>-12,784</b>	<b>Funding</b>
<b>-643</b>	<b>Net (surplus) / deficit before one-off cost / funding</b>
875	NJC Salary Increase (est £1,925 vs 1.25%)
<b>875</b>	<b>One off net costs / (funding after costs)</b>
<b>232</b>	<b>Overall (surplus) / deficit - smooth via reserves</b>

### Debtors

The Council was owed £1.8m at 12 October 2022 (£1.7m 12 September 2022) of which £1.2m was >30 days. The table compares a breakdown of the debts vs previous month.

Age Group	12 Oct 2022 £k	12 Sep 2022 £k
<b>Current</b>	<b>580</b>	<b>534</b>
<b>&gt;30 Days</b>	<b>398</b>	<b>238</b>
<b>&gt;60 Days</b>	<b>0</b>	<b>74</b>
<b>&gt;90 Days</b>	<b>844</b>	<b>860</b>
	<b>1,822</b>	<b>1,706</b>
<b>&gt;90 Days top 6 = £516k (61%)</b>		
Contributions from another Local Authority	<b>140</b>	<b>140</b>
<b>Developer</b> S106 due in 2016 and 2017, (Nov 2020 £134k now paid)	<b>116</b>	<b>116</b>
<b>* Restaurant</b>	<b>80</b>	<b>80</b>
<b>* Entertainment</b> and £13.5k current	<b>71</b>	<b>58</b>
<b>Developer</b> CIL due May 2022	<b>67</b>	<b>67</b>
<b>Developer</b> £37k CIL due Jan 2019, £3k CIL due July 2019	<b>42</b>	<b>42</b>

\* commercial rents. Payment arrangements are in place

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APPENDIX C - Capital expenditure in 2022/23

Cabinet Member for:	Detailed Description	Period 6 Ytd	Budget	% of Budget	P6 Forecast Outturn	Start date (estimate for spend. Project work commences before this)
Property & the Local Economy	HIGHWOOD COMMUNITY CENTRE	13,249	750,000	2%	150,000	Started
Leisure and Culture	WARNHAM NATURE RESERVE IMPROVEMENTS	0	4,100	0%	4,100	Retention
Leisure and Culture	ROFFEY RECREATION GROUND REGENERATION PROJECT	0	80,000	0%	80,000	Feb-23
Leisure and Culture	HORSHAM SKATE PARK	51,704	270,000	19%	256,500	Nov-22
Environment & Rural Affairs	BILLINGSHURST BYPASS REC PATH IMPROVEMENTS	0	75,000	0%	75,000	Oct-22
Leisure and Culture	RIVERSIDE WALK BOARDWALK - BEN'S ACRE	0	30,000	0%	30,000	Jan-23
Leisure and Culture	BLUEBELL PARK ADVENTURE TRAIL	15,000	15,000	100%	15,000	Complete
Property & the Local Economy	SECURITY ENTRANCE DEFENCES	18,178	34,782	52%	34,782	Started
Horsham Town Centre	HORSHAM PARK POND - BEACH & FENCE	13,497	50,000	27%	50,000	Started
Leisure and Culture	CAPITOL - LED LIGHTING (TO IMPROVE ENERGY EFFICIENCY)	4,762	205,000	2%	205,000	Dec-22
Leisure and Culture	HOLBROOK EAST PLAY IMPROVEMENTS (NORTH HORSHAM PLAY)	0	15,000	0%	15,000	Nov-22
Leisure and Culture	CHESWORTH FARM PATH IMPROVEMENTS	0	16,283	0%	16,283	Jan-23
Leisure and Culture	BENNETTS ROAD FOOTBALL PITCH DRAINAGE IMPROVEMENTS	0	5,000	0%	5,000	Mar-23
Leisure and Culture	HAMMER CAGE REPLACEMENT AT THE BRIDGE	17,711	35,500	50%	35,422	Started
Community Matters	PUBLIC SPACE CCTV CAMERA REPLACEMENT PROGRAMME	0	30,561	0%	0	Cancelled
	<b>Other Community and Culture projects</b>	<b>120,851</b>	<b>866,226</b>	<b>14%</b>	<b>822,087</b>	
Recycling & Waste	VEHICLES - NEW	0	1,200,000	0%	761,000	Oct / Nov-22
Recycling & Waste	VEHICLES - NEW - GOING GREEN ADDITIONAL COSTS	0	300,000	0%	50,000	Dec-22
	<b>Vehicle Fleet</b>	<b>0</b>	<b>1,500,000</b>	<b>0%</b>	<b>811,000</b>	
Recycling & Waste	BIN WEIGHING TECHNOLOGY & EQUIPMENT	0	32,810	0%	0	Jan-23
Property & the Local Economy	HORSHAM DISTRICT EXPERIENCE APP & WEBSITE	0	25,000	0%	25,000	Feb-23
Property & the Local Economy	INITIATIVES TO IMPROVE LOCAL BUSINESSES	0	120,000	0%	0	Apr-23
	<b>Economic Development initiatives</b>	<b>0</b>	<b>145,000</b>	<b>0%</b>	<b>25,000</b>	
Community Matters	96 ACT-DISABLED FACILITY GRANT	529,628	1,250,000	42%	1,250,000	Started
Community Matters	ACT-HOME REPAIR ASSIST. GRANT	23,769	60,000	40%	60,000	Started
	<b>Grants - Environmental health</b>	<b>553,396</b>	<b>1,310,000</b>	<b>42%</b>	<b>1,310,000</b>	
Housing and Public Protection	HOUSING ENABLING GRANTS	0	1,477,400	0%	1,015,000	Oct/Nov 22
Finance & Parking	EQUITY FUNDING - PROPERTY DEV CO	275,000	280,000	98%	275,000	Complete
Finance & Parking	LOANS - PROPERTY DEV CO	200,000	350,000	57%	350,000	Sep-22
Planning and Development	S106 / CIL INFRASTRUCTURE SPEND	141,530	200,000	71%	200,000	Started
	<b>Other Grants &amp; loans</b>	<b>616,530</b>	<b>2,307,400</b>	<b>27%</b>	<b>1,840,000</b>	
Environment & Rural Affairs	RURAL CAR PARK - HENFIELD (LIBRARY)	5,528	5,530	100%	5,530	Retention
Property & the Local Economy	WELCOME ZONES IN MULTI-STOREY CAR PARKS	0	0	n/a	0	Dec-22
Environment & Rural Affairs	STORRINGTON MILL LANE - RURAL CAR PARK IMPROVEMENTS	193,618	202,987	95%	202,987	Started
Environment & Rural Affairs	RURAL CAR PARK IMPROV - STORRINGTON LIBRARY NORTH ST	0	0	n/a	0	Feb-23
Environment & Rural Affairs	RURAL CAR PARK IMPROV - STEYNING NEWMANS GARDENS	0	141,266	0%	141,266	Jan-23
Environment & Rural Affairs	EV CHARGING POINTS	0	100,000	0%	60,000	Oct-22
	<b>Car Parks Fabric and Equipment</b>	<b>199,146</b>	<b>449,783</b>	<b>44%</b>	<b>409,783</b>	
Horsham Town Centre	ALBION WAY CONNECTIVITY - WORTHING ROAD	0	170,000	0%	50,000	Jan-23
Horsham Town Centre	LOCAL CYCLING AND WALKING INFRASTRUCTURE	0	18,507	0%	18,507	Feb-23
Horsham Town Centre	HORSHAM TOWN CENTRE CYCLING STUDY	0	30,000	0%	26,634	Feb-23
Horsham Town Centre	PUBLIC REALM PROJECTS - TOWN CENTRE VISION	250	106,049	0%	73,000	Dec-22
Horsham Town Centre	PUBLIC REALM STRATEGY STAGE 2 - DESIGN DEVELOPMENT DELIVERY	0	958,000	0%	300,000	Jan-23
	<b>Strategic Planning projects</b>	<b>250</b>	<b>1,282,556</b>	<b>0%</b>	<b>468,141</b>	
Property & the Local Economy	OAKHURST BP EXTENSION (UNITS 20 & 15)	0	1,000,000	0%	0	Pending more info
Property & the Local Economy	CORPORATE PROVISION - ASSET ENHANCEMENT	35,859	100,000	36%	100,000	Started
Property & the Local Economy	COMMERCIAL ESTATES - GENERAL	13,295	100,000	13%	100,000	Started
Environment & Rural Affairs	BILLINGSHURST CAR PARK DEVELOPMENT	0	164,580	0%	0	Pending more info
Property & the Local Economy	FORUM PIAZZA AND FOUNTAIN UPGRADE	0	113,957	0%	113,957	Oct-22
Property & the Local Economy	MILLSTREAM EXTENSION	7,641	329,544	2%	329,544	Started
Property & the Local Economy	ST PETERS HALL & RAFA IMPROVEMENTS	550	20,857	3%	20,857	Retention
Property & the Local Economy	7 WEST STREET - WORKS TO FACILITATE LETTING	88,332	90,000	98%	90,000	Complete
Property & the Local Economy	PARK BARN - ENERGY EFFICIENCY IMPROVEMENTS	0	35,000	0%	35,000	Feb-23
Property & the Local Economy	BUS STATION - REPLACE 4 DOORS	6,093	40,000	15%	40,000	Jan-23
Property & the Local Economy	SWAN WALK - REPLACE TOP DECK MEMBRANE	0	250,000	0%	250,000	Nov-22
Property & the Local Economy	HOUSING NET CARBON RESIDUAL PORTFOLIO - HOUSE FOR DECANT	0	450,000	0%	200,000	Pending more info
Property & the Local Economy	HOUSING NET CARBON ZERO (3 HOUSES PER YEAR + 1)	4,150	150,000	3%	0	Dec-22
Property & the Local Economy	GRANARY - UPGRADE WINDOWS TO IMPROVE ENERGY EFFICIENCY	0	20,000	0%	20,000	Dec-22
Property & the Local Economy	ARUN HOUSE - PREPARE FOR FUTURE USE	490	100,000	0%	100,000	Started
Property & the Local Economy	OAKHURST - SUB STATION UPGRADE TO GIVE POWER HEADROOM	0	200,000	0%	200,000	Dependant on UKPN
Property & the Local Economy	BLATCHFORD IND ESTATE - IMPROVE DRAINAGE & ENERGY ISSUES	1,600	70,000	2%	70,000	Jan-23
Property & the Local Economy	FORUM FOUNTAIN UPGRADE	0	120,000	0%	120,000	Feb-23
Property & the Local Economy	BURTON COURT BIN STORE	3,825	100,000	4%	40,000	Feb-23
	<b>Miscellaneous properties spend</b>	<b>161,834.43</b>	<b>2,453,937.85</b>	<b>7%</b>	<b>1,829,358.21</b>	
		<b>1,665,256</b>	<b>12,097,712</b>	<b>13.8%</b>	<b>7,665,369</b>	

Main reductions:

£1mn for Oakhurst until a decision is made.

£165k for Billingshurst car park until a decision is made.

£200k for Housing net carbon residual portfolio – house for decant. *We will be refurbishing Hill Cemetery instead*

£60k of Burton bin store into next year.

£658k for Public Realm Strategy Stage 2 – as delay due to capacity constraints

£650k New vehicles – only those currently on order included in current forecast

£120k Albion Way Connectivity – awaiting outcome of connectivity study

£562k Housing Enabling Grants – current planned spend included in forecast

£150k Net Carbon zero (3 houses per year) - slip to 23/24

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# Revenue Budget 2022 23

Month 6 : April to September 2022

Service Area Table in £000's	Spend	Annual Budget	Spend % Budget	Income	Annual Budget	Income % Budget	Net Spend	Forecast Over / (under) Spend	Comments	Change to Previous Month	Previous Month Forecast
HOUSING	1,167	2,174	54%	-1,299	-2,197	59%	-132	543	Increase in B&B costs and less Temp Housing rent being paid	174	369
STREET SCENE & FLEET	1,631	3,117	52%	-79	-306	26%	1,553	371	HVO fuel costs & vehicle parts	-30	401
DEVELOPMENT	998	2,002	50%	-644	-1,825	35%	355	140	Large schemes have stalled, agency spend up due to vacancies	0	140
WASTE & RECYCLING	2,200	4,762	46%	-2,471	-4,042	61%	-271	97	Lower bulk bin & trade recycling income, Staffing costs for Queens funeral	37	60
REVS & BENS ADMIN	-13	1,515	-1%	-219	-660	33%	-232	60	Increased cost of Revs and Bens contract	60	0
INVESTMENT PROPERTIES	199	421	47%	-3,097	-4,157	74%	-2,898	42	Long Term vacancies - Lintot, Arun House & Forum. Offset by Dilaps compensation from Prestige (Unit 1)	-69	111
HUMAN RESOURCES & ORG D	286	569	50%	-4	0	0%	283	21	Oracle implementation back fill	0	21
OPERATIONAL PROPERTIES	291	1,269	23%	-50	-67	75%	240	19	Utility costs	-4	23
ENVIRONMENTAL SERVICES/L	824	1,855	44%	-384	-922	42%	440	15	Reduced food hygiene bookings and waived temp events fees for Jubilee	3	12
FINANCE ACCOUNTANCY	494	801	62%	9	-13	-67%	503	13		7	7
PARKS & COUNTRYSIDE SER	751	1,812	41%	-229	-405	57%	522	9		0	9
COMMUNITY SAFETY	332	789	42%	-33	-601	6%	299	9		0	9
SPATIAL PLANNING	497	1,454	34%	10	-250	-4%	507	8		-12	20
CAPITOL	893	1,822	49%	-1,029	-1,459	71%	-136	8		0	8
MUSEUMS	94	226	42%	-11	-46	23%	83	5		0	4
LEISURE SERVICES	193	397	49%	-17	-875	2%	177	1		1	0
LEISURE & CULTURE	124	282	44%	0	0	0%	124	1		0	1
CUSTOMER SERVICES	173	349	49%	-1	0	-85250%	172	0	Overall no significant movement forecast	0	0
BENEFIT PAYMENTS	11,033	23,600	47%	-11,264	-23,850	47%	-231	0		0	0
COMMUNICATIONS	169	397	43%	-6	-15	39%	164	0		0	0
COMMUNITY DEVELOPMENT	402	1,130	36%	-179	-656	27%	224	0		0	0
PROPERTIES & FACILITIES	257	539	48%	3	-19	-15%	259	0		0	0
TECHNOLOGY	1,217	2,163	56%	-4	-226	2%	1,214	0		0	0
ECONOMIC DEVELOPMENT	302	753	40%	-12	-280	4%	290	-6		0	-6
HEALTH AND WELLBEING	220	479	46%	-172	-426	40%	48	-14		-10	-4
CORPORATE MANAGEMENT	518	1,223	42%	-1	-26	2%	518	-19		-28	9
PERFORMANCE AND PROJEC	117	492	24%	0	-94	0%	117	-32	Delayed start on new climate change post	-32	0
LEGAL & DEMOCRATIC	596	1,345	44%	-34	-117	29%	563	-54	Staff vacancies and lower Counsel costs	7	-61
BUILDING CONTROL	395	775	51%	-491	-813	60%	-96	-101	Increased number of applications	46	-147
PARKING SERVICES	1,384	2,192	63%	-2,841	-4,724	60%	-1,457	-339	Continuing increase in car park useage both daily and permits, fee increases	7	-347
FINANCE CORPORATE	587	794	74%	-669	-954	70%	-82	-948	Increase interest rates	-174	-774
<b>Grand Total</b>	<b>28,333</b>	<b>61,498</b>		<b>-25,216</b>	<b>-50,024</b>		<b>3,117</b>	<b>-150</b>		<b>-17</b>	<b>-133</b>

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Corporate Management	30
Resources	-1,307
Community and Culture	1,024
Place	103
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	-150

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CP theme	Service Area	Project Name	Project Description	Proposed date of work	Update -for Sept O&S	Update for Nov O&S
A great place to live	Leisure and culture	Horsham Park Skate Park.	New skate park in Horsham Park	Project has received detailed consultation feedback and will be underway in summer 2022, due to be completed in December 2022.	The trail road in for the heavy machinery has been laid and fenced off in the Park. Work on the skate park now commencing. It is aiming to be finished by Christmas with a soft opening in January 2023 and then hold a Skate Jam and celebration in the spring.	Installation work is ongoing. Aiming for completion at Christmas still.
A great place to live	Leisure and culture	LED lighting at The Capitol.	Replacement of stage lighting with energy efficient and lower carbon LEDs	Prep work with procurement already underway.	Specialist consultants are contracted. Lighting tender is out at the moment looking to award in November and the project installed and complete by the end of March 2023.	Tender process is complete. Cabinet Member report to be written and circulated for sign-off. Completion date still before end of March 2023.
A great place to live	Leisure and culture	The Capitol - long-term investment.	Consultancy work underway looking at feasibility of improvements to seating, customer experience, carbon reduction and reduction of subsidy.	Work is underway with the aim to complete during 2022.	Team have met with various specialist consultants, looking to appoint in September. Business case and options to be developed ready for early 2023. Report to Cabinet/Council early 2023	Specialist consultants are appointed and working on the various options for the business case proposal. Aiming for March Cabinet but will be able to confirm beginning of December once details around options and financial implications are worked up.
A great place to live	Leisure and culture	Southwater Country Park engagement.	Consultancy looking at long term options for Southwater Country Park.	Work is underway an engagement exercise is due to complete in 2022.	Have your say at Southwater public feedback consultation launched in summer 2022 and finishing at the end of September. The report is due in November. The review outcomes and the next steps is due at the end of 22/23.	Engagement was successful with almost 1,500 responses to the online survey plus multiple focus groups and individual conversations with all stakeholder groups. Awaiting draft report from consultants in November.
A great place to live	Leisure and culture	Rookwood golf course	Completion of a golf study and prepare plan for further consultation in 2023.	Work will be undertaken during 2022.	Members have publicly committed to a consultation regarding the future of the golf course at that time	The completion of the golf study is with Strategic Planning.
A great place to live	Leisure and culture	Platinum Jubilee	Multiple events to celebrate 70 years, including bandstand refurbishment.	Completed in June 2022	Successfully completed.	Complete. Now looking ahead to the Coronation and plan of events for 2023.
A great place to live	Property	Forum Fountain	Renewal of the contract	2022/23	A performance specification is being prepared for tender	The technical solutions are still being resolved
A great place to live	Strategic Planning	Local Plan	Completion of the local plan	Ongoing. Work on water neutrality underway. Project manager recruitment advertised.	Water Neutrality continues to delay Local Plan production. Initial Part C draft of the mitigation strategy received and officer feedback provided. Meeting with Planning Inspectorate held. Officers currently reviewing implications, but clear outcome is that timescales remain tight to progress the Local Plan to Cabinet and Council in 2022.	Water Neutrality Part C documentation close to finalisation and publication. This allows the Local Plan work to proceed. It is proposed to consider the revised documentation at Cabinet in December and full Council in January. This timetable is still subject to external risks arising from joint working requirements but is being closely managed.

A great place to live	Public Realm	Highwood Community Centre	Provide new community centre at Highwood.	2022-2023	The design process is progressing and an informal Pre-App has been completed. It is expected that a formal planning application will be made shortly after all surveys have been completed. A main contractor has been appointed under Scape, who is on board and has undertaken an initial feasibility study and provided an indicative cost plan.	A 6% projected budget over run has been identified and a report was taken to the F&P PDAG on the 7th November and a budget increase was recommended.
A great place to live	Public Realm	UK Shared Prosperity Fund £1m allocation over three years	Submit application in August 2022. Spending approx £111k: on local investment opportunities in 2022/23 and £20k consultant start up	2022/23 Q3 -Q4	An investment plan for the Shared Prosperity Fund has been approval. This includes funding for public realm improvements in Pulborough as well as for business support, community infrastructure, employability support, community link, volunteering, co-working space and the carbon zero agenda	Still waiting for approval of the investment plan. £871,000 awarded from the Rural England Prosperity Fund (23/24 to 24/25) as an addendum to the Shared Prosperity Fund.
A great place to live	Public Realm	West Walk / Forum Walk / Blackhorse Way Public Realm	Upgraded paving and crossing	2022/23 Q3 - Q4	West Walk – on site and on programme.	Slightly behind programme because the sub base needed to be replaced. The works will now be completed post New Year. The work will shut down early December to avoid disruption to retailers pre Christmas.
A thriving economy	Property	Millstream Extension -	Millstream Extension	Imminent	The new Agreement for lease is in place and the contractor has been appointed and is expected to start on site shortly.	On site and progressing
A thriving economy	Ec Dev	Horsham Business Initiative (HBI)	Longer term project working to get Horsham Town in a position to become a Business Improvement District (BID)	2022/23 Discussion over the next 6 months	The HBI was awarded £80,000 ARG funding to assist them in progressing towards a Business Improvement District. We are currently working with other Heads of Service on the baseline agreements regarding the level of service to be provided by HDC, in preparation for a BID. The current timetable suggests a ballot in early summer 2023, if successful a BID should be in place in the Autumn 2023.	No change
A thriving economy	Ec Dev	Horsham Markets	A Consultant is producing a market strategy for Horsham Markets. This will look at the feasibility of an indoor market. The Report will be completed over the next month for the next phase/s	Mid 2022/23	The Horsham markets review report is now completed.	
A strong safe and healthy community	Housing & Communities	Housing Register Review	Changes to the Housing Register and Nominations Policy.	Consultation work underway; aiming for Cabinet and Council decision in the Autumn.	Recommendations due to be considered by Cabinet 29 September and Council 19 October.	Changes approved by Council in October, back office functions being aligned to go live in phases in the coming months. Will all be implemented by end of the financial year.

A strong safe and healthy community	Housing & Communities	Supporting those under pressure from rising costs	Identify and implement HDC support to help people through cost of living crisis	Budget of £0.3m approval 9 June Cabinet and 22 June Council.	£0.3m approved by Council earlier in the year. Interventions being implemented. In addition Community advice drop in sessions are being held throughout the district	Interventions have been added to through additional provision of £250k support approved by Council 19th October. Additional support for Citizens Advice resource, modelling software, Horsham Matters support and directory of services.
A strong safe and healthy community	Housing company	Residential accommodation at Dukes Square	Residential accommodation at old storage unit at Dukes Square – approx 6 units.	Q2 2022-23 A business case will be produced which will need to be agreed need to be signed off. Use of S106 funds and Cabinet/Council approval	Dukes Square is proposing 8 units. Business case being considered by Cabinet on 29 September 2022.	Business case approved by Cabinet in September. Plans being finalised to submit to planning.
A strong safe and healthy community	Housing company	Residential accommodation at an other potential site.	Residential accommodation - approx 10 - 12 units	Autumn 2022 will need a business case signed off for decommissioning current use, and use of S106 funds and Cabinet/Council approval	Business case to be proposed later in the year.	Decommissioning of the current use approved at Cabinet, business case was presented to Finance and Parking PDAG on 7/11 and Housing & Public Protection PDAG 8/11
A cared-for environment	Sustainability	Internal carbon reduction programme	Three year programme to reduce the councils carbon emissions; working towards the approved carbon neutral targets.	There are a detailed set of projects for 2022/23 which includes the replacement of waste vehicles, work to Council owned properties, staff training and procurement. Progress report and review Sept / Oct 2022	Carbon data for the 2021/22 financial year currently being analysed and will be presented to the Environment and Rural Affairs PDAG in September. Work progressing on all of the workstreams, such as the purchase of electric vehicles for the fleet	Carbon data for 2021/22 was presented to September PDAG. Showed a 52% reduction in carbon emissions, largely due to the use of HVO fuel in diesel fleet vehicles. Some slippage in the programme for the action plan, partly due to supply chain issues for replacement fleet vehicles
A cared-for environment	Sustainability	Electric vehicle charge point network	Collaboration project with most councils across West Sussex and private sector (Connected Kerb) to implement a new EVCP network across the County.	Installations to take place over the next 7 years (up to 2029). These will be placed in Council owned car parks. Priority sites planned installation for June followed by further sites in the autumn of 2022.	The priority sites in Council car parks are all due to be commissioned by end September. Phase one sites in Council car parks (four sites) will be installed in the autumn. Consultation process for proposed on-street locations (9 sites) to commence in September (lead by WSCC)	Priority sites in three car parks now installed and commissioned. Data indicates use of the points is increasing month on month. Slippage for the phase 1 sites, due to changes to the lease for car park sites. Consultation process for on-street locations to commence shortly.
A cared-for environment	Sustainability	District wide climate change action plan	Establishment of a Climate Change Panel and consultant facilitator, which will input to the development of a District wide climate change action plan.	Project approval Cabinet 9 June 2022 and Council 22 June 2022. Roll out by 31 March 2023.	Contract with consultants commenced 1 September 2022. Aiming for draft to Cabinet January 2023.	Work with consultants commenced. Current projects identified, as well as gaps and opportunities to create list of potential initiatives during early part of November. On track for January Cabinet
A cared-for environment	Property	3 house decarbonisation and cemetery lodge decant.	3 house decarbonisation	From April 2022	A technical assessment is still being undertaken to understand the scope of the works required	A scheme has been prepared for the cemetery lodge. Further technical solutions are being explored for the other houses.
A cared-for environment	Waste	Pod Back coffee pod recycling	Introducing recycling coffee pods	Sign contract by end Q2 and roll out by end Q3 2022-23.	Podback have delayed this process. Once the contract is signed there is a 12 week mobilisation period before launch. We are pressing to get this all up and running before Christmas.	Podback - The business case for Podback has been approved and we are now in the mobilisation period with a working launch date for the service of 16 January.
A modern and flexible Council	Customer & Digital	Residents Survey	A survey sent to residents completed online or via post.	Survey sent out in April 22	The final report detailing the results of the survey has been received. It will be analysed and feed in to the new corporate plan 2023 - 2027	

<p>A modern and flexible Council</p>	<p>Waste</p>	<p>Vehicle replacement</p>	<p>Two small electric sweepers, two large roadside sweeper refurbishments and a large vehicle refurbishment</p>	<p>Procure in Q2</p>	<p>Two electric sweepers have been ordered and awaiting a delivery date (likely early 2023). The order for the two sweeper refurbishments is being processed. Refuse collection vehicle refurbs going to tender this Friday with aim to award the contract on 1st December.</p>	<p>* Two electric sweepers ordered, still awaiting a firm delivery date.                  * One electric PCV ordered, delivery date of December 2022                  * One electric Walk-behind sweeper Demonstration November 10th, looking to place order after.                  * The first Highway sweeper is away being refurbished, the second will follow when the first is complete.                  * We have now carried out our tender process and selected our preferred bidder for the refurbishment of the refuse collection vehicles. We are on target for the contract to start 1st December 2022.                  * Awaiting procurement to give go-ahead to place order for Four electric powered vans for Zonal Managers, they are currently checking terms and conditions of contract</p>
<p>A modern and flexible Council</p>	<p>Development and Building Control</p>	<p>PRS system &amp; HMLR Land Charges Hun Integration.</p>	<p>Environmental Health and Licencing switched to new system in June 2022. Work on installing new system in building Control will take place in Q3 2022/23. Installation for Planning &amp; Land Charges will take place in Q1-Q3 2023/24 and HMLR Q4 2023.</p>	<p>2022/23</p>	<p>Work on this is due to start in October 2022.</p>	<p>Update on this for proposed date of work is still 2022/23 however the project has not yet started due to issues with Environmental Health &amp; Licencing and we are therefore not due to start on this until Dec 2022 – Jan 2023.</p>
<p>A modern and flexible Council</p>	<p>Chief Exec</p>	<p>Corporate Plan</p>	<p>Will be looking at developing a new corporate plan, including gathering information from the residence survey results and the Big Conversation meetings.</p>	<p>2022/23 - aiming for a Corporate Plan to be taken to Cabinet / Council in January / February 2023.</p>	<p>Three big conversations were held in May 2022 and a residents survey has also been undertaken. A joint management / Cabinet away day is organised for 6 October 2022 to help draw together the new corporate plan for 2023/24 to 2026/27 from these and other inputs.</p>	<p>Three big conversations were held in May 2022, a residents survey has also been undertaken and a joint management / Cabinet away day was held in 6 October 2022, feeding in to help draw together the new corporate plan for 2023/24 to 2026/27. The work has identified five themes covering:</p> <ul style="list-style-type: none"> <li>•The environment at the heart of everything we do</li> <li>•The right housing in the right places for our needs</li> <li>•Keeping the district a great place to live</li> <li>•Keeping Council tax low</li> <li>•Supporting people through the cost of living crisis</li> </ul>

## Report to Overview and Scrutiny Committee

27<sup>th</sup> November 2017

By the S106 Task and Finish Group



**Horsham  
District  
Council**

Not Exempt

### Final Report of the S106 Task and Finish Group

#### Summary

The suggestion to set up a task and finish group to review S106 arose from a report presented to the Overview and Scrutiny Committee, as part of the former Business Improvement Sub-Committee's review into S106 Funding. This report was presented to the Committee on 5<sup>th</sup> June 2017 and three recommendations were made:

1. That the possibilities for an appropriate way to fund parishes and wards with no planned development, be investigated.
2. That an appropriate way to fund unparished areas that will have community projects but no developments, be investigated
3. That the ward members and parish councils continue to receive the S106 reports, to allow them to stay updated and work better with the parish councils on S106 monies.

The Committee agreed to set up a task and finish group and recommendations one and two formed the basis for the review.

The Members of the Group were Councillors Michael Willett (Chairman) Paul Clarke, Nigel Jupp, Tim Lloyd and Councillors Leonard Crosbie and David Coldwell were ex-officio members

At the first meeting of the S106 Task and Finish Group on 7<sup>th</sup> September 2017, the Group approved recommendations one and two as its terms of reference, along with three additional terms as set out below.

#### Terms of Reference

1. That the possibilities for an appropriate way to fund parishes and wards with no planned development, be investigated.
2. That an appropriate way to fund unparished areas that will have community projects but no developments, be investigated
3. Identify unallocated historic funds available for either a) no identified parish or unparished wards, and/or b) no particular purpose

4. Identify allocated historic funds which remain unused
5. Seek clarification of how S106 monies can be drawn down by various bodies.

## Report

In respect to the five agreed Terms of Reference for the review, the Group responded as follows:

1. Almost by definition, parishes and wards with no developments will not have specific S106 money allocated to them. However, there may be unallocated monies which could be useable for the general benefit of a wider area than a particular parish or ward. An application could be made to use this money, using the link in the note by the Head of Development (see below).
2. Unparished areas of Horsham town: Denne, Forest and Trafalgar Neighbourhood Councils could also apply for this money.
3. The figures for the total funds are available. These figures, for all the individual parishes and wards in Horsham District, were printed out for the Task and Finish Group at its request. The figures were subdivided as:
  - (I) Funds received and unspent.
  - (II) Potential funding.
  - (III) Agreements for period April 2014 to October 2017 as previously reported to Overview & Scrutiny Committee on 5<sup>th</sup> June 2017, the S106 monies are held on the balance sheet in three areas, including those held on behalf of West Sussex.

The historic funds have been allocated from specific developments, and are generally, but not always, for use in the parish or ward in which the development took place. In some instances the money can be used elsewhere. It would be completely nugatory to attempt to determine what could possibly be used for any unspecified project from the potential monies available.

4. The historic funds which remain unused can be determined but would be a “snapshot” at a fixed time and will change.
5. The issue of the availability and usage of S106 monies is not simple, as the Group discovered. The individual allocations often have several different conditions on them. This makes it difficult and not practicable to suggest to parishes or wards what would be the beneficial use, to them, of any available monies.

The recommendations are made, therefore, to encourage any relevant body to contact the officers of Horsham District Council to be able to ascertain if a project, initiated by themselves, can be funded by any of the S106 money held on their behalf by Horsham District Council.

## **Note by the Head of Development to all Parish and Neighbourhood Councils**

### **UNSPENT SECTION 106 FUNDS**

I would like to draw to your attention that Horsham District Council holds unspent S106 funds which may be available to you.

If you have a project you believe could benefit from the Section 106 funds, please contact either Suzanne Shaw (Planning Obligations Officer) or Melanie Stowell (Grants and Funding Officer) in the first instance in order that we may offer you advice on the suitability of your proposal and its ability to reach the criteria required to receive Section 106 funding.

#### **What can Section 106 funds be spent on?**

The use of Section 106 funds must:

- be for capital expenditure, (not maintenance or repair);
- comply with the Community Infrastructure Levy regulations
- accord with any other relevant criteria within the S106 Agreement

We would be happy for you to put forward a project and officers of the Council could assess it against the requirements above, and provide further advice on the process.

#### **What is the process for applying for Section 106 funds?**

If you would like to formally apply an online application can be made to the District Council and will be heard by the Planning Obligations Panel. If successful, the funds would be paid on presentation of an invoice for the works. The online application form can be found on the Council's web site.

This can be found at the following link:

[http://ebusiness.horsham.gov.uk/outreach/LEI\\_s106GrantApplication.ofm](http://ebusiness.horsham.gov.uk/outreach/LEI_s106GrantApplication.ofm)

We look forward to speaking to you and advising you further on this matter.

Head of Development

## **Recommendations**

The Committee is recommended:

- i) To support the issue of a short guide to all parish and neighbourhood councils explaining the potential funds that may be available to them, and how to set about starting the process. (See the note above "UNSPENT SECTION 106 FUNDS").
- ii) That the S106 process be added to the forthcoming training event for parish councillors organised by Horsham District Council.
- iii) For the Council to continue to send S106 reports to parish councils and ward members, quarterly, as previously recommended and agreed.

## **Background Papers**

1. S106 Funding Review Report to Overview and Scrutiny Committee on 5<sup>th</sup> June 2017
2. Figures for total S106 funds provided by the Head of Development on 12<sup>th</sup> October 2017

**Councillor Michael Willett**  
**Chairman of the S106 Task and Finish Group**  
**10<sup>th</sup> November 2017**

**Contact:** Daniela Smith, Lead Scrutiny and Committee Support Officer, 01403 215138.



## Scrutiny Work Programme 2022/23 - Updated November 2022

Date of Meeting	Items for Meeting
November 2022	<ul style="list-style-type: none"> <li>• Report on the Council's Finance &amp; Performance Q2</li> <li>• Scrutiny involvement in the Budget Planning process for 2023/24</li> <li>• Update on Task &amp; Finish Groups</li> <li>• Police &amp; Community Safety</li> <li>• S106 Contributions</li> <li>• Update on Scrutiny Training</li> <li>• Update on Work Programme</li> <li>• Cabinet Forward Plan</li> </ul>
January 2023	<ul style="list-style-type: none"> <li>• Update on Council Finance and Performance</li> <li>• (TBC) Overview and comment on 2023/24 Budget Planning</li> <li>• Update on Task &amp; Finish Groups</li> <li>• Update on Work Programme</li> <li>• Cabinet Forward Plan</li> </ul>
March 2023	<ul style="list-style-type: none"> <li>• Report on the Council's Finance &amp; Performance Q3</li> <li>• Draft Corporate Plan Priorities Finance &amp; Performance Report</li> <li>• Overview and Scrutiny Work Programme</li> <li>• Update from Task &amp; Finish Groups</li> <li>• Update on Work Programme</li> <li>• Cabinet Forward Plan</li> </ul>

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**Parkside, Chart Way, Horsham,  
West Sussex RH12 1RL**

## **FORWARD PLAN**

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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 November 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>Budget and Medium-Term Financial Strategy update</b>	Cabinet Council	24 Nov 2022 14 Dec 2022	Open	Director of Resources (Dominic Bradley) dominic.bradley@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
2.	<b>Residential Management Services Tender Award</b>	Cabinet	24 Nov 2022	Part exempt	Head of Property & Facilities (Brian Elliott) brian.elliott@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
3.	<b>Carfax Market Tender Award</b>	Cabinet	24 Nov 2022	Part exempt	Head of Economic Development (Clare Mangan) clare.mangan@horsham.gov.uk  Cabinet Member for Horsham Town (Councillor Christian Mitchell)
4.	<b>Commercial Waste and Mixed Recycling Disposal Tender Award</b>	Cabinet	24 Nov 2022	Part exempt	Head of Parking & Waste (Laura Parker) laura.parker@horsham.gov.uk  Cabinet Member for Recycling and Waste (Councillor Toni Bradnum)

	<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>Refuse Vehicle Refurbishment Tender Award</b>	Cabinet	24 Nov 2022	Part exempt	Head of Parking & Waste (Laura Parker) laura.parker@horsham.gov.uk  Cabinet Member for Recycling and Waste (Councillor Toni Bradnum)
6.	<b>External Audit Contract 2023/24 - 2027/28</b>	Council	14 Dec 2022		Director of Resources (Dominic Bradley) dominic.bradley@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
8.	<b>Horsham Blueprint Neighbourhood Plan</b>	Council	14 Dec 2022	Open	Head of Strategic Planning (Catherine Howe) catherine.howe@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Lynn Lambert)
8.	<b>Budget and Medium-Term Financial Plan</b>	Cabinet  Council	26 Jan 2023  22 Feb 2023	Open	Director of Resources (Dominic Bradley) dominic.bradley@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)

	<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)
9.	<b>Corporate Plan 2023 - 2027</b>	Cabinet Council	26 Jan 2023 22 Feb 2023	Open	Chief Executive (Jane Eaton) jane.eaton@horsham.gov.uk  Leader of the Council and Property and the Local Economy (Councillor Jonathan Chowen)
10.	<b>Council Tax resolution 2023-24</b>	Council	22 Feb 2023	Open	Director of Resources (Dominic Bradley) dominic.bradley@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
11.	<b>Council Tax Reduction Scheme</b>	Cabinet Council	26 Jan 2023 22 Feb 2023	Open	Director of Resources (Dominic Bradley) dominic.bradley@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
12.	<b>Business Rates Discretionary Charitable Relief</b>	Cabinet Council	26 Jan 2023 22 Feb 2023	Open	Director of Resources (Dominic Bradley) dominic.bradley@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)

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