

Horsham District Council – Decisions taken by the Cabinet on Thursday, 28 September 2023

Agenda Item No	Topic	Decision
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Part A – Items considered in public

<p>A6</p>	<p>The Council Plan 2023-27, the Annual Plan 2023-24 and their resourcing</p>	<p>RESOLVED</p> <p>To approve the Council Plan 2023-2027 and the Annual Plan 2023-24.</p> <p>RECOMMENDED TO COUNCIL</p> <p>(i) To adopt both plans as approved.</p> <p>(ii) To add £48,010 expenditure for the two new posts, outlined in section 3 of the Cabinet report, to the budget for 2023/24.</p> <p>REASON</p> <p>(i) The Council must have a policy framework on which to base its decisions. The Council Plan and Annual Plan are the core documents of this framework. Page 15 Agenda Item 6.</p> <p>(ii) The Council needs enough staff in project management and property to progress the current year’s capital programme and new projects in the Annual Plan.</p>
<p>A7</p>	<p>Conservation Area Assessment and Designations: Horsham (Park Terrace Gardens)</p>	<p>RECOMMENDED TO COUNCIL</p> <p>(i) To approve the designation of Park Terrace Gardens, (as shown on the Conservation Area designation map (Map 1) included in the Cabinet report) as a conservation area.</p> <p>(ii) To approve and adopt the Conservation Area Appraisal and Management Plan for Park Terrace Gardens as set out in Appendix 2.</p>

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		<p>(iii) To delegate authority to the Cabinet Member for Planning & Infrastructure to approve minor changes prior to final publication of the Conservation Area designation map and Conservation Area Appraisal and Management Plan.</p> <p>REASON</p> <p>(i) To formally designate the new conservation area boundary.</p> <p>(ii) To provide updated conservation area guidance for residents, occupiers, developers and Members in determining applications.</p> <p>(iii) To give the Cabinet Member for Planning and Infrastructure delegated authority to approve minor changes to the Conservation Area designation map and Conservation Appraisal and Management Plan, without the need for it to be referred back to Cabinet.</p>
A8	Horsham District Council - Local Development Scheme	<p>RESOLVED</p> <p>(i) To approve the adoption of the attached Local Development Scheme 2023 - 2026 covering the period September 2023 to July 2026.</p> <p>(ii) To approve that the Local Development Scheme 2023 - 2026 will have effect from 29 September 2023.</p> <p>REASON</p> <p>(i) To ensure that the Council acts in accordance with statutory requirements to prepare and maintain a Local Development Scheme.</p>
A9	Electricity and Gas Procurement	RESOLVED

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	Contract	<p>(i) To note the expiry of the existing LASER framework agreement on 30 September 2024.</p> <p>(ii) To note that a new LASER framework agreement will be put in place for a four year period from 1 October 2024 to 30 September 2028.</p> <p>(iii) To approve that the Council (a) accesses, and, (b) calls off from (contracts with any of the listed suppliers in the framework agreement for the supply of electricity and gas to the Council) the new LASER framework agreement.</p> <p>(iv) To delegate authority to the Director of Resources, in consultation with the Cabinet Member for Local Economy and Place, to complete all necessary legal documentation to give effect to the recommendation above-noted.</p> <p>REASON</p> <p>(i) To allow the Council to access and call off from the new LASER Framework Agreement.</p> <p>(ii) To delegate authority to the relevant Director and Cabinet Member to complete all legal documentation required to give effect to the recommendations contained in this report.</p> <p>(iii) LASER benchmarks its purchasing performance each year and shares this information with its customers. This benchmarking exercise indicates that LASER has been able to deliver prices to customers up to 50% below the market average over the last 4 years</p> <p>(iv) Government policy recommends that to spread market risk, and avoid buying during periods of peak market pricing, “all public sector organisations adopt aggregated, flexible and risk-managed energy procurement” as provided under the LASER framework.</p>

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		(v) LASER offers full flexibility to secure energy in line with the Council’s policy to reduce its carbon footprint.
A10	Shared Procurement Service - Joint Procurement Strategy 2024 - 2030	<p>RESOLVED</p> <p>(i) To adopt the Shared Procurement Service Joint Procurement Strategy 2024 – 2030, as attached to the Cabinet report.</p> <p>REASON</p> <p>(i) The spend across the four councils is over £100m and is crucial to the way we deliver our core and discretionary services to our local communities. How the councils’ source and deliver these services has a direct impact on the ways in which local people, communities and businesses judge the value that we provide and the quality of outcomes that we achieve.</p> <p>(ii) To ensure the Council has an up-to-date procurement strategy. The Joint Procurement Strategy establishes the Council’s approach to buying these goods, works and services in a legally compliant and cost-effective way, whilst meeting sustainability and social value outcomes.</p>
A11	Horsham Business Improvement District (BID) Proposal	<p>RESOLVED</p> <p>(i) To note the Council’s role and expenses in exercising its legal duty to run the BID ballot.</p> <p>(ii) To agree to vote “yes” with its votes in the BID ballot.</p> <p>(iii) To delegate making the Council’s votes to the Monitoring Officer.</p> <p>That, in the event of an overall ‘Yes’ vote in the BID Ballot:</p>

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		<p>(iv) To note the Council’s role in the collection of the annual BID levy on behalf of the BID Company.</p> <p>(v) To authorise the Monitoring Officer to approve and enter into the Operating Agreement between Horsham District Council and the Horsham BID Company.</p> <p>(vi) To nominate the Director of Place as the Council’s representative on the BID Company Board.</p> <p>(vii) To approve that Horsham District Council enters into the Operating Agreement.</p> <p>(viii) To note the Council will incur an annual cost in relation to its levy contributions which will be reflected in the Medium-Term Financial Plan and Budget accordingly.</p> <p>REASON</p> <p>i) and iv) The Council has a legal duty to carry out these tasks.</p> <p>(ii) Supporting the BID is a key action of the current Corporate Plan and proposed Council Plan.</p> <p>(iii), (v) and (vi) These are delegations not included in the current scheme of delegations.</p> <p>(vii) To facilitate the operation of the BID.</p> <p>(viii) To note the cost of the levy contributions payable by the Council if the BID ballot is successful.</p>
A12	Parking Services Business and	RESOLVED

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	Charity Discount Policy	<p>(i) To approve adoption of the Discount Policy.</p> <p>(ii) To delegate authority to the Director of Resources, in consultation with the Cabinet Member for Finance and Resources, to make minor editorial changes to the policy prior to publication.</p> <p>(iii) To delegate authority to the Director of Resources, in consultation with the Cabinet Member for Finances and Resources, to agree and implement concessions in line with the said policy.</p> <p>(iv) To note that the Monitoring Officer will reflect the above-noted delegation in the Council's constitution (pursuant to her authority to do so per Article 13, paragraph 13.3 b) 3 of the constitution) should the subject delegation be approved.</p> <p>REASON</p> <p>(i) To encourage economic development by supporting local businesses.</p> <p>(ii) To strengthen the local community by supporting charitable activities.</p> <p>(iii) To formalise processes for offering parking discounts.</p> <p>(iv) To adopt the Discount Policy.</p> <p>(v) To delegate authority to the Director of Resources, in consultation with the Cabinet Member for Finances and Resources, to implement concessions in line with the policy.</p>
A13	ANPR Procurement Bid	RESOLVED

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		<p>(i) To approve the award of the contract for an Automatic Number Plate Recognition system to the highest scoring bidder on the terms contained in exempt Appendix A (“the contract”).</p> <p>(ii) To delegate authority to the Director of Resources in consultation with the Head of Legal & Democratic Services to finalise the terms and conditions of and enter into the contract.</p> <p>REASON</p> <p>(i) To facilitate the award of the ANPR contract to the relevant bidder.</p>
A14	Supply of Tyres and associated Parts & Services for Horsham District Council & Crawley Borough Council	<p>RESOLVED</p> <p>(i) To approve the award of the contract for the supply and fit of tyres to the highest scoring bidder on the terms contained in exempt background papers; terms and conditions of the contract and legal clarification log one and three.</p> <p>(ii) To delegate authority to the Director of Resources in consultation with the Head of Legal & Democratic Services to finalise the terms and conditions of and to enter into the contract with the highest scoring bidder for the supply and fit of tyres.</p> <p>RECOMMENDED TO COUNCIL</p> <p>(iii) To increase the recycling and waste tyre budget in 2023/24 by £6,600 to cover the expected higher costs under the new contract.</p> <p>REASON</p> <p>(i) and ii) To obtain authority to award the subject contract to the winning bidder pursuant to a legally compliant procurement process.</p>

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		(iii) Full Council must approve budget changes.
A15	Disabled Facilities Grant - approval of budget and grant allocation	<p>RECOMMENDED TO COUNCIL</p> <p>(i) To approve the receipt of the 2023/2024 Disabled Facilities Grant in the sum of £122,495.</p> <p>(ii) To approve an increase in the 2023/2024 capital programme budget to include the additional £122,495 Disabled Facilities Grant.</p> <p>RESOLVED</p> <p>Subject to Council’s approval of the above recommendations:</p> <p>(i) To approve the allocation of the Disabled Facilities Grant to eligible applicants.</p> <p>(ii) To delegate to the Head of Environmental Health and Licensing the authority to allocate the Disabled Facilities Grant in accordance with the West Sussex Disabled Facilities Grants Policy 2020-2024 and Housing Assistance Policy, both contained at Appendix 1 of the Cabinet report, and any policies replacing the same provided that they comply with statutory requirements.</p> <p>REASON</p> <p>(i) Increasing the capital budget will allow the Council to receive and spend the disabled facilities grant offered by Department for Levelling Up, Housing & Communities. This will fund the provision of home adaptations to help eligible older and disabled people to live as independently and safely as possible in their homes.</p> <p>(ii) Full Council must approve increases to budgets.</p>

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		(iii) Cabinet approval is required to (i) allocate the grant funds, and, (ii) delegate authority to the relevant officer to administer grant applications in line with existing policy. The allocation of grant funds constitutes a key decision given the allocation of the grant fund pot could significantly affect the lives of people residing in the district.
A19	Swan Walk Car Park Works - contract award and budget allocation	<p>RESOLVED</p> <p>(i) To approve the award of the contract to the winning bidder (in relation to the Swan Walk car park top deck works) on the terms contained in Appendix 1 (“the Contract”).</p> <p>(ii) To delegate authority to the Director of Resources in consultation with the Head of Legal & Democratic Services to finalise the terms and conditions of and enter into the Contract.</p> <p>REASON</p> <p>(i) To enable the award of the contract to the winning bidder which will facilitate the completion of the Works.</p> <p>(ii) It is expected that the total value of the works contract will be circa £350,000 and, therefore, Cabinet approval is required to award this contract.</p>