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Overview and Scrutiny Committee

Monday, 18th March, 2024 at 5.30 pm
Conference Room, Parkside, Chart Way, Horsham

Councillors:

Paul Clarke (Chairman)	
Anthony Frankland (Vice-Chairman)	
Sam Bateman	Alex Jeffery
Tony Bevis	Liz Kitchen
Philip Circus	Dennis Livingstone
Mike Croker	Jonathan Taylor
Len Ellis-Brown	Belinda Walters
Nigel Emery	

You are summoned to the meeting to transact the following business

Jane Eaton
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	3 - 10
To approve as correct the minutes of the meeting held on Monday 22 January 2024	
<i>(Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to committeeservices@horsham.gov.uk at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.)</i>	
3. Declarations of Members' Interests	
To receive any declarations of interest from Members of the Committee	
4. Announcements	
To receive any announcements from the Chairman of the Committee or the Chief Executive	
5. Drill Hall	11 - 20
To receive a draft Cabinet report from the Director of Communities	

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|-----|---|---------|
| 6. | An Additional Service for the Isolated Property Rounds
To receive a draft Cabinet report from the Head of Recycling and Waste | 21 - 26 |
| 7. | One-Off Cost of Living Supplement
To receive a verbal update on the proposed One-Off Cost of Living Supplement from the Head of HR and OD | |
| 8. | Report on the Council's Finance and Performance
To receive a report from the Director of Resources | 27 - 52 |
| 9. | Update from Task and Finish Groups
To receive an update from Task and Finish Groups | |
| 10. | Work Programme
To review the current Overview and Scrutiny work programme | 53 - 54 |
| 11. | Cabinet Forward Plan
To review the current Forward Plan | 55 - 60 |
| 12. | 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 22 JANUARY 2024

- Present: Councillors: Paul Clarke (Chairman), Anthony Frankland (Vice-Chairman), Sam Bateman, Tony Bevis, Philip Circus, Mike Croker, Len Ellis-Brown, Liz Kitchen and Jonathan Taylor
- Apologies: Councillors: Nigel Emery, Alex Jeffery, Dennis Livingstone and Belinda Walters

SO/41 **MINUTES**

The minutes of the meeting held on 20 November 2023 were approved as a true record and signed by the Chairman.

SO/42 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

SO/43 **ANNOUNCEMENTS**

There were no announcements.

SO/44 **PARKING POLICY UPDATE**

Officers had been asked to provide an update on parking policy, which was a matter that had been previously considered by an Overview and Scrutiny Committee Task and Finish Group.

The Head of Strategic Planning explained that West Sussex County Council, as the highway authority, were a statutory consultee on planning applications and as such provided advice on any transport implications of development, including parking. The County Council's advice was a material consideration when determining planning applications. The County Council had its own parking guidance, which was last updated in September 2020. This guidance was used in both rural and urban parts of the Horsham district and also covered other matters including cycle spaces and parking requirements for commercial developments.

The Task and Finish Group undertook a review of parking in late 2020 / early 2021 and suggested some updated parking standards. It was agreed that consultants would be appointed to help review these standards to help develop a supplementary planning document.

The Council appointed a firm of consultants called SYSTRA in February 2022 and tasked them with reviewing the County Council's 2020 parking guidance to identify where any changes were required and whether the parking standards

suggested by the Task and Finish Group were workable. The consultants also looked at cycle standards and good practice in terms of parking and design. The study found that:

- Many of the problems identified with parking and development predated the 2020 parking guidance. In Horsham town, there was a lot of Victorian development with on-street parking which was difficult to retrofit.
- The 2020 parking guidance was generally acceptable, but there were some concerns that the standards were too low in Horsham town centre based on existing levels of car ownership.
- The 2020 parking guidance could be improved in terms of cycle provision.

The outcomes were reported to Planning and Development PDAG in January 2023 where it was noted that the study would be progressed into further guidance. The Strategic Planning team had, however, spent most of 2023 drafting the Regulation 19 Local Plan.

In terms of next steps, the Head of Strategic Planning explained that if a supplementary planning document was to be created it would need to be based on a Local Plan policy as a basis on which to provide further guidance. This needed to be the new Local Plan, which still had to go through the examination process. The timetable for creating such a document would need to be discussed with the Cabinet Member for Planning and Infrastructure.

The Head of Strategic Planning also explained that the Council was bound by the National Planning Policy Framework when setting parking standards, otherwise there was a risk that decisions could be overturned at appeal.

Following the update, Members made comments and asked questions. Among the points raised were:

- That the Task and Finish Group sought to have a policy that reflected parking needs in new developments. The Planning Policy Team Leader reported that the consultants had recommended that more work was undertaken around design. Officers had undertaken some preliminary work in that regard. He explained that the government now required local authorities to produce design codes, which could be used to provide improved guidance on parking.
- Where examples of good practice would be obtained from. The Planning Policy Team Leader explained that the Department for Levelling Up, Housing and Communities had undertaken a lot of work at a national level, in particular the national design code. He advised that the team would probably look wider than Horsham district or even West Sussex for examples of good practice.

The Head of Strategic Planning agreed to put together a timetable as to what the next steps could look like. She highlighted that, aside from the need for there to be a Local Plan for a supplementary planning document to be based around in terms of providing the necessary policy basis to develop the

additional guidance, there were also resource limitations as it was envisaged that the whole of the Strategic Planning team would be working on the progression of the Local Plan to examination. There was also a possibility that the Planning Inspector could require changes to be made to parking policy in the Local Plan which would affect any eventual supplementary planning document.

The Chairman would look to bring the item back to the Overview and Scrutiny Committee in June.

SO/45 **CLIMATE ACTION STRATEGY**

The Cabinet Member for Climate Action and Nature Recovery provided an update on the Climate Action Strategy, which the Cabinet would be asked to adopt at its meeting on 25 January. This was a 10-year strategy covering the whole of the Horsham district which supported the Council's target to reach net zero by 2050. It was noted that the Council's emissions represented only 1% of the emissions within the district and that the Council could not tackle climate change alone.

The Cabinet Member provided an overview of the strategy including the delivery routes and the outcome of the public consultation and engagement that had been undertaken.

The Cabinet Member advised that progress on the strategy would be reported annually and the strategy would be reviewed a minimum of every other year. The strategy would be mapped onto and monitored using an online platform called OnePlanet.

Following the update, Members made comments and asked questions. Among the points raised were:

- How the cost of the strategy could be communicated to members of the public. The Head of Sustainability and Green Spaces explained that, whilst there was a cost to the strategy, the Council's role was one of leadership and facilitation. The decarbonisation of the Council's estate was a more direct cost.
- If the cost of investing was itemised, then the cost of not investing should also be itemised.
- That the social and environmental benefits needed to be considered as well as cost.
- That the strategy should have been adopted by Full Council so that all members of the Council took ownership of it.
- That the strategy should be reviewed more frequently than every two years, and that the annual report should be timetabled into the Overview and Scrutiny Committee work programme.
- That there should be performance measures aligned to the strategy timetable. The Head of Sustainability and Green Spaces explained that performance would be measured using the OnePlanet platform,

however, the strategy was not just for Horsham District Council and the Council could not include detailed action plans for other organisations. The Council had been awarded grant funding with the South Downs National Park Authority to work with community groups and parish and neighbourhood councils, and that project would start in February 2024.

- The importance of communication, including with councillors, to delivering the strategy.
- Whether councillors could be offered training on use of OnePlanet. The Head of Sustainability and Green Spaces explained that the platform had been updated and officers would be receiving some further training on it. Once officers had received that training, a session may be able to be provided to councillors.
- Whether a briefing for all councillors on the strategy could be arranged. The Cabinet Member confirmed that it could.

The Chairman confirmed that the strategy would be considered by the Overview and Scrutiny Committee in more detail after the summer.

SO/46 **CAPITOL THEATRE REFURBISHMENT**

The Cabinet Member for Leisure, Culture and Green Spaces provided an update on the proposed Capitol Theatre refurbishment.

The Cabinet Member stated that the refurbishment was an investment in the local arts, in line with the Council Plan. He explained that The Capitol was also the greatest carbon producer that the Council was directly responsible for, and the refurbishment would also lead to a reduction in those emissions.

The Cabinet Member stated that, as a result of the investment, an increase in the quality of productions could be expected, which (along with other changes) would impact upon the bottom line and the annual subsidy.

The Cabinet report sought approval of an investment of £10.7 million, to be funded from the Environment and Infrastructure earmarked reserve.

The Cabinet Member advised that all Members had been provided with an opportunity to be engaged with the proposals and an FAQ document for Members was in the process of being finalised. A public version of that document would also be made available.

Following the update, Members made comments and asked questions. Among the points raised were:

- That residents in some parts of the district did not relate to facilities in Horsham as much as those residents who lived in and around Horsham, and whether more could be done to make The Capitol more accessible to those residents that did not live near to Horsham.
- That increasing the number of seats would enable The Capitol to improve its offering.

- That the extent to which The Capitol could decrease its emissions was limited by the decarbonisation of the grid. The Head of Leisure and Culture explained that the figure contained in the report (a reduction of 100 tCO₂e) was a conservative one and it was expected that emissions would reduce further.
- The social benefits of The Capitol were acknowledged.
- The importance of reaching different audiences, especially those with disabilities and special educational needs. The Head of Leisure and Culture advised that The Capitol had quite a vast programme in terms of its reach. Examples were dementia and autism friendly film screenings. He explained that part of the proposed refurbishment involved the introduction of a changing places facility, which was important for the night-time economy.
- Whether there would be sufficient governance to ensure that the project was delivered within budget. The Head of Leisure and Culture confirmed that there was a project manager. A project work group would also be set up and the procurement process would also put measures in place.
- Whether a risk register would be made available to the Overview and Scrutiny Committee. The Head of Leisure of Culture confirmed that it would.
- A concern was expressed in relation to the impact on the bottom line and whether the annual subsidy would increase.
- That spending the money on The Capitol meant that the money was unable to be spent on something else.

SO/47 **ANNUAL PLAN 2024/25**

The Head of Finance and Performance provided an update on the proposed Annual Plan 2024/25. The Annual Plan sat beneath the adopted Council Plan 2023-2027 and identified the items that the Council would focus on in 2024/25, of which there were 86.

Following the update, Members made comments and asked questions. Among the points raised were:

- Whether the KPIs would be considered by the Overview and Scrutiny Committee once they had been reviewed. The Director of Resources advised that the list of suggested KPIs for 2024/25 that was appended to the report on the Annual Plan had been slightly modified as a result of discussions at the Overview and Scrutiny Committee. He encouraged Members to review those and make any suggestions during the meeting. He added that it would be sensible for the KPIs to be built alongside the Annual Plan when planning for 2025/26.
- How many of the KPIs were the same as those that went to the Audit Committee. The Director of Resources confirmed that some of them were the same but all of them were reported to the Overview and Scrutiny Committee.

- Whether the line “Ensure all vehicles purchased for the Council fleet emit very low carbon or are electric” should be followed by “if needed at all” given that mechanically propelled vehicles still had a carbon footprint.
- Whether consideration should be given to KPIs for planning. The Director of Resources confirmed that PIs for planning were collected and it would be for Members to decide whether they wished to see any of those PIs reported to the Overview and Scrutiny Committee as KPIs. It would not, however, be practical to have every PI reported to the Overview and Scrutiny Committee.

SO/48 **REVIEW OF THE COUNCIL'S BUDGET AND MEDIUM-TERM FINANCIAL STRATEGY**

The Cabinet Member for Finance and Resources provided an update on the proposed Budget and Medium-Term Financial Strategy.

The Cabinet Member highlighted the following:

- Net expenditure would increase by £800,000, which was essentially the result of inflation and the pay settlement. In order to fund this, Council Tax would increase by 2% for the majority of residents in the Horsham district. A 2% increase for a Band D property equated to £3.34 per year, taking the annual amount to £170.28. This remained the lowest in West Sussex. Residents in the unparished areas of Horsham town would also see an increase in the special charge of around £9 per year for a Band D property, taking the annual amount to around £35. This was less than half of the average parish precept last year.
- Council Tax support would continue, in recognition of the cost of living crisis. This would be funded by a specific one-off grant.
- There would be a £10.5 million capital programme. This included initial spending on The Capitol and other projects across the district. Some items were carried over from the previous year.
- The Medium-Term Financial Strategy was projecting a £3.7 million deficit by 2030. Proposals for reducing this deficit would be brought forward in the next financial year.

Following the update, Members made comments and asked questions. Among the points raised were:

- How capital spend was monitored against the budget. The Cabinet Member confirmed that it was monitored on a monthly basis. Whilst the Council aimed to spend 100% of its capital budget, this had historically been quite difficult because it could be affected by factors outside of the Council's control. Capital spend in the previous financial year was around 50% and the forecast for the current financial year was around 85%.
- Some discussion took place in relation to a suggestion of holding a referendum on increasing Council Tax by more than the statutory limit to

support the Council's capital programme. The Cabinet Member confirmed that there were no plans to hold a referendum.

The Cabinet Member also explained that the receipt of temporary one-year financial settlements from central government made it difficult to plan long-term.

SO/49 **UPDATE FROM TASK AND FINISH GROUP**

Councillor Bateman provided an update on the progress of the Fair Space Task and Finish Group. The Group had met at the beginning of January to review policies that linked to the usage by teenage girls of the Council's outdoor sports and leisure facilities. She explained that there were some new staff members at the Council and it was felt that they were not yet in a position to make changes to those policies.

The Cabinet Member for Leisure, Culture and Green Spaces had been requested to attend some of the Group's future meetings.

One of the members of the Group had stood down as a councillor. Councillor Frankland agreed to join the Group.

It was also reported that there had been external media interest in the work of the Group.

SO/50 **WORK PROGRAMME**

The Chairman outlined proposals for two new Task and Finish Groups.

The first proposal was a suggestion by Councillor Walters to review a sample of the Council's existing building contracts and to evaluate the outcome of those contracts in terms of cost effectiveness, potential profit and benefit of existing and acquired assets. The desired outcomes were to improve the governance of the decisions taken, and to introduce a register and a protocol to ensure that each contract was logged effectively in that register.

Members agreed to take the proposal forward.

Councillor Bevis agreed to join Councillor Walters on this Task and Finish Group. Membership would be open to all members of the Council.

The second proposal was a suggestion by the Chairman to improve the delivery of the non-financial aspects of s106 agreements such as hard and soft landscaping, public open space management and transfers of land from developers to management companies. He explained that there was evidence of some provisions under s106 agreements not being delivered. The proposal was to introduce a way of recording the non-financial aspects of s106 agreements so that officers could monitor whether they had been delivered.

Members agreed to take the proposal forward. One Member commented that Horsham District Council should not be excluded from scrutiny where it had made the commitment to provide the space.

Councillors Croker, Ellis-Brown, Frankland and Taylor expressed an interest in joining the Chairman on this Task and Finish Group. Membership would be open to all members of the Council.

The Task and Finish Group on building contracts would be set up first and the Task and Finish Group on the non-financial aspects of s106 agreements would be set up once either the Fair Space Task and Finish Group or the Task and Finish Group on building contracts had concluded.

SO/51 **CABINET FORWARD PLAN**

The Cabinet Forward Plan was noted.

SO/52 **URGENT BUSINESS**

There was no urgent business.

The meeting closed at 7.25 pm having commenced at 5.33 pm

CHAIRMAN

Report to Cabinet

21 March 2024

By the Cabinet Member for Local Economy and Place

KEY DECISION REQUIRED



Not Exempt

Drill Hall, Horsham

Executive Summary

The Drill Hall is a Council owned and managed facility that is heavily subsidised and is in need of significant capital investment. It is a well-loved, but underutilised facility in the heart of Horsham Town. In 2021, Council agreed that the building would be leased to the Horsham branch of the Royal British Legion for a 30-year period with them having the right to buy the building at the end of that period. In Autumn 2022, we were advised that the national body of the Royal British Legion did not support the investment in the building.

The Council were approached by Lifespring Church in May 2023 with a proposal to acquire the building on the same terms as agreed with the Royal British Legion. Discussions have been ongoing since then, and this report recommends that the building is sold to Lifespring Church.

Lifespring Church have clear plans for the building, including significant investment and improving the community facilities provided at the venue. Their plans will transform the Drill Hall into their home for the church and a thriving community facility that can be used by the whole community.

Due to a long term lack of investment, the building now requires significant expenditure on repair and upgrade work to bring it to an acceptable operational level. Without this, there is a significant risk of a prolonged closure until such investment is made.

Recommendations

The Cabinet is recommended:

- i) To approve that the Drill Hall be sold to Lifespring Church, subject to:
 - a) Lifespring obtaining the appropriate planning use class for the building.
 - b) Ministry of Defence approval for the sale.
 - c) Appropriate covenants being agreed to ensure that the site remains for community use into the long term, with overage clauses to the benefit of HDC also in place should it ever be sold.
 - d) Completion of the Asset of Community Value process.
 - e) A satisfactory sale figure for the property being agreed.

- ii) That the Director of Communities, in consultation with the Cabinet Member for Local Economy and Place and the Cabinet Member for Finance and Resources, be authorised to agree the sale once all of the above conditions have been satisfied.

Reasons for Recommendations

- i) To ensure a sustainable future for the Drill Hall.

Background Papers

Lifespring Church Proposal Document

District Wide Community Facilities Assessment 2021

(https://www.horsham.gov.uk/_data/assets/pdf_file/0004/104818/FINAL-REPORT-WITH-EXEC-SUM_V3.pdf)

Wards affected: Horsham Town Wards (Denne, Forest, Trafalgar)

Contact:

Paul Anderson, Director of Communities paul.anderson@horsham.gov.uk

Background Information

1 Introduction and Background

- 1.1 The Drill Hall forms part of a transfer to Horsham District Council from the Ministry of Defence (MOD), of land comprising the Drill Hall, Dukes Square Car Park and other associated buildings in 2001. Parts of the title have been sold on, including Mill River Lodge, Lavinia House and Observer Court, which is social housing to the rear of the site.
- 1.2 There is a restriction in the title that the site is to be used for community purposes, car parking, hostel or flats (but not market housing). This restriction expires in March 2052. The proposal to provide affordable housing fell outside of this covenant, although the MOD confirmed at the time that it was an acceptable use and considered that it fell within the principles of the covenant.
- 1.3 The building was built in 1927 and while it is in sound structural condition, the building has shortcomings, including that the space lacks flexibility and poor thermal performance when comparing it to modern community use buildings. Substantial expenditure is required to modernise and update the building to make it fit for purpose as a modern facility and to improve the energy efficiency of the building.
- 1.4 In January 2020, Cabinet considered a report that recommended that the Drill Hall would be decommissioned, and the site redeveloped for the provision of affordable housing, with the community facilities being provided at a proposed new community facility at Highwood.
- 1.5 Following a significant public response to the proposals, Cabinet agreed to commission an independent study of the community buildings and facilities across the district and in Horsham Town; test whether there were organisations or community groups that wanted to manage and run the Drill Hall and to consider viable bids for its ongoing management and; decommission the Drill Hall if no viable bids were submitted and to replace it with affordable housing.
- 1.6 Following the conclusion of that process, in October 2021, Council agreed to lease the building to the Horsham branch of the Royal British Legion (RBL) for a period of 30 years, with the RBL having the right to buy the building at the end of that lease period.
- 1.7 In October 2022, the RBL's Head Office advised that they did not support the investment required into the Drill Hall on the basis that it wouldn't deliver sufficient value for money for their members.
- 1.8 Lifespring Church approached Horsham District Council in May 2023 with a proposal to lease the building on the same terms as offered to the RBL for them to use as the home for their Church and to provide a modern community facility.
- 1.9 Discussions have been ongoing since then, and this report recommends the sale of the Drill Hall to Lifespring Church.

2 Relevant Council policy

- 2.1 This recommendation is directly linked to the 'Supporting People and Communities' priority, as it will create a significantly improved community facility in Horsham town centre. It also meets the 'Inspiring Greener Futures' priority, as Lifespring Church will significantly improve the carbon efficiency of the building. It is also in line with 'Always Listening, Learning and Improving' as the recommendation will lead to reduced expenditure for the authority. Furthermore, the basis for the recommendation to retain the building as a community facility is following the strong public reaction to the proposals for housing in 2020.

3 Lifespring Church proposal

- 3.1 Lifespring Church was established in 2019 and has a congregation of around 200 people. Its vision is to 'Love God, Love People, Love Horsham' and it has the ambition to be based in the heart of Horsham town. Since 2019, it has hired the Capitol Theatre for its Sunday worship, and more recently started hiring the Drill Hall on Sundays. Its administrative base is currently in Southwater, from where they also offer a range of community support services including various advice services and a food bank, in partnership with Horsham Matters.
- 3.2 Lifespring Church have a clear vision for the Drill Hall. As well as becoming the home for the church, they intend to create a community centre and a conference centre.
- 3.3 The community centre would provide accessible space for use by youth counsellors, social prescribers and community support workers etc. It would also provide a family hub providing support and advice on a whole range of services including employment support, welfare and benefits advice and gambling addiction support.
- 3.4 The conference centre would have a capacity of around 300, and would offer catering facilities, a café and break-out space.
- 3.5 More broadly, they would invest in high quality audio-visual facilities to create a music venue and will also use the facility as an art gallery.
- 3.6 Purchasing the facility would allow them to make a significant Capital investment into the building, that they have estimated to be in the region of £3.5m to £4m.
- 3.7 Lifespring Church initially approached the Council around the possibility of leasing the building on the same terms as had been offered to the RBL. Whilst undertaking due diligence, it became apparent that this wasn't a practical option as there is a piece of legislation (Places of Worship (Enfranchisement) Act 1920) which sets out that any church that is leased a building by a local authority for a period of 21 years or more, has the right to buy the property at market rate. The investment that Lifespring Church would need to make would not be viable over a 20-year period and therefore the only option available to the Council is around a sale.

4. Factors for Consideration

- 4.1 Section one of this report sets out the background to the Drill Hall. It is important to recognise the current state of repair of the building. It has not had any significant investment since the Council acquired the building in 2001. Of the four gas boilers that heat the building, three have now failed. The boilers are so old that parts can no longer be purchased and when the final boiler fails, the building will need to close. Replacing the boilers with new gas boilers is not in line with the Council's carbon net zero aims. We have reached the point where a decision has to be made on the future of the building.
- 4.2 The building's current Energy Performance Certificate (EPC) Rating is D. There is a requirement for all commercial buildings to be C rated by 2027 which is another imperative to invest in the building to ensure it can remain operational.
- 4.3 If the Council decided that it wished to retain the building, there would need to be investment of around £1.5m, at a minimum level to bring it in line with basic standards and to achieve the 2030 net zero target. In addition, there would need to be increased revenue spending for the building in terms of management and marketing.
- 4.4 Furthermore, due to the investment needed to bring the building to the required standard, there are almost no local organisations with the financial backing to acquire the Drill Hall. Following the January 2020 Cabinet meeting, the Council actively sought proposals for groups to take on and manage the facility, there were only three bodies who developed bids, two of which were withdrawn. This left the RBL as the only offer available to consider.
- 4.5 In the period since the RBL withdrew, Lifespring Church are the only body to have approached the Council. If the desire is to retain the site for community use, they are the only option, unless the Council wanted to fund it. That said, the building is listed as an Asset of Community Value and there is a formal process that must be followed before a sale is confirmed, which is detailed in paragraph 5.3 below.
- 4.6 A key factor around the Lifespring Church proposal is that as it will be the home for their church, it will have an inherent high level of use. It will be used for worship on a Sunday, and for various church related activities throughout the week, as well as their advice and support provision. That basic core use for the building places them in a stronger position to succeed in community provision. If the Council was to manage the facility, there would be very little in the way of guaranteed, ongoing usage means that there would have to be a significant focus on filling the venue seven days a week. Lifespring Church would not have this pressure.
- 4.7 Accepting the Lifespring Church proposal provides the best guarantee that the venue will receive investment in a timely manner. Lifespring Church have made good progress on the development of their plans in accordance with the Royal Institute of British Architects (RIBA) stages and subject to Cabinet approving this report, will be able to continue with that planning to commence works to the building in early 2025.

5. Conditions of Sale

- 5.1 The Drill Hall is a complex site. It is therefore recommended that the sale is approved, subject to a series of conditions being met. The most significant complexity is as a result of a restrictive covenant placed on the site by the MOD which sets out that they will receive 85% of any gain from the disposal of the building for non-community facilities. This covenant is in place until 2052.
- 5.2 The current Local Plan sets out, regarding the site, that “Proposals that would result in the loss of sites and premises currently or last used for the provision of community facilities or services, leisure or cultural activities for the community will be resisted unless equally usable facilities can be conveniently provided nearby. It will be necessary to demonstrate that continued use of a community facility or service is no longer feasible, taking into account factors such as appropriate marketing, the demand for the use of the site or premises, its quality and usability, and the identification of a potential future occupier.” The Lifespring Church proposal will continue to deliver community facilities and covenants will be agreed to ensure that the site is secured for community use into the long term.
- 5.3 It is therefore recommended that the sale is agreed subject to the following conditions being satisfactorily met:

Planning Permission: Lifespring Church are following the RIBA process for the works to the building and have had positive initial pre-application discussions with the Council’s Planning Team. The key planning issue that underlines their ambition is around if any changes are needed to the planning use class. The Drill Hall is currently planning use class F2 (Community buildings) whereas a primary use for a church is planning use class F1. It would therefore need to be established what the primary use of the building would be.

It is not recommended that the sale is subject to the plans for all of the works to the building, simply that Lifespring Church have the right planning permission to use the Drill Hall for their purposes.

Ministry of Defence Approval: We would need confirmation from the MOD that the Lifespring Church proposal meets their definition of a community facility. We don’t anticipate any issues with this, but the process will need to be complete.

Agreement on future covenants and overage clauses: A key aspect of the sale is to ensure that the Drill Hall is secured as a community facility for the long-term future. Covenants will be developed to ensure that the site is secured as a community facility into the long term. Overage clauses will also be developed to the benefit of the Council, should the site be sold for non-community purposes.

An agreed sale price: The Council have had the site valued. Local Authorities are under a legal obligation to achieve Best Value for any asset sale under Section 123 of the Local Government Act 1972.

Completion of the Asset of Community Value Process: The Drill Hall is listed as an Asset of Community Value (ACV). That means that any decision to sell the asset triggers the ACV process. The initial stage will be that the decision to sell the asset is advertised and then organisations have a six-week period to advise the

Council that they would like to develop a bid for the property. There is then a six-month period for them to do this. It doesn't require the authority to sell to other bidders, but their bid needs to be considered alongside the existing proposal.

6 Next Steps

- 6.1 The next steps will be around progressing the matters set out in paragraph 5.3. Lifespring Church will liaise with the Planning Team around the planning requirements. The Council will commence the ACV process. The Property Team will liaise with the MOD and negotiate the price with Lifespring Church. External solicitors will be used to develop the covenants and overage clauses, and undertake the works required for the sale.

7 Views of the Policy Development Advisory Group and Outcome of Consultations

- 7.1 The proposal was discussed at the Local Economy and Place Policy Development Advisory Group on 4 March 2024, to which Members of the Housing & Communities and Leisure, Culture and Green Spaces PDAGs were also invited. The group raised no objections around the recommendation that would be made to Cabinet.
- 7.2 An all-Member seminar was also held in October 2023 where Lifespring Church presented their vision for the Drill Hall and took Member questions.
- 7.3 Consultation took place with the community during September and October 2023. The Lifespring Church proposal was publicised through a joint press release between the Council and Lifespring Church and was covered in the local media and shared extensively on social media. Officers wrote to all regular users of the Drill Hall to invite feedback and a specific email address set up for public feedback. The overall response was broadly positive that the facility would be improved and community access maintained. The response on social media was similarly positive from an overall perspective. There were a small number of objections, with some people believing that the Council should invest in the building and continue to manage it, and others who objected to a religious organisation acquiring the building. Some objections related to objections to elements of Lifespring Church's perceived beliefs.
- 7.4 Lifespring Church engaged directly with current users of the Drill Hall, who expressed their support for the proposals. Lifespring Church have stated that all the current users of the building will be able to continue to use the building, with the exception of an artist who rents a room there full time. We will engage with the artist about her needs, to understand whether the Council has any alternative spaces that may be suitable. The beer festivals and Sussex Arts Festival will both be able to continue under Lifespring Church's stewardship.
- 7.5 Prior to the publication of this report, the Leader of the Council and Director of Communities met with Horsham Blueprint, Horsham Society, the Queen's Regiment, the Royal British Legion and the chairmen of Denne, Trafalgar and Forest Neighbourhood Councils on the proposal. They fully understood the recommendations that would be put to Cabinet and indicated their support for the proposal.

- 7.6 The Monitoring Officer and the Director of Resources have been consulted to ensure legal and financial probity.

8 Other Courses of Action Considered but Rejected

- 8.1 There are essentially two other options. The first is for the Council to invest in the facility and manage it as a community centre. This would require significant capital investment and ongoing revenue costs that would not deliver any kind of financial return. In considering this option, it was recognised that this is a failing building and that it is very likely that when the final boiler fails it will need to be closed for a period of time whilst the Council developed a plan for the building, commissioned architects and produced a costs proposal for both short term capital and long-term revenue implications. This would undoubtedly lead to a prolonged period of closure.
- 8.2 The second option is to re-consider the original proposal for the site in 2020 was for it to be redeveloped for the provision of affordable housing, subject to the provision of a community facility at Highwood. This falls within the allowed uses for the site. There was a significant community objection to this proposal, and it is not anticipated that there will have been a huge shift in the view of residents regarding this.

9 Resource Consequences

Financial overview

- 9.1 Selling the facility will lead to an ongoing Revenue saving of £60,000 pa. It will also ensure that the Council is not required to meet significant capital costs to maintain the facility in the short term and ongoing revenue costs in the long term. None of these costs would deliver a financial return.
- 9.2 We do not have capacity within the legal team to undertake the necessary contract work so external solicitors will be instructed. The cost of this is estimated to be up to £12,000 and will be funded from within existing Property Budgets.
- 9.3 Any redundancy and pension costs would be offset by salary savings, with a payback time of less than two years.
- 9.4 Sale of the asset will generate a capital receipt, which will be reinvested back into the capital programme, helping to fund other assets and infrastructure that will benefit residents.
- 9.5 Agreeing to sell the facility will ensure that officer resources can be used to deliver the priorities set out in the annual plan. If the Council was required to manage a project to invest in the Drill Hall, there would be an impact on officer capacity to deliver other annual plan objectives.

HR and staffing considerations

- 9.4 The Council has a full-time member of staff who is responsible for the Drill Hall. He also lives on site. Subject to consultation, it is unlikely that TUPE provisions would apply and the post would become redundant. The Council's Organisational Change Framework sets out the handling of redeployment efforts and redundancy processes that would have to be followed. The officer would be supported by the Housing Team regarding his housing need.

10 Legal Considerations and Implications

- 10.1 The Council have powers under Sections 123 and 127 of the Local Government Act 1972 to dispose of land in any manner they wish, including sale of their freehold interest, granting a lease or assigning any unexpired term on a lease and granting of easements. The only restriction is that a disposal must be for the best consideration reasonably obtained otherwise consent is required from the Secretary of State.
- 10.2 In ascertaining 'best consideration' the Council is recommended to obtain a realistic valuation at open market so that it can determine whether the proposed price is the best consideration which can be reasonably obtained for the land.
- 10.3 In order for the Consent Order to apply the disposal would need to promote or improve the economic, social or environmental wellbeing of the area. In all cases, disposal at less than best consideration is subject to the condition that the Undervalue does not exceed £2m.

11 Risk Assessment

- 11.1 The most significant risk to the Council is through taking no action. Not proceeding with a sale to Lifespring Church increases the risk of a prolonged closure which will lead to the loss of community space. This would then expose the Council to significant reputational and financial risks.
- 11.2 There are risks relating to the completion of the sale, should agreement not be reached on the value, covenants or overage clauses. It is considered that the risk of this is relatively low as Lifespring Church are committed to the site being used as a community facility in the long term. There is also a risk around the MOD not considering the use to meet the community use requirements, although this is considered to be a minimal risk.
- 11.3 There may be a longer-term risk around Lifespring Church not being able to fund all of the works required to operate the building. There is no suggestion today that that is the case. That said, this is not considered to be a significant risk in the foreseeable future. Lifespring Church have access to cash reserves and are able to access funding through borrowing.

12 Procurement implications

- 12.1 There are no procurement implications as a result of this report.

13. Equalities and Human Rights implications / Public Sector Equality Duty

- 13.1 Lifespring Church will make significant improvements to the building that will make it more accessible to the whole community. The facilities for disabled people will be significantly improved compared to the current offer.
- 13.2 Lifespring Church have been clear that the facility will be available and accessible to everybody in the community, in line with their vision to 'Love God, Love People, Love Horsham'.
- 13.3 There are no practical barriers to accessing the facility. Lifespring Church have been clear that all current hirers of the facility will continue to be able to hire the venue for the various uses. They have also been clear that people who represent all of the protected characteristics will be able to hire and use the venue.
- 13.4 There will be a number of uses that may not be acceptable, which is usual for any hall or event space. For instance, Lifespring Church have set out that they won't be hosting wedding receptions. Their view is that people can access more appropriate facilities at a hotel, and therefore that won't be an option at the Drill Hall. There will no doubt be other examples, as there are at all venues.
- 13.5 There may be a perception amongst some people that the facilities at the Drill Hall, and the community support that will be provided by Lifespring Church may not be accessible to everybody, whatever their protected characteristic.
- 13.6 Lifespring Church have been clear that the building and their services will be accessible to anybody and any group. That said, there will be some types of advice and support that they will not provide and would simply signpost people to other groups. Officers have discussed these matters at length with Lifespring Church and are content that they will operate fully in line with the Equality Act 2010.

14 Environmental Implications

- 14.1 As part of their plans to develop the building, Lifespring Church will be working towards making the building more thermally efficient while also removing the high carbon gas use in line with the Council's 2030 target. The Drill Hall created 34 tonnes of carbon emissions in 2022/23.

15 Other Considerations

- 15.1 None.

Report to Cabinet

Thursday, 21 March 2024

By the Cabinet Member for Environmental Health,
Recycling and Waste

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

An Additional Service for the Isolated Property Rounds

Executive Summary

The Council has a statutory duty to collect domestic waste from all domestic properties within our district. Some of these properties are sited along narrow lanes and tracks that are not accessible using our normal large collection vehicles. We therefore have to use smaller specialised vehicles which are now at collection capacity. Despite this, some of the properties which we are required to collect from are in very long narrow lanes with no space to turn. This means we currently have to reverse our vehicles up narrow lanes which poses a health and safety risk and increases the risk for accidents.

The purpose of this report is to seek approval of additional capital and revenue budgets and the authority to award a contract to purchase an extra suitable vehicle using a recognised purchasing framework and to employ a driver for the vehicle employed on a full-time contract.

Recommendations

Cabinet is recommended to ask Council to:

- i) To approve the additional capital budget in 2024/25 of £130,000 for an electric vehicle and charging point.
- ii) To approve the additional revenue budget expenditure in the recycling and waste service 2024/25 budget of £38,000.

Subject to the approval of the above recommendations, Cabinet is recommended to:

- i) Approve the award of the contract to purchase a suitable collection vehicle.

Reasons for Recommendations

- i) Full Council must approve budgets over £100,000 and outside of the budget.

Background Papers None

Wards affected: All Wards

Contact: Laura Parker, Head of Recycling & Waste.

DRAFT

Background Information

1 Introduction and Background

- 1.1 Within the Horsham District there are a mixture of urban and rural properties. Some of these properties, mainly within the more rural parts of the District, have either narrow confined access to their properties or long narrow lanes. Some of these lanes have large potholes and are very rough to travel along; this causes damage to the vehicles over a long period of time.
- 1.2 Trying to access these properties with our larger 26 tonne collection vehicles is impossible; we have therefore used smaller vehicles to gain access to these properties.
- 1.3 Historically we had four rounds servicing the isolated properties which was then reduced to three using two 12 tonne vehicles and one 7.5 tonne vehicle. In 2018, these were condensed down to two rounds using 15 tonne vehicles. This was intended to make the rounds more efficient due to the 15 tonne vehicles having the capacity to take more waste. However, this is now causing a few issues as we are trying to drive larger vehicles into some very narrow areas and reversing them up narrow, bumpy tracks for over a mile sometimes as there isn't any turning space for these larger vehicles.
- 1.4 Following on from a recent road traffic collision which involved one of our 15 tonne isolated property vehicles, we have reviewed the capacity of the rounds and concluded that a smaller vehicle is required to access the very narrow and very hard to reach properties to ensure collections are made safely and damage is minimised.

2 Relevant Council policy

- 2.1 Inspiring Greener futures - Purchasing this vehicle to become an integral part of the collection fleet will help work towards helping businesses and residents to waste less and recycle more and an electric vehicle is in keeping with our move to greener technologies.

3 Details

- 3.1 The option to purchase a much smaller 3.5 tonne vehicle was chosen as the most cost-effective way of achieving our goals of being able to collect from narrow access properties to collect waste whilst at the same time not damaging the vehicle and keeping our staff safe whilst travelling the narrow lanes.
- 3.2 An increase in establishment for Recycling and Waste will be required to allow for one driver to operate the new vehicle. It also does not require the driver to have an HGV licence to be able to operate it. A loader will not be required.

4 Next Steps

- 4.1 Once the proposal has been agreed, Procurement and Legal advice will ensure the correct processes and procedures are followed to action the purchase of a suitable vehicle.
- 4.2 Start the recruitment process for a driver.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 The proposal to purchase a suitable vehicle and employ a driver was discussed at the Senior Leadership Team on the 22 February 2024.
- 5.2 This report was discussed with the Cabinet Member for Environmental Health, Recycling and Waste and taken to PDAG on the 14 March 2024 for the group to discuss.
- 5.3 The Monitoring Officer and the Director of Resources were both consulted to ensure legal and financial probity.
- 5.4 The Head of Human Resources and Organisational Development was consulted on the increase in establishment to one additional driver.

6 Other Courses of Action Considered but Rejected

- 6.1 Continue with the vehicles we have; this is not viable as the collection vehicles are now at full capacity and there are safety concerns when accessing very hard to reach properties.
- 6.2 Ask residents to move bins to end of driveways, we have already carried out a similar exercise and have moved as many bins as possible. Some lanes do not have any space at the end where bins can be safely stored.

7 Resource Consequences

- 7.1 There will be a need to agree extra budget for a vehicle and driver as below;

Capital cost

To purchase an electric vehicle will cost in the region of £120,000 and £10,000 for the installation of a charger at the depot. Note that a suitable diesel (HVO) vehicle would cost in the region of £70,000.

- 7.2 Revenue cost

The electric vehicle will cost £15,000 per annum for electric power and maintenance (electric vehicle). This is £20,000 cheaper than the estimated £35,000 per annum

for HVO diesel and maintenance of a diesel vehicle. The payback on the additional £60,000 of electric vehicle capital costs is three years.

We are currently researching electric vehicles which will provide us with the range and payload required. If this can't be achieved, then we will have to purchase a diesel vehicle.

One driver at Grade 3 SCP 14 plus on costs and conditional overtime is £38,000.

8 Legal Considerations and Implications

- 8.1 The approaches will be compliant with the Council's Procurement Code and the Public Contract Regulations and will be undertaken by the Council's Shared Procurement Service. This will satisfy the monitoring officer that the Council has affected a legally compliant procurement process.

9 Risk Assessment

9.1

Risk	Action to Reduce Risk
Vehicle not delivered on time	Order vehicle as soon as possible and ensure implementation of the extra round when the vehicle has been delivered.
Not being able to recruit a driver	Purchasing a vehicle not above 3.5 tonnes will allow a driver of B Category Licence to be able to drive the vehicle so not relying on LGV Category C licence holders who are in short demand.

10 Procurement implications

- 10.1 The Council will comply with all necessary Procurement Regulations and the Council's Procurement Code. The procurement processes will be overseen by the Council's Senior Procurement Manager and Senior Solicitor ensuring compliance.

11. Equalities and Human Rights implications / Public Sector Equality Duty

- 11.1 The tender documentation and contract ensure that the vehicle is purchased through an approved supplier who complies with all equalities legislation and pays due regard to any possible future impacts on human rights.

An Equality Impact Assessment has been considered but not deemed necessary due to there being no discrimination on any groups by implementing this service.

12 Environmental Implications

- 12.1 An additional electric vehicle will keep any additional carbon emissions to a minimum.

13 Other Considerations

- 13.1 The procurement will ensure GDPR and data protection processes are in place and compliant with all relevant legislation.
- 13.2 Crime and disorder incidents are unlikely to occur but do need to be taken into consideration for potential vehicle or infrastructure vandalism. Monitoring processes are in place to deter this behaviour.

DRAFT

Report to Overview and Scrutiny Committee

Date of meeting 18 March 2024

By Director of Resources

INFORMATION REPORT

Not exempt



REPORT ON THE COUNCIL'S FINANCE AND PERFORMANCE IN 2023/24

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 for Month 10 of the 2023/24 financial year. Officers currently forecast an operational surplus of £0.73m. Development and Building Control is forecasting a £0.95m loss of income as development decisions remain delayed due to water neutrality, and the impact of the current economic climate on household applications. Legal & Democratic services are forecasting additional expenditure of £0.12m due to staffing pressures, recruiting locum staff at an additional cost. There are also ongoing high maintenance costs of the properties. There are forecast surpluses of £1.4m on our investment income from the impact of increased interest rates and sums invested, as well as £0.36m underspends in Strategic Planning because consultancy works on the Local Plan will now take place in 2024/25, albeit some of this will need to be carried forward at year end, and unexpected grant receipts to complete work on a water neutrality solution. The pay settlement cost an additional £0.35m but this additional expense has been recovered through savings on vacant posts across the Council. The overall funding position is forecast to be £0.35m surplus.

Capital expenditure at Month 10 was £12.2m (70.5%) of the £17.3m capital programme. By comparison, spending on capital was £4.24m (35%) of the £12.1m programme in the same period in 2022/23. However, the high spend on the Local Authority Housing Fund schemes is masking performance slightly. Excluding the £7.4m spent on this, the rest of the capital programme is only tracking at £4.75m (49%) spend of budget, albeit this is better percentage than the outturn in 2022/23 of £5.2m (43%). There is still a lot of room for improvement though. An outturn of £13.5m or 78% is forecast by officers, there are eight schemes due to start in the final quarter.

Three schemes have overspent their budget in 2023/24. These are;

- Purchase of Bramber Brooks, this has exceeded the budget because the legal fees were more than originally budgeted.
- Capitol LED lighting replacements, the cost of some additional lighting included within the project.
- S106 / CIL spend, this is parish council projects funded from s106 contributions, there has been a greater demand for the use of s106 due to the number of projects taking place.

However, each portfolio area has underspends within the budget, so whilst the additional expenditure should technically be individually approved, there is plenty of headroom overall.

An analysis of performance indicators at quarter 3 shows 90% at or close to target and 10% (three) outside of the target. There has been some movement in the red indicators since the last meeting.

This quarter the three outside target are:

- R&B03 quality assurance LA quality assurance error current performance is currently below the threshold but remains a red risk as this is the pre-audit figure and the headroom is limited.
- SSC9a: the number of fly-tipping incidents. An enforcement day has been scheduled with relevant agencies for the district. We are looking into acquiring further CCTV cameras for the identified fly-tipping hotspots.
- HS19: Number of households in B&B accommodation. This KPI has moved from green to red, reflecting the national trend of increasing households in B&B accommodation. The delays in the Page Court scheme have prevented nominations to 40 new homes.

Three of last quarter's red KPIs have now improved, these are:

- CD23: number of voluntary organisations supported. This KPI has changed to amber due to the rescheduling of drop-ins and forum meetings from quarter 2.
- R&B04: collection of business rates. This KPI has changed to amber after an improvement of collection rates following an internal review of processes which were improved.
- OP17: the number of missed bins represents approximately 25 bins per 100,000 which is much better than the industry 'target' of 80. Note this KPI is updated to data per 100,000 bins which will be more easily comparable with other local authorities.

Work on the Corporate Projects progressed through quarter 3. Of the 24 current projects listed, the Horsham Park path and the Athletics track remain future items, but both will have further updates before the end of the year. Following approval by Council, the options appraisal for The Capitol Theatre and the Draft Climate Action Strategy are complete. Also completed, is the laptop device management rollout as all devices are enrolled in the device management system software.

Eighteen projects are progressing with no current issues including work on the local plan which was approved by Cabinet and Council on 11 December 2023, the consultation period ended on 1 March 2024. Cost of living interventions are progressing and Citizens Advice are now informing schools about support during the Universal Credit migration of Child Tax and Working Tax credits.

The Planning Regulatory Service system has moved from progressing to progressing with issues because the building control go-live date has been delayed whilst the supplier finalises development work to meet the original enhanced requirements.

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. dominic.bradley@horsham.gov.uk

Background Papers:

Appendix A: Key Performance Indicators Q3

Appendix B: Budget Monitoring and Forecast Outturn summary April 2023 to January 2024

Appendix C: Capital Budget monitoring and forecast outturn at M10

Appendix D: Revenue Budget monitoring and forecast outturn at M10

Appendix E: Corporate Projects Update Q3

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KPI Report Quarter 3 2023/24

1 September 2023 to 31 December 2023



Green = better or at target- 63.33% (19/30) Amber = Upto 10% away from target 26.67(8/30) Red = Above 10% away from target – 10%% (3/30)

Data only - 1

4 KPIs reported final figures – the period is complete and the new measures have not yet been announced. These are expected from 1st April 2024.

DM23h Speed of decision - major (Oct 2021 - Sept 2023)

DM24f Quality of decision - major (Apr 2021 - Mar 2023)

DM25h Speed of decision - non-major (Oct 2021 -Sept 2023)

DM26f Quality of decision - non-major (Apr 2021 - Mar 2023)

KPI Movement since Quarter 2 2023/2024

One has moved from Red to Green

OP17 Number of refuse, recycling and garden waste collections confirmed as missed *

Two have moved from Amber to Green:

LS01a Attendance at Sports Centres

R&B05a Arrears Collection: Council Tax

Two have moved from Red to Amber:

CD23 No of voluntary organisations supported through advice and enablement

R&B04b In Year Collection: Business Rates

Four have remained Amber:

FS07 % of invoices paid on time

HS18 No of households in temporary accommodation

R&B04a In Year Collection: Council Tax

R&B06(a) Direct Debit Payers (%)

Two have moved from Green to Amber:

FS09c Parking Combined Total Income

CS03 Less than 5% of incoming calls abandoned **

One has moved from Green to Red:

HS19 Of which no of households in B & B accommodation

Two remains Red:

SSC9a No. of fly tipping incidents

R&B03 Quality Assurance: LA Error

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PI Code & Short Name	Q3 2021/2022 Value	Q3 2022/2023 Value	Current Value	Target	Status	Notes
BT1(i) Percentage of payments made online	84.00%	82.00%	94%	85.00%	Green	
CD21 Total number of Community Trigger activations	1	2	0	5	Green	

PI Code & Short Name	Q3 2021/2022 Value	Q3 2022/2023 Value	Current Value	Target	Status	Notes
CD23 No of voluntary organisations supported through advice and enablement	63	65	55	56	Amber	With two members of the team off long-term there is reduced capacity for groups to have 1:1 sessions for information and advice; this should only affect the current quarter.
CD24 Number of Volunteers referred via the Voluntary Sector Support Service	30	144	187	66	Green	
CS03 Less than 5% of incoming calls abandoned <small>*(Increased tolerance for Q3 due to change of system)</small>	2.77%	2.52%	5.7%	5.00%	Amber	The new telephone system is creating reports based on a different set of criteria to the previous system – this means that the data may not be comparable to previous data. By next quarter it is hoped that the new Contact Centre solution will be able to create reports based on the same criteria. Therefore, this figure is possibly higher than the previous system would have reported.
FS07 % of invoices paid on time	95.80%	94.00%	87.70%	95.00%	Amber	Performance is below the national target due to budget holders carefully checking and not paying invoices until the work is delivered to their satisfaction, in particular payment of utility invoices
FS09c Parking Combined Total Income	£2,503,219.00	£3,498,255.00	£3,669,635.00	£3,734,959.00	Amber	Christmas revenue lower than expected due to smaller capacity at Swan Walk because of remedial works to top floor.

PI Code & Short Name	Q3 2021/2022 Value	Q3 2022/2023 Value	Current Value	Target	Status	Notes
HS18 No of households in temporary accommodation	127	154	147	140	Amber	We have seen a delay on the completion of a significant new build scheme in Horsham as the Registered Provider's contractor went into administration. The scheme would have seen a significant number of households on the housing register secure permanent accommodation. As the scheme was near completion the Registered provider is hopeful that it can be completed in mid-2024.
HS19 Of which no of households in B & B accommodation	17	38	35	30	Red	This reflects the national trend of increasing numbers of households in B&B; however, the delay in completion of the Saxon Weald Page Court scheme has prevented nominations to 40 new homes and that has significantly affected the figures.
HW1 Number of Health & Wellbeing Interventions for working age residents	118	180	224	195	Green	
HW2 Number of Health & Wellbeing Interventions for over working age residents	42	115	121	78	Green	
LS01a Attendance at Sports Centres	230,435	239,617	262,129	230,000	Green	

PI Code & Short Name	Q3 2021/2022 Value	Q3 2022/2023 Value	Current Value	Target	Status	Notes
LS04 The Capitol overall ticket sales	31,808	28,595	39,324	20,750	Green	
LS05(i) Total attendance at Horsham Museum	2,582	3,848	4,567	4,000	Green	
OP14a Recycling rate % (Tonnage) [2025 Resources & Waste Strategy Target 55%] - (Q2 July/Aug/Sept 2023/2024)	58.00%	52.80%	53.90%	50.00%	Green	This represents the figure from Q2.
OP17 Average number of refuse, recycling and garden waste collections confirmed as missed per 100,000 ** KPI changed to reflect missed bins per 100,000	19.33	25.26	25.66	80	Green	This is an improvement on Q2 where the average was 33.74, We have identified the crews that have a higher-than-average number of missed bins and are providing further managerial assistance to them.

PI Code & Short Name	Q3 2021/2022 Value	Q3 2022/2023 Value	Current Value	Target	Status	Notes
OP19 Quality of recycling - % contamination rate	7.63%	7.33%	7.77%	8%	Green	
PP09 % of FOI requests responded to within 20 days	98%	97%	97.00%	85%	Green	
PS11c Total sickness (excluding leavers sickness)	5.99	5.97	4.92	6	Green	
R&B01 Customer Assurance	100	79	100	80	Green	
R&B02 Right Time: Combined Speed of processing for new claims and changes of circumstances	10.21	7.8	9.3	11	Green	

PI Code & Short Name	Q3 2021/2022 Value	Q3 2022/2023 Value	Current Value	Target	Status	Notes
R&B03 Quality Assurance: LA Error	0.29	0.26%	0.25%	0.4%	Red	The current percentage of LA Error quality assurance is below the local target of 0.4% and the national target of 0.48%. Whilst the Q3 performance is below target, this is a pre-subsidy audit figure, which has the capacity for substantial change as the audit is completed. The service is therefore still reporting this a red risk until it can be fully reviewed after the audit.
R&B04a In Year Collection: Council Tax	84.88%	84.63%	84.37%	84.63%	Amber	The in-year collection rate for Council Tax is below the performance for Q3 in 2022/23. This has been a trend throughout 2023/24 and is based on the impact of the cost-of-living crisis.
R&B04b In Year Collection: Business Rates	80.28%	82.46%	82.19%	82.46%	Amber	The in-year collection rate for Business Rates is below the performance for Q3 in 2022/23. The Business Rates collection rate has been moving above and below the previous year's performance during the year. The service will continue to monitor the impact of the timetable improvement that have been made on Q3.
R&B05a Arrears Collection: Council Tax	35.60%	30.65%	34%	25.73%	Green	
R&B05b Arrears Collection: NNDR	54.55%	35.03%	64%	40.51%	Green	
R&B06(a) Direct Debit Payers (%)	78.35%	79.05%	79.10%	80.00%	Amber	The service has seen a slight drop in the percentage of Direct Debit payers in Q3. The service will continue to monitor these levels and push for Direct Debits. As part of service improvement planning, we are looking to run a campaign in 2024/25 on Direct Debit uptakes.

PI Code & Short Name	Q3 2021/2022 Value	Q3 2022/2023 Value	Current Value	Target	Status	Notes
SSC9a No. of fly tipping incidents	209	276	336	291	Red	An enforcement day has been scheduled with relevant agencies for the district. We are looking into acquiring further CCTV cameras for the identified fly tipping hotspots
SSC9c No of Fly Tipping Clearances	108	173	328	Data only	n/a	
VE01a Percentage of total HDC owned and managed commercial and industrial estate space occupied	99.06%	95.00%	99.60%	95%	Green	
VE01b Income from HDC owned and managed commercial and industrial estate space	£3,011,154	£3,103,628	£2,957,691	£2,891,937	Green	

Budget Monitoring and Forecast Outturn – April 2023 to January 2024

Monthly Summary: The operational forecast is a £0.73m surplus (M9 £0.48m) for the year. £1.4m additional investment income due to interest rates and amounts higher than budgeted. Forecast savings in strategic planning of £360k due to savings on the local plan consultancy in year as well as the main spend for the enquiry taking place in the next financial year (albeit £135k to carry forward). Grant income has also been received for water neutrality work. The Capitol shows exceeded expectation generating a £215k surplus against the £0.4m subsidy budget. Reduced rates bills and refunds at the museum and health & wellbeing centre have created savings of £182k. The Parks team have successfully negotiated a termination settlement of £50k from the arboricultural contractor. These surpluses and one-off receipts are offset by a forecast loss of income of £689k (previously £791k) in planning due to water neutrality delays as well as an increase in the cost in the contract for reactive property maintenance of £200k. The overall funding position is now set to be a £349k surplus. The annual pay award increase to staff is an additional £350k cost but has been offset with in-year vacancy savings.

Revenue Outturn Forecast:

Outturn Forecast	£000s
Corporate Management	0
Resources	(1,345)
Communities	(296)
Place	910
Total overspend / (surplus)	(731)

Revenue Monitoring Compliance: 98%

Forecast overall funding position at M10

2023/24	M10 snapshot of overall budgetary position
13,513	Net exp set in budget
152	Budgets carried over from 22/23
99	Net budget changes: ED & EH staff, trainee QS, PM, Tyres
(731)	forecast surplus
13,033	Forecast net exp
(11,154)	Council tax
(2,129)	Business rates
(12)	Rural services grant
(83)	CTS Government funding
(139)	Revenue Support Grant
(13,517)	Funding
(484)	Net (surplus) / deficit before one-off cost / funding
350	NJC salary increase extra (£1,925 or 3.88% vs 4.5%)
-350	Review of vacancy savings to M10
135	Potential budget c/f Local Plan
(349)	Overall (surplus) / deficit - smooth via reserves

Capital Expenditure M10:

Budget monitoring compliance: 93%

Spend to date £12.2m (70.5%) of the larger £17.3m capital budget. 8 projects are yet to start spending.

Outturn forecast at £13.5m or 78%.

Projects that have completed during the year include:

- £7.65m LAHF rounds 1 and 2 purchasing 20 homes
- Replacement LED lighting at the Capitol Theatre
- Purchase of Bramber Brooks
- Purchase of investment property in The Bishopric
- Arun House dilapidation works to relet.

Revenue Summary:

Directorate	M6 Forecast	M10 Forecast	Difference
Resources	(1,323)	(1,345)	(22)
Communities	71	(296)	(367)
Place	905	910	5
TOTAL	(347)	(731)	(384)

Since M6 the movement on the operational forecast outturn is an increased surplus of £384k. This is mostly unexpected income from a successful pantomime at the Capitol, the reduction and rebate of rates and contract termination payment.

Debtors

The Council was owed £1.86m at 19 February 2024 of which £1.74m was >30 days. The table lists a breakdown of the oldest debts.

Age Group	19 Feb 2024 £k	14 Jan 2024 £k
Current	125	313
>30 Days	188	76
>60 Days	109	123
>90 Days	1,439	1,558
	1,861	2,070
>90 Days top 6 = £996k (69%)		
*Developer CIL due	347	347
**Developer CIL due	220	220
*** Developer CIL due August 2022	194	194
Commercial Property	17	192
Developer S106 due in 2016 and 2017	116	116
Developer S106 due Aug 23	102	102

* Site may become 100% affordable housing which will remove the CIL charge due.

** Repayment plan over 36 months finalised, although no payments have been received.

*** Repayment plan in place, payments currently delayed, by agreement with HDC. Repayments due to start this month.

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APPENDIX C - Capital expenditure in 2023/24

Cabinet Member for:	Detailed Description	Period 10 Ytd	Budget	% of Budget	P10 Forecast Outturn	Start date (estimate for spend. Project work commences before this)
Housing, Communities & Wellbeing	HIGHWOOD COMMUNITY CENTRE	7,476	250,000	3%	10,000	Project being reviewed
Leisure, Culture and Green Space	WARNHAM NATURE RESERVE CAFÉ IMPROVEMENTS	3,615	15,000	24%	10,000	Q4 23/24
Leisure, Culture and Green Space	ROFFEY RECREATION GROUND REGENERATION PROJECT	17,893	81,134	22%	73,986	£5.6k into 24/25 for surfacing and retention. Retention element is £1587 for 24-25
Leisure, Culture and Green Space	HORSHAM SKATE PARK	1,950	8,651	23%	1,950	Retention (May 24)
Leisure, Culture and Green Space	NORTH HORSHAM NEIGHBOURHOOD PLAY AREA IMPROVEMENTS	18,349	25,000	73%	18,349	23/24 spend completed, due to long lead times the balance will be reprofiled into 24/25
Leisure, Culture and Green Space	RURAL PLAY AREA IMPROVEMENTS	0	25,000	0%	13,915	2 year project
Leisure, Culture and Green Space	RIVERSIDE WALK BOARDWALK - BEN'S ACRE	0	30,000	0%	0	Q1 24/25
Leisure, Culture and Green Space	BENNETTS FIELD IMPROVEMENTS	625	40,807	2%	625	Consultation ended, procurement started. Works now likely to slip into Q1 2024/25
Local Economy & Place	SITE SECURITY MEASURES	5,831	20,000	29%	10,000	Surveys complete
Leisure, Culture and Green Space	HORSHAM PARK POND - BEACH & FENCE	63,991	66,186	97%	63,991	Works completed, retention to be paid in 24/25
Leisure, Culture and Green Space	CAPITOL - LED LIGHTING (TO IMPROVE ENERGY EFFICIENCY)	217,414	213,056	102%	217,414	Works completed, £4.3k overspend due to additional lighting being replaced than originally planned for.
Leisure, Culture and Green Space	HOLBROOK EAST PLAY IMPROVEMENTS (NORTH HORSHAM PLAY)	845	78,375	1%	845	Consultation ended, works will slip into Q1 2024/25
Leisure, Culture and Green Space	BENNETTS ROAD FOOTBALL PITCH DRAINAGE IMPROVEMENTS	0	26,375	0%	6,000	Start date TBC, need to commission consultants
Leisure, Culture and Green Space	HILLS FARM CEMETERY EXTENSION	103,764	195,000	53%	195,000	Works completed, awaiting final invoices
Leisure, Culture and Green Space	SITE A - BRAMBER BROOKS	396,115	392,000	101%	396,115	Purchase completed, legal fees more than expected.
Housing, Communities & Wellbeing	PUBLIC SPACE CCTV CAMERA REPLACEMENT PROGRAMME	0	60,561	0%	2,000	Quotes received for outstanding works, likely to take place in 24/25
	Other Community and Culture projects	830,392	1,277,145	65%	1,010,191	
Environmental Health, Recycling	VEHICLES - NEW	937,993	1,367,000	69%	937,993	Vehicles are on order. Expected to be delivered in 24/25
	Vehicle Fleet	937,993	1,367,000	69%	937,993	
Environmental Health, Recycling	BIN WEIGHING TECHNOLOGY & EQUIPMENT	22,004	32,810	67%	30,000	In progress.
Local Economy & Place	HORSHAM DISTRICT EXPERIENCE APP & WEBSITE	0	25,000	0%	0	Project not proceeding
Local Economy & Place	RURAL ENGLAND PROSPERITY FUND	151,000	217,750	69%	200,000	Expenditure expected March 24
Local Economy & Place	INITIATIVES TO IMPROVE LOCAL BUSINESSES	75,284	238,545	32%	100,000	Project spend delayed. Will be spent in 24/25
	Economic Development initiatives	226,284	481,295	47%	300,000	
Housing, Communities & Wellbeing	96 ACT-DISABLED FACILITY GRANT	992,914	1,372,495	72%	1,372,495	
Housing, Communities & Wellbeing	ACT-HOME REPAIR ASSIST. GRANT	47,349	60,000	79%	60,000	On track to deliver throughout year
	Grants - Environmental health	1,040,263	1,432,495	73%	1,432,495	
Housing, Communities & Wellbeing	HOUSING ENABLING GRANTS	0	694,000	0%	0	Payment for Page Court delayed due to contractor. Expect to be paid by end of year
Housing & Public Protection	LAHF - Local Authority Housing Fund	5,677,384	5,866,000	97%	5,736,000	Project complete
Housing & Public Protection	LAHF 2 - Local Authority Housing Fund 2	1,755,503	1,780,000	99%	1,780,000	Project complete
Finance & Resources	LOANS - PROPERTY DEV CO	0	500,000	0%	0	Developments won't be starting in 23/24
Planning & Infrastructure	S106 / CIL INFRASTRUCTURE SPEND	559,596	200,000	280%	575,000	Spend exceeds budget, funded from s106
	Other Grants & loans	7,992,483	9,040,000	88%	8,091,000	
Finance & Resources	RURAL CAR PARK IMPROV - BILLINGSHURST LIBRARY & SIX BELLS	0	75,000	0%	0	Project to commence in 2024/25
Finance & Resources	RURAL CAR PARK IMPROV - STEYNING NEWMANS GARDENS	0	205,090	0%	0	Options are being reviewed as insufficient budget for current project
Finance & Resources	STORRINGTON MILL LANE - RURAL CAR PARK IMPROVEMENTS	259	3,997	6%	3,997	Retention to pay
Finance & Resources	ANPR REPLACEMENT	0	250,000	0%	20,300	Contract awarded to existing contractor, budget for full replacement not required. Budget to be reprofiled across future years.
Finance & Resources	EV CHARGING POINTS	0	15,000	0%	15,000	Works completed, awaiting invoice from contractor
	Car Parks Fabric and Equipment	259	549,087	0%	39,297	
Planning & Infrastructure	ALBION WAY CONNECTIVITY - WORTHING ROAD	5,146	147,223	3%	5,146	Project started, to be carried over for 24/25 works
Planning & Infrastructure	LOCAL CYCLING AND WALKING INFRASTRUCTURE	0	18,507	0%	0	Project started, to be carried over for 24/25 works
Planning & Infrastructure	HORSHAM TOWN CENTRE CYCLING STUDY	930	3,410	27%	930	Project started, to be carried over for 24/25 works
Planning & Infrastructure	PUBLIC REALM PROJECTS - TOWN CENTRE VISION	7,683	28,354	27%	10,000	Surveys commissioned
Planning & Infrastructure	PUBLIC REALM STRATEGY STAGE 2 - DESIGN DEVELOPMENT DELIVERY	181,590	220,000	83%	220,000	Q4 2023/24
	Strategic Planning projects	195,348	417,494	47%	236,076	
Local Economy & Place	CORPORATE PROVISION - ASSET ENHANCEMENT	13,146	65,000	20%	15,000	Started
Local Economy & Place	COMMERCIAL ESTATES - GENERAL	5,400	0	n/a	5,400	Spend to be vired to appropriate projects
Local Economy & Place	PARKSIDE IMPROVEMENTS	3,428	150,000	2%	5,000	Consultation ongoing. Expect to slip into 2024/25.
Local Economy & Place	MILLSTREAM EXTENSION	89,542	100,096	89%	89,542	Project completed, remaining budget is for retention
Leisure, Culture and Green Space	PARK BARN - ENERGY EFFICIENCY IMPROVEMENTS	4,444	11,630	38%	10,000	Project completed, awaiting final invoices
Local Economy & Place	SWAN WALK - REPLACE TOP DECK MEMBRANE	82,879	398,845	21%	398,845	Works progressing, awaiting invoices from contractor
Leisure, Culture and Green Space	HOUSING NET CARBON RESIDUAL PORTFOLIO - HOUSE FOR DECAT	7,840	359,087	2%	12,000	Project started, expect to complete in Q2 24/25
Leisure, Culture and Green Space	HOUSING NET CARBON ZERO (3 HOUSES PER YEAR + 1)	2,945	50,000	6%	5,000	Project is currently being scoped
Local Economy & Place	ARUN HOUSE - PREPARE FOR FUTURE USE	92,368	97,311	95%	92,368	Works completed, project underspent
Local Economy & Place	BLATCHFORD IND ESTATE - IMPROVE DRAINAGE & ENERGY ISSUES	750	62,400	1%	750	Issues have not persisted therefore this project has not been a priority. Works to be reprofiled into 2024/25
Local Economy & Place	FORUM FOUNTAIN UPGRADE	0	120,000	0%	0	Further consultation required
Local Economy & Place	BURTON COURT BIN STORE	0	93,233	0%	0	Resubmitted to planning. Expect to progress with project in 24/25
Local Economy & Place	ENERGY EFFICIENCY IMPROVEMENTS	309	50,000	1%	1,000	Not identified yet
Local Economy & Place	FIRE DOORS TEMP ACCOMMODATION	5,885	20,000	29%	10,000	Project started
Finance & Resources	LIGHTING RURAL CAR PARKS	0	120,000	0%	10,000	Project started. Delays getting parts, expect to spend by 31 May 24.
Local Economy & Place	SITE B - 37 THE BISHOPRIC	626,345	675,000	93%	675,000	Purchase completed. Works to enable letting to begin in March
Planning & Infrastructure	QUEEN STREET INFRASTRUCTURE IMPROVEMENTS	0	70,000	0%	70,000	Works started. Awaiting invoices from contractor.
	Miscellaneous properties spend	935,281	2,442,602	38%	1,399,905	
		12,187,785	17,289,928	70.5%	13,486,956	

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Revenue Budget 2023 24

Month 10 : April 2023 to January 2024

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
DEVELOPMENT	1,739	2,231	78%	-1,190	-2,010	59%	548	689	Income, including income from partnerships, reduced by £671k as developments not commencing due to water neutrality. Some use of agency staff due to staff shortages offset by savings on vacant posts	-101	791
BUILDING CONTROL	629	828	76%	-439	-883	50%	190	257	Income, including income from partnerships, is significantly down (£305k) due to impact on economical climate and water neutrality, offset by savings on vacant posts.	30	227
ECONOMIC DEVELOPMENT	477	569	84%	-461	-278	166%	16	181	Removed SPF capital income budgeted in revenue budget, increased consultancy costs for business support workshops WSCC now moved in to Arun House and income being received for Q4. Rent reduction on unit in The Forum backdated for one year offset by rental income from new lettings at Park House and rent reviews in High Street Billingshurst and Lintot Square, Southwater.	-2	183
INVESTMENT PROPERTIES	514	425	121%	-4,062	-4,149	98%	-3,548	152	Loss of income on s106 legal work due to outsourcing the staffing. Savings from vacant posts offset with costs of locum staff and Counsel advice	-38	190
LEGAL & DEMOCRATIC	1,621	1,670	97%	-143	-327	44%	1,478	118	Increased costs of community link sims offset by increase in income. £24k cost for Storrington air quality analyser - funding received in 22/23. Additional training costs due to legislative changes	25	93
ENVIRONMENTAL SERVICES/LICENSING	1,590	1,858	86%	-591	-748	79%	999	62	Increased cost of providing B&B accommodation, landscaping and maintenance, as well as reduction in the amount of income recovered from the tenancy deposit scheme. Offset by increased income in temporary accommodation and rough sleeping grants	4	58
HOUSING	2,440	3,182	77%	-2,318	-2,541	91%	122	54	Income share for Billingshurst LC not expected in 23/24 and increased costs facilities hire	24	30
LEISURE SERVICES	330	402	82%	-345	-889	39%	-15	49	Forecast overspends on vehicle hire and increased insurance costs, offset by podback scheme income, a reduction fuel and planned maintenance overspend and general materials	0	49
STREET SCENE & FLEET	3,408	3,810	89%	-188	-215	87%	3,221	48	A noticeable loss of income at Pavilions and Jubilee Carpark. Use of London Road 'car park' may be impacting income.	0	36
PARKING SERVICES	1,911	2,454	78%	-4,820	-5,880	82%	-2,909	36	Community Safety Partnership income incorrectly invoiced twice in 2022/23. Correcting this has affected the budgeted income for 2023/24	-3	36
COMMUNITY SAFETY	710	853	83%	-11	-559	2%	700	33	Cost of Lighthouse subscription paid by Performance	0	13
PERFORMANCE AND PROJECT ASSURANCE	73	70	104%	0	0	0%	73	13		1	8
CUSTOMER SERVICES	304	381	80%	-0	0	0%	304	9		0	3
CORPORATE MANAGEMENT	1,042	1,326	79%	-33	-26	128%	1,009	3		0	0
BENEFIT PAYMENTS	19,690	23,600	83%	-17,888	-23,850	75%	1,802	0		0	0
REVS & BENS ADMIN	1,185	1,958	61%	-654	-900	73%	531	0		0	0
OPERATIONAL PROPERTIES	1,115	1,821	61%	-134	-152	88%	981	-3	Overall no significant forecast movement	42	-45
WASTE & RECYCLING	4,416	5,316	83%	-3,811	-4,177	91%	605	-4		37	-41
COMMUNITY DEVELOPMENT	961	849	113%	-302	-298	102%	659	-5		-5	0
PROPERTIES & FACILITIES	380	569	67%	-1	-19	3%	380	-6		-6	0
TECHNOLOGY	1,879	2,180	86%	0	-128	0%	1,879	-7		5	-12
HUMAN RESOURCES & ORG DEVELOPMENT	563	621	91%	-2	0	0%	562	-11	Savings on qualification courses and use of consultants	0	-11
PARKS & COUNTRYSIDE SERVICES	1,502	2,015	75%	-348	-456	76%	1,154	-16	Increase in tree maintenance costs following arboricultural contract dispute, partially offset by termination payment from contractor. Savings on consultancy at Horsham Park and increased income from Warnham Nature Reserve and cemeteries	-70	54
COMMUNICATIONS	309	390	79%	-8	-15	55%	300	-24	Forecast underspend on projects, subscriptions and postage for Our District	-2	-21
LEISURE & CULTURE	200	286	70%	-1	0	0%	199	-31	Underspend on events	-31	0
HEALTH AND WELLBEING	376	459	82%	-341	-428	80%	36	-41	Rates refund received	-43	2
FINANCE ACCOUNTANCY	758	934	81%	9	-13	-70%	767	-56	Reduction in anticipated spend due to WSCC payroll provision not changing in 23/24. ICT contract savings (Ezescan & Cash receipting)	-33	-22
ENVIRONMENTAL STRATEGY	360	538	67%	-2	-124	1%	359	-77	Reduction in cost of climate change report comms and partnership spend with Sussex Wildlife Trust	-41	-36
MUSEUMS	47	231	20%	-18	-32	55%	29	-156	Backdated receipt of rate refund due to successful valuation appeal	0	-156
CAPITOL	1,964	1,986	99%	-1,941	-1,589	122%	23	-215	Better than expected sales on amateur dramatic, pantomime productions and professional productions as well as better than expected bar and marketing sales. Additional casual staff costs to cover busy Christmas period	20	-235
STRATEGIC PLANNING	1,062	1,785	60%	1	-234	0%	1,063	-360	Budget savings from Local plan work taking place in next financial year as well as in year savings on consultancy now Local Plan is agreed. Government grant received to offset spend on water neutrality work	-21	-338
FINANCE CORPORATE	905	640	141%	-3,596	-2,404	150%	-2,692	-1,424	Investment income continues to perform better than budgeted due to amount of cash invested and rate increases being greater than expected	1	-1,425
Grand Total	54,462	66,238		-43,638	-53,321		10,824	-731		-256	-476

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Project Name	Project Description	Service Area	Budget (Approved/ Required/ No Budget)	Start Date	Due Date	Update February 2024	Status
Athletics track possible options	Options depends on political decision	Leisure and Culture	No budget required	tbc	political decision Q2/Q3 2024/2025	Engagement with current users of Broadbridge Heath running track underway	Future
Billingshurst Investment Programme	Work with Parish and Local Groups to develop and deliver community and public realm improvements.	Public Realm	Required	2023	2025	Briefing note prepared detailing progress to date and project plan. Met with Billingshurst Parish Council and the BSRA on 6 February 2024. Set out the indicative project plan. Project Manager to prepare project briefs to progress scoping work by end March. NGDP (National Graduate Training Programme) trainee starting placement on 18 March and will assist with this work.	In Progress
Bishopric & Worthing Road Public Realm	Develop to final design stage and deliver scheme	Public Realm	Approved	2023 Q2	2025 Q4	Presentation to Local Economy & Place PDAG - discussed/agreed latest design principles. RIBA (Royal Institute of British Architects) stage 2 is continuing. Movement surveys scheduled 26 February 2024. Balfour Beatty contractor engagement to commence.	In Progress
Carfax	Develop to final design stage	Public Realm	Approved	2023 Q2	2025 Q4	Presentation to Local Economy & Place PDAG - discussed/agreed latest design principles. RIBA (Royal Institute of British Architects) stage 2 is continuing. Movement surveys scheduled 26 February. Balfour Beatty contractor engagement to commence.	In Progress



Project Name	Project Description	Service Area	Budget (Approved/ Required/ No Budget)	Start Date	Due Date	Update February 2024	Status
Cemetery extension	To ensure we have enough burial spaces	Sustainability and Green Spaces	Approved	2023	installation Q3/Q4	Works are 95% complete. Due to open for new burials at the end Feb/beginning March	In Progress
Page 46 Cost of Living Interventions	Supporting residents with the increasing cost of living challenges. Working in partnership with Citizens Advice we have invested in software form Policy and Practise to enable us to proactively identify and direct support to households that are entitled to it. Also offering additional support to households facing homelessness with hardship fund and grant funding for local groups to deliver localised support.	Housing & Community Services	Approved	Jun-23	Ongoing	Citizens Advice staff have started a schools outreach campaign and will visit as many Horsham District schools as possible to train/inform staff about the benefits and support that their most vulnerable/low income families can receive. This is because child tax credit families and working tax credit families will be the first group to receive the Universal Credit migration notice next month. The aim is to add an extra layer of support through schools. Residents eligible for Pension Credit but not claiming it have been identified and has resulted in some £53,000 now being awarded to them. A further £89,000 of housing benefit has been identified and has been awarded to residents who are entitled to Severe Disability Premium but were unaware that they were eligible. A number of other Low Income Family Tracker (LIFT) projects have started or are about to start.	In Progress

Project Name	Project Description	Service Area	Budget (Approved/ Required/ No Budget)	Start Date	Due Date	Update February 2024	Status
Draft Climate Action Strategy	Strategy for the whole are to become carbon neutral and climate resilient	Sustainability and Green Spaces	Required	2023	Q4 2023/2024	Climate Action Strategy approved in January 2024. Putting this onto an online platform known as One Planet for monitoring. Short term actions where Horsham District Council are the lead in the Annual Plan and budget report.	Complete
Drill Hall	British Legion unable to progress. Fresh Cabinet mandate required post May.	Leisure and Culture	No budget required	Ongoing	Q4 2023/24	A report is being taken to Cabinet on 21 March 2024 with a recommendation regarding the future of the Drill Hall.	In Progress
Gatwick Airport Ltd (GAL) Northern Runway DCO	Development Consent Order(DCO) –HDC Mitigation Requirements, S106 Agreement, Infrastructure Provision	Strategic Planning	Approved	2022	2024	Rule 6 letter issued by PINS (Planning Inspectorate) on 5 January confirming date of Preliminary Meeting (27 February 2024) and indicative examination schedule (28 th February - late August 2024). Progressing with the Joint Local Impact Report with West Sussex authorities for submission on 12 th March 2024. GAL have provided authorities with draft SoCGs (Statement of Common Ground) for comment. Awaiting S106 draft from GAL. GAL non-statutory consultation on proposed project changes closed 21 st January 2024 - unclear when these changes will be formally submitted to PINS.	In Progress



Project Name	Project Description	Service Area	Budget (Approved/ Required/ No Budget)	Start Date	Due Date	Update February 2024	Status
Horsham Park path	Accessible path plus works	Public Realm and Corporate Projects	Approved	2023	tbc installation probably 2024/25	Site survey undertaken. Exploring options for potential upgrades.	Future
Page 18 Hurst Road Regeneration	Assess development options and feasibility as a pre-cursor to partial and/or comprehensive redevelopment	Property	Required	2022	ongoing	West Sussex County Council considering options on Fire Station including market sale. Horsham District Council awaiting confirmation before assessing next steps.	In Progress
Internal carbon reduction action plan	One year into 3-year plan to reduce carbon from Council operations, fleet and buildings	Sustainability and Green Spaces	Required	Ongoing	Ongoing	Capitol theatre Air Source Heat Pumps and other works as part of upgrade to this facility now approved. Electrification of smaller vehicles progressing. LED lighting replacement programme progressing. One property being retrofitted (Hills Cemetery Lodge) and two houses to have insulation improved. Issues relate to costs of some measures e.g. air source heat pumps, increased material costs impacting on budget.	In Progress



Project Name	Project Description	Service Area	Budget (Approved/ Required/ No Budget)	Start Date	Due Date	Update February 2024	Status
Laptop Device Management Roll out	Device Management	Customer and Digital Services	No budget required	Q2 2023	Q2 2023	All devices enrolled in the device management system and software deployment tested	Complete
Local Plan	Completion of the local plan	Strategic Planning	Approved	Ongoing	TBC	Local Plan Reg 19 documentation agreed for publication on 11 Dec2023 and published for period of representation on 19 Jan 2024 for statutory 6-week consultation which closes 1.3.24.	In Progress
Parkside improvements	Changes to Parkside offices	Property	Approved	Aug-23	31 st March 2024	Options are currently being considered on improvements to ensure best value.	In Progress
Procurement Act	Implementation of Procurement Act	Procurement	No budget required	Apr-23	Oct-24	The new act is now coming in in October 2024. Groundwork being laid.	In Progress



Project Name	Project Description	Service Area	Budget (Approved/ Required/ No Budget)	Start Date	Due Date	Update February 2024	Status
PRS system & HMLR Land Charges Hub Integration.	Uniform Replacement. Work on installing new system in Building Control will take place in Q2-Q4 2023. Installation for Planning & Land Charges will take place in Q1-Q4 2024 and HMLR Q4 2023.	Customer and Digital Services & Development and Building control	Approved	Q1 2020	Q2 2023	Building Control Module, Go-Live date delayed while supplier finalises development work to meet original and enhanced requirements.	Progressing with issues
Queen St/Queensway Public Realm	Agreed design consulted and agreed. Tenders in process - funding TBA.	Public Realm	Required	2023	Q1 2024	Works have now commenced on site to complete in March/April - footway improvements, new & repositioned bollards to deter footway parking, new tree planting.	In Progress
Shared Prosperity Fund (SPF), Rural England Prosperity Fund (REPF)	Grants and projects to support businesses and rural communities	Ec Dev	Approved	2023	2024/25	REPF - 3 grants issued. Funding now closed to new applications SPF - projects progressing with monthly report to SPF Project Team. Monitoring report submitted to Dept for Levelling Up, Housing and Communities (DLUHC).	In Progress

Project Name	Project Description	Service Area	Budget (Approved/ Required/ No Budget)	Start Date	Due Date	Update February 2024	Status
Teams Telephony and Contact Centre	To replace RingCentral and NICE Contact Centre with a MS Teams based solution	Customer and Digital Services	No budget required	Q1 2023	Q1 2024	On the final stages of getting the Contact Centre solution installed.	In Progress
The Capitol Potential improvements	Options appraisal possible investment	Leisure and Culture	No budget required	2022	political decision Q2/Q3	Refurbishments approved by Council Feb 2024.	Complete
Water Neutrality Implementation Scheme	Development and implementation of WN implementation scheme	Strategic Planning		Ongoing	ongoing	Work on the development of the offsetting scheme continues, aiming to launch later in 2024. Key documents and plans are now being developed. £250,000 funding secured from DLUHC in Dec 2023. Continued engagement with government and other stakeholders on key issues.	In Progress
Website transfer	The service is in the processing transferring its webpages to the HDC website	Revenues & Benefits		Apr-23	Q1 2024/2025	The new web pages on the Council's website went live at the start of July 2023. There is one final phase of the project, which is to deliver a full communications strategy. However, we are waiting for the telephony project to complete before we do this so we can update both the new website and the new telephone number at the same time.	In Progress



Project Name	Project Description	Service Area	Budget (Approved/ Required/ No Budget)	Start Date	Due Date	Update February 2024	Status
Wilder Horsham District	Partnership with Sussex Wildlife Trust. Help wildlife thrive across the District by establishing a nature recovery network, working with landowners, community groups and Parish Councils	Sustainability and Green Spaces	Approved	2020	Ongoing	Linked to BNG (Biodiversity Net Gains) opportunities on Council owned land. Implementation of landowner projects gathering pace. Community projects of note - Wildways project in Horsham town which includes changing mowing regimes on Council owned land.	In Progress

Overview and Scrutiny Work Programme 2024/25

Date of Meeting	Items for Meeting
MAY	<ul style="list-style-type: none"> • Overview and Scrutiny Annual Report • Update from Task & Finish Groups • Update on Work Programme • Cabinet Forward Plan
JUNE	<ul style="list-style-type: none"> • Report on the Council's Finance & Performance – Outturn • Parking Policy Update • Update from Task & Finish Groups • Update on Work Programme • Cabinet Forward Plan
SEPTEMBER	<ul style="list-style-type: none"> • Report on the Council's Finance & Performance Q1 • Crime and Disorder Annual Update • Climate Action Strategy • Building Contracts Task & Finish Group Final Report • Update from Task & Finish Groups • Update on Work Programme • Cabinet Forward Plan
NOVEMBER	<ul style="list-style-type: none"> • Report on the Council's Finance & Performance Q2 • Review of the Council's Medium-Term Financial Strategy Update • Fair Space Task & Finish Group Final Report • Update from Task & Finish Groups • Update on Work Programme • Cabinet Forward Plan
JANUARY	<ul style="list-style-type: none"> • Review of the Council's Budget and Medium-Term Financial Strategy • Update from Task & Finish Groups • Update on Work Programme • Cabinet Forward Plan
MARCH	<ul style="list-style-type: none"> • Report on the Council's Finance & Performance Q3 • Follow Up to Task & Finish Group Report on Use of Consultants • Update from Task & Finish Groups • Update on Work Programme • Cabinet Forward Plan

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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) 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

Tel: 01403 215123

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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.

	Subject	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
1.	Cleaning Services Contract	Cabinet	21 Mar 2024	Open	Director of Place (barbara.childs@horsham.gov.uk) Cabinet Member for Local Economy and Place (Councillor Ruth Fletcher)
2.	Commercial Food Waste	Cabinet	21 Mar 2024	Part exempt	Head of Recycling & Waste (laura.parker@horsham.gov.uk) Cabinet Member for Environmental Health, Recycling and Waste (Councillor Jay Mercer)
3.	Domestic Food waste Weekly Collections	Cabinet Council	21 Mar 2024 24 Apr 2024	Part exempt	Director of Communities (paul.anderson@horsham.gov.uk) Cabinet Member for Environmental Health, Recycling and Waste (Councillor Jay Mercer)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
4.	An Additional Service for the Isolated Property Rounds	Cabinet Council	21 Mar 2024 24 Apr 2024	Open	Director of Communities (paul.anderson@horsham.gov.uk) Cabinet Member for Environmental Health, Recycling and Waste (Councillor Jay Mercer)
5.	Drill Hall, Horsham	Cabinet	21 Mar 2024	Open	Director of Communities (paul.anderson@horsham.gov.uk) Cabinet Member for Housing, Communities and Wellbeing (Councillor Sam Raby)
6.	One-Off Cost of Living Supplement	Cabinet Council	21 Mar 2024 24 Apr 2024	Open	Director of Resources (dominic.bradley@horsham.gov.uk) Cabinet Member for Finance and Resources (Councillor Mark Baynham)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
7.	Appointment of an Independent Person to the Audit Committee	Council	24 Apr 2024	Open	Director of Resources (dominic.bradley@horsham.gov.uk) Cabinet Member for Finance and Resources (Councillor Mark Baynham)
8.	HDC/CBC/MSDC/MVDC Print Dynamic Purchasing System (DPS) 2024 Setup	Cabinet	26 Jun 2024	Part exempt	Director of Resources (dominic.bradley@horsham.gov.uk) Cabinet Member for Finance and Resources (Councillor Mark Baynham)
9.	HDC/CBC/MSDC/MVDC Water (Supply & Drainage)	Cabinet	26 Jun 2024	Part exempt	Director of Place (barbara.childs@horsham.gov.uk) Cabinet Member for Local Economy and Place (Councillor Ruth Fletcher)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
10.	Update of the Green Spaces Strategy	Cabinet	26 Jun 2024	Open	Director of Communities (paul.anderson@horsham.gov.uk) Cabinet Member for Leisure, Culture and Green Spaces (Councillor Jon Olson)