



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

# Council

**Wednesday, 24th February, 2016 at 6.00 pm**  
**Park Suite, Parkside, Chart Way, Horsham**

To: All Members of the Council

*(Please note that prayers will be taken by The Reverend Canon Guy Bridgewater, Vicar of Horsham before the meeting commences)*

You are summoned to the meeting to transact the following business

## Agenda

---

	<b>Page No.</b>
1. <b>Apologies for absence</b>	
2. <b>Minutes</b>	3 - 19
To approve as correct the minutes of the meetings of the Council held on 9 <sup>th</sup> December 2015 and 28 <sup>th</sup> January 2016	
3. <b>Declarations of Members' Interests</b>	
To receive any declarations of interest from Members	
4. <b>Announcements</b>	
To receive any announcements from the Chairman of the Council, the Leader, Members of the Cabinet or the Chief Executive	
5. <b>Chairman's Trust</b>	
To receive an update on the Chairman's Trust	
6. <b>Questions from the Public</b>	
To receive questions from the public	
7. <b>Questions from Members under Rule 10.2</b>	
To receive questions from Members under Rule 10.2 (Questions by Members on notice)	
8. <b>Recommendations from Cabinet</b>	20
To receive recommendations from the meeting of the Cabinet held on 28th January 2016 on the Corporate Plan 2016 to 2019	

(Report to Cabinet regarding this item online at: [Cabinet agenda](#))

9. **Budget for 2015/16 and Council Tax**

*(Please note that the report of the Director of Corporate Resources to Cabinet on the 2016/17 Budget and the Medium Term Financial Strategy is appended at the end of this agenda)*

- |    |  |         |
|----|--|---------|
| a) | Budget for 2016/17 and Medium Term Financial Strategy<br>To approve the recommendations from Cabinet | 21 - 24 |
| b) | Council Tax 2016/17<br>To approve the formal Council Tax Resolution for 2016/17                      | 25 - 34 |

10. **Notice of Motion**

To consider the following Notice of Motion from Councillor Andrew Baldwin, which was received in accordance with Rule 11.1 of Part 4A of the Constitution:

“Whenever District residents are asked what local issues concern them the most, one of their top priorities is always to see less litter and for streets and open spaces to be kept clean. This Council has an excellent record of dealing with litter and the tremendous response from residents signing up as Adopt Street volunteers proves that the vast majority of residents do not like to see litter.

Some of the roads in the District do not have pavements or grass verges to allow them to be safely litter picked without the need for traffic management and adherence to strict health and safety regulations. The B2139 from Storrington to Amberley is a very scenic road which is well used by traffic. Whilst some of it is subject to a 30 mph speed limit the majority of it is 50 mph. There are no pavements and most of the grass verges are very narrow with some steep gradients.

Despite the fact the street cleaning budget contains enough money to allow for this road to be litter picked by the Council this has not happened for at least the last 5 years. In December 2014 and January 2015 a couple of Americans, who live in the area, risked their lives on litter picking this road and in so doing collected over 70 bags of litter and rubbish.

Section 89 (1) of the Environmental Protection Act 1990 states that it each local authority has a duty and responsibility for land which is open to the air and to which the public are entitled or permitted to have access with or without payment to ensure that the land is, as far as is practicable, kept clear of litter and refuse. Practicable means physically possible without regard to cost.

I wish to propose that Horsham District Council undertakes a proper litter pick of the B 2139 from Storrington to Houghton at least twice a year in order to comply with its obligations and responsibilities under the Act.”

11. **Minutes of Committees**

To receive the minutes of the following Committees and, if approved, to adopt any recommendations contained therein:

- |    |   |         |
|----|---|---------|
| a) | CenSus Joint Committee held on 11th December 2015 | 35 - 40 |
|----|---|---------|

(agenda online at: [CenSus Joint Committee agenda](#))

- b) Accounts, Audit and Governance Committee held on 6th January 2016 41 - 48  
(agenda online at: [AAG Committee agenda](#))
12. **Minutes of the Scrutiny & Overview Committee** 49 - 54  
To receive the minutes of the meeting of the Scrutiny & Overview Committee held on 11<sup>th</sup> January 2016  
(agenda online at [Scrutiny & Overview Committee agenda](#))
13. **Community Infrastructure Levy Draft Charging Schedule** 55 - 156  
To receive the report of the Cabinet Member for Planning and Development on the Community Infrastructure Levy Draft Charging Schedule
14. **Billingshurst Village Centre Supplementary Planning Document** 157 - 204  
To receive the report of the Cabinet Member for Planning and Development on the Billingshurst Village Centre Supplementary Planning Document
15. **Purchase of Horsham Ambulance Station** 205 - 210  
To receive the report of the Cabinet Member for Finance and Assets on the Purchase of Horsham Ambulance Station
16. **Chairman and Vice-Chairman of the Council for the municipal year 2016/17**  
To indicate who shall, subject to formal appointment at the Annual Meeting of the Council on 25th May 2016, be the Chairman and Vice-Chairman of the Council for the municipal year 2016/17
17. **Urgent Business**  
To consider matters certified by the Chairman as urgent

Note: The following information is exempt:

Item 15 - Appendix 2 to the Report of the Cabinet Member for Finance and Assets on the Purchase of Horsham Ambulance Station (***Exempt Information by virtue of paragraph 3 of schedule 12A of the Local Government Act 1972***)

This page is intentionally left blank



## GUIDANCE ON COUNCIL PROCEDURE

(Full details in Part 4A of the Council's Constitution)

<p><b>Addressing the Council</b></p>	<p>Members must address the meeting through the Chairman. When the Chairman wishes to speak during a debate, any Member speaking at the time must stop. The Chairman will decide whether he or she prefers Members to stand or sit when addressing the Council.</p>
<p><b>Minutes</b></p>	<p>Any comments or questions should be limited to the accuracy of the minutes only</p>
<p><b>Declarations of Interest</b></p>	<p>Members should state clearly in which item they have an interest and the nature of the interest (i.e. personal; personal &amp; prejudicial; or pecuniary). If in doubt, seek advice from the Monitoring Officer in advance of the meeting</p>
<p><b>Announcements</b></p>	<p>These should be brief and to the point and are for information only – <b>no debate/decisions</b></p>
<p><b>Questions from the public</b> (Notice must have been given in writing to the Chief Executive by 12.00 on the last but one working day before the meeting)</p>	<p>Directed to Leader, Cabinet Member or Chairman of an ordinary committee. <b>2</b> minutes in total to put 1 or 2 questions. Appropriate Member to reply. Questioner may ask one supplementary question. Member to reply. Overall time limit for questions of <b>15</b> minutes. If a questioner is unable to attend, the Chairman may ask the question or a written reply may be given. If a question cannot be dealt with at the meeting (lack of time or absence of relevant Member), a written reply to be given. <b>No discussion but any Member may move that a matter raised by a question is referred to Cabinet or committee. If seconded, no discussion – vote taken.</b></p>
<p><b>Petitions</b> (See petitions procedure – Part 4J of the Council's Constitution)</p>	<p>Petition organiser has maximum of <b>5</b> minutes to present the petition. Relevant Cabinet Member has maximum <b>5</b> minutes right of reply. Members discuss for overall maximum of <b>30</b> minutes – each Member speaking has a maximum of <b>3</b> minutes. Council decides how to respond (e.g. recommend Cabinet Member to take specific action or ask for further investigation/report).</p>
<p><b>Cabinet recommendations</b> (see also rules of debate)</p>	<p>Leader/Cabinet Member presents and moves recommendation(s) – seconder required. Members may:</p> <ul style="list-style-type: none"> <li>- ask a question on the item under consideration – max <b>2</b> minutes; and/or</li> <li>- make a statement – max <b>5</b> minutes.</li> </ul>
<p><b>Questions from Members on Notice</b> (Notice must have been given in writing to the Chief Executive by 12.00 on the last but one working day before the meeting)</p>	<p>These are directed to the Chairman, Leader, Cabinet Member or chairman of any committee:</p> <ul style="list-style-type: none"> <li>- <b>2</b> minutes maximum for initial question</li> <li>- <b>5</b> minutes maximum for the response</li> <li>- <b>1</b> minute maximum for a supplementary question</li> <li>- <b>2</b> minutes maximum for a response to the supplementary question</li> <li>- <b>5</b> minutes maximum for the questioner to make a final statement in response, if they wish</li> <li>- If an oral reply is not convenient (e.g. too lengthy) a written answer may be circulated later.</li> </ul> <p><b>No discussion.</b></p>

<p><b>Rules of debate</b></p>	<p><b>The Chairman controls debate and normally follows these rules but Chairman’s interpretation, application or waiver is final.</b></p> <ul style="list-style-type: none"> <li>- No speeches until a proposal has been moved (mover may explain purpose) and seconded</li> <li>- Chairman may require motion to be written down and handed to him/her before it is discussed</li> <li>- Secunder may speak immediately after mover or later in the debate</li> <li>- Speeches must relate to the question under discussion or a personal explanation or a point of order (max <b>5</b> minutes)</li> <li>- A Member <b>may not speak again except:</b> <ul style="list-style-type: none"> <li>o On an amendment</li> <li>o To move a further amendment if the motion has been amended since he/she last spoke</li> <li>o If first speech was on an amendment, to speak on the main issue (whether or not the amendment was carried)</li> <li>o In exercise of a right of reply. Mover of motion at end of debate on original motion and any amendments (may not otherwise speak on amendment). Mover of amendment has no right of reply.</li> <li>o On a point of order – must relate to an alleged breach of Council Procedure Rules or law. Chairman must hear the point of order immediately. The ruling of the Chairman on the matter will be final.</li> <li>o Personal explanation – relating to part of an earlier speech by the Member which may appear to have been misunderstood. The Chairman’s ruling on the admissibility of the personal explanation will be final.</li> </ul> </li> <li>- Amendments to motions must be to: <ul style="list-style-type: none"> <li>o Refer the matter to an appropriate body/individual for (re)consideration</li> <li>o Leave out and/or insert or add others (as long as this does not negate the motion)</li> </ul> </li> <li>- One amendment at a time to be moved, discussed and decided upon.</li> <li>- Any amended motion becomes the substantive motion to which further amendments may be moved.</li> <li>- A Member may amend a motion that he/she has moved with the consent of the meeting and seconder (such consent to be signified without discussion).</li> <li>- A Member may withdraw a motion that he/she has moved with the consent of the meeting and seconder (such consent to be signified without discussion).</li> <li>- The mover of a motion has the right of reply at the end of the debate on the motion (unamended or amended).</li> </ul>
<p><b>Voting</b></p>	<p>Any matter will be decided by a simple majority of those voting, by show of hands or if no dissent, by the affirmation of the meeting unless:</p> <ul style="list-style-type: none"> <li>- A majority of the Members present request a ballot; or</li> <li>- A single Member requests a recorded vote (this overrides a request for a ballot).</li> </ul> <p>Any Member may request their vote for, against or abstaining to be recorded in the minutes.</p> <p>In the case of equality of votes, the Chairman will have a second or casting vote (whether or not he or she has already voted on the issue).</p>

**HORSHAM DISTRICT COUNCIL**  
**9<sup>TH</sup> DECEMBER 2015**

Present: Councillors: Tricia Youtan (Chairman), Christian Mitchell (Vice-Chairman), John Bailey, Toni Bradnum, Alan Britten, Karen Burgess, Peter Burgess, John Chidlow, Jonathan Chowen, Paul Clarke, Roger Clarke, David Coldwell, Roy Cornell, Christine Costin, Leonard Crosbie, Ray Dawe, Brian Donnelly, Matthew French, Ian Howard, Nigel Jupp, Liz Kitchen, Adrian Lee, Gordon Lindsay, Tim Lloyd, Paul Marshall, Mike Morgan, Godfrey Newman, Brian O'Connell, Stuart Ritchie, Kate Rowbottom, Jim Sanson, David Skipp, Ben Staines, Simon Torn, Claire Vickers, Michael Willett

Apologies: Councillor: Andrew Baldwin, John Blackall, Philip Circus, Jonathan Dancer, Tony Hogben, David Jenkins, Josh Murphy, Connor Relleen

CO/52 **MINUTES**

The minutes of the meetings of the Council held on 21<sup>st</sup> October and 19<sup>th</sup> November 2015 were approved as correct records and signed by the Chairman.

CO/53 **DECLARATIONS OF INTEREST**

For this meeting, the Monitoring Officer had granted the following Members a dispensation under Appendix 1 of the Code of Members' conduct: Councillors John Blackall, Alan Britten, Karen Burgess, Peter Burgess, Paul Clarke, Roger Clarke, Gordon Lindsay, Tim Lloyd, Paul Marshall, Mike Morgan, Stuart Ritchie, Simon Torn, Claire Vickers and Michael Willett.

This allowed those of the Members present to participate and vote on the item relating to grants to Parish Councils in view of the importance of the matter and of ensuring that elected representatives can take part.

Councillor Godfrey Newman declared a personal interest in the item relating to the proposals for the redevelopment of Broadbridge Heath Leisure Centre as he was a member of the Probus Group, which met at the Leisure Centre.

CO/54 **ANNOUNCEMENTS**

The Chairman of the Council:

- Reported that she had sent congratulations to Flight Sergeant Andrew Stuckey, her Chairman's Cadet, who had received the Lord Lieutenant of West Sussex's Cadet of the Year Award at a ceremony at The Hawth Theatre recently.

CO/54 Announcements (cont.)

- Advised that on 7<sup>th</sup> December 2015 she had been honoured to meet His Royal Highness the Duke of Kent when he presented the Queens Award for Enterprise to a local company, Doyle and Tratt. This was the second time the company had received this prestigious award in ten years.
- Announced that the Chairman's Trust Charity Quiz Night on 24<sup>th</sup> October 2015 had raised in excess of £1,500 for the Chairman's Charity and thank all those who had contributed to the event's success.
- Advised that the most recent meeting of the Charity's Board of Trustees had agreed the distribution of £3,600 in funds from the charity to a number of deserving recipients. This comprised small grants to a single parent in hardship, the result of a nomination from a parish council, and five families in need who had been nominated by the Citizens Advice Bureau; £2,000 to the Salvation Army for presents for children in foster/adoption homes in the District; and a further £1,000 to the Salvation Army to benefit the elderly and homeless at Christmas.
- Reminded Members that the Chairman's Community Carol Service would be held on 14<sup>th</sup> December 2015 at 7pm at St. Mary's Church, The Causeway, Horsham.

CO/55 **QUESTIONS FROM THE PUBLIC**

Mr Coghlan asked the following question:

*During the last 4 years we have been subjected to various changes despite our views on the future.*

*We were not involved, and then we were. We were part of a new leisure centre but with limited facilities. Then we might not get those limited facilities, may only have 4 rinks or may not exist at all.*

*We now are to remain, linking with the new leisure centre.*

*With the U turns and hand brake turns to date is this really the final answer to which we can look forward to and plan on?*

Councillor Jonathan Chowen, the Cabinet Member for Leisure and Culture replied as follows:

*I would certainly like to hope that this is the final answer after we have looked at so many options. However, until my Council colleagues make the*

CO/55 Questions from the Public (cont.)

*final decision tonight I cannot provide you with absolute assurance. I hope that my fellow Councillors will see the benefit of providing such a fantastic facility for our residents and accept the recommendations put to them from Cabinet.*

CO/56 **QUESTIONS FROM MEMBERS UNDER RULE 10.2**

No questions had been received.

**RECOMMENDATIONS FROM CABINET**

CO/57 **Proposals for the Redevelopment of Broadbridge Heath Leisure Centre**  
*(Councillor Godfrey Newman declared a personal interest in this item as he was a member of the Probus Group, which met at the Leisure Centre.)*

Six members of the public addressed the Council on this subject, one in support of the proposals and five urging the Council to further investigate means of retaining the “Tube” facility to enable all athletes to undertake year-round training.

The Cabinet Member for Leisure and Culture presented the recommendations from Cabinet proposing the redevelopment of the Broadbridge Heath Leisure Centre. The recommendations proposed a way forward for the future provision of “dry-side” sports and leisure facilities in the District.

He thanked all those who had contributed to the development of the project, including Councillors, officers, the Parish Council and users of the facilities. If the proposals were approved, consultation and collaboration would continue as work on the fine detail progressed.

The Cabinet Member emphasised the importance of a new facility to meet the needs of a population that would grow significantly during the term of the Horsham District Planning Framework. The new, improved facility would also support the Council’s approach to health improvement by providing affordable and accessible facilities in order to maximise local participation in sport and physical activity.

The re-provision of the “Tube” was a burden too great for this Council to carry alone. It clearly met a regional need rather than providing a local or District facility and there had been no offer of assistance with its financing from any of the national sports bodies.

Members expressed their support for the proposals, asked that the needs of the users of the “Tube” be borne in mind as the project progressed and thanked the Cabinet Member for his work on the project.

**RESOLVED**

- (i) That approval be given to proceed with the construction of a new facility to replace the existing Broadbridge Heath Leisure Centre, as per Option 3 detailed in the report to Cabinet on 23<sup>rd</sup> November 2015.
- (ii) That the current capital budget of £7,400,000 in the Council's capital programme for the rebuilding of the Leisure Centre be supplemented by £4,900,000 ensuring that the total budget for the project is £12,300,000.
- (iii) That the revenue implications of Option 3, as identified in the report to Cabinet, averaging at an additional cost of £255,000 per annum over a 25 year period be added to the Council's revenue expenditure budget and that the impact on the Council's projected budget deficit be noted.
- (iv) That £2,000,000 of New Homes Bonus be utilised to fund the project.

**REASONS**

- (i) To address the need for increased leisure and sporting provision as a consequence of a growing population
- (ii) To ensure there is a sufficient capital budget to meet the build requirement.
- (iii) To ensure that there is sufficient revenue budget to meet the costs of the new leisure centre.
- (iv) To ensure approval is given to utilise New Homes Bonus.

CO/58 **MINUTES OF COMMITTEES**

The following minutes were received:

**Licensing Committee** – 24<sup>th</sup> November 2015

**Personnel Committee** – 25<sup>th</sup> November 2015

**Standards Committee** – 2<sup>nd</sup> December 2015

CO/59 **MINUTES OF THE MEETING OF THE SCRUTINY & OVERVIEW COMMITTEE OF 9<sup>TH</sup> NOVEMBER 2015**

The minutes of the meeting of the Scrutiny & Overview Committee held on 9<sup>th</sup> November 2015 were presented by Councillor Leonard Crosbie, Chairman of the Committee.

With reference to Minute No. SO/42 regarding traffic assessments and the wider issue of consultation responses from West Sussex County Council on planning applications, the Cabinet Member for Planning and Development offered to invite representatives from the County Council's Highways Department to speak to all Members on this matter.

CO/60 **RECOMMENDATION FROM THE SCRUTINY & OVERVIEW COMMITTEE TO AMEND THE CONSTITUTION TO INCLUDE A REVISION OF THE PLANNING DETERMINATION PROCESS**

The Chairman of the Scrutiny & Overview Committee reported that the Committee had recommended to Council a change to the Council's Constitution so that, in the event of a Development Control Committee proposing a decision that would be likely to have significant costs implications for the Council, the decision could be referred for determination by full Council.

The recommendation had been triggered by discussions and concerns raised initially by Members of the Finance & Performance Working Group of 18<sup>th</sup> June 2015 and subsequently by the Business Improvement Working Group on 13<sup>th</sup> October 2015.

Both Working Groups were concerned that the Council had incurred significant costs in recent years arising from decisions made by both Development Control Committees that could not be justified on planning grounds. The applicants in these cases had then been successful at appeal, including obtaining significant costs awards against the Council. The Members of the Scrutiny & Overview Committee at their meeting on 9<sup>th</sup>

CO/60 Recommendation from the Scrutiny & Overview Committee to Amend the Constitution to Include a Revision of the Planning Determination Process (cont.)

November 2015 echoed these concerns and made the above recommendation to Council with a view to preventing some potential future appeal costs.

Under the proposed process the full Council would determine planning applications referred to it by the Director of Planning, Economic Development and Property if he was of the opinion that the relevant Development Control Committee was minded to make a decision where there were likely to be significant cost implications.

Details of a proposed amendment to Article 4 of the Constitution and a short procedure note, which would give effect to the Committee's recommendation, were included in the report.

### **RESOLVED**

That Article 4 of the Constitution be revised by the insertion of a new paragraph 4.2(l) as follows: "*To determine planning applications referred to it by the Director of Planning, Economic Development and Property if he is of the opinion that the relevant Development Control Committee is minded to make a decision in which there are likely to be significant cost implications.*" and the renumbering of the existing paragraph 4.2(l) to 4.2(m) and that the procedure note set out in the appendix to these minutes be agreed.

### **REASONS**

- (i) That the Council receive the recommendation of the Scrutiny and Overview Committee pursuant to part 4C of the Council's Constitution.
- (ii) To ensure where a decision is made in respect of a planning application in which there is a likelihood of the Council incurring significant costs that such decision is taken by the full Council given the effect of large costs awards on the Council's overall budget.



CO/61 **REVIEW OF LICENSING POLICY (GAMBLING ACT 2005)**

The Chairman of the Licensing Committee reported that the Gambling Act 2005 currently required licensing authorities to publish at least every three years a statement of their Gambling Licensing Policy.

At its meeting on 15<sup>th</sup> July 2015, the Licensing Committee had approved a draft Gambling Licensing Policy for a period of consultation ending on 31<sup>st</sup> October 2015.

As no relevant representations had been received, the Policy was now submitted to Council for adoption in accordance with the decision of the Licensing Committee (Minute No. LI/9 (15.7.15) refers).

**RESOLVED**

That the Gambling Licensing Policy be approved as submitted.

**REASON**

To comply with legislative requirements and to ensure openness and transparency in the Council's decision making.

CO/62 **CHANGES TO THE COUNCIL TAX SUPPORT SCHEME AND COUNCIL TAX DISCOUNTS**

The Cabinet Member for Finance and Assets reminded Members that the Council had agreed to introduce a local Council Tax Support (CTS) scheme in December 2013 that protected all pensioners (a requirement) and certain other vulnerable groups; the disabled, carers, and lone parents with children under five. However, it expected a minimum payment of 10% of the tax bill from all other claimants, limited support to the tax applicable to a Band D property, amended the savings limits and abolished the Second Adult Rebate. This was put in place for 2014/15 and had remained unchanged in 2015/16.

The funding for CTS had now been incorporated into the Council's Revenue Support Grant (RSG) and in 2015/16 RSG had been reduced by 30%. The financial cost to the Council of the 30% reduction of CTS funding was estimated to be £321,000 and, under the arrangements for the localisation of the CTS scheme approved in December 2013, the recovery for 2015/16 was estimated to be just £33,000.

The Cabinet Member's Advisory Group had examined the options available to

CO/62 Changes to the Council Tax Support Scheme and Council Tax Discounts (cont.)

the Council to offset the loss in income and had concluded that the minimum payment of the tax bill from all other claimants should be increased from 10% to 20%.

The Council had consulted on the proposed change to the local scheme and, after considering the responses and the opportunity or ability of claimants to increase their income in order to meet their shortfall in council tax liability or to access the existing discretionary support scheme, the Advisory Group had recommended the implementation of the proposed change to the local CTS scheme in 2016/17, commencing on 1<sup>st</sup> April 2016.

The Council Tax discounts that the Council allowed on property including a 25% discount on uninhabitable property and a 30 day (100%) discount in any one year for unfurnished and vacant property had also been reviewed and it was recommended that these discounts be removed completely, also commencing on 1<sup>st</sup> April 2016.

**RESOLVED**

- (i) That the results of the consultation be noted, as detailed in the report.
- (ii) That all non-protected Council Taxpayers entitled to Council Tax Support be required to pay at least 20% of their Council Tax bill, commencing on 1<sup>st</sup> April 2016.
- (iii) That the Council Tax discounts for uninhabitable property and unfurnished and vacant properties be removed, with effect from 1<sup>st</sup> April 2016.

**REASONS**

- (i) To meet the cost of reduced funding in this area.
- (ii) To protect the most vulnerable from a reduction in support for Council Tax.

CO/63

**GRANTS TO PARISH COUNCILS 2016/17**

*(Councillors Alan Britten, Karen Burgess, Peter Burgess, Paul Clarke, Roger Clarke, Gordon Lindsay, Tim Lloyd, Paul Marshall, Mike Morgan, Stuart Ritchie, Simon Torn, Claire Vickers and Michael Willet declared personal & prejudicial interests, as noted in Minute No. CO/53 above. However, they had been granted dispensation by the Monitoring Officer to both speak and vote on this issue.)*

The Cabinet Member for Finance and Assets reminded Members that the national Council Tax Benefit scheme had been replaced by local schemes in April 2013. At the same time, funding for the scheme, which had been paid as a 100% subsidy to the billing authority, had been reduced to approximately 90% of the 2012/13 level and paid as a fixed sum in general grant to County, Police and District authorities.

The share relating to the parish council tax had been paid to District councils.

The grant relating to Council Tax Support had now been subsumed into Revenue Support Grant with no separate identification.

Provisional figures for 2016/17 had been announced as part of the Local Government Finance Settlement for 2015/16 and, whilst final confirmation was awaited, it was anticipated that Revenue Support Grant would reduce by 40%. It was therefore proposed that a grant be paid to each parish council but that it be reduced in cash terms by 40% compared to 2015/16.

**RESOLVED**

That the schedule of payments to parish councils be agreed, as set out in the report.

**REASON**

To provide financial support to parishes for loss of income resulting from the revised arrangements for funding Council Tax Support (formerly Council Tax benefit).

CO/64

**MEDIUM TERM FINANCIAL STRATEGY 2016/20**

The Cabinet Member for Finance and Assets reported that the review of the Financial Strategy, as part of the budget setting process, enabled a balanced budget target to be established with a focus on an affordable level of Council Tax, delivery of the corporate priorities and policies of the Council and the continued enhancement of value for money and satisfaction with services for the residents of the District.

The Council's Medium Term Financial Strategy had last been reviewed by Cabinet on 23<sup>rd</sup> July 2015. As the Autumn Statement spending review had been announced on 25<sup>th</sup> November 2015, it was now considered timely to update the Council on current projections.

Since the last review, the economic outlook had become a little more certain. The Chancellor had announced how further cuts would be made but it would be necessary to wait until the settlement announcement in mid-December to fully understand the impact to the Council. Some wider priorities for greater efficiency and value for money across the public sector, namely in promoting innovation and greater collaboration in public services and promoting growth and productivity including through devolution of powers to local areas in England, had also been set.

In accordance with the Government policy to devolve more powers and functions to groups of Councils, an early proposal was being developed by the Counties of West and East Sussex and Surrey in collaboration with the districts and boroughs in the area. Any future devolution plan would also require investment offerings from the relevant local authorities.

As anticipated, Revenue Support Grant (RSG) would be phased out by 2019/20 and local authorities would have to rely on other sources of income such as the retention of business rates and increased council tax income.

The Chancellor had also set out plans to encourage the delivery of more affordable homes; indicated plans to consult on the future of New Homes Bonus and outlined plans to deliver cuts in welfare and housing. All these changes would impact on the Council's finances.

The Cabinet Member's report referred to:

- the Council's financial strategy objectives;
- the assumptions on which future budget projections were based, including those in respect of the localisation of business rates, New Homes Bonus, Council Tax increases and the Council Tax Support Scheme;
- the Council's internal budget challenge process;
- the current capital programme and its funding; and
- reserves.

The report also highlighted a number of potential actions the Council could take to mitigate the projected deficit in future years. These included increasing Council Tax, fees and charges; the introduction of Sunday and Bank Holiday car parking charges; and fortnightly collection of residential household waste. Over the coming months the Cabinet would review all

CO/64 Medium Term Financial Strategy 2016/20 (cont.)

options, develop proposals and submit the resulting recommendations to Council.

**RESOLVED**

That the projected budget gap detailed in the report be noted and that strategies to deal with the deficit be brought forward during the 2016/17 budget setting process.

CO/65 **REVISIONS TO THE COUNCIL'S PROCUREMENT CODE**

The Cabinet Member for Finance and Assets reported on proposed changes to the Council's Procurement Code, which were required to incorporate the new Public Contract Regulations 2015. These Regulations incorporated the EU Procurement Directives into UK statute as well as introducing additional UK Government legislation aimed at providing more business opportunities for Small and Medium sized Enterprises; simplifying the procurement process; and providing greater transparency through the publication of data on all tenders advertised and all contracts awarded by the Council over £5,000 in value.

The changes required were so significant that a complete overhaul of the Procurement Code had been undertaken. The opportunity had also been taken to make other changes to remove process bottlenecks and inefficiencies and move towards more electronic processes.

Key changes included:

- Inviting at least one local supplier to quote wherever possible;
- All tenders over £50,000 must be advertised centrally;
- Pre-Qualification Questionnaires prohibited on tenders below £172,000;
- Full electronic tendering and communication between bidders and the Council on all EU tenders by not later than March 2018; and
- Move towards electronic tendering as a default process.

**RESOLVED**

- (i) That the revised new Procurement Code be adopted.
- (ii) That the Cabinet Member for Finance and Assets be authorised to approve the administrative

CO/65 Revisions to the Council's Procurement Code (cont.)

changes to the tender receipting procedures when tenders are submitted by electronic means.

- (iii) That the Cabinet Member for Finance and Assets be authorised to approve subsequent amendments to the Procurement Code arising from additional guidance issued by the Cabinet Office, Case Law or new legislation.

**REASONS**

- (i) The Council has a statutory obligation to comply with the Public Contract Regulations 2015 and the Local Government Act 1972 and have its own set of procurement rules.
- (ii) Additional amendments have been made to make the Council's procurement processes more efficient and transparent and to accommodate the Council's aspiration to become a Commissioning organisation.

CO/66 **CALENDAR OF MEETINGS 2016/17**

The Chief Executive reported on the proposed programme of Council, Cabinet and Committee meetings, including standing Scrutiny & Overview Working Groups, for 2016/17.

Members and officers had been consulted to ensure that the proposed programme met the requirements for reporting on statutory matters, such as the budget and final accounts, and comments received had been taken into account in the submitted calendar.

**RESOLVED**

That the calendar of meetings for 2016/17 be approved.

**REASON**

To fix a programme of Council meetings, in accordance with the Council's Constitution, and to approve a calendar for Cabinet and Committee meetings, which enables the Council to transact its business in a timely and efficient manner.

CO/67 **URGENT MATTERS**

There were no urgent matters to be considered.

*The meeting closed at 8.27pm having commenced at 6.00pm.*

CHAIRMAN

**Procedure Note – Referral of planning applications to the full Council**  
**(Minute No. CO/60 refers)**

1. This procedure note is to assist Members and Officers as to the procedure to be followed when the full Council comes to determine a planning application referred to it by the Director of Planning, Economic Development and Property under Article 4 paragraph 4.2 (I) of the Constitution.
2. The planning application shall be listed as an item on the agenda and will be considered by the meeting after all other motions on the agenda unless the Chairman of the meeting determines the item should be considered elsewhere on the agenda.
3. The Director of Planning, Economic Development and Property (or other Officer delegated by them) will prepare and present a report to the Council meeting and such report will include an account of the item when it was considered at the Development Control Committee.
4. Those speakers who attended and spoke at the Development Control Committee will be invited to attend and speak at the meeting of the full Council. No other public speakers will be permitted to speak on the item.



**HORSHAM DISTRICT COUNCIL**  
**EXTRAORDINARY MEETING**  
**28<sup>TH</sup> JANUARY 2016**

Present: Councillors: Tricia Youtan (Chairman), Christian Mitchell (Vice-Chairman), Andrew Baldwin, John Blackall, Alan Britten, Karen Burgess, Peter Burgess, John Chidlow, Jonathan Chowen, Philip Circus, Roger Clarke, Roy Cornell, Leonard Crosbie, Ray Dawe, Brian Donnelly, Matthew French, Ian Howard, Nigel Jupp, Liz Kitchen, Adrian Lee, Tim Lloyd, Mike Morgan, Godfrey Newman, Stuart Ritchie, Kate Rowbottom, David Skipp, Simon Torn, Claire Vickers, Michael Willett

Apologies: Councillor: John Bailey, Toni Bradnum, Paul Clarke, David Coldwell, Christine Costin, Jonathan Dancer, Tony Hogben, David Jenkins, Gordon Lindsay, Paul Marshall, Josh Murphy, Brian O'Connell, Connor Relleen, Jim Sanson, Ben Staines

CO/68 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

CO/69 **ANNOUNCEMENTS**

The Chairman of the Council advised that she had sent congratulations to the following residents who had been recognised in the New Year's Honours List and made Members of the Order of the British Empire (MBE):

- Mr. Brian Doick from Steyning, for services to the National Association for Park Home Residents;
- Mr. Richard Groom from Shipley, for services to the community particularly Disabled Young People; and
- Mr. Robert Pooley from Steyning, for services to Business and Aviation.

CO/70 **TO RECEIVE THE MINUTES OF THE EMPLOYMENT COMMITTEE OF 20<sup>TH</sup> JANUARY 2016**

The Minutes of the meeting of the Employment Committee of 20<sup>th</sup> January 2016 were received and it was:

**RESOLVED**

That Jane Eaton be offered the appointment of Director of Corporate Resources and Chief Finance (s151) Officer, with effect from a date to be agreed.

CO/71 **APPOINTMENT OF AN INTERIM s151 OFFICER**

Section 151 of the Local Government Act 1972 required every local authority to make arrangements for the proper administration of their financial affairs and required one officer to be nominated to take responsibility for the administration of those affairs. The Section 151 officer had to be a qualified accountant belonging to one of the recognised chartered accountancy bodies. The Section 151 officer had a number of statutory duties, including the duty to report any unlawful financial activity involving the authority (past, present or proposed) or failure to set or keep to a balanced budget. The Section 151 officer also had a number of statutory powers in order to allow this role to be carried out, such as the right to insist that the local authority made sufficient financial provision for the cost of internal audit.

Katharine Eberhart, Director of Corporate Resources was the Council's s151 officer and would be leaving at the end of January 2016 to take up a new role as Director of Finance with West Sussex County Council. Pending the commencement of duties by the new Director it would therefore be necessary to appoint an interim s151 officer.

**RESOLVED**

That Peter Stuart, Head of Finance and HR at Mid Sussex District Council be appointed as the interim s151 officer for Horsham District Council until the commencement of duties by the new Director of Corporate Resources.

CO/72 **URGENT MATTERS**

There were no urgent matters to be considered.

*The meeting closed at 7.55pm having commenced at 7.50pm.*

CHAIRMAN

**COUNCIL  
24<sup>TH</sup> FEBRUARY 2016  
CABINET RECOMMENDATIONS**

Details of a Recommendation to Council made at the Cabinet Meeting held on 28<sup>th</sup> January 2016 are set out below.

**REPORT BY THE LEADER**

EX/41 **Corporate Plan 2016 to 2019**

The Leader reported that, prior to the local elections in 2015, it had been agreed that the Council's 2011 to 2015 District Plan priorities would be revised following the elections. To enable budgets and service plans for 2015/16 to be set the priorities in the District Plan had been carried forward for the current financial year. In recent months Cabinet Members had discussed revisions to the District Plan with the Senior Leadership Team and had identified a set of draft priorities, which were set out in the report.

Following consideration by Cabinet, the draft priorities would be recommended to Council on 24<sup>th</sup> February 2015 alongside the Budget recommendations and, once agreed, these would both form the basis for the 2016/17 departmental service plans.

The priorities were grouped and presented under four broad headings, which covered the Council's economic, environmental, social and organisational responsibilities. These four themes would replace the six contained in the last District Plan and would help put individual priorities and the routine work of the Council in context. It was noted that the timescale for the delivery of the new Broadbridge Heath Leisure Centre would be amended to 'by Spring 2018'.

**RECOMMENDED**

***That Council adopts the draft Corporate Plan as submitted.***

**REASON**

***To ensure that Corporate Priorities for the remainder of the current Council are clarified and form the basis of service plans and related activity across the Council.***

This page is intentionally left blank

**COUNCIL**  
**24<sup>TH</sup> FEBRUARY 2016**

**RECOMMENDATIONS OF CABINET ON THE BUDGET 2016/17**

EX/42 **The 2016/17 Budget and the Medium Term Financial Strategy to 2019/20**

The Leader reminded Members that this was the Director of Corporate Resources' last meeting before she left to take up her new post at West Sussex County Council. He therefore took the opportunity of thanking her for all her hard work over the last four years and wishing her well in her new role.

The Director of Corporate Resources presented a report which set out details of the proposed 2016/17 revenue and capital budgets and reviewed the Medium Term Financial Strategy. It was noted that the Council was able to set a balanced budget for 2016/17.

Owing to the continuing drive to reduce Government debt, the pressure on Council finances remained strong and the Comprehensive Spending Review in the Autumn Statement in November 2015 had made it clear that the policy to significantly reduce funding to local authorities would continue. The settlement in December 2015 had confirmed a 23.9% reduction in Settlement Funding Allocation in 2016/17 and a 62.3% cumulative reduction by 2019/20 when compared to funding of £3,549,000 in 2015/16. The current estimate for the future deficit for the Council was approximately £1,500,000 for 2017/18, rising to £2,400,000 in 2018/19 and approaching £3,900,000 in 2019/20.

The Council expected to deliver savings and income generation to tackle the deficit over the period 2017/18 to 2019/20 through a combination of a range of measures including a refreshed operating model, commissioning, shared services, procurement, income generation and other efficiency measures. In addition, consideration would need to be given to the possibility of some reductions to discretionary services.

The report also set out a series of prudential indicators that were a statutory requirement to demonstrate that the Council's capital programme was affordable and prudent in the context of the Council's overall finances. In accordance with Section 25 of the Local Government Act 2003, the Director of Corporate Resources also reported on the robustness of estimates and the adequacy of reserves.

Details of the provisional funding available for a four year settlement had been announced in the Local Government Finance Settlement on 17<sup>th</sup> December 2015. It was noted that the Government had qualified the offer by stating that final grant determinations in future years would still be subject to change. The Government had not yet indicated how Councils were to request the four year settlement or details of the efficiency plans required. Once these details were known a decision on whether or not to accept the settlement would need to be made. It was proposed that this decision should be delegated to the Cabinet Member for Finance and Assets, in consultation with the Section 151 Officer.

The report was based on the assumption that, after five years without an increase, Council Tax would be increased by 1.2% in 2016/17, reflecting RPI to December 2015, which would increase the Council Tax from £135.54 to £137.17 for a Band D property.

As a result of the changes to council tax benefits, the tax base of the unparished area had reduced in 2013/14. To ensure comparability with the funding of the parishes, an element of the Council Tax Support Grant (£6,148) needed to be attributed to the unparished area. It was currently proposed that the Special Charge for 2016/17 should be set at £23.93, raising a sum of £264,762. This, with the addition of the grant, would be sufficient to fund the proposed Special Expenses. A small increase in the special charge had been discussed with the Neighbourhood Councils in November 2015 and January 2016.

Cabinet Members supported the proposals in the report and expressed their thanks to officers for their efforts in delivering a balanced budget for 2016/17.

The Director of Corporate Resources responded to questions regarding New Homes Bonus and business rates.

The Leader confirmed that, whilst it would be possible for the Council to raise Council Tax by £5 for a Band D property in 2016/17, an increase of only 1.2% was being proposed in accordance with the Conservative pledge at the last elections that any rise would be no more than RPI.

#### **RECOMMENDED**

- (i) That the level of Council Tax for 2016/17 be increased from £135.54 by 1.2% to £137.17 at Band D.**
- (ii) That the net revenue budget for 2016/17 of £12.55m be approved, as submitted.**
- (iii) That Special Expenses of £270,909 and a Band D charge of £23.93 be agreed in respect of the unparished area for 2016/17.**
- (iv) That the capital programme for 2016/17 be approved as submitted and that the indicative capital budgets in the programme for future years be noted.**
- (v) That the projected future deficits on the revenue account be noted and the Medium Term Financial Strategy continue to be reviewed and refined to ensure that decisions are taken to develop a balanced budget in 2017/18 and subsequent years.**
- (vi) That the Minimum Revenue Provision Statement be approved, as submitted.**

- (vii) That the prudential indicators and limits for 2015/16 to 2018/19 be approved, as submitted.**
- (viii) That the statement on the robustness of the level reserves be noted.**
- (ix) That a further £2,000,000 of New Homes Bonus Reserve be allocated towards the Broadbridge Heath Leisure Centre capital project.**
- (x) That the decision to accept the proposed four year settlement be delegated to the Cabinet Member for Finance and Assets, in consultation with the Section 151 Officer, once the detail of the four year settlement has been finalised and the results of the consultation announced.**

#### **REASON**

**To meet the Council's statutory requirement to approve the budget and the prudential indicators before the start of a new financial year.**

This page is intentionally left blank



## Report to Council

24th February 2016

By the Cabinet Member for Finance and Assets



### DECISION REQUIRED

Not exempt

## COUNCIL TAX RESOLUTION 2016/17

### Executive Summary

This report seeks approval to the formal 2016/17 Council Tax resolution, setting out the Council Tax to be levied in each parish and for each property band. It is proposed to increase the District-wide Council Tax by 1.2% from £135.54 to £137.17 and to set the Special Charge in the unparished area at £23.93. Precepts from the County Council, Police and Crime Commissioner and parishes have been received and form part of the overall Council Tax.

### Recommendations

The Council is recommended to resolve:

1. The Council Tax Base 2016/17 be noted
  - a. for the whole Council area as 58,207.9 (Item T in the formula in section 31B of the Local Government Finance Act 1992, as amended (the "Act") and
  - b. for dwellings in those parts of its area to which as Parish Precept or Special Expenses relates as shown below:

Parish	2016/17 tax base
Amberley	313.6
Ashington	1,119.6
Ashurst	147.0
Billingshurst	3,664.4
Bramber	411.1
Broadbridge Heath	1,819.0
Coldwaltham	462.5
Colgate	796.0
Cowfold	812.0
Henfield	2,417.8
Itchingfield	696.9
Lower Beeding	531.7
North Horsham	8,421.4
Nuthurst	1,022.8
Parham	120.5
Pulborough	2,466.9
Rudgwick	1,326.6
Rusper	779.6
Shermanbury	284.4
Shipley	607.8
Slinfold	847.1
Southwater	4,200.0
Steyning	2,559.2
Storrington & Sullington	3,170.9
Thakeham	854.4
Upper Beeding	1,428.2
Warnham	959.2
Washington	1,037.2
West Chiltington	2,183.1
West Grinstead	1,313.0
Wiston	97.1
Woodmancote	271.3
Horsham Town	11065.6
Total	58,207.9

2. That the Council Tax requirement for the Council's own purposes for 2016/17 (excluding Special Expenses and Parish precepts) is £137.17.
3. That the following amounts be calculated for the year 2016/17 in accordance with Sections 31 to 36 of the Act:

- (a) £87,052,606.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
- (b) £76,133,902.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £10,918,704.00 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
- (d) £187.58 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- (e) £2,934,256.00 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act
- (f) £137.17 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

(g)				
Parish	Precept Amount £	Council Tax at Band D		
		Parish Precept/ Special charge for Unparished Area £	Basic Amount of District Council Tax £	Total £
		£	£	£
Amberley	17,935.00	57.19	137.17	194.36
Ashington	92,737.00	82.83	137.17	220.00
Ashurst	10,989.00	74.78	137.17	211.95
Billingshurst	280,790.00	76.63	137.17	213.80
Bramber	20,876.00	50.78	137.17	187.95
Broadbridge Heath	87,985.00	48.37	137.17	185.54
Coldwaltham	13,988.00	30.25	137.17	167.42
Colgate	12,400.00	15.58	137.17	152.75
Cowfold	37,288.64	45.92	137.17	183.09
Henfield	175,050.00	72.40	137.17	209.57
Itchingfield	54,477.00	78.17	137.17	215.34
Lower Beeding	12,307.00	23.15	137.17	160.32
North Horsham	282,726.00	33.57	137.17	170.74
Nuthurst	33,245.00	32.50	137.17	169.67
Parham	3,860.00	32.04	137.17	169.21
Pulborough	180,010.00	72.97	137.17	210.14
Rudgwick	62,848.00	47.37	137.17	184.54
Rusper	25,100.00	32.20	137.17	169.37
Shermanbury	16,500.00	58.01	137.17	195.18
Shipley	25,694.66	42.27	137.17	179.44
Slinfold	49,760.00	58.74	137.17	195.91
Southwater	324,468.00	77.25	137.17	214.42
Steyning	238,793.86	93.31	137.17	230.48
Storrington & Sullington	164,000.00	51.72	137.17	188.89
Thakeham	37,615.00	44.03	137.17	181.20
Upper Beeding	125,000.00	87.53	137.17	224.70
Warnham	58,139.38	60.61	137.17	197.78
Washington	37,930.40	36.57	137.17	173.74
West Chiltington	110,526.00	50.63	137.17	187.80
West Grinstead	64,227.00	48.92	137.17	186.09
Wiston	4,128.00	42.52	137.17	179.69
Woodmancote	8,100.00	29.86	137.17	167.03
Horsham Town - Special charge	264,762.00	23.93	137.17	161.10

being the amounts given by adding to the amount at (f) above the amounts of the special items relating to the dwellings in those parts of the Council's area mentioned above, calculated by the Council, in accordance with section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

4. To note that the County Council have proposed precepts and the Sussex Police and Crime Commissioner has notified precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below:

<b>Band Authority</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
West Sussex County Council	805.26	939.47	1,073.68	1,207.89	1,476.31	1,744.73	2,013.15	2,415.78

<b>Band Authority</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Sussex Police and Crime Commissioner	99.27	115.82	132.36	148.91	182.00	215.09	248.18	297.82

The Horsham District Figures are shown below:-

<b>Band Authority</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Horsham District Council	91.45	106.69	121.93	137.17	167.65	198.13	228.62	274.34

5. That, having calculated the aggregate in each case of the amounts at 3 and 4 above the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2016/17 for each part of its area and for each of the categories of dwellings:

<b>BAND</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Amberley	1,034.11	1,206.46	1,378.81	1,551.16	1,895.86	2,240.56	2,585.27	3,102.33
Ashington	1,051.20	1,226.40	1,401.59	1,576.80	1,927.19	2,277.59	2,628.00	3,153.60
Ashurst	1,045.83	1,220.14	1,394.44	1,568.75	1,917.36	2,265.96	2,614.58	3,137.50
Billingshurst	1,047.06	1,221.58	1,396.08	1,570.60	1,919.61	2,268.63	2,617.66	3,141.19
Bramber	1,029.83	1,201.48	1,373.11	1,544.75	1,888.03	2,231.30	2,574.58	3,089.50
Broadbridge Heath	1,028.23	1,199.60	1,370.96	1,542.34	1,885.08	2,227.82	2,570.56	3,084.68
Coldwaltham	1,016.14	1,185.51	1,354.86	1,524.22	1,862.93	2,201.64	2,540.36	3,048.43
Colgate	1,006.37	1,174.10	1,341.82	1,509.55	1,845.00	2,180.45	2,515.91	3,019.10
Cowfold	1,026.59	1,197.70	1,368.79	1,539.89	1,882.08	2,224.28	2,566.48	3,079.78
Henfield	1,044.25	1,218.29	1,392.33	1,566.37	1,914.45	2,262.53	2,610.62	3,132.74
Itchingfield	1,048.10	1,222.78	1,397.46	1,572.14	1,921.51	2,270.87	2,620.24	3,144.29
Lower Beeding	1,011.41	1,179.98	1,348.54	1,517.12	1,854.25	2,191.38	2,528.53	3,034.23
North Horsham	1,018.36	1,188.09	1,357.81	1,527.54	1,866.99	2,206.44	2,545.90	3,055.08
Nuthurst	1,017.65	1,187.26	1,356.86	1,526.47	1,865.69	2,204.90	2,544.12	3,052.95
Parham	1,017.34	1,186.90	1,356.45	1,526.01	1,865.12	2,204.22	2,543.34	3,052.01
Pulborough	1,044.63	1,218.73	1,392.83	1,566.94	1,915.14	2,263.35	2,611.56	3,133.88
Rudgwick	1,027.56	1,198.83	1,370.08	1,541.34	1,883.86	2,226.38	2,568.91	3,082.69
Rusper	1,017.44	1,187.02	1,356.59	1,526.17	1,865.31	2,204.46	2,543.61	3,052.33
Shermanbury	1,034.65	1,207.10	1,379.53	1,551.98	1,896.86	2,241.74	2,586.63	3,103.96
Shipley	1,024.16	1,194.86	1,365.55	1,536.24	1,877.63	2,219.01	2,560.41	3,072.49
Slinfold	1,035.14	1,207.67	1,380.18	1,552.71	1,897.75	2,242.79	2,587.85	3,105.42
Southwater	1,047.48	1,222.07	1,396.64	1,571.22	1,920.38	2,269.54	2,618.71	3,142.45
Steyning	1,058.19	1,234.55	1,410.91	1,587.28	1,940.00	2,292.73	2,645.47	3,174.56
Storrington & Sullington	1,030.46	1,202.21	1,373.94	1,545.69	1,889.17	2,232.66	2,576.15	3,091.38
Thakeham	1,025.33	1,196.22	1,367.10	1,538.00	1,879.77	2,221.54	2,563.33	3,075.99
Upper Beeding	1,054.33	1,230.06	1,405.77	1,581.50	1,932.94	2,284.38	2,635.83	3,162.99
Warnham	1,036.39	1,209.12	1,381.85	1,554.58	1,900.04	2,245.50	2,590.97	3,109.16
Washington	1,020.36	1,190.42	1,360.48	1,530.54	1,870.66	2,210.77	2,550.90	3,061.08
West Chiltington	1,029.73	1,201.36	1,372.97	1,544.60	1,887.84	2,231.08	2,574.33	3,089.20
West Grinstead	1,028.59	1,200.03	1,371.45	1,542.89	1,885.75	2,228.61	2,571.48	3,085.77
Wiston	1,024.33	1,195.05	1,365.76	1,536.49	1,877.93	2,219.37	2,560.82	3,072.98
Woodmancote	1,015.89	1,185.20	1,354.51	1,523.83	1,862.45	2,201.08	2,539.71	3,047.66
Horsham Town - Special charge	1,011.93	1,180.59	1,349.24	1,517.90	1,855.20	2,192.51	2,529.83	3,035.79

6. To note that the Council 's basic amount of Council Tax for 2016/17 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

Horsham District Council Tax Band D

2015/16	2016/17	Council Tax increase
40.03	£141.71	1.20%

As the billing Authority the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2016/17 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 522K Local Government Act 1992.

7. To note that from 1 April 2016, changes to the Council Tax discount policies will affect empty properties in classes C and D, relating to unfurnished and vacant property and for uninhabitable property and the current discounts will be removed. This was previously approved at the Council meeting on 9th December 2015.

## Reasons for Recommendations

To meet the Council's statutory requirement to set a Council Tax.

<b>Background Papers</b>	<b>Report to Cabinet 28<sup>th</sup> January 2016 Report to Council 9<sup>th</sup> December 2015</b>
<b>Consultation</b>	<b>None</b>
<b>Wards Affected</b>	<b>All</b>
<b>Contact</b>	<b>Dominic Bradley, Head of Finance ext. 5302</b>

## **Background Information**

### **1 Introduction**

#### **The purpose of this report**

- 1.1 The purpose of this report is to enable the Council to calculate and set the Council Tax for 2016/17.

#### **Background/Actions taken to date**

- 1.2 The Cabinet met on 28<sup>th</sup> January 2016 and received a report from the Director of Corporate Resources on the 2016/17 Budget and the Medium Term Financial Strategy. The report was accepted and recommendations made to Council to agree the revenue and capital budgets for 2016/17 and the Special Expenses for the unparished area. The recommendation was to increase the District-wide Council Tax by 1.2% from £135.54 to £137.17 and set the Special Charge on the unparished area at £23.93.

### **2 Statutory and Policy Background**

#### **Statutory background**

- 2.1 The statutory requirements for the Council Tax resolution are contained in the Local Government Finance Act 1992 as amended by the Localism Act 2011. The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 came into force on 25<sup>th</sup> February 2014 and require that immediately after any vote is taken at a budget decision meeting of an authority there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.

### **3 Details**

- 3.1 Precept requirements have been received from all the parishes within the district and from West Sussex County Council and the Sussex Police and Crime Commissioner. These figures, together with the proposed District tax and Special Charge are incorporated in the detailed tables included in the Council Tax resolution.
- 3.2 From 1 April 2016, the Council Tax discount policies for empty properties in classes C and D, relating to unfurnished and vacant property and for uninhabitable property, will change and will be removed. This was previously approved at the Council meeting on 9th December 2015. In summary:
  - Horsham District Council will not award any discount period on empty and unfurnished homes; 100% council tax will be payable.
  - Horsham District Council will not award any discretionary discount for vacant property; 100% council tax will be payable.



The other policies remain unchanged, as summarised below:

- Horsham District Council has determined that Council Tax payable in respect of long-term empty properties (over 2 years) will be 100% of Council Tax due plus an additional premium of 50% of Council Tax due.
- Horsham District Council will not award a Council Tax discount on second homes; 100% council tax will be payable.

Further information and detail is available on the Census website at <http://revsandbens.centralsussex.gov.uk>

#### **4 Other Courses of Action Considered but Rejected**

- 4.1 The Council is required to set a Council Tax. No other course of action has been considered.

#### **5 Staffing Consequences**

- 5.1 The staffing consequences of the proposed budget have been included in the report to Cabinet.

#### **6 Financial Consequences**

- 6.1 The financial consequences of the proposed budget have been included in the report to Cabinet.

**Consequences of the Proposed Action**

<p>What are the risks associated with the proposal?</p> <p>Risk Assessment attached No</p>	<p>CRR01 Financial Source: The Council is reliant on Central Government funding. Event: Grant funding from Central Government is less generous than assumed in the MTFS plan.</p>
<p>How will the proposal help to reduce Crime and Disorder?</p>	<p>There is no specific impact on Crime and Disorder.</p>
<p>How will the proposal help to promote Human Rights?</p>	<p>There is no specific impact on Human Rights.</p>
<p>What is the impact of the proposal on Equality and Diversity?</p> <p>Equalities Impact Assessment attached Yes/No/Not relevant</p>	<p>There is no specific impact on Equality and Diversity.</p>
<p>How will the proposal help to promote Sustainability?</p>	<p>There is no specific impact on sustainability.</p>

## **CenSus Joint Committee (Central Sussex Partnership)**

Minutes of a meeting held in  
the Gordon Room, Town Hall, Worthing  
at 10.00am on Friday 11 December 2015

### **Present:**

Councillors: Daniel Humphreys (Chairman), Worthing Borough Council  
Mark Nolan, Worthing Borough Council  
Jim Funnell, Adur District Council  
Brian Donnelly, Horsham District Council  
Jonathan Ash-Edwards, Mid Sussex District Council

### **Apologies:**

Councillors: Neil Parkin, Adur District Council  
Gordon Lindsay, Horsham District Council  
Gary Marsh, Mid Sussex District Council

### **Also Present:**

Jane Eckford, Director for Customer Services, Adur and Worthing Councils  
Paul Brewer, Director for Digital & Resources, Adur and Worthing Councils  
Paul Tonking, Head of Worthing Revenues and Benefits Service  
Carol Stephenson, Partnership & Business Support Manager, Adur and Worthing Councils  
Neil Terry, Senior Democratic Services Officer, Adur and Worthing Councils  
Andrew Mathias, Senior Solicitor, Adur and Worthing Councils  
Katharine Eberhart, Director of Corporate Resources, Horsham District Council  
Tim Delany, Head of CenSus Revenues and Benefits, Mid Sussex District Council  
Peter Stuart, Head of Finance: CenSus CFO, Mid Sussex District Council

### **CJC/017/15-16      Declarations of Interest**

None.

### **CJC/018/15-16      Minutes**

**Resolved** that the minutes of the meeting of the Committee held on 25 September 2015 be agreed and signed by the Chairman

### **CJC/019/15-16      Urgent Items**

None.

## **CJC/020/15-16      Draft Revenue and Capital Budgets for 2016/17**

The Committee received a report from the Head of Finance, CenSus, setting out the draft revenue and capital budgets for both the Revenues and Benefits service and ICT service for 2016/17.

Members noted an overall increase to the previous year's budget of £127K. Officers advised that this was due, in part, to the removal of the SERPS National Insurance discount.

The Committee was informed that the budget also included a new post to specialise in the Business Rate Retention scheme in order to maximise income and oversee appeals. This was being financed from the savings realised from outsourcing printing and postage output via the County Council contract.

### **Resolved:**

That the Census Joint Committee approved the revenue and capital budgets for both the Revenues and Benefits Service and the ICT Service.

## **CJC/021/15-16      Revenues and Benefits Performance Update**

A report was presented by the Head of Revenues and Benefits, Census, which set out the performance and activity of CenSus Revenues and Benefits since the September Committee meeting.

The Committee noted the performance targets for the quarter.

Officers advised that that staff turnover remained high and despite recent recruitment exercises, 7 vacancies remained in Revenues and 3 in Benefits. Officers had recorded feedback that indicated staff departures were not as a consequence of the salary paid. However, Census was experiencing increasing difficulties in attracting applicants who were suitable for vacant posts, with indications that starting salary was an issue. Offering a starting salary at an additional scale point or two above the base start point, "dependant on experience", was considered as a possible solution.

Members questioned who was responsible for advising on recruitment and suggested that if salaries were the barrier, they needed to be increased. Officers advised that they were working with the Human Resources and Communications teams in Mid Sussex to review the process and the content of job advertisements.

It was noted that all 3 authorities had received a 'Qualification' in the auditor's letter following the subsidy audit. One-off errors aside, the errors identified concerned "income" and in Mid Sussex' case, misclassification of overpayments. The Committee noted that Officers were analysing the errors identified.

### **Resolved:**

That the CenSus Joint Committee noted the performance and activity of the Service.

## **CJC/022/15-16      ICT Service Performance Update 2015/16**

A report was presented by the Head of CenSus ICT, which outlined the CenSus ICT service performance and the budget position as at the end of October 2015.

The Committee noted that :-

- Census ICT Service Delivery had continued to strike a balance between service & project delivery, maintaining a historic low of outstanding calls together with an SLA performance above the required 85% on all 3 sites;
- Work was progressing at Adur and Worthing on implementing a Digital focussed strategy with a defined technology set – CenSus was currently involved in supporting an externally sourced consultancy to quantify / validate the opportunities & benefits associated with moving to Infrastructure as a Strategy (IaaS) & to develop a realistic schedule for developing such a strategy;
- Work was also progressing to transform the approach to ICT related security matters (PSN; Server patching; proactive system monitoring) from a project to a ‘business as usual’ activity; currently Server patching status was over 90% up to date. An upgrade of out of support Microsoft 2003 server operating systems was complete with the exception of a single server in Worthing that would be completed by the end of November;
- ICT Disaster Recovery – the software product (Veeam) for rapid back-ups & cross site storage had been implemented across the partnership sites & its effectiveness validated in a live incident situation;
- The G/On remote access device had been steadily deployed across the Partnership as & when requested by the Business areas;
- Ongoing Change Management processes had significantly improved governance & disciplines to minimise uncontrolled activities & minimise risk, ultimately reducing the number of incidents across all sites. In Q1 2016, these manual processes would be automated as part of the new Service Desk tool implementation;
- The restructuring of CenSus ICT had progressed on schedule to the defined process & was moving from the formal 30 day consultation period through to implementation of the structural changes. Full implementation was scheduled for the 1<sup>st</sup> week of January 2016;
- There had been no cross Partnership P1 Level service interruption events of note during the quarter.

**Resolved,**

The Census Joint Committee:-

- a. noted the operational performance of the CenSus ICT service;
- b. noted the current status of the CenSus & site specific ICT project progress;
- c. noted the proposed Project Portfolio for 2016/17;
- d. noted progress to date on ICT process development & restructuring of the team; and,
- e. noted the status of major ICT incident occurrence within the last quarter.

**CJC/023/15-16      A review of the current partnership arrangement for the delivery of the Adur Revenues and Benefits Service**

A report was presented by the Head of Worthing Revenues and Benefits Service, which informed the Committee that on 8<sup>th</sup> October 2015, Adur and Worthing Members had agreed to review the current partnership arrangements for the delivery of the Adur Revenues and Benefits Service.

The Committee noted that the partnership had been successful in stabilising the Adur Revenues and Benefits Service during the time that it had been in existence, but now Adur and Worthing Members felt it was appropriate that they consider alternative ways of working to consolidate the service for both Adur and Worthing residents.

Adur and Worthing Councils had already embarked on a project locally and it was hoped that following the meeting, further more in depth work could be undertaken, in conjunction with colleagues from both Horsham and Mid Sussex Councils, to allow due consideration of all of the issues and allow a further report to be submitted to Adur and Worthing Members in February 2016.

The Director for Customer Service at Adur and Worthing Councils thanked the Head of Revenues and Benefits (Census) for the work undertaken by his team and advised that an options appraisal would be brought to the Census Joint Committee in March 2016.

**Resolved,**

That the Census Joint Committee:-

- i) noted the contents of the report to the Joint Strategic Committee at Adur and Worthing Councils and subsequent minutes;
- ii) noted that a further report would be presented in March 2016, advising of the outcome of the exploratory work and Adur's intention as to whether it wished to remain within the current partnership agreement for the delivery of the Adur Revenues & Benefits Service;

- iii) noted that arrangements were already in place for any one or more of the existing partners to serve notice on or after 1<sup>st</sup> April 2016 if they wish to withdraw from the existing partnership arrangement for the delivery of the Adur Revenues & Benefits Service.

#### **CJC/024/15-16      Joint Committee Work Programme 2015/16**

The Director for Digital & Resources at Adur and Worthing Councils outlined the proposed work items for the remaining meetings in 2015/16.

The Committee was also advised that an additional item entitled 'Infrastructure as a Service Strategy' would be brought to the Committee meeting in March 2016.

#### **Resolved,**

That the Census Joint Committee agreed the Work Programme for 2015/16.

#### **CJC/025/15-16      Next Meeting**

#### **Resolved,**

That the CenSus Joint Committee noted that the next meeting was scheduled to take place at 10.00am on 18<sup>th</sup> March 2016 in the Queen Elizabeth II Room, Shoreham Centre, Shoreham-by-Sea.

The meeting was declared closed by the Chairman at 10.28am, having commenced at 10.00am.

**Chairman**

This page is intentionally left blank



**ACCOUNTS, AUDIT & GOVERNANCE COMMITTEE**  
**6<sup>TH</sup> JANUARY 2016**

Present: Councillors: Godfrey Newman (Chairman), Stuart Ritchie (Vice-Chairman), Paul Clarke, Brian Donnelly, Ian Howard, Paul Marshall

Apologies: Councillor: Adrian Lee

Also present: Councillor: Leonard Crosbie  
Paul King, Audit Director, Ernst & Young  
Katharine Eberhart, Director of Corporate Resources  
Dominic Bradley, Head of Finance  
Paul Miller, Chief Internal Auditor  
Julian Olszowka, Group Accountant (Technical)

AAG/31 **MINUTES**

The minutes of the meeting held on 23<sup>rd</sup> September 2015 were approved as a correct record and signed by the Chairman.

AAG/32 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

AAG/33 **ANNOUNCEMENTS**

There were no announcements.

AAG/34 **ANNUAL AUDIT LETTER 2014/15**

The Committee received and noted the Annual Audit Letter 2014/15, which summarised key issues arising from the 2014/15 audit. The detailed findings of the 2014/15 audit had been reported to the last meeting of the Committee.

Paul King, Audit Director, Ernst & Young drew attention to a new requirement effective from 1<sup>st</sup> April 2016 whereby all local authorities would be required to account for Highways Network Assets (e.g. footways, unadopted roads on industrial estates, cycleways, street furniture etc.). The Head of Finance indicated that work was already underway in preparation for this requirement.

AAG/35 **ANNUAL AUDIT AND CERTIFICATION FEES 2015/16**

Paul King, Audit Director, Ernst & Young, advised the Committee of the audit and certification work proposed to be undertaken for the 2015/16 financial year. This would be the first audit undertaken following the closure of the Audit Commission and the framework contract would now be overseen by Public Sector Audit Appointments Ltd. The responsibility for

AAG/35 Annual Audit and Certification Fees 2015/16 (cont.)

publishing the statutory Code of Audit Practice under which the Auditors would conduct their audit work had transferred to the National Audit Office.

The indicative audit fee for 2015/16 reflected the risk-based approach to audit planning set out in the Code of Audit Practice and it was currently anticipated that it would be lower than the planned fee for 2014/15, as the scale fee had been reduced by 25% following the further tendering of audit contracts in March 2014.

The indicative certification fee for 2015/16 for housing benefit subsidy claim certification was based on the actual 2013/14 fees and also incorporated the 25% reduction.

Both fees would be reviewed and updated as necessary following completion of the 2014/15 audits.

It was anticipated that the plan for the audit of the financial statements would be issued in March 2016.

AAG/36 **AUDIT PROGRESS REPORT**

Paul King, Audit Director, Ernst & Young, summarised the work undertaken by the External Auditors since the last meeting and gave an overview of plans for the 2015/16 audit.

He drew Members' attention to a new approach to their work on value for money arrangements, with a single overall criterion and reporting by exception.

The main issue of concern for Members related to the 2014/15 Grant Certification Work which had identified a high level of local authority (LA) error and administrative delay overpayments in respect of housing benefits. As this had been a concern in previous years, CenSus had carried out a substantial amount of staff training and worked on correcting claims during 2014/15 as part of an overall action plan, which had resulted in the discovery of a high level of overpayments which took them to just below the threshold. During the audit, the auditor identified additional errors, which when extrapolated, breached the Department of Work and Pensions' (DWP) upper threshold resulting in the Council being required to repay the entire overpayment subsidy back to the DWP, resulting in a significant amount of lost subsidy.

It was expected that the implementation of the action plan would have more impact in 2015/16, resulting in a lower error rate.

AAG/36 Audit Progress Report (cont.)

Members were concerned that, although this situation had been highlighted previously, a high level of errors was still occurring. They agreed that the Finance and Performance Working Group should be asked to investigate this further with the Head of CenSus Revenues and Benefits to ascertain what action was being taken to address this issue.

RESOLVED

That the Finance and Performance Working Group be asked to require the Head of CenSus Revenues and Benefits to attend a meeting of the Working Group to explain what action was being taken to address the issue of LA error in respect of housing benefit claims and to answer Members' questions thereon.

AAG/37 **TREASURY MANAGEMENT STRATEGY 2016/17**

The Director of Corporate Resources reminded Members that the Council had significant investments which required an overall strategy as well as sets of practices and procedures to identify, monitor and control the associated risks. The Treasury Management Strategy for 2016/17, which both fulfilled legal requirements and provided a workable framework for day-to-day operations, was therefore submitted for approval.

The strategy had been prepared taking account of the general economic situation, statutory requirements and relevant Government and Council policies. The new strategy added investment options of corporate bonds & funds and, subject to a £5,000,000 overall limit, funds pooling bonds, equities & property. The Committee was advised that many other West Sussex local authorities invested in pooled funds. The balance between risk and reward was discussed.

Details of the current treasury portfolio were submitted together with information in respect of the borrowing and investment strategies, treasury management indicators, the policy on the use of financial derivatives, the Council's treasury management advisers, staff training and the investment of money borrowed in advance of need.

RECOMMENDED

- (i) That the Treasury Management Strategy for 2016/17 be approved.
- (ii) That the Treasury Management Indicators for 2016/17 be approved.

AAG/37 Treasury Management Strategy 2016/17 (cont.)

REASONS

- (i) The Council has adopted the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2011 Edition which requires the Council to approve a treasury management strategy before the start of each financial year.
- (ii) The Department for Communities and Local Government issued revised guidance on local authority investments in March 2010 that requires the Council to approve an investment strategy before the start of each financial year.

AAG/38 **TREASURY MANAGEMENT ACTIVITY AND PRUDENTIAL INDICATORS  
MID YEAR REPORT 2015/16**

The Director of Corporate Resources presented a report on treasury management activity and prudential indicators for the first half of 2015/16.

The report confirmed that, during this period, the Council had complied with its legislative and regulatory requirements and the statutory borrowing limit, the Authorised Limit, had not been breached.

At 30<sup>th</sup> September 2015, the Council's external debt was £4,000,000 and its investments totalled £35,400,000 including call accounts and money market funds.

It was noted that, during the first half of 2015/16, the Council's cash balances had been invested in accordance with the Council's treasury management strategy, with interest of £130,000 being earned on investments, an average return of 0.7%.

RESOLVED

That the mid-year treasury management stewardship report and mid-year prudential indicators for 2015/16 be noted.

REASON

The report meets the requirements of the relevant CIPFA Codes of Practice for Treasury Management and Prudential Indicators in Capital Finance.

AAG/39 **RISK MANAGEMENT – QUARTERLY UPDATE REPORT**

The Director of Corporate Resources presented the latest quarterly update of the Corporate Risk Register.

The Senior Leadership Team had reviewed all outstanding actions on the corporate risk register and updated the comments to reflect the current position for each risk. It was noted that the current level of risk in respect of grant funding from Government (CRR01) had been moved from medium to high following the outcome of the Government Spending Review and an additional action to develop a medium term plan had been added. It had been agreed that the following risks would be removed from the corporate risk register as they were now considered to be low risk: Five year land supply (CRR04); Council generally risk averse (CRR10); Skill shortages (CRR11); and Lone workers (CR15).

The Committee suggested that two new risks should be considered in respect of: the impact of continued local authority overpayment error in respect of housing benefit claims and the period during which the Council would not have a Director of Corporate Resources in post following the departure of the current post-holder.

A new Risk Management Strategy for 2015 to 2019 had been approved by the Senior Leadership Team to replace the previous strategy.

**RESOLVED**

- (i) That the report be noted.
- (ii) That two new risks be added to the Corporate Risk Register in respect of: the impact of continued local authority overpayment error in respect of housing benefit claims and the period during which the Council would not have a Director of Corporate Resources in post following the departure of the current post-holder.

**REASON**

To ensure that the Council has adequate risk management arrangements in place.

AAG/40 **INTERNAL AUDIT – QUARTERLY UPDATE REPORT**

The Chief Internal Auditor submitted a report summarising the work of the Internal Audit Section since September 2015.

AAG/40 Internal Audit – Quarterly Update Report (cont.)

A summary of audit findings in respect of Security, Vehicle Management and Maintenance, Elections and Backup and Recovery (all of which had achieved an overall audit opinion of satisfactory assurance); and Car Parks and Trade Waste (both limited assurance) was submitted.

It was noted that the audit plan for 2015/16 was currently on schedule.

A summary of other work undertaken by Internal Audit over the last three months was also submitted.

RESOLVED

That the summary of audit and project work undertaken since September 2015 be noted.

REASONS

- (i) To comply with the requirements set out in the Public Sector Internal Audit Standards 2013.
- (ii) The Committee is responsible for reviewing the effectiveness of the Council's system of internal control.

AAG/41 URGENT MATTERS

There were no urgent matters to be considered.

AAG/42 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That, under Section 100A(2) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information, as defined in Part I of Schedule 12A of the Act, by virtue of the paragraph specified against each item, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

AAG/43 **INTERNAL AUDIT – QUARTERLY UPDATE REPORT ON AUDIT  
FOLLOW UPS (PARAGRAPH 3)**

The Chief Internal Auditor submitted a report summarising progress since September 2015 on the implementation of actions in respect of audits undertaken in 2015/16, 2014/15, 2013/14 and 2012/13.

RESOLVED

- (i) That progress in terms of agreed actions implemented since September 2015 be noted.
- (ii) That the position in respect of the specific areas highlighted by the Chief Internal Auditor be noted.

RESOLVED

The Committee is responsible for reviewing the effectiveness of the Council's system of internal control.

AAG/44 **DIRECTOR OF CORPORATE RESOURCES**

Members expressed their thanks to Katharine Eberhart, Director of Corporate Resources for her service during her time with the Council and wished her well in her new appointment at West Sussex County Council.

The meeting finished at 7.56pm having commenced at 6.00pm.

**CHAIRMAN**

This page is intentionally left blank



**SCRUTINY & OVERVIEW COMMITTEE**  
**11<sup>TH</sup> JANUARY 2016**

Present: Councillors: Leonard Crosbie (Chairman), Alan Britten, Roger Clarke, Matthew French, Tony Hogben, Nigel Jupp, Brian O'Connell, David Skipp, Ben Staines, Michael Willett

Apologies: Councillors: David Coldwell (Vice-Chairman) John Chidlow, Paul Clarke, Jonathan Dancer, Tim Lloyd

Officers: Katharine Eberhart, Director of Corporate Resources

Also present: Councillors: Christian Mitchell, Godfrey Newman, Tricia Youtan

SO/45 **MINUTES**

The minutes of the meeting of the Committee held on 9<sup>th</sup> November 2015 were approved as a correct record and signed by the Chairman.

SO/46 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

SO/47 **ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COMMITTEE OR THE CHIEF EXECUTIVE**

There were no announcements.

SO/48 **REPLIES FROM CABINET/COUNCIL REGARDING SCRUTINY AND OVERVIEW RECOMMENDATIONS**

The Committee received the reply from Council to the recommendation made by the Scrutiny and Overview Committee to amend the Council's Constitution to include a revision of the planning determination process.

This revision arose following concerns and discussions raised by Members of both the Finance and Performance Working Group and the Business Improvement Working Group, so that in the event of a Development Control Committee proposing a decision that would be likely to have significant cost implications for the Council, the decision could be referred for determination by full Council.

The Committee was pleased to see that the recommendation had been accepted by Council and suggested that if a planning application did follow this process, then the Councillors from the other Development Control Committee should familiarise themselves with the site and application, in order to make their decision at the Council meeting.

SO/48 Replies from Cabinet/Council regarding Scrutiny and Overview recommendations (cont.)

If a case did arise in this situation, the planning application would be heard in its entirety at the Council meeting, exactly as it had happened at the Development Control meeting.

This process would be more democratic and the Council as a whole would be responsible for the decision.

There were some concerns raised by Members about how the process would work in practice, so it was suggested that six months after the new structure had been in place, the Committee would review the process and how it operated.

A procedure note was being drafted by the Director of Planning, Economic Development and Property and the Head of Legal Services, this document would then be presented to the Chairman of the two Development Control Committees for consideration, the Scrutiny and Overview Committee requested that this document be presented to the this Committee before it was approved, as it had originated from Scrutiny and Overview.

RESOLVED

That the reply from Council to the Committee's recommendation be received.

REASON

All replies from Council and Cabinet to recommendations of the Committee are to be received.

SO/49 **BUSINESS IMPROVEMENT WORKING GROUP – NOTES OF THE MEETING HELD 10<sup>TH</sup> NOVEMBER 2015**

The Chairman of the Business Improvement Working Group presented the notes of the meeting held 10<sup>th</sup> November 2015.

The main focus of the Working Group was the review of the S106 process. The Working Group established how the S106 process worked and made three recommendations which would form part of the final report of the review. At the next meeting the Working Group would look at the West of Horsham as a sample case.

In addition, the Group was also looking at Business Transformation and the new programme.

The Committee referred to the agenda and questioned the second bullet point on page 12 of the agenda which set out a term of reference for the S106 review: "Commission an immediate comparison analysis of S106 agreements supported by...a specialist firm of suitably qualified external legal advisers",

SO/49 Business Improvement Working Group – Notes of the meeting held 10<sup>th</sup> November 2015 (cont.)

and how this would be taken forward, the Working Group would report back its next meeting.

The Working Group was anticipating completing this review and presenting its final report and recommendations in May 2016.

The Committee also asked the Chairman of the Working Group to establish the latest position on the recruitment of the new Planning Obligations Officer.

RESOLVED

That the notes of the Business Improvement Working Group meeting held 10<sup>th</sup> November 2015, be received

REASON

All notes of Working Group meetings are to be received by the Committee

SO/50 CRIME AND DISORDER WORKING GROUP – NOTES OF THE MEETING HELD 14<sup>TH</sup> DECEMBER 2015

The Chairman of the Crime and Disorder Working Group presented the notes of the meeting held on 14<sup>th</sup> December 2015.

The Group had reviewed the Community Safety Partnership Plan and its three priorities: Alcohol and Drugs, Vulnerable Victims and Casualty Reduction. The Partnership was three quarters of the way through its delivery year and the updates were presented by the Community Safety Manager, Chief Inspector at Sussex Police and the Community Safety Officer, on behalf of Fire and Rescue.

The Committee noted that good progress had been made to this point and Members of the Working Group had been very impressed with the comprehensive presentation, the quality of work that all three groups had undertaken and the attention to detail.

The Working Group was due to meet again in April 2016 to receive an update at the end of the delivery year and looking forward to the forthcoming year.

The Committee noted the update and welcomed the suggestion that a similar presentation made by the officers and Police be given at a future meeting of the Council so that all Members could recognise the work of this Partnership. The Chairman of the Group would endeavour to organise this presentation.

SO/50 Crime and Disorder Working Group – Notes of the meeting held 14<sup>th</sup> December 2015 (cont.)

RESOLVED

That the notes of the Crime and Disorder Working Group meeting held 14<sup>th</sup> December 2015, be received

REASON

All notes of Working Group meetings are to be received by the Committee

SO/51 **FINANCE AND PERFORMANCE WORKING GROUP – NOTES OF THE MEETING HELD 18<sup>TH</sup> NOVEMBER 2015**

The Chairman of the Working Group presented the notes of the meeting held 18<sup>th</sup> November 2015. Since this meeting the Group had met twice informally to review the Council's Budget 2015/16 and the financial forecast.

In December the Members met informally with the finance officers and discussed the revenue and the capital budget. Overall the Council was forecasting a balanced budget for costs and Members noted that there were a number of capital projects in the pipeline.

Business cases for the medium term capital budget projects would be reviewed by the Working Group.

In January the Members met informally with the Cabinet and discussed the financial settlement from central Government, the potential deficit and it also gave Members the opportunity to ask questions of the Cabinet in terms of the Budget.

The Committee discussed briefly the option to increase Council Tax in the District and the New Homes Bonus.

At the informal meeting Members had also discussed in depth the emerging expense in relation to housing benefits as a result of errors in the department, which had led to the department exceeding its regulatory acceptable errors limit. The Committee noted that the Government could claim the money back which had been paid in error to residents and this amounted £180,000.

CenSus was a shared service and Horsham was partners with Mid-Sussex and Adur and Worthing Councils; however Mid-Sussex Council was the lead authority in housing benefits, but Members noted that the loss was across all three partners. This error rate had been ongoing since 2013/14 and the Working Group would continue to monitor this area. The Committee also noted that two Cabinet Members from Horsham sat on the CenSus Joint Committee.

SO/51 Finance and Performance Working Group – Notes of the meeting held 18<sup>th</sup> November 2015 (cont.)

RESOLVED

That the notes of the Finance and Performance Working Group meeting held 18<sup>th</sup> November 2015, be received

REASON

All notes of Working Group meetings are to be received by the Committee

SO/52 **SOCIAL INCLUSION WORKING GROUP – NOTES OF THE MEETING HELD 30<sup>TH</sup> NOVEMBER 2015**

The Chairman of the Social Inclusion Working Group presented the notes of the meeting held 30<sup>th</sup> November 2015.

The Working Group had received a report on Digital Inclusion which highlighted a problem on the Council's website in terms of accessibility. Members noted that had since been addressed and now there was a clear link from the Home page on the website to the accessibility pages.

The Working Group had identified and supported the importance of maintaining face to face contact for residents who required this when accessing services as the Council became more digitally advanced. The Committee strongly supported this and emphasised its importance.

The Working Group was concerned about the CenSus Revenues and Benefits performance data and the problems suffered by those who received benefits, there was concern over slow and overpayments and the Group would continue to monitor this, this was also supported by the Committee.

RESOLVED

That the notes of the Social Inclusion Working Group meeting held on 30<sup>th</sup> November 2015, be received

REASON

All notes of Working Group meetings are to be received by the Committee

SO/53 **HEALTH PROVISION WORKING GROUP –CHAIRMAN’S UPDATE**

The Committee noted that the Health Provision Working Group on 17<sup>th</sup> December 2015 had been cancelled and the next meeting would be held on Monday 25<sup>th</sup> January 2016.

RESOLVED

That an update from the Health Provision Working Group be received

REASON

All Working Group updates are to be received and approved by the Committee.

SO/54 **TO RECEIVE ANY SUGGESTIONS FOR THE SCRUTINY AND OVERVIEW WORK PROGRAMME**

There were no suggestions for the Scrutiny and Overview work programme.

SO/55 **ITEMS NOT ON THE AGENDA BUT CONSIDERED URGENT**

None.

The meeting finished at 7.15 pm having commenced at 6.00 pm.

CHAIRMAN

## Report to Council

24<sup>th</sup> February 2016

By the Cabinet Member for Planning and Development

### **DECISION REQUIRED**



Not Exempt

## **Community Infrastructure Levy (CIL) Draft Charging Schedule Consultation**

### **Executive Summary**

The Horsham District Planning Framework was adopted in November so the Council is looking to develop its Community Infrastructure Levy (CIL) that will set a charge on new development to help fund infrastructure set out in the Local Plan. The Community Infrastructure Levy (CIL) is a new charge on development that came into force through the Community Infrastructure Levy Regulations in 2010. CIL is intended to fund a range of infrastructure that is needed as a result of development and will run alongside Section 106 agreements.

The purpose of this report is for Cabinet to approve the Council's Community Infrastructure Levy (CIL) Draft Charging Schedule for a six week public consultation and submission to the CIL Examiner for independent examination.

The report also sets out the next steps which the Council will need to take towards the adoption of the CIL charge.

### **Recommendations**

Council is asked to approve the following recommendations:

- i) To approve the Community Infrastructure Levy Draft Charging Schedule, and supporting documents for consultation purposes.
- ii) To authorise the Cabinet Member for Planning and Development to approve the Community Infrastructure Levy Draft Charging Schedule for submission to examination, if there is no change proposed to the rates following consultation.
- iii) That Development has delegated authority to agree minor editorial changes.

### **Reasons for Recommendations**

- i) The Draft Charging Schedule is the next stage in preparing the Community Infrastructure Levy. The Infrastructure Delivery Plan (IDP) sets out what

infrastructure is required to support new growth and how developer contributions from the CIL are likely to be spent.

## **Background Papers**

Community Infrastructure Levy Viability Update Assessment February 2016

**Wards affected:** All (except the area within the South Downs National Park)

**Contact:** Dr Chris Lyons, Director of Planning, Economic Development & Property/  
Julia Dawe Planning Policy Advisor.



## **Background Information**

### **1 Introduction and Background**

- 1.1 The Horsham District Planning Framework was adopted in November so the Council is looking to develop its Community Infrastructure Levy (CIL) that will set a charge on new development to help fund infrastructure set out in the Local Plan. Following a commitment by the Council to adopt and implement the CIL, the procedure set out in the CIL Regulations 2010 (as amended) must be followed.
- 1.2 CIL provides a charge per square metre for additional floorspace and is charged for applicable development that meets the legislative requirements. Further details are provided below in respect of the Charging Schedule. The implications in respect of Section 106 of the Town and Country Planning Act 1990, (Planning Obligations) are also addressed in this report in respect of approving a Regulation 123 List.
- 1.3 In line with this, a CIL Preliminary Draft Charging Schedule was prepared and consulted on in July 2014. The next stage is to produce a Draft Charging Schedule sets out the proposed charges for each development for the borough and supporting evidence base documents. These consist of:-
- Draft Charging Schedule including a Regulation 123 List: - a list of infrastructure types or schemes to be wholly or partly funded by money raised through CIL.
  - CIL Viability Assessment: - this provides justification for the rates proposed in the Charging Schedule.
  - Infrastructure Delivery Plan: - to demonstrate that there is an infrastructure funding gap in Horsham District.
- 1.4 This report seeks approval for the public consultation on the Community Infrastructure Draft Charging Schedule and supporting evidence base of the Infrastructure Delivery Plan (IDP) (attached at appendix 2). The current consultation represents a generally similar proposal to the last consultation except for a higher charge to the rate for residential. This is the result of the updated viability assessment which finds that rising house values (even taking account of increased build costs) would now support a rate of £125 -£150/sq. m. For this reason a charge of £135/sq m which falls in the middle of the viability range is now proposed. The report seeks approval for the documentation to be published for a six week period when representations on the Schedule and supporting documents will be invited.

### **2 Relevant Policies and Guidance**

- 2.1 In March 2012 the Government published the National Planning Policy Framework (NPPF). One key element the NPPF is to ensure that sufficient infrastructure for example transport, community, leisure, health and education has been identified to support new development and that development

identified in the development plan is viable. CIL was introduced by the Planning Act 2008 and its application in subsequent CIL Regulations issued in 2010 and amended thereafter, as a tool which local authorities can choose to charge on new development within its area, when it is viable to do so.

- 2.2 The Horsham District Planning Framework (adopted November 2015) sets out what development is likely to come forward over the Plan period to 2031. The CIL charge ensures that an appropriate levy is set to ensure that the plan is economically viable and sufficient infrastructure is identified to deliver the proposed development.

### 3 Details

- 3.1 Horsham District Council has been working with infrastructure providers and agencies in considering and estimating the costs of the local requirements associated with supporting the HDPF level of growth to be accommodated across the District as a whole. This ensures that new development is served by necessary infrastructure in a predictable, timely and effective fashion. It sets out key infrastructure and facility requirements for new development, taking account of existing provision and cumulative impact.

- 3.2 Infrastructure is taken to mean any service or facility that supports the Horsham District area and its population and includes (but is not limited to) facilities for transport, affordable housing, education, health, social infrastructure, green infrastructure, public services, utilities and flood defences. In the case of the current scope of the CIL, affordable housing is assumed to be outside that and dealt with in the established way through site specific planning (s.106) agreements.

- 3.3 Taking account of the viability evidence on different types of development and geographical differences, which has taken account of the to the need to ensure that charges will not prejudice the majority of development in the district, particularly that needed to meet the targets set out in the HDPF Strategy, the following levy rates are proposed:

Development Type	Levy
<b>District-Wide (except Strategic Site)</b>	
Residential	£135/sqm (no significant change from previous consultation)
Retail (supermarkets, superstores and retail warehousing)	£100/sqm (no change from previous consultation)
All Other Retail (A1-A5 and sui generis)	£0/sqm (change from previous consultation)
All other development (including B, C1, C2 and D uses)	£0/sqm (no change from previous consultation)

<b>Strategic Site (North Of Horsham)</b>	
Residential	£0/sqm
Non-residential	£ as District-Wide Non-Residential above

- 3.4 The Charging Schedule is based on viability (ie what development can afford to pay) and as shown on the above table relates primarily to residential development, although retail provision would be required to provide for CIL, this would include for example out of centre supermarkets and retail warehouses. Proposals for employment provision within the Borough would not be CIL liable. CIL has the ability to be reviewed in the future, as appropriate for example, as economic conditions and viability change. The rates would also be indexed each year to reflect changes in construction costs in line with CIL Regulations.
- 3.5 A charging authority has the ability to set out an instalment policy that allows payment of CIL to be made over a longer period of time. This can be particularly important for larger schemes where phased payments provide the opportunity for managing cash flow as a site progresses, and assists the prospect of development taking place. It is recommended that there is an instalment policy included which will be submitted for consideration alongside the Draft Charging Schedule.
- 3.6 The CIL Regulations allow a charging authority to decide if it wishes to offer exceptional circumstances relief, where the amount of CIL does become negotiable based on the viability of a particular development. If a charging authority does not choose to put exceptional circumstances relief in place, it cannot be used.
- 3.7 During the previous consultation, some respondents suggested the Council should offer exceptional circumstances relief. It was concluded at that time there was no pressing case to do so, and that sites eligible for relief are likely to be few in number. Further, introducing the proposal would undermine some of the key benefits of CIL – its clarity and simplicity of application, and the confidence it would give to all involved in development about what their obligation would be. This remains the case, and accordingly it remains recommended that the Council does not offer exceptional circumstances relief.
- 3.8 The CIL Regulations allow a charging authority to accept land or infrastructure in lieu of the CIL charge. Valuation of this land and/or infrastructure and procedures for this are set out in the CIL Regulations. The Council will consider this form of payment in the appropriate circumstance.

## **4 Next Steps**

- 4.1 Once approved for consultation the draft Community Infrastructure Draft Charging Schedule and supporting evidence base will be consulted upon. The consultation will run for six weeks in March to April. Following this, minor modifications can be made to the Charging Schedule where appropriate; these will be published for comment, before submission to the CIL Examiner.

The proposed timetable is set out below:-

Consultation on the Draft Charging Schedule	March/April 2016
Submission	May 2016
Examiner's Report	September 2016
Adoption	October 2016

## **5 Outcome of Consultations**

- 5.1 The previous round of consultation, the Preliminary Draft Charging Schedule, was undertaken alongside the HDPF Proposed Submission Consultation from May to June 2014. 25 bodies or person responded to the consultation of which most were parishes, statutory consultees or developers. Two individual residents responded.
- 5.2 The majority of the comments regarded the charge to be too high or wished to have additional zones or classes which charged a lower rate. The summary of consultations is included in the consultation document
- 5.2 The Monitoring Officer and the Director of Corporate Resources have been consulted during the preparation of the CIL.

## **6 Other Courses of Action Considered but Rejected**

- 6.1 There were other variations of the charging schedule considered but rejected for the reason given below;
- 6.2 Variable Rate – More zones could be introduced across the District which reflects the variation in viability calculations ranging from £125/150 to £200/sq. m. This may increase yield, but there is a risk and cost due to the fact that within areas there may be variations in vitality that are site specific. This could cause delay and additional costs to developers and the Council in the planning application process that is contrary to the intention of the CIL charge.

## **7 Financial Consequences**

- 7.1 In setting charges CIL regulations require the Council to strike an appropriate balance between the desirability of funding infrastructure through CIL and the potential effects, taken as a whole, on the economic viability of development across the district. The adoption of CIL is important to help fund infrastructure

needed to support growth in the area. It is considered that the Council has greater control over how and when CIL is spent compared to Section 106.

7.2 Preparation and examination of the charging schedule will be funded within existing budgets, including consultancy support where required.

7.3 Although not directly a Horsham District Council financial matter it should be noted that part of the funds raised can be used by local communities to address the impacts of new development in their neighbourhood (essentially 15% of receipts to Parish Councils and 25% where a Neighbourhood Plan is made).

## **8 Legal Consequences**

8.1 The ability to charge CIL is statutory power available to local planning authorities under the Planning Act 2008, with procedural and substantive details contained in secondary legislation, particularly the Community Infrastructure Levy Regulations 2010 and subsequent amending regulations.

8.2 The procedural requirements leading up to the adoption of CIL are set out in regulations and, in addition, once CIL is adopted, the Council is required to meet certain regulatory requirements, including bi-annual recording and reporting of CIL income and CIL spending.

## **9 Staffing Consequences**

9.1 There are no establishment staffing consequences resulting from this decision. The implementation of CIL will be undertaken by a number of departments in the Council however these are already involved in processing Section 106 agreements which will largely be replaced by CIL.

## **10 Risk Assessment**

10.1 There is a significant risk that if CIL is not adopted, there will be inadequate funding available to deliver the infrastructure required to meet the needs of new development in the area. Delay in adopting CIL will lead to a potential loss of capital funding.

## Appendix 1

### Consequences of the Proposed Action

How will the proposal help to reduce Crime and Disorder?	There are no crime and disorder implications as a result of this report.
How will the proposal help to promote Human Rights?	None directly but each of the priorities and associated projects would be considered on a case by case basis.
What is the impact of the proposal on Equality and Diversity?	An Equalities Impact Assessment has been carried out as part of this process and no adverse effects have been identified as it is a financial tool rather than a specific policy document.
How will the proposal help to promote Sustainability?	CIL is informed by the Horsham District Planning Framework (HDPF) which seeks to ensure that development which takes place in the future meets the needs of current and future residents of including the provision of adequate infrastructure. A Strategic Environmental Assessment Screening Opinion has been undertaken and no adverse effects have been identified as it is a financial tool rather than a specific policy document.

Horsham District Council  
Community Infrastructure Levy  
Draft Charging Schedule

**February 2016**

## Consultation – Community Infrastructure Levy: Draft Charging Schedule

The consultation on the Community Infrastructure Levy (CIL): Draft Charging Schedule is the second stage in the preparation of a CIL Charging Schedule. All responses received will be considered prior to submitting the Draft Charging Schedule for independent examination.

Comments on the Draft Charging Schedule should be sent to the Council by:

Email: [strategic.planning@horsham.gov.uk](mailto:strategic.planning@horsham.gov.uk)

Post:

Strategic Planning Team  
Parkside  
Chart Way  
Horsham  
RH12 1RL

The consultation period on the Draft Charging Schedule runs from XXXX to XXXX. Please note that all comments will be made public.

For further information please visit the Council's website at [www.horsham.gov.uk/planningpolicy/planning-policy/community-infrastructure-levy](http://www.horsham.gov.uk/planningpolicy/planning-policy/community-infrastructure-levy) alternatively, please call the Strategic Planning Team on XXXXXXXX.



# CONTENTS

<b>INTRODUCTION</b>	3
What is the Community Infrastructure Levy?	3
What is the purpose of this document?	3
What area is covered by this document?	3
Which types of new development need to pay CIL?	4
Which types of development are exempt or gain relief from paying CIL?	4
What will CIL be spent on?	5
How does CIL relate to Section 106?	6
How will CIL be calculated and collected?	7
When will the charge rates change or be reviewed?	7
<b>EVIDENCE BASE</b>	9
The Horsham District Planning Framework	9
Anticipated CIL Revenue	9
Infrastructure Funding Gap	10
Assessing the potential viability impacts of CIL	11
<b>DRAFT CHARGING SCHEDULE</b>	15
Calculating the Chargeable Amount of CIL	16
Statement of Conformity	16
<b>OTHER MATTERS BEING CONSULTED ON</b>	18
CIL Instalments Policy	18
Regulation 123 List	18
Payments in Kind	19
Discretionary Relief from CIL	19
<b>ANNEX 1: Draft Regulation 123 List</b>	21

# 1. INTRODUCTION

## What is the Community Infrastructure Levy?

- 1.1 The Community Infrastructure Levy (CIL) is a charge placed on new development. The funds raised help to pay for a wide range of infrastructure to support development across Horsham District. CIL is intended to supplement rather than replace other infrastructure funding streams and to help ensure that new development is supported by the infrastructure it requires, which in turn helps to ensure that the Horsham District Planning Framework (HDPF) can be implemented effectively. CIL funds are meant to help fund new, or upgrade existing infrastructure to support growth, rather than being used simply in order to cover the cost of existing deficiencies.
- 1.2 The powers for Councils to introduce CIL were provided by Part 11 of the Planning Act 2008 and by the CIL Regulations 2010, which came into force in May 2010 and have since been amended by the CIL Amendment Regulations 2011, 2012, 2013 and 2014.

## What is the purpose of this document?

- 1.3 This Draft Charging Schedule is the second stage in the preparation of Horsham's CIL and is produced for the purposes of consultation under Regulation 16 of the CIL Regulations 2010 (as amended). The document, including the proposed charge rates set out below, has been amended in order to take account of the consultation responses received on the 'Preliminary Draft Charging Schedule' in addition to the new and updated evidence base that has been prepared since the previous consultation in early summer 2014.
- 1.4 Following the consultation on this Draft Charging Schedule, the document will be submitted, together with copies of any representation received, for examination by a planning inspector.

## What area is covered by this document?

- 1.5 The CIL Charging Area covered by this document comprises the area of Horsham District, except those parts in the south of the District that fall within the boundaries of the South Downs National Park.
- 1.6 The South Downs National Park Authority (SDNPA) is a CIL Charging Authority in its own right and intends to introduce its own CIL within its area. Until the National Park CIL is in place, Horsham District Council will continue to collect Section 106 contributions from relevant development within the National Park areas at the south of the District under the current delegation planning agreement between the two authorities.
- 1.7 The Charging Area relevant to this document is shown on **Map 1** (see below).

### **Which types of new development need to pay CIL?**

- 1.8 The charge is levied on new building developments that create net additional floorspace, where the gross internal area of the new build will be more than 100 sq.m. The charge is also levied on those developments creating one or more new dwellings, even where the gross internal floorspace of the new build is less than 100 sq.m (but see exemptions below).
- 1.9 Where CIL is chargeable there will be a legal obligation to pay it and it will not be negotiable. Anybody involved in a new development can take on the liability to pay the CIL charge but ultimately, if nobody else takes on this liability, it will fall to the landowner to pay the CIL. In order to benefit from the Council's proposed payment instalments policy, somebody must let the Council know that they will be liable for the CIL charges.

### **Which types of development are exempt or gain relief from paying CIL?**

- 1.10 The levy will not be charged on redevelopment or changes of use that do not involve a net increase in floorspace. Sub-divisions of existing dwellings to form other dwellings will also not be charged. Structures which are not buildings, or which people do not normally go into will not be liable, in accordance with the CIL regulations. The CIL Regulations make a range of exemptions, in addition to providing relief from CIL in some circumstances. These are set out in the National Planning Guidance and, at the time of preparing this document, include:
- Development of less than 100 square metres (see Regulation 42 on Minor Development Exemptions) – unless this is a whole house, in which case the levy is payable;
  - Houses, flats, residential annexes and residential extensions which are built by 'self builders' (see Regulations 42A, 42B, 54A and 54B, inserted by the 2014 Regulations);
  - Social housing that meets the relief criteria set out in Regulation 49 or 49A (as amended by the 2014 Regulations);
  - Charitable development that meets the relief criteria set out in Regulations 43 to 48;
  - Buildings into which people do not normally go (see Regulation 6(2));
  - Buildings into which people go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery (see Regulation 6(2));
  - Structures which are not buildings, such as pylons and wind turbines;
  - Vacant buildings brought back into the same use (see Regulation 40 as amended by the 2014 Regulations);
  - Mezzanine floors of less than 200 square metres, inserted into an existing building, unless they form part of a wider planning permission that seeks to provide other works as well; and
  - Any total levy liability calculated to be less than £50 is deemed to be zero, so no levy is due.

## What will CIL be spent on?

- 1.11 There is a wide range of infrastructure that CIL can be used to fund, as long as everything funded helps to support the development of the area. The intention is that the infrastructure funded through the levy will help to deliver the development proposed within the Horsham District Planning Framework (HDPF), which was adopted in November 2015. The focus of infrastructure spending from the levy should be on the provision of new infrastructure required to support growth and it should only be used to improve existing deficiencies where these will be made worse by proposed new development.
- 1.12 The Council's immediate priorities for spending CIL receipts are set out in a document known as a 'Regulation 123 List'. The draft Regulation 123 List is included as Annex 1 of this document and its contents will be subject to independent examination alongside the Charging Schedule. In addition to providing some clarity about what the Council intends to spend CIL receipts on, the Regulation 123 List provides payers of CIL with the information they need to ensure that the Council is not seeking to 'double charge' for infrastructure items through both CIL and through the residual Section 106 contributions that may still be required in certain circumstances, once CIL is introduced. To be clear, the Council will not require Section 106 contributions for any infrastructure project or type that is included on the Regulation 123 List for funding in part or in whole through CIL.
- 1.13 In accordance with the Localism Act 2011 and the CIL Regulations, a portion of CIL receipts (known as the 'neighbourhood share') will be passed directly to those Parish and Neighbourhood Councils where development has taken place (see Regulation 59A for details). Where chargeable development takes place, up to £100 per existing council tax dwelling can be passed to the Parish or Neighbourhood Council, each year, to be spent on local priorities (see Regulation 59C for details). The spending priorities for the 'neighbourhood share' are determined locally and are not included within Horsham District Council's Regulation 123 List. Local areas could choose to use some of the 'neighbourhood share' to develop a neighbourhood plan where it would support development by addressing the demands that development places on the area.
- 1.14 Normally the 'neighbourhood share' will amount to 15% of the relevant CIL receipts (subject to the annual limit referred to above). However, areas that draw up a neighbourhood plan or neighbourhood development order (including a community right to build order), and secure the consent of local people in a referendum, will benefit from 25% of the levy revenues arising from the development that takes place in their area. This amount will not be subject to an annual limit. For this to apply, the neighbourhood plan must have been 'made' before a relevant planning permission first permits development.
- 1.15 The CIL Regulations provide for Charging Authorities to apply up to 5% of CIL receipts to the fund the administrative costs incurred in the introduction and operation of CIL. The Council proposes to make use of these powers, although the amount that will be spent on CIL administration will reflect the costs incurred,

the extent of which are not yet known.

### **How does CIL relate to Section 106?**

- 1.16 Horsham District Council currently collect financial contributions from new development through legal agreements signed under Section 106 of the Town and Country Planning Act 1990 (as amended). These contributions are also known as 'planning obligations'.
- 1.17 Through the introduction of the CIL legislation, the Government has 'scaled back' the use of planning obligations as CIL is viewed as a replacement for the use of planning obligations in many, but not all, circumstances. With the introduction of CIL the use of planning obligations is restricted to site-specific impacts of new development, necessary on-site infrastructure and the provision of affordable housing.
- 1.18 Since April 2015, Regulation 123 of the CIL Regulations has placed a national restriction on the traditional approach of 'pooling' Section 106 contributions from numerous developments towards the provision of infrastructure, such as schools or roads. Such pooling is now only permissible for up to five separate planning obligations, for any given infrastructure project or type, that have been secured since April 2010.
- 1.19 Once CIL is introduced across Horsham District, the Council intends that the levy receipts will be used to fund much of the necessary infrastructure that was previously funded through the pooling of Section 106 contributions. However, the use of Section 106 contributions will continue in certain circumstances as is permitted under the new legislation. Therefore, both CIL and a scaled-back use of planning obligations will operate side by side in Horsham, as is the case in many parts of the country. The Council proposes to continue the use of planning obligations for the following main purposes:
  - The provision of affordable housing (which falls outside of the CIL regime);
  - Securing delivery of key on-site infrastructure that is required to mitigate the impact of larger developments;
  - The provision of other site-specific measures, either on or off-site, which are necessary to make any given development acceptable in planning terms; and
  - For other purposes which do not require developer contributions, such as regulating the use of land (which falls outside of the CIL regime).
- 1.20 Further detail on the purposes for which the Council will continue to seek planning obligations can be found on the Draft Regulation 123 List attached as Annex 1 of this document. In addition, a revised Planning Obligations and Affordable Housing Supplementary Planning Document is currently being prepared and this will be published for consultation prior to the CIL Examination.

### **How will CIL be calculated and collected?**

- 1.21 The CIL liability for any development is calculated at the point at which it is first permitted, usually by the granting of planning permission. The 'chargeable amount' will be calculated in accordance with Regulation 40 of the CIL Regulations 2010 (as amended) and this will involve multiplying the net additional 'gross internal area'<sup>1</sup> of the development by the relevant charge rate (or rates) in £ per square metre, taking any relevant demolitions into account.
- 1.22 For the majority of chargeable development, Horsham District Council will be the 'Collecting Authority' and once a development has been first permitted, the Council will issue a 'liability notice' setting out the amount of CIL due for payment once the development commences. The liability notice will also provide details of the procedure for paying CIL and indicate the likely consequences of any non-payment of CIL liability. The CIL Regulations provide powers for Collecting Authorities to take enforcement action, which may include financial penalties or the stopping of development.
- 1.23 Although CIL charges will become liable on commencement of that development, the Council is proposing to provide an 'instalments policy' which will set out the circumstances in which CIL liability may be paid in instalments over a period of time, following commencement of the development (see Section 4 below). It should be noted that CIL payers would need to undertake certain steps in order to benefit from the instalments policy, such as assuming liability to pay CIL and issuing a 'commencement notice' to the Council, prior to the commencement of development.
- 1.24 The CIL Regulations provide the Council with the discretion to accept CIL payments 'in kind', such as through the transfer of land or the completion of infrastructure works on or off the development site. The Council is proposing to allow payments in kind in line with the CIL Regulations.<sup>2</sup> It will remain in the Council's discretion whether to accept payments in kind.

### **When will the charge rates change or be reviewed?**

- 1.25 The 'indexation' of levy charge rates is provided for to ensure that rates continue to reflect the costs of infrastructure provision that the levy will be used to fund. An annual index-linked adjustment to rates is set out in CIL Regulation 40 (as amended). This will involve the use of the 'All-in Tender Price Index', published by the Building Cost Information Service (BCIS). The adjustment to charge rates will be applied from 1<sup>st</sup> January each year, using the index figure published by the BCIS for the previous 1<sup>st</sup> November.
- 1.26 In addition to annual indexation, the Council will have a duty to keep its adopted

---

<sup>1</sup> The Council will use the definition of 'gross internal area' set out by the Valuation Office Agency which can be found on their website: <https://www.gov.uk/government/publications/measuring-practice-for-voa-property-valuations#a2>

<sup>2</sup> See Regulations 73 and 74 (as amended) and 73A and 73B, which were inserted by the CIL (Amendment) Regulations 2014.

levy rates under review to ensure that they remain appropriate over time. The Council will need to consider both the planning policy context within which the levy operates as well as wider economic and market-related changes over time, which may indicate the need to adjust rates to ensure that they do not adversely impact on the overall viability of development across the District.

- 1.27 If evidence emerges to indicate that the adopted charge rates are no longer appropriate, the Council will commence the process of a formal review of the Charging Schedule. This will involve the same evidence requirements, consultation opportunities and examination that were required to introduce the initial Charging Schedule.

## 2. EVIDENCE BASE

- 2.1 The CIL legislation requires charge rates set out within a charging schedule to be informed by the 'appropriate available evidence'. In summary, this will include:
- Evidence of the need to introduce CIL, in terms of the need for infrastructure to support the growth of the area and the anticipated costs of providing the necessary infrastructure;
  - Evidence of the anticipated revenue CIL could generate for funding infrastructure, relating to the amount of new development that is planned; and
  - Evidence of the potential impact of the proposed CIL charge rates on the economic viability of development across the area.
- 2.2 Having prepared an evidence base, the CIL Regulations then require the Charging Authority to strike an appropriate balance between the desirability of funding infrastructure from CIL, taking account of other anticipated funding sources, and the potential effects that the introduction of CIL could have on the economic viability of development across the Charging Authority's area.

### **The Horsham District Planning Framework**

- 2.3 The Horsham District Planning Framework (HDPF) is the District's 'Local Plan' and was adopted by the Council in November 2015. This document sets out how much development will take place in the period to 2031 and indicates, for strategic development, where that development will be located. The HDPF also identifies the level of development that is anticipated to come forward through Neighbourhood Development Plans and through 'windfalls'.
- 2.4 Policy 15 of the HDPF indicates that a total of 16,000 dwellings are planned for, although some have already been permitted or completed, or are likely to have been permitted when CIL is introduced. These new homes will not be liable to pay CIL. This means that it is likely that only one third of the planned homes have the potential to contribute to CIL over the remainder of the plan period.
- 2.5 In terms of non-residential development, Policy SD2 anticipates a new business park will be developed as part of the strategic development at North Horsham, with an indicative employment floorspace of 46,450 sq.m. Policy SD3 includes the potential for the development of up to 6,000 sq.m in retail floorspace at the new North Horsham local centre. Further retail and leisure development is anticipated to come forward as part of the redevelopment within the Broadbridge Heath Quadrant Opportunity Area, although no floorspace targets are set out within the policy.

### **Anticipated CIL Revenue**

- 2.6 Based on the anticipated level of development within the HDPF, summarised above, the proposed CIL rates (see Table 1) have been used to produce an indicative projection of CIL revenue. The total below is for the remaining plan



period to 2031 and takes account of the likely impact of CIL relief for social housing and for self-build dwellings, but disregards the effect of annual indexation and any future review of CIL rates, which cannot be known at this stage. Using the above assumptions, the projected revenue from CIL would be **£24,122,875**.

### **Infrastructure Funding Gap**

- 2.7 In order to establish the need to charge CIL, the Council must draw on its infrastructure planning work undertaken to support the HDPF. In essence, this needs to demonstrate that the gap in funding, between the total cost of infrastructure required to deliver development proposed in the HDPF and the known sources of funding, is sufficient to justify the need for CIL and the rates proposed.
- 2.8 The Horsham District Infrastructure Delivery Plan (IDP) was prepared in 2014 to support the Examination of the HDPF, and was published for consultation alongside the Preliminary Draft Charging Schedule. The IDP identified infrastructure schemes proposed to be funded, in whole or in part, through CIL and these amounted to £37,333,174.
- 2.9 Since the publication of the IDP in May 2014 the HDPF has successfully passed through its Examination and has been adopted. Consequently, there have been a number of changes in the nature and level of infrastructure requirements needed to support the development now set out within the adopted HDPF. Reflecting this, the Council has undertaken a thorough review of the infrastructure schedule, which was set out in Appendix A of the IDP, in order to bring it up-to-date for the purposes of the CIL evidence base.
- 2.10 The review did not include a comprehensive revision of the whole IDP, but focussed on the main infrastructure schedule, which lists the individual requirements, the likely costs, funding sources and the bodies responsible for delivery. The review included extensive engagement during the second half of 2015, with infrastructure and service providers. This included: West Sussex County Council; neighbouring local authorities; all of Horsham's parish and neighbourhood councils; statutory agencies; utility companies; the emergency services and other service providers.
- 2.11 The outcome of the review and engagement process is that the infrastructure, which is required to support the implementation of the HDPF, and which is identified for funding through CIL, now amounts to an anticipated cost of £38,181,985<sup>3</sup>. Therefore, the overall 'funding gap' is **£14,059,110**. In reality the gap is anticipated to be somewhat larger as, under the CIL Regulations, a portion of the total CIL revenue must be passed to local communities to spend on their own local priorities. Whilst the updated infrastructure schedule takes account of these priorities, where they have been identified to the Council, these are not included within the updated total infrastructure cost figure set out above.

---

<sup>3</sup> The revised Infrastructure Schedule shows the projected costs as a range and the figure indicated here is the mean point in that range.

2.12 Given the substantial overall funding gap, evidenced through the revised infrastructure schedule and referred to above, the Council considers that there is clear justification for the need to introduce CIL across Horsham District.

### **Assessing the potential viability impacts of CIL**

2.13 The CIL guidance states that charging authorities should use an area-based approach, involving a broad test of viability across their area. The emphasis, drawing on recent changes to the CIL legislation, is for the authority to demonstrate how the proposed CIL charge rates set an appropriate balance between securing additional investment to support new development and the impact this may have on the economic viability of development across the area.

2.14 As part of seeking to show that this balance has been achieved, the Council needed to undertake viability assessments on a sample of sites across the area covering a range of development types drawn from those proposed within the HDPF. In addition, where it is proposed to set differential rates of CIL, a more fine-grained sampling, on a higher proportion of total sites is required in order to set the boundaries between the different geographical zones or categories of use or scale of development that will be subject to differential rates.

2.15 The Council previously undertook full viability assessment work to inform the public consultation on the Preliminary Draft Charging Schedule (PDCS). That consultation took place in May and June 2014, with the viability and other evidence pre-dating that. Given the finalisation of the HDPF, the passing of time and associated market movements since the PDCS stage, the Council sought to fully update its viability evidence work, which has been undertaken by consultants at Dixon Searle Partnership (DSP) who are highly experienced in CIL viability evidence work.

#### **2.16 *Approach taken within the viability evidence***

The DSP viability update assessment employed 'residual valuation principles' as a well-established and robust approach, consistent with most other CIL and Local Plan viability assessments. This approach involves deducting the all development costs (including build costs, finance, professional fees, sales costs and HDPF policy costs) from the estimated completed development (sales) value. This provides the ability to explore whether there is a viability scope to support a CIL charge. This is considered by reviewing whether a surplus exists from which CIL may be paid, and if so how much, after realistic land value and developer's profit expectations have been taken into account.

2.17 A large number of viability appraisals (several thousand all together) were run, so that the potential surplus to support CIL payments could be considered across an appropriate range of development scenario types and new-build property sales values – all representative of the variety of development expected to come forward through the HDPF. For this strategic overview, suitable for informing CIL rate setting, it was not necessary or appropriate to appraise and review all conceivable development types and variations.

2.18 Viability evidence outcomes: Residential development

The evidence in the viability update assessment related to a range of residential development scenarios, which included retirement residential homes, throughout the District. The outcomes pointed to generally high residential property values and a high level of consistency between the residential land values across the area, when looking at the overview level appropriate to setting CIL rates. This was particularly the case when new-build housing, of the type most relevant to the HDPF delivery, was considered. Based on this evidence, DSP recommended a simple approach to CIL rates for residential development, with a single charge rate being applied across the District, with the exception of the North of Horsham Strategic Development Area where particular circumstances indicated the need for a separate rate (see below).

2.19 In terms of the level of the District-wide residential rate, it will be noted that £125 per sq.m rate was previously proposed in the PDCS. However, DSP tested a wide range of potential CIL rates in the residential appraisals, both lower and higher than the previously proposed rate. This involved a fresh look at the values and development costs and, whilst increases were noted in both values and costs, the evidence points clearly to the improvement in values more than compensating for the observed build costs increases. This means that, in general, the underlying viability positions have consolidated and viability has improved to some degree. This can be seen, for example, by the strong rate of housing delivery in recent years, including a positive track record on securing affordable housing as part of that.

2.20 The viability evidence concludes that a residential CIL rate of up to £200 per sq.m would be realistic, without significantly harming viability when considered across the District as whole. However, such a rate could be considered to be at the margins of what residential development in some parts of the District could withstand. The National Planning Guidance on CIL is clear that charging authorities should avoid setting rates to the margins of viability. For this reason, and to ensure sufficient viability for continued delivery of affordable housing across the District at the appropriate HDPF policy target rates, the Council considers that such a level of rates would be too high.

2.21 Overall, when the updated viability evidence is considered alongside the most recent evidence of infrastructure needs to support the delivery of the level of residential development set out in the HDPF, it is clear that a modest increase over the previously proposed charge rate can be justified. Based on the recommended range set out in the viability evidence, the Council is therefore proposing a District-wide residential rate of £135 per sq.m.

2.22 Viability evidence outcomes: North of Horsham Strategic Development Area

As referred to above, land values were found to be broadly consistent across the District, when considered at the strategic level, appropriate for CIL purposes. However, it is important to keep in mind that other factors also influence the outcomes of viability appraisals. Large strategic-scale development involves

considerable additional costs relating to site-specific infrastructure and other requirements necessary to make large-scale development acceptable in planning terms. Consistent with findings on similar strategic development elsewhere across the country, the evidence suggests that Section 106 (planning obligations) would prove a more adaptable and appropriate mechanism than CIL for addressing such site-specific costs with the certainty and flexibility required to ensure the strategic development remained deliverable.

2.23 Of the strategic development set out in the HDPF, the North of Horsham Strategic Development is the only remaining scheme that could be 'caught' by CIL, once introduced across Horsham District. However, there is currently no clear or detailed picture of the overall infrastructure and development requirements for that particular scheme, so DSP applied typical cost assumptions for similar strategic sites. The resulting appraisal outcomes indicate clearly that such schemes have no viability headroom for the application of a fixed CIL charge in addition to the typical Section 106 costs assumed.

2.24 Reflecting the outcomes of the viability evidence, DSP have recommended that a differential charge zone be created to include the North of Horsham Strategic Development Area, and that a £0 per sq.m CIL rate be applied within the zone for residential development.

2.25 *Viability evidence outcomes: Retail Development*

Following a similar approach to that used for residential development, the viability update assessment tested a range of retail development scenarios that could typically be expected to come forward within Horsham District. Each of these included the application of CIL rates both above and below the £100 per sq.m that was previously proposed for all retail development (Use Classes A1 – A5) in the PDCS.

2.26 The outcomes of the updated viability evidence indicate that 'larger format' retail development, such as supermarkets and retail warehouses, could be demonstrated to be generally viable with a levy rate set at £100 per sq.m. For smaller retail development however, the evidence indicated that even at lower levy rates, viability was seen to be more marginal. Therefore, the evidence suggests that a differential rate for retail development would be appropriate with 'large format' retail charged at £100 per sq.m and other types of retail development included within a £0 per sq.m rate to reduce the risk of contributing to the viability pressure on smaller retail development across the District.

2.27 *Viability evidence outcomes: Other forms of development*

The update viability assessment also considered other types of development, which fall outside of the categories referred to above. This would include business and employment development (within the 'B' Use Class) in addition to care homes/nursing homes (in Use Class C2, which are not regarded as retirement homes), leisure development, community facilities and the sorts of development for which the public sector is typically responsible, such as schools and health clinics. A number of such uses were tested by DSP and they were each found to have insufficient viability to support any level of CIL other than a 'zero rate'.

2.28 It is also important to note that, with the exception of 'employment floorspace', such uses are not forms of development proposed within the HDPF and very little additional floorspace in these sorts of uses is anticipated over the plan period. Therefore, the Council is proposing to set a 'standard CIL charge rate' of £0 per sq.m for these types of development.

### 3. DRAFT CHARGING SCHEDULE

- 3.1 The Draft Charging Schedule is set out in Table 1 below and has been prepared in accordance with the Part 11 of the Planning Act 2008 and the CIL Regulations 2010 (as amended).
- 3.2 Horsham District Council is a Charging Authority according to Part 11 of the Planning Act 2008. Horsham District Council is proposing to charge the Community Infrastructure Levy at the following rates, relative to the proposed use of development (expressed as pounds per square metre). The Charging Area is the District of Horsham, excluding those areas within the boundaries of the South Downs National Park.

**Table 1: Proposed CIL Rates (£ per square metre)**

<b>Residential Development <sup>(1)</sup></b>	<b>CIL charge per m<sup>2</sup></b>
District-wide ( <b>Zone 1</b> – See Map 1)	£135
North of Horsham Strategic Development Area ( <b>Zone 2</b> – See Map 1)	£0
<b>Other Development (Across the Charging Area)</b>	<b>CIL charge per m<sup>2</sup></b>
'Large format' Retail Development including supermarkets <sup>(2)</sup> and retail warehousing <sup>(3)</sup>	£100
'Standard Charge' (applies to all development not separately defined above, including, smaller retail development <sup>(4)</sup> , offices, warehouses, leisure, education and health facilities)	£0

#### **Notes:**

All class references are to the Use Classes as set out in the Town and Country Planning (Use Classes) Order 1987 (as amended).

<sup>(1)</sup> This includes dwelling houses (C3), retirement homes falling within C3, houses in multiple occupation (C4), and purpose-built student accommodation (C2), but excludes all other forms of 'residential institution' in C2.

<sup>(2)</sup> Supermarkets (or superstores) are shopping destinations in their own right where weekly convenience shopping needs are met and which can also include non-food floorspace as part of the overall mix of the unit.

<sup>(3)</sup> Retail warehouses are large stores specialising in the sale of: household goods (such as carpets, furniture and electrical goods); DIY items; and other ranges of goods, catering mainly for car-borne customers.

(4) 'Smaller retail development' will exclude developments falling within the definitions of supermarkets and retail warehouses (see above). For the avoidance of doubt, 'smaller retail development' will have a floor area for serving customers measuring up to and including 280 sq. m. (Sunday Trading Act 1994).

### **Calculating the Chargeable Amount of CIL**

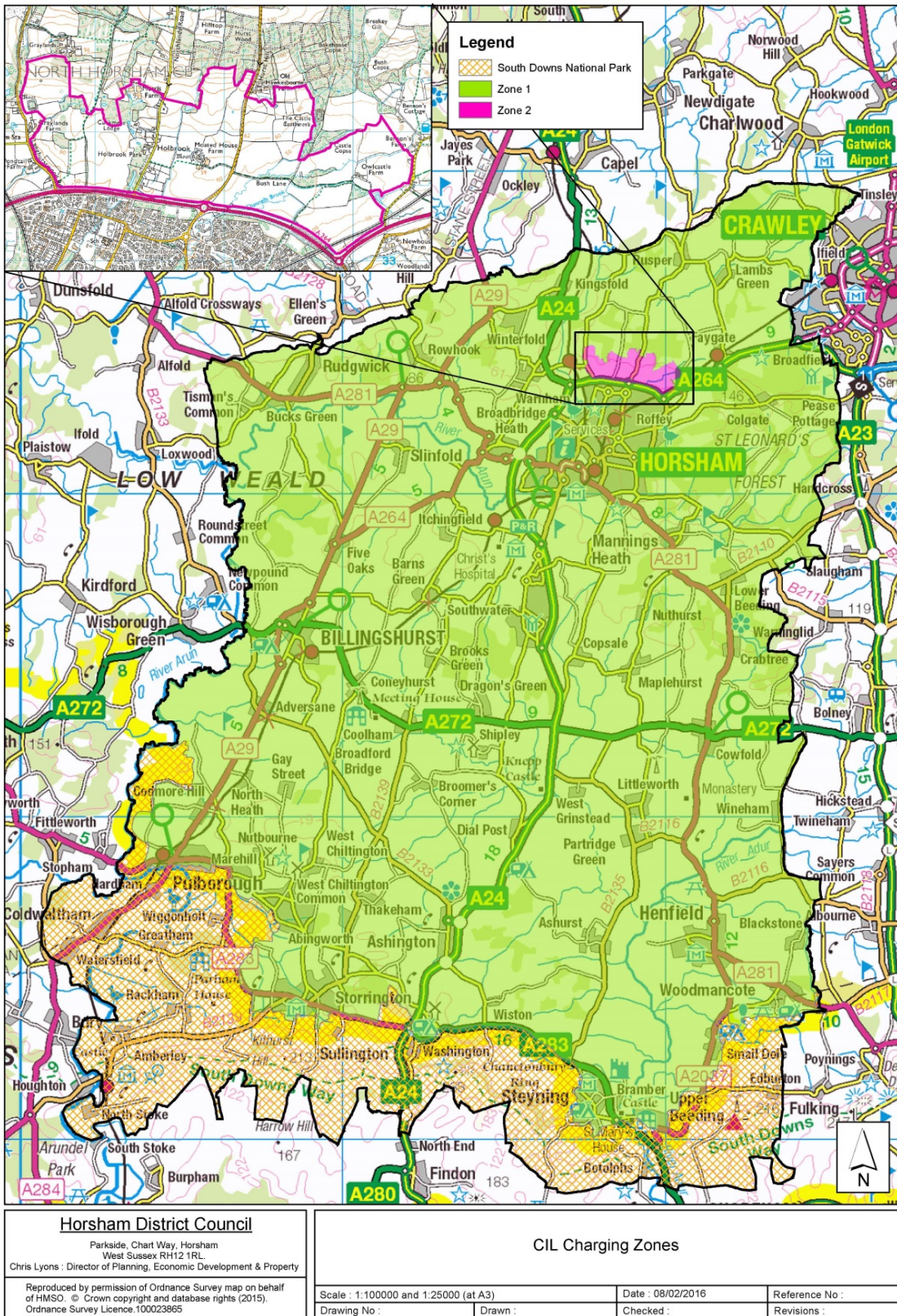
- 3.3 The Council will calculate the amount of CIL payable (the 'chargeable amount') in respect of a chargeable development in accordance with Regulation 40 of the Community Infrastructure Levy Regulations 2010 (as amended).

### **Statement of Conformity**

- 3.4 This Charging Schedule has been prepared in accordance with the requirements of Part 11 of the Planning Act 2008 and the Community Infrastructure Levy Regulations 2010 as amended by the Community Infrastructure Levy (Amendment) Regulations 2011, 2012, 2013 and 2014. The charging schedule has also been prepared having regard to the CIL Guidance, published within the National Planning Guidance.



**Map 1: The Charging Area and the Differential Rate Charge Zones for the purposes of residential development**





## 4. OTHER MATTERS BEING CONSULTED ON

- 4.1 The following matters are related to the introduction of CIL across Horsham District, but are not part of the Draft Charging Schedule. The Council has included these in the current consultation to ensure transparency in its approach and compliance with the National Planning Guidance. Comments on these matters are invited from all interested parties and the local community.

### CIL Instalments Policy

- 4.2 In accordance with Regulation 69B of the CIL Regulations 2010 (as amended), The Council proposes to apply an Instalment Policy to all development liable to pay CIL. The discretionary payment of CIL by instalments will help to provide greater flexibility in dealing with certain larger development. The CIL legislation limits the payment of CIL by instalments to given proportions of the total CIL liability that may be paid at 'x' number of days following the commencement of development.
- 4.3 It should be noted that where an outline planning permission permits the development to be implemented in phases, each phase of the development will be a separate chargeable development for CIL purposes and so the Instalment Policy will apply to each separate phase. The Council's proposed Instalment Policy is set out below:

Total CIL Liability	Proportion of CIL liability to be paid within the given period
Up to £20,000	100% within 60 days of commencement
£20,001 to £50,000	50% within 60 days of commencement
	50% within 90 days of commencement
£50,001 to £250,000	50% within 90 days of commencement
	50% within 180 days of commencement
£250,001 to £500,000	25% within 90 days of commencement
	25% within 180 days of commencement
	25% within 360 days of commencement
	25% within 540 days of commencement
£500,001 or more	25% within 180 days of commencement
	25% within 360 days of commencement
	25% within 540 days of commencement
	25% within 720 days of commencement

### Regulation 123 List

- 4.4 The Council has prepared a draft list in accordance with CIL Regulation 123 (as amended) and this can be found in Annex 1 below. The intention is that the Regulation 123 List would become effective on the same day as the Horsham District CIL Charging Schedule.

- 4.5 Where items are excluded from the list in **Annex 1**, the intention is that Section 106 (planning obligations) would continue to be used for those purposes. Further details about these 'exclusions' and the uses for which the Council will continue to rely on Section 106 will be published within a Draft Planning Obligations and Affordable Housing Supplementary Planning Document (SPD), prior to the CIL Examination.

### **Payments in Kind**

- 4.6 The CIL Regulations provide the Council with the discretion to accept CIL payments 'in kind', such as through the transfer of land or the completion of infrastructure works on or off the development site. The Council is proposing to allow payments in kind in line with the CIL Regulations.<sup>4</sup> It will remain in the Council's discretion whether to accept payments in kind.

### **Discretionary Relief from CIL**

- 4.7 The CIL Regulations allow charging authorities to permit discretionary relief from CIL in certain circumstances, which would result in a reduced, or nil CIL payment being accepted. The discretionary forms of relief available to charging authorities include:

- Development by charities for their own investment activities (as defined by Regulation 44);
- Development by charities where the mandatory charitable relief would normally constitute State Aid (as defined in Regulation 45); and,
- Where the District Council considers that there are exceptional circumstances to justify relief (as defined in Regulations 55 to 57).

4.8 *Discretionary Charitable Relief*

In accordance with Regulations 44 to 48 of the CIL Regulations 2010 (as amended) the Council proposes to offer discretionary charitable relief from CIL. There is already a mandatory relief from CIL for charitable development, which will be used mainly for charitable purposes. The additional discretionary relief the Council proposes to offer would come into effect for development where a charity has a material interest and where the purposes of the development are to generate profits that will be applied to charitable purposes.

- 4.9 The other form of discretionary charitable relief applies only in the circumstances in which the mandatory relief from CIL, for development to be used for charitable purposes, would constitute 'State aid' under EU law. In such cases, the charitable development may still benefit from the relief from CIL if the Council has satisfied itself that the offering of relief in that case would not need to be notified to and approved by the European Commission.

---

<sup>4</sup> See Regulations 73 and 74 (as amended) and 73A and 73B, which were inserted by the CIL (Amendment) Regulations 2014.

4.10 *Exceptional Circumstances Relief*

Regulation 55 of the CIL Regulations 2010 (as amended) permits a charging authority to grant relief from liability to pay CIL in 'exceptional circumstances'. This may only happen if a planning obligation (Section 106 agreement) has been entered into in respect of the planning permission that permits the chargeable development and the Council considers that payment of the levy would have an unacceptable impact on the economic viability of development. In such cases, a developer would be expected to demonstrate this (as set out in Regulation 57) via an 'open book' approach with an agreed independent valuer (paid for by the developer). Relief in exceptional circumstances can also only be granted if it does not constitute 'notifiable State aid' (as defined in European Law).

4.11 It is not the intention of the Council to offer this type of relief at present. The circumstances in which a policy of this nature would be likely to be used would be rare, given that the proposed CIL rates are based on up-to-date viability evidence. Moreover, it would impose an additional layer of complexity in the administration and management of the CIL charge and increase overall costs of CIL administration. A policy to offer 'exceptional circumstances relief' could be introduced at any stage however, and so the Council will keep this under review.

## ANNEX 1: Draft Regulation 123 List

The draft Regulation 123 List below sets out those infrastructure projects or types of infrastructure that Horsham District Council, as CIL charging authority, may wholly or partly fund by the levy.

Regulation 123 of the Community Infrastructure Levy Regulations 2010 (as amended) prohibits the use of planning obligations for infrastructure that will be funded by CIL. Infrastructure types or projects that are listed below (in the left-hand column) will not be secured through planning obligations. This is to ensure there is no duplication between the funding of infrastructure through CIL and planning obligations secured through s106 agreements.

This list should be read in conjunction with the Draft Planning Obligations and Affordable Housing Supplementary Planning Document (SPD), which will set out the borough council's approach towards seeking planning obligations. The Draft Planning Obligations and Affordable Housing SPD will be published prior to the CIL Examination.

In accordance with CIL Regulation 59 (as amended) Horsham District Council will spend CIL funds on "the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area." The inclusion of a project or type of infrastructure on the list below does not signify a commitment from the District Council to fund (either in whole or in part) the listed project or type of infrastructure through CIL. Nor does the order of infrastructure items within the list imply or signify any order of preference or priority for CIL funding. The Council will review this list annually, as part of its monitoring of CIL collection and spending.

<b>Infrastructure Projects to be funded at least in part by the CIL (provision, improvement, replacement, operation or maintenance)</b>	<b>Exclusions</b>
Transport The following district wide/strategic transport improvements: <ul style="list-style-type: none"> <li>• Public transport infrastructure improvements</li> <li>• Strategic Road corridors improvements including junctions</li> <li>• Pedestrian and cycle improvements</li> </ul>	On or off site transport and junction infrastructure required specifically to serve a new development
Education <ul style="list-style-type: none"> <li>• Additional Early Years provision</li> <li>• Additional capacity for SEND (Special Educational Need and Disability) provision in mainstream schools</li> <li>• Provision of additional primary and secondary school capacity within the borough</li> </ul>	On or off site education required specifically to serve a new development.

<ul style="list-style-type: none"> <li>• Additional capacity for Post 16 provision</li> </ul>	
<p>Leisure Sport and Open Space</p> <ul style="list-style-type: none"> <li>• Indoor and outdoor sports provision – Improvements to playing pitches</li> <li>• Improvements to open space</li> </ul>	On or off site recreation and open space provision required specifically to serve a new development.
<p>Community Facilities</p> <ul style="list-style-type: none"> <li>• Libraries</li> <li>• Health care facilities</li> <li>• Community buildings</li> </ul>	On or off site recreation and open space provision required specifically to serve a new development
<p>Public Services</p> <ul style="list-style-type: none"> <li>• Recycling</li> <li>• Capital expenditure for Emergency services</li> </ul>	NA
<p>Environmental Improvements</p> <ul style="list-style-type: none"> <li>• Strategic flood risk infrastructure</li> </ul>	

This page is intentionally left blank

**Horsham District Council Infrastructure Delivery Plan**

**February 2016**

**ADD LOGO AND FRONT PAGE TO CONSULTATION VERSION**

## Contents

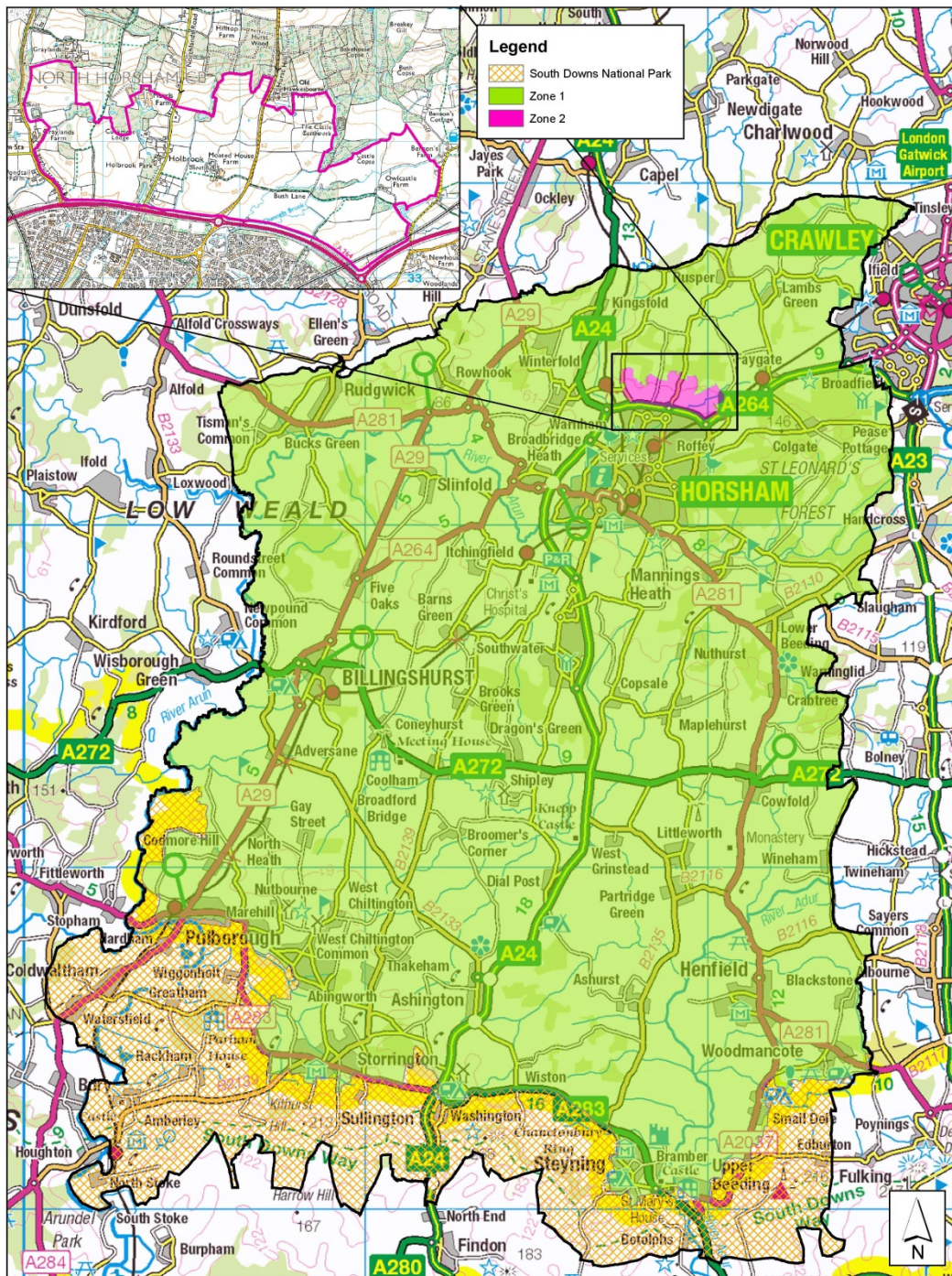
<b>Chapter</b>	<b>Title</b>	<b>Page</b>
<b>1.0</b>	<b>Introduction</b>	<b>3</b>
<b>2.0</b>	<b>National Guidance</b>	<b>5</b>
<b>3.0</b>	<b>Horsham District Planning Framework</b>	<b>6</b>
<b>4.0</b>	<b>Future Growth Across the District</b>	<b>6</b>
<b>5.0</b>	<b>Background to the Infrastructure Delivery Plan</b>	<b>7</b>
<b>6.0</b>	<b>Process of Preparing the Infrastructure Delivery Plan</b>	<b>8</b>
<b>7.0</b>	<b>How will Infrastructure be Delivered</b>	<b>8</b>
<b>8.0</b>	<b>Evidence Base Documents</b>	<b>9</b>
<b>9.0</b>	<b>Summary of Infrastructure Costs</b>	<b>9</b>
<b>10.0</b>	<b>Baseline Infrastructure Provision</b>	<b>9</b>
	<b>Transport</b>	<b>10</b>
	Highways	10
	Railways	12
	Cycling/Pedestrians	14
	Buses	15
	<b>Education</b>	<b>16</b>
	<b>Health</b>	<b>18</b>
	GPs and Hospitals	18
	Ambulance Service	19
	<b>Sports and Recreation</b>	<b>19</b>
	Allotments	19
	Tennis and Multi-Courts	20
	Bowling Greens	20
	Built Facilities	21
	Village and Community Halls	23
	Multi-Functional Greenspace	24
	Sports Pitches	25
	Youth Areas	26
	Library	27
	<b>Public Services</b>	<b>27</b>
	Fire and Rescue	26
	<b>Utilities</b>	<b>28</b>
	District Energy Networks	28
	Gas	29
	Electricity	29
	Water Supply, Wastewater Treatment and Sewerage	30
Appendix A	Infrastructure List	33



## **1.0 Introduction**

- 1.1 The provision of new homes and the infrastructure required to support them is critical in meeting the economic challenges of delivering sustainable communities.
- 1.2 The Infrastructure Delivery Plan (IDP) sets out what infrastructure is required to support new growth across the Horsham District. It should however be noted that it does not include areas of the South Downs National Park located towards the south of the district. The National Park Authority is a local planning authority in its own right, although at present it has a delegation agreement with Horsham District Council to determine planning applications in the parts of Horsham that lie within the Park. Nevertheless the Council will ensure joint working where cross boundary infrastructure issues occur. The South Downs National park is currently preparing their Infrastructure Delivery Plan.

The map below shows the area (CIL Charging Zones) covered by the Infrastructure Delivery Plan:



**Horsham District Council**  
 Parkside, Chart Way, Horsham  
 West Sussex RH12 1RL  
 Chris Lyons: Director of Planning, Economic Development & Property

Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2015). Ordnance Survey Licence 100023865

CIL Charging Zones			
Scale : 1:100000 and 1:25000 (at A3)	Date : 08/02/2016	Reference No :	
Drawing No :	Drawn :	Checked :	Revisions :

## 2.0 National Guidance

- 2.1 As a local planning authority, Horsham District Council has to plan positively to ensure that development and infrastructure needs are met. To ensure that new development is delivered sustainably, the infrastructure, facilities, and service needs of existing and new residents and businesses must be properly planned for.
- 2.2 The National Planning Policy Framework (NPPF) states that (para 157) “Crucially, Local Plans should plan positively for the development and infrastructure required in the area to meet the objectives, principles and policies of this Framework” and (para 162) Local planning authorities should work with other authorities and providers to “assess the quality and capacity of infrastructure for transport, water supply, wastewater and its treatment, energy (including heat), telecommunications, utilities, waste, health, social care, education, flood risk and coastal change management, and its ability to meet forecast demands” and (para. 177) “important to ensure that there is a reasonable prospect that planned infrastructure is deliverable in a timely fashion”.
- 2.3 Paragraph 173 of the NPPF highlights the need to pay “careful attention to viability and costs in plan-making and decision-taking” and emphasises that “Plans should be deliverable”. This means that the scale of development and specific sites proposed for development should not be subject to obligations and policy requirements such as requirements for affordable housing, standards, infrastructure contributions, that compromise their viability or deliverability or that prevent landowners and developers to achieve a competitive return.
- 2.4 This Infrastructure Delivery Plan aims to:
- Identify the District’s infrastructure needs for the Horsham District Planning Framework period up to 2031.
  - Set out the costs, funding sources and delivery mechanisms associated with these infrastructure needs.
  - Improve lines of communication between key delivery agencies and the local planning authority, including identifying opportunities for integrated and more efficient service delivery and better use of assets.
  - Provide evidence for the setting of a Community Infrastructure Levy (CIL)
  - Inform the types of infrastructure to appear on the Regulation 123 List.
  - Provide a ‘live’ document that can be used as a tool for helping to deliver infrastructure and which can be regularly updated to reflect changing circumstances and needs.

### ***Definition of Infrastructure –***

*‘A collective term for services such as roads, electricity, sewerage, water, education and health facilities’*

For the purpose of this document the definition of key infrastructure categories, and the elements within each group is set out in the table below:

<b>Infrastructure</b>	<b>Specific Elements</b>
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Road</li> <li>• Bus</li> <li>• Rail networks</li> <li>• Cycling and walking infrastructure</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Further and higher education</li> <li>• Secondary and primary education</li> </ul>
<b>Health</b>	<ul style="list-style-type: none"> <li>• Acute Care and General Hospitals</li> <li>• Mental health hospitals</li> <li>• Health centres/ Primary Care Trust</li> </ul>
<b>Social Infrastructure</b>	<ul style="list-style-type: none"> <li>• Supported accommodation</li> <li>• Social and community facilities</li> <li>• Sports centres and other recreation facilities</li> <li>• Play space</li> </ul>
<b>Green Infrastructure</b>	<ul style="list-style-type: none"> <li>• Flood defence</li> <li>• Open spaces and parks</li> </ul>
<b>Public and Community Services</b>	<ul style="list-style-type: none"> <li>• Emergency services (ambulance, fire and rescue, and police)</li> </ul>
<b>Utility</b>	<ul style="list-style-type: none"> <li>• Electricity, gas and water supply</li> <li>• Wastewater treatment</li> <li>• Telecommunications infrastructure</li> </ul>

Table 1: Categories of Infrastructure

### 3.0 The Horsham District Planning Framework

3.1 The Horsham District Planning Framework November 2015 (HDFP) highlights the need for infrastructure as part of the 'vision' for the district:

"There is significant investment in the leisure offer and community facilities to support and provide choice for all, thereby sustaining the high quality of life and vibrant communities, making Horsham District a destination of choice and promoting health and wellbeing"

3.2 The policies contained within the Plan emphasise the need for infrastructure to support new development and seek to ensure that proposals for new development can be accommodated either within the capacity of existing infrastructure or through infrastructure improvements.

### 4.0 Future Growth across the District.

4.1 The IDP seeks to assess infrastructure requirements at both a district wide scale as well as on a spatial basis. To enable the assessment of future infrastructure required to support growth, it is necessary to identify the likely growth that will occur and its spatial distribution.

- 4.2 The population of the District will rise over the next 20 years. This will also lead to an increase in demand for housing and the associated infrastructure to support new growth. The Horsham District Planning Framework has identified a requirement for 16,000 new homes over the plan period. This is identified in policy 15 and is proposed to be spread across three strategic sites at Land North of Horsham, Land South of Billingshurst and Land East of Southwater, as well as complementary delivery across the rest of the district including through Neighbourhood Planning.

#### **Land North of Horsham**

- 4.3 The HDPF proposes to allocate at least 2500 homes on a strategic site on land North of Horsham.

#### **Land West of Southwater**

- 4.4 On the HDPF allocation site on Land West of Southwater 600 homes are being delivered.

#### **Land South of Billingshurst**

- 4.5 The HDPF allocates 150 homes on a strategic site on land South of Billingshurst.

#### **Neighbourhood Planning**

- 4.6 Currently over 80% of the district is designated for Neighbourhood Planning purposes. The xx Parishes and other qualifying bodies across the district are making good progress towards Neighbourhood Development Plans. The HDPF allocates 1500 homes to be identified and delivered through Neighbourhood Plans. A summary of the current status for Neighbourhood Planning is;

1 Made Plan  
2 submitted

### **5.0 Background to the Infrastructure Delivery Plan**

- 5.1 The IDP provides a update to the Horsham District Infrastructure Study (May 2010). This study was intended to provide an evidence base on infrastructure requirements to assist HDC in making decisions on the deliverability of growth in the district to 2026 and beyond. Since this was prepared the Council has progressed the preparation of the Horsham District Planning Framework, specifically the identification of the required housing target and the location of two strategic development sites. Therefore the key issues and priorities within the 2010 assessment have needed to be updated.
- 5.2 The IDP provides a current assessment of the infrastructure requirements, identified funding and delivery mechanisms, and serves as evidence to justify the Council's Community Infrastructure Levy (CIL), which will be introduced in 2016. It also identifies appropriate infrastructure to support the existing and planned levels of housing and employment development across the District over the next 20 years.



## **6.0 Process of preparing the infrastructure Delivery Plan**

- 6.1 The IDP has been prepared by Horsham District Council in partnership with other government bodies and relevant agencies. This has been a continual and will be an ongoing process.

### **Process:**

- 1) Review of existing plans and projects
  - 2) Information gathered from partners.
  - 3) Prepare an infrastructure schedule setting out what infrastructure will be required to support new growth.
- 6.2 It is recognised that the requirement for infrastructure schemes may vary over the plan period, therefore an update of the schemes that are identified over time will take place as required.
- 6.3 This IDP provides a baseline position of the infrastructure requirements across the District. Horsham District Council will continue to work closely with relevant partners and infrastructure providers throughout the plan period to ensure the IDP is reviewed and updated to reflect progress on infrastructure delivery as well as changing needs, circumstances and priorities. Throughout this process, the IDP will aid the Council and relevant partners to prioritise spending on infrastructure and address funding gaps.

## **7.0 How will Infrastructure be delivered**

- 7.1 Some elements such as the delivery of on site utility infrastructure will be an integral part of all new development. In most cases the costs of providing on site utilities and connection to existing networks will be borne by the developer. Outside of the site itself, if sufficient infrastructure capacity does not already exist to meet the need created by new residents or users of a development, the developer may need to make a financial contribution towards provision or enhancement elsewhere.
- 7.2 Where relevant, the IDP indicates how the infrastructure will be provided whether this is to be by the developer, the infrastructure provider or through S106 or CIL contributions.
- 7.3 The Community Infrastructure Levy (CIL) is not expected to fully plug the infrastructure funding gap and is considered as only one source of funding for delivering infrastructure. Therefore other sources of funding such as the New Homes bonus, or equivalent grants, could be used on delivering community projects and S106 monies may be used to deliver on site infrastructure or off site if cannot be delivered on site. Nevertheless it is important that the charging authority ensures that there is no overlap in the use of CIL and S106 contributions so as to avoid 'double dipping' which would mean the developer is paying twice.
- 7.4 The provision for affordable housing will still be agreed through a S106 agreement.

## 8.0 Evidence base documents

- 8.1 All infrastructure schemes set out in appendix A have been based on appropriate evidence. An indication of the key of all evidence base documents used is set out in section 10 below under the relevant infrastructure heading. To see a fuller list of evidence that has informed the development of the planning strategy in the HDPF and in turn the required infrastructure reference should be made to the HDPF evidence base. [add link when consultation page is set up](#)

## 9.0 Summary of Infrastructure Costs

- 9.1 The table set out in appendix 1 identifies what infrastructure is required to support new development and how this is likely to be funded (CIL, S106, other funding sources). The table identifies that the draft total cost of infrastructure that is proposed to be funded by CIL shows that there is a significant 'funding gap'. The infrastructure that is required to be funded through CIL amounts to £The projected income from the CIL is £, therefore the total 'funding gap' is £
- 9.2 The infrastructure list in appendix 1 identifies what schemes will be required to deliver future growth as set out in the Horsham District Planning Framework and includes the following information:
- **Infrastructure Type** - The infrastructure schemes have been grouped into seven categories to capture all types of infrastructure.
  - **Scheme** - This sets out what is infrastructure is proposed and where.
  - **Phasing / Priority for Delivery** - This has been shown where the evidence base documents or discussions with infrastructure providers have identified when schemes are likely to come forward for development.
  - **Costs Estimates** - The table summaries what the estimated costs are likely to be and is based on what has been available in the evidence base and discussions with key stakeholders and infrastructure providers. This also provides information on the schemes which are likely to be eligible for CIL funding or delivered based on other types of funding.
  - **Evidence Base** - This provides a note of which evidence base documents the infrastructure requirement has been identified (*see chapter 8*)
  - **Delivery Responsibility** - This identifies which organisation is responsible for the delivery of each infrastructure scheme.

## 10.0 Baseline Infrastructure Provision

- 10.1 To establish the future requirements of infrastructure to support growth, it is necessary to establish what existing infrastructure is currently in place and how 'fit for purpose' it is to serve the existing and future population. This baseline information helps to identify where there are existing growth pressures on infrastructure and what capacity there is to support growth across the District.

10.2 The following baseline information sets out the existing infrastructure that is located across the district: -

## **Transport**

### **Highways**

#### **Current Provision**

10.3 The District has a number of strategic roads and a network of local roads. The road network in the District is generally good, with the A24 as the main north-south route and the A272 the main east-west link. The A264 connects Horsham to Crawley and onwards to the A23/M23 and the wider motorway network.

#### **Evidence**

- Horsham District Transport and Development Study (2014)
- West Sussex County Council Transport Plan 2011 – 2026 (LTP3)
- Chichester and Horsham Travel Survey (October 2013)

#### **Summary, Future Need and Funding**

10.4 The West Sussex County Council (WSCC) Local Transport Plan 2011 – 2026 (LTP3) provides strategic direction for transport within West Sussex, but aligns itself closely with other major strategies, such as the County Strategy and the Local Community Strategies. LTP3 has identified that the A24 causes severance as it bisects the District linking London to the south coast. A lack of safe crossing points discourages people from accessing neighbouring communities and enjoying the public rights of way network. Congestion on roads that have to cross or feed into the A24 is often experienced during the peak periods of the day.

10.5 The A264, A29, A281, A272, A283, and the A2037 all pass through the District. All of them suffer from congestion during peak periods, particularly on the A264 between Horsham and Crawley and at junctions on, and roads adjoining the A24.

10.6 The WSCC implementation plan which forms part 2 of LTP3 focuses on how it is planned to tackle the identified transport issues in each part of the County, as set out below, as and when funding becomes available. All new schemes and developments should contribute and support in some way to the following: -

- Increasing use of sustainable modes of transport
- Improving network efficiency in order to improve journey time and air quality
- Developing and implementing measures which will reduce traffic emissions in the Air Quality Management Area
- Improving safety for all road users
- Improving accessibility between communities within the District.



10.7 The key aim in the Plan for Horsham District with regards to highways is set out below:

- Maintaining roads and public rights of way to a good standard.
- Improving the safety record on the A24 through delivery of improvements which tackles the identified issues effectively.
- Improving street lighting through the contract with Southern Electric.
- Ensuring that the maximum transport benefits are secured from the major strategic housing developments and other developments within the District, so that they fully integrate with existing communities and mitigate any impacts. This includes delivery of a new grade separated junction with the A24 and east- west link road to access the West of Horsham development.
- Making the best use of the existing road network and improving the way in which the network is managed to reduce current levels of congestion, for example through the use and introduction of intelligent transport systems and improving public transport.
- Working with Network Rail and our rail operators to investigate ways to minimise issues caused by level crossings across the District.
- Encouraging HGVs to use the advisory lorry route network while maintaining access to areas which businesses need to access.
- Implementing Air Quality Action Plans and assisting the District Council to develop supporting strategies and planning policies that will reduce traffic pollution in and around Air Quality Management Areas.
- Working with the local community and interest groups to identify priorities and encourage sustainable travel by improving the cycle and pedestrian network. This may include: new or improved cycle and pedestrian routes; signing; changes to speed limits; cycle parking; repairing and maintaining surfaces. Promoting sustainable transport choices through projects such as safer routes to school.
- Supporting opportunities which will improve and protect the public rights of way network throughout the District.
- Improving pedestrian accessibility throughout the towns and villages by enhancing existing pedestrian crossings, and providing new pedestrian crossing facilities at identified key locations.
- Manage on-street parking so that it compliments off-street parking in town and village centres and balances the needs of residents, businesses and visitors.
- Introducing measures to reduce the speed of traffic within residential and built-up areas where there are clear benefits from doing so and this is supported by the local community.
- Continuing to work with our bus operators to improve; the capacity and quality of the bus fleet; access to services; and the way that services are marketed.
- Seeking to reduce traffic congestion by providing a convenient, comfortable, safe and flexible public transport system that offers a real alternative to the private car and encourages sustainable movement, thereby reducing energy consumption and pollution.
- Improving the accessibility and quality of information available through the introduction of RTPI at the most used bus stops and where the whole life costs are affordable.
- Working with our partners to improve the transport interchange at Horsham railway station, as well as exploring further opportunities for improvement through the Southern station travel plan project.

- Working with rail partners, including Sussex CRP, to explore opportunities to improve other stations throughout the District and promote rail travel. This includes improvements to access, parking and integration with other modes of transport.
  - Liaising with the rail industry to ensure the best possible rail service provision as a result of the Thameslink programme, and Arun Valley signalling works that will provide some improvements to service timings.
- 10.8 The Horsham District Transport and Development Study 2014 (Updated in 2015) assessed the impact of forecast strategic development on the transport network and proposed appropriate mitigation measures.
- 10.9 The outcomes of the Horsham District Transport and Development Studies identified that the existing road network (without improvements) could not accommodate the proposed level of new development as set out in the Horsham District Planning Framework because some of the existing junctions were operating close to capacity, specifically the A264/B2195 Moorehead and A24/B2237 Robin Hood Roundabout.
- 10.10 The mitigation measures that would be needed to meet the needs of the new development were set out in the study concluded the following:
- Great Daux roundabout – Signalisation of all approaches
  - Moorhead roundabout – Widening of B2195 Crawley Road approach
  - Robin Hood roundabout – Widening of A24 approaches
  - Hop Oast roundabout – Widening of A24 approaches
  - North Horsham Strategic Development Location – Smarter choices schemes
  - Southwater Strategic Development Location – Improved sustainable modes of transport.
- 10.11 The infrastructure schemes set out in *Appendix 1* will all help to contribute towards addressing the issues set out above. Funding for the identified schemes will be met through both the Community Infrastructure Levy and S106 contributions.

## **Railway**

### **Current Provision**

- 10.12 Network Rails Sussex route is one of the main commuter routes in the south of England, carrying approximately 51,000 people each morning peak into the Central London employment zone. One of their key commuter areas is at Horsham. In total passenger growth has been 40 per cent in the last 10 years and is forecast to grow by a further 30 per cent in the next 10 years.
- 10.13 One of the main lines servicing the district is the Arun Valley line. This provides a direct link from the West Coastway towns of Chichester, Littlehampton and Bognor Regis to London Victoria and London Bridge via Horsham. The line diverges from the West Coastway at Arundel and serves a number of small to medium sized towns between there and Horsham. From Horsham two routes into London are available, Arun Valley services taking the Sussex Route via Crawley and Three Bridges or via Leatherhead. This

line provides an important long distance commuter railway, as well as attracting leisure and diversionary traffic. This is operated by Southern Trains. The train operators that currently provide a service to the stations located across the district are Southern Rail and First Capital Connect.

10.14 There are currently eight railway stations located across the district:

- Horsham
- Littlehaven
- Warnham
- Faygate
- Christ Hospital
- Billingshurst
- Pulborough
- Amberly

#### Evidence

- Network Rail - Network Specification 2015 - South East Route
- Network Rail Route Specification -South East 2015
- West Sussex County Council Local Transport Plan 2011-2026 (LEP3)

#### Summary and Future Need and Funding

10.15 There are good railway connections across the Horsham District, specifically in the north. The railways authorities have recently improved railway stations at Horsham, Littlehaven, Christ Hospital and Billingshurst.

10.16 The WSCC Local Transport Plan has identified key areas which need improving to ensure a good delivery of transport rail services. These issues are:

- Working with Network Rail and rail operators to investigate ways to minimise issues caused by level crossings across the District.
- Working with partners to improve the transport interchange at Horsham railway station, as well as exploring further opportunities for improvement through the Southern station travel plan project.
- Working with rail partners, including Sussex CRP, to explore opportunities to improve other stations throughout the District and promote rail travel. This includes improvements to access, parking and integration with other modes of transport.

10.17 In terms of future requirements the developers promoting the Land North of Horsham site are currently working with the railway authorities in assessing the viability of a new station and the impact this would have on the existing network.

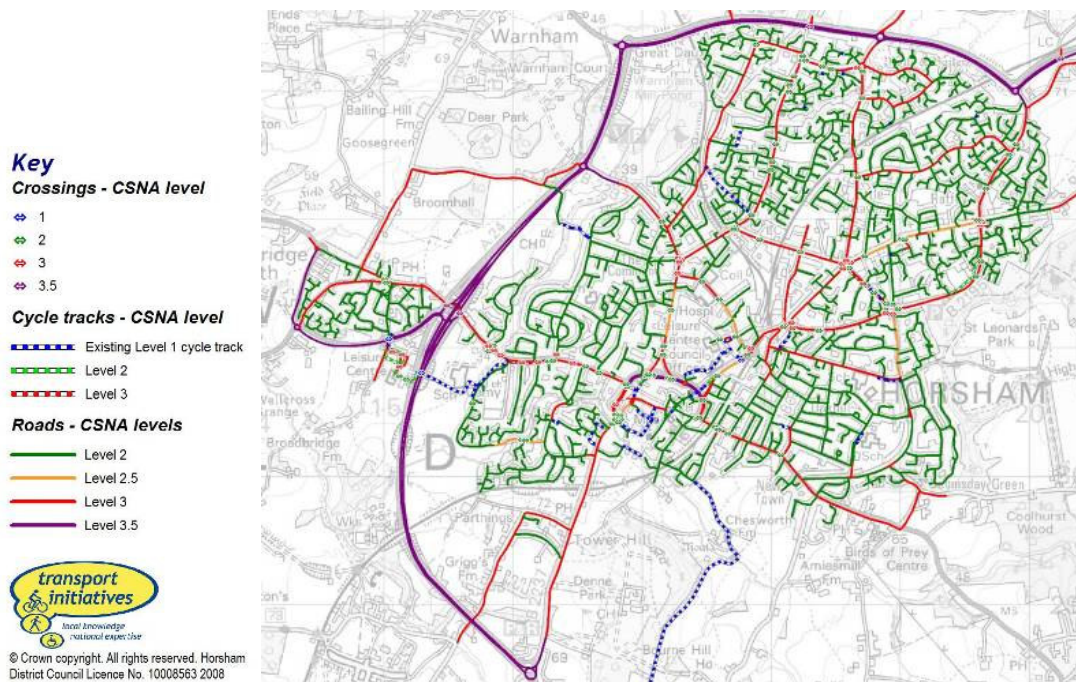
10.18 Should a new station form part of the development at Land North of Horsham, this could include a substantial amount of parking and could improve access for residents and employers at the new development. It could also give greater access to the railway network from a wider area around Horsham

town and the surrounding areas. The current proposal for the new station is for a modern station with a 12 carriage capacity.

## Cycling / Pedestrian

### Current Provision

10.19 The increased emphasis on sustainable transport is important across the District, especially in an area which has such a high level of car ownership. There are a number of cycle routes both within the built up area and off road within the District. The largest provision for cyclists is located within the built up area of Horsham Town and Broadbridge Heath. A map of the routes and crossing through Horsham and Broadbridge Heath are set out below:



### Evidence

- Horsham Cycling Review (2009)
- Manual for Street (2007)
- West Sussex Local Transport plan 2006 – 2016
- Horsham District Community Partnership Transport Plan
- West Sussex County Council - Draft Rights of Way Improvement Plan (Feb 2014)

### Summary, Future Need and Funding

10.20 The Horsham Cycling Review assessed the level of cycling provision and cycling routes across the district, but primarily within the Horsham urban areas. It concluded that improvements and upgrades are required to existing routes, the need for new routes and linkages have been identified as well as better crossing facilities and access to the cycling network.

10.21 The WSCC Transport Plan 2011-2026 has identified the provision of improving the cycling network as a priority. It has also been identified that there is a need for:

- Working with the local community and interest groups to identify priorities and encourage sustainable travel by improving the cycle and pedestrian network. This may include: new or improved cycle and pedestrian routes; signing; changes to speed limits; cycle parking; repairing and maintaining surfaces.

10.22 The review provided recommendations for cycling priority routes as well as other infrastructure improvements related to cycling. Funding for a number of the schemes identified in the Horsham Cycling Review is likely to be funded by the CIL.

## **Buses**

### **Current Provision**

10.23 The District is fairly well serviced with buses across the District, however the villages and rural areas are not so well served. Buses across the District are served by Arriva, Compass Travel, Metrobus and Stagecoach.

10.24 Public Transport is important to improving sustainable transport within the District and therefore it is important to ensure that new development is serviced by suitable bus routes. This is particularly relevant in rural locations.

### **Evidence**

- WSCC Local Transport Plan 2011 – 2026 (LTP3)

### **Summary, Future Need and Funding**

10.25 The WSCC Transport Plan 2011 – 2026 has identified key areas of improvement in providing bus travel across the district. This is:

- Continuing to work with our bus operators to improve; the capacity and quality of the bus fleet; access to services; and the way that services are marketed.

10.26 It has also been identified that a number of settlements across the district require 'real time bus display boards', located at bus stops. There is also a deficiency in rural bus services which needs to be improved to enable more sustainable travel choices.

10.27 Improvements to bus services will be provided through both through S106 contributions, specifically on larger scale sites and CIL contributions on smaller schemes.

## Education

### Current Provision

- 10.28 WSCC has a statutory duty to provide education for all children of school age, normally 4 to 18 years and ensure there are sufficient appropriate school places available. It discharges this duty in partnership with diocesan authorities and other providers. In deciding the need for places it considers the capacities of existing schools and the forecast number on roll within a locality.
- 10.29 In West Sussex, primary education generally includes children from 4 to 11 years of age (7 year groups) and secondary education is provided for children from 11 to 16 (5 year groups) or 11 to 18 years. There are currently;
- 44 primary schools within the Horsham District.
  - 6 secondary schools at Rydon Community College (Pulborough), Steyning Grammar School (Steyning), Tanbridge House School (Horsham), The Forest School (Horsham), The Weald (Billingshurst) and Millais School (Horsham).
  - Two colleges at College of Richard Collyer (Horsham), Brinsbury College (Pulborough), which is an agricultural college, as well as The Weald and Steyning Grammar School which provide education up to 18 years.
  - There is one special education needs school at Queen Elizabeth II Silver Jubilee School, Horsham.

### Evidence

- Planning School Places 2015

## Summary Future Need and Funding

10.30 The 'Planning School Places 2015' identifies how WSCC will need to plan to provide for additional pupil places in the future. The schools that have been identified for potential expansion are:

<b>Initial Proposed Scheme</b>	<b>Type</b>	<b>Additional places per year group (total places)</b>	<b>Commissioning Position</b>	<b>Target Opening Date</b>
Shelley Primary School, Broadbridge Heath	Relocation and expansion	30 (210)	Statutory notices approved	Sept 2017
Southwater Primary Schools	Extension	15 (105)	Yet to be commissioned	Sept 2019+
East of Billingshurst Primary	New School/ Extension	30 (210)	Yet to be commissioned	Sept 2019+
North of Horsham Primaries	Two New Schools	60 (420) 60 (420)	Yet to be commissioned - dependant on housing.	Sept 2020+
North of Horsham Special School	New School	4 (60)	Yet to be commissioned - dependant on housing.	Sept 2020+
Queen Elizabeth II Special School	Extension to current 82 planned places	16 in total	In build.	Sept 2015
The Weald Secondary School	Extension	30 or 60 (372 inclu. sixth form)	Consultation with school taking place. Second form of entry dependant on housing.	Sept 2017+
Interim option before a new secondary school can be built	Embryo School/ School extensions Y7, Y8, Y9	120 (360)	Yet to be commissioned. Discussion with locality heads in progress	Sept 2018
North of Horsham Secondary	New School	180 – 240 (900 - 1200)	Yet to be commissioned - dependant on housing.	Sept 2020+

- 10.31 As set out increased growth will require additional school places for primary and secondary provision. This is set out in the appendix 1. The IDP has identified the need for additional primary, secondary, early years and a specialist school to support the development on the North Horsham Strategic Site. This requirement will be provided within the strategic site. The strategic site at Land West of Southwater would also generate a requirement to contribute towards primary, secondary and early years education. This would be provided through a contribution to existing facilities rather than development within the site.
- 10.32 West Sussex County Council has also identified that the proposed new development across the district will need some of the existing schools to expand.

## Health

### GPs and Hospitals

#### Current Provision

- 10.33 Healthcare across the District is delivered primarily by the Clinical Commissioning Group (CCG) and NHS England. This is delivered both at the primary level within the existing communities through GP Surgeries and Dentists, and the secondary (acute) care level, through the Horsham Hospital in/out patient facilities.
- 10.34 The NHS England planning guidance for 2014/15 to 2018/19, '*Everyone counts*' describes a clear ambition of '**high quality care for all, now and for future generations**', divided into three sections: delivering transformational change; maintaining the focus on essentials; and leading the way through commissioning. The guidance is supported by the NHS mandate, NHS Outcomes Framework 2014/15, guidance on the Better Care Fund and the NHS E 'Call to Action', as well as the NHS Constitution and financial framework. The CCG has produced a Commissioning plan which is a key component of the Horsham and Mid Sussex CCG commissioning process, and set out how the CCG will work to deliver its responsibilities.
- 10.35 Proposals across Crawley CCG and Horsham and Mid Sussex CCG for how CCG plans for health and well-being and local services will be implemented are set out in the CCG plans as well as additional business plans for specific areas of care

#### Evidence

- NHS Horsham and Mid Sussex CCG Commissioning Plan 2014-2019

#### Summary, Future Need and Funding

- 10.36 Future growth across the district is likely to have an impact on NHS capacity and demand particularly locally for primary care services. In terms of funding there is a need to identify capital and revenue implications and then source funding. It is likely that a S106 contribution will be required to fund the provision of health at Land North of Horsham and larger residential development sites. Therefore funding in whole or part may be required through S106 and CIL contributions.



## **Ambulance Service**

### **Current Provision**

10.37 The Ambulance Service is provided by the South East Coast Ambulance Service and forms part of the NHS Foundation Trust. The South Coast Ambulance Service covers the area around Horsham, Crawley, East Grinstead and Horley where there are 53 ambulances, plus other resources such as paramedics in cars.

10.38 There is an Ambulance Station located along Hurst Road in the centre of Horsham which provides a base for a critical care team of paramedics. In addition to this there is a Hazardous Area Response team based at Gatwick that serves the district and comprises of front line clinical staff. There are also a number of community responders located throughout the District, specifically in more rural and hard to reach locations.

### **Evidence**

- Discussions with the Ambulance Service and CCG
- South East Coast Ambulance Annual Report 2014/2015

### **Summary, Future Need and Funding**

10.39 Discussions with the Ambulance Service have identified that there may be a need in the future for an Ambulance Response Point. This would provide a stopping place for ambulances and associated facilities, as well as providing a base to ensure that the Ambulance Service can reach critical patients within an 8 minute response time. It is also likely that the increase in population will lead to greater pressure on the Ambulance Service, therefore additional ambulances may be required in the future. Additional discussions will need to be held with the Ambulance Service about potential locations for a response point.

## **Sport and Recreation**

### **Evidence - for the whole Sport and recreation section**

- The Horsham District Sport, Open Space and Recreation Assessment (2014)

## **Allotments**

### **Current Provision**

10.40 There are currently 31 allotment sites across the District which amounts to approximately 27.2 ha of allotment spaces and approximately 1,525 plots. This includes sites primarily owned by the District or Parish Council, but also several privately owned sites.

## Summary, Future Need and Funding

- 10.41 The Open Space and Recreation Assessment identified that there is an occupancy rate of 96%. Even so, there are still waiting lists at the majority of sites across the District, as a whole the total number of people on the waiting list equates 18-19% of the known number of plots. Therefore overall the demand exceeds supply by nearly 20%.
- 10.42 The study concluded that the need to make new houses more affordable is leading to higher densities, especially for starter homes. As a result this will inevitably result in most new dwellings having only small gardens and, as a direct consequence, may generate growth in demand for allotments.
- 10.43 Funding for Allotments is likely to come forward through the CIL or S106 with sites on larger strategic sites and within other settlements where a need has been identified.

## Tennis and Multi-Courts

### Current Provision

- 10.44 In 2012, there were 115 courts on 32 sites, of which 89 are tennis courts and 26 are multi-courts. The main sites are:
- 15 courts at Christ Hospital
  - 7 courts at Compton's Tennis Club, Lower Beeding
  - 9 courts at Horsham Cricket Club
  - 5 courts at Horsham Park
  - 6 courts at Steyning Leisure Centre
  - 8 courts at Storrington Leisure Centre

## Summary, Future Need and Funding

- 10.45 The study identified that based on the quality standards there is a need for more courts across the District. It also identified that most of the courts across the District appear to be in good condition, especially those owned by private Tennis Clubs and at Horsham Park. It concluded that there may be scope to increase the capacity of the existing courts with the use of floodlights. However, this may not be appropriate in rural low lighting locations. Funding for the provision of additional tennis facilities will be through CIL contributions.

## Bowling Greens

### Current Provision

- 10.46 Horsham District has a total of nine bowling greens that are reasonably distributed across the district in locations. There are three in Horsham, one in Billingshurst, one in Pulborough, one in Storrington, one in Steyning and one on Henfield.

## Summary, Future Need and Funding

10.47 The Open Space and Recreation Assessment concluded that there is adequate provision for bowls facilities in the District and this is likely to remain the case for the foreseeable future as the existing clubs are likely to have spare capacity to accommodate additional members.

### Built Facilities

#### Current Provision

10.48 Across the district there are a number of built sports facilities. The provision and commentary about the standard is provided below:

- **Artificial Turf Pitches** – 7 pitches are located across the district (Steyning Grammar School, Weald School, Bluecoats Sport Centre, Tanbridge House School, Millais School and Farlington School).
- **Synthetic Athletics Track** – There are currently two athletic tracks in the district (6 lane track with 8 lane straight at Broadbridge Heath Leisure Centre/ 8 lane track at Rikkyo School). It should be noted that the track at Rikkyo School is not for public use and therefore the main provision is at Broadbridge Heath. *Nevertheless it was recognised that few area association athletic meetings are held on 6 lane tracks, therefore athletics meetings are more likely to use the 8 lane athletics track in the nearby authority of Crawley at K2.*
- **Indoor Bowls Hall** – There is currently 1 indoor bowls hall at Broadbridge Heath, which provides an 8 rink facility.
- **Health and Fitness** – According to the Active Places Power, the District has some sixteen health and fitness facilities with a total of 643 stations. This is slightly lower than the average across the South East region where the average across the district per 100 residents is 5.27 compared the regions average of 5.66. These facilities are mainly clustered around the Horsham Town, but there are also sizeable facilities in Billingshurst, Henfield and Steyning as well as some of the other larger settlements.
- **Indoor Tennis** – *There is currently no provision for indoor tennis across the District.* On average, local authority areas in the South East of England as a whole should have 0.03 courts for every thousand residents.
- **Sports Halls** – The District has a sports hall with at least three badminton courts in 13 of its 22 wards. The Sport England Facilities Model identifies that nearly two thirds of sports halls within the District are on school sites. The age of the stock of hall buildings is relatively old with no new hall being built within the last 10 years.
- **Swimming Pools** – The District has four 25m indoor pools located at Billingshurst, Bluecoats – Christ Hospital, Pavilions in the Park – Horsham and Steyning and has a combined water area of some 1,451sqm. However as Bluecoats provides private membership this

should be deducted from the total which leaves the total provision of 1,138sqm. The Sport England Facilities Model identifies that pools within the District are relatively modern and attractive and satisfy 92.3% of the current demand from Horsham District residents.

## Evidence

- The Horsham District Sport, Open Space and Recreation Assessment (2014)
- Active Place Power
- Sport England Facilities Planning Model – Strategic assessment of need for swimming provision and sports hall provision. (September 2013)

## Summary, Future Need and Funding

10.49 A summary of the future need and funding for built recreation facilities is summarised for each below;

- **Artificial Turf Pitches** – The study identified that each of the larger settlements as identified in the strategy in the HDPF should have at least one 3G Artificial Turf Pitch. Therefore the priority areas are Henfield, Pulborough, Southwater and Storrington-Sullington. In addition it is desirable for Horsham to also have a 3G Artificial Turf Pitch. This provision would provide longer playing seasons and replace the need to provide large amounts of new grass playing pitches.
- **Synthetic Athletics Track** – The Broadbridge Heath track will be lost following the proposed closure of the Broadbridge Heath Leisure Centre. It is therefore proposed that there is a relocation of the track to provide facilities on the site of Tanbridge House School.
- **Health and Fitness** – The study identified that because the current level of accessibility to facilities is so good it is unlikely that there is a need for more provision.
- **Indoor Tennis** – The study identified that if the Horsham District were to have the average level of provision it would require four indoor courts. It was recommended that the District Council should investigate the potential demand for indoor tennis facilities.
- **Sports Halls** – The study concluded that the District does not need any additional sports halls, although the current stock of buildings is ageing. In those areas where provision is low or facilities are of poor quality improvements or additional provision may be required to accommodate additional capacity from additional growth. This will be undertaken in the case of the Broadbridge Heath Leisure Centre by replacing and upgrading the current facility.
- **Swimming Pools** – The study identified that there is no need for any additional provision. However there will be a need for primarily cosmetic reinvestment in the Council's existing pools within the next decade to keep it up to date and accommodate additional capacity from additional growth.

10.50 Funding for the improvements identified above will be funded through the CIL the Councils Capital Grant funding and if appropriate through S106.

## **Village and Community Halls**

### **Current Provision**

10.51 There are 80 village/community halls located across the District, of which 49 are in rural areas and 31 in Horsham itself. Only the Parish of Parham does not have a village hall and the unparished areas of Horsham.

### **Evidence Base**

- The Horsham District Sport, Open Space and Recreation Assessment (2014)

### **Summary, Future Provision and Funding**

10.52 The study concluded that there is a need for Parishes in the rural parts of the District to identify the extent to which there is a need to extend, upgrade or replace the halls in their areas and identified the priority areas. The unparished areas within Horsham Town do not have dedicated community halls and therefore new/shared facilities may be required in these locations.

10.53 These schemes will either be funded through the CIL or where there is a requirement for an upgrade to an existing facility it is likely that this will be through the Parish Council's 'meaningful proportion' of CIL contributions. The percentage of the contribution will be dependent on if the community has an adopted Neighbourhood Development Plan.

## **Play Provision**

### **Current Provision**

10.54 Across the District there are currently 123 separate play areas, which occupy a land area of just over 57,000sqm or 5.7 ha. These range in size from 37sqm (Edinburgh Close, Southwater) and 6,600sqm sub-district play area in Horsham Park, with the largest neighbourhood play area of 2,442sqm (High Bar Land, Thakeham).

10.55 The provision across the District varies between locations. This includes no provision in Bramber, Five Oaks, Parham and Shermanbury.

### **Evidence**

- The Horsham District Sport, Open Space and Recreation Assessment (2014)
- Play Strategy and Action Plan 2007 – 2012

### **Summary, Future Provision and Funding**

10.56 The Assessment identified that there is a general need for play provision and play facilities across the District, especially in relation to new housing

developments and the quality of the existing provision. Given the poor play values of many existing sites, the main priorities are:

- Enhancing the quality of existing play facilities
- Identifying and developing more opportunities for “natural play”
- Ensuring that local greenspaces, especially those in housing areas with a significant proportion of families and children, provide high value play opportunities.

10.57 The Play Strategy also identified a number of improvements which includes two broad thrusts:

- To enhance four play areas a year, subject to the availability of adequate funding; current projects at Chess Brook Green – Henfield and Beech Road in North Horsham and the sub-district play area at Southwater Country Park.
- To rationalise the overall pattern of provision by removing some sites with low play value in order to concentrate resource on those with high value.

10.58 Funding for play facilities will be provided either as on-site provision by the developer, lottery funding or through the Community Infrastructure Levy.

## **Multi-Functional Greenspace**

### **Current Provision**

10.59 The gross area of Multi-Functional Greenspace (MFGS) is some 291 ha with the net area 282ha. The overall quantity of provision splits into:

- Amenity Greenspace 68ha gross
- Natural Greenspace 95ha
- Parks and recreation grounds 113ha

**Total 275ha**

### **Evidence**

- The Horsham District Sport, Open Space and Recreation Assessment (2014)

### **Summary, Future Need and Funding**

10.60 The study identified that the total provision of MFGS across the District was insufficient and not suitably accessible. It identified that either existing areas need to be improved or additional need is required. It identified the priority areas as Billingshurst, Henfield, Horsham, North Horsham, Pulborough, Southwater and Storrington and Sullington. The main priorities are to:

- Secure long term public access to strategically important privately owned sites
- To increase the amount of MFGS within easy reach of the residents of Horsham and Broadbridge Heath, for example by promoting

continuous paths around their periphery in the urban fringe that link to the rights of way network and the wider countryside

- To enhance those existing greenspaces of low quality
- To ensure new developments include an appropriate amount of new greenspace provision.

10.61 Funding for additional MFGS will be provided by the s106 and CIL.

## **Sports Pitches**

### **Current Provision**

10.62 Across the District (excluding school pitches) there are 31 cricket pitches, 53 adult football pitches, 40 youth and mini football pitches and 8 rugby union pitches. In addition to these there are a number of pitches located on school sites across the District. These are 17 cricket pitches, 12 adult football pitches, 22 youth and mini football pitches and 21 rugby union pitches.

### **Evidence**

- The Horsham District Sport, Open Space and Recreation Assessment (2014)

### **Summary, Future Provision and Funding**

10.63 The study identified that the majority of sports pitches are adequate, however these are likely to require improvements with increased usage. Also the analysis suggested that participation in sport is likely to grow and therefore it is likely that additional provision will be required in the future. The study estimated that a mix of new growth and increased participation is likely to generate an increase in usage of 10%. It was also considered that the accessibility of cricket and football pitches is good, however rugby is much less. Over the years there has also been a significant increase in the participation of hockey. The study also identified that there was a need for an artificial turf pitch. Funding for additional sports pitches will be provided by the S106 and the CIL.

## **Youth Areas**

### **Current Provision**

10.64 The provision for teenagers and young people across the District include facilities on 34 sites located across 18 parishes with a total of 47 facilities which are:

- Ball courts 7
- Ball Walls 1
- Basketball area 12
- Skateboard parks 17
- Youth shelter 10

10.65 At present only Amberly, Rudgwick and Storrington and Sullington come close to meeting the standards set out in the Open Space and Recreation Assessment, with 17 parishes having no youth provision.

### **Evidence**

- The Horsham District Sport, Open Space and Recreation Assessment (2014)

### **Summary, Future Provision and Funding**

10.66 The study identified that the provision for youth areas across the District is inadequate in the majority of settlements. The larger settlements of Billingshurst, Horsham, Pulborough, Southwater and Storrington and Sullington should all have a higher quality standard of provision to meet the needs of the community. Funding for youth areas will come forward through the CIL and S106 contributions.

## **Library**

### **Current Provision**

10.67 The District is well served by Library provision. There are currently 6 Libraries located across the district:

- Horsham
- Billingshurst
- Pulborough
- Steyning
- Storrington
- Henfield

### **Evidence**

- Discussions and correspondence with WSCC
- Library Service Review (Nov 2009)



## Summary, Future Need and Funding

10.68 WSCC Have identified that increased population growth will put additional pressure on the existing library services, therefore most libraries across the District will require improvements and upgrades to support growth. The funding provision for future library provision will come forward through the CIL.

### Public Services

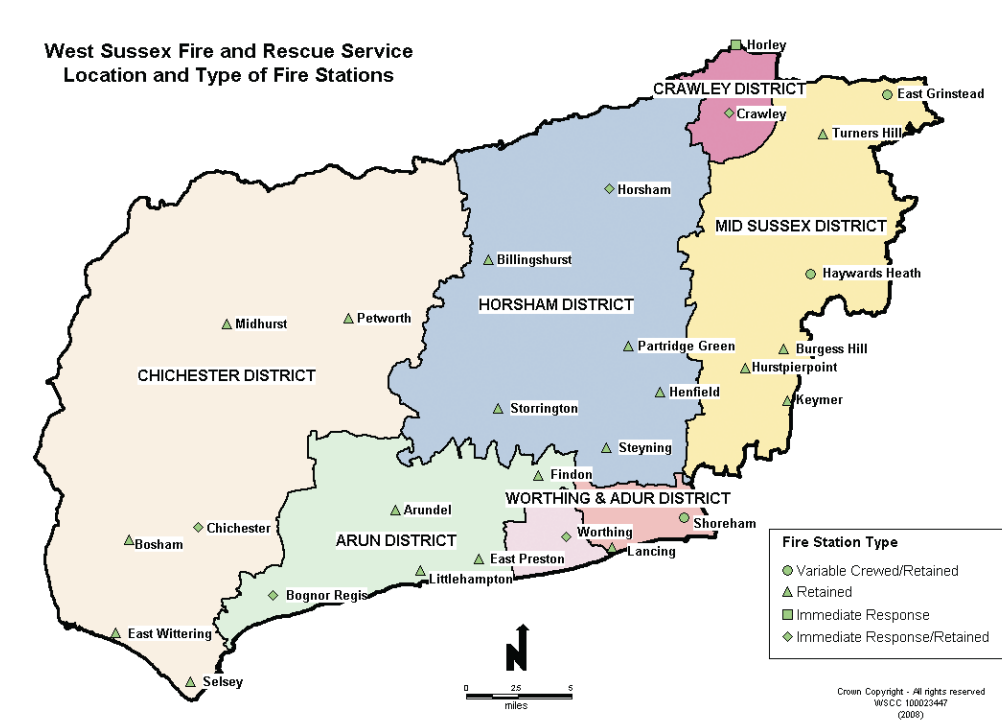
#### Fire and Rescue

##### Current Provision

10.69 WSCCI is the Fire Authority and provides the Fire and Rescue for the residents and businesses within West Sussex.. The West Sussex Fire and Rescue Service Plan 2010 – 2015 sets out five strategic aims – reducing the number of emergency incidents and their consequences; working with their partners to build a safer, stronger, healthier and more sustainable community; Safe, healthy and competent employees' provide value for money services; and reduce the impact on the environment.

10.70 The main fire station is in Horsham Town, which is an immediate response station. This means that it provides 24 hour cover for the district and has two Immediate Response fire engines and other specialist vehicles. There are also five retained fire stations at:

- Billingshurst
- Partridge Green
- Storrington
- Steyning
- Henfield



## Evidence

- West Sussex Fire and Rescue Service Plan 2010 - 2015

## Summary, Future Need and Funding

10.71 The provision of the fire service across the District is considered to be adequate. There are discussions regarding the re-location of the existing fire station located along Hurst Road. Funding for this will be provided by WSCC and developer contributions through a S106 agreement.

## Utilities

### District Energy Networks

#### Current Provision

10.72 Currently there are no district energy networks located across the District, however this is currently being explored further.

## Evidence

- Horsham District Climate Change Strategy 2009
- Carbon Trust

## Summary Future Need and Funding

10.73 Any schemes or planning applications for district energy networks across the District will be developer funded.

## **Gas**

### **Current Provision**

10.74 The provision of gas across the district is supplied by Southern Gas Network (SGN), who's the primary focus is on delivering gas to customers.

### **Evidence**

- 
- SGN Demand Forecasting Document 2015. Southern Gas Networks Capacity Investment Plan 2015

### **Summary, Future Need and Funding**

10.75 Each individual sites or schemes will be costed on a site by site basis. Nevertheless it is likely that the cost of connection and provision of gas on a site would be dealt with by the developer or supplier, however this will be dependent on the location and scale of the proposal.

10.76 SGN funding for infrastructure projects is regulated by OFGEM and as such they do not draw funding from the CIL. The infrastructure funding is based around economic test criteria, whereby the developer contributes to infrastructure delivery costs deemed uneconomic by Scotia Gas testing procedure.

## **Electricity**

### **Current Provision**

10.77 Electricity across the District is provided by UK Power Networks. There are a number of substations located across the district. These are at:

- Brockhurst Wood
- Southwater
- Cowfold
- Pulborough
- Ashington
- Storrington
- Steyning

### **Evidence**

- UK Power Networks Business Plan 2015 – 2023
- UK Power Networks – Long Term development Statement

### **Summary, Future Need and Funding**

10.78 New developments will be assessed when they come forward. Ofgem discourages Electricity Distribution Companies from investing speculatively in their infrastructure ahead of confirmed requirements. UK Power Network's asset replacement programmes provides the opportunity to rethink the way in which the infrastructure is developed to meet future customer needs particularly for connections to green and renewable energy sources.

## Water Supply, Wastewater Treatment and Sewerage

### Current Provision

- 10.79 Thames Water is the sewerage undertaker for the north eastern corner of the Horsham District. Thames Water investment programmes are based on a 5 year cycle known as the Asset Management Plan (AMP) process. Thames Water is currently in the AMP5 period, which runs from 1<sup>st</sup> April to 31<sup>st</sup> March 2015 to 31<sup>st</sup> March 2020. As part of their draft five year business plan Thames Water advise OFWAT on the funding required to accommodate growth to ensure that treatment works can continue to meet the standard required by their treatment consents. Thames Water base their investment programmes on a range of factors, including population projections and development plan allocations.
- 10.80 Water supply across the Horsham District is primarily provided by Southern Water.
- 10.81 In May 2010 Crawley Borough Council, Horsham District Council, Mid Sussex District Council, and Reigate & Banstead Borough Council appointed Entec on a joint basis to undertake a Water Cycle Study (WCS) for the Gatwick sub-region. The study investigated whether there is sufficient water supply and sewage treatment capacity in the region to accommodate the level of residential and economic growth up to 2026. In doing so the study played an important role in informing the approach of each of the contributing authorities Plans, when identifying strategic development locations and drafting policies relating to sustainability, climate change, and flood risk.
- 10.82 The document was agreed by the four local authorities, Southern Water, South East Water, Sutton & East Surrey Water, Thames Water, and the Environment Agency.

### Evidence Base

- Water Cycle Study 2013
- Southern Water Asset Management Plan 5 (2010 – 2015)
- Draft Water Resources Management Plan 2015 – 2040
- Thames Water Asset Management Plan

### Summary Future Need and Funding

- 10.83 Although the South East is identified as being subject to significant water stress, the Water Cycle Study outlines that through a twin-track approach of demand management (customer metering, leakage reduction etc). The study also acknowledged resource development (bulk water supply transfer from other areas). There is sufficient water supply to accommodate the planned growth in the Gatwick sub-region.
- 10.84 The study considered development in two locations identified in the *Leading Change in Partnership to 2026 and Beyond* Issues and Options Consultation document which drain to the Horsham WwTW (Waste water Treatment Works); North Horsham and Southwater. The study found that there was capacity within the current flow consent to accommodate growth within the

planned trajectory for both locations, however investment would be required to connect the Southwater site to the Horsham WwTW.

- 10.85 Therefore it is likely that the increased housing at Southwater would require investment at the Horsham Waster Water Treatment Site. This is likely to be funded either directly by the developer or through S106 contributions, which will be decided through the detailed planning application process.
- 10.86 Thames Water have identified that CIL contributions could be used for enhancements to the sewerage network beyond that covered by the Water Industry Act and sewerage undertakers, for example by providing greater levels of protection for surface water flooding schemes. No specific schemes have been identified within the AMP5, however this may change once the AMP6 has been prepared.

## **Waste and Recycling**

### **Current Provision**

- 10.87 West Sussex County Council is the Waste Disposal Authority (WDA) who's role is to co-ordinate and manage the disposal of municipal waste, which includes household, some commercial and industrial waste, and some waste deposited.
- 10.88 **Landfill site:** A large proportion of the County's wastes ends up in landfill sites. One of these landfill sites is located to the North of Horsham at Brookhurst Wood. This site has limited capacity until 2016 but with a planned extension could last another 5.5 years.
- 10.89 **Horsham District Council's Role:** Horsham District Council is the collection authority for waste across the Horsham District which is collected through the Acorn Waste Scheme. This collects all general refuse, glass, paper, plastic and metals, as well as garden waste. Therefore the function of the Council includes all issues associated with collection to ensure there are enough vehicles, the vehicles can be accommodated on their depot and associated maintenance. The District Council currently bases all of the refuse and recycling vehicles at the District Council's depot at Hop Oast. There are currently proposals for this to expand on the existing site. Funding for this has already been agreed through the Council's capital budget. Once waste is collected by the District Council it is delivered to one of the WSCC disposal sites.

The tables below shows the Minerals and Waste Sites located within the District:

Type of Site	Location
HWRS/WTS Sites (Municipal Solid Waste)	Billingshurst, Junction of A272 & A29 Bypass, Newbridge Lane
HWRS/WTS Sites (MSW Waste)	Horsham HWRS, Hop Oast Roundabout
Council Transfer Stations	Broadbridge Heath Depot, Worthing Road, Broadbridge Heath
Leachate Treatment Site	Warnham Leachate Plant, Warnham Brickworks, Langhurst Wood Road
Mechanical and Biological Sites	Brookhurst Wood, Warnham
Thermal Treatment Sites	Oakleaves Pet Crematorium, St Andrews Farm Kennels, Brooks Green
Soil Treatment Sites	Holmbush Farm Soil Screener, Faygate
Inert Landfill Sites	Skinfold Park Golf & Country Club, Stane Street.
Inert Recovery Projects	Horsham Golf Park (Golf Course construction)
Inert Recovery Projects	Brookhurst Wood
Non Inert Landfill	Brookhurst Wood
Wastewater Treatment Sites	Horsham Waste Water Treatment Works, Christ's Hospital

#### Evidence Base

- West Sussex Waste Plan (Submission)
- West Sussex Minerals Local Plan and Waste Local Plan – Annual Monitoring Report – 2013/2014

#### Summary Future Need and Findings

10.90 There is currently capacity at the sites across the district to accommodate new growth as set out in the Horsham District Planning Framework. The site at Broadbridge Heath which is currently used as a County Transfer Station is owned by West Sussex County Council. This is likely to part of the 'Broadbridge Heath Quadrant', which is an area proposed to undergo major regeneration for a mixed use scheme. This site therefore would need to be located elsewhere within the district.....



Appendix A Infrastructure Delivery Schedule

Location	Infrastructure Type	Infrastructure Project	Total Cost (Min)	Funding Source CIL (Min)	Funding Source S106	Funding Source Other	Delivered By	Existing Comm Funding	Delivery Timescale
Ashington	Transport	Improve on street parking at Church Lane/Foster Lane junction improving sports pavilion car park	£40,000	£0	£0	£40,000	WSCC	£0	2025
	Transport	Speed Management - A24 south of Ashington First School	£24,800	£24,800	£0	£0	PC	£0	2016-2025
	Transport	Improve speed tables in London Road		*	£0	£0	WSCC	£0	2020
	Transport	Extend street lighting to some areas of the village		*	£0	£0	WSCC	£0	2015-2025
	Transport	Junction improvements at Rectory Lane/Meiros Way		*	£0	£0	WSCC	£0	2015-2025
	Transport	Noise reduction A24			£0	£0	WSCC	£0	2020
	Community Facilities	Additional Sports Pitches		*	£0	£0	PC	£0	2015-2025
	Community Facilities	Improved accessibility to allotments		*	£0	£0	PC	£0	2020
	Community Facilities	Lights and footpath for Youth Shelter, traversing wall			*	£0	PC or Ashington Community Centre Trust	£0	2015-2025
	Community Facilities	Play Equipment	£10,000	£10,000	£0	£0	HDC	£0	2020
Community Facilities	Extension of Community Centre (new sports/youth wing to allow demolition of adequate old hall and sports pavilion)	£500,000	£500,000	£0	£0	Parish Council	£0	2025	



	Education	School Safety Zone	£20,000	£20,000	£0	£0	WSCC	£0	2015-2020
Broadbridge Heath	Transport	Traffic Calming	£200,000	£0	£200,000	£0	WSCC	£0	Start 2015-16
	Transport	Broadbridge Heath to Oakhill cycle route	£285,000	£0	£285,000	£0	WSCC	£0	2015-2025
	Transport	Cycle facility - Old Wickhurst Lane - creation of cycle route; upgrade from footpath to bridleway, signage, promotion	£33,000	£0	£33,000	£0	Developer	£0	2015-2025
	Transport	Land south of Broadbridge Heath - Provision of new east - west link road from A24 to A281.		£0	* (Directly providing)	£0	Developer providing directly on the site	£0	2015-2025
	Transport	Land south of Broadbridge Heath - provision of new grade-separated junction on the A24 (part - A24 road bridge and western roundabout only)		£0	* (Directly providing)	£0	Developer providing directly on the site	£0	2015-2025
	Transport	A24 Farthings Hill junction improvements	£1,449,000	£0	£1,449,000	S106, WSCC and other	Developer	£0	2015-2025
	Transport	New vehicular access onto Hills Farm Lane to serve first phase of Berkeley development		£0	* (Directly providing)	Developer	Developer providing directly on the site	£0	2015-2025
	Transport	Broadbridge Heath traffic management scheme	£250,000	£0	£250,000	S106 and WSCC	Developer	£0	2015-2025
	Transport	Warnham Lanes traffic management scheme	£110,000	£0	£110,000	S106 and WSCC	Developer	£0	2015-2025
	Transport	More Buses		*		£0	Arriva/Compass/Metro	£0	2015-2025
Transport	Downs Link Improvements		£100,000		£0	WSCC	£0	2016 onwards	

Education	Secondary School - expansion of Tanbridge House School to 10FE in permanent accommodation	£5,750,000	£0	£5,750,000	S106 and WSCC (inc Basic Needs Grant)	WSCC	£0	2015-2025
Education	Primary Schools - relocation and expansion of Shelley Primary School, moving from a 40 Published Admission Number to a 60 PAN (2FE) from Sept 2017.	£9,700,000	£0	£9,700,000	S106 and WSCC (inc Basic Needs Grant)	WSCC	£0	2017-2018
Education	Primary Schools - Expansion of Arunside from 1FE to 2FE from September 2014 is required to cater for development east of A24	£4,431,000	£0	£4,431,000	S106 and WSCC (inc Basic Needs Grant)	WSCC	£0	2015-2025
Education	Early Years - contribution towards an extra classroom at Arunside Primary School, to provide a pre-school facility.	£250,000	£0	£250,000	S106 and WSCC (inc Basic Needs Grant)	WSCC	£0	2015-2025
Education	Sixth Form - Collyers Expansion	£1,084,600	£0	£1,084,600	S106 and other	Sixth form provider	£0	2015-2025
Education	Primary School			*	£0	WSCC	£0	2017-2018
Education	Secondary School - expansion of Tanbridge House School to 10FE in permanent accommodation	£5,750,000	£0	£5,750,000	S106 and WSCC (inc Basic Need Grant)	WSCC	£0	2016-2020
Libraries	Service improvements	£150,000	£0	£150,000	S106	WSCC	£0	2015-2025

	Open Space, Sport and Recreation	Extension to existing Leisure Centre?	?	?		£0		Land provided by S106 re DC/09/2101 (Wickhurst Green development)	?
	Community Facilities	Improve outdoor facilities	£200,000	£0	£0	£200,000	HDC	£0	2015 - 2025
	Community Facilities	Village Centre Improvements	£25,000	£25,000	£0	£0	HDC	£0	2015 - 2025
	Open Space, Sport and Recreation	Football Pavilion	£700,000		?	£0	HDC	£0	2016
	Community Facilities	Improve quality, capacity and accessibility of play areas	£200,000	TBC	TBC	£0	TBC	TBC	TBC
	Improvements to Scout facilities	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
Billingshurst	Transport	Junction improvement - A29 Oakhurst Lane	*		* (Directly providing)	£0	Developer providing directly on the site	£0	S106 Trigger
	Transport	Lighting request on the footbridge over the A29 to better enable children to safely cross the youth club.	*			£0	WSCC	£0	2015-2025
	Transport	Marringdean Road to Natts Lane pedestrian improvements to join up footpaths in Marringdean Road leading to Natts Lane.	*	*	*	S106 and CIL	WSCC	£0	2015-2025

Transport	Bus Service and stop improvements	£12,000	£12,000	£0	£0	WSCC	£0	2015-2025
Transport	Railway station improvements				£0		£0	2015-2025
Transport	Traffic calming - entrance to Billingshurst on East Street	*					£0	2015-2025
Transport	Improvements to the school travel plan	£95,486	£95,486	£0	£0	WSCC	£0	2015 - 2025
Education	Secondary School - land and contributions towards expansion of the Weald School and contribution towards Multi Use Games Area (MUGA) includes sixth form accommodation expansion.	£10,000,000	£0	£10,000,000	£0	WSCC	£0	2015-2025 (Sept 2017+)
Education	Primary Schools - land and contributions towards the construction costs of one new 1FE primary school.	£4,800,000	£0	£4,800,000 - £5,400,000	£0	Developer	£0	2015-2025 (Sept 2019+)
Education	Early Years - contributions towards an extra classroom at the primary school to provide a pre-school facility.	£250,000	£0	£250,000	£0	WSCC	£0	2015-2025
Libraries	Potential partnership project with Village Community and Conference Centre existing building	£75,000	£0	£75,000-£100,000		WSCC	£0	2015-2025
Transport	Village enhancement scheme - Billingshurst Station (delivery of scheme to improve accessibility and streetscene)	£100,000	£0	£100,000	£0	WSCC	£0	2015-2025
Community Facilities	Improvements to Billingshurst Community Buildings	£35,000	£35,000	£0	£0	Billingshurst Parish Council	£0	2015-2025
Community facilities	Billingshurst play area improvements	£700,000	£700,000	£0	£0	HDC	£0	2015-2025

	Green Space	Station Road Gardens	£210,000	£168,000		£0	Billingshurst Parish Council	£42,000 (Parish Council)	2015-2025
	Green Space	Allotments	£20,000	£20,000	£0	£0			2015-2025
	Public and Community Facilities	Fire and Rescue - provide hydrant within drill yard	£10,000	£10,000	£0	£0	WSCC	£0	2015-2025
	Community Facilities	Dedicated Youth Facility - Billi Eye Project	£800,000	TBC	TBC	TBC	Parish Council	TBC	TBC
	Transport	Car parking for station	TBC	TBC	TBC	TBC	WSCC/Network Rail	£0	TBC
	Community Facilities	Provision of day care facilities for senior citizens	TBC	TBC	TBC	TBC	WSCC	£0	TBC
	Flood Risk	Surface Water Management Plan and sustainable drainage	TBC	TBC	TBC	TBC	WSCC	£0	TBC
	Community Facilities	Provision of burial ground	TBC	TBC	TBC	TBC	HDC	£0	TBC
	Health	Provision of additional health services including dentist	TBC	TBC	TBC	TBC	NHS	£0	TBC
	Police	Provision of additional PCSOs	TBC	TBC	TBC	TBC	Sussex Police	£0	TBC
	Transport	Five Oaks roundabout A264/A29	*	*	*	S106 and CIL	WSCC	£0	
Bramber	Transport	Upgrade footpath leading up to St. Nicholas' Church	£10,000	£0	£0	£10,000	Parish Council	£0	2015-2025
	Transport	All-weather hard surfacing of Downs Link	£150,000	£150,000	£0	£0	WSCC	£0	2015-2025
	Transport	Downs Link A283 crossing – provide 2m wide central refuge + 30mph speed limit	£30,000	£0	£0	30000?	WSCC	£0	2015-2025
	Transport	20mph speed limit	£4,000	£0	£0	£4,000	WSCC to confirm	£0	2015-2025

	Transport	New footway - Maudlyn Lane to Soper Lane	£6,000	£6,000	£0	£0	WSCC	£0	2015-2025
	Community Facilities	Upgrade Clays Field as a Public amenity area				£0	Parish Plan	£0	2015-2025
	Transport	Improvements to 30mph signage	£17,000	0	£0	£17,000	Balfour Beatty	£0	2018
	Flood Risk	Investigations to determine flood prevention measures required due to issues arising from housing developments along the river.	TBC	TBC	TBC	TBC	TBC	£0	TBC
	Highways	Redesign of pavement for consistency and to improve safety	TBC	TBC	TBC	TBC	Parish Council	0	2020
Colgate	Transport	Traffic Calming (pinch points on Forest Road)		*		£0	WSCC	£0	2015-2025
	Transport	Formal crossing on A24	TBC	*	*	£0		£0	2015-2025
	Transport	Pedestrian Scheme - provision of footway on south side of A264 from Holmbush Farm to layby	TBC	*	*	£0		£0	2015-2025
	Transport	Route Safety Scheme - A264 Faygate to Crawley	£80,000	£80,000	£0	£0		£0	2020-2025
	Community Facilities	Colgate Village Hall Improvements	TBC	*	*		Village Hall Committee		
	Community Facilities	Colgate Village Play Area Improvements	£50,000	£50,000	£0	£0	Village Hall Committee		
Cowfold	Transport	Cycling Facilities – 3m shared cycle track widen and resurface / crossing point and signing	£7,886	£7,886	£0	£0		£0	2020
	Transport	Air Quality - study to look at means of reducing traffic emissions and congestion in village centre (either side of A272 / A281 double mini roundabout)		*		£0	£0	£0	201502030

	Transport	Speed Management - A281 southbound entrance to Cowfold (possibly including Speed Camera or Vehicle Activated Sign				£0		£0	2015-2025
	Transport	Improved footway - A281 (Hare and Hounds Public House southwards)	£99,000	0	£0	£99,000		£0	2015-2025
	Transport	Improved footway A281/A230 (north of village)	£94,900	0	£0	£94,900		£0	2015-2025
	Community Facilities	Improved/new pavilion	£50,000	£50,000	£0	£0	Cowfold Parish Council/HDC	£0	2020-2025
Henfield	Transport	Traffic Speed Indicator	£5,000	£5,000	£0	£0	PC	£0	2018-20
	Transport	New Long Stay Car Park	£100,000	0	£0	£100,000	PC	£0	2016-17
	Transport	Improve junction High Street/Church Street	£100,000	0	£0	£100,000	WSCC?	£0	2016 onwards
	Transport	VAS sign - London Road	£15,000	£15,000	£0	£0	WSCC	£0	2016 onwards
	Transport	School Safety Zone - St Peter's CE Primary School	£10,000	£10,000	£0	£0	WSCC	£0	2015-2025
	Transport	Cycle Link between Deer Park and the Downs Link	£200,000	200000	£0	£0	PC	£0	2016-17
	Health	Extension to medical centre	£500,000	£500,000	£0	£0	Medical Centre	£0	2018-20
	Community Facilities	Henfield Haven (formerly Day Centre) requires reserve funding	£15,000pa	£15,000	£0	£0	Henfield Social Enterprise CIC	£0	2018-20
Community Facilities	Town / village enhancement scheme - accessibility improvements and access to Farmers Market, measures identified in TPG study.	£8,099	£8,099	£0	£0		£0	2015-2025	

	Community Facilities	Henfield Play Facility improvements	£600,000	£600,000	£0	£0		£0	
	Community Facilities	3G pitch	£1,461,000	£1,461,000	£0	£0	HDC	£0	2020
	Community Facilities	Allotments	£30,000	£30,000	£0	£0	HDC	£0	2016-2025
	Community Facilities	Noise barrier around skate park	£40,000	£0	£0	£40,000	PC/HDC	£0	2016 onwards
	Open Space, Sport and Recreation	Construction of two earth bunds around reed bed	£30,000	£0	£0	£30,000	PC	£0	2016-17
	Open Space, Sport and Recreation	New pavilion	£250,000	£250,000	£0	£0	PC	£0	2016-17
	Open Space, Sport and Recreation	Extension to cricket pavilion	£500,000	£0	£0	£0	500000	£0	2016-17
	Open Space, Sport and Recreation	Drainage	£200,000	£0	£0	£200,000	PC	£0	2016-17
	Cemetery	Henfield Cemetery Extension	£60,000	£60,000	£0	£0	PC/HDC?	£0	2020-2025
	Library	Library Services - upgrade of facilities	£30,000	£30,000	£0	£0	WSCC	£0	2015 -2031
Horsham Town	Transport	Cycle facility - creation of a safe crossing of A264 to complete (Horsham - Crawley Cycle Route (requires construction of path, signage, promotion) Cycle Route - Horsham to Crawley Phase 3. Provision of Bridleway on the same route (no cost included).	£140,900	£0	£140,900	£0	Developer		2015-2025



Transport	Aspirational Cycle network	£1,159,054	£1,159,054	£0	£0	WSCC	£0	2015-2025
Transport	Cycle route enhancements - upgrade and widen existing footways, on road cycle way in both directions on Rusper Road	£499,491	£499,491	£0	£0		£0	2015-2025
Transport	Public transport service enhancement	£470,000	£0	£470,000	£0	Developer	£0	2015-2025
Transport	A24/A264 Great Daux Roundabout junction improvements	£4,422,000	£0	£4,422,000	S106 and WSCC	Developer	£0	2015-2025
Transport	A24/B2237 Robin Hood Roundabout improvements	£660,000	£0	£660,000	S106 and WSCC	Developer	£0	2015-2025
Transport	A264/Rusper Road improvement			*	£0	Developer	£0	2015-2025
Transport	A264/B2195 Moorhead Roundabout improvements	£110,000	£0	£110,000	£0	Developer	£0	2015-2025
Transport	A264/Tower Road/ Faygate Lane junction 19 improvements	£398,000	£0	£398,000	£0	Developer	£0	2015-2025
Transport	New Railway Station	£13,600,000	£0	£13,600,000	£0	Developer / Network Rail		2015-2025
Transport	Route safety scheme - Great Daux roundabout to Surrey Border	£80,000	£0	£80,000	£0	WSCC	£0	2015-2025
Education	Secondary Schools - land and contributions towards the construction cost for a new secondary school (6FE) with potential to expand to 8FE	£26,700,000	£0	£26,700,000 - £28,500,000	S106 and WSCC (inc Basic Need Grant)	Developer	£0	2015-2025 (Sept 2020+)

Education	Primary School - land and contributions towards the construction costs for two new primary school to include early years and community facilities.	£16,600,000	£0	£16,600,000 - £19,000,000	S106 and WSCC (inc Basic Need Grant)	Developer	£0	2015-2025 (Sept 2020+)
Education	Special Education - land and contributions towards the construction costs of a new special school (minimum 60 places for ages 2-19)	£8,000,000	£0	£8,000,000	S106 and WSCC Basic Need Grant	Developer and WSCC	£0	2015-2025 (Sept 2020+)
Education	Early Years - land and contributions towards two 50 place co-located nursery/early years facilities with primary schools and community facilities.	£1,644,000	£0	£1,644,000	S106 and WSCC Basic Need Grant	Developer and WSCC	£0	2015-2025
Education	Sixth Form - contributions towards appropriate facilities at the College of Richard Collyer or equivalent sixth form provision.	£1,720,000	£0	£1,720,000	£0	Sixth Form Provider	£0	2015-2025
Education	Safer Routes to Schools/Travel Plan – Heron Way	£10,000	£10,000	£0	£0	WSCC	£0	2015-2025
Education	Safer Routes to Schools/Travel Plan – Forest School	£10,000	£10,000	£0	£0	WSCC	£0	2015-2025
Education	School Safety Zone/Travel Plan- St Marys Primary School	£10,000	£10,000	£0	£0	WSCC	£0	2015-2025
Education	School Safety Zone - Greenway and Trafalgar School	£10,000	£10,000	£0	£0	WSCC	£0	2015-2025
Education	Safer Route to Schools - Horsham Nursery School & Kingslea	£10,000	£10,000	£0	£0	WSCC	£0	2015-2025
Education	Safer Routes to School Scheme - Tanbridge House School	£10,000	£10,000	£0	£0	WSCC	£0	2015-2025

Education	School Safety Zone - Queen Elizabeth School	£10,000	£10,000	£0	£0	WSCC	£0	2015-2025
Education	Route safety scheme - Lambs Farm Road, Roffey - Traffic management	£10,000	£10,000	£0	£0	WSCC	£0	2015-2025
Education	School Safety Zone/Travel Plan - Littlehaven Primary School	£10,000	£10,000	£0	£0	WSCC	£0	2015-2025
Libraries	Tier 7 Library offer at strategic site	£75,000	£0	£75,000 - £100,000	£0	WSCC	£0	2015-2025
Green Infrastructure / Transport	The Green Grid Key Routes are North Horsham to Town Centre and Holbrook Club to Town Centre via Novartis site.	£2,500,000	£2,500,000	£0	£0	WSCC/HDC	£0	2015-2025
Green Infrastructure	Horsham townscape enhancement	£40,000	£40,000	£0	£0	HDC	£0	2015-2025
Green Infrastructure	Improved drainage on sports pitches	£500,000	£500,000	£0	£0	HDC	£0	2015-2025
Community Facilities	Horsham Play Area improvements (Play equipment, landscaping, fencing)	£3,300,000	£3,300,000	£0	£0	HDC	£0	2016-2025
Community Facilities	3G pitch	£1,461,000	0	£1,461,000	£0	HDC	£0	2016-2025
Community Facilities	Changing rooms and community facility improvements at neighbourhood recreation grounds	£3,300,000	£3,300,000	£0	£0	HDC	£0	2016-2025
Utilities	Sewerage and water distribution infrastructure for land north of Horsham	Not known	£0	£0	Developer and Southern Water	Southern Water and the developer	£0	In parallel with development
Utilities	Sewerage infrastructure for Novatis site.	Not known	£0	£0	Developer and Southern Water	Southern Water and the developer	£0	In parallel with development

Open Space, Sport and Recreation	Riverside Walk improvements in Forest	£100,000	£100,000	£0	HLF	HTCP/HDC	£0	On-going
Open Space, Sport and Recreation	Riverside Walk improvements in North Horsham	£100,000	£100,000	£0	HLF	HTCP/HDC	£0	On-going
Open Space, Sport and Recreation	Riverside Walk improvements in Trafalgar	£100,000	£100,000	£0	HLF	HTCP/HDC	£0	On-going
Community Facilities	Improvements to North Street subway		*		£0	PC/WSCC	£0	2016 onwards
Open Space, Sport and Recreation	Riverside Walk improvements in Denne		*		£0	HDC	£0	On-going
Flood Risk	Warnham Mill/Provender Mill	£2,000,000	0	£0	£2,000,000	Environment Agency	£0	2022
Healthcare	Primary Care Centre	£7,000,000	£0	£0	£700,000	NHS England	Project only agreed in principle by NHS England at this stage	2021 estimated depending on planning consent for the major development
Community Facilities	Horsham Rugby Club Improvements	£100,000	£100,000	£0	£0	HDC	£0	TBC
Community Facilities	Tennis Bubble - Horsham Tennis Club	£400,000	£400,000	£0	£0	HDC	£0	TBC
Community Facilities	Horsham Skate Park remodelling to concrete	£150,000	£150,000	£0	£0	HDC	£0	2024

	Transport	Five Oaks roundabout A264/A281	£871,000	£0	£871,000	S106 and WSCC	Developer	£0	
	Transport	Broadbridge Heath & Slinfold to Christs Hospital pedestrian & cycle route improvement via the Downs Link & neighbouring access links							
	Transport	Public transport service enhancement	£1,116,000	£0	£1,116,000	£0	Developer	£0	
Nuthurst	Transport	Extension to pavement at entrance to Swallowfield	?	*		£0	WSCC	£0	2015-2031
	Transport	Improvements to junction	?	*		£0	WSCC	£0	2015-2031
	Transport	Safe access to A281	?	*		£0	WSCC	£0	2015 - 2031
	Transport	Cycle Track	?	*		£0	WSCC	£0	2015-2031
	Transport	Car Parking	?	*		£0	WSCC	£0	2015-2031
	Education	Safer Routes to School Scheme	£10,000	£10,000	£0	£0	WSCC	£0	2015-2013
Pulborough	Open Space, Sport and Recreation	Sports and Youth Club	£750,000	£500,000	£250,000	£0	PC	£250,000	2016-17
	Community Facilities	3G pitch	£1,461,000	£1,461,000	£0	£0	HDC	£0	2015-2015
	Community Facilities	Pulborough Play Facility Improvements	£200,000	£200,000	£0	£0	HDC	£0	2015-2025
	Utilities	Telecommunications Infrastructure - High Speed Broadband	£30,000	£30,000	£0	£0	BT/WSCC	£0	2016 onwards

	Transport	A Roads inadequate for HGVs	£1,000,000	?		£0	WSCC	Some S106 funds - amount unknown	2020
	Transport	Air Quality management	*	*		£0		£0	2015-2020
	Transport	Pedestrian enhancements – Provision of pedestrian in road warning signs and vehicle activated sign to manage traffic speeds in conjunction with possible minor amendments to the speed limit to improve pedestrian safety in the vicinity of A283 Stopham Road railway bridge	£35,000	£35,000	£0	£0	WSCC	£0	2015-2025
	Transport	Pedestrian enhancements – Pedestrian crossing on A283 by railway station (east of Station Approach)	*	*		£0	WSCC	£0	2015-2025
Rusper	Transport	Potential new railway station on the Horsham - Three Bridges line with associated car parking and multi-modal interchange	£11,430,000	£0	£11,430,000 - £16,600,000	£0	Developer	£0	2015 – 2020
	Transport	Improvements to junction	?	?		£0	WSCC	£0	2020
	Transport	Car Parking	?	?		£0	WSCC	£0	2020
Rudgwick	Education	Safer Routes to School Scheme at Rudgwick Primary School consisting of a crossing point on Queen Elizabeth Road about 30m west of the junction with Princess Anne Road.	£5,000	£5,000	£0	£0	WSCC	£0	2015 – 2020
	Community Facilities	Multi games area	£120,000	£120,000	£0	£0	HDC/Rudgwick Parish Council	£0	2015 – 2020

	Community Facilities	Refurbishment of the Jubilee Hall, Church Street	£50,000	£50,000	£0	£0	WSCC	£0	2015 – 2020
Shermanbury	Community Facilities	Village Hall	£200,000	£200,000	£0	£0	PC	£0	2015-2025
	Open Space, Sports and Recreation	Play Area	£200,000	£200,000	£0	£0	PC	£0	2015-2025
	Transport	Improvement and installation of pedestrian footpaths	£50,000	£0	£0	£50,000	WSCC	£0	2015-2025
	Transport	Pedestrian road crossings	£50,000	£0	£0	£50,000	WSCC	£0	2015-2025
Shipley	Transport	A24 Buckbarn - Increase length of northbound right turning lane	£100,000	£0	£100,000	£0	WSCC	£0	2015-2025
	Transport	Buckbarn traffic lights refurbishment	£320,000	£0	£320,000	£0	WSCC	£0	2015-2025
	Transport	Buckbarn traffic lights refurbishment Phase 2	£100,000	£0	£100,000	£0	WSCC	£0	2015-2025
	Transport	Route Safety Scheme - A272 Buckbarn to Bolney	£170,000	£0	£170,000	£0	WSCC	£0	2015-2025
Slimfold	Transport	Speed activated signs	£10,000	£10,000	£0	£0	WSCC	£0	2015-2025
	Community Facilities	Village Hall	£250,000	£250,000	£0	£0	PC	£0	2015-2025
	Community Facilities	Upgrade sports pavilion, Cherry Tree	£10,000	£10,000	£0	£0	PC/Football Club	£0	2015-2025
	Community Facilities	New Scout Hut	?	?		£0	PC/Scouts	£0	2015-2025

	Community Facilities	Youth Space	?	?		£0	PC/Youth Club	£0	2015-2025
	Community Facilities	Upgrade cricket pavilion	£500,000	?	£0	£500,000	PC/Cricket Club	£0	2015-2025
	Open Space, Sport and Recreation	Village Green / Village Orchard	?	?		£0	PC/Community	£0	2015-2025
	Open Space, Sport and Recreation	Upgrade and add play equipment	£50,000	£30,000	£0	£20,000	PC/Youth Club	£0	2015-2025
	Telecommunications	Improved broadband and mobile signals	?	?		£0	Telecoms Provider/BT/WSCC?	£0	2015-2025
Southwater	Transport	Pedestrian/Cycle bridge across A24	£2,000,000	£2,000,000		£0	WSCC	£0	2020
	Transport	Circular Bus Route	?	?		£0	Bus Service Provider	£0	2020
	Transport	Bus Shelters with Real Time Passenger Information	?	?		£0	Bus Service Provider/WSCC	£0	On-going
	Transport	Circular leisure cycle/walking route around parish	?	?		£0	WSCC	£0	2025
	Transport	Cycle Facility - Shared Use Cycle/pedestrian bridge across A24 linking Southwater to Horsham (Reeds Lane) and Cycle Route - Southwater to Hop Oast (B2237 Worthing Road) cycle route via	£2,124,500	£11,000	£2,113,500	S106 and CIL	Developer	£0	2015-2025



	Southwater Street bridge over A24.							
Transport	Public transport service enhancement				£0	Public transport providers	£0	2015-2025
Transport	A24/B2237 Worthing Road (Hop Oast) Roundabout improvements	£264,000	£0	£264,000	£0	Developer	£0	2015-2025
Transport	Aspirational Cycle Network - Southwater	£47,554	£47,554	£0	£0	WSCC	£0	2015-2025
Transport	Cycle Facility - Station Road to North Street (route to provide improved access to railway station. Will need to be a combination of signs and further measures to remove parking to allow enough space for improvement - also part of the route is a freight route)	£36,000	£36,000	£0	£0	WSCC	£0	2015-2025
Transport	A24/Mill Straight Junction 21 improvements	£86,000	£0	£86,000	£0	Developer	£0	2015-2025
Transport	Tarmac footpath	?	?		£0	WSCC	£0	2020
Utilities	Broadband	?	?		£0	BT/WSCC?	£0	On-going
Open Space, Sport and Recreation	Continued enhancement and maintenance of Country Park	?	?		£0	HDC/PC	£0	On-going
Community Facilities	Hall Space provision e.g. for Scouts and Guides	£1,000,000	?		£0	HDC/PC	£0	On-going
Community Facilities	Youth worker provision	£140,000	£140,000	£0	£0 [removed: £70,000pa]	Parish Council	£0	On-going

Community Facilities	Allotments	£65,000	£650,000	£0	£0	PC	£0	2020
Community Facilities	Southwater Country Park Attractions	£5,000,000	£5,000,000	£0	£0		£0	2015-2020
Community Facilities	3G pitch	£1,000,000	£400,000	£600,000	£0		£0	
Open Space, Sport and Recreation	Southwater Leisure Centre Changing Rooms	£61,000	£61,000	£0	Grants	PC	£0	2017
Open Space, Sport and Recreation	Extension to Southwater Leisure Centre	£750,000	0	£750,000	£0	PC	£0	2025
Transport	Hop Oast Waste Recycling Site: anticipated that capacity may be needed to serve future housing growth.	£2,500,000	£2,500,000	£0	£0	WSCC	£0	2015-2025
Education	Early Years - contribution to provide or expand a pre-school facility in the village, possibly in an extra classroom at an existing school.	£250,000	£0	£250,000	£0	Developer	£0	2015-2025
Education	Primary School - contribution towards expansion of existing primary schools in Southwater	£2,000,000	£0	£2,000,000 - £3,000,000	£0	Developer	£0	2015-2025 (Sept 2019+)
Education	Secondary School - contribution towards the expansion of Tanbridge House School	£250,000	£0	£250,000	£0	Developer	£0	2015-2025

	Libraries	Contribute to re-design of library offer in partnership with Southwater Parish Council	£30,000	£0	£30,000	£0	WSCC	£0	2015-2025
	Utilities	Sewerage and water distribution infrastructure for Southwater strategic site	Not known	£0	£0	Developer and Southern Water	Southern Water and the developer	£0	In parallel with development
	Community Facilities	Play Area improvements - 10 small play areas and 3 NEAPs	£800,000	£800,000	£0	£0	HDC	HDC/CiL	TBC
	Community Facilities	MUGA and Football Wall	TBC	TBC	TBC	£160,000	HDC/Parish Council	Lottery Grants, LA contributions and developer contributions	TBC
	Transport	Land widening on approach to Hop Oast roundabout	TBC	£0	TBC	£0	WSCC	TBC	TBC
Sussex Police	Police	Division based accommodation	£509,952	*	*	£0	Police	£0	Dependent on building programme
Sussex Police - District	Police	Central and Shared accommodation	£1,434,240	*	*	£0	Police	£0	Dependent on building programme

Police	Provision of fleet vehicles (marked and unmarked cars, vans and units for road policing)	£231,710	*	*	£0	Police	£0	Dependent on building programme
Police	Specialist Officer Equipment (e.g. body worn camera, radio/telecoms, specialist safety/detection equipment and training)	£708,238	*	*	£0	Police	£0	Dependent on building programme
Police	Information Technology Equipment for Officers	£116,000	*	*	£0	Police	£0	Dependent on building programme
Police	Information Technology Equipment for Police staff members	£64,000	*	*	£0	Police	£0	Dependent on building programme
Police	ANPR Cameras x 6	£66,000	*	*	£0	Police	£0	Dependent on building programme
Police	CCTV cameras	TBC and dependant on specific locations of development, in relation to existing CCTV and	TBC	TBC	£0	Police	£0	Dependent on building programme

			future areas of vulnerability						
	Police	Custody Provision	£319,404	*	*	£0	Police	£0	Dependent on building programme
	Police	Provision of fleet bicycles	£11,600	*	*	£0	Police	£0	Dependent on building programme
Storrington and Sullington	Public Conveniences	Introduction of public toilets	?	?		£0	HDC?	£0	2016 onwards
	Mobile Signal	Improved mobile phone coverage 4G and beyond	?	?		£0	?	£0	2015-2025
	Youth Facilities	Replacement toddler play equipment and new skate park	£120,000	£80,000	£40,000	£0	PC/HDC	£40,000 (S106)	2016 onwards
	Open Space, Sport and Recreation	Hurston Lane Field improvement plan- new football pitches and running track	?	?		£0		£0	2015-2025

	Community Facilities	3G pitch	£1,461,000	£1,461,000	£0	£0	HDC	£0	2015-2020
	Community Facilities	Storrington and Sullington Play Facility improvements	£400,000	£400,000	£0	£0	HDC	£0	2015-2020
	Community Facilities	Improvements to Parish Hall (replacement windows, resurfacing of car park)	£24,000	£24,000	£0	£0	PC	£0	2015-2025
	Open Space, Sport and Recreation	Improvements to Riverside Walk	?	?		£0	HDC?	£0	2015-2025
	Transport	Air Quality - possible changes to road network (e.g. changes to B2139 School Hill / High Street / Manleys Hill mini roundabout junction and / or closure of School Hill with traffic redirected via Old Mill Drive / Mill Lane				£0		£0	2015-2030
	Library	Library Service - upgrading of facilities to meet increased demand from new developments	£60,000	£60,000	£0	£0	WSCC	£0	2015-2025
Steyning	Community Facilities	Play equipment	£30,000	£0	£30,000	£0	HDC	£0	2015-2030
	Community Facilities	Play equipment	£35,000	£35,000	£0	£0	HDC	£0	2015-2030
	Education	Safer Routes to School Scheme - Steyning Grammar School	£30,000	£30,000	£0	£0	WSCC	£0	2015-2025

	Education	School Safety Zone - Ashurst Primary School	£10,000	£10,000	£0	£0	WSCC	£0	2015-2025
	Education	School Safety Zone - St Andrew's Primary School	£10,000	£10,000	£0	£0	WSCC	£0	2015-2025
	Education	School Safety Zone - Steyning Grammar School	£10,000	£10,000	£0	£0	WSCC	£0	2015-2025
	Library	Library Service - upgrading of facilities to meet increased demand from new developments	£30,000	£30,000	£0	£0	WSCC	£0	2015-2025
	Community Facilities	Steyning and Upper Beeding Play Facility improvements	£500,000	0	£500,000	£0	HDC	£0	2015-2025
District Wide	Community Facilities	Extension of/strategic location for Hockey	£1,000,000	£1,000,000	£0	£0	TBC	TBC	TBC
	Community Facilities	Improvements to dryside sport and leisure centres (sports halls, activity halls, studios, sport specific areas, changing facilities and ancillary areas). Equates to min of 6 badminton courts plus additional requirements)	£7,500,000	£2,500,000	£1,000,000	£4,000,000	TBC	TBC	TBC
	Community Facilities	Improvements to existing Swimming Pool provision (swimming pools, leisure waters, changing facilities and associated water treatment plant (Equates to min of 280m2 of water space of 5-6 swimming lanes plus additional requirements).	£3,000,000	£3,000,000	£0	£0	HDC/Community Partners	TBC	TBC
	Community Facilities	Improvements to bowls facilities (outdoor flat greens, indoor bowls, short mat bowls)	£200,000	£200,000	£0	£0	HDC	TBC	TBC

	Community Facilities	Improvements to existing health and fitness facilities (Exercise, gym work stations or equivalent (equates to 160 exercise stations))	£350,000	£350,000	£0	£0	HDC/Community Partners	TBC	TBC
	Community Facilities	Multi-functional green space 5.5sqm per person (per new resident) or tartaric and sub-district MFGs	£2,370,000	£2,370,000	£0	£0	HDC	TBC	TBC
	Community Facilities	New seating in green spaces and recreation grounds	£200,000	£200,000	£0	£0	HDC	TBC	TBC
	Community Facilities	Green space infrastructure access improvements/access to the countryside improvements	£700,000	£700,000	£0	£0	HDC	TBC	TBC
Horsham town	Community Facilities	Parkour outdoor training area	£150,000	£150,000	£0	£0	HDC	TBC	2017
District Wide	Community Facilities	Parkour/freestyle gymnastics Indoor facility to accommodate Parkour/Freestyle Gymnastics with associated ancillary facilities	£1,000,000	£1,000,000	£0	£0	HDC	TBC	2015-2020
District Wide	Community Facilities	Indoor tennis 4 courts	£500,000	£500,000	£0	£0	HDC	TBC	TBC
	Education	School Safety Zone - Thakeham First School	£10,000	£10,000	£0	£0	WSCC	£0	2015-2031
Upper Beeding	Community Facilities	Sports facilities project (re-building and extension of faculties)	£200,000	£200,000	£0	£0	Parish Council	£0	2015-2025



B	Community Facilities	New play equipment (LEAP)	£50,000	£50,000	£0	£0	Parish Council	£0	2015-2025
	Community Facilities	New play equipment (LEAP)	£50,000	£50,000	£0	£0	Parish Council	£0	2015 - 2025
Washington	Transport	Extension to existing car park	?	*		£0	PC	£0	2015-2025
	Transport	Improvements to junction	?	*		£0	WSCC	£0	2015-2025
	Transport	Improvements to junction	?	*		£0	WSCC	£0	2015-2025
	Community Facilities	Village Hall Improvements	£50,000	?		£0	SDNP?	£0	2015-2025
	Health	New GP Surgery	£200,000	?		£0	SDNP?	£0	2015-2025
	Open Space, Sport and Recreation	Replacement children's play area	£65,000	?		£0	SDNP?	£0	2015-2025
	Open Space, Sport and Recreation	Millennium Footpath	£75,000	?		£0	SDNP?	£0	2015-2025
	Education	School Safety Zone - St Mary's C of E First School	£10,000	£10,000	£0	£0	WSCC	£0	2015-2031
West Chiltington	Utilities	Mobile/Cellular, 3G and 4G capacity and quality	?	*		£0	WSCC/Utility Companies	£0	2015-2025
	Utilities	Broadband speed/super fast	?	*		£0	WSCC/Utility Companies	£0	2015-2025
	Transport	Bus Routes to surrounding towns. Bus routes to surrounding towns, villages, stations, shops and GP surgeries	?	*		£0	Bus Companies	£0	2015-2025

	Transport	Bus Shelters	£9,000	£9,000	£0	£0	WSCC/HDC	£0	2015-2025
	Transport	Upgrade of footpaths to accessible all weather surface to allow use by pushchairs/buggies, wheelchairs & mobility scooters	?	*		£0	WSCC	£0	2015-2025
	Transport	Shared access road surface with 20mph road speed for enhanced pedestrian safety.	?	*		£0	WSCC	£0	2015-2025
	Transport	School drop off and pick up parking facilities	?	*		£0	WSCC	£0	2015-2025
	Community Facilities	Youth facilities in the village - District wide need	?	*	£0	£0	WSCC/HDC	£0	2015-2025
	Healthcare	GP Capacity	?	*		£0	CCG/NHS England	£0	2015-2025
	Education	School Safety Zone - West Chiltington Community First School	£10,000	£10,000	£0	£0	WSCC	£0	2015-2031
Warnham	Transport	Strood Lane entry control and associated traffic calming	£100,000	£0	£0	£100,000	WSCC	£0	2015-2025
	Transport	Broadbridge Heath Road limited to 40 mph	?	*		£0	WSCC	£0	2015-2025
	Transport	Friday Street traffic calming	£20,000	£0	£0	£20,000	PC	£0	2015-2025
	Transport	40 mph speed limit on A24	£12,000	£0	£0	£12,000	PC	£0	2015-2025

Transport	Signal controlled pedestrian crossing, Kingsfold				£0	WSCC	£0	2015-2025
Transport	A24 junction safety scheme				£0	WSCC	£0	2015-2025
Transport	Cycle Route – District Wide	*		£0	£0	WSCC	£0	2015-2025
Transport	Traffic Calming	£200,000	0	£200,000	0	WSCC	£0	2015-2025
Community Facilities	New Pavilion	£250,000	0	£250,000	0	Cricket Club/PC	£0	2015-2025
Open Space, Sport and Recreation	New Play Area	£50,000	0	£50,000	0	PC	£0	2015-2025
Community Facilities	Allotments	£50,000	0	£50,000	0	PC	£0	2015-2025
Education	School Safety Zone - Warnham Primary	£10,000	£10,000	£0	£0	WSCC	£0	2015-2031
Transport	Pavement at Hole Street	?	*		£0	WSCC	£0	2015-2025
Community Facilities	Children's Play Area	?	*		£0	HDC	£0	2015-2025
Transport	Reduction in speed limit on Hole Street	?	*		£0	WSCC	£0	2015-2025
Transport	Traffic calming measures on Hole Street/Water Lane	?	*		£0	WSCC	£0	2015-2025
Community Facilities	Replacement Village Hall	£200,000	?		£0	SDNP	£0	2015-2025
Open Space, Sports and Recreation	New children's play area	£50,000	?		£0	SDNP	£0	2015-2025

	Transport	Cycle Path	£1,040,000	?		£0	SDNP	£0	2015-2025
	Transport	Pavement/Footpath	£30,000	?		£0	SDNP	£0	2015-2025

# Horsham DC - CIL Viability – Update Assessment

## Executive Summary

---

### CIL background and Horsham District Planning Framework (HDPF)

1. Like many other Local Authorities which are seeking to become Charging Authorities, Horsham District Council (HDC) has for some time been preparing proposals for a Community Infrastructure Levy (CIL).
2. Across most types of developments, a CIL largely replaces s.106 as the main mechanism for securing planning obligations to support community infrastructure provision. The use of s.106 (the established mechanism through which authorities have been securing infrastructure contributions) for pooled contributions is now greatly restricted
3. Once in place, a CIL becomes the main route through which infrastructure contributions can be pooled. Following the introduction of a CIL, however, s.106 will remain as the tool for securing planning-led affordable housing. S.106 will also be used alongside or (in some cases) in place of CIL - for securing planning obligations relating to necessary site-specific development mitigation matters, without which a development could not proceed.
4. The Local Authority (Charging Authority for CIL) must ensure that the CIL payments and s.106 contributions are for distinct items / projects – no overlapping (so called “double-dipping”) is permitted. Specifically, a CIL is to support the development of the area through securing funding (on a fixed rate, transparent and consistent basis) for new infrastructure associated with the growth identified in a LA’s development plan i.e. ‘Local Plan.’ Linked to this, a CIL should be based on (set up to support) an up to date Plan.
5. Given this basis, whilst the Council was an early adopter of its Core Strategy and General Development Control Policies related to that (in 2007), work was paused on the HDC CIL pending the adoption of the new Plan – the Horsham District Planning Framework (HDPF) – in November 2015.
6. The basis for CIL charging is prescribed through the regulations. The charge is levied per square metre (sq. m) of new development exceeding 100 sq. m in floor area, but including new dwellings of any size. However, existing floor space on a site being redeveloped may not be liable for the CIL, depending on its occupation status. There

are also a number of set exemptions that are universally applicable through the regulations too, so that affordable housing, development by charities, self-build housing and domestic extensions are not charged.

7. Whilst the Council cannot varying these regulatory matters, informed by the viability and other evidence, in its Local Plan (HDPF) context it decides which types of other development should be charged and at what rate(s). This means the Council considering the relevance of and the viability of various forms of and locations for development in its area, given the local characteristics. Any differentials within its charging set-up (varied rates) should be based on viability evidence.

### **Viability and Update Assessment Review**

8. In parallel with recent progress towards the adoption of the HDPF, forming a clear and up to date basis for the CIL, HDC sought advice from experienced viability consultants Dixon Searle Partnership (DSP) in connection with the scope and level of proposed CIL charges for the district. DSP has many years' experience in both strategic level and site specific viability assessment and has been working with the Council in recent years on case specifics and a range of matters relating to viability and affordable housing.
9. Viability assessment is a key part of the planning policy development process, as set out in the National Planning Policy Framework (the key source of the requirement to consider viability) and the Government's Planning Practice Guidance (PPG) on-line resource. The PPG is now also the source of the national guidance on the CIL.
10. Whilst a LA does not have to follow its viability assessment exactly, this part of its overall evidence base should inform the approach taken to finding the right balance (between the opposing tensions optimising infrastructure funding and maintaining viability).
11. Under the CIL principles it is accepted that not all individual developments will necessarily be viable. However, the CIL charging should be set at levels where development across the area – i.e. the delivery of the Plan (HDPF) as a whole – is not placed at undue risk through the collective costs of policies and obligations (including CIL payments) being too high. CIL rates should not be set to the margins of viability – i.e. the charge needs to be placed at a rates or rates that will not regularly rely on reducing development viability to a marginal level.
12. HDC had full viability assessment work undertaken and in place to inform the previous (first) public consultation stage on its CIL proposals – the Preliminary Draft Charging

Schedule (PDCS). That consultation took place in May and June 2014, with the viability and other evidence pre-dating that.

13. Given the finalisation of the HDPF, the passing of time and associated market movements since the PDCS stage work, DSP's remit was to review and update the Council's understanding of, and evidence on, development viability. Based on an updated test of viability conducted by DSP, the outputs required were a verification of - or any revised proposals for - local CIL charging rate(s) given our review and assessment of latest available information.

### **Assessment principles**

14. This Updated Assessment (the subject of this report – with full details within the main report body and Appendices) uses residual valuation principles. This is an established and common approach, consistent with all other Local Plan and CIL viability assessments by DSP; and also with the earlier HDC viability work together with most other similar studies.
15. This is all about the strength of the relationship between the development values and costs - based on appropriate available information and researched assumptions.
16. The methodology revolves around an appraisal structure that deducts all development costs (including build costs, finance, professional fees, sales costs, HDPF policy costs, etc.) from the estimated completed development (sales) value (i.e. the gross development value or 'GDV') so that we can explore whether there is a viability scope to support a CIL charge. This is considered by reviewing whether a surplus exists for CIL, and if so how much, after realistic land value and developer's profit expectations have been taken into account too. Sufficient profit and land value are key ingredients of the market-led process of development, as the national policy and guidance outlines, and other guidance such as by the Royal Institution of Chartered Surveyors (RICS) also puts forward.
17. We test the potential capacity for CIL charging by starting with a nil (£0/sq. m) CIL scenario and then adding in and increasing the charge in small steps. The residual land value (RLV) outputs from the appraisal scenarios are seen to reduce as the CIL "trial rates" increase.
18. A large number of appraisals (several thousand all together) are run, so that these effects can be considered across an appropriate range of development scenario types and new-build property sales values – all representative of the variety of development expected to come forward through the HDPF. For this strategic overview suitable for CIL

informing purposes, however, it is not necessary or appropriate to appraise and review all conceivable development types and variations.

### **Relevant Horsham district characteristics & Findings**

#### **Residential**

19. Residential property values are high across the district. There is variation between settlements and individual locations, as is always the case. However, and in comparison with many areas that we have assessed, we have found a high level of consistency between the values when looking at the overview level appropriate to a CIL; particularly when new-build housing of the type most relevant to the HDPF delivery overall is concerned.
20. This means that, while we set out potential alternative options for HDC to consider, we are of the view that a simple Charging Schedule with a single CIL charging rate for residential development in the district remains a suitable approach; in our view that might be considered the main option.
21. Previously (at PDCS consultation stage) a single residential charging rate proposal was put forward at £125/sq. m.
22. Our focus is on latest available information – a fresh look at values and development costs etc. Overall we have found that the additional development revenue from market housing sales value increases over the period from the earlier preparatory work has generally more than compensated for the updated view on development costs (including significant rises in the build costs). This means that in general the underlying viability positions that are seen by the Council through a strong rate of housing delivery (including a very positive track record on affordable housing as part of that) have consolidated and viability has improved to some degree.
23. On review of the latest information and in our experience the upper parameter for realistic potential CIL charging in Horsham district is approximately £200/sq.m, however at the current time a potential rate at that or approaching that level is likely to be suitable only in the typically higher value smaller settlements within the rural areas.
24. Looking at the HDPF overall, a relatively small scale although nevertheless important amount of development is set to come forward in those areas. At least some of this will probably be through the Neighborhood Planning process. Combined with the possibility of adding too much pressure to the affordable housing delivery / contributions coming



from those typically smaller developments, these reasons in our view favour a single district-wide CIL charging approach on balance.

25. This would respond to the more typical relevant development locations and types, and would be at £125-150/sq. m without going to the margins of viability.
26. It follows that HDC could either set a rate at not exceeding say £150/sq. m (district-wide) or continue to run with the £125/sq. m level supported by the information gathered prior to the mid-2014 consultation. A district-wide charging rate within the range £125-150/sq. m is our key recommendation for application to residential development (falling under Use Class C3).
27. We consider that, if relevant to the latest local circumstances, retirement housing that is not for affordable tenure, as a part of the wide spectrum of market housing provision could bear CIL at a similar rate to, but not exceeding, the residential rate(s) considered in this Update Assessment review.
28. As above, other options would include potential upwards differentiation outside the main settlements and a significantly more complex set-up with a small level of differentiation between larger settlements / key HDPF locations and again the possibility of additional differentiation for the rural area covering the smaller settlements (overall range £125/150 – 200/sq. m).
29. According to our current stage calculations and in our experience, a single notable exception to a district-wide “wash over” charging rate would need to be made for genuinely strategically scale development. The only development of this nature relevant for considering this first charging schedule is that proposed at ‘North of Horsham.’ Prior to a fully detailed picture emerging on the high development costs and levels of site-specific s.106 there, we have found that after including typical strategic site development costs assumptions there remains no headroom for fixed CIL charging at this time.
30. In such a scenario, s.106 is considered likely to offer a more adaptable and practical route to delivering infrastructure, and working with phase by phase variations on requirements / priorities and viability.
31. Accordingly, at this time we consider that there would need to be a nil £0/sq. m charging rate for residential development within a mapped area aligned to that site; a map clearly showing the area subject to this differential CIL charging would need to form part of the next stage Charging Schedule consultation document.

32. In terms of general patterns and principles, this is consistent with the earlier (PDCS) stage view on strategic scale residential development and takes the consideration further with a latest high level look at viability.
33. Using appropriately updated assumptions within sample comparison appraisals results, we generate residual land value (RLV) results that are improved from previous, and often significantly so. As a worse case overview we are able to say that, looking at what has happened to typical costs and values, we would not expect to see viability outcomes reduced from the 2014 assessment levels.
34. **In summary on residential (meaning development uses falling with Use Class C3), from a viability perspective the updated review and findings point to HDC as a minimum being able to progress at a CIL Charging Rate of £125/sq. m; with looking up to say £150/sq. m district-wide also now within the scope of viability assessment recommendations (except for strategic development North of Horsham suggested at £0/sq. m).**

#### **Commercial / non-residential development use – HDC CIL charging**

35. Informed by a parallel and equivalent process, using the same principles as for residential, a range of commercial and non-residential development types have also been considered.
36. The full report text explains the detail. In brief summary, from this refreshed exercise **DSP has found that at the current time (i.e. for the likely life of a first HDC Charging Schedule) the viable charging scope beyond residential is limited to any larger format retail development only.**
37. **That scope would be to approximately £100/sq. m, which as an indicative rate is consistent with the previous findings and also with the PDCS stage consultation.**
38. Having reviewed various potential forms of development in the HDPF context, however, our view from our findings and experience is that consideration should be given by HDC to differentiating on retail. Owing to potential undue added viability pressure on small shops provision and development, which is part of the HDPF strategy in supporting sustainable communities, we consider that a nil rate (£0/sq. m) charge should be applied to shop developments other than for larger shops – including supermarkets, superstores and retail warehousing. These would be described as development use types within the Charging Schedule, including with reference to a secondary criterion on

sales floor area in excess of 280 sq. m - in accordance with the Sunday Trading legislation. Again, the full report sets out the detail on these considerations.

39. Likewise, and **again consistent with the PDCS, we have found that at this stage all other forms of development should be nil-rated (at £0/sq. m) as a wide range of tests shows them to be insufficiently viable to support fixed (non-negotiable) charging alongside other development costs.**
40. **This means that, as before, development for business (B) uses would at this stage also be nil-rated; as would any developments for care homes, hotels, leisure and community uses, etc.**
41. Nil-rating does not mean that developments of these types will not come forward or will consistently be undeliverable as land owners and developers may be able to take particular decisions and reduce scheme costs or compromise in other ways in order to progress developments. Any significant developments are more likely to be for particular occupiers than speculative in the HDPF context. Whilst delivering some types of commercial floorspace will often remain relatively challenging with the still mixed economic backdrop, setting a nil-CIL is not a tool to aid economic development but the approach is the most that an LA can do on CIL in recognition of what is at best going to continue to be a mixed viability picture on such schemes.

#### **CIL review**

42. Finally, it is important to recognise that inevitably a CIL Charging Schedule will have a short lifespan relative to the HDPF.
43. Currently there are no set criteria on review, but from emerging experience it is likely that Charging Authorities will review and potentially amend their Schedules at between say 2 to 4 years from inception (a rough guide only). This would fall in line with the review of the HDPF that commences in 3 years in accordance with the Local Plan Inspector's final report findings.
44. Rather than review at fixed points, monitoring will be necessary and it is envisaged that a range of factors including HDPF delivery progress, economic climate and property market, development costs, national policy positions, relationship with s.106 and the like would all need to be considered as a part of taking a further updated look at the context for CIL and at viability; one again to inform decisions about the setting of any revised Charging rates or amended forms of development / locations relevant to the local CIL regime.

45. DSP is happy to assist HDC with any enquiries or further information required on any of these or other aspects, as further progress is made with its CIL.

## Report to Council

24<sup>th</sup> February 2016

By the Cabinet Member for Planning and Development

**DECISION REQUIRED**



**Horsham  
District  
Council**

Not Exempt

## **Billingshurst Village Centre – Supplementary Planning Document (Consultation)**

### **Executive Summary**

In order to plan for growth in Billingshurst and to ensure that the village centre is improved so that it can play a role as the social and economic focus for the area a Supplementary Planning Document has been produced. This has been developed based on previous research and stakeholder consultation.

The purpose of this report is to present the draft Billingshurst Village Centre Supplementary Planning Document, which includes the identified key issues and priorities for the improvement of the village centre.

The Billingshurst Village Centre SPD is presented for approval for consultation. Once the consultation has taken place and comments have been taken into account the SPD will be returned to Council for approval.

### **Recommendations**

Cabinet is asked to approve the following recommendations:

- i) To approved the Billingshurst Village Centre Supplementary Planning Document for consultation.
- ii) That the Cabinet Member for Planning and Development has delegated authority to agree minor editorial changes.

### **Reasons for Recommendations**

- i) Through research and consultation with stakeholders issue and options to enhance Billingshurst Village centre have been identified. This work has been included and will be implemented through a Supplementary Planning Document.

## **Background Papers**

Billingshurst Village Centre Supplementary Planning Document (consultation)– attached at Appendix 2

**Wards affected:** Billingshurst.

**Contact:** Dr Chris Lyons, Director of Planning, Economic Development & Property.

## **Background Information**

### **1 Introduction and Background**

- 1.1 Due to the recent housing growth of Billingshurst including the 475 dwellings granted permission in 2014, there is a need to plan for growth in Billingshurst. It has been recognised that the village centre does not adequately meet the needs of current residents and will need to be improved to support the growing population. A series of studies have taken place which have identified the issues and opportunities for the village centre. Targeted Stakeholder consultation has taken place. The strategy in the Horsham District Planning Framework (HDPF) recognises Billingshurst as a supporting settlement in the development hierarchy. In order to plan for growth in Billingshurst and to ensure that the village centre is improved so that it can play a role as the social and economic focus for the area a Supplementary Planning Document has been produced, building on the previous research and consultation which will plan for the future regeneration of the village centre.
- 1.2 The Billingshurst Village Centre SPD is presented for approval for consultation. Once the consultation has taken place and comments have been taken into account the SPD will be returned to Council for approval.

### **2 Relevant Council policy**

- 2.1 The Horsham District Planning Framework (HDPF) is the relevant plan that sets out how growth and development will take place in the district. The strategy in the HDPF recognises Billingshurst as a supporting settlement in the development hierarchy. In order to plan for growth in Billingshurst and to ensure that the village centre is improved so that it can play a role as the social and economic focus for the area a Supplementary Planning Document has been produced, building on the previous research and consultation which will plan for future growth. The SPD once adopted will provide additional guidance on policies in the HDPF.

### **3 Details**

- 3.1 The Billingshurst Working Group (comprising Horsham District Council, West Sussex County Council, the Parish Council, and the Chamber of Commerce), informed by the evidence and stakeholder consultation have, identified key themes that need to be addressed to improve Billingshurst Village Centre.

The themes are;

- Character and design;
- Sense of Arrival; and moving around
- Choice and vitality of the centre;
- Open spaces and public realm; and
- Improved car parking.

- 3.2 The centre of Billingshurst has been divided into a series of character areas each with plans for growth and development which will seek to address the key themes.

- 3.3 A delivery plan is appended to the SPD which indicates how and when projects will be delivered in the short, medium and long term which has been approved, in principle by the Working Group pending further cost information. It is anticipated that other schemes will come forward for consideration and these will be considered and prioritised by the Working Group as part of a comprehensive approach to regenerating the village centre within available funding sources.

## 4 Next Steps

- 4.1 Once approved for consultation the draft Billingshurst Village Centre SPD will be consulted upon. A Strategic Environmental Assessment Screening Assessment will be made available for comment alongside the draft SPD. The consultation will run for six weeks in March to April.

The proposed timetable is set out below:-

Consultation on the Draft Supplementary Planning Document	March/April 2016
Consideration of responses	May 2016
Report back to Council for approval of suggested changes and adoption	June 2016
Adoption	June 2016

- 4.2 The statutory part of the consultation process will be undertaken by Horsham District Council in addition the stakeholders involved with the Working Group will undertake complimentary consultation within the consultation period. This will build up on informal consultation that has already taken place.

## 5 Outcome of Consultations

- 5.1 A series of studies have taken place which have identified the issues and opportunities for the village centre. Targeted Stakeholder consultation has taken place to date.
- 5.2 The Monitoring Officer and the Director of Corporate Resources have been consulted during the preparation of the SPD.

## 6 Other Courses of Action Considered but Rejected

- 6.1 Not applicable.

## 7 Financial Consequences

- 7.1 The village centre improvements will be met from within existing and projected Section 106 receipts. This approximately amounts to £750,000 from existing section 106 funding through a number of sites granted planning permission in Billingshurst as well as up to a £2.2 million proportion of the monies collected from the 475 unit development. It is proposed to use a coordinated approach through the SPD delivery plan to deliver projects using funding from other sources by



different service providers including West Sussex County Council and the Parish Council.

## **8 Legal Consequences**

8.1 There are no legal implications of this report.

## **9 Staffing Consequences**

9.1 There are no establishment staffing consequences resulting from this decision.

## **10 Risk Assessment**

10.1 There are no risks associated with this proposal.

## Appendix 1

### Consequences of the Proposed Action

How will the proposal help to reduce Crime and Disorder?	There are no crime and disorder implications as a result of this report.
How will the proposal help to promote Human Rights?	None directly but each of the priorities and associated projects would be considered on a case by case basis.
What is the impact of the proposal on Equality and Diversity?	An EqIA has been undertaken and demonstrates that there will be no adverse impacts. The delivery of the regeneration will assist accessibility for groups with protected characteristics.
How will the proposal help to promote Sustainability?	The Billingshurst Village Centre SPD is informed by the Horsham District Planning Framework (HDPF) which seeks to ensure that development which takes place in the future meets the needs of current and future residents of Billingshurst.



**DRAFT FOR REVIEW – INCORPORATING ALL  
COMMENTS – AS REVIEWED AND INSERTED BY  
HDC 14.1.16**

**BILLINGSHURST VILLAGE CENTRE**  
Supplementary Planning Document

Allies and Morrison  
Urban Practitioners  
February 2016



**"Billingshurst Village Centre will capitalise upon its historic setting to become a centre with attractive, high quality public spaces and a strong, diverse retail offer, which provides a more accessible, convenient and improved environment for local businesses and its growing resident population."**

## **FOREWORD**

This Supplementary Planning Document sets out specific principles, guidance and projects for Billingshurst Village Centre. It has been prepared by Horsham District Council, working collaboratively with the Billingshurst Working Group. The working group comprises Horsham District Council, West Sussex County Council, Billingshurst Parish Council, Billingshurst Community Partnership and Billingshurst Chamber of Commerce. The guidance supplements adopted policies in Horsham District Planning Framework (2015).

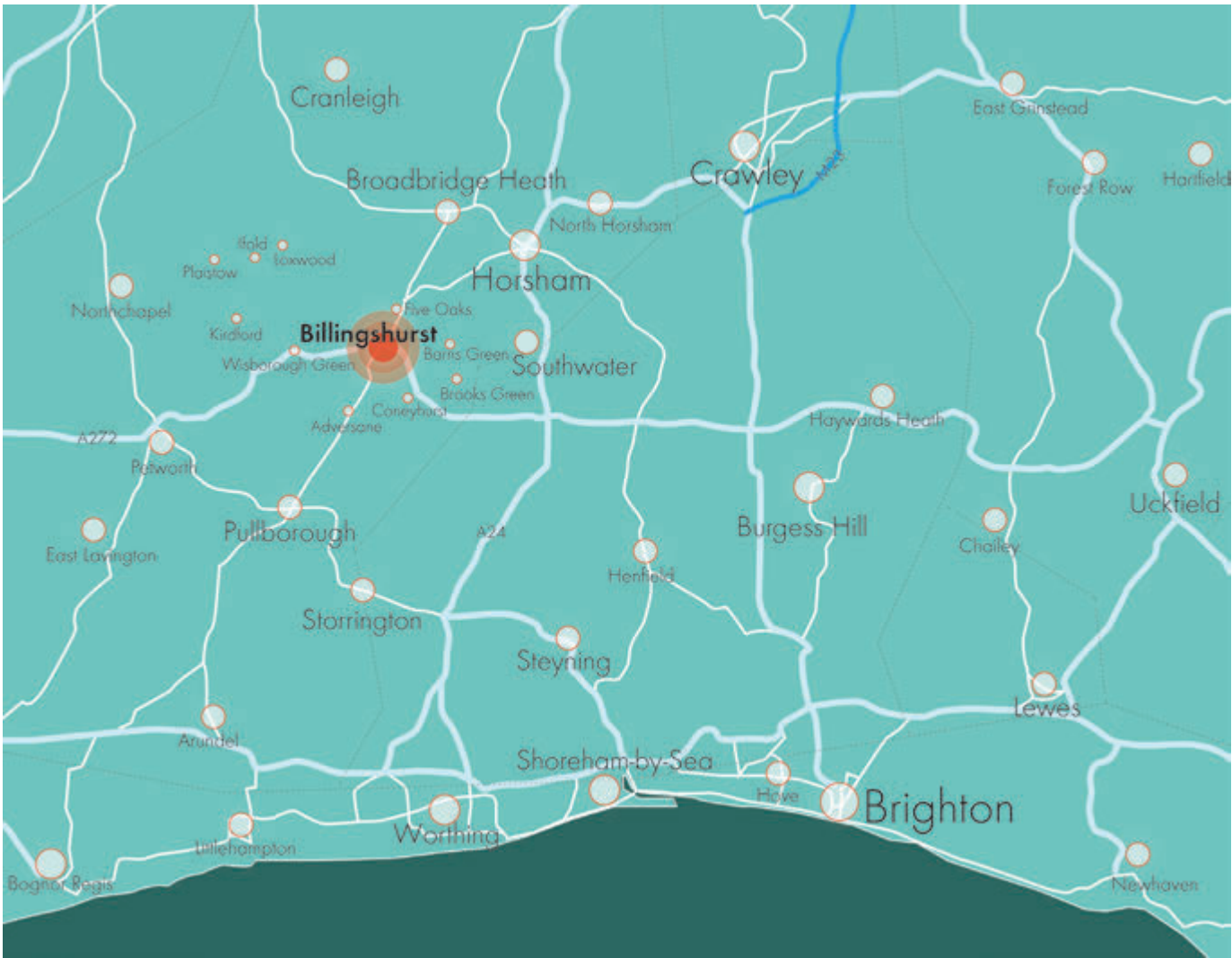
## **NOTE**

Please note that this is a working draft of the draft SPD.

It does not have planning status at this stage, and has been updated following comment from members of the Billingshurst Working Group on a private and confidential basis to seek informal views.

# CONTENTS

<b>1</b>	<b>INTRODUCTION</b>	<b>5</b>
1.1	Location and context	5
<b>2</b>	<b>BACKGROUND AND SCOPE</b>	<b>7</b>
2.1	Recent studies and planning approvals	7
2.2	Planning policy context	8
2.3	Billingshurst's Community-led plan	8
2.4	Previous consultation	9
2.5	Property market context	10
2.6	Scope of the SPD	12
<b>3</b>	<b>DEVELOPMENT PLAN POLICIES</b>	<b>15</b>
3.1	Relevant policies	15
<b>4</b>	<b>VISION AND DEVELOPMENT GUIDANCE</b>	<b>15</b>
4.1	Vision statement	15
4.2	Key guidance	15
<b>5</b>	<b>GUIDANCE FOR KEY AREAS</b>	<b>26</b>
5.1	Overview	27
5.2	High Street	30
5.3	Southern High Street	31
5.4	Library car park and Jengers Mead	32
5.5	Community and Conference Centre	33
<b>6</b>	<b>DELIVERY</b>	<b>34</b>
6.1	Overview	34
6.2	Key projects	35



Billingshurst's local context

# 1 INTRODUCTION

## 1.1 LOCATION AND CONTEXT

- 1.1.1 Billingshurst Parish has a population of approximately 8,000 (2011 Census). It is located approximately six miles south-west of Horsham town and is within relatively close proximity to the South Downs National Park and the Sussex coast which lie to the south. The village of Billingshurst is located on Stane Street, the Roman route from London Bridge to Chichester and the modern A road (A272), a busy route that runs parallel with the coast and the A27, further south. It is located on the Arun Valley line between Portsmouth/Bognor Regis and central London, with a stop at Billingshurst and various stops along the way to London, including main stations at Horsham, Crawley, Gatwick Airport and Croydon. A number of smaller settlements are located within a short distance of Billingshurst, such as Adversane, Five Oaks, Barns Green, Brooks Green, Coneyhurst, Adversane and Wisborough Green, Loxwood, Plaistow, Ifold and Kirdford.
- Quality and variety of the retail offer;
  - Increasing retail vacancies;
  - Poor environment of Jengers Mead;
  - Fragmented ownership;
  - Difficult to understand and navigate through the area;
  - Poor connectivity between the shopping areas and parking;
  - Parking management and accessibility issues.
- 1.1.2 Billingshurst today provides a local retail and services offer based around the High Street and Jengers Mead, the main retail parades. In addition to a range of shops, there are two medium supermarket-sized units, a Library and a number of pubs, cafes and restaurants in the centre, with paid surface car parking provided mainly to the rear of the High Street. The village centre acts as a hub for surrounding smaller villages, performing an important role in the district retail hierarchy. Recent studies (see section 2.1) have demonstrated a perception that the centre underperforms compared to other comparable locations and faces a number of challenges.
- 1.1.3 Recent work by Horsham District Council and partners including West Sussex County Council, the Community Partnership, Parish Council and Chamber of Commerce, along with consultations on emerging policy strategies and development proposals, has identified an opportunity to enhance Billingshurst's position as a retail centre. Key issues raised have included:
- 1.1.4 There is a strong desire amongst the local community and the Council to improve the performance and attractiveness of the retail offer and Billingshurst's function as a local centre.
- 1.1.5 The purpose of this SPD is to ensure the future vitality and viability of Billingshurst, promoting it as a destination of choice and creating a context for a flexible village centre offer which is able to respond to shifting economic patterns. The SPD, alongside the Community-led plan, will also provide a framework and point of focus for HDC and the key community partners including Billingshurst Parish Council, Billingshurst Community Partnership and Billingshurst Chamber of Commerce in taking forward projects in the village centre.



Views of Saint Mary's church play a key role in defining the character of the village



## 2 BACKGROUND AND SCOPE

### 2.1 RECENT STUDIES AND PLANNING APPROVALS

#### Retail study 2012

- 2.1.1 Horsham District Council commissioned the Jengers Mead & Billingshurst Retail Study in 2012. The aim of this study was to produce evidence for a plan that would equip the Council and community to improve the village centre in terms of the performance and attractiveness of its retail offer.

#### Key planning approvals

- 2.1.2 Planning permissions have been granted for residential development in and around the village, in particular, approval for a 475 home residential led scheme on land to the east of Billingshurst. This highlights the importance of undertaking enhancements to the village centre that will support a growing catchment population and to provide funding for capital projects from developer financial contributions.

#### Flooding

- 2.1.3 West Sussex County Council produced a Local Flood Risk Management Plan in May 2014. The Management Plan indicates that Billingshurst is one of six wet spots in Horsham that are susceptible to surface water and river flooding. The document states the following:

“Surface water flood risk poses the most likely flood risk in each of these areas. Horsham represents the largest cluster of properties in areas susceptible to flooding from a rare rainfall event. Storrington and Southwater are susceptible to surface water flooding, and to a lesser extent Billingshurst and Pulborough. These wet spot areas are set within the Weald of Sussex underlain by sandstone and mudstone geology, and are drained by the urban sewer network and the River Arun and Rother. Serious flooding would only be expected during large-scale infrequent rainfall events, when overland flow would occur from rapid runoff and with a short response time. Flooding would occur from excess surface water run-off that cannot drain, and to a lesser degree from inundation directly from the local watercourses. The main rivers through urban areas

are mainly undefended but some walls and channel straightening has occurred. The urban drainage network is maintained routinely and also on a reactive basis to ensure surface water can drain.”

- 2.1.4 A number of issues contribute to flood risk management issues:

- The village centre, due to its construction and topography, has been prone to surface water flooding.
- There are a number of culverts and minor water courses that sometimes lack capacity when there are times of flood.
- There are management and ownership issues alongside water courses which results in lack of maintenance and difficulty tracing who is responsible for maintaining a water course.
- The flooding in the village centre results in an economic impact to the businesses and a withdrawal of facilities for local residents. This needs to be addressed to enable the centre to thrive.

- 3.1.5 West Sussex Council has received Government funding to improve flood defences. A proportion of this will fund a new Surface Water Management Plan (SWMP) for Billingshurst.

## 2.2 PLANNING POLICY CONTEXT

- 2.2.1 Horsham District Council's Development Plan framework comprises the Horsham District Planning Framework (November 2015):
- 2.2.2 The Council is also due to submit its Community Infrastructure Levy (CIL) Draft Charging Schedule in 2016. In accordance with the changes introduced by the Localism Act a Neighborhood Plan (NP) is proposed to be produced. The NP area has been designated and the first draft of a plan has commenced. The SPD and NP would complement each other as with this SPD (see note 1 below).
- 2.2.3 In addition to local planning policy, the National Planning Policy Framework 2012 (NPPF) is also relevant. In terms of controlling changes of use it is the Government's intention to increase the flexibility of the planning system, to facilitate, through 'permitted development', a wider range of changes of use within town centre use classes and into residential use. The NPPF also requires Local Planning Authorities to adopt a positive approach towards sustainable development.
- 2.2.4 An overview of relevant Development Plan policies is provided in chapter 3.

## 2.3 BILLINGSHURST'S COMMUNITY-LED PLAN

- 2.3.1 Billingshurst today and tomorrow - The Community-Led Plan 2015-2020 underwent a collaborative process of preparation incorporating joint working between key partners and a process of community liaison and engagement. The document identifies the following vision for Billingshurst:

"Our vision is that of a thriving community with our residents, young and old, proud of our village and rightly celebrating our surroundings, our achievements and our future."
- 2.3.2 This vision statement is supported by seven thematic objectives as follows:

TOPIC 1: ECONOMY: To plan and grow a sustainable progressive and prosperous economy with an attractive and vibrant community at its heart.

TOPIC 2: TRANSPORT AND PARKING: To ensure efficient mobility into, out of, and around Billingshurst and surrounding areas to underpin social and economic progress.

TOPIC 3: SENIOR CITIZENS: To ensure that our Senior Citizens can play a full and fulfilling role in the community through the enjoyment of inclusion, activities, access and good mobility services.

TOPIC 4: YOUTH: To involve young people to make Billingshurst an exciting place to live and work.

TOPIC 5: OPEN SPACES AND THE ENVIRONMENT: To nurture the rural character and setting of Billingshurst and surrounding area whilst planning for and meeting the needs of a modern, inclusive society.

TOPIC 6: COMMUNITY SAFETY: To ensure that people of all ages can live and move about Billingshurst village and its rural areas easily and safely.

TOPIC 7: HEALTH AND WELLBEING - To encourage the wellbeing of all Billingshurst residents through having right quantity and quality of recreational and health services and facilities, and access to them.

<sup>1</sup> Neighbourhood Planning information  
<https://www.horsham.gov.uk/planning/neighbourhood-planning>

## 2.4 PREVIOUS CONSULTATION



**Traffic can have an impact on the village centre**



**The High Street benefits from areas of wider pavement**



**Public realm improvements will be promoted at Jengers Mead**

- 2.4.1 Billingshurst Parish Council undertook a series of public consultation events between 2007 and 2008 and publicised the Parish Plan which was approved in 2008.
- 2.4.2 Horsham District Council facilitated a stakeholder workshop in May 2012 as part of the Billingshurst retail study. Many of the key spatial and strategic concepts identified in chapter 4 were presented, tested and validated at this session.
- 2.4.3 Three events were undertaken between June 2012 and January 2013 in relation to the Community-led plan. These events enabled consultees to record key projects, issues and priorities. The outcome contributed to the action plan identified in relation to the seven key topic areas.
- 2.4.4 The preparation of the Billingshurst Village Centre SPD has been a collaborative process with the Billingshurst Working Group acting as a broader reference group for the project, and as a sounding board for the key proposals and initiatives during the production of the document.

## 2.5 PROPERTY MARKET CONTEXT

### Existing Context

- 2.5.1 As of summer 2014 there are a total of 69 retail or commercial premises within Billingshurst Village Centre which given its size acts as a local retail and services centre. The provision is arranged along the linear historic High Street but Jengers Mead, a 1970's retail parade.
- 2.5.2 Most of the retail units in Billingshurst are small – typically less than 1,000 sq ft (93 sq m), a trait which is unlikely to change in the context of the conservation area designation. That said, there are three larger units, two are medium supermarket-sized and another for a large hardware store (Austens Home Hardware).
- 2.5.3 The ground floor units in the village are typically Class 'A' uses (retail / professional services / cafes and restaurants) with a mixture of residential and commercial and other uses on the first floor.
- 2.5.4 The village centre is characterised by a number of specialist small independent shops along the High Street with large modern shops behind the High Street at Jengers Mead. It is anticipated that this broad spatial layout and character will continue in the future.
- 2.5.5 Much of the retail offer is provided by independent retailers such as the Billingshurst Butchers, Jengers Craft Bakery and The Wine Shop. There are a number of family run shops which have spanned a number of generations living in Billingshurst. For example the shoe shop, R. Rhodes & Son, which specialises in shoe repairs and sales. Currently there are few multiples in Billingshurst although some do exist namely, Lloyds Pharmacy, Corals, the supermarkets and McColls.
- 2.5.6 In line with trends in other town and village centres there has been an increase in the number of coffee shops/ tea rooms including those set up in conjunction with retail shops. There has also been an increase in the number of gift shops (which sells products from local artists etc.)
- 2.5.7 Turning to commercial space, the office market is limited in the village centre. In general terms the office provision is divided between the village centre, mostly located above the High Street units, and at Atlantic House and Laura House, which are both in the Jengers Mead area. Atlantic House is occupied by independent accountants and a digital technologies firm. Laura House is a mixed use building comprising retail units at ground floor, a mix of office and residential accommodation at first floor and further residential accommodation at second floor.
- 2.5.8 The Jengers Mead and Billingshurst Retail Study (2012) provided an indication of the anticipated level of retail floorspace that would be required to support residents of Billingshurst in the future taking into account the potential for residential led expansion to the south and east.
- 2.5.9 The HDPF plans for an additional 1000 new homes in the Billingshurst area which would result in a floorspace need in 2031 of 550 sqm (from a base of 280 in 2012) for convenience goods and 1,670sqm (from a base of 710 in 2012). The study recommended that retail development should be focused within the village centre in order to support the existing retail, service and other commercial activities and to maintain and improve the footfall and vitality and viability within the centre.
- 2.5.10 Billingshurst's competitiveness as a retail centre is affected by its position in the retail hierarchy, currently defined by the HDPF as a small town /village centre which provides for more than local shopping needs. It is important to note that the SPD corresponds with the strategy in the HDPF. In this context, the SPD articulates how the Village centre is reinforced to support the existing retail service offer and other commercial activities with a view to maintaining and improving footfall, vitality and viability in light of planned residential growth.

### Future provision





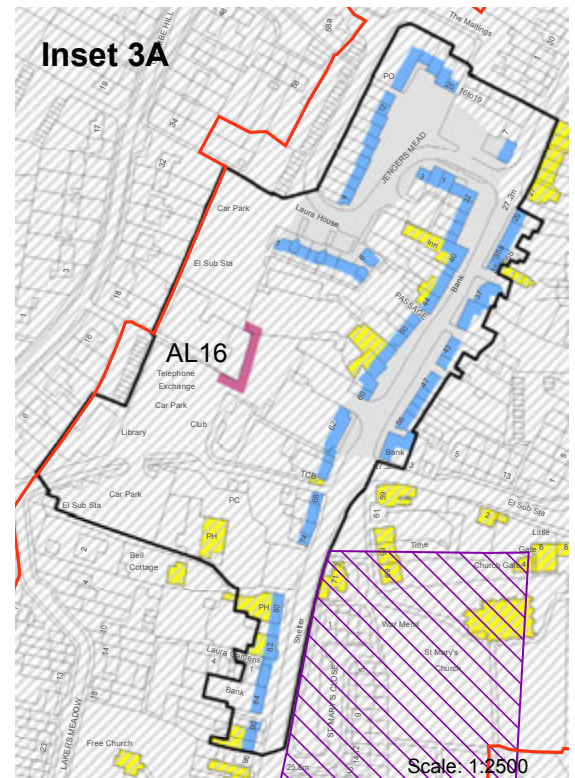
Looking south from the Jengers Mead junction



Example of recent infill development off the High Street

2.5.11 The SPD responds to a backdrop of a positive market sentiment and planned residential growth. In order to maximise the attractiveness, vitality and viability of the village centre to existing and new residents, the village centre provision needs to be reinforced and as such an appropriate scale and mix of new opportunities should be promoted. It is envisaged that development will be retail-led but will include the following complimentary mix of uses:

- Retail, cafes and restaurants;
- Community and leisure;
- Employment; and
- Residential.



Local Plan - Billingshurst inset plan

## 2.6 SCOPE OF THE SPD

2.6.1 The National Planning Policy Framework paragraph 153 states that “each local planning authority should produce a Local Plan for its area” and notes that “Supplementary planning documents should be used where they can help applicants make successful applications or aid infrastructure delivery...”

2.6.2 The glossary of the NPPF (Appendix 2) defines Supplementary Planning Documents as “documents which add further detail to the policies in the Local Plan”. The glossary also notes, “they can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.”

2.6.3 The core scope of the SPD correlates with the boundary of the village centre as identified in the Horsham District Planning Framework. However, some interventions which are outside of this boundary but

considered to be of positive benefit or relevance to the performance of the village centre have also been identified as priorities. It should be noted that this point relates to the holistic performance of the village centre with reference to its wider context, and should not be interpreted as a proposal to alter the village centre boundary.

2.6.4 Guidance and principles are identified as follows in chapters 4, 5 and 6:

- Chapter 4 - Vision and key proposals – the overarching vision for Billingshurst village centre and the key spatial objectives and proposals which underpin this vision.
- Chapter 5 - Development guidance – the planning and design principles which will be used to steer and assess emerging proposals.
- Chapter 6 - Guidance for key areas – summary of guidance for key parts of the village centre.
- Chapter 7 - Delivery – overview of key projects, interventions and implementation recommendations.



Truffles Bakery and Restaurant

### 3 DEVELOPMENT PLAN POLICIES

- 3.1.1 The Horsham District Planning Framework  
-November 2015 (HDPF), which contains policies covering strategy, development management and site allocations.

<b>Horsham District Planning Framework</b>	
1 - Strategic Policy: Sustainable Development	
2 - Strategic Policy: Strategic Development	
3 - Strategic Policy: Development Hierarchy	
7 - Strategic Policy: Economic Growth	
8 - Employment Development	
10 - Tourism and Cultural Facilities	
11 - Strategic Policy: Vitality and Viability of Existing Retail Centres	
12 - Town Centre Uses	
13 - Shop Fronts and Advertisements	
14 - Strategic Policy: Housing Provision	
15 - Strategic Policy: Meeting Local Housing Needs	
17 - Retirement Housing and Specialist Care	
23 - Strategic Policy: Environmental Protection	
30 - Green Infrastructure and Biodiversity	
31 - Strategic Policy: The Quality of New Development	
32 - Development Principles	
33 - Cultural and Heritage Assets	
34 - Climate Change	
35 - Strategic Policy: Appropriate Energy Use	
36 - Sustainable Construction	
38 - Strategic Policy: Infrastructure Provision	
39 - Sustainable Transport	
40 - Parking	
41 - Strategic Policy: Inclusive Communities	
42 - Community Facilities, Leisure and Recreation	







## 4 VISION AND KEY GUIDANCE

### 4.1 VISION STATEMENT

4.1.1 The SPD supports the Community's vision for the village as set out in the Community Led Plan which says:

**"Our vision for Billingshurst is that of a thriving community with our residents, young and old, proud of our village and rightly celebrating our surroundings, our achievements and our future."**

4.1.2 The following statement summarises the overarching vision for Billingshurst village centre SPD:

**"Billingshurst Village Centre will capitalise upon its historic setting to become a centre with attractive, high quality public spaces and a strong, diverse retail offer, which provides a more accessible, convenient and improved environment for local businesses and its growing resident population."**

4.1.3 The following guidance articulates the main issues and spatial concepts which will realise the vision for Billingshurst village centre. The guiding statements are organised by theme as listed below:

1. Character and design
2. Sense of arrival and moving around
3. Choice and vitality of the centre
4. Open spaces and public realm
5. Improved car parking

### 4.2 GUIDANCE

4.2.1 The purpose of chapter 4 is to provide guidance for Billingshurst Village centre which will support the delivery of the vision.

4.2.2 Applicants should also make reference to parallel statements included in the Community-Led Plan (see note 2) and the Design Statement SPD for the Parish of Billingshurst (see note 3).

4.2.3 The development area has been divide into character areas with an overarching conceptual diagram and supporting statement to summarise the principal spatial objectives. This is then supported by a series of guidance statements organised by issues and themes to steer more detailed proposals, initiatives and interventions.

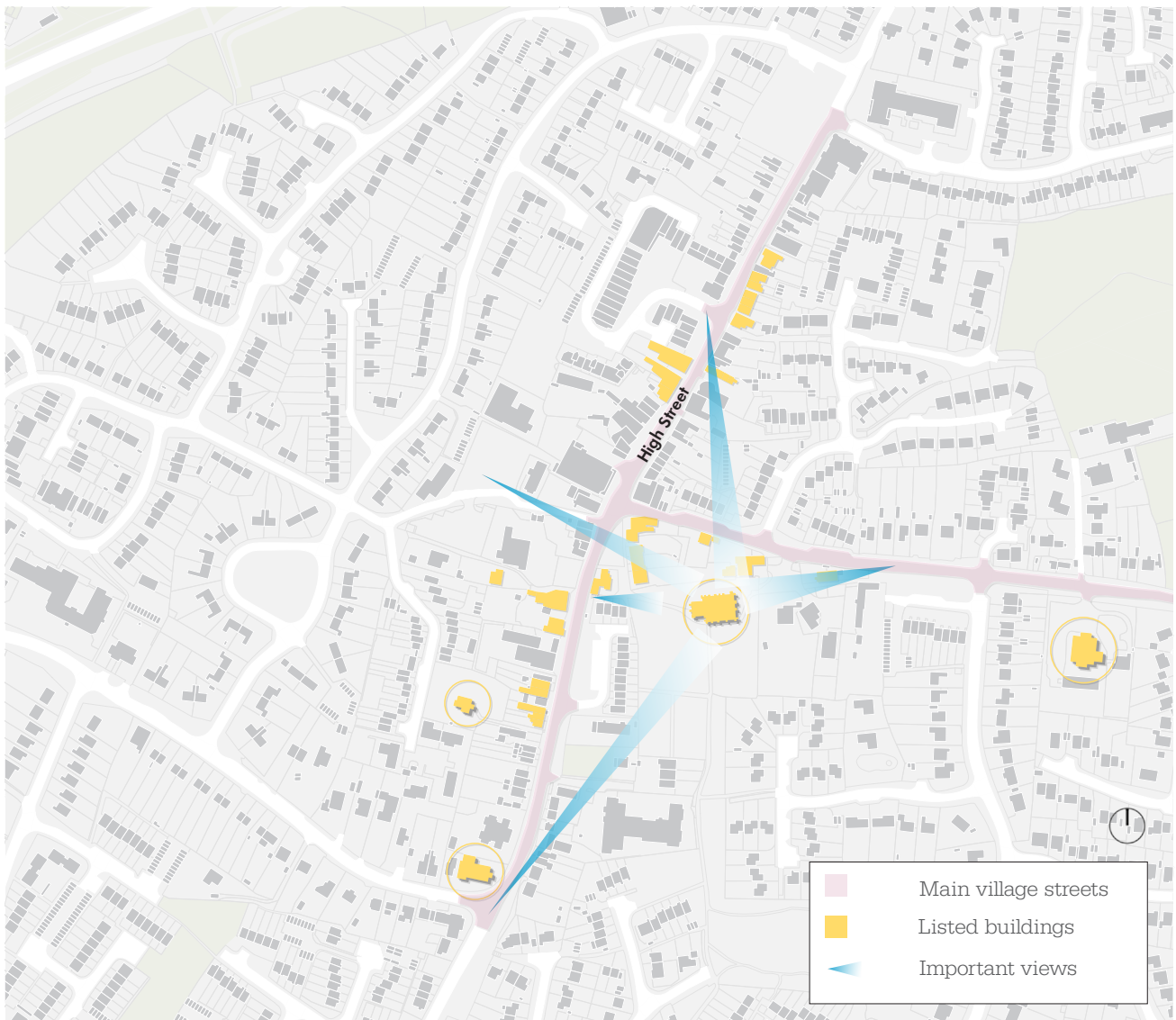
2. Community Led Plan  
<http://billingshurst.community/current/Community-Led-Plan-Main.html>

3. The Design Statement for the Parish of Billingshurst <http://www.horshamdistrictdf.info/Files/BillsPDS.pdf>

## 1. Character and design

The village centre benefits from an attractive historic character and context, dating back to the Roman era when Stane Street was built in the mid-1st century. As with other settlements in the vicinity, Billingshurst evolved in proximity to Stane Street and a reliable water supply. By the mid-18th century, the population of the parish had grown to a larger village with some development occurring in Billingshurst High Street from the 1840s. The village became the centre for agricultural activity and also became a focus for the brewing trade. The post-war period saw growth in both housing and light industry in

the area. The historic development of Billingshurst is reflected in the historic High Street that has a conservation area and a number of listed buildings. New developments should embrace a high quality sustainable design approach. Through the design of new development an improvements to the village centre there should be consideration to reduce the risk of flooding associated with river flooding and surface water drainage.



## DESIGN AND HERITAGE

All proposals should enhance the historic setting and character of Billingshurst with particular reference to the Conservation Area around the Historic High Street. It is important that schemes respond to the village's unique townscape character including key historic buildings and respect attractive views such as those to St Mary's Church, which should be retained and enhanced.

New developments should embrace a high quality design approach drawing on typical local materials and detailing. Proposals should ensure a sensitive and positive response to the setting and character of the Conservation Area and adjacent heritage assets including Listed Buildings.

Height, scale and massing of proposed development should demonstrate an understanding of the topography of the village centre, and the role of the varied roofscape in defining a distinctive setting and character.

Proposals should respond to the specific design and planning requirements as defined in the Design Statement for the Parish of Billingshurst SPD which identifies guidance for the streetscene, height, materials and detailing and appearance.

Opportunities to refurbish or re-use historic buildings for appropriate retail, commercial, food and drink or community uses will be encouraged. Key buildings in this regard include the Sorting Office adjacent to the East Street junction, and the King's Head listed building which has potential to expand its offer as a boutique hotel operation with a sympathetic design.

Proposals should seek to protect the High Street's distinctive townscape character, maintaining frontages and plot sizes to preserve and enhance the character of the street. Opportunities to improve existing shopfronts should also be pursued. The dominance of smaller footprint buildings is a defining characteristic of Billingshurst, dictated by the historic evolution of the village. It is important that this intimate scale of grain is maintained to ensure that the overall character of the village centre is not undermined.

## FLOOD RISK MANAGEMENT AND SURFACE WATER DRAINAGE

The Council will continue to work with partners to reduce the risk of river flooding and surface water drainage. The Council will work with partners including the Environment Agency, West Sussex County Council, as Lead Local Flood Authority, and members of the Billingshurst Working Group to ensure a robust approach to flood risk management and surface water drainage in line with the adopted policy framework. In addition to promoting appropriate forms of mitigation as part of new development proposals. Key actions for the SPD are identified as follows:

- Working alongside WSCC and local partners to support the preparation of a Surface Water Management Plan for Billingshurst.
- Review availability of data / mapping for water courses and drains for the centre overall as a reference point for future planning of the centre.
- Individual developments need to consider surface water flooding issue specifically in the design stage of a proposed development taking into account.
- Overland flows, wet spots and vulnerable physical areas such as the doorways.
- Opportunities for an integrated approach to Surface Water Drainage Systems.
- The opportunity to improve capacity, access and future maintenance of drains and infrastructure should be considered as part of development applications. Proposals should be proactive in planning for climate change in accordance with the NPPF.

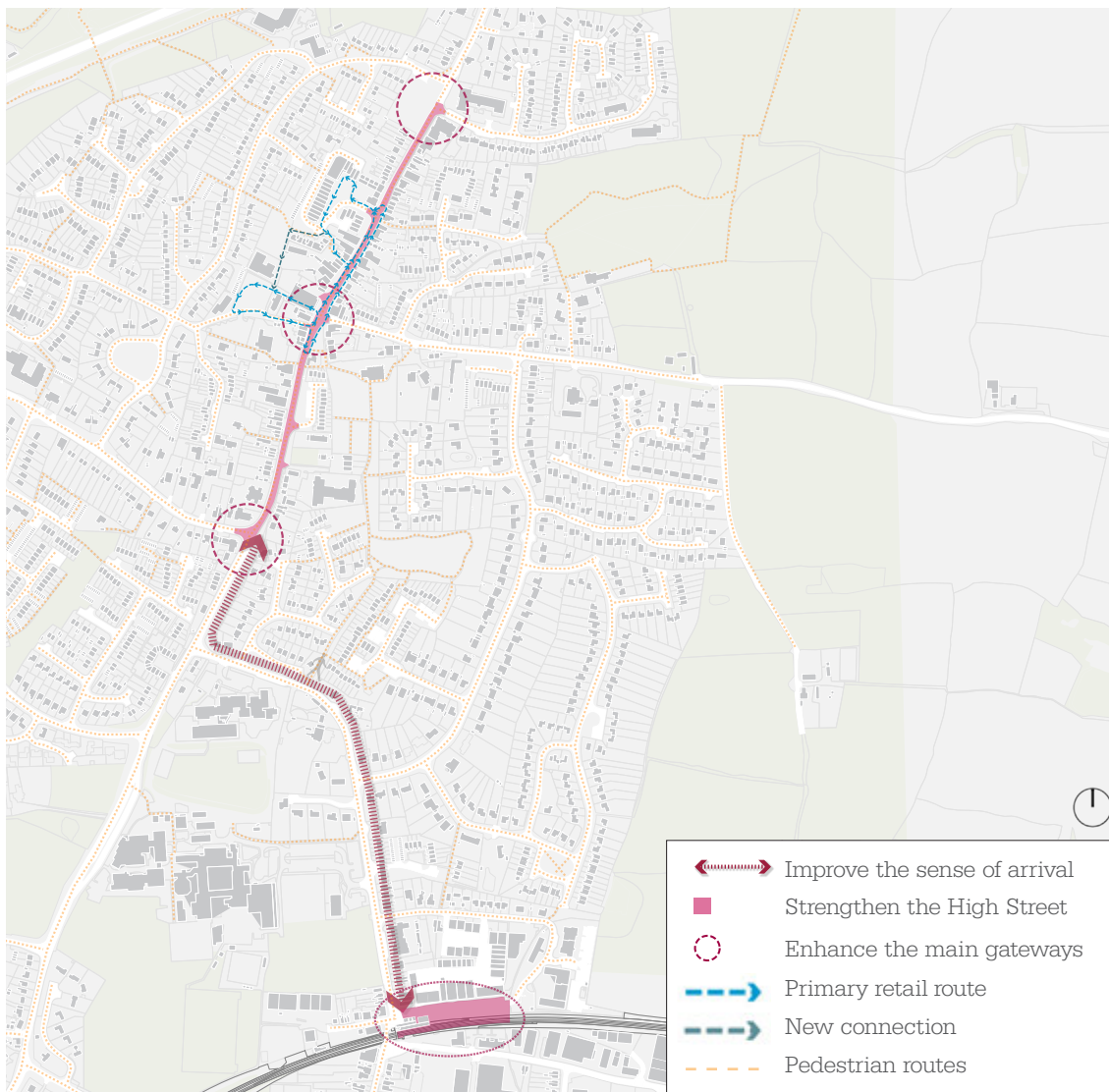
## ENERGY AND SUSTAINABILITY

The Council will seek to facilitate a proactive approach in relation to adopted policies on energy, climate change and sustainability.

## 2. Sense of arrival and moving around

It is important to improve the sense of arrival into Billingshurst. Creating clear and cohesive gateways into the village will help to create a sense of place. The station approach must be improved, clear and attractive pedestrian and cycling routes need to be created from the railway station into the surrounding residential areas adjacent to the village centre. This could include a combination of signage, landscaping, tree planting and attractive public realm treatments, which would improve legibility. Existing pedestrian and cycling connections between areas of shopping, leisure and community activities need to be

enhanced and strengthened. Other potential links and circuits should also be promoted, for example there is an opportunity to create a new circuit by providing a link between Jengers Mead and the Library car park. The following diagram describes the indicative position of key circuits. Careful consideration will be required to ensure future routes and connections are accessible for all.





The Council will work with WSCC to promote opportunities to improve the sense of arrival into Billingshurst itself from the edge of the village as well as into the centre of Billingshurst village. Key priorities include the following projects:

- Gateways: The main junctions into Billingshurst from the northern and southern approaches should be enhanced to improve the sense of arrival for visitors. The speed of traffic should be slowed when it reaches the village centre through methods such as speed indicators.
- Focal points - Approaching the town centre – the key access points and views into the village centre should be enhanced to encourage and promote the interest and vitality of the centre.
- Station approach: The station approach must be improved and a clear and attractive route needs to be created from the railway station into the centre of town. This could include a combination of signage, landscaping and attractive public realm treatments, which would subtly improve ease of use for all road users including pedestrians and cyclists.
- Community area – The cluster of the Weald School and the leisure centre draws a large number of people. To enhance the sustainability and connectivity of the village connections between this area and the village centre should be enhanced.
- Moving around Existing pedestrian and cycling connections between areas of shopping, leisure and community activities need to be enhanced and strengthened. Other potential links and circuits should also be promoted, for example there is an opportunity to create a new circuit by providing a link between Jengers Mead and the Library car park site. The following diagram describes the indicative position of key circuits. Careful consideration will be required to ensure future routes and connections are accessible for all.

The Council will work closely with the Billingshurst Working Group in consultation with WSCC to develop a wayfinding strategy, building on initial feasibility work undertaken by the Chamber of Commerce and the Community Partnership. For example, it is recommended that the international information symbol is added to the relevant signs in the village. Clearer signage for the village is required at key points of entry, and branding is encouraged for the High Street and Jengers Mead. The proposals should focus on all modes of transport including cycling and walking.



Looking south along the High Street

### 3. Choice and vitality of the centre

The village centre relies on a broad range of complementary uses and activities including shops, services, offices and community buildings. As the village expands, the retail opportunities in the village centre need to expand and diversify. Community and leisure uses might also be appropriate as permanent or temporary uses. There is a need for larger footprint buildings to meet the needs of modern retailers..

#### RETAIL USES

Proposals should seek to respect the characteristic scale and footprint of retail units in the village centre. In broad terms, proposals should seek to maintain an intimate scale of development to enhance the overall character of the village centre. However, where a clear need is identified, proposals for larger footprint buildings which meet the needs of modern retailers will be considered.

New development has potential to provide a range of unit sizes to accommodate contemporary retailer needs. This is likely to be predominately at ground

floor level providing active frontages to enhanced street and public spaces. Retail floorplates should be designed in a manner which enables them to be flexible and adaptable to meet changing market demands. The development should aim to attract new retailers not currently present in Billingshurst. It should offer retail uses which are complementary with the rest of the High Street and should seek to strengthen and reinforce the High Street, the retained elements of the Jengers Mead development as well as creating an improved retail circuit.

Proposals should seek to enhance the performance of Billingshurst as a retail centre. Proposals should encourage a diversity of active uses including A1, A2, A3 and A4 uses, with clear reference to the criteria and guidance identified in the Horsham District Planning Framework (Policy 12). The Council will undertake health check assessments of the village centre as part of the plan review process or through the Annual Monitoring Review.



Retail buildings highlighted - indicative footprint has been included for the new convenience store which is under construction. These buildings include a broad range of shops and services.

## MIXED USES AND RESIDENTIAL

The Council will consider the refurbishment and redevelopment of upper floors above shops for residential dwellings where employment space is unviable. This will facilitate increased footfall and create opportunities for greater overlooking of public spaces in the village centre including the High Street and Jengers Mead. Opportunities for new development should incorporate residential uses on upper floors as a matter of course with careful design of buildings to ensure clarity of access, distinction between public and private space, and a suitable character and balance at ground floor to emphasise the primacy of the village centre. The Horsham District Planning Framework (Policy 12) defines a clear context for any loss of existing retail uses for residential activities. The residential use should be designed and located to ensure that it does not affect the operation of an existing business.

New development has the potential to accommodate apartments on the upper floors, potentially through infill development, or in relation to conversions from B1(a) office to C3 residential as established by extended Permitted Development rights. Residential provision should provide a range of unit types and sizes.

## EMPLOYMENT USES

The Billingshurst office market is currently limited and additional office use should be encouraged at upper levels. A community business hub would be a positive addition to the village centre. As office rental values are relatively low it is likely that third party funding would be required alongside the active involvement of the public sector partners to actively progress and champion this initiative. Potential opportunities for new enterprise including digital businesses should be explored.

## TEMPORARY USES

Temporary uses and 'meanwhile' activities in vacant retail units and other vacant premises in the village centre will be encouraged.

Opportunities to promote the innovative uses of public spaces including the High Street and central car parks will also be supported. The Council will work collaboratively with local groups including the Parish Council, Community Partnership and Chamber of Commerce to establish opportunities to

encourage temporary uses and events in relation to arts, crafts, festivals, markets and links with schools.

## COMMUNITY USES

The provision of community and leisure uses is encouraged. The inclusion of commercial leisure uses such as health and fitness is supported along with other leisure uses which extend the opening hours of the development and the village centre. There might be an opportunity to consider the future role of the WSCC Library and the Billingshurst Community and Conference Centre. As such, the public sector partners are encouraged to undertake a further review of these facilities to establish the potential to diversify uses, possibly including additional or alternative community uses, and to incorporate commercial uses.

The Council will work closely with key partners including West Sussex County Council, the Community Partnership, The Chamber of Commerce and the Parish Council to deliver holistic priorities including those under Topics 3 and 4 in the Emerging Community-led plan relating to senior citizens, youth and employment respectively. Specific feasibility studies should be prioritised in relation to:

- The potential re-use of the existing Library building for community uses.
- The ability to accommodate additional activities and community / commercial activity such as affordable workspace at the Billingshurst Community and Conference Centre.
- The use of vacant units at Jengers Mead for community uses, subject to discussions with landlords.

Billingshurst has a number of community facilities available in the village centre including Billingshurst Community and Conference Centre and the Women's Hall. A number of additional facilities are situated outside of the village centre which are outside of the scope of the SPD except for considering sustainable linkages but would be considered in the round through the implementation of the Community-led Plan. Any future studies about community provision should consider the availability of all of these premises for further community use.

#### 4. Open spaces and public realm

Existing pedestrian and cycling connections between areas of shopping, leisure and community activities need to be enhanced and strengthened. Other potential links and circuits should also be promoted, for example there is an opportunity to create a new circuit by providing a link between Jengers Mead and the library car park. The following diagram describes the indicative position of key circuits. Careful consideration will be required to ensure future routes and connections are accessible for all.





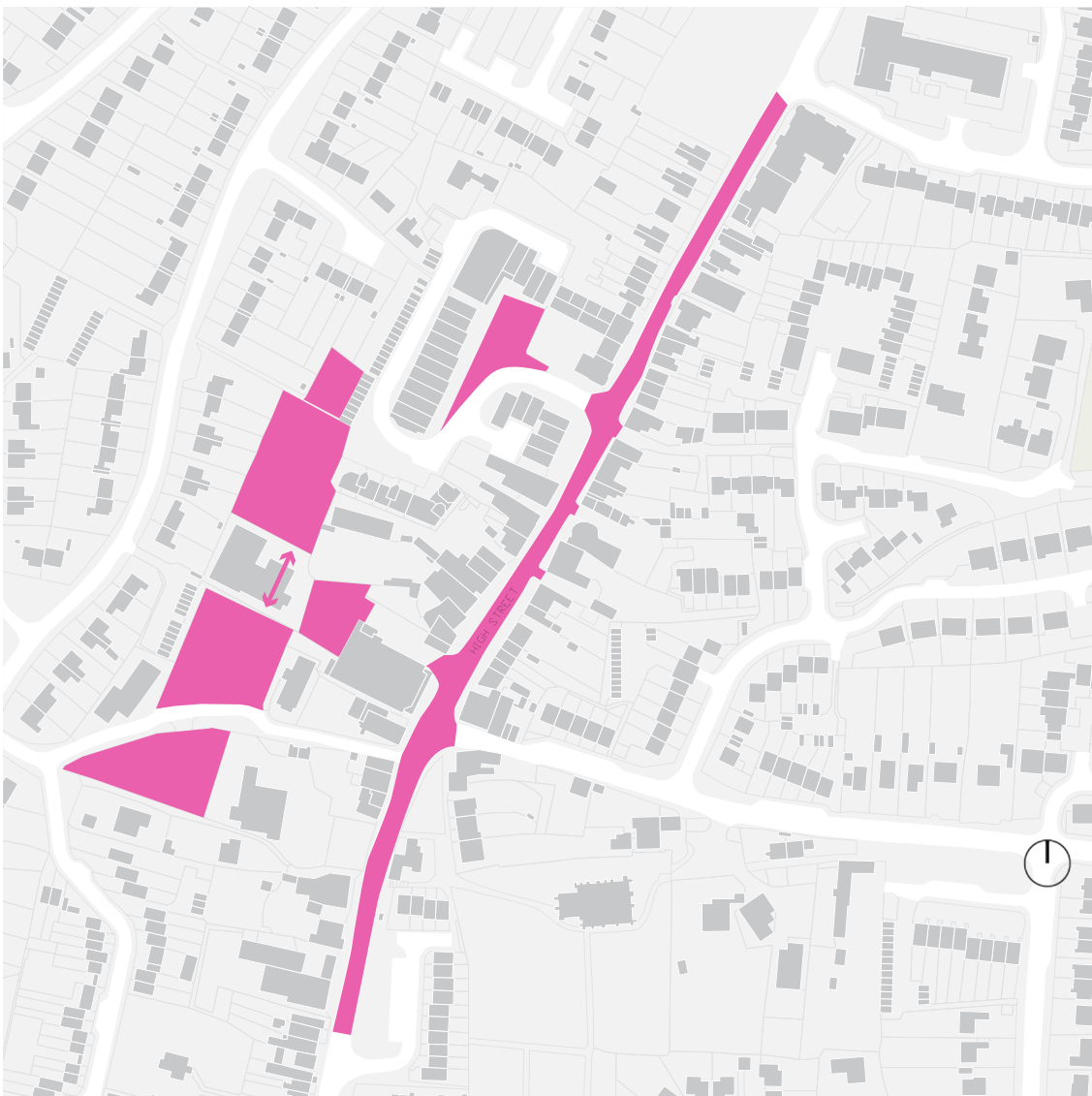
### **HIGH STREET PUBLIC REALM**

Proposals should seek to re-create the High Street as a more pedestrian friendly civic space, whilst retaining some car parking. In addition to supporting the primacy of the High Street as a retail destination, this can be achieved by a holistic range of streetscape improvements including the provision of on-street car parking and opportunities to use the High Street as a focus for events and festivals. The central stretch of High Street between the East Street junction and Jengers Mead could also benefit from a simple shared surface treatment where appropriate to encourage greater priority to pedestrian movement over vehicular traffic, without removing vital vehicular access through the village centre. Proposals to discourage Heavy Good Vehicles to the High Street except for deliveries will be considered.

An events programme which makes full use of the village centre's public spaces for markets, festivals, open air film/theatre will further increase its appeal.

## 5. Improved car parking

Although there is a general emphasis on more sustainable modes of transport such as public transport, walking and cycling, it is also critical that car users are able to access and park in a central, convenient location to support the vitality of the centre. of the existing car parks should be easy to use, managed to improve their capacity , and have improved connections where possible.



### ON-STREET PARKING

Opportunities to introduce more on-street car parking on the High Street should be considered. This is a key short term priority which could improve perception of Billingshurst as a retail destination.. The approach to on-street parking requires careful coordination with wider streetscape and public realm proposals for the High Street. The Council will work with WSCC to consider options to introduce additional parking bays in the High Street. This could be achieved by using part of the existing carriageway or undertaking engineering works to convert verges to laybys.

### CAR PARK PROVISION

The Council will work with partners to implement a clear set of car parking objectives for Billingshurst including the following:

- Position and accessibility: Car parks should be provided in easily accessible locations which correlate with pedestrian desire lines and the position of anchor community and retail facilities. Consideration should be given to the specific role, function and position of individual parking areas to ensure an efficient approach which balances the needs of permit holders and visitors.
- Wayfinding and signage: The position and function (e.g. short-stay / long-stay) of individual car parks should be clearly signposted, with a consistent and coherent approach to regulations and charging regimes as far as possible. Amalgamation and more comprehensive development of car parks is a priority to increase efficiency and capacity.
- Phasing and provision: The Council will adopt a coordinated approach to car parking provision, seeking to maintain a consistent level of provision

as far as possible during construction phase activity where this affects existing parking provision.

- Flexibility: The Council will adopt a flexible approach to parking to facilitate occasional events and other temporary uses including markets or performances on central car park spaces.

### PARKING AREAS

Opportunities exist to create an improved connection between parking areas - either as a pedestrian link, a vehicular connection, or as an expanded car park.



Opportunities plan - illustrating guidance and key spatial considerations

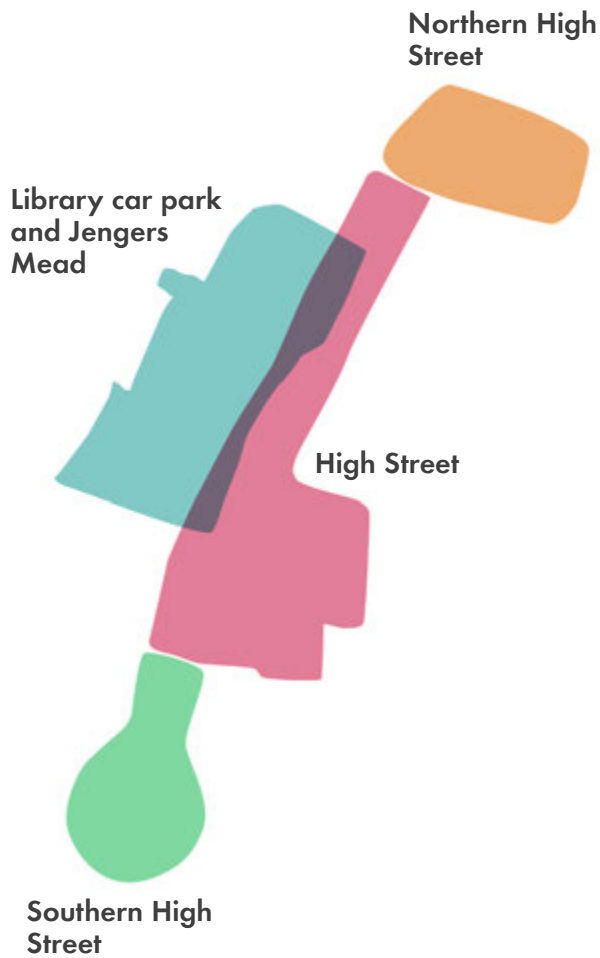
## 5 GUIDANCE FOR KEY AREAS

### 5.1 OVERVIEW

#### Key proposals

5.1.1 The adjacent plan highlights the key spatial proposals and considerations for Billingshurst. Within these areas the key themes of Character and design; Sense of Arrival; Choice and vitality of the centre; Open spaces and public realm; and Improved car parking should be taken into account.

- High Street;
- Library car park and Jengers Mead;
- Southern High Street; and
- Northern High Street.



Key area plan

## 5.2 HIGH STREET

Key principles:

- 1 The dominance of smaller footprint buildings is a defining characteristic of Billingshurst, dictated by the historic evolution of the village and the conservation area. It is important that this intimate scale of grain is maintained to ensure that the overall character of the village centre is not undermined (theme 1&3).
- 2 Height, scale, massing and roofline require careful consideration in relation to views from the High Street towards St. Mary's Church as set out in the Design Statement SPD and chapter 4 (theme 1).
- 3 The aim should be to create a more legible space at the High Street / East Street junction using surface treatment and improved public realm to create a more pedestrian friendly environment. Consideration should be given to the layout of the junction and servicing / access arrangements (theme 4).
- 4 Opportunities for increased on-street car parking spaces should be considered alongside streetscape and public realm enhancements. (Locations shown are indicative and for illustrative purposes only) (theme 5).
- 5 Improve connections from the High Street to the parking areas and Jengers Mead (theme 2).



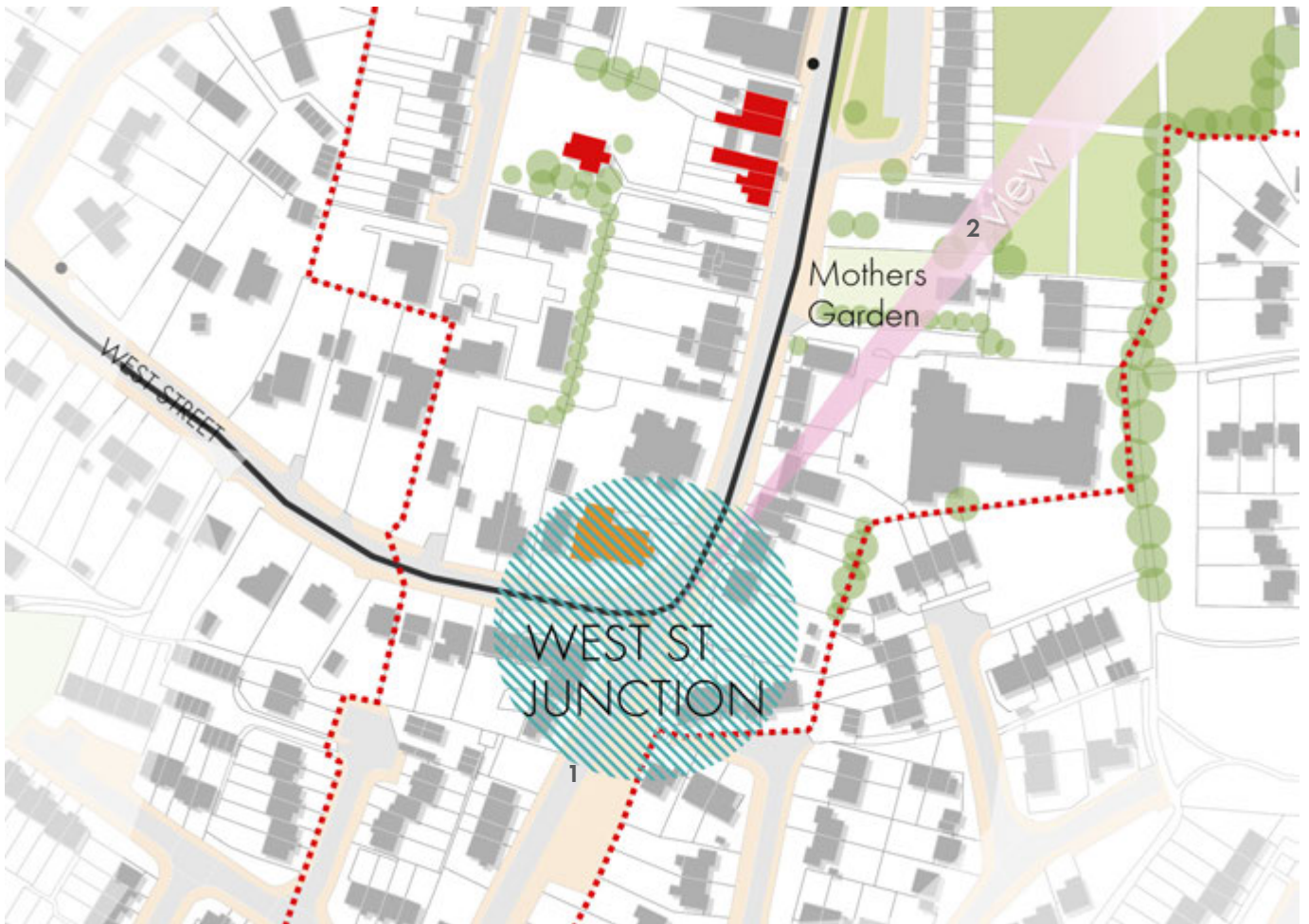
High Street area - summary of key opportunities



### 5.3 SOUTHERN HIGH STREET

Key principles:

- 1 The junction between West Street and High Street forms an important gateway from the south. A range of improvements could be considered to improve the appearance of the space with a view to reducing vehicle dominance and promoting safe, accessible pedestrian movement (theme 2 & 4).
- 2 Views towards St Mary's church require careful consideration and protection (theme 1).



Southern High Street - summary of key opportunities

### 5.4 LIBRARY CAR PARK AND JENGRS MEAD

Key principles:

- 1 Establish improved connection between library car park and Jengers Mead via the BT exchange site. This could be achieved as a simple pedestrian link, a vehicle connection, or an extended / integrated parking area depending on the extent of the BT site which is incorporated (theme 2).
- 2 Consider opportunities to promote occasional temporary use of the Library car park and other hard spaces in relation to markets, performance space or other events (theme 3).
- 3 Consider opportunities for the re-use of historic / community buildings as opportunities arise for community, cultural or village centre activities. For example, the Library or the sorting office (theme 1 and 3)
- 4 Promote public realm improvements to improve Jengers Mead and the Library area as pedestrian friendly areas which are safe and welcoming (theme 1 and 4)
- 5 Amalgamation of parking areas and then possible joint management to achieve a better parking offer (theme 3 and 4)
- 6 Ensure that parking information is clearly defined and communicated to ensure ease of use (theme 5).
- 7 In the longer term, infill development could be explored at Jengers Mead which has potential to deliver additional homes above and groundfloor activity subject to more detailed design and discussions (theme 1 and 3).



- listed building
- building of local importance
- key junction
- key gateways
- existing boundary
- key public realm
- main vehicular route
- P indicative car parking
- green space
- tree planting
- bus stop
- ↔ crossings
- ↔ connections



Library car park and Jengers Mead - summary of key opportunities

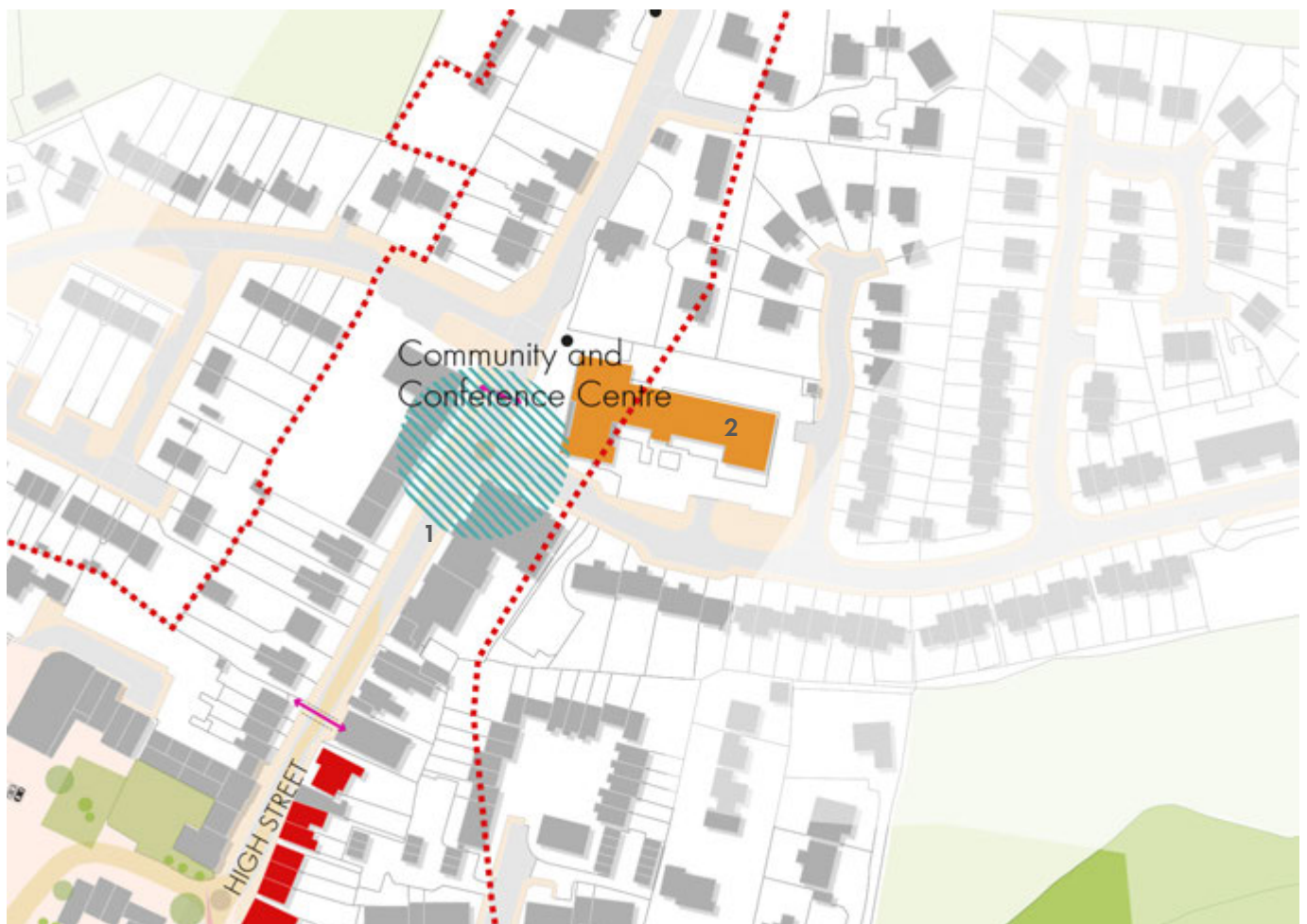




### 5.5 COMMUNITY AND CONFERENCE CENTRE

Key principles:

- 1 The junction between High Street and Roman Way could be enhanced to establish a more attractive gateway to the core village centre from the north, and as a marker for the Community and Conference Centre which is a key facility for the village. This should include interventions to improve pedestrian crossings and access (theme 2 and 3)
- 2 Opportunities to enhance the use of the Community and Conference Centre should be supported in parallel with wider studies and initiatives including the implementation of the community-led plan (theme 3).



- listed building
- building of local importance
- ⊙ key junction
- key gateways
- ⋯ existing boundary
- key public realm
- main vehicular route
- Ⓟ indicative car parking
- green space
- tree planting
- bus stop
- ↔ crossings
- ↔ connections



Northern High Street - summary of key opportunities

## 6 DELIVERY

### 6.1 OVERVIEW

6.1.1 The Billingshurst Village Development Brief has been prepared to provide a clear vision and framework to reinforce the village centre in light of planned residential growth. The realisation of the vision will create a more vibrant and diverse village centre extending the hours of use and assist in capturing the enhanced local spend.

6.1.2 In order to deliver these proposals a co-ordinated plan is required. The timescale for delivery of projects will be influenced by a range of factors including funding, ownership and availability of sites. A number of themes will underpin the Delivery Plan as set out below.

#### EFFECTIVE PARTNERSHIP WORKING

6.1.3 Billingshurst benefits from having a strong existing delivery partnership infrastructure with an active and effective Community Partnership and Chamber of Commerce alongside the Parish, District and County Councils. It will be important for these bodies to continue to work together, closely and collaboratively, to deliver these transformative proposals for Billingshurst.

6.1.4 Horsham District Council is committed to working in partnership with key local and statutory organisations. The implementation of the SPD will be monitored and supported by the Billingshurst Working Group in tandem with the delivery of the priorities identified in the Community-led Plan.

#### MAXIMISING FUNDING OPPORTUNITIES

6.1.5 At a time of constraints in public and private sector funding, it will be necessary for the partners to work hard to access potential sources of external funding. The partners should be alive to funding opportunities and be prepared to respond quickly and positively. Flexibility might be required amending projects and timescales to fit with emerging funding opportunities. The promotion of projects within a comprehensive vision and framework with clearly defined outputs

and benefits will assist in accessing funding. Current potential funding sources include S106/S278/CIL contributions, European Union funding and Local Enterprise Partnership funding, alongside any existing Community Partnership and District Council funding. There are also opportunities for private sector contributions towards projects where commercial benefits result.

6.1.6 A large number of additional homes have planning permission or are planned in Billingshurst. A number of these have secured S106 monies which should be used to fund some of the projects identified in the following project table. It should be noted that some of these S106 agreements relate to priorities in the wider Billingshurst area (e.g. the station, or residential neighbourhoods), but there might be opportunities to use remaining monies to realise a number of specific village centre proposals. Currently, identified S106 projects relate to a number of topics including community and leisure facilities and open space provision.

6.1.7 The Council will work closely with key partners and applicants to identify whether future S106 agreements should be aligned to specific village centre projects.

#### ACTIVE PROMOTION AND BRANDING

The creation of a strong brand is a possibility as part of strengthening the image of Billingshurst. Development of a retailing and marketing strategy, including an events programme which makes full use of the village centre's public spaces for markets, festivals, open air film/theatre will further increase its appeal.

### **ENGAGEMENT OF THE COMMUNITY AND BUSINESS**

- 6.1.8 Towns and villages thrive by having an involved population. Billingshurst already has a strong, active community which has been involved in the development of these and previous proposals and will need to continue to be involved in the delivery of projects. It is important that communications and liaison with businesses continues. This should be carefully managed and coordinated between HDC and the local Billingshurst partners.

### **WIDER DEVELOPMENT PROPOSALS**

- 6.5.9 Although outside the remit of the SPD, consideration should be given to the potential role of the Community Infrastructure Levy in the event that additional housing sites come forward in Billingshurst. HDC will work closely with the Parish Council to consider the role of the CIL in funding village centre priorities in the medium to long-term. If a Neighbourhood Plan is developed this can be informed by this SPD.

## **6.2 PROJECTS**

- 6.2.1 The development brief identified opportunities which are likely to come forward in the short term (1-2 years), medium term (3-5 years) and long term (5 years +). The following table provides a brief description of the project, indicative timescale, the parties responsible for co-ordinating delivery, possible funding sources and indicative costs.

#	Overview	Linked strategies / projects
<b>Economic regeneration</b>		
<b>E1</b>	<p><b>Jengers Mead and Library car park</b></p> <p>Potential reconfiguration of Jengers Mead and library car park site to provide improved parking and enhanced pedestrian, cycle and vehicular connections.</p>	Community-led plan - Economic regeneration
<b>E2</b>	<p><b>High Street public realm</b></p> <p>Streetscape improvements, introduction of on-street parking bays as appropriate and enhancement of key junctions.</p>	Community-led plan - Economic regeneration
<b>E3</b>	<p><b>Temporary uses strategy</b></p> <p>Adopt a proactive approach to meanwhile and temporary uses. Where appropriate, interim activities should be promoted as part of projects E1, E2 and E3.</p>	<p>SPD projects E1 to E2, E6</p> <p>Community-led plan - Economic regeneration, Senior Citizens and Youth</p>
<b>E4</b>	<p><b>Community facilities</b></p> <p>Work with partners to identify need and opportunities for community facilities including employment services, young people and senior citizens. Consider opportunities in existing buildings (e.g. library, community and conference centre) or vacant units such as Jengers Mead).</p>	<p>SPD projects E3</p> <p>Community-led plan - Economic regeneration, Senior Citizens, Youth</p>

Key partners	Next steps	Timescales Short-term, 1-2 years Medium-term, 3-5 years Long-term, 5+ years	Indicative project cost
Chamber of Commerce Community Partnership Horsham District Council Parish Council Private landowners West Sussex County Council	<ul style="list-style-type: none"> <li>Discussions with private landowners including BT exchange</li> <li>Consider car parking strategy</li> <li>Ongoing viability assessment</li> <li>Work up firm proposals for site based on a more detailed feasibility study</li> </ul>	Medium-term, 3-5 years to Long-term, 5+ years	Subject to more detailed design
Chamber of Commerce Community Partnership Horsham District Council Parish Council West Sussex County Council	<ul style="list-style-type: none"> <li>Work up more detailed proposals including an holistic approach to on-street parking</li> </ul>	Short-term, 1-2 years	c. £875,000  Hard landscaping and potential for car parking spaces in central part of High Street.
Chamber of Commerce Community Partnership Horsham District Council Parish Council Private landowners West Sussex County Council	<ul style="list-style-type: none"> <li>Develop a "light touch" programme of potential temporary uses including events and prospective meanwhile activities.</li> </ul>	Short-term, 1-2 years	To be developed and facilitated by working group and key partners.
Chamber of Commerce Community Partnership Horsham District Council Parish Council West Sussex County Council	<ul style="list-style-type: none"> <li>Work with community partner organisations in support of ongoing reviews and initiatives.</li> </ul>	Short-term, 1-2 years	Subject to review and further discussions by working group and key partners. No funding identified at this stage.

#	Overview	Linked strategies / projects
<b>E5</b>	<p><b>EYE (Education and Youth Enterprise) project</b></p> <p>The project will provide a community driven flexible building to encourage young people in the age range 10 to 25 years old to drop in on an informal basis, but also partake in some structured activities as appropriate. The building will comprise space for a lounge, a main multipurpose hall as well as meeting rooms, catering facilities and toilets.</p>	<p>SPD projects E4</p> <p>Community-led plan - Youth</p>
<b>Transport and parking</b>		
<b>T1</b>	<p><b>Approach from station</b></p> <p>Explore opportunities to improve route from station to central Billingshurst for all modes of transport in partnership with WSCC. The station approach should be improved, clear and attractive pedestrian and cycling routes need to be created from the railway station into the surrounding residential areas adjacent to the village centre. This could include a combination of signage, landscaping, tree planting and attractive public realm treatments, which would improve legibility.</p>	<p>SPD project T2</p> <p>Community-led plan - Transport/Parking</p>
<b>T2</b>	<p><b>Key gateways</b></p> <p>Undertake more detailed feasibility study and design work to improve key gateways into Billingshurst in partnership with WSCC.</p>	<p>SPD project T1</p> <p>Community-led plan - Economic regeneration</p>
<b>T3</b>	<p><b>Wayfinding strategy</b></p> <p>Work with Chamber of Commerce and other partners to prepare a clear wayfinding strategy for the village centre.</p>	<p>SPD projects T1, T2</p> <p>Chamber of Commerce wayfinding feasibility</p>

Key partners	Next steps	Timescales Short-term, 1-2 years Medium-term, 3-5 years Long-term, 5+ years	Indicative project cost
Chamber of Commerce Community Partnership Horsham District Council Parish Council	· Feasibility work complete	Short-term, 1-2 years	£187,000 allocated from S.106 agreement to contribute to the EYE project.
Chamber of Commerce Community Partnership Horsham District Council Parish Council West Sussex County Council	· Undertake more detailed feasibility study and prioritise interventions.	Short-term, 1-2 years	Subject to brief development and feasibility studies
Chamber of Commerce Community Partnership Horsham District Council Parish Council West Sussex County Council	· Undertake more detailed feasibility study and prioritise interventions.	Short-term, 1-2 years	West Street junction, East Street junction, Coombe Hill / Roman Way junction  costs subject to specification and analysis of benefits
Chamber of Commerce Horsham District Council West Sussex County Council Community Partnership Parish Council	· Undertake more detailed feasibility study and prioritise interventions.	Short-term, 1-2 years	Subject to brief development and feasibility studies

#	Overview	Linked strategies / projects
<b>T4</b>	<p><b>Parking strategy</b></p> <p>Prepare a Billingshurst specific parking strategy to provide a coherent context for proposals relating to the High Street and Jengers Mead.</p>	<p>SPD projects E1, E2</p> <p>Community-led plan - Transport/Parking</p>
<b>T5</b>	<p><b>Car Parking Provision – Station Area</b></p> <p>Acquisition of land at Myrtle Lane to provide additional commuter car parking to relieve on street car parking in surrounding roads and provide for future demand.</p>	<p>Community-led plan - Transport/Parking</p>
<b>T6</b>	<p><b>Car Parking Provision – Village Centre</b></p> <p>Explore other opportunities to increase/acquire car parking provision within Village centre to improve accessibility and overall footfall.</p>	<p>Community-led plan - Transport/Parking</p>
<b>Environment and open space</b>		
<b>OS1</b>	<p><b>Surface water drainage review</b></p> <p>Support the preparation of a Surface Water Management Plan for Billingshurst Water courses and drains to be mapped for the centre and this information needs to be a reference point for future planning of the centre.</p> <p>Individual developments need to consider the surface water flooding issue specifically in the design stage of any proposed development taking into account; Overland flows, wet spots and vulnerable physical areas.</p>	<p>Community-led plan - Flooding &amp; Drainage</p>
<b>Health facilities</b>		
<b>H1</b>	<p><b>Increase Health Facilities</b></p> <p>To support expansion of the Doctor's Surgery, Roman Way to cater for increased demand arising from new developments</p>	<p>Community-led Plan - Health Service Provision</p>



Key partners	Next steps	Timescales Short-term, 1-2 years Medium-term, 3-5 years Long-term, 5+ years	Indicative project cost
Chamber of Commerce Community Partnership Horsham District Council Parish Council West Sussex County Council	<ul style="list-style-type: none"> <li>Undertake parking study and identify immediate opportunities to implement quick-wins.</li> </ul>	Short-term, 1-2 years	Project underway
Chamber of Commerce Community Partnership Horsham District Council Parish Council West Sussex County Council	<ul style="list-style-type: none"> <li>Finalise acquisition; promote new facility and review operation after 6 months.</li> </ul>	Short-term, 1 year	£315,000
Chamber of Commerce Community Partnership Horsham District Council Parish Council West Sussex County Council	<ul style="list-style-type: none"> <li>Finalise acquisition; promote new facility and review operation after 6 months.</li> </ul>	Short-term, 1 year	Projected £150,000 to £200,000
Chamber of Commerce Community Partnership Horsham District Council Parish Council West Sussex County Council	<ul style="list-style-type: none"> <li>Funding identified for Surface Water Management Plan.</li> <li>HDC undertaking initial study into local issues</li> </ul>	Short-term, 1-2 years	Funding confirmed
Horsham District Council Clinical Care Commissioning Group Billingshurst Surgery	<ul style="list-style-type: none"> <li>Specific S106 funding is already allocated.</li> </ul>	Medium-term, 3-5 years	Designated S106 Funding £234,000

Allies and Morrison Urban Practitioners is not responsible for nor shall be liable for the consequences of any use made of this Report other than that for which it was prepared by Allies and Morrison Urban Practitioners for the Client unless Allies and Morrison Urban Practitioners provides prior written authorisation for such other use and confirms in writing that the Report is suitable for it. It is acknowledged by the parties that this Report has been produced solely in accordance with the Client's brief and instructions and without any knowledge of or reference to any other parties' potential interests in or proposals for the Project.







**Allies and Morrison  
Urban Practitioners**

85 Southwark Street  
London SE1 0HX

telephone +44 20 7921 0100  
web [alliesandmorrison.com](http://alliesandmorrison.com)  
email [info@alliesandmorrison.com](mailto:info@alliesandmorrison.com)



## Report to Council

24 February 2016

By the Cabinet Member for Finance and Assets

### DECISION REQUIRED



**Horsham  
District  
Council**

### Not Exempt

**Exempt Appendix 2 – Exempt by virtue of paragraph 3 of schedule 12A of the Local Government Act 1972**

## **Supplementary estimate for proposed purchase of Ambulance Station, Hurst Road, Horsham**

### **Executive Summary**

The land at Hurst Road between Horsham Hospital and the Pavilions Leisure Centre has been identified as an area with potential for regeneration, as the public sector buildings in this location are old and in many instances are expected to become surplus to occupier requirements.

The Ambulance Station, owned by South East Coast Ambulance Service (SECamb), is surplus to SECamb's operational requirement and has been marketed for sale as a site for residential development. This parcel is an important holding if a site assembly operation is to be successful and therefore terms have been agreed to purchase the property, subject to Member approval. The full details of the terms agreed are set out in confidential Appendix 2.

If the Council does not purchase this site, the opportunity to facilitate a comprehensive redevelopment of the Hurst Road site will be compromised or lost.

The proposed purchase would need to be funded from Council reserves and therefore it will be necessary for Council to agree the necessary supplementary estimate to the Council's budget for the transaction to proceed.

### **Recommendations**

The Council is recommended:

To agree a supplementary estimate to the budget in the sum identified in appendix 2 to enable the proposed transaction to proceed.

### **Reasons for Recommendations**

For the proposed purchase to take place it is necessary to fund the purchase from Council reserves.

## **Background Papers**

Appendix 2 - Exempt information

**Wards affected:** Horsham Park

**Contact:** Brian Elliott, Property and Facilities Manager Ex5328

## Background Information

### 1 Introduction and Background

- 1.1 The site between Horsham Hospital and the Pavilions Leisure Centre has long been identified as a redevelopment opportunity because many of the buildings in this area are occupied by the public sector and the properties are reaching the end of their physical and economic lives.
- 1.2 Horsham District Council has been working with other public sector organisations, in particularly WSCC, to assess current service and asset requirements with a view to assembling this site for comprehensive redevelopment, incorporating housing, employment space and possibly additional hotel capacity.
- 1.3 To determine a strategic direction for the site, the Council has engaged consultants to produce a Town Centre Vision. This incorporates a specific brief for Hurst Road, which will determine development options for the site. This will be used to engage with other public services and to inform the Council's overall strategic approach.
- 1.4 A plan of the overall site is shown in Appendix 2. Excluding the hospital, the site consists of eight ownerships, which are set out below:

Property	Ownership
Fire Station	WSCC
Horsham Ambulance Station	South East Coast Ambulance Service (SECamb)
Horsham Magistrates Court	Secretary of State for Communities and Local Government
Horsham Police Station	Sussex Police and Crime Commissioner
Arun House	Horsham District Council
Private Residence	Confidential
Youth Club	WSCC/Trustees of Youth Club
Post Office	Royal Mail Estates

- 1.5 The Ambulance Station was marketed by SECamb towards the end of last year as a site with development potential. The site attracted interest from property developers and a number of bids were received.
- 1.6 As a result of discussions with SECamb, a price has been negotiated for Horsham District Council to purchase the site. The details are set out in confidential Appendix 2.
- 1.7 This is a key ownership within the overall site and the terms agreed reflect market value.

### 2 Relevant Council policy

- 2.1 The emerging Corporate Plan defines a key objective as Improving and Supporting the Local Economy. A specific task is to develop and progress a master plan for Hurst Road Horsham by June 2016.

- 2.2 Current Council Site Specific Guidance for Hurst Road is contained within the Horsham Town Supplementary Planning Document (SPD) 2012, which seeks to encourage the area to be enhanced as a mixed use area through the consolidation of existing uses and the introduction of additional residential, leisure and commercial uses. The guidance also places importance on strengthening and simplifying 'legible' connections with the Town Centre from Hurst Road through Horsham Park.

### **3 Details**

- 3.1 The reason for purchasing this property is to secure an important element of the Hurst Road regeneration site.
- 3.2 The timing of the redevelopment of the Hurst Road site is unknown, because the availability of other parcels depends on the disposal decisions of occupying organisations. It is however expected that a large proportion of the site will become surplus to occupier requirements in the short to medium term, that is, within the next five years.
- 3.3 The Ambulance Station was widely marketed at the end of 2015. The existing property comprises a warehouse and office building of approximately 4000 square feet. The existing building is old and was marketed as a property with development potential and attracted offers from residential developers.
- 3.4 The Council is paying a price in line with the offers received, which represent market value. Full details are included in Appendix 2 (exempt)
- 3.5 A structural survey will be undertaken as part of the due diligence process, which will also include a full investigation of title.
- 3.6 Following purchase, it is important to generate income from the property or to utilise it for Council storage or other purposes. There are a number of options available, outlined in Appendix 2 (Exempt)

### **4 Next Steps**

- 4.1 Following approval the Council will proceed to exchange of contracts and completion of the purchase of the Property. Other next steps are identified in Appendix 2 (Exempt).

### **5 Outcome of Consultations**

- 5.1 Comments from the Head of Legal services are incorporated in this report.
- 5.2 Comments from the Head of Finance are incorporated in this report.
- 5.3 Comments from the Director of Property, Planning and Economic Development are incorporated in this report.



## **6 Other Courses of Action Considered but Rejected**

- 6.1 The Council could not undertake the transaction but this would place in doubt the opportunity to undertake a comprehensive regeneration of this site

## **7 Financial Consequences**

- 7.1 The purchase would be outside the Council's budget and therefore would need to be funded from the Council's Reserves.
- 7.2 The financial impact of this investment is set out in Appendix 2 (Exempt).

## **8 Risk Assessment**

- 8.1 Property investment has a number of risk factors, which are set out in Appendix 2 (Exempt).

## Appendix 1

### Consequences of the Proposed Action

How will the proposal help to reduce Crime and Disorder?	It is considered that this proposal has no direct impact on Crime and Disorder
How will the proposal help to promote Human Rights?	This proposal is considered to be consistent with the provisions of the Human Rights Act 1988 although it is not considered that it will directly help to promote Human Rights.
What is the impact of the proposal on Equality and Diversity?	It is considered that any impact will be consistent with the Council's duties and applicable policies in respect of Equality and Diversity.
How will the proposal help to promote Sustainability?	The EPC for the property is D. A redevelopment will improve this rating.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

## Report to Cabinet

28 January 2016

By the Director of Corporate Resources

**RECOMMENDATION TO COUNCIL REQUIRED**

Not exempt



Horsham  
District  
Council

## **THE 2016/17 BUDGET AND THE MEDIUM TERM FINANCIAL STRATEGY to 2019/20**

### **Executive Summary**

This report sets out details of the proposed 2016/17 revenue and capital budgets and reviews the Medium Term Financial Strategy. The Council is able to set a balanced budget for 2016/17.

Owing to the continuing drive to reduce Government debt, the pressure on Council finances remains as strong as ever. The Comprehensive Spending Review in the Autumn Statement in November 2015 made it clear that the policy to significantly reduce funding to Local Authorities will continue. The settlement in December 2015 confirmed a 23.9% reduction in Settlement Funding Allocation in 2016/17 (and a 62.3% cumulative reduction by 2019/20) when compared to funding of £3.549m in 2015/16.

The current estimate for the future deficit for the Council is about £1.5m for 2017/18, rising to £2.4m in 2018/19 and approaching £3.9m in 2019/20.

The Council expects to deliver savings and income generation to tackle the deficit over the period 2017/18 to 2019/20 through a combination of a range of measures including; a refreshed operating model, commissioning, shared services, procurement, income generation, and other efficiency measures. In addition, consideration will need to be given to the possibility of some reductions to discretionary services.

The report sets out a series of prudential indicators that are a statutory requirement to demonstrate that the Council's capital programme is affordable, and prudent in the context of the Council's overall finances. The report also includes a statement on the robustness of reserves in Appendix H.

## Recommendations

Cabinet is recommended to propose the following for consideration by Council on 24 February 2016:-

- (i) That the level of Council Tax for 2016/17 increases from £135.54 by 1.2% to £137.17 at Band D.
- (ii) That the net revenue budget for 2016/17 of £12.55m be approved (attached as **Appendix A**).
- (iii) That Special Expenses of £270,909 and a Band D charge of £23.93 be agreed in respect of the unparished area for 2016/17. Details are provided in **Appendix D**.
- (iv) That the capital programme for 2016/17 (attached as **Appendix C**) be approved and that the indicative capital budgets in the programme for future years be noted.
- (v) That the projected future deficits on the revenue account be noted and the Medium Term Financial Strategy continue to be reviewed and refined to ensure that decisions are taken to develop a balanced budget in 2017/18 and subsequent years.
- (vi) That the Minimum Revenue Provision (MRP) Statement set out in **Appendix E** be approved.
- (vii) That the prudential indicators and limits for 2015/16 to 2018/19 set out in **Appendix F** be approved.
- (viii) To note the statement on the robustness of the level reserves in **Appendix H**.
- (ix) That a further £2m of New Homes Bonus Reserve is allocated towards the Broadbridge Heath leisure centre capital project.
- (x) That the decision to accept the proposed four year settlement be delegated to the Cabinet member for Finance in consultation with the Section 151 Officer once the detail of the four year settlement is finalised and the results of the consultation are announced (see paragraph 1.4 and 1.5)

## Reasons for Recommendations

To meet the Council's statutory requirement to approve the budget and the prudential indicators before the start of a new financial year.

<b>Background Papers</b>	<b>MTFS 9 December 2015 Council meeting</b>
<b>Consultation</b>	<b>None</b>
<b>Wards Affected</b>	<b>All</b>
<b>Contact</b>	<b>Dominic Bradley, Head of Finance. ext. 5302</b>

## BUDGET 2016/17 AND MEDIUM TERM FINANCIAL STRATEGY

### 1. Introduction and Financial Outlook

- 1.1 This report sets out the Council's budget requirement for 2016/17 for capital and revenue expenditure. The budget is reviewed in the context of the projected outturn for 2015/16, future years' projected deficits and the impact of those deficits on reserves.
- 1.2 The current estimate for the future deficit for the Council is about £1.5m for 2017/18, rising to £2.4m in 2018/19 and £3.9m in 2019/20.
- 1.3 The report also sets out the prudential indicators that are used to measure the affordability of the Council's capital programme.

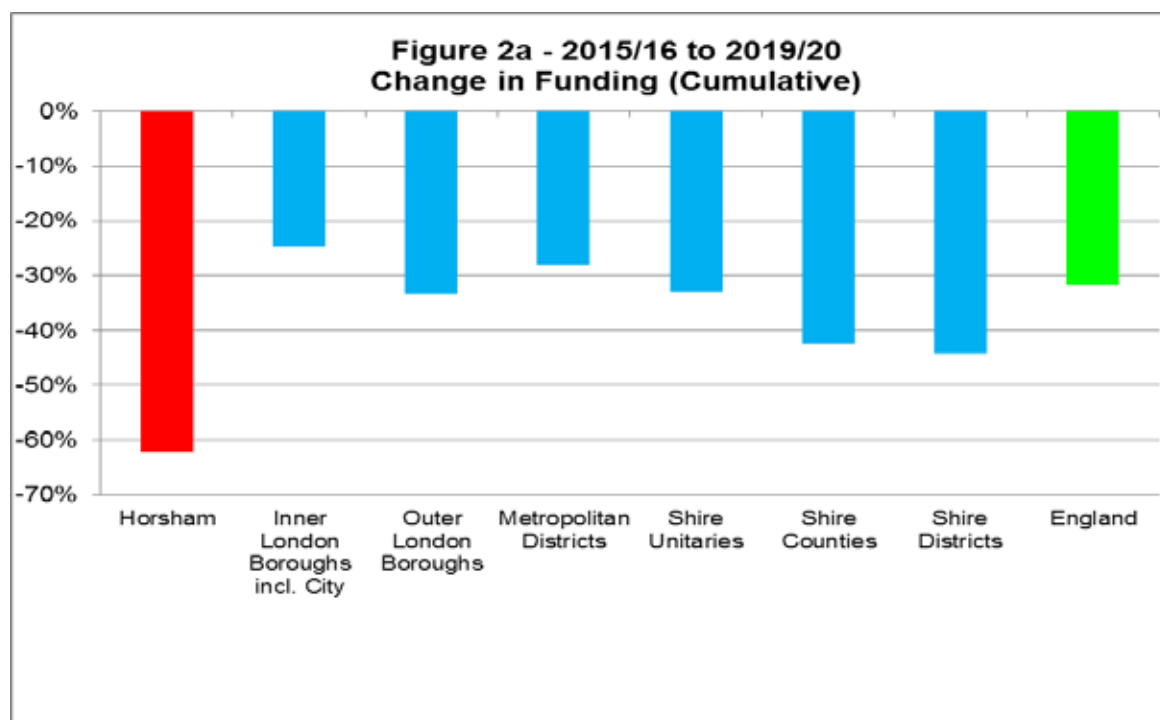
#### Finance Settlement 2016/17

- 1.4 Details of the provisional funding available for a four year settlement were announced in the Local Government Finance Settlement on the 17 December 2015 and we are responding to Government on the proposed settlement. Government has stated that it will offer the four year settlement to any council that wishes to take it up. Councils will need to request this and have an efficiency plan in place, though the government does not state what such a plan should look like.
- 1.5 It is important to note that the Government have qualified the offering by stating that final grant determinations (of the funding figures produced) in future years will still be subject to change. The Government has not yet indicated how Councils are to request the four year settlement or details of the efficiency plans required. Once these details are known a decision of whether or not to accept the settlement will be made. It is proposed to delegate this decision to the Cabinet Member for Finance and Assets in consultation with the Section 151 Officer.
- 1.6 The Settlement Funding Assessment (SFA) is comprised of Revenue Support Grant (RSG) and the Business Rates Spending Baseline which for the purposes of the settlement were brought together and a reduction applied to both elements resulting in this reducing more steeply than we anticipated. The settlement figures for 2016/17 through to 2019/20 for the Council, compared to 2015/16 are as follows in Table 1:

<b>Table 1</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
<b>Settlement Funding Assessment (SFA)</b>	<b>£3.549m</b>	<b>£2.703m</b>	<b>£2.064m</b>	<b>£1.722m</b>	<b>£1.339m</b>
<b>SFA actual change</b>		-£0.846m	-£0.639m	-£0.342m	-£0.383m
<b>Annual percentage change</b>		-23.9%	-23.6%	-16.6%	-22.2%
<b>Cumulative actual change</b>		-£0.846m	-£1.485m	-£1.827m	-£2.21m
<b>Cumulative percentage change</b>		-23.9%	-41.8%	-51.5%	-62.3%

- 1.7 The reduction in SFA equates to a 23.9% drop in 2016/17 and cumulatively by 62.3% by 2019/20. When compared to 2015/16, the total level of SFA to Local Authorities in England fell by 12.5% in 2016/17 and cumulatively by 31.8% to 2019/20. Figure 2a shows graphically how Horsham compared with the national

averages. The reduction in SFA for the Council was more pointed than anticipated and has contributed to the significant projected budget deficits in later periods.



1.8 The Governments' core spending power calculation includes the Settlement Funding Assessment, Council Tax income and New Homes Bonus income. The Settlement indicated that the Council's spending power will decrease by £0.4m across the four year period to 2019/20, equating to a reduction of 2.9%.

1.9 Rather than all local authorities receiving the same percentage reduction in Revenue Support Grant (RSG) funding, the Government proposed to take into account the amount that can be raised locally from Council Tax. The Government has worked on the assumption that district councils with Band D Council Tax levels in the lower quartile (of which Horsham is one) are permitted to and will raise Council Tax by £5 per annum where this is the case. Where a Council isn't in the lowest quartile, Government has assumed an average increase of 1.75% in Council Tax per annum for the period – based on an inflationary measure provided by the Office for Budget Responsibility. See section 6 for further analysis of this source of funding. The Government has also altered the split of funding between tiers of local government, which would appear to favour upper tier services and lead to higher funding reductions for district councils.

**2. Revenue Budget 2015/16**

2.1 Expenditure against budget has been monitored during the year and overall it is expected that expenditure will be a small underspend against the budget, despite additional unexpected expenditure on planning appeals including substantial awards of costs against the Council. The estimated forecast outturn for 2015/16 at the end of the 3<sup>rd</sup> quarter is a £70,000 underspend.



### 3. Update on the Medium Term Financial Strategy projections

3.1 The Medium Term Financial Strategy (MTFS) has been updated for the projected outturn for 2015/16, the Finance Settlement and other known information. It assumes a Council Tax increase of 1.2% in 2016/17 and 1.75% in 2017/18 and 2018/19. It also reflects the Cabinet's decision on the 23<sup>rd</sup> November 2015 to increase Green Waste charges for the first bin to £37.50 per annum, discounted to £35 per annum if paid by on-line payment / Direct Debit, and a charge of £20 for an additional bin. It also includes the proposed Cabinet decision to introduce Sunday and Bank Holiday charges of £1.50 considered elsewhere on the Agenda. The current projected deficits assume a significant reduction on the reliance on the revenue contribution of New Homes Bonus by 2019/20 as follows:

**Table 3: MTFS**

	2016/17	2017/18	2018/19	2019/20
	£000	£000	£000	£000
Net expenditure	12,546	13,252	13,869	14,752
Funded by				
New Homes Bonus	1,166	800	500	200
Council Tax	8,249	8,523	8,804	8,936
Settlement Funding Allocation				
- Revenue Support Grant	825	149	0	0
- Negative RSG/ additional 'tarriff' payment			(250)	(695)
- Baseline Business Rates	1,878	1,915	1,972	2,034
Additional Business Rates	400	400	400	400
Payment to parishes	(49)	(10)	0	0
Collection Fund surplus	120			
Total Funding	12,589	11,777	11,426	10,875
Net (Surplus)/Deficit	(43)	1,475	2,443	3,877

3.2 A continuing factor is the expected reduction in New Homes Bonus (NHB). Whilst the Settlement indicated that NHB is set to remain indefinitely, the new format, currently out to consultation, is indicating a reduced payment for a shorter period, potentially of four years but which may be less, and as a result the Council needs to start to reduce the revenue reliance on NHB. This adds to our projected deficit. New Homes Bonus is discussed in greater detail in paragraphs 3.8 to 3.12.

3.3 The projected deficits also reflect increased additional costs in borrowing and principal repayment costs, Minimum Revenue Provision (MRP), resulting from decisions to increase the expanded capital programme for projects such as the £12.3m Broadbridge Heath leisure centre. The projected revenue deficits are significant despite sizeable savings identified by managers as part of the 2016/17 budget process. Further details of the proposed 2016/17 revenue budget can be found in section 4 below.

- 3.4 The assumptions underlying the current MTFS projections are set out in table 4 below as follows:

**Table 4: key budget assumptions used:**

Increase in Council Tax	1.2% in 2016/17 and 1.75% in the next two years.
Inflation on net budget	£150k per annum
Increase in salaries budget	1% in 2016/17 and thereafter
Contribution to pension fund	1% in 2016/17 and thereafter
Increase in employer's NI (reduction in discount for opting out)	2% increase in 2016/17
Settlement Funding Assessment	Reducing by 62.3% from £3.549m in 2015/16 down to £1.339m in 2019/20.
Increase in dwellings	1,000 per year

### **Pension Fund**

- 3.6 The last triennial revaluation of the Pension Fund was from 31<sup>st</sup> March 2013. The Valuation Report recommended increases in the employer's contribution to the Fund to provide for future liabilities and contributions. Contributions have increased by 1% each year from 2014/15 and a 1% increase has been built into the proposed 2016/17 budget taking the employer's contribution to the Fund to 20.5%.
- 3.7 The next triennial revaluation of the Pension Fund is due at 31<sup>st</sup> March 2016, with the results impacting on contributions from 2017/18 onwards. However, based on early conversations with the actuary, we anticipate that further increases will be limited to 1% in employer's contributions and have included this assumption in our Medium Term financial Strategy.

### **New Homes Bonus**

- 3.8 New Homes Bonus (NHB) was payable for the first time in 2011/12 and has been a major source of finance for the Council. New Homes Bonus is paid for each new property on the Council Tax valuation list and for empty properties brought back into use, with a small additional sum for affordable homes. It is an unringfenced grant and can be used at the Council's discretion. Details on the amounts already payable are shown in **Appendix G**.
- 3.9 Since 2013/14, the Council has allocated a total of £1.166m each year from the NHB to fund the revenue account and transferred any sums in excess of this level to a NHB reserve. This was a Council decision in December 2012 in response to the reduction in the Revenue Support Grant. At the end of 2015/16 we anticipate having £3.69m of New Homes Bonus in reserves.
- 3.10 As expected, the Autumn Statement and December 2015 Settlement suggested changes to the future of NHB. Government is currently consulting on its proposed changes and a new policy will emerge during 2016/17. We did obtain certainty for 2016/17, and anticipate a payment of £4.4m, adding a further £1.23m to reserves after considering the £2m allocated to fund the new Leisure Centre at Broadbridge Heath that was approved at the Council meeting on 9 December 2015. In addition

to this, the statement on the robustness of reserves in Appendix H proposes a recommendation that a further £2m of NHB Reserve is allocated towards the Broadbridge Heath leisure centre capital project in 2017/18 as well.

- 3.11 The Government is consulting that from 2017/18, the payment period will reduce to four years or fewer and whilst some assurances were given that NHB would remain for the foreseeable future, the indicative settlement figures greatly reduce the sums available to the Council with indicative NHB payments of £2.8m in 2018/19 and £2.7m in 2019/20.
- 3.12 In response to the Government announcement, the reliance on NHB to support revenue is being tapered down over the period from 2017/18 to 2019/20. This tapering period will enable us to take measures to increase income and phase in additional spending reductions.

### **Localised Business Rates**

- 3.13 The Business Rates Retention scheme introduced in 2013/14 set a baseline level of Business Rates based on historic levels. It has allowed authorities to locally retain a percentage of increased rates income above the baseline, while also putting authorities at risk of loss (up to a safety net) if rates income falls below baseline. Business rates are volatile, not only because new properties can be brought on to the list and old ones demolished, but because ratepayers can appeal against the valuation put on their property.
- 3.14 In 2016/17 a cautious approach has been taken to the estimation of Business Rates income because of the historical low growth in the district, the continuing level of uncertainty about appeals and possible reductions in rate income should a number of local schools seek Academy status. £400k income (net of transfers to the NNDR reserve) has again been assumed in preparing the 2016/17 budget. Should we keep our current trajectory of low business rate growth, we estimate that the £400k of income in 2016/17 would remain the same through to 2019/20.
- 3.15 We also await the details of the Government's plans to introduce 100% retention of business rates for local government which may result in a further re-basing of the baseline and any additional responsibilities that will go with this, such as elements of public health funding and for example, taking on responsibility for the funding for the administration of Housing Benefit for pensioners. We currently receive a Housing Benefit administration grant of around £386k, for which around half could be assumed to be for pensioners and therefore remain in place, but half could be removed, resulting in an estimated reduction to us of £193k, which is likely to occur prior to 2019/2020.

### **Council Tax Support Scheme**

- 3.16 Since its inception in 2013/14, when central funding was reduced by 10%, funding for the Council Tax Support (CTS) scheme has subsequently been consolidated into Government grant funding which as shown earlier, has been reduced significantly. The Council introduced a local CTS scheme in 2014/15 which remained unchanged in 2015/16 which required non-protected groups to pay at least 10% of their Council Tax bill.

3.17 Despite these changes, the reduction in funding has far outweighed the additional contribution from those minimum payments in the scheme. This has had a significant financial cost to the Council of approximately £500k in total over the three years. Following a public consultation in October 2015 a Council decision was made in December 2015 to increase the minimum payment percentage to 20% from April 2016, but this will not cover the existing costs of the scheme, therefore adding further pressure to the financial gaps in the future. Further revision of the scheme may be necessary in forthcoming years.

#### **4. Draft Revenue Budget for 2016/17**

4.1 The 2016/17 budget has been prepared following a detailed “Budget Challenge” with Service Managers challenged to increase revenue streams and reduce expenditure. The challenge process is there to ensure that excessive budgeting is avoided, additional income is found and efficiency savings are made. It also ensures that adequate resourcing is provided to meet service delivery items.

4.2 The budget requirement is for £12.55m. The detail of the revenue budget is shown in Appendix A. The budget is balanced and a small transfer of £43k to general reserves is envisaged. We are including £1.166m of NHB funding in revenue in 2016/17 which remains unchanged from 2014/15.

4.3 The main items of growth and savings in the 2016/17 budget are detailed in Appendix B. By far the largest area of cost pressure in 2016/17 is on salary related costs which include a 1% pay award to staff and a number of increments, a 1% increase in employer’s superannuation contributions discussed in paragraph 3.7 and the loss of a 2% discount previously received on National Insurance contributions which ceases from April 2016 as a result of Government legislation. Reduction made in posts and hours of around £440k have reduced the growth requirement for salaries to around £0.3m.

4.4 The significant items of growth include an expected renegotiation of the recycling credits with West Sussex County Council as discussed elsewhere on this Agenda, additional cost of repairs and maintenance at two leisure centres and the expected loss of some Housing Benefit Subsidy.

4.5 The significant areas of revenue growth include a new stream of income from the property investment fund, an increase in planning fee income due to the increase in volume of planning applications, an increase in the price of garden waste collection after three years of no price increase, the introduction of a £1.50 flat rate car-parking charge on Sundays and Bank Holidays and additional income from more car-parking season tickets being sold. In total, the additional income and savings generated exceeds the cost pressures and the net budget at £12.55m is requirement is £0.45m lower than the £13m from the previous year.

## Grants to Voluntary and Community Groups

4.6 The budget includes the following grants to voluntary groups.

**Table 5 – Grants to voluntary groups**

	£
Citizen Advice Bureau - Horsham	94,000
Age UK	51,950
Impact Initiatives, Dingemans Centre	9,840
Horsham Voluntary Action - cost to HDC	20,408
Home-Start, Crawley, Horsham and Mid-Sussex	4,120
West Sussex Mediation Service	3,090
Relate North	2,580
Billingshurst Community Transport	3,000
Y Centre	20,000
Purple Bus, West Sussex Rural Mobile Youth Trust	3,000
Horsham District Community Transport	21,750
Action in rural Sussex	8,000
Community and individual grants	7,750
<b>Total Grants</b>	<b>249,488</b>

## 5. Capital Budget

5.1 The draft capital programme is attached as **Appendix C**. This includes changes to the programme approved during the year and an estimate of the likely budget slippage from 2015/16 to 2016/17. The new programme for 2016/17 is for approval by full Council. Budgets for future years are included to indicate the scale of provision which may be required to maintain the life of the Council's assets and meet the aspirations in the District Plan.

- 5.2 The Council's project management methodology will be applied to projects detailed in the Capital Programme for 2016/17. Business cases are completed to ensure that decisions taken by the Council represent Value for Money.
- 5.3 Of the £24.8m capital programme proposed to be delivered in 2016/17, the majority has already been approved in preceding years. Details of new schemes totalling £883,500 are as follows:

Replacement Storage Area Network (SAN) £50,000 The current SAN is out of date, has high maintenance costs and is unreliable. The replacement will be more resilient and reliable and use newer technology, increasing storage capacity.

Identity and Access Management Controls tool £10,000 This will provide an effective management tool to properly enforce key ICT security policies which are needed to meet its statutory, commercial and Governmental obligations. It will reduce the likelihood of the security breaches thus reducing or eliminating their associated cost penalties

Mobile working application £72,500 Procurement of appropriate technology to allow the staff of the Authority to be more flexible in their day to day work, carrying out more work remotely and reducing the amount of rework undertaken back at the office, either by the officer themselves or administrative staff in the department.

Horsham park pond improvements £30,000 Essential improvements to the pond area in Horsham Park to de-silt the pond and install an aeration system. This will also provide greater capacity for surface water from surrounding urban areas.

Bennets Field improvements £105,000 To refurbish the unsafe changing rooms at Bennets Field, to maintain the provision of sports in the Forest Neighbourhood area. This is financed by S106 funds.

Warnham Nature Reserve improvements £50,000 Redesign of the garden area, Reserve entrance area and visitor centre indoor space, resurfacing the entrance area and entrance path for improve customer accessibility. Additionally, removal of the line of large conifer trees which are currently blocking views of the Mill Pond from the visitor centre will improve the customer's experience at the Reserve.

Southwater Country Park toilets £80,000. To provide permanent toilet facilities at the new Dinosaur Island, to replace the temporary 'portaloo' facilities that were provided following customer feedback that young children were unable to make it back to the facilities that were a ten minute walk away.

Capitol theatre lighting desk £20,000 The lighting desk in the Studio is almost beyond repair and replacing the lighting desk will help future proof the venue for LED lighting, providing a higher level of performance that the current desk.

Capitol theatre projector £36,000 The Capitol is reliant on the ability to show films and digital content in both dedicated cinemas and when possible in the theatre. Projectors tend to have a life-span of 5 to 7 years and the venue's oldest projector is now 7 years old. Replacement of this essential piece of equipment is vital to enable films to be shown and income targets to be achieved.

Automatic Number Plate Recognition (ANPR) system equipment £125,000  
Installation of ANPR equipment at Hurst Road and Denne Road car parks, following the successful introduction of such equipment at three other car-parks in Horsham where there has been an increase in income. Hurst Road and Denne Road are the next two most heavily used car parks using outdated pay and display equipment. The anticipated increase in income resulting from this investment is included in the revenue projections.

Swimming pool at Billingshurst £55,000 Re-grouting of the swimming pool tiles to ensure that there are no sharp edges where the grout has washed away, so that health and safety standards are met. This is part of the continuing contract arrangement with the Places for People contractor.

Wickhurst Pump Station £200,000 Legislation exists for the transfer of the liability for pumping stations from private ownership to Water Companies by October 2016. The pump station has been offered to Southern Water under this legislation, but has been declined due to the condition of the asset. We would look to re-charge part of the cost of improving the asset to the two other users of the pump station on the Wickhurst site.

Swan Walk CCTV centre £50,000 The CCTV control room is a temporary building not fit for purpose which impedes the operation of the service. Improvements will help meet health and safety requirements and the redesign and rebuild of the room will improve security, comfort and working conditions.

### **Minimum Revenue Provision**

- 5.4 The Council is required to set aside funds to repay the borrowing need each year through a revenue charge (the Minimum Revenue Provision – MRP). Regulations have been issued which require full Council to approve an MRP Statement in advance of each year and the statement is shown in **Appendix E**.

### **Prudential Indicators**

- 5.5 The Local Government Act 2003 requires the Council to adopt the CIPFA Prudential Code (2011) and produce prudential indicators. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. This report revises the indicators for 2015/16, 2016/17 and 2017/18 and introduces new indicators for 2018/19. The Council is asked to approve the indicators set out in **Appendix F** to be adopted. The individual indicators are discussed below.

### **Capital Expenditure Plans**

- 5.6 The first prudential indicator is the Council's capital expenditure plans and how they will be financed. **Appendix F** shows the projections and the Council is asked to approve the estimates as the first prudential indicator. This is the impact of the Capital Plans set out in **Appendix C**, the anticipated financing and the resultant financing need.

### **The Council's borrowing need, the Capital Financial Requirement**

- 5.7 The second prudential indicator is the Council's Capital Financial Requirement. This is the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of Council's underlying borrowing need.

### **Gross Debt and the Capital Financing Requirement**

- 5.8 This indicator is designed to show that borrowing is only for capital purposes by showing gross borrowing against the Capital Financial Requirement.

### **Limits to Borrowing Activity and Affordability**

- 5.9 The first two prudential indicators cover limiting levels of debt and final two indicators are designed to assess the affordability of the capital investment plans. Borrowing is subject to two limits and both are increasing over the period shown as the Council's need to borrow increases. Affordability is dealt with in two indicators which show estimates of the ratio of financing costs to the net revenue stream and the incremental impact of the capital decisions on the Council Tax. The estimates are set out in **Appendix F** and the Council are asked to adopt them as the final group of prudential indicators.

## **6. Council Tax**

- 6.1 There has been no increase in Council Tax since 2010/11. It is the lowest Council Tax in West-Sussex and is in the bottom quartile of all district councils. The Autumn Statement announcement in November 2015 and settlement in December 2015 puts significant further pressure on resources in the medium term due to the reductions in Government grant income.
- 6.2 In the past, the Government has encouraged councils to freeze Council Tax by making available freeze grants to those who do so. This grant has been incorporated into the Council's Revenue Support Grant (RSG) allocation. However, in the settlement, the RSG element will be eliminated to zero in 2018/19. No freeze grant has been made available for 2016/17. An increase in Council Tax gives an assured continuing income to the Council into the future.
- 6.3 The figures in this report are based on the assumption that after five years without an increase, Council Tax is increased by 1.2%, reflecting RPI to December 2015, in 2016/17, which would increase the Council Tax from £135.54 to a higher figure of £137.17 for a Band D property.
- 6.4 In the 2015 Settlement though, the Government has set the funding levels based on the assumption that the Council is able to raise the reduced Government income through increasing Council tax. In addition to the normal limit of 2% on increases where a breach would trigger a Council Tax referendum, the Government has permitted that any council in the bottom quartile can raise the Council Tax by a maximum of £5 each year where it remains in the bottom quartile. Despite Horsham being in the lowest quartile, it is recommended by Cabinet that this Council raise Council Tax by 1.2% - the RPI figure for December 2015, reflecting pledges made during the election process.



- 6.5 Where a council isn't in the lowest quartile, Government has assumed an average increase of 1.75% in Council Tax per annum for the period – based on an inflationary measure provided by the Office for Budget Responsibility. Thus a 1.75% increase in Council Tax is assumed in the MTFs for 2017/18 and 2018/19. Table 6 below shows the cumulative £2.49m loss of potential income over the four year period 2016/17 to 2019/20 that not increasing Council Tax by £5 p.a. will have on the Council.

**Table 6 Council Tax**

<b>Council Tax</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Total</b>
Council Tax income assumed by central Government £5 increase	£8.45m	£8.95m	£9.48m	£10.02m	£36.90m
Council Tax income if inflation 1.2% is applied in 2016/17 and 1.75% in 2017/18 and 2018/19.	£8.25m	£8.52m	£8.80m	£8.84m	£34.41m
<b>Loss of potential income between £5 and lower percentage used</b>	£0.20m	£0.43m	£0.68m	£1.18m	£2.49m

## 7. Special Charge

- 7.1 Details of the Special Charge expenditure of £270,909 are included in **Appendix D**.
- 7.2 As a result of the changes to council tax benefits, the tax base of the unparished area reduced in 2013/14. To ensure comparability with the funding of the parishes, an element of the Council Tax Support Grant needs to be attributed to the unparished area, a sum of £6,148.
- 7.3 It is currently proposed that the Special Charge for 2016/17 is set at £23.93, raising a sum of £264,762. This, with the addition of the grant, is sufficient to fund the proposed Special Expenses. A small increase in the special charge was discussed with the Neighbourhood Councils in November 2015 and January 2016.

## 8. Table 7 - Council tax for 2016/17

2015/16 £000		2016/17 £000
13,000	Net expenditure	12,546
175	Contribution to/(from) general reserves	43
13,175		12,589
(1,603)	Revenue Support Grant	(825)
82	Less parish share of Council Tax support grant	49
(83)	Council Tax freeze grant	0
(2,937)	New Homes Bonus	(4,398)
1,771	Less contribution to New Homes Bonus Reserve	3,232
(1,862)	Business Rates Retention Scheme Baseline	(1,878)
(400)	Business Rates Retention Scheme net additional business rates	(400)
<b>8,143</b>	<b>Expenditure to be financed from District Council Tax</b>	<b>8,369</b>
(255)	<u>Less</u> funding by Special Charge taxpayers	(265)
(184)	<u>Less</u> share of estimated surplus on Collection Fund	(120)
7,704	Expenditure to be funded from District Council tax	7,984
56,836.4	Estimated Band D equivalent properties	58,208
£135.54	Council Tax at Band D	£137.17
£2.61	Cost per week at Band D	£2.64

## 9. Potential actions

- 9.1 An updated Medium Term Financial Strategy will be brought back to the Council later in the year, once the outcome of the New Homes Bonus Consultation is known. It will also elaborate further on how the Council expects to deliver future savings and income generation to tackle the deficit over the period 2017/18 to 2019/20. This is likely to be through a combination of a range of measures including the next phase in Business Transformation - "Future Horsham", commissioning, shared services, procurement, income generation, other efficiency measures and also potentially some reductions to discretionary services.

- 9.2 A number of income generating and efficiency opportunities that could help to reduce the deficit are set out in Table 8 below. For example, a 1% increase in Council Tax raises about £80k. Central Government has used an inflation measure of 1.75% for the period based on information provided by the Office for Budget Responsibility. The budget assumes a 1.75% increase in 2017/18 and 2018/19 but if the Council raises Council Tax by 1.75% in 2019/20 as well, it would raise a further £140k.

**Table 8 – policy options**

<b>Options</b>	<b>2017/18 £000s</b>	<b>2018/19 £000s</b>	<b>2019/20 £000s</b>
1.75% year on year increase in C-Tax in 2018/19 and 2019/20 as per Central Government assumptions on inflation	-	-	140
Alternative weekly collection of household waste	125	500	500
Increase Green waste charges £2 p.a.	70	140	210
Reduction of Council Tax Support	85	175	175
Rural Car park business season tickets	20	20	20
<b>Total</b>	<b>300</b>	<b>835</b>	<b>1,045</b>

- 9.3 Other income generating alternatives include a small increase in green waste charges each year generating a total of £420k over the three year period and the introduction of rural car parking business season tickets generating a total of £60k over the three year period.
- 9.4 On the efficiency and savings side, an alternate weekly bin collection would save an estimated £0.5m per full year of savings. This may also help to improve the Council's recycling rates (currently hovering at around 46%) to above the 50% target. A high proportion of the top recycling authorities in the country achieving the 50% recycling rate have alternative weekly collection, which encourages residents to recycle rather than dispose of recyclable material in the dustbin. Reducing current Council Tax Support levels to that of only pensioners would save a total of £435k over the period.
- 9.5 Officers are also working hard on income generation, reviewing commissioning and shared services, and other efficiency measures. Appendix I sets out some indicative areas against these headings which officers are exploring and targeting for implementation in 2017/18 to 2019/20. Further detail and progress against these schemes will be reported back as the savings are hardened into future budgets.
- 9.6 The combined effect of the savings and opportunities would have the following effect on the budget deficit as set out in table 9. Should these all be implemented, deficits would still remain in each of the three years to 2019/20. We would aim to fill the remaining gap from by continuing to identify other savings opportunities, including the savings from Future Horsham.

**Table 9 – deficit after savings and income**

<b>Options</b>	<b>2017/18 £000s</b>	<b>2018/19 £000s</b>	<b>2019/20 £000s</b>
<b>Deficit</b>	<b>1,475</b>	<b>2,443</b>	<b>3,877</b>
Table 8 policy options	300	835	1,045
<b>Potential deficit after policy options</b>	<b>1,175</b>	<b>1,608</b>	<b>2,832</b>

## Business Transformation – Future Horsham

- 9.7 The previous Business Transformation Programme has delivered over £1m of cashable savings and helped to modernise the Council’s working practices. Office assets were reduced moving from four separate buildings into our present accommodation. The Council’s organisational structure was overhauled to take out a middle management layer and to ensure we built capacity and expertise in critical areas. We harmonised and modernised staff terms and conditions, introduced electronic document management and made substantial progress in developing our digital capabilities. However, there is a lot more still to do.
- 9.8 The next phase in our Transformation Programme will focus on how we ensure that all services are designed to meet customers’ needs and to do so in the most efficient ways. This will involve examining how services and the processes that support them are organised and how we can use technology to maximise efficiency, to improve the customer experience and increase opportunities for digital self-service. As part of this approach we will undertake benchmarking with other councils and service providers to inform future choices on service provision as part of our commissioning agenda. This next phase in Business Transformation will be known as “Future Horsham”.
- 9.9 We have engaged consultants to help us build a business case and blueprint for the Future Horsham programme for members to consider later in 2016. This will outline how we can meet the challenges and provide a clear roadmap for delivery. When we report back, the business case will also quantify the level of investment needed to deliver the changes. Based on a high level review, it is anticipated that the business case will enable savings in the region of 10% of our total pay bill excluding operational services.
- 9.10 In addition, we will continue with our programme to review the how we commission outcomes for residents across all our services. We have set a further target of £500k for efficiencies arising from commissioning.
- 9.11 After considering these two potential savings targets the projected deficit is projected in Table 10 below:

<b>Table 10</b>	<b>2017/18 £000s</b>	<b>2018/19 £000s</b>	<b>2019/20 £000s</b>
<b>Potential deficit</b> after policy options	<b>1,175</b>	<b>1,608</b>	<b>2,832</b>
Future Horsham	250	750	1,000
Commissioning efficiencies	250	500	500
<b>Potential deficit</b> after Future Horsham and Commissioning efficiencies	<b>675</b>	<b>358</b>	<b>1,332</b>

## Appendix 1

### Consequences of the Proposed Action

What are the risks associated with the proposal?  Risk Assessment attached Yes/No	CRR01 Financial Source: The Council is reliant on Central Government funding. Event: Grant funding from Central Government is less generous than assumed in the MTFS plan. .
How will the proposal help to reduce Crime and Disorder?	There is no specific impact on Crime and Disorder.
How will the proposal help to promote Human Rights?	There is no specific impact on Human Rights.
What is the impact of the proposal on Equality and Diversity?  Equalities Impact Assessment attached Yes/No/Not relevant	There is no specific impact on Equality and Diversity.
How will the proposal help to promote Sustainability?	There is no specific impact on sustainability.



# BUDGET SUMMARY

## 2016 – 2017

### Appendix A

Original Budget	Service	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2016 - 2017
<b><u>BUSINESS TRANSFORMATION</u></b>										
203,205	Business Transformation	133,705		200	740				134,645	134,645
<b>203,205</b>	<b>BUSINESS TRANSFORMATION</b>	<b>133,705</b>		<b>200</b>	<b>740</b>				<b>134,645</b>	<b>134,645</b>
<b><u>CHIEF EXECUTIVE OFFICE</u></b>										
275,250	Chief Executive Office	257,430			1,990				259,420	259,420
129,990	Democratic Rep	21,670			101,100				122,770	122,770
<b>405,240</b>	<b>CHIEF EXECUTIVE OFFICE</b>	<b>279,100</b>			<b>103,090</b>				<b>382,190</b>	<b>382,190</b>
<b><u>COMMUNICATIONS</u></b>										
368,435	Communications	250,505		150	58,000			-15,000	308,655	293,655
<b>368,435</b>	<b>COMMUNICATIONS</b>	<b>250,505</b>		<b>150</b>	<b>58,000</b>			<b>-15,000</b>	<b>308,655</b>	<b>293,655</b>
<b>976,880</b>	<b>CHIEF EXECUTIVE</b>	<b>663,310</b>		<b>350</b>	<b>161,830</b>			<b>-15,000</b>	<b>825,490</b>	<b>810,490</b>

Page 239

Original Budget 2015 - 2016	Service	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2016 - 2017
<b><u>COMMUNITY &amp; CULTURE</u></b>										
305,610	Capitol	482,020	273,200	1,500	884,040			-1,359,070	1,640,760	281,690
157,565	COMMUNITY & CULTURE	109,015	0	200	28,490	15,000			152,705	152,705
598,872	Community Development	591,165	8,750	9,950	462,767	25,600		-584,430	1,098,232	513,802
187,325	Community Safety	339,065	1,250	17,490	78,440			-172,810	436,245	263,435
-100,770	Leisure Services	50,100	209,870	1,310	66,080	262,110		-644,415	589,470	-54,945
222,260	Museums	157,990	78,980	100	42,890			-31,250	279,960	248,710
1,034,430	PARKS & COUNTRYSIDE SERVICES	706,690	339,330	2,960	210,350	184,480		-373,840	1,443,810	1,069,970
<b>2,405,292</b>	<b>COMMUNITY &amp; CULTURE</b>	<b>2,436,045</b>	<b>911,380</b>	<b>33,510</b>	<b>1,773,057</b>	<b>487,190</b>		<b>-3,165,815</b>	<b>5,641,182</b>	<b>2,475,367</b>
<b><u>CUSTOMER SERVICES</u></b>										
373,950	Customer Services	388,060			13,620			-5,375	401,680	396,305
<b>373,950</b>	<b>CUSTOMER SERVICES</b>	<b>388,060</b>			<b>13,620</b>			<b>-5,375</b>	<b>401,680</b>	<b>396,305</b>
<b><u>DIR OF COMMUNITY SERVICES</u></b>										
121,830	Dir Of Community Services	123,970		200	1,120				125,290	125,290
<b><u>COMMUNITY SERVICES</u></b>										



Original Budget 2015 - 2016	Service	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2016 - 2017
121,830	DIR OF COMMUNITY SERVICES	123,970		200	1,120				125,290	125,290

**ENVIRONMENTAL SERVICES/LICENSING**

777,400	Environmental Health/Licensing	956,855	2,000	9,750	96,640			-332,490	1,065,245	732,755
<b>777,400</b>	<b>ENVIRONMENTAL SERVICES/LICENSING</b>	<b>956,855</b>	<b>2,000</b>	<b>9,750</b>	<b>96,640</b>			<b>-332,490</b>	<b>1,065,245</b>	<b>732,755</b>

**COMMUNITY SERVICES**

**HOUSING**

-99,440	Community Link - Housing	101,690		4,500	97,790			-297,000	203,980	-93,020
10,000	Housing				10,000				10,000	10,000
709,390	Housing Needs	472,540		6,000	304,050			-208,000	782,590	574,590
-352,880	Housing Services	9,750	193,510		15,230			-613,000	218,490	-394,510
<b>267,070</b>	<b>HOUSING</b>	<b>583,980</b>	<b>193,510</b>	<b>10,500</b>	<b>427,070</b>			<b>-1,118,000</b>	<b>1,215,060</b>	<b>97,060</b>

**COMMUNITY SERVICES**

**PARKING SERVICES**

250,820	Parking	328,120		0	34,040			0	362,160	362,160
-147,320	Parking services	192,230		2,000	59,970			-497,210	254,200	-243,010
78,628	Rural car parks		91,708		9,550			-23,990	101,258	77,268

**COMMUNITY SERVICES**

Original Budget		Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure
2015 - 2016	Service									2016 - 2017
-2,350,300	Urban Car Parks		737,110		100,080			-3,487,205	837,190	-2,650,015
<b>-2,168,172</b>	<b>PARKING SERVICES</b>	<b>520,350</b>	<b>828,818</b>	<b>2,000</b>	<b>203,640</b>			<b>-4,008,405</b>	<b>1,554,808</b>	<b>-2,453,597</b>

**STREET SCENE & FLEET**

852,250	Litter & Cleansing	790,376	3,200	7,750	171,819			-50,000	973,145	923,145
103,260	REFUSE DEPOTS		85,650		16,530				102,180	102,180
1,913,340	Vehicle & Plant	248,220		1,515,060	48,750				1,812,030	1,812,030
<b>2,868,850</b>	<b>STREET SCENE &amp; FLEET</b>	<b>1,038,596</b>	<b>88,850</b>	<b>1,522,810</b>	<b>237,099</b>			<b>-50,000</b>	<b>2,887,355</b>	<b>2,837,355</b>

**COMMUNITY SERVICES**

**WASTE & RECYLING**

453,316	Operations	2,415,037	36,900	3,400	213,580			-2,164,559	2,668,917	504,358
-208,191	Trade Waste & Recycling	244,825		1,000	463,340			-904,984	709,165	-195,819
<b>245,125</b>	<b>WASTE &amp; RECYLING</b>	<b>2,659,862</b>	<b>36,900</b>	<b>4,400</b>	<b>676,920</b>			<b>-3,069,543</b>	<b>3,378,082</b>	<b>308,539</b>
<b>4,891,345</b>	<b>COMMUNITY SERVICES</b>	<b>8,707,718</b>	<b>2,061,458</b>	<b>1,583,170</b>	<b>3,429,166</b>	<b>487,190</b>		<b>-11,749,628</b>	<b>16,268,702</b>	<b>4,519,074</b>

**COMMUNITY SERVICES**

Original Budget 2015 - 2016	Service	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2016 - 2017
<b>AUDIT</b>		<b>CORPORATE RESOURCES</b>								
188,450	Audit	190,575		300	2,075			-9,200	192,950	183,750
<b>188,450</b>	<b>AUDIT</b>	<b>190,575</b>		<b>300</b>	<b>2,075</b>			<b>-9,200</b>	<b>192,950</b>	<b>183,750</b>
<b>CENSUS ICT</b>		<b>CORPORATE RESOURCES</b>								
667,926	CENSUS ICT	1,461,627		8,000	1,253,350	40,800		-2,031,200	2,763,777	732,577
75,547	CENSUS PROJECTS				255,000			-155,000	255,000	100,000
<b>743,473</b>	<b>CENSUS ICT</b>	<b>1,461,627</b>		<b>8,000</b>	<b>1,508,350</b>	<b>40,800</b>		<b>-2,186,200</b>	<b>3,018,777</b>	<b>832,577</b>
<b>COMMISSIONING</b>		<b>CORPORATE RESOURCES</b>								
208,780	Policy And Performance	288,760			260				289,020	289,020
68,245	Procurement	106,125		260	6,230			-43,050	112,615	69,565
<b>277,025</b>	<b>COMMISSIONING</b>	<b>394,885</b>		<b>260</b>	<b>6,490</b>			<b>-43,050</b>	<b>401,635</b>	<b>358,585</b>
<b>DIR RESOURCES</b>		<b>CORPORATE RESOURCES</b>								
0	Benefit Payments				1,348,420			-310,000	1,348,420	1,038,420
1,023,420	Census Revs & Bens				0			0	0	0

Original Budget 2015 - 2016	Service	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2016 - 2017
121,770	Dir Resources	124,490			740				125,230	125,230
-608,884	HDC Revs & Bens				195,170	32,000,000		-32,535,924	32,195,170	-340,754
<b>536,306</b>	<b>DIR RESOURCES</b>	<b>124,490</b>			<b>1,544,330</b>	<b>32,000,000</b>		<b>-32,845,924</b>	<b>33,668,820</b>	<b>822,896</b>

**FINANCE**

888,270	Finance Accountancy	756,930		240	166,410	18,000		-16,000	941,580	925,580
937,010	Finance Corporate	125,270		0	272,000		881,000	-288,220	1,278,270	990,050
<b>1,825,280</b>	<b>FINANCE</b>	<b>882,200</b>		<b>240</b>	<b>438,410</b>	<b>18,000</b>	<b>881,000</b>	<b>-304,220</b>	<b>2,219,850</b>	<b>1,915,630</b>

**CORPORATE RESOURCES**

**HDC ICT**

839,260	HDC ICT	448,050		2,500	355,700			-70,000	806,250	736,250
201,250	HDC PROJECTS	0			146,250			0	146,250	146,250
<b>1,040,510</b>	<b>HDC ICT</b>	<b>448,050</b>		<b>2,500</b>	<b>501,950</b>			<b>-70,000</b>	<b>952,500</b>	<b>882,500</b>

**CORPORATE RESOURCES**

**HUMAN RESOURCES & ORG DEVELOPMENT**

23,315	Equalities	44,980		250	300			-8,500	45,530	37,030
470,760	Human Resources	451,670		500	49,990				502,160	502,160

**CORPORATE RESOURCES**

Original Budget 2015 - 2016	Service	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2016 - 2017
494,075	HUMAN RESOURCES & ORG DEVELOPMENT	496,650		750	50,290			-8,500	547,690	539,190
<b><u>LEGAL &amp; DEMOCRATIC</u></b>						<b><u>CORPORATE RESOURCES</u></b>				
729,000	Democratic Services	265,790		22,250	498,630			-8,500	786,670	778,170
618,060	Legal	589,700		100	69,570			-75,500	659,370	583,870
<b>1,347,060</b>	<b>LEGAL &amp; DEMOCRATIC</b>	<b>855,490</b>		<b>22,350</b>	<b>568,200</b>			<b>-84,000</b>	<b>1,446,040</b>	<b>1,362,040</b>
<b>6,452,179</b>	<b>CORPORATE RESOURCES</b>	<b>4,853,967</b>		<b>34,400</b>	<b>4,620,095</b>	<b>32,058,800</b>	<b>881,000</b>	<b>-35,551,094</b>	<b>42,448,262</b>	<b>6,897,168</b>

Original Budget 2015 - 2016	Service	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2016 - 2017
<b><u>BUILDING CONTROL</u></b>										
-55,540	Building Control	715,100	4,300	18,330	75,000			-853,890	812,730	-41,160
-55,540	<b>BUILDING CONTROL</b>	<b>715,100</b>	<b>4,300</b>	<b>18,330</b>	<b>75,000</b>			<b>-853,890</b>	<b>812,730</b>	<b>-41,160</b>
<b><u>DEVELOPMENT</u></b>										
495,940	Development	1,617,570		8,240	273,700			-1,727,420	1,899,510	172,090
495,940	<b>DEVELOPMENT</b>	<b>1,617,570</b>		<b>8,240</b>	<b>273,700</b>			<b>-1,727,420</b>	<b>1,899,510</b>	<b>172,090</b>
<b><u>DIR OF PLANNING, ECON DEV &amp; PROP</u></b>										
116,550	Dir Plan, Ed, Prop	124,130							124,130	124,130
116,550	<b>DIR OF PLANNING, ECON DEV &amp; PROP</b>	<b>124,130</b>							<b>124,130</b>	<b>124,130</b>
<b><u>ECONOMIC DEVELOPMENT</u></b>										
67,480	Economic Devel Mgr	61,390							61,390	61,390
222,390	Economic Development	148,740	760	1,500	67,625			-7,530	218,625	211,095
107,080	Town Centre Mgt	85,090	38,380	250	45,380			-27,800	169,100	141,300
23,250	Visitor Economy		17,250		6,000				23,250	23,250
<b><u>PLANNING , ECON DEV, PROPERTY</u></b>										
<b><u>PLANNING , ECON DEV, PROPERTY</u></b>										
<b><u>PLANNING , ECON DEV, PROPERTY</u></b>										
<b><u>PLANNING , ECON DEV, PROPERTY</u></b>										

Original Budget 2015 - 2016	Service	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2016 - 2017
420,200	ECONOMIC DEVELOPMENT	295,220	56,390	1,750	119,005			-35,330	472,365	437,035

**PROPERTY & FACILITIES**

612,150	Buildings		344,270		183,170			0	527,440	527,440
-2,235,420	Investment Properties		565,980		100,320	10,350		-2,989,000	676,650	-2,312,350
773,600	Properties & Facilities	565,750		1,720	103,520			-700	670,990	670,290
93,220	Public Realm		84,500		4,860			-4,040	89,360	85,320
<b>-756,450</b>	<b>PROPERTY &amp; FACILITIES</b>	<b>565,750</b>	<b>994,750</b>	<b>1,720</b>	<b>391,870</b>	<b>10,350</b>		<b>-2,993,740</b>	<b>1,964,440</b>	<b>-1,029,300</b>

**PLANNING , ECON DEV, PROPERTY**

**SPATIAL PLANNING**

672,900	Spatial Planning	678,190	19,750	1,360	149,400			-82,570	848,700	766,130
672,900	<b>SPATIAL PLANNING</b>	<b>678,190</b>	<b>19,750</b>	<b>1,360</b>	<b>149,400</b>			<b>-82,570</b>	<b>848,700</b>	<b>766,130</b>

**PLANNING , ECON DEV, PROPERTY**

893,600	PLANNING , ECON DEV, PROPERTY	3,995,960	1,075,190	31,400	1,008,975	10,350		-5,692,950	6,121,875	428,925
13,214,004	<b>Report Totals</b>	<b>18,220,955</b>	<b>3,136,648</b>	<b>1,649,320</b>	<b>9,220,066</b>	<b>32,556,340</b>	<b>881,000</b>	<b>-53,008,672</b>	<b>65,664,329</b>	<b>12,655,657</b>
-163,580	Less Capitalised Salaries									-109,620
-50,000	Budgets funded from reserves									
<b><u>13,000,424</u></b>										<b><u>12,546,037</u></b>





## Budget 2016/17 Main movements – itemised over £10k

Department / Description	2016/17 Total £000	Savings		Growth		
		Efficiency Measures /Service Adjustments £000	Income Generation £000	Externally Imposed £000	Loss of Income £000	Service Improvements/ Adjustments £000
<b>CORPORATE</b>						
Salaries – 1% pay rise	136					136
Increase in National Insurance and Superannuation	476			476		
Increments - regrading	117					117
Reduction in posts/hours	(442)	(442)				
Reduction in capitalised salaries	46					46
Repairs and maintenance	19					19
<b>CHIEF EXECUTIVE OFFICE</b>						
Audit fees	(20)	(20)				
<b>COMMUNICATIONS</b>						
External print - volume reduction	(27)	(27)				
<b>LEGAL &amp; DEMOCRATIC</b>						
Legal fee income	(25)		(25)			
Councillors allowances	14			14		
Locum and Agency Costs offset by staffing savings	35					35
<b>FINANCE</b>						
Reduction in bad debt provision	(13)	(13)				
Reduction in capital expenditure financing charge (MRP)	(60)	(60)	0			
Interest on investments	(76)		(76)			
Added years pension costs	19					19

Insurance	22				22		
Increase in borrowing costs	29						29
Replacement of Financial Management System	10						10
<b>HDC ICT</b>							
Income for services supplied to other Local Authorities	(70)			(70)			
<b>CENSUS ICT</b>							
Net increase (after partnership contributions)	33						33
<b>HUMAN RESOURCES &amp; ORGANISATIONAL DEVELOPMENT</b>							
Reduction in external funding for access and equality	13					13	
<b>REVENUES AND BENEFITS</b>							
Reduction in administration grant	71				71		
Reduction in Housing benefit subsidy - net	200						200
<b>COMMUNITY &amp; CULTURE</b>							
Increase in project support to offset loss of Community Engagement post	19						19
Traveller management service	15				15		
<b>COMMUNITY DEVELOPMENT</b>							
Synergies through joint working with health	(30)			(30)			
<b>CAPITOL</b>							
Growth in commission and shop sales	(65)			(65)			

Increased use of casual staff – reflects increased activity	15						15
<b>LEISURE SERVICES</b>							
Increase in income as latent defects and essential repairs to leisure centre completed.	(135)		(135)				
End of Recreation Centre management agreement with Forest School	(17)		(17)				
Reduction of rental income	62					62	
Leisure Centre repairs	120						120
High Rope income	20					20	
<b>PARK &amp; COUNTRYSIDE</b>							
Southwater Country Park - parking	(33)		(33)				
Casual staff to offset reduction in establishment staff	10						10
Equipment and tools to support additional Volunteer groups – offset by staffing savings	19						19
<b>STREET SCENE &amp; FLEET</b>							
Vehicle Fuel	(104)		(104)				
Vehicle Repair and maintenance	(22)		(22)				
Use of external funding for Adopt a Street	(15)		(15)				
Withdrawal of cess pit service, net loss of income	72					72	
<b>WASTE &amp; RECYLING</b>							
Increase in green waste income	(216)		(216)				
Reduction in recycling credits	243				243		
<b>PARKING SERVICES</b>							
Sunday and bank holiday charging	(140)		(140)				

Season ticket income	(89)		(89)			
Lighting savings	(10)	(10)				
Extension of ANPR	(30)		(30)			
Ticket machine maintenance	30					30
Credit card charges	11					11
<b>ENVIRONMENTAL SERVICES / LICENSING</b>						
Pollution Control – net savings	(14)	(14)				
Licensing income	(17)		(17)			
<b>HOUSING</b>						
Net increase in community link income	(10)		(10)			
Reduced bed and breakfast costs - lower demand	(50)	(50)				
Reduced bed and breakfast costs - increase in temporary accommodation provision	(50)	(50)				
Temporary accommodation - increase in provision	(42)		(42)			
<b>DEVELOPMENT</b>						
Reduction in Counsel Fees	(50)	(50)				
Reduction in use of consultants	(100)	(100)				
Planning fees	(156)		(156)			
Community infrastructure levy income - to cover admin post	(30)		(30)			
Pre- application advice	(60)		(60)			
Reduction in legal expenses recovered	57				57	
Appeal costs	15					15
Advertising costs	15					15

<b>SPATIAL PLANNING</b>								
Local District Plan	(30)		(30)					
Land Drainage DEFRA payments	(30)		(30)					
Land Drainage income	(12)		0	(12)				
<b>PROPERTIES &amp; FACILITIES</b>								
Final impact of Office moves	(75)		(75)					
Income from property investment	(150)			(150)				
Southwater medical repairs completed	(25)		(25)					
Stable Block repairs completed	(25)		(25)					
Stable Block income	(10)			(10)				
Park House - net income	(138)			(138)				
Works at Horsham Industrial Estate	(11)		(11)					
Reduction in rental income - sale of properties, end of lease	80					80		
Reduction in net Swan Walk Income	50					50		
<b>ECONOMIC DEVELOPMENT</b>								
Pop-up-Shop rates	25						25	
Contribution to Rural West Sussex Director - salary savings are included in overall salary figures	54					54		
<b>OTHER</b>								
Net Minor items	48						54	
Removal of reserve funding for Office Moves	50						50	
<b>Total (net saving)</b>	<b>(454)</b>		<b>(1,310)</b>	<b>(1,414)</b>		<b>841</b>	<b>608</b>	<b>821</b>
			<b>Efficiency Measures /Service Adjustments £000</b>	<b>Income Generation £000</b>		<b>Externally Imposed £000</b>	<b>Loss of Income £000</b>	<b>Service Improvements/ Adjustments £000</b>



<b>Objective Description</b>	<b>Expected Full Year 2015/16</b>	<b>Proposed 2016/17</b>	<b>Proposed 2017/18</b>	<b>Proposed 2018/19</b>	<b>Proposed 2019/20</b>
Parkside	325,048	-	-	-	-
Parkside - Comms	10,000	-	-	-	-
Parkside - People	85,000	-	-	-	-
HDC Parkside ICT	235,698	-	-	-	-
Storage Area Network	13,409	-	-	-	-
Core Switch Replacement	20,000	-	-	-	-
Disaster Recovery	23,757	-	-	-	-
Local Area Network - HDC	4,850	-	-	-	-
Wide Area Network	35,904	-	-	-	-
HDC-Windows7+Ms Office2010Rollout	11,992	-	-	-	-
HDC-Replace End Of Life Desktop PC'S	12,549	-	-	-	-
ICT Projects	-	-	200,000	200,000	200,000
Census - PSN Accreditation	34,144	-	-	-	-
Census - Server Replacement (4 Way)	38,291	-	-	-	-
Census - Redhat Linux (3 Way)	34,000	-	-	-	-
Census - Disk Capacity (4 Way)	1,940	-	-	-	-
Census - Wireless Resilience (4 Way)	5,900	-	-	-	-
Census - Replace Storage Area Network	-	50,000	-	-	-
Identity & Access Management Controls Tool	-	10,000	-	-	-
Mobile Working Application	-	72,500	-	-	-
CCTV Cameras - Town Centre	5,298	-	-	-	-
Southwater Country Park-Play eqmt	137,282	-	-	-	-
Frenches Way Play Area, Bill'Hurst	85,163	-	-	-	-
Riverside Walk Project-Hormare	25,924	-	-	-	-
Partridge Green - Contrib road/CP	963	-	-	-	-
Car Park Southwater (Country Park)	120,000	-	-	-	-
Parbrook Landslip Prevention	100,000	-	-	-	-
Capital Arts Centre - Sound System	65,000	-	-	-	-
Warnham Millpond Engineering Works	117,000	-	-	-	-
Horsham Park Pond Improvements	-	30,000	-	-	-
Bennets Field Improvements	-	105,000	-	-	-
Warnham Nature Reserve Improvements	-	50,000	-	-	-
Southwater Country Park - Toilets	-	80,000	-	-	-
Capitol Theatre - Lighting Desk	-	20,000	-	-	-
Capitol Theatre - Projector	-	36,000	-	-	-
Pulborough Town Centre Imps S106	32,826	-	-	-	-
96 Act-Disabled Facility Grant	525,000	713,000	713,000	713,000	713,000
96 Act-Home Repair Assist. Grant	90,000	125,000	125,000	125,000	125,000
Henfield Leisure Centre - Soft Play Area	300,000	-	-	-	-
Traveller Transit Site Chichester	72,608	-	-	-	-
Signage - Town & Rural Car Parks	-	20,000	-	-	-
ANPR Extended - Hurst Rd & Denne Rd	-	125,000	-	-	-
Swimming Provision-Pavillions	126,884	-	-	-	-
Swimming Provision-Steyning	301,064	-	-	-	-
Swimming Provision-Billingshurst	-	55,000	-	-	-
Broadbridge Heath Leisure Centre-New	100,000	3,006,762	9,129,000	-	2,500,000
Arts Centre-Chiller Replacement	2,583	-	-	-	-
Multi-Storey Car Park-Repairs	378,244	-	-	-	-
Swan Walk Centre	100,000	200,000	-	-	-
Piries Place Car Park	10,000	164,979	-	-	-
Piries Place Car Park Lift	175,000	-	-	-	-
Forum Car Park Lift	190,000	-	-	-	-
Hillside Park, Small Dole, Safety Works	4,197	-	-	-	-

<b>Objective Description</b>	<b>Expected Full Year 2015/16</b>	<b>Proposed 2016/17</b>	<b>Proposed 2017/18</b>	<b>Proposed 2018/19</b>	<b>Proposed 2019/20</b>
Granary Refurbishment	35,000	-	-	-	-
Drill Hall Heating System	-	65,000	-	-	-
Commercial Estates - General	-	-	100,000	100,000	100,000
Forum Paving	82,307	-	-	-	-
Replace Boilers	4,444	-	-	-	-
Energy Efficiency Improvements	-	25,000	50,000	-	-
Southwater Health Centre Project	20,000	-	-	-	-
Hop Oast Depot Realignment	125,000	4,410,112	-	-	-
Hop Oast Depot Drainage Renewal	25,938	-	-	-	-
Temp Accommodation Apartments (Bishopric)	700,000	2,200,000	-	-	-
Myrtle Lane Car Park (Billingshurst)	315,000	-	-	-	-
Disabled Access To Public Bldgs	20,000	-	-	-	-
Corporate Provision - Asset Enhancement	-	-	500,000	500,000	500,000
Commercial Property Investment Fund	2,000,000	3,000,000	-	-	-
Wickhurst Pump Station	-	200,000	-	-	-
Swan Walk Centre - Rebuild CCTV Room	-	50,000	-	-	-
Bishopric Refurbishment / Enhancement	160,000	-	-	-	-
East Street Pedestrianisation	1,500	-	-	-	-
West Street Improvements	215,235	-	-	-	-
Housing Enabling Grants	1,914,000	250,000	5,812,010	3,812,010	3,812,010
Housing Services - Saxon Weald Loan	-	7,000,000	-	-	-
Vehicles - Replacement programme	515,000	930,000	4,860,000	540,000	-
<b>TOTAL</b>	<b>10,090,941</b>	<b>22,993,352</b>	<b>21,489,010</b>	<b>5,990,010</b>	<b>7,950,010</b>



**SPECIAL CHARGE ELEMENT -  
SUMMARY**

	<b>2016/17</b>
	<b>£</b>
ALLOTMENTS	2,740
CHILDRENS PLAYGROUNDS	25,570
DRILL HALL	34,630
BANDSTANDS	16,679
FOOTWAYS & AMENITY LIGHTING	1,900
FLORAL DISPLAYS	9,940
HORSHAM PARK	57,820
GRANTS TO NEIGHBOURHOOD COUNCILS	14,290
YOUTH WORKER GRANT	30,000
RECREATION GROUNDS	55,770
CHRISTMAS LIGHTS	<u>21,570</u>
<b>TOTAL</b>	<b><u><u>270,909</u></u></b>



### MINIMUM REVENUE PROVISION (MRP)

When the Council does not finance capital expenditure with resources such as capital receipts, grants, contributions and reserves it effectively finances the spend by debt (although this can be internally sourced debt), and it must put aside resources to repay that debt. The amount charged is known as the Minimum Revenue Provision (MRP).

The amount of Minimum Revenue Provision (MRP) is set by the Council but legislation requires the Council to have regard to guidance issued by the Department for Communities and Local Government (DCLG). The aim of the guidance is to ensure that debt is repaid over a period that broadly matches the period over which the unfinanced capital expenditure provides benefits

The Department for Communities and Local Government's guidance requires the Council to approve an annual MRP statement and recommends a number of options for calculating a prudent amount of MRP. The following statement incorporates options recommended in the Guidance as well as locally determined prudent methods.

The Council is recommended to approve the following MRP Statement:

- For capital expenditure incurred before 1 April 2008 or which in the future will be Supported (*Note*) Capital Expenditure, the MRP policy will follow the former DCLG Regulations. This means the MRP will be based on 4% of the Capital Financing Requirement in respect of that expenditure.
- From 1 April 2008 for all unsupported capital expenditure, the MRP will be calculated by dividing the capital expenditure by the expected useful life of the relevant assets, starting in the year after the asset becomes operational. MRP on purchases of freehold land will be charged over 50 years. MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years.
- For assets subject to finance leases, the MRP requirement would be regarded as met by a charge equal to the element of the rent/charge that goes to write down the balance sheet liability.
- Where loans are made to other bodies for their capital expenditure, no MRP will be charged. However, the capital receipts generated by the annual repayments on those loans will be put aside to repay debt instead.
- Capital spend is not subject to a MRP until the next financial year.

*Note Supported Capital Expenditure is capital spend that central government supports with a contribution through grant. Horsham District Council does not have any Supported Capital Expenditure at present.*

## Prudential Indicators

### Capital Expenditure Plans

The Council is asked to approve the capital expenditure projections below. The estimate of capital expenditure is based on the capital budget approved elsewhere in this report and estimates of capital spend that may become necessary during the period of the medium term financial strategy.

	2015/16 Revised £000	2016/17 Revised £000	2017/18 Revised £000	2018/19 Estimate £000
<b>Projected Capital Expenditure</b>	8,515	19,247	26,489	5,990
<b>Financed by:</b>				
Capital receipts and third party contributions	6,301	6,860	6,771	4,412
Capital grants	442	442	442	442
Revenue reserves	72	2,000	5,416	596
Total Financing	6,815	9,302	12,629	5,450
<b>Net financing need</b>	<b>1,700</b>	<b>9,945</b>	<b>13,860</b>	<b>540</b>

### The Council's borrowing need, the Capital Financing Requirement

The Council is asked to approve the projections below in which the capital financing requirement peaks in this time frame as unfinanced capital spend outweighs resources put aside to cover it until 2018/19.

<b>Capital Financing Requirement</b>	2015/16 Revised £000	2016/17 Revised £000	2017/18 Revised £000	2018/19 Estimate £000
Opening balance	11,986	12,900	22,019	34,748
Net financing need	1,700	9,945	13,860	540
Less MRP	(786)	(826)	(1,131)	(1,494)
<b>Closing balance</b>	<b>12,900</b>	<b>22,019</b>	<b>34,748</b>	<b>33,794</b>
Net inc/(decrease)	914	9,119	12,729	(954)

### Gross Debt and the Capital Financing Requirement

In order to ensure that over the medium term debt will only be for a capital purpose, the Authority should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years. This is a key indicator of prudence. Total debt is expected to remain below the CFR during the forecast period as indicated below.

	2015/16 Revised £000	2016/17 Revised £000	2017/18 Revised £000	2018/19 Estimate £000
Gross Borrowing	4,000	9,000	18,000	18,000
Capital Fin. Req.	12,900	22,019	34,748	33,794

## Limits to debt

There are two indicators that seek to put a limit on debt. The first limiting indicator is the 'operational boundary' which represents the expected maximum debt position during each year but is not an absolute limit. The other debt prudential indicator is the 'authorised limit' for external debt which represents the limit beyond which external borrowing is prohibited, and needs to be set and revised by Council. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The table below shows the estimates that the Council are asked to approve.

	2016/17	2017/18	2018/19
Operational boundary - borrowing	£9m	£18m	£18m
Operational boundary – other long term liabilities	£0m	£0m	£0m
Operational boundary - Total	£9m	£18m	£18m
Authorised limit – borrowing	£14m	£24m	£24m
Authorised limit – other long-term liabilities	£1m	£1m	£1m
Authorised limit – Total	£15m	£25m	£25m

Both limits are increasing as borrowing is projected to increase over the medium term.

## Affordability Prudential Indicators

**Estimates of the ratio of financing costs to net revenue stream** – This indicator identifies the trend in the cost of capital (borrowing costs net of investment income) against the net revenue stream. It therefore measures how much of the Council's overall income is used to finance capital. The increase is due to the capital expenditure which is not financed from capital and revenue resources.

2015/16	2016/17	2017/18	2018/19
5%	6%	7%	11%

**Estimates of the incremental impact of capital investment decisions on the Council Tax** – This indicator identifies the revenue costs associated with the proposed changes to the capital programme recommended in the budget report. The costs are shown per Band D property and have been included in all the budget projections brought before the Council.

2016/17	2017/18	2018/19
£0.04	£0.12	£0.18



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
2011/12	379	379	379	379	379	379	<i>379</i>		
2012/13		390	390	390	390	390	<i>390</i>		
2013/14			397	397	397	397	<i>397</i>		
2014/15				776	776	776	<i>776</i>		
2015/16					994	994	<i>994</i>	<i>700</i>	
2016/17						1,462	<i>1,462</i>	<i>700</i>	<i>700</i>
2017/18								<i>700</i>	<i>700</i>
2018/19								<i>700</i>	<i>700</i>
2019/20									<i>600</i>
	<b>379</b>	<b>769</b>	<b>1,166</b>	<b>1,942</b>	<b>2,936</b>	<b>4,398</b>	<b>4,398</b>	<b>2,800</b>	<b>2,700</b>
Used to fund revenue	-	-	1,166	1,166	1,166	1,166	800	500	200
Used for BBH						2,000	2,000		
Added to Reserves	379	769	-	776	1,770	1,232	1,598	2,300	2,500
<b>Total Reserve figure</b>	<b>379</b>	<b>1,148</b>	<b>1,148</b>	<b>1,924</b>	<b>3,694</b>	<b>4,926</b>	<b>6,524</b>	<b>8,824</b>	<b>11,324</b>

**Notes:**

Figures highlighted in Italics are based on the provisional 2015 settlement amounts, which are subject to consultation. In the proposal, indicative fixed amounts have been set based on current performance and reduced. It assumes that NHB payments reduce significantly in 2018/19 when payments fall from 6 years to 4 years or fewer depending on the outcome of the consultation, and in the per home payment that district councils will receive from that date. Actual amounts for the future years 2017/18 to 2019/20 will be confirmed once the consultation on the allocation of NHB is completed.

The Council's reliance on NHB reserve to fund revenue is shown to taper off over the three years from 2017/18 to 2019/20.

It also assumes that £2m of the NHB reserve is used to fund the capital project of Broadbridge Heath (BBH) leisure centre in 2016/17 and also in 2017/18; the latter being subject to agreement of the recommendation in the report.





## 1. Robustness of Estimates and Adequacy of Reserves

- 1.1 Section 25 of the Local Government Act 2003 requires Chief Financial Officers to report to their authorities about the robustness of estimates and the adequacy of reserves when determining their precepts, and authorities are required to take the Chief Financial Officer's report into account when setting the Council Tax.
- 1.2 The desired minimum level of general reserves was established in the 2012/13 budget report at £6m. Sufficient general reserves are required to ensure that the Council is able to meet its expenses if it finds it needs to fund unplanned costs during the year or its projected income fall short of the budgeted amount. These changes could result from a number of sources such as increased homelessness or an increase in voids in the commercial property estate, or reduced business rate income.
- 1.3 The following table shows the predicted level of general reserves for future years. The level of general reserves shown below assumes that we are unable to fully resolve our deficit position and need to fund our shortfall from reserves.

Table 1 - Reserves

Reserves – January 2016	2015-16 £000	2016-17 £000	2017-18 £000	2018-19 £000	2019-20 £000
General Reserves	8,515	5,687	2,212	(1,231)	(5,108)
NHB Reserve	3,694	4,926	6,524	8,824	11,324
Total reserves	12,209	10,613	8,736	7,593	6,216

- 1.4 The NHB reserve assumption in 2016/17 includes £2m used to fund capital expenditure on the Broadbridge Heath leisure centre project as agreed at the Council meeting on 9 December 2015. It also assumes that payments of NHB reduce in 2018/19 and 2019/20 in line with figures provided by the DCLG in its draft settlement announcement.
- 1.5 It also makes the assumption that there is a 1.2% increase in Council Tax in 2016/17 and a 1.75% increase in Council Tax in 2017/18 and 2018/19. The table above shows that if we fail to take appropriate action and resolve our deficit through constraining expenditure and raising income, our reserve levels will reduce significantly over the period to a point during 2018/19 there are not any general reserves left.
- 1.6 If the budget gaps are filled however, the Council will have sufficient revenue reserves for the period covered by the Medium Term Financial Strategy. Section 9 the report details policy options that could be considered by councillors in futures years and outlines potential savings that could be released through the implementation of the savings plans.

- 1.7 By holding general reserves, if the Council finds itself in a difficult position and the projected deficits in future years increase as a result of unforeseen government policy or events, the Council should still be able to maintain a minimum level of reserves while it identifies increased savings or additional income.
- 1.8 As stated earlier in the report, the future of the New Homes Bonus policy is currently out to consultation and the output from that consultation is expected in the summer. It is likely that our current projected New Homes Bonus levels will change as a result of this consultation.
- 1.9 The amount of New Homes Bonus that we are due to receive in 2016/17 (£4.4m) exceeds the amount that we anticipated because changes to the current scheme will be implemented in 2017/18 at the earliest, rather than in 2016/17. Therefore, as mentioned in paragraph 3.10 of the report, we are proposing to allocate a further £2m of our New Homes Bonus to fund Broadbridge Heath Leisure Centre. To this effect, a recommendation to allocate a further £2m towards the Broadbridge Heath leisure centre is raised as part of this report and this allocation is included in Table 1 above within the 2017/18 year, as shown in more detail within Appendix G (New Homes Bonus).
- 1.10 Once the government clarifies the future of NHB we will return to Council with a policy. We are already aware that any form of devolution across Sussex and Surrey is likely to come with a need to improve infrastructure, and therefore it is likely that this would be a component of the new policy (assuming that we are able to resolve the deficit and do not need these funds to replace our general reserves).