

Appendix E  
Corporate Project Update Report  
September 2023

Project Name	Project Description	Service Area	Major Project	Budget (Approved/Required/No Budget)	Start Date	Due Date	Status	Update September 23
Local Plan	Completion of the local plan	Strategic Planning	Yes	Approved	Ongoing	TBC	In Progress	Administration seeking to progress to consideration of a regulation 19 document in December 2023. Local Development scheme outlining the timetable to be considered at the Cabinet and Council meeting of September /October 2023. Evidence base updates are being commissioned with support from procurement and legal, and updates to the plan are ongoing to reflect liberal democrat priorities.
Bishopric & Worthing Road Public Realm	Develop to final design stage and deliver scheme	Public Realm	Yes	Approved	2023 Q2	2025 Q4	In Progress	Project started, Requests for Information being completed whereupon Pick Everard will produce Royal Institute of British Architects (RIBA) Stage 1 report for consideration and sign off before proceeding top more detailed design stages. Active Travel components being identified and tested.
Carfax	Develop to final design stage	Public Realm	Yes	Approved	2023 Q2	2025 Q4	In Progress	Project started, Request for Information being completed whereupon Pick Everard will produce RIBA Stage 1 report for consideration and sign off before proceeding top more detailed design stages. Active Travel components being identified and tested.
Hurst Road Regeneration	Assess development options and feasibility as a pre-cursor to partial and/or comprehensive redevelopment	Property	Yes	Required	2022	ongoing	Progressing with issues	Discussions have been held with West Sussex County Council (WCSS) regarding a joint venture approach to the development of this site so that Horsham District Council land is combined with the fire station. This maximises the potential value of the site. A viability assessment is being prepared by WSSC's professional advisors.
Gatwick Airport Ltd (GAL) Northern Runway DCO	Development Consent Order –HDC Mitigation Requirements, S106 Agreement, Infrastructure Provision	Strategic Planning	Yes	Approved	2022	2024	Progressing with issues	Development Consent Order formally submitted and accepted by the Planning Inspectorate. S55 advisory letter issued to Gatwick Airport Limited (GAL). Gatwick Officers Group (GOG) pushing for Issues Trackers from GAL prior to S56 Notice and Relevant Repts submissions. GOG to agree dates with GAL for any further Statement of Common Ground (SoCG) Meetgs.
Queen St/Queensway Public Realm	Agreed design consulted and agreed. Tenders in process - funding TBA.	Public Realm	Yes	Required	2023	2023	In Progress	City Fibre have confirmed they will not be undertaking works to Queens Parade shops so HDC can now complete works scope and final contract for scheme delivery in 2023/24

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Billingshurst Investment Programme	Work with Parish and Local Groups to develop and deliver community and public realm improvements.	Public Realm	Yes	Required	2023	2025	In Progress	Regular liaison meetings established with Parish and Billingshurst Sports and Recreation Association (BRSA). Potential schemes identified to be brought forward and supported: Men's Shed, New skate ramp, Jubilee Fields improvements.
Drill Hall	British Legion unable to progress. Fresh Cabinet mandate required post May.	Leisure and Culture	Yes	No budget required	Ongoing	tbc	In Progress	Current bid received from LifeSpring Church. Members are looking to engage with users and the wider public before any decisions are made.
Cemetery extension	To ensure we have enough burial spaces	Leisure and Culture	Yes	Approved	2023	installation Q3/Q4	In Progress	Project was delayed as waiting for Southern Water to confirm whether ground water was an issue. Have received confirmation that no permit is needed. On Planning committee agenda in September.
Horsham Park path	Accessible path plus works	Leisure and Culture	Yes	Approved	2023	tbc installation probably 2024/25	Future	Project planned to start in 2024.
Athletics track possible options	Options depends on political decision	Leisure and Culture	Yes	No budget required	tbc	political decision Q2/Q3	Future	Lead Cabinet Members being briefed in September. Ready for discussions with wider Cabinet and other Members as to possible options.
Southwater Country Park	Scoping master planning improvements	Leisure and Culture	Yes	No budget required	2022	political decision Q2/Q3	Complete	No masterplan needed. Consultation results are all in and public are happy with the park. Improved toilets to go into the capital bids for 2024/25. Review of additional toilet facilities near the playground to be looked into.
Shared Prosperity Fund, Rural England Prosperity Fund (SPF)	Grants and projects to support businesses and rural communities	Ec Dev	Yes	Approved	2023	2024/25	In Progress	Rural England Prosperity Fund - currently assessing a number of full applications and expressions of interest. Shared Prosperity Fund - recruiting for resources to work up year 3 projects. Project Team meeting monthly.
The Capitol Potential improvements	Options appraisal possible investment	Leisure and Culture	Yes	No budget required	2022	political decision Q2/Q3	In Progress	Consultants reports are complete. Members are receiving briefings and decisions around next steps.
Cost of Living Interventions	Supporting residents with the increasing cost of living challenges. Working in partnership with Citizens Advice we have invested in software form Policy and Practise to enable us to proactively identify and direct support to households that are entitled to it. Also offering additional support to households facing homelessness with hardship fund and grant funding for local groups to deliver localised support.	Housing & Community Services	Yes	Approved	Jun-23	Ongoing	In Progress	Co-ordinator starts in September. System live. First 3 campaigns identified around Universal Credit update, Pension Credit update and households to be identified with severe disablement premium. Citizen Advice resource to start September.

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Wilder Horsham District	Partnership with Sussex Wildlife Trust. Help wildlife thrive across the District by establishing a nature recovery network, working with landowners, community groups and Parish Councils	Sustainability	Yes	Approved	2020	Implementation for HDC will focus on implementing Biodiversity Net Gain via planning & identifying HDC land that could take credits generated by development. Q1 to Q3. Also an ongoing element of changing management regimes on HDC land	In Progress	Some delays due to capacity issues. Tender for study of potential Biodiversity Net Gain (BNG) units on Horsham District Council land about to be issued. Landowner engagement progressing well. Developing stronger links with Weald to Wave project and Adur River Recovery project. Parks and Countryside assessing sites for changing the mowing regime in 2024
Internal carbon reduction action plan	One year into 3 year plan to reduce carbon from Council operations, fleet and buildings	Sustainability	Yes	Required	Ongoing	Links to vehicle replacement programme, decarbonisation of properties, working with main contractors in the supply chain.	Progressing with issues	Town centre electric sweepers operational. Electric Vehicle (EV) charge points installed at the Depot for next EV's. Some progress with buildings but remains slow. Still a need to understand the budget implications of decarbonising the estate.
Draft Climate Action Strategy	Strategy for the whole are to become carbon neutral and climate resilient	Sustainability	Yes	Required	2023	First phase is a consultation and engagement process across the summer. Detailed delivery programme needs to be developed	In Progress	Consultation via resident survey progressing well - good response rate. Business survey and targeted engagement will take place Sept/Oct. Need to ensure the Strategy is linked to the emerging Corporate Plan and the associated annual plans.
Water Neutrality Implementation Scheme	Development and implementation of WN implementation scheme	Strategic Planning	Yes		Ongoing	ongoing	In Progress	Work continues - since June further schemes require water neutrality following the outcome of a legal case (CG Fry). Challenges continue regarding adequate funding of the scheme, further meetings held with DEFRA in August 2023. Prioritisation strategy in draft, and updated FAQs drafted.
Teams Telephony and Contact Centre	To replace RingCentral and NICE Contact Centre with a MS Teams based solution	Customer and Digital Services	Yes	No budget required	Q1 2023	Q2 2023	In Progress	Work is progressing. Currently on track for end Sept.
Laptop Device Management Roll out	Device Management	Customer and Digital Services	Yes	No budget required	Q2 2023	Q2 2023	In Progress	Replacement systems. There will be some down time for some services. Planning, lken, file services aim to do as much out of hours as poss. Customer services will have a shutter in. Coms will be busy supporting everyone else and planning for new website. By May 2024 will need to have a new replacement for workbench and all the forms - waste will be highly effected. Andrea will look to list out the forms for each service area.

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PRS system & HMLR Land Charges Hub Integration.	Uniform Replacement. Work on installing new system in building Control will take place in Q2-Q4 2023. Installation for Planning & Land Charges will take place in Q1-Q4 2024 and HMLR Q4 2023.	Customer and Digital Services & Development and Building control	Yes	Approved	Q1 2020	Q2 2023	In Progress	Out of date software. So we will be looking at how people access remotely. Look to implement in October.
Elections	Delivery of May 2023 Election	Legal	Yes		Ongoing	04/05/2023	Complete	Complete
Procurement Act	Implementation of Procurement Act	Procurement	Yes	No budget required	Apr-23	Oct-24	In Progress	The new act is now coming in in October 2024. Groundwork being laid.
Website transfer	The service is in the processing transferring its webpages to the HDC website	Revenues & Benefits	Yes		Ongoing	Q1 23	In Progress	The new web pages on the corporate Horsham District Council website went live at the start of July 23. There is one final phase of the project, which is to deliver a full comm strategy. However, we are waiting for the telephony project to complete before we do this so we can update both the new website and the new telephone number at the same time.
Parkside improvements	Changes to Parkside offices	Property	Yes		Aug-23	Dec-23	Progressing with issues	Further consultation with officers took place over the summer, feeding in to the final design options.