



Council Meeting

WEDNESDAY 22nd OCTOBER 2014 AT 6.00 p.m.

COUNCIL CHAMBER, PARK NORTH, NORTH STREET, HORSHAM

(Please note that prayers will be taken by Councillor David Sheldon before the meeting commences)

To: All Members of the Council

You are summoned to attend the meeting of the Council for the transaction of the following business

Tom Crowley
Chief Executive

AGENDA

Page
No.

1. Apologies for absence.
2. To approve as correct the record of the meeting of the Council held on 3rd September 2014. 1
3. To receive any declarations of interest from Members.
4. To receive any announcements from the Chairman of the Council, the Leader, Members of the Cabinet or the Chief Executive.
5. To receive questions from the public.
6. To receive questions from Members under Rule 10.2 (Questions by Members on notice).
7. To receive the minutes of the following Committees and, if approved, to adopt any recommendations contained therein:

<u>Committee</u>	<u>Date</u> <u>2014</u>	
(a) CENSUS Joint Committee	20 th June	11
(agenda online at Census Committee Agenda on 20th June and Census Committee Agenda on 26th September)	26 th September	14
(b) Standards Committee	10 th September	17
(agenda online at Standards Committee Agenda on 10th September)		
(c) Personnel Committee	24 th September	21
(agenda online at Personnel Committee Agenda 24th September)		
(d) Accounts, Audit and Governance Committee	25 th September	25
(agenda online at AAG Agenda on 25th September)		
8. To receive the minutes of meeting of the Scrutiny & Overview Committee held on 8th September and, if approved, to adopt any recommendations contained therein.		31
9. To receive the following reports:		
(a) Report of the Cabinet Member for Living & Working Communities on Broadbridge Heath Quadrant Supplementary Planning Document.		37
(b) Report of the Chief Executive on the review of Polling Districts, Polling Places and Polling Stations.		85
(c) Report of the Cabinet Member for Arts, Heritage and Leisure on funding for a new Children's Play Area at Southwater Country Park.		103
10. To receive reports from representatives on outside bodies: none submitted		
11. To consider matters certified by the Chairman as urgent.		

GUIDANCE ON COUNCIL PROCEDURE

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

Addressing the Council	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.
Minutes	Any comments or questions should be limited to the accuracy of the minutes only
Declarations of Interest	Members should state clearly in which item they have an interest and the nature of the interest (i.e. personal; personal & prejudicial; or pecuniary). If in doubt, seek advice from the Monitoring Officer in advance of the meeting
Announcements	These should be brief and to the point and are for information only – no debate/decisions
Questions from the public (Notice must have been given in writing to the Chief Executive by 12.00 on the last but one working day before the meeting)	Directed to Leader, Cabinet Member or Chairman of an ordinary committee. 2 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 15 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. 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.
Petitions (See petitions procedure – Part 4J of the Council's Constitution)	Petition organiser has maximum of 5 minutes to present the petition. Relevant Cabinet Member has maximum 5 minutes right of reply. Members discuss for overall maximum of 30 minutes – each Member speaking has a maximum of 3 minutes. Council decides how to respond (e.g. recommend Cabinet Member to take specific action or ask for further investigation/report).
Cabinet recommendations (see also rules of debate)	Leader/Cabinet Member presents and moves recommendation(s) – seconder required. Members may: - ask a question on the item under consideration – max 2 minutes; and/or - make a statement – max 5 minutes.
Questions from Members on Notice (Notice must have been given in writing to the Chief Executive by 12.00 on the last but one working day before the meeting)	These are directed to the Chairman, Leader, Cabinet Member or chairman of any committee: - 2 minutes maximum for initial question - 5 minutes maximum for the response - 1 minute maximum for a supplementary question - 2 minutes maximum for a response to the supplementary question - 5 minutes maximum for the questioner to make a final statement in response, if they wish - If an oral reply is not convenient (e.g. too lengthy) a written answer may be circulated later. No discussion.

<p>Rules of debate</p>	<p>The Chairman controls debate and normally follows these rules but Chairman's interpretation, application or waiver is final.</p> <ul style="list-style-type: none"> - No speeches until a proposal has been moved (mover may explain purpose) and seconded - Chairman may require motion to be written down and handed to him/her before it is discussed - Secunder may speak immediately after mover or later in the debate - Speeches must relate to the question under discussion or a personal explanation or a point of order (max 5 minutes) - A Member may not speak again except: <ul style="list-style-type: none"> o On an amendment o To move a further amendment if the motion has been amended since he/she last spoke o If first speech was on an amendment, to speak on the main issue (whether or not the amendment was carried) 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. 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. 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. - Amendments to motions must be to: <ul style="list-style-type: none"> o Refer the matter to an appropriate body/individual for (re)consideration o Leave out and/or insert or add others (as long as this does not negate the motion) - One amendment at a time to be moved, discussed and decided upon. - Any amended motion becomes the substantive motion to which further amendments may be moved. - 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). - 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). - The mover of a motion has the right of reply at the end of the debate on the motion (unamended or amended).
<p>Voting</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"> - A majority of the Members present request a ballot; or - A single Member requests a recorded vote (this overrides a request for a ballot). <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
3rd SEPTEMBER 2014

Present: Councillors: Brian O'Connell (Chairman), Tricia Youtan (Vice-Chairman), John Bailey, Andrew Baldwin, John Chidlow, Philip Circus, Roger Clarke, George Cockman, David Coldwell, Christine Costin, Helena Croft, Leonard Crosbie, Ray Dawe, Laurence Deakins, Brian Donnelly, Duncan England, Jim Goddard, Frances Haigh, David Holmes, Ian Howard, David Jenkins, Liz Kitchen, Gordon Lindsay, Sheila Matthews, Christian Mitchell, Josh Murphy, Roger Paterson, Stuart Ritchie, Sue Rogers, Kate Rowbottom, Jim Sanson, David Sheldon, David Skipp, Simon Torn, Diana van der Klugt, Claire Vickers.

Apologies: Councillors: Roger Arthur, Adam Breacher, Jonathan Chowen, Roy Cornell, Malcolm Curnock, Godfrey Newman and Jim Rae.

CO/24 **MINUTES**

The minutes of the meeting of the Council held on 25th June 2014 were approved as a correct record and signed by the Chairman.

CO/25 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

CO/26 **ANNOUNCEMENTS**

The Chairman of the Council:

§ Earlier this month we were notified of the sad news of the sudden death of Mike Baty, former Director of Planning and Law. His funeral was held on 20th August at Capel Church and the Chief Executive and a number of councillors and former colleagues attended.

§ Our congratulations have been sent to three Commonwealth medal winners from our District:

Sian Honor, Gold medal in Ladies Triple Lawn Bowls

Lucy Wood, Silver Medal in Hockey

Jade Lally, Bronze Medal in Women's Discus

§ They were unable to attend this Council meeting and will be invited to the 22nd October meeting to attend a small reception and receive our congratulations.

§ Members were also reminded that the purpose of the Chairman's Trust was to raise money for people in need in Horsham and arrangements were being made for a Ball to be

CO/26 Announcements (Cont'd)

held in aid of the Trust on Saturday 6th December 2014 at the Drill Hall. Tickets were available from the Chairman's Secretary and it was hoped that all Members would attend and support this worthy local cause.

The Leader of the Council and Cabinet Members:

- § The Leader of the Council drew attention to Action Aid's campaign to persuade every council to pass a motion supporting towns against tax dodging, ahead of the party conferences.
- § The Cabinet Member for a Safer and Healthier District reminded the Council that the Home Secretary had recently announced that the Joint Terrorism and Analysis Centre (JTAC) had raised the threat level to the UK from international terrorism from 'substantial' to 'severe'. A Q&A paper would be forwarded to all Members of the Council.
- § The Cabinet Member for the Local Economy referred to the 'Big Nibble' and the 'Little Nibble' which would start off the food and drinks festival in Horsham for the whole of the month of September. On a separate note a new survey of shop vacancies in the south east showed that Horsham had the lowest vacancy rate of those authorities which had submitted returns. Finally, the Council was active in promoting home-based businesses which, nationally, accounted for 70% of all businesses, and considerably more in rural areas.
- § The Cabinet Member for Living and Working Communities updated the Council on the report of the Airports Commission which had been published earlier in the week and its implications for 'Boris Island,' Heathrow and Gatwick. As the next step the Commission would be considering the shortlisted options in more detail and with that in mind the Council's Gatwick Advisory Group would be meeting in October 2014 to draw up a response to the planned 12 week period of public consultation on the options. It was expected that this would involve a Members' seminar and also a special Council meeting.

CO/27 **QUESTIONS FROM THE PUBLIC**

The questioner, Paul Kornycy, was unable to attend the meeting and so the Chairman asked the following question on his behalf:

The S106 Agreement with Countryside Properties dated 3rd October 2011 incorporated a Review Mechanism in view of the fact that the Affordable Housing provision agreed was lower than the 40% percent required at the time. This mechanism stipulated that the developer would make declarations

CO/27 Questions from the Public (Cont'd)

of total sales price achieved for each Tranche of 108,600 sq ft property sold thereby determining if the threshold price of £305 per sq ft (index linked) had been exceeded. If exceeded then this should generate a payment to HDC to fund off-site provision of Affordable Housing.

Please advise the detail of any such declarations made?

If none have yet been received, please advise what steps the Council is taking to ensure that any overdue declarations are promptly chased up?

Councillor Vickers, the Cabinet Member for Living & Working Communities replied as follows:

The development on land to the South of Broadbridge Heath, known as Wickhurst Green is being brought forward in phases by Countryside Properties, David Wilson Homes and Bovis Homes. The agreement requires that Countryside Properties and their successors in title shall notify the Council on the completion of the first tranche of 108,600 sq ft (and successive tranches) of the gross sales revenue for that tranche and the gross sales revenue per square foot.

The first tranche has been met and Countryside Properties has been requested to provide details and is in the process of liaising with the other house builders to obtain the information. The information is awaited. No declarations have been made at this stage.

CO/28 **QUESTIONS FROM MEMBERS UNDER RULE 10.2**

Councillor David Sheldon asked the following question:

According to the Discretionary Housing Payment financial returns for 2013/14 released by the government in June this year, of the 380 authorities recorded, Horsham District Council is 330th in the list having underspent their allocation by 33.5%. In addition I understand that funds allocated for DHP have been returned to central government every year for at least the last ten years. The Housing Department currently has an active caseload of around 425 cases that have been referred to them by Housing Associations as being at risk of losing their accommodation, which is almost as many as the number of people on the housing register.

Whilst in a majority of these cases, eviction could be prevented through use of DHP, the additional restrictions that appear to have been placed on the use of DHP by Census mean that other sources of income have had to be used. It appears as though a number of cases are now simply not being referred for DHP consideration due to the informal understanding of these additional restrictions.

CO/28 Questions from Members Under Rule 10.2 (Cont'd)

I recognise that a cautious approach needs to be used when allocating limited funds over a twelve month period but equally there are other sources of income, such as the funds from the WSCC Local Assistance Network, which have limited restrictions and could be used if and when the DHP allocation is ever exhausted.

1. *Can the Cabinet Member for Resources please clarify exactly what the considerations are when deciding whether or not to award a DHP?*
2. *Does the Cabinet Member agree that a greater use of DHP could free up Housing Department team member's time to allow a greater focus on preventative work across other tenures rather than dealing with so many cases at risk from Housing Association partners properties and which could also reduce the number of at risk cases at risk in the future?*
3. *Does the Cabinet Member agree that where possible HDC should aim to utilise the DHP allocation from central government to prevent homelessness before using funds from the Local Assistance Network?*
4. *Would the Cabinet Member recommend that DHP should be considered in all cases that may subsequently lead to HDC having to accommodate a household as homeless?*

Councillor Gordon Lindsay, Cabinet Member for Resources replied as follows:

Discretionary Housing Payment can only be used if the resident is in receipt of housing benefit which does not cover the whole rent. It therefore generally applies in situations, for example, where the tenant's benefit is reduced by the spare room restriction or if the tenant is renting a property in the private sector priced above the local housing allowance.

In situations such as paying for furniture, paying a deposit for private sector rent or where benefit fully covers rent we will utilise our own homeless prevention funds or refer tenants to the Local Assistance Network administered by West Sussex.

The points raised by Cllr Sheldon about the potential restrictive use of DHP concern me and I have requested that the Director of Corporate Resources meets with our local RSLs to understand and resolve any issues and to see what can be done to ensure we spend our budget.

However we should note that to date we have allocated over 50% of our Discretionary Housing Payment budget and we are on course to use up our entire budget.

During 2013/14 an initial cautious approach to expenditure was taken because of the potential impact of the abolition of the 'spare room subsidy' and (later in the year) implementation of the Benefit Cap was not known. However,

CO/28 Questions from Members Under Rule 10.2 (Cont'd)

guidance was relaxed in July 2013 as it became apparent that take up was 'slow'.

We have historically underspent the DHP and are endeavouring to make maximum use of DHP in the future.

Councillor Lindsay indicated that the outcome of the review which was currently being undertaken by the Director of Corporate Resources would be copied to all Members of the Council as soon as it had been completed.

CO/29 **MINUTES OF COMMITTEES**

The following minutes were received:

Accounts, Audit & Governance Committee – 26th June 2014

Councillor David Holmes, the Chairman of the Committee drew Members' attention to a number of points of interest including two significant risks that had been identified in the Audit Plan presented by the external auditor, relating to risk management override, and national non-domestic rates rateable value appeals provision.

The 2013/14 Year End Outturn Report identified the increased use of casual/temporary staff, which was partly due to the success of the green waste project.

The Committee Chairman also drew attention to the Annual Internal Audit Report which had confirmed that the Council generally had a sound system of internal control and that the majority of the internal audit opinions on specific audit reports fell within the 'substantial assurance' category. All of the audit findings reported in the quarterly update had achieved an overall audit opinion of 'substantial assurance' and this was very much to be welcomed; and Members had been reassured to note that, to date, there had been no problems arising from changes/reallocations of responsibilities related to the recent management restructure.

Turning to the draft Annual Governance Statement, the Committee had pointed out that it would like to see improvements in the robustness of reports presented to Members for decision, and a stronger relationship between the District Plan and departmental service plans. Finally, the quarterly update report showed that 99% of the actions arising from some 60 internal audit reports had been completed: only one high priority action remained outstanding.

In discussion it was suggested that more could be done to increase the number of audits achieving the 'substantial assurance' category and perhaps by setting a target to work towards in future years. The

CO/29 Minutes of Committees (Cont'd)

Committee Chairman agreed to consider this suggestion in discussion with the Internal Auditor.

Personnel Committee- 23rd July 2014

Councillor Tricia Youtan, the Chairman of the Committee, reported briefly on the review of the pay and gradings scheme and then moved the recommendations contained in Minute Nos. PC/14 and PC/16 for approval by the Council.

Additional Staff Within the Waste Management Team

RESOLVED

- (i) That an existing vacant part-time administrator post be deleted and replaced with a full-time Administration Team Leader post.
- (ii) That an additional Supervisor post be created, increasing the direct supervision team from two to three.
- (iii) That the financial implications of (i) and (ii) above, of £6,300 and £26,820 increased staffing costs, are approved before the posts are added to the establishment.

REASON

- i) To reflect the additional administrative burdens on the service from chargeable garden waste, proposed trade waste expansion strategy and to ensure better co-ordination and control of administrative functions. Partly funded from existing staffing budgets and additional £6,300 offset by increased trade service revenues identified in a recent Scrutiny review.
- ii) To deliver the objectives of the Recycling Quality Project, funded by DCLG Central Government grant and to deliver wider recycling communications projects.
- iii) To provide additional capacity in the supervision and management team to achieve proposed service objectives of reducing operational costs of servicing isolated properties and private access drives.

CO/29 Minutes of Committees (Cont'd)

Appointment of replacement Building Control Surveyor

RESOLVED

- (i) That the post of Senior Building Control Surveyor be re-graded to that of Building Control Surveyor and its hours increased to full-time.
- (ii) That an increase to the salary budget of £14,000 in 2014/15 be approved.

REASON

- (i) To ensure that the delivery of the service meets current demand and ensure resources are in place for upcoming major projects.

CO/30 **MINUTES OF THE MEETINGS OF SCRUTINY & OVERVIEW COMMITTEE OF 7th JULY 2014**

The minutes of the meeting of the Scrutiny & Overview Committee held on 7th July 2014 were presented by Councillor George Cockman, Chairman of the Committee who reported that Members' feedback had shown that the recent training session for the Committee had been very successful; that the Finance and Performance Working Group would be carrying out a review of the Community Infrastructure Levy in September 2014 for report to all Members of the Council; and that a number of new topics had been added to the Committee's work programme for 2014/15 including a review of the induction and training of newly elected councillors. Members were invited to put their names forward for service on any of the working groups.

CO/31 **PROVISION OF LOAN FACILITY TO SAXON WEALD FOR THE REDEVELOPMENT OF WINTERTON COURT, OFF NEW STREET, HORSHAM**

Councillor Gordon Lindsay, the Cabinet Member for Resources presented a report on proposals by Saxon Weald to redevelop Winterton Court, off New Street, Horsham and commended the recommendations to the Council for adoption. The 24 social rent bungalows for older persons currently occupying the site no longer provided the standard of accommodation offered by recent developments and the site itself, both in terms of its sustainable location and capacity would provide around 60 one, two and three bedroom affordable homes for local households in need.

During the debate which followed Members were fully supportive of the proposals and concerned to ensure that, when completed, the new development would meet the needs of people in the Horsham district area, and that the type and mix of housing would as far as possible reflect local

CO/31 Provision Of Loan Facility To Saxon Weald For The Redevelopment Of Winterton Court, Off New Street, Horsham (Cont'd)

need. With that in mind the Council agreed that authority for concluding the detailed terms of the loan should be delegated to the Director of Corporate Resources, in consultation with both the Cabinet Member for Resources and the Cabinet Member for a Safer and Heathier District.

RESOLVED

- i) That the provision of a loan facility to Saxon Weald of up to £7 million for the redevelopment of Winterton Court be approved in principle, and if supported, be included in the 2015/16 capital budget.
- ii) That the Director of Corporate Resources, be delegated authority, in consultation with the Cabinet Member for Resources and Cabinet Member for a Safer and Heathier District, to agree the terms of such a loan, including interest rate and repayment schedule, and to ensure that sufficient security is provided to protect the Council's interests in full.
- iii) That it be noted that the Council's legal costs in this matter will be met by Saxon Weald.

REASONS

- i) To assist Saxon Weald to provide accommodation which meets the needs of local households who cannot afford to buy or rent on the open market.
- ii) To ensure that the terms agreed provide a reasonable return to the Council to cover the additional work involved and provide adequate security for the sum loaned.

CO/32 **HENFIELD LEISURE CENTRE LOAN APPLICATION FOR ASSISTANCE TOWARDS CONSTRUCTION OF NEW SOFT PLAY AREA**

Councillor Gordon Lindsay, the Cabinet Member for Resources presented a report on an application made by the Management Committee of Henfield Leisure Centre for funding assistance towards the costs of building an extension to the Leisure Centre to house and furnish a children's soft play area.

CO/32 Henfield Leisure Centre Loan Application for Assistance
Towards Construction of New Soft Play Area (Cont'd)

RESOLVED

- i) That a loan of up to £300,000 be approved to Henfield Leisure Centre (Charity Number 299283) towards a soft play extension, repayable over a period of 7 – 10 years at an agreed interest rate and subject to agreed terms, to approve a supplementary capital estimate of £300,000 in 2014/15 for this purpose.
- ii) That the Director of Corporate Resources be delegated authority to determine the detailed terms and conditions of the loan.

REASONS

- i) To enable the construction and equipping of a new children's soft play area at Henfield Leisure Centre.
- ii) To ensure that the terms agreed provide a reasonable return to the Council to cover the additional work involved in loaning money.

CO/33 **REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES**

The Council received reports from Councillors Sue Rogers and Roger Paterson on the work of the Rural West Sussex Partnership. Copies of both had been circulated around the Council Chamber. In addition, Councillor Jim Sanson had deposited reports and minutes relating to the South East Forces' and Cadets' Association. The Council congratulated Councillor Paterson for all the hard work that he had done in supporting the rural economy locally.

Councillor Liz Kitchen reported briefly on GATCOM, a consultative body comprising representatives of the airlines, passengers and the local authorities. The committee played an important role in discussing matters such as noise and environmental aspects of running the airport, surface access, the Gatwick express and off-site parking etc.

CO/34 **URGENT MATTERS**

There were no urgent matters to be considered.

The meeting closed at 7.30 pm having commenced at 6.00pm.

CHAIRMAN

**Minutes of the
CENSUS JOINT COMMITTEE
(CENTRAL SUSSEX PARTNERSHIP)**



20th June 2014

Present:

Councillors: Gordon Lindsay, Horsham District Council
Neil Parkin, Adur District Council
Jonathan Ash-Edwards, Mid Sussex District Council
Daniel Humphreys, Worthing Borough Council

Apologies:

Councillor: Helena Croft, Horsham District Council
Jim Funnell, Adur District Council
Gary Marsh, Mid Sussex District Council
Paul Yallop, Worthing Borough Council

Also present:

Tom Clark, Solicitor to the Council, Mid Sussex District Council
Tim Delany, Head of CenSus Revenues and Benefits, Mid Sussex District Council
Katharine Eberhart, Director of Corporate Resources, Horsham District Council
Sarah Gobey, Executive of Financial Services, Adur & Worthing Councils
Ian Henderson, Interim Head of CenSus ICT, Horsham District Council
Daniel Kington, Senior Member Services Officer, Mid Sussex District Council
John Ross, Head of CenSus ICT
Carol Stephenson, CenSus Programme Manager
Peter Stuart, Head of CenSus Finance, Mid Sussex District Council

CJC/01 ELECTION OF CHAIRMAN

In response to a request for nominations, Councillor Humphries nominated Councillor Ash-Edwards as Chairman of the Joint Committee for the year 2014/15. This was seconded by Councillor Lindsay and agreed.

Councillor Ash-Edwards in the Chair.

CJC/02 MINUTES

The minutes of the meeting of the Joint Committee held on 28th March 2014 were approved as a correct record and signed by the Chairman.

CJC/03 DECLARATIONS OF INTEREST

None.

CJC/04 FINANCIAL OUTTURN FOR 2013/14

The Joint Committee received a report from the Head of CenSus Finance on the Financial Outturn for 2013/14. He confirmed that the Revenues and Benefits Service had an over spend of £34,000, whilst the ICT Service had an over spend of £32,000 for the year. He outlined the areas where these had occurred, balanced against the challenges that these service providers had faced during the year.

RESOLVED that the financial outturn position for 2013/14 be noted.

CJC/05 **CENSUS ANNUAL RETURN 2013/14**

The Joint Committee received a report from the Head of CenSus Finance on the CenSus Annual Return for 2013/14. He explained that this was the main accounting statement for the partnership and audited by PKF Littlejohn as part of the partnership's statutory requirements.

RESOLVED

- (i) That the Annual Return for 2013/14 be approved, and
- (ii) That the Chairman be authorised to sign the papers accordingly.

CJC/06 **ANNUAL ICT SERVICE REPORT 2013/14 AND FIRST QUARTER 2014/15**

The Joint Committee received a report from the Interim Head of CenSus ICT on the CenSus ICT Service in 2013/14 and for the first quarter of 2014/15. He explained that the impact of rolling out new technology had increased pressure on the Helpdesk and that resources had been supplemented to help deal with the backlog of calls. He confirmed that an extension had been granted for Public Service Network (PSN) compliance to the end of July 2014 and that this was approaching completion. He confirmed that a major upgrade of the Mid Sussex infrastructure had been undertaken during the last quarter and that the challenges of the new telephony solution were reducing. He also confirmed that Windows 7 had been rolled out across the partnership with minimal disruption.

The new Head of CenSus ICT added that slow progress continued to be made on the Capita-based Wide Area Network (WAN) project and that he was working with the partnership's legal team to resolve the issues. He also reported that the Service's Disaster Recovery documented processes required improvement and that this was being done, adding that they would be trialled at Worthing Borough Council, whereupon new Service Level Agreements would be set. He confirmed that he had met with key officers across the partnership to fully review the ICT Service and that an interim report would be made available at the end of July, followed by a full action plan at the end of September.

Responding to a Member's question, the Head of CenSus ICT confirmed that he had engaged an external consultancy to assist with the development of a plan for creation of a full set of Disaster Recovery processes for the three partnership sites and Revenue & Benefits Service and that this plan would be produced and published in July, with implementation being carried out subsequently, starting with Adur-Worthing. He explained that until the full assessment of process requirements was carried out and the scope clearly defined, it would be incorrect for him to quote a complete implementation schedule.

Members thanked the Interim Head of ICT for achieving PSN accreditation compliance under challenging circumstances and for the successful roll-out of Windows 7 across the partnership.

In reply to a Member's question, the Interim Head of CenSus ICT confirmed that recent Helpdesk issues had centred upon current projects. He outlined some

recent incidents, how they were resolved and the lessons learned. He confirmed that maintenance agreements with British Telecom had now been upgraded to provide assistance within four hours.

RESOLVED that the operational performance of the CenSus ICT service, the current status of the CenSus ICT project progress, the current status of the ICT non-CenSus projects (site specific projects), the current status of the Worthing Borough Council Fibre Switch Action Plan and the status of the major ICT incident occurrence within the last quarter be noted.

CJC/07 **CENSUS REVENUES AND BENEFITS FOR 2013/14 AND THE FRST QUARTER FOR 2014/15**

The Joint Committee received a report from the Head of CenSus Revenues and Benefits setting out the Service's headline performance on 2013/14 and its activity since the previous report in March 2013. He asked Members to note a slight amendment to paragraph 2.1; that the total expenditure in excess of grant for Adur was £545,013.00 and for Horsham was £580,801.00.

RESOLVED that the performance and activity of the CenSus Revenues and Benefits Service in 2013/14 and in the First Quarter of 2014/15 be noted.

CJC/08 **WORK PROGRAMME 2014/15**

The CenSus Programme Manager presented the proposed work programme for 2014/15. She advised Members to expect an additional item, Revised Service Level Agreements for both CenSus ICT and CenSus Revenues & Benefits, for inclusion in the agenda for 26th September 2014.

RESOLVED that the Joint Committee's work programme for the remainder of 2014/15 be agreed.

CJC/09 **URGENT ITEMS**

None.

The meeting commenced at 10:10 a.m. and ended at 10:35 a.m.

CHAIRMAN

**Minutes of the
CENSUS JOINT COMMITTEE
(CENTRAL SUSSEX PARTNERSHIP)**



26 September 2014

Present:

Councillors: Jonathan Ash-Edwards (Chairman), Mid Sussex District Council
Gary Marsh, Mid Sussex District Council
Gordon Lindsay, Horsham District Council
Jim Funnell, Adur District Council
Neil Parkin, Adur District Council
Paul Yallop, Worthing Borough Council

Apologies:

Councillor: Helena Croft, Horsham District Council
Daniel Humphreys, Worthing Borough Council

Also present:

Paul Brewer, Director for Digital & Resources, Adur & Worthing Councils
Tim Delany, Head of CenSus Revenues and Benefits, Mid Sussex District Council
Katharine Eberhart, Director of Corporate Resources, Horsham District Council
Jane Eckford, Director for Customer Services, Adur & Worthing Councils
Kathryn Hall, Chief Executive, Mid Sussex District Council
Daniel Kington, Senior Member Services Officer, Mid Sussex District Council
John Ross, Head of CenSus ICT
Carol Stephenson, CenSus Programme Manager
Peter Stuart, Head of CenSus Finance, Mid Sussex District Council

CJC/10 ELECTION OF VICE-CHAIRMAN

In response to a request for nominations, the Chairman proposed Councillor Marsh as Vice-Chairman of the Joint Committee for the year 2014/15. This was seconded by Councillor Lindsay and agreed.

CJC/11 MINUTES

The Minutes of the meeting of the Joint Committee held on 20 June 2014 were approved as a correct record and signed by the Chairman.

CJC/12 DECLARATIONS OF INTEREST

None.

CJC/13 URGENT ITEMS

None.

CJC/14 CENSUS ANNUAL RETURN 2013/14

The Joint Committee received a report from the Head of Finance on the Annual Return for 2013/14. He explained that the Joint Committee was an auditable body, with all transactions implemented and recorded by one of the partner authorities, depending upon the service. He reported that this year, the auditors had queried the extent to which the Joint Committee had considered its own

internal control and risk assessment in actioning its business and that he had been given to understand that they would like to see evidence of these considerations at the Joint Committee, rather than within the constituent authorities. He explained that although this approach effectively meant duplicating audit work already done by the constituent authorities, it may be necessary to achieve a satisfactory audit next year.

Responding to Members' questions, the Head of Finance confirmed that there would be no additional costs involved, apart from the time of individual officers.

RESOLVED that the outcome of the audit of the Annual Return for 2013/14 be noted.

CJC/15 CENSUS REVENUES AND BENEFITS FOR THE SECOND QUARTER 2014/15

The Joint Committee received a report from the Head of CenSus Revenues and Benefits, setting out the service's activity since the previous report in June 2014. He outlined the performance of service delivery across a spectrum of benefits delivered and revenues collected across the CenSus partnership.

Responding to a Member's question, the Head of CenSus Revenues and Benefits confirmed that expenditure was being monitored.

In reply to another Member's question, the Head of CenSus Revenues and Benefits explained that collection of the Non-Domestic Rate (NNDR) in Horsham District had varied within the quarter period and that the target was set against what had been collected at the same period the previous year. He confirmed that the Year End result was the figure of primary concern and confirmed that as a matter of course, officers now telephoned all NNDR payers who fell behind with payment.

Members requested that the Head of CenSus Revenues and Benefits provide some comparative cost data as discussed at the meeting to a future meeting of the Joint Committee for Member information.

The Chairman cautioned against any policy changes based solely upon the performance figures before the Joint Committee.

RESOLVED that the performance and activity of the CenSus Revenues and Benefits service be noted.

CJC/16 ICT SERVICE REPORT FOR THE SECOND QUARTER 2014/15

The Joint Committee received a report from the Head of CenSus ICT on the CenSus ICT service for the second quarter of 2014/15. He explained that service delivery continued to face challenges in meeting its operational performance targets. He reported that the volume of calls and work requests had stabilised at a level 50% higher than the previous year but was not excessive when compared to similarly sized public-sector organisations elsewhere. He confirmed that a significant number of calls related to changes imposed by the Public Service Network (PSN) requirements.

The Head of CenSus ICT reported that all Councils in the CenSus Partnership had successfully achieved PSN accreditation for 2014/15 and he outlined some recent developments with the process. He confirmed that significant progress

had been made on the Capita-based Wide Area Network (WAN) project, with a target for implementation across all sites through October.

Responding to a Member's question, the Head of CenSus ICT explained that work was currently underway to introduce self-service password resets during 2015/16.

In reply to another Member's questions, the Head of CenSus ICT confirmed that no additional costs were anticipated from the Adur-Worthing New Ways of Working programme. He also confirmed that costs associated with the moving of Horsham District Council offices had been ring-fenced by that Council from their own resources. He added that building works would be done by Capita under its contract with West Sussex County Council and confirmed that all necessary ICT work would be done outside of normal office hours with no impact upon service delivery.

RESOLVED that the operational performance of the CenSus ICT service, the current status of the CenSus ICT project progress, the ICT non-CenSus projects (site-specific projects) and major ICT incident occurrence within the last quarter, be noted.

CJC/17 **WORK PROGRAMME 2014/15**

The CenSus Programme Manager presented the proposed work programme for 2014/15. She advised Members that an additional item, To Consider the Joint Committee Work Programme for 2015/16 would be included in the agenda for 12 December 2014.

RESOLVED that the Joint Committee's work programme for the remainder of 2014/15 be agreed.

The meeting commenced at 10:00 a.m. and ended at 10:30 a.m.

CHAIRMAN

STANDARDS COMMITTEE
10th September 2014

Present: Councillors: Brian Donnelly (Chairman), David Coldwell (Vice-Chairman), Andrew Baldwin, Sheila Matthews, Tricia Youtan

Co-opted advisory members

Present: Parish Council representative: Val Court, Isabel Glenister
Independent persons: Mary Jagger

Apologies: Councillors: Godfrey Newman, Brian O'Connell
Independent person: Paul Byford

SC/9 **MINUTES**

The minutes of the meeting of the Committee held on 11 June 2014 were approved as a correct record and signed by the Chairman.

SC/10 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

SC/11 **ANNOUNCEMENTS**

The Chairman introduced Paul Cummins, the new Monitoring Officer, to the Committee.

The Chairman advised Members that Sandra Herbert, Deputy Monitoring Officer, was to leave the Council at the end of the month and thanked her for all her support and hard work as Monitoring Officer and wished her well with her future career. The Chairman also advised Members that Selena Saroy, Senior Solicitor, would also be leaving the Council shortly and thanked her for her help and support and wished her well with her future career. The Monitoring Officer also thanked Sandra for her help over recent weeks and wished her and Selena well.

SC/12 **MINUTES OF THE MEETINGS OF SUB-COMMITTEES**

The minutes of the meetings of the Local Review Sub-Committee held on 30 July 2014 were received.

SC/13 **MATTERS ARISING**

There were no matters arising.

SC/14 **STANDARDS COMMITTEE REPORTS AND DOCUMENTS AVAILABLE FOR INSPECTION**

The list was noted.

SC/15 **ETHICAL FRAMEWORK UPDATE**

The Corporate Services Solicitor presented the report on developments in the ethical framework that affected the role and activities of Councillors and the Council's business, including:

- Training and awareness: The Council continued to subscribe to the Standards Exchange interactive website which gave access to latest news on Standards issues, including case studies and best practice. Training had recently been provided for the Chairman of the Council, as a new Member of the Committee. It was noted that training would be required for the new Independent Person once they were recruited at the end of the year.
- Local assessment, review, other action, investigations and determinations: There had been four assessments and four reviews since the last ethical update on 19 March 2014. Members discussed the potential impact that the new standards regime would have on vexatious complainants, and on the number of LGO complaints. The last review under the previous standards regime would be heard immediately after the current meeting.
- Parish Clerks' Meetings: The Deputy Monitoring Officer had attended the Society of Local Council Clerks' meeting on 1 July 2014 and provided an update on changes to the locally agreed standards regime. An update on the Local Audit and Accountability Act 2014 regarding the filming and reporting of council meetings had also been provided. The meeting had also been advised of the new Gypsy and Traveller procedures agreed with West Sussex County Council. It was noted that Clerks meetings were a useful forum for the Monitoring Officer to offer education and training.
- Register of Interests: Annual Update forms had been sent to all District Councillors. There were currently three District Councillors who had not returned their forms and they, together with those Parish Councils that had not submitted their update forms, were being chased up by officers.
- Local Standards regime review: The review of the local standards regime had taken place, and changes to the regime had been approved by Council on 14 May 2014. The impact of these changes, in particular the removal of the right of appeal, was discussed.
- Committee on Standards in Public Life: On 14 July 2014 the CSPL had published its report on Ethics and Practice: Promoting Ethical Standards in Public Life. Members noted that the importance of effective induction was identified as a key factor in promoting ethical standards. A copy of the report had been made available to Members.
- Data Transparency: On 1 May 2014, the government had published the Code of Recommended Practice for Local Authorities on Data Transparency. A copy of the Code had been made available to Members and details of the revised Code, including the type of information that the

SC/15 Ethical Framework Update (Cont.)

Council must publish, were noted. Members were advised that a team of officers had been set up to ensure compliance with the Code.

- Filming of Public Meetings: On 6 August 2014 the Openness of Local Government Bodies Regulations 2014 had come in to effect. The regulations applied to all public meetings and gave the press and public the right to film meetings and use modern technology and communication methods, including blogging and tweeting, to report proceedings. Members were advised that a protocol for HDC was being drafted to reflect the new legislation. This draft would be circulated to all Members in due course.
- Recorded Votes at Budget Meetings: Members were reminded that the Local Authorities (Standing Orders) (England)(Amendment) Regulations 2014, which had come into force on 25 February, required councils to amend their standing orders to include provisions requiring recorded votes at budget meetings. It was noted that the Constitution would need to be revised to accommodate this change.
- LGO case summaries and Standards case summaries December 2013 – March 2014: Three LGO case summaries were provided and noted by the Committee. Two Standards case summaries were provided and noted by the Committee.
- Work Programme update: Members noted the updated Work Programme, in particular the review of the local standards regime to take place within the first year after the election of a new Council in 2015.

RESOLVED

That the contents of the report be noted.

REASONS

- i) To ensure that the Committee, the Members of the Council and others to whom the report is circulated are kept up to date with developments in the ethical framework.
- ii) To promote and maintain high standards of conduct amongst Members.

SC/16 **LOCAL GOVERNMENT OMBUDSMAN UPDATE 2013 – 2014**

The Monitoring Officer reported on the number and nature of complaints about the Council made to the Local Government Ombudsman (LGO). In July the Council had received the Annual Review letter which provided statistics for the period 1 April 2013 to 31 March 2014. A total of 20 complaints had been received during this period. Five complaints had been upheld and one complaint had not been upheld. The rest had either been referred back to the Council or closed after initial enquiries, with one compliant being considered invalid.

Members noted the changes to how the statistics were recorded by the LGO under their new business model so the figures were not directly comparable to previous years.

The Monitoring Officer advised that the LGO had also supplied details of data from all councils, and that this would be circulated to all Members in due course. It was noted that the number of complaints received by HDC was neither significantly higher nor lower to that of comparable local authorities.

The Monitoring Officer reported that the Council's procedure for dealing with complaints, which had been used since 2003, would be changed. The new procedure would include two stages, instead of three, with Stage One being referred to the relevant Head of Service and Stage Two to the Chief Executive.

RESOLVED

That the contents of the report be noted.

REASONS

- i) To ensure that the Committee has the necessary information to ensure that complaints can be made to the Council with ease and complaints are dealt with appropriately.
- ii) To assist with establishing learning lessons so that the Council can improve its performance in the provision of its services.

The meeting finished at 11.15 having commenced at 10.00am.

CHAIRMAN

PERSONNEL COMMITTEE
24th September 2014

Present: Councillors: Tricia Youtan (Chairman), Roger Clarke (Vice-Chairman), Roy Cornell, Helena Croft, Brian Donnelly, Liz Kitchen, Christian Mitchell, Kate Rowbottom, Diana van der Klugt

Apologies: Councillors: Roger Arthur, Malcolm Curnock, Ray Dawe, David Holmes, Godfrey Newman, Brian O'Connell

PC/17 **MINUTES**

The minutes of the meeting of the Committee held on 23rd July 2014 were approved as a correct record and signed by the Chairman.

PC/18 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

PC/19 **ANNOUNCEMENTS**

There were no announcements.

PC/20 **REVIEW OF PARKS & COUNTRYSIDE STAFFING ARRANGEMENTS**

The Head of Community & Culture reported that the current interim structure of the Parks & Countryside Service had been put in place in response to the Council's Green Space Strategy adopted in 2013. The proposal sought to formalise this structure and approve additional changes to the structure.

The Parks & Countryside Service covered over 350 sites in the District and the proposal would enable the service to deliver a quality, costs effective service.

Members noted the realignment of duties and responsibilities of current roles, and the creation of additional posts which would cover the changing requirements of the service. The Financial consequences of the proposal, which would not lead to any additional staffing cost, were noted by the Committee.

Members welcomed the proposal, in particular the monitoring and support of volunteers, and congratulated management and staff for their work in delivering the service.

RESOLVED

That the proposed amendments to Parks & Countryside Services staffing arrangements be approved.

PC/20 Review of Parks & Countryside Staffing Arrangements (Cont.)

REASON

To ensure that the structure of Parks & Countryside Services is fit for purpose.

PC/21 **PAY AND GRADING BRIEFING UPDATE**

The Head of Human Resources and Organisational Development updated Members on progress in implementing the revisions to the Pay & Grading Scheme, which had been considered by the Committee on 23rd July and approved by Council on 3rd September.

The change from the previous scheme had resulted in a majority of staff remaining on the same salary, with 59 staff moving to a higher salary.

There had been 20 posts, from a range of bands, where the salary had been initially reduced as a result of the revisions. Work to minimise this number had been ongoing and Members were advised that: five roles had been updated, leading to a grade increase; three posts have had their role profile amended and were to be evaluated; and the salary reduction in two of the posts had been found to have resulted from previous pay protection arrangements.

Members discussed the progress that had been made and noted that efforts to resolve the issue for the remaining ten posts would continue during the remaining 16 months of pay protection.

RESOLVED

That the contents of the report be noted.

PC/22 **WORKFORCE STATISTICS**

The Head of Human Resources and Organisational Development presented the latest statistics on sickness absence, staff turnover, recruitment and equalities.

The in-post figures were stable compared with January 2014, with staff turnover in line with the ten year average. There had been an overall reduction in staff numbers by 15, some of which were due to the recent restructure. Fourteen staff had retired. It was noted that the reasons for 38 resignations had not been specified and a more detailed leaving reasons' coding would be introduced.

There had been a reduction in the number of contracted temporary staff. The increase in agency staff costs had been required to facilitate the restructure.

PC/22 Workforce Statistics (Cont.)

It was agreed that sickness absence figures would be presented differently in future to make monthly fluctuations clearer. Members noted that there had been a gradual decrease in sickness absence in recent months.

RESOLVED

That the contents of the report be noted.

REASON

To monitor key staffing statistics.

The meeting finished at 6.10pm having commenced at 5.30pm.

CHAIRMAN

blank

ACCOUNTS, AUDIT & GOVERNANCE COMMITTEE
25TH SEPTEMBER 2014

Present: Councillors: John Bailey, Roy Cornell, Leonard Crosbie,
Gordon Lindsay (Vice Chairman), Jim Rae, Stuart Ritchie

Apologies: Councillor David Holmes (Chairman)

Also present: Paul King, District Auditor, Ernst & Young

AAG/17 **MINUTES**

The minutes of the meeting held on 26th June 2014 were approved as a correct record and signed by the Vice Chairman.

AAG/18 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

AAG/19 **ANNOUNCEMENTS**

There were no announcements.

AAG/20 **AUDIT RESULTS REPORT FOR THE YEAR ENDING 31ST MARCH 2014**

Paul King, District Auditor from Ernst & Young, presented the Audit Results Report for 2013/14. He explained that there was only one item of note: a corrected misstatement relating to the classification of a provision but that this did not affect the net worth of the authority.

The Auditor advised that the audit is now complete and the Whole of Government Accounts 2013/14 audit should be complete by 26th September 2014. He anticipated an unqualified audit opinion and conclusion that the Council had made proper arrangements to ensure economy, efficiency and effectiveness of its resources. It was noted that the Auditors had received no questions or objections from members of the public.

It was also noted that the actual audit fee was in line with the audit plan.

The Committee thanked the Council's Finance staff for their outstanding work which resulted in such a good Audit Results Report.

RESOLVED

That the report be noted.

AAG/21 **LETTER OF REPRESENTATION 2013/14**

The Director of Corporate Resources submitted the letter of representation to the External Auditor to Committee for approval.

RESOLVED

That the Letter of Representation be approved and signed by the Director of Corporate Resources and the Vice-Chairman of the Committee.

AAG/22 **STATEMENT OF ACCOUNTS 2013/14**

Statements were presented for 2013/14 on which the District Auditor anticipated issuing an unqualified opinion.

It was commented that Members had had the opportunity to discuss the accounts and ask questions at a workshop held prior to the Committee.

RESOLVED

That the 2013/14 Statement of Accounts be approved.

REASON

There is a statutory duty for the Council to approve the Statement of Accounts each year.

AAG/23 **ANNUAL GOVERNANCE STATEMENT**

The Committee was asked to approve the Annual Governance Statement 2013/14. The Director of Corporate Resources advised that following discussion with the Chairman of the Committee three additional actions numbered 6, 7 and 8 had been included within the action plan since the version presented in June 2014.

RESOLVED

That the Annual Governance Statement for 2013/14 be approved.

REASON

There is a statutory duty for the Council to approve the Annual Governance Statement each year.

AAG/24 **TREASURY MANAGEMENT ACTIVITY AND PRUDENTIAL INDICATORS
2013/14**

The Head of Finance presented a report on treasury management activity and prudential indicators for 2013/14.

The report confirmed that, during 2013/14, the Council had complied with its legislative and regulatory requirements and the statutory borrowing limit (the Authorised Limit) had not been breached.

The report contained details of the Council's external debt and investments and reviewed the economic background to Treasury Management activity in 2013/14.

RESOLVED

- (i) That the treasury management stewardship report for 2013/14 be noted.
- (ii) That the actual prudential indicators for 2013/14 be noted.

REASON

The annual treasury report is a requirement of the Council's reporting procedures. The report also covers the actual Prudential Indicators for 2013/14 in accordance with the requirements of the relevant CIPFA Codes of Practice.

AAG/25 **INTERNAL AUDIT – QUARTERLY UPDATE REPORT**

The Chief Internal Auditor submitted a report summarising the work of the Internal Audit Department since June 2014.

Four audits have been completed in the period with three being given substantial assurance and one moderate. The audit that received moderate assurance reviewed training and the Chief Internal Auditor commented that this was due to the fact that not all training was being requested and recorded via the training forms. There was also limited induction training for new members of staff. The Vice-Chairman requested that Internal Audit make it clear to managers that it is their responsibility to ensure that the correct training forms are completed as required.

RESOLVED

That the summary of audit work undertaken since June 2014 be noted.

AAG/25 Internal Audit – Quarterly Update Report (cont.)

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/26 RISK MANAGEMENT – QUARTERLY UPDATE REPORT

The Director of Corporate Resources presented the latest quarterly update in respect of the Corporate Risk Register which had been reviewed by SLT in September. It includes the high level corporate risk items.

Members commented that it would be easier to understand if provided in colour and printed as landscape.

RESOLVED

That the updated Corporate Risk Register be noted.

REASON

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

AAG/27 URGENT MATTERS

There were no urgent matters to be considered.

AAG/28 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/29 **INTERNAL AUDIT – QUARTERLY UPDATE REPORT ON AUDIT
FOLLOW UPS (PARAGRAPH 3)**

The Committee considered the detailed information submitted concerning the implementation of agreed actions arising from internal audit reports.

RESOLVED

- (i) That the progress of agreed actions implemented since June 2014 be noted.
- (ii) That areas of concern highlighted by the Chief Internal Auditor be noted.

The meeting finished at 6.45 p.m. having commenced at 5.30 p.m.

CHAIRMAN

SCRUTINY & OVERVIEW COMMITTEE**8TH SEPTEMBER 2014**

Present: Councillors: George Cockman (Chairman), John Chidlow, Roger Clarke, David Coldwell, Leonard Crosbie, Duncan England, Kate Rowbottom, David Skipp, Diana van der Klugt, Tricia Youtan

Apologies: Councillors: Philip Circus, Laurence Deakins, Brian Donnelly, Brian O'Connell, David Sheldon

Also present: Councillor: Christian Mitchell

Officer: Katharine Eberhart, Director of Corporate Resources

SO/25 **MINUTES**

The minutes of the meeting of the Committee held on 7th July 2014 were approved as a correct record and signed by the Chairman.

SO/26 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

SO/27 **ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COMMITTEE OR THE CHIEF EXECUTIVE**

There were no announcements.

SO/28 **REPLIES FROM CABINET/COUNCIL REGARDING SCRUTINY AND OVERVIEW RECOMMENDATIONS**

There were no replies to report.

SO/29 **BUSINESS IMPROVEMENT WORKING GROUP - TO RECEIVE AN UPDATE FROM THE CHAIRMAN AND NOTES OF THE MEETING HELD ON 8TH JULY 2014 AND THE AGENDA FOR THE MEETING TO BE HELD ON 9TH SEPTEMBER 2014**

A Member of the Business Improvement Working Group presented the notes of the meeting held on 8th July 2014 and the agenda of the meeting to be held on 9th September 2014.

The Business Improvement Working Group would consider the reasons for the Council's lack of a Five Year Land Supply; information would be presented at the Working Group meeting to be held on 9th September 2014.

SO/29 Business Improvement Working Group - to receive an update from the Chairman (continued)

RESOLVED

That the notes of the Business Improvement Working Group meeting, held on 8th July 2014, be received.

REASON

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

SO/30 **CRIME AND DISORDER WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN**

The Chairman of the Crime and Disorder Working Group reported that the Working Group would meet in the near future to consider the performance in relation to the Community Safety Partnership action plans.

RESOLVED

To note the update given in respect of the Crime and Disorder Working Group.

REASON

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

SO/31 **FINANCE AND PERFORMANCE WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN AND NOTES OF THE MEETINGS HELD ON 3RD JULY AND 13TH AUGUST 2014**

The Chairman of the Finance and Performance Working Group presented the notes of the meetings held on 3rd July and 13th August 2014.

The Working Group had received further details of the budget for Phase 2 of the West Street, Horsham project and had requested a specific breakdown of the lighting and planting costs when those were finalised.

The Chairman of the Working Group had queried the total salary costs for casual and agency staff for the first quarter in 2014/15. He had been informed that ICT, Planning and Operational Services had employed a significant number of casual/ agency staff. The Director of Corporate Resources stated that the salary figures, to be presented at the next Finance and Performance Working Group meeting, would include a fuller explanation of the variances between the budgeted and actual salary costs.

SO/31 Finance and Performance Working Group - to receive an update from the Chairman (continued)

The Director explained that the first quarter figures related to a period of transition when interim staff were employed, but not budgeted for, prior to new Heads of Service taking up their posts; those senior posts had now been filled. Further, the ICT salary figures reflected the use of a number of agencies to deliver Council projects.

The Working Group would receive a new report format which combined a summary of financial and performance data with information for each department and the accompanying text provided by each service manager.

The Working Group had received a presentation about CIL (Community Infrastructure Levy) and would provide its comments for consideration at the Council meeting in October 2014.

RESOLVED

That the notes of the Finance and Performance Working Group meetings, held on 3rd July and 13th August 2014, be received.

REASON

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

SO/32 **SOCIAL INCLUSION WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN**

There had been no further meetings of the Social Inclusion Working Group; the next meeting would be held on 22nd September 2014.

The Committee agreed that the review of the effectiveness of provision for local residents who are financial hardship should be undertaken by the Social Inclusion Working Group along with co-opted Councillors who wished to participate.

RESOLVED

To note the update given in respect of the Social Inclusion Working Group.

REASON

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

SO/33 **HEALTH PROVISION WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN AND NOTES OF THE MEETING HELD ON 4TH AUGUST 2014**

The Chairman of the Health Provision Working Group presented the notes of the meeting held on 4th August 2014.

The Chairman of the Working Group had attended the CCG's Governing Body meeting on 2nd September 2014.

The Working Group would next meet on 15th September 2014 and would discuss the CCG's Strategic Service Development Plan and its Five Communities Plan. The Working Group would consider the CCG's specific proposals for and the potential future role of Horsham Hospital.

The Cabinet Member for a Safer and Healthier District would be invited to attend the Working Group meeting in October 2014.

RESOLVED

That the notes of the Health Provision Working Group meeting held on 4th August 2014 be received.

REASON

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

SO/34 **TRADE WASTE WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN**

There had been no further meetings of the Trade Waste Working Group.

The Working Group would next meet in February 2015, rather than in October 2014, to consider whether its recommendations had been progressed and implemented.

RESOLVED

To note the update given in respect of the Trade Waste Working Group

REASON

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

SO/35 **JOINT SCRUTINY TASK AND FINISH GROUP FOR THE COMMUNITY
LEGAL ADVICE SERVICE CONTRACT - UPDATE**

The Committee noted that, in relation to the contract for generalist legal advice to the public, some West Sussex councils had concerns about the tendering process and were considering how best to proceed.

SO/36 **TO RECEIVE ANY SUGGESTIONS FOR THE SCRUTINY AND OVERVIEW
WORK PROGRAMME**

The Committee received a formal submission from the Cabinet Member for Arts, Heritage and Leisure to review the Council's policy on heritage. The Committee agreed to undertake that review in 2015.

SO/37 **PROPOSED WORK PROGRAMME 2014/15**

The Committee considered its draft work programme for 2014/15.

It was agreed that the Social Inclusion Working Group would review the effectiveness of provision for local residents in financial hardship.

The Business Improvement Working Group was reviewing the Council's lack of a Five Year Land Supply and also property and asset management.

The Committee agreed to establish a working group to review the induction and training of newly elected Councillors. The working group would comprise Councillors Chidlow, Clarke, Coldwell, England, Rowbottom and van der Klugt.

The Committee agreed to establish a working group to review car parking provision within new developments. Councillors Chidlow, Coldwell and Donnelly would form part of that working group membership.

The Committee would also establish a working group to review the funding gap for infrastructure work west of Horsham. Members would be invited to participate.

The working group to review the Council's policy on heritage would be established in time for the review to commence in 2015.

One proposed topic had been withdrawn: to compare the Cabinet system for decision-making against a Committee system. That could be a topic for 2015/16 following the Council elections in May 2015.

The review of the Council's communication policy had been deferred.

SO/38 **ITEMS NOT ON THE AGENDA BUT CONSIDERED URGENT**

There were no urgent items.

The meeting finished at 6.35 p.m. having commenced at 5.30 p.m.

CHAIRMAN

Report to Council

22nd October 2014

Cabinet Member for Living and Working Communities

DECISION REQUIRED

Not exempt



Horsham
District
Council

Broadbridge Heath Quadrant Supplementary Planning Document

Executive Summary

This report seeks approval for the adoption of the Broadbridge Heath Quadrant Supplementary Planning Document (SPD), which provides a framework for comprehensive, high quality mixed use development of the site. The SPD was published for public consultation on 9th May 2014 and comments invited by 20th June 2014. A consultation statement setting out the consultation undertaken, the comments received and the changes made to the SPD in light of the comments received is attached to this report in Appendix 2.

Recommendations

The Council is recommended:

- i) To agree the Broadbridge Heath Quadrant Supplementary Planning Document attached to this report for adoption to form part of the existing Development Plan.
- ii) That the Cabinet Member for Living and Working Communities has delegated authority to agree minor editorial changes.

Reasons for Recommendations

- i) To enable a framework to be put in place for the comprehensive development of the site in order to achieve a high quality mixed use development which is in accordance with the adopted Core Strategy and the emerging Horsham District Planning Framework.
- ii) To ensure that all comments received on the SPD are taken fully into account.

Background Papers: Horsham District Planning Framework Proposed Submission (May 2014); Broadbridge Heath Quadrant Draft Supplementary Planning Document (May 2014); and Broadbridge Heath Quadrant Planning Brief (2012), Horsham Town Framework Report (2012).

Consultation: Consultation has been undertaken in accordance with the Town and Country (Local Planning) (England) Regulations 2012.

Wards affected: All

Contact: Barbara Childs/Kathryn Reeves

Background Information

1 Introduction

The purpose of this report

- 1.1 This report seeks approval for the adoption of the Broadbridge Heath Quadrant Supplementary Planning Document (SPD), which provides a framework for comprehensive development of the site to achieve a high quality mixed use development.

Background/Actions taken to date

- 1.2 The production of the SPD follows on from the agreed Broadbridge Heath Quadrant Planning Brief in 2012 and the joint working partnership between Horsham District Council and West Sussex County Council.
- 1.3 The need to encourage a comprehensive approach to the redevelopment of this area stems from the implementation of the substantial residential development west of Horsham and the conclusions of the Future Prosperity of Horsham Town Framework Report which has identified a need to encourage suitable development in the Quadrant. The emerging Horsham District Planning Framework encourages a positive approach to be taken to the redevelopment of the Quadrant and this SPD and Concept Masterplan Map will allow for early and detailed planning guidance to be in place as a material consideration to assist planning proposals as they come forward.

2 Statutory and Policy Background

Statutory background

- 2.1 Supplementary Planning Documents are produced in accordance with the Town and Country Planning (Local Planning) England Regulations 2012. Regulation 8 requires the supplementary planning document to contain reasoned justification and not to conflict with the adopted development plan. Regulation 12 requires public consultation be carried out and the issues raised to be reported in a statement which identifies how these issues have been addressed before the local planning authority proceed to take steps to adopt the SPD.

Relevant Government policy

- 2.2 In March 2012 the Government published the National Planning Policy Framework. Paragraph 153 explains that Supplementary Planning Documents should be used where they can help applicants make successful applications or aid infrastructure delivery and should not be used to add unnecessarily to the financial burdens on development. The Glossary explains that Supplementary Planning Documents are documents which add further detail to the policies in the Local Plan. 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.

Relevant Council policy

- 2.3 The Broadbridge Heath Quadrant Supplementary Planning Document is in accordance with the Council's District Plan 2011-2015. The District Plan influences all areas of the Council's work and provides a clear direction in determining the planning objectives for the Council's planning documents. It is also in accordance with Horsham District Core Strategy (2007) and the emerging Horsham District Planning Framework.

3 Details

- 3.1 The SPD refers to the Horsham District Core Strategy (2007) which provides the development plan context and spatial policies for the development of land west of Horsham (CP7) and for future shopping and related development which is consistent with maintaining the vitality and viability of town centres (CP17).
- 3.2 The Horsham District Planning Framework (HDPF) once adopted will replace the Core Strategy. It sets out key elements of the planning framework for the District over the period to 2031, within which the economic, social and environmental needs of the District can be met. Following extensive public consultation on the earlier stages of production of the Horsham District Planning Framework, Broadbridge Heath Quadrant has been identified as a key area for strategic redevelopment where land may be used in a more efficient way if a co-ordinated approach is taken to better meet the needs of the local and wider area (Policy 6).
- 3.3 The Broadbridge Heath Quadrant SPD refers to the Planning Brief which was approved by the Council on 27 June 2012. This set out a number of development principles for any future development. The SPD applies the principles through a masterplanning exercise to demonstrate how a suitable redevelopment for a mix of uses including leisure, retail and residential may be achieved.
- 3.4 Horsham District Council and West Sussex County Council own most of the land within the Broadbridge Heath Quadrant and are working together to advance proposals for the sustainable development of the area.

4 Consultation

- 4.1 The SPD was agreed at Council on 30th April 2014 for consultation for a 5 week period until 13th June 2014. The consultation was advertised in the West Sussex County Times in line with the regulations. All Parish and Neighbourhood Councils, as well as the District's libraries were sent a copy of the documents and asked to display these for the duration of the consultation. In addition, an email or letter was sent to all statutory consultees as well as all those people who had previously commented on the Broadbridge Heath Quadrant Planning Brief 2012, to notify them of the consultation. In addition to this, a static display board exhibition was placed in the foyer of Broadbridge Heath Leisure Centre for the duration of the consultation which set out the scope of the document; the principles of development; and how people could comment on the document.

Agenda Item 9(a)

- 4.2 During the consultation period, the consultation was extended for a further week (total six weeks) until 20th June 2014 due to an inconsistency between the SPD text and the concept masterplan map. All those who had been notified, and those who had commented on the document so far, were re-notified.
- 4.3 773 comments were received on the SPD from 223 consultees. The Consultation Statement appended to this report sets out a summary of the main issues raised and how those issues have been addressed in the document.
- 4.4 Although there was some support for the overall vision for the site, the comprehensive approach to the future planning of the site, the creation of additional jobs and amenities in the area and the opportunity for a health facility, the majority of the responses received were objections. 165 of the objections were in the form of a standard response which raised 6 main points relating to the documents compliance with national planning policy, the existing development plan and evidence base, concerns over the future of the leisure provision and concerns over the additional retail in this location.
- 4.5 In addition to the standard responses, there were a number of comments made by statutory consultees such as West Sussex County Council, Sport England, Parish Council's, as well as other community groups, on a variety of matters. These matters included: questions over the documents compliance with national planning policy, the existing and emerging development plans and the evidence base; concerns over the lack of details contained within the document, particularly around the future leisure provision; access arrangements and traffic implications; connectivity of the site to the town and the surrounding area; the sites impact on the vitality and viability of the town centre and other nearby centres, particularly in relation to any additional retail; questions over the justification for additional housing on the site; and concerns over the consultation process.
- 4.6 In the preparation of the Broadbridge Heath Quadrant Supplementary Planning Document all comments received during the consultation have been considered and the document has been amended, where appropriate, in light of the comments received.
- 4.7 More detailed proposals for the individual components of the Quadrant will be progressed through the planning application process. The SPD has been written and amended in a way that guides any future development which may occur in this area in the future. When applications for development in this area are considered, the Council will be required to judge them against the National and local policy context, including this guidance, and all other material considerations.

5 Next Steps

- 5.1 If the recommendations set out in this report are agreed, the SPD will be adopted to form part of the existing Local Development Framework and also the emerging Horsham District Planning Framework. It will provide a framework for comprehensive development of the site and guide the future development of the site in order to achieve a high quality mixed use development.

6 Other Courses of Action Considered but Rejected

Agenda Item 9(a)

- 6.1 An alternative course of action would be not to produce the Supplementary Planning Document. This would be contrary to the Government's National Planning Policy Framework which encourages local authorities to be positive in facilitating sustainable development.

7 Staffing Consequences

- 7.1 It is considered that the adoption of the Supplementary Planning Document will be led by the Strategic Planning Team.

8 Financial Consequences

- 8.1 There are no direct financial consequences arising from this report.

Appendix 1

Consequences of the Proposed Action

<p>What are the risks associated with the proposal?</p> <p>Risk Assessment attached Yes/No</p>	
<p>How will the proposal help to reduce Crime and Disorder?</p>	<p>There are no direct crime and disorder consequences arising from the content of this report</p>
<p>How will the proposal help to promote Human Rights?</p>	<p>This Council has a positive obligation to ensure that respect for human rights is at the core of its day to day work, and must in particular consider Article 6 (Determination of Civil Rights), 8(A Right to Family Life etc.) and Article 1 of the First Protocol (Right to Property). The preparation of a Supplementary Planning Document, and the involvement of the community at each stage, will potentially contribute to improving the quality of life in the District and will therefore have a positive 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>The impact of the Broadbridge Heath Quadrant SPD on equality and diversity has been assessed as part of the wider sustainability appraisal for the Horsham Local Development Framework.</p>
<p>How will the proposal help to promote Sustainability?</p>	<p>Key requirement of the NPPF is to achieve sustainable development. The plan therefore seeks to ensure that development which takes place in the future meets the needs of current and future residents and those working in the District. The sustainability appraisal for the emerging HDPF has been undertaken which seeks to ensure that the plan and supplementary planning documents relating to it are as sustainable as possible.</p>

**Appendix 2: Broadbridge Heath Quadrant Supplementary Planning Document
Consultation Statement**

Introduction

1.1 This consultation statement has been prepared to set out the public consultation undertaken in the preparation of the Broadbridge Heath Quadrant Supplementary Planning Document in accordance with Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012. This includes who the Council consulted when preparing the document, a summary of the main issues raised, and how those issues have been addressed in the document. The consultation has also been undertaken in accordance with the Council's Statement of Community Involvement which sets out how and when the Council will involve statutory consultees, the community and other interested people and organisations in the preparation of development plan documents. The summary of the main issues and how those issues have been addressed in the document is appended to this statement (see Appendix 1).

Consultation

1.2 The Broadbridge Heath Quadrant Supplementary Planning Document was agreed at Council on 30th April 2014 for consultation for a five week period until 13th June 2014. The consultation was advertised in the West Sussex County Times in line with the regulations (see Appendix 2). All Parish and Neighbourhood Councils, as well as the District's libraries were sent a copy of the documents and asked to display these for the duration of the consultation. An email or letter was sent to all statutory consultees as well as all those people who had previously commented on the Broadbridge Heath Quadrant Planning Brief 2012, to notify them of the consultation. In addition to this, a static display board exhibition was placed in the foyer of Broadbridge Heath Leisure Centre for the duration of the consultation which set out the scope of the document; the principles of development; and how people could comment on the document (see Appendix 3).

1.3 During the consultation period, the consultation was extended for a further week (total 6 weeks) until 20th June 2014, due to an inconsistency between the document text and the concept masterplan map. All those who had been notified, and those who had commented on the document so far, were re-notified.

1.4 773 comments were received on the document from 223 consultees. A summary of the main issues raised and how those issues have been addressed in the document is appended to this statement (see Appendix 1).

1.5 Although there was some support for the overall vision for the site, the comprehensive approach to the future planning of the site, the creation of additional jobs and amenities in the area and the opportunity for a health facility, the majority of the responses received were objections. 165 of the objections were in the form of a standard response which raised 6 main points relating to the documents compliance with national planning policy, the existing development plan and evidence base, concerns over the future of the leisure provision and concerns over the additional retail in this location.

Agenda Item 9(a)

- 1.6 In addition to the standard responses, there were a number of comments made by statutory consultees such as West Sussex County Council, Sport England, Parish Council's, as well as other community groups, on a variety of matters. These matters included: questions over the documents compliance with national planning policy, the existing and emerging development plans and the evidence base; concerns over the lack of details contained within the document, particularly around the future leisure provision; access arrangements and traffic implications; connectivity of the site to the town and the surrounding area; the sites impact on the vitality and viability of the town centre and other nearby centres, particularly in relation to any additional retail; questions over the justification for additional housing on the site; and concerns over the consultation process.

- 1.7 All comments received during the consultation have been considered in the preparation of the Broadbridge Heath Quadrant Supplementary Planning Document and a summary of the main issues raised, and how those issues have been addressed in the document can be found in Appendix 1.

- 1.8 In addition, the Strategic Planning Department has also been working closely with other departments within the Council such as Leisure, Property and Development Management, to ensure that the ongoing work around the new leisure centre is in compliance with the aspirations for the site as set out by the Broadbridge Heath Quadrant Supplementary Planning Document and its Concept Masterplan Map.

Agenda Item 9(a)

Appendix 1: Summary of main issues raised and how these issues have been addressed.

<u>Consultee</u>	<u>Main issues raised</u>	<u>Officer comment / how the issues have been addressed</u>
Horsham and District Indoor Bowls Club	<p>Consider that the final plans must include this facility having regard to NPPF paragraph 74.</p> <p>They also note that the front cover is out of date.</p>	<p>Reference has been made in section 3 of the document to the National Planning Policy Framework, in particular paragraph 74.</p> <p>Noted.</p>
Sport England	<p>Would like to see more reference to NPPF paragraphs 73 and 74 within the SPD and suggest it would be helpful to set out details of existing facilities, facilities to be lost / retained / re-provided along with any justification and see commitment to deliver off site re-provision prior to the loss of existing provision.</p> <p>They also suggest that the SPD needs to be clearer on the evidence base being used to underpin the SPD.</p>	<p>Reference has been made in section 3 of the document to the National Planning Policy Framework, in particular paragraphs 73 and 74 and the evidence base being used to underpin the document such as the Town Framework Report 2011, the Outline Business Case for Broadbridge Heath Leisure Centre 2011 and the Sport, Open Space and Recreation Study 2014.</p> <p>Wording added to Principle 1 regarding the existing and future provision of leisure facilities.</p>
West Sussex County Council	<p>States that the site access would need to be from the existing A264 and that any increase in use of the left in / left out access onto the A24.</p> <p style="text-align: center;">45</p> <p>It states that the cycle link through the site</p>	<p>Other comments noted and details will be established and dealt with through the ongoing work and the planning application process.</p>

Agenda Item 9(a)

	<p>will need to be retained and that a cycle way from Farthings Hill into the site along the A264 would be beneficial.</p> <p>It also states that there should be no increased vehicular use of Old Wickhurst Lane to the south of that part required for access from the existing A264 BBH Bypass to the Tesco site and/or the adjacent HDC land fronting onto Old Wickhurst Lane and that contributions would be sought towards traffic management schemes in BBH village.</p> <p>Also points out a number of typographical errors in paragraph 5.14 (restricted access is to the west) and 5.17 (refers to existing service access – needs to be made clearer).</p>	<p>Comment noted.</p> <p>Error in paragraph 5.14 corrected.</p> <p>Clarity added to paragraph 5.17 'via the existing service access off the A24.'</p>
<p>Broadbridge Heath Parish Council</p>	<p>Considers the document too vague and raises concerns about the lack of consultation.</p> <p>It also queries where SUDs will be located and what benefits can the Parish expect from this development.</p> <p>Consider the vision should include District as well as local needs.</p>	<p>The document brings forward suggested additional planning guidance to assist the redevelopment of the Quadrant area. Details, such as traffic and the location of SUDs, will be established and dealt with through the ongoing work and the planning application process.</p> <p>The wording of the vision has been amended to read that the Quadrant will meet the needs of the extended</p>

Agenda Item 9(a)

	<p>They suggest the SPD needs to clarify which facilities are to be lost / retained and that no additional housing is required.</p> <p>Concerns are raised over traffic movements and parking and the viability of the new neighbourhood centre for Wickhurst Green.</p>	<p>community and the existing communities of the wider area.</p> <p>Wording added to Principle 1 regarding the existing and future provision of leisure facilities.</p> <p>The site is considered suitable for some residential use as part of the mixed use development and to help integrate the site with the adjoining area. The document does not allocate the site for housing, but states that it is an acceptable use on this site in principle.</p> <p>Wording has been included under Principle 4 to ensure any proposals do not detract from the delivery and viability of the proposed village centre as part of the west of Horsham strategic development.</p>
<p>Broadbridge Heath Football Club</p>	<p>Questions how vehicles will access the football pavilion to the south of the Quadrant and where people will park.</p>	<p>Comments noted and this detail will be established and dealt with through the ongoing work and the planning application process.</p>
<p>Consolidated Property Group</p>	<p>Considers that the impact testing proposed on this site is higher than other sites which could put the site at a disadvantage; and that a policy approach which gives priority to the Quadrant over</p>	<p>Comments noted. It is not considered that the impact testing on this site is higher than other sites – it is in accordance with the town centre first policy approach in the National Planning Policy Framework and</p>

Agenda Item 9(a)

	other out of centre sites is required such as a formal policy designation. It also raises concerns over the commercial viability of the site as the principles appear to be based on aspirations rather than full and proper evaluation.	both the existing and emerging development plan. Work around the options / viability is ongoing.
Aviva Life and Pensions UK Ltd (owners and managers of Swan Walk)	Consider the policy basis for the preparation of the SPD to be weak and therefore contrary to the NPPF and other guidance. It considers there are other sites in the town centre more suitable for the uses proposed and these sites must be tested. It also raises concerns over the impact of the proposed uses on the town centre.	Comments noted. The document has been prepared in accordance with the existing development plan and the emerging development plan as well as the National Planning Policy Framework. Principle 3 requires any proposals for town centre uses on this site to demonstrate how the 'sequential approach' would apply.
Parlison Properties and Countryside Properties PLC	Support the overall vision for the site and are committed to transfer land immediately to the south of the Quadrant to facilitate the creation of a new leisure centre.	Comments noted – no change required.
Ignis Asset Management Ltd (asset managers of Broadbridge Heath Retail Park)	Supports the comprehensive approach to the future planning of the area and considers that the retail park offers an opportunity to deliver improved accessibility and integration of various parts of the site. It is prepared to work with the Council to deliver its aspirations and ensure any scheme does not undermine its asset, is commercially viable and	Comments noted – no change required.

Agenda Item 9(a)

	<p>deliverable. It also considers the SPD lacks detail around phasing and that there is scope for additional convenience floorspace.</p>	
<p>Horsham Town Community Partnership</p>	<p>Concerns about the re-provision of the amateur dramatic society and consider the facilities offered inadequate.</p>	<p>Comments noted – no change required. Details, such as provision of leisure facilities, will be established and dealt with through the ongoing work and the planning application process.</p>
<p>Horsham District Cycling Forum</p>	<p>Consider the Quadrant to be a key node for cycling in the local network; however the current routes are unclear.</p> <p>They consider the SPD does not give proper consideration to cycling and lacks detail and commitment to provide for cycling.</p> <p>Also consider routes must be built in line with best practice.</p>	<p>Further wording added to Principle 3 regarding the Quadrant being a key node for cycling in the local network and to ensure that routes are designed in line with best practice.</p>
<p>Warnham Parish Council</p>	<p>Raise objection to the loss of facilities considering NPPF paragraph 74 and concerns over the lack of detail within the SPD.</p> <p>It also raises concerns over traffic to the site and considers the Leisure Futures Study flawed.</p>	<p>Details, such as provision of leisure facilities and traffic impacts, will be established and dealt with through the ongoing work and the planning application process.</p> <p>Reference to the Leisure Futures Study has been removed from the document.</p>

Agenda Item 9(a)

<p>Rudgwick Parish Council</p>	<p>Consider insufficient weight has been given to replacing facilities; planning policies to protect facilities must be fully referenced; and that the new centre should be District facility.</p>	<p>The document has been prepared in accordance with the NPPF and in particular reference has been made in Section 3 of the document to the National Planning Policy Framework, in particular paragraphs 73 and 74.</p> <p>The vision has been amended so that it reads ‘...including a new District leisure centre.’ And makes reference to meeting the needs of the extended community and also the existing communities of the wider area.</p>
<p>Billingshurst Parish Council</p>	<p>Considers the transport links to the site should be improved and that it presents an opportunity for a new doctor’s surgery.</p>	<p>Principles 2 and 3 seek to address issues around links to the Quadrant in terms of the car and also pedestrian, cycle and public transport. Details of these links and also other provision on site such as community facilities will be established and dealt with through the ongoing work and the planning application process.</p>
<p>Slinfold Parish Council</p>	<p>Considers the SPD to be vague and that the proposals should provide for District needs as well as local needs.</p>	<p>Comments noted. The document brings forward suggested additional planning guidance to assist the redevelopment of the Quadrant area. Details will be established and dealt with through the ongoing work and planning application process.</p>

Agenda Item 9(a)

	<p>It stresses the importance of retaining a comprehensive leisure facility for the health and wellbeing of the local community; the need for larger facility to cope with the growth; the obligation of NPPF paragraph 74; and that the Leisure Futures Study is flawed.</p> <p>It also questions what benefits the parish would expect to see in accepting this development.</p>	<p>The document has been prepared in accordance with the NPPF and in particular reference has been made in Section 3 of the document to the National Planning Policy Framework, in particular paragraphs 73 and 74.</p> <p>Reference to the Leisure Futures Study has been removed from the document.</p>
<p>Horsham Society</p>	<p>Considers the SPD to be in conflict with the NPPF and the Council's town centre first policies and that it underplays the importance of the existing provision and an acceptable plan for the replacement and upgrading of all facilities must be included. It considers that the document does not meet the requirements of paragraph 74 of the NPPF.</p> <p>They also consider the housing to be unjustified.</p>	<p>All comments noted.</p> <p>The document has been prepared in accordance with the town centre first policy approach in the existing development plan and the emerging development plan as well as the National Planning Policy Framework. Principle 3 requires any proposals for town centre uses on this site to demonstrate how the 'sequential approach' would apply and section 3 of the document makes reference to the National Planning Policy Framework, in particular paragraphs 73 and 74.</p> <p>The site is considered suitable for some residential use as part of the mixed use</p>

Agenda Item 9(a)

	<p>It considers the land to the north would be good for a business park and that the retail provision should only be to meet local needs.</p>	<p>development and to help integrate the site with the adjoining area. The document does not allocate the site for housing, but suggests it is acceptable on this site in principle.</p> <p>Details will be established and dealt with through the ongoing work and planning application process.</p>
<p>165 Standard Responses</p>	<p>Section 3 - Relevant Planning Documents: CP7 of the Core Strategy states that the Leisure Centre facilities should be enhanced. So, this Masterplan should restate that commitment. Also NPPF para 74 insists that sports / leisure land can only be redeveloped if the loss resulting from the proposed development would be replaced by equivalent or better provision. So, this Masterplan should reiterate that principle. This document should make it absolutely clear that redevelopment of the leisure facilities, involving change of use (e.g. to housing or retail) will not be allowed unless this provision is satisfied, otherwise a valid planning objection through breach of NPPF could be raised.</p> <p>Section 4 – Proposals - 4.2 Vision Statement:</p>	<p>The document has been prepared in accordance with the existing development plan and the emerging development plan as well as the National Planning Policy Framework. Section 3 of the document makes reference to the National Planning Policy Framework, in particular paragraphs 73 and 74.</p> <p>Wording added to Principle 1 regarding the existing and future provision of leisure facilities.</p> <p>The vision has been amended so that it reads ‘...including a new District leisure</p>

Agenda Item 9(a)

	<p>The replacement leisure centre must be a 'district facility' i.e. it should complement the Pavilions as one of two flagship facilities for the Horsham district. It should not, as stated, be solely for "Horsham Town and the planned local community".</p>	<p>centre.' And makes reference to meeting the needs of the extended community and also the existing communities of the wider area.</p>
	<p>Section 5 – Principles - 5.7: Refers to the outcome of the business case and viability work regarding the future of the leisure centre. This work must be made public and user views solicited before final decisions are made. Broadbridge Heath Leisure Centre Joint User Group proposals put to the Council in May 2013 should be included in the Council deliberations.</p> <p>5.11: Incorporating retail units into the development at the south of the quadrant (current leisure centre/bowls site) is problematic as there is no service road. Also, priority of accommodation should be given to meeting leisure requirements to satisfy NPPF para 74.</p> <p>Section 6 - Phasing & Delivery - 6.2: The existing leisure centre must remain fully (not "largely") open until the replacement centre opens.</p>	<p>Reference to viability work has been removed from the document.</p> <p>Details, such as access arrangements including for servicing, will be established and dealt with through the ongoing work and planning application process. Wording to this effect has been included in the document under Principle 1.</p> <p>The phasing and delivery of the new leisure provision will be established through the ongoing work.</p>

Agenda Item 9(a)

	<p>Section 7 - Conclusion & Next Steps - 7.1: The Leisure Futures Study has been exposed as fundamentally flawed. It should not be cited as sound evidence.”</p> <p><u>Additional points (made by 20 of the standard responses)</u></p> <p>No reference to the ‘consultation winning’ People’s Option & of HDC’s subsequent adoption of Option 7A as the base for the final scheme.</p> <p>Incorporation of extensive retail (75,000 sq ft) into the development at the southern end of the Quadrant, despite the fact that there is no separate service road access planned to transport the ‘heavy goods’.</p> <p>No indication as to the extent of space allocated to leisure in the mixed use development planned for the south of the site (the supporting plan very misleadingly labels all of this site as leisure).</p>	<p>Reference to the Leisure Futures Study has been removed from the document.</p> <p>Reference has been made in Section 3 of the document to the public consultation on 4 options and specifically that option 7a was agreed by Council as the basis on which a replacement leisure centre should be planned.</p> <p>Details, such as provision of leisure facilities, will be established and dealt with through the ongoing work and the planning application process.</p>
<p>41 Other Representations</p>	<p>Objection to the designation of ‘mixed use’ building as ‘leisure’ on the concept masterplan map.</p> <p>Concerns were raised over the consultation process.</p>	<p>The concept masterplan key has been amended to ‘mixed use’.</p> <p>Comments noted.</p>

Agenda Item 9(a)

	<p>Concerns over the reduction in facility with some facilities not being replaced.</p> <p>Concern over lack of parking.</p> <p>Objection to the need for additional retail units.</p>	
<p>1 Representation in Support</p>	<p>Support for the creation of jobs and new amenities in this area.</p>	<p>Comments noted, no change required.</p>

Appendix 2: Statutory Notice

NEWS

Have your say on the big stories
Like us on Facebook and speak out
FACEBOOK.COM/WESTSUSSEXNEWS

SWAN WALK SHOPPING CENTRE

Death sparks shopping centre seat concern

By **Olivia McAree**
olivia.mcaree@press.co.uk
01403 743071 @WEST_SUSSEX

The manager of Swan Walk in Horsham has responded to concerns raised about seating after a man died following a heart attack in the shopping centre earlier this year.

Ian Murray, of Pinesa Ridge in Horsham, died aged 76 on Monday January 13. He was sitting on a backless bench outside Marks and Spencer when he suffered a heart attack and lunched

back - smashing his head on the ground.

Widow Mrs Murray has since contacted Swan Walk management to thank staff for their quick reactions to the incident.

In a letter she went on to say: "I do have very serious concerns over the seating in Swan Walk. The design, although attractive to look at, is not practical or indeed safe for the users."

She said the seats are unsafe because there is no back to them, and explained in the past she has stopped an elderly man from falling back-

wards. Gill Buchanan, centre manager, said: "Mrs Murray, very bravely at such a difficult time for her and her family, wrote to me to thank the team on site for all their help and support when her husband became ill at the centre."

"We pride ourselves on the level of service we offer to our customers but always hope that this will not be under such upsetting circumstances. Our condolences go to Mrs Murray and her family. We have noted her comments regarding some seating and at Swan Walk we have customers

of all ages with mixed needs which is why we have endeavoured to retain a variety of industry standard seating, with and without backs, across the centre."

"We work very closely with Horsham District Council which has also maintained adequate seating levels for visitors, something that not all shopping and town centres have achieved. At the time that we are looking to refresh seating in the centre we will look at all styles of seating available, whilst working to maintain the current seating capacity in the centre."

CHARITY



Swan Walk staff include centre manager Gill Buchanan (centre) are encouraging customers to donate

Donations welcome for the Swan Walk donation station

Clear out your old unwanted clutter and make your spring clean count by giving to the donation station at Swan Walk Shopping Centre in Horsham until Monday (May 26).

The annual charity fundraiser is calling on people to contribute any clothes, homewares, books, DVDs and CDs to help fund their support for Cancer Research UK.

Gill Buchanan, Swan Walk centre manager, said: "What better reason could there be to have a good clear out at home to make way for your new summer purchases?"

"Swan Walk's loyal customers have raised over £100,000 for Cancer Research UK over recent years. Please take the time to check out your wardrobes,

cupboards and shelves and help us to make our most successful year. This really is the ultimate recycling challenge for us all."

Last year the second hand selling stall raised a record £26,000, a figure the team hopes to beat this time around.

Swan Walk will be working with the Cancer Research UK charity shop in East Street throughout the fundraising push.

A pick up point has been set up at the centre where customers can collect donation bags to load their unwanted items and bring home for the charity drive.

The donation stall will open for contributions on sales in the Swan Walk shopping centre from today (May 15) to Monday May 26.

HORSHAM DISTRICT PLANNING FRAMEWORK

Planning and Compulsory Purchase Act 2004
The Town and Country Planning (Local Planning) (England) Regulations 2012

NOTICE OF THE CONSULTATION PERIOD FOR THE BROADBRIDGE HEATH QUADRANT DRAFT SUPPLEMENTARY PLANNING DOCUMENT

The Broadbridge Heath Quadrant Draft Supplementary Planning Document (SPD) has been prepared to assist with the revitalisation of the Broadbridge Heath Quadrant area.

The document is being published for a four week consultation period on 9 May 2014. Should you wish to comment please do so before 4pm on 13 June 2014.

For further information, please contact the Strategic Planning Team on (01403) 210360 or email strategic_planning@horsham.gov.uk.

There are three ways in which comments can be submitted:

- electronically on the dedicated website <http://www.south.horsham.gov.uk/portal>;
- on the representation form available from the Council; or
- by email to strategic_planning@horsham.gov.uk

Any comments received will be analysed and considered in the production of the final Broadbridge Heath Quadrant SPD.

Inspecting the documents

The Broadbridge Heath Quadrant Draft Supplementary Planning Document will be available to view on the Council's website www.horsham.gov.uk & can also be made available in large print or as audio tape on request, please call (01403) 219549.

Hard copies of the documents will also be available from:

Horsham District Council Offices
Park North, North Street,
Horsham, West Sussex RH12 1RL
8.45am - 5.20pm Monday to Thursday and 8.45am - 4.20pm Fridays

And are also free to view at the following libraries and Help Points:

Billinghurst Library	Mil Lane, Billinghurst	(01403) 783145
Henfield Library	Off High Street, Henfield	(01273) 483687
Horsham Library & Help Point	Lower Tarnbridge Way, Horsham	(01403) 224950
Puthorough Library	Brooks Way, off Lower Street, Puthorough	(01798) 872891
Southwater Library	Lintot Square, Fairbank Road, Southwater	(01403) 734660
Steyning Library	Church Street, Steyning	(01273) 812751
Storrington Library & Help Point	Ryecott Lane, Storrington	(01903) 743075

Horsham District Planning Framework

EMAIL US
@
ct.news@press.co.uk

CRUTTENDENS
THE SOUTHERN GOLDSMITHS
HANDMADE
BESPOKE WEDDING RINGS
MADE TO YOUR OWN DESIGN

Also Available
Diamond Set
Wedding Rings
4th Generation
Family Jewellers

25% OFF
during May 2014

24 Church Walk, Burgess Hill, RH13 6AN. Tel: 01448 252229
107 South Road, Evesham, Leicestershire, LE11 6LR. Tel: 01454 441177
email: av@cruttendens.com

Newsprint advert drive response via the

— 29% ↑
the last
8881 a
the pag
then res
t on the

Source: Google Survey
Oct. 2012 - A
Bundles, Inc. Survey
October 2012



Broadbridge Heath Quadrant Supplementary Planning Document

Scope of the Supplementary Planning Document

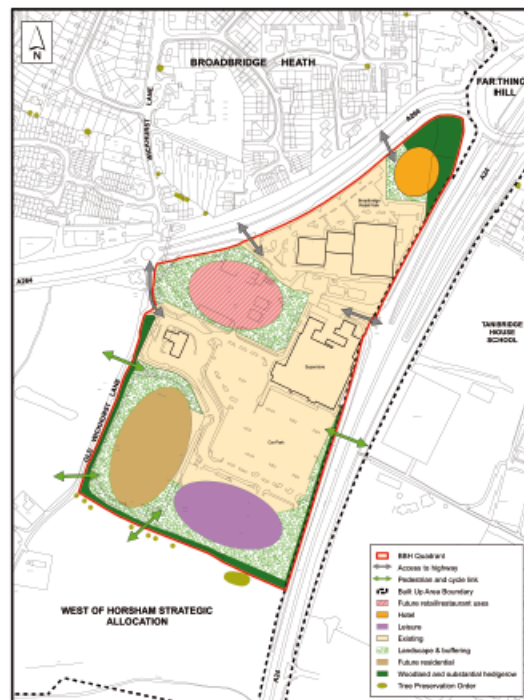
The Broadbridge Heath Quadrant is an existing commercial area situated west of the A24 and Horsham town consisting of Broadbridge Heath Leisure Centre including athletics track and bowls club, Tesco, County Council depot and retail park.

This area has been identified for regeneration opportunities due to its location adjacent to areas of planned new housing development and close to the established settlement of Broadbridge Heath.

The Supplementary Planning Document (SPD) has been prepared to assist the revitalisation of the Broadbridge Heath Quadrant and

- Sets out development opportunities in a Concept Masterplan Map
- Provides a basis for the co-ordination of proposals with the provision of suitable infrastructure
- Modifies other previously approved local planning guidance

When the SPD has been approved, it will be used to guide redevelopment proposals that arise in this area.



Planning Principles

Principle 1 – Mixed Use

- This site should provide a mix of uses such as retail, leisure, residential, hotel and limited family orientated restaurant uses
- Development must not detract from the vitality and viability of the town centre



Principle 2 – Accessibility and Connectivity – Car Travel

- Important to maintain and enhance the accessibility of Broadbridge Heath Quadrant to the surrounding area by car.



Principle 3 – Accessibility and Connectivity – Alternatives to Car Travel

- Maximise the sites accessibility by alternative means of travel than the car.
- Improve existing and create new pedestrian and cycle links.
- Increase accessibility by way of public transport.



Principle 4 – Integration with Adjoining Community

- Development needs to have regard to the adjacent strategic development West of Horsham to ensure integration with the adjoining communities.

Principle 5 – Sustainable Design

- Innovative sustainable design solutions
- Renewable or low carbon energy
- Green Infrastructure



Principle 6 – Design Quality

- Creation of a high quality environment with a positive public realm.
- Strong and legible connections
- High quality architectural and landscape design



Principle 7 – Financial Viability and Deliverability

- The area will benefit from the delivery of a comprehensive scheme



Broadbridge Heath Quadrant
Supplementary Planning Document

October 2014

For consideration at Council 22nd October 2014

Contents Page

Content	Page Number
1) Introduction	3
2) Background and Context	4
3) Relevant Planning Documents and Studies	7
4) Vision	10
5) Principles of Development	11
6) Phasing and Delivery	20
7) Conclusion	21
8) Appendix	21

1 Introduction

- 1.1 The Broadbridge Heath Quadrant is an existing leisure and commercial area situated west of the A24 and Horsham town, with potential for redevelopment. It is immediately adjacent to areas of planned new housing development and close to the established settlement of Broadbridge Heath.
- 1.2 This draft Supplementary Planning Document (SPD) brings forward suggested additional planning guidance to assist the redevelopment of the Broadbridge Heath Quadrant area and:
 - Sets out development opportunities in a Masterplan;
 - Provides a basis for the coordination of proposals with the provision of suitable infrastructure;
 - Modifies other previously approved local planning guidance.
- 1.3 It is based the latest information on the potential for redevelopment of the leisure and commercial uses including consideration of financial viability.
- 1.4 The purpose of the SPD is to guide the redevelopment of this area by setting out principles and detailed considerations that will apply to relevant planning applications.
- 1.5 The SPD is prepared in compliance with the Planning and Compulsory Purchase Act 2004 as amended by the Localism Act 2011 and the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 1.6 Horsham District Council and West Sussex County Council are working together and have jointly held discussions with the other landowners in Broadbridge Heath Quadrant to advance proposals for the area.

Consultation

- 1.7 Horsham District Council has consulted with several Parish Councils on this SPD and both Horsham District Council and West Sussex County Council will actively engage with the Parish Councils in the subsequent planning application process.
- 1.8 In addition, this SPD has been subject to a six week public consultation from 9th May 2014 to 20th June 2014. All representations received during the consultation period have been considered by the Council and have influenced the content of the final document.

2 Background and context

Site description

- 2.1 Broadbridge Heath Quadrant is located within Broadbridge Heath Parish to the west of Horsham town. It is bounded by the A24 to the west, A264 to the north and an area currently under development known as West of Horsham to the west and south.
- 2.2 Broadbridge Heath Quadrant currently comprises an area of underutilised land which includes the existing Broadbridge Heath retail park, the West Sussex County Council depot, Tesco superstore, the indoor bowls club and Broadbridge Heath Leisure Centre, including the athletics track and football pitch.
- 2.3 Schedule of Land:

Council leisure centre, athletics track, senior football pitch and indoor bowls club (including parking)	4.15 ha
West Sussex County Council Highways Depot (including joint access)	2.34 ha
Tesco superstore, petrol filling station and surface car park	4.51 ha
Retail Park	1.92 ha
Land north of the retail park	0.83 ha

Access

- 2.4 The principle vehicle access, from the A264 to the site, is shared between the Broadbridge Heath leisure centre, indoor bowls club and a Tesco superstore, petrol filling station and car park. Access to the loading area of the superstore is from the A24. It is segregated from other vehicular access; northbound only on to the A24. The West Sussex County Council Highways Depot is accessed from both the A264 via the internal access road and the A24 shared with the Tesco loading area. An independent access is afforded to the Broadbridge Heath Retail Park (currently containing Halfords, Carpet Right and Homebase) also from the A264. Other undeveloped land extends to the north to the A24/A264 roundabout and grade separated junction at Farthings Hill.
- 2.5 Pedestrian and cycle access is available via footpaths alongside the existing vehicle access other than the vehicle access from the A24 to Tesco / Highways Depot. Old Wickhurst Lane runs to the west of the site. Additional pedestrian and cycle access

is afforded by the bridge across the A24 which links to the footpath and cycleway network from Horsham. There is a pedestrian underpass under the A264, linking Wickhurst Lane in Broadbridge Heath to Old Wickhurst Lane.

Condition

- 2.6 The Quadrant has a moderate fall in levels from north (Farthings Hill) to south and a slight fall from east to west. The principal buildings in the development area are generally single storey and of modern construction and a variety of styles however, some of the smaller buildings on the edges of the site and in the Highways Depot appear older. The depot area contains a variety of smaller buildings grouped around open storage and compounds. The Tesco building contains a mezzanine floor above the main trading area.
- 2.7 It is noted that the area has grown sporadically, lacking a level of integration with the existing settlement of Broadbridge Heath. Significant parts of the site are set out as car parking and other hard surfaces which are largely unrelieved with landscaping or other features other than boundaries. It is inward looking rather than integrated with the surrounding area, including the adjoining land which is being developed as part of the West of Horsham development.

Boundaries

- 2.8 The eastern boundary of the site with the A24 contains formal and informal landscaping and fencing which provides an effective screen and barrier to this part of the A24, however, this boundary will change during completion of the new grade separated junction on the A24, which is due to be completed by Autumn 2015. These works include the provision of a new cycle / pedestrian bridge across the A24 in a similar location to the existing crossing. The northern boundary of the Retail Park is open to the A264 roadside which has a footpath but given the current traffic use creates an effective barrier to access from the established residential areas of Broadbridge Heath.
- 2.9 A pedestrian / cycle underpass is provided at the main entrance to the rest of the site at the north-west corner and opposite Wickhurst Lane which runs northwards to connect with the existing centre of Broadbridge Heath. Old Wickhurst Lane then continues southwards at the western boundary, which is adopted highway to the southernmost edge of the Broadbridge Heath Quadrant, beyond which it is a private road that retains the character of a country lane, giving access to the small number of residential properties further south. The design of the site should seek to protect and enhance the existing character of Old Wickhurst Lane. The development being built to the south and west has a separate vehicular access. Connectivity by pedestrian and cycle through to Horsham town continues through Broadbridge Heath Quadrant. South of the Quadrant there is presently chain-link and other fencing which prevents access.

Landscape features

- 2.10 North of the Retail Park, at the 'apex' of the Quadrant next to Farthings Hill junction and within the proposed development area is an expanse of undeveloped land which has become overgrown with shrub and trees giving a semi-natural feel to the area. The flora and fauna in this area remains to be investigated. The Old Wickhurst Lane hedgerow is likely to be an important historic landscape feature of ecological value; however its status would need to be established through detailed work through the planning application stage.

- 2.11 At the boundary to the south is an extensive landscape screen. This is a line of preserved trees (Tree Preservation Order), which should be retained.
- 2.12 To the east some additional planting and landscaping on the site periphery has been incorporated around the access ramps to the present footbridge which will need to be remodelled as the new footbridge is instituted. The athletics track contains covered viewing areas, landscaped banks and grass areas. Elsewhere within the site hard surfaces prevail giving a predominately urban feel to the area. The Highway Depot area has been used for open storage of road building and maintenance materials.

3 Relevant Planning Documents and Studies

- 3.1 The Broadbridge Heath Quadrant SPD has been prepared in accordance with the relevant policies in the following documents:
- National Planning Policy Framework 2012
 - Core Strategy 2007
 - General Development Control Policies 2007
 - Horsham District Planning Framework Proposed Submission 2014
 - Broadbridge Heath Quadrant Planning Brief 2012
 - The Future Prosperity of Horsham Town Framework Report 2011
 - Outline Business Case for Broadbridge Heath Leisure Centre 2012
 - Sport, Open Space and Recreation Study 2014
- 3.2 The adopted Core Strategy (February 2007) is the current Development Plan Document for Horsham District and provides the strategic context for this SPD.
- 3.3 The Core Strategy identifies the area west of Horsham as a location for major change and for comprehensive development where an integrated approach through Masterplanning will achieve a high quality mixed use development (para 3.8).
- 3.4 The vitality of Horsham town centre is to be enhanced and specifically further 'out of town' comparison goods (retail stores selling items not bought on a frequent basis) shopping constrained, however the retailing position is to be kept under review and that some scope for change may exist in line with the delivery of west of Horsham development (para 4.12).
- 3.5 Policy CP4 identifies the development of land west of Horsham for 2,000 homes adjacent to Broadbridge Heath Quadrant. Although the Quadrant is outside of the boundary of the CP4 area, the implementation of the substantial residential development (some 1000 homes south of Broadbridge Heath) in creating a sustainable place creates opportunities for the redevelopment and remodelling of the Broadbridge Heath Quadrant area.
- 3.6 Policy CP7 allocates West of Horsham for strategic development of 2000 homes and other uses. The principles include a new junction, downgrading of the A264, opportunities for sustainable travel, provision of high quality community services and facilities to serve the development, enhancement of the environment and provision of employment and business space, as well as improved shopping facilities. This is now being implemented through permissions granted in accordance with the Land West of Horsham Masterplan Supplementary Planning Document 2008 and the Land West of Horsham Design Principles and Character Areas Supplementary Planning Document 2009.
- 3.7 CP17 seeks to ensure that the vitality and viability of Horsham town centre and other town and village centres is maintained and enhanced in accordance with their identified role. The Core Strategy also explains that restrictions on retail development outside defined centres can be necessary if national policy requirements are to be met.
- 3.8 Since the adoption of the Core Strategy, the National Planning Policy Framework (NPPF, 2012) and other more recent statements of government policy have been

published. These set out the purpose of the planning system is to contribute to the achievement of sustainable development. The “town centre first” approach within the NPPF includes the consideration of other similar uses such as some forms of health and leisure, as well as retail where these are ‘major town centre uses’ by virtue of their function and activity.

- 3.9 Paragraph 73 of the NPPF sets out that opportunities for sport and recreation can make an important contribution to the health and wellbeing of communities. Planning policies therefore should be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision. The Council has prepared the Sport, Open Space and Recreation Study 2014 which updates the 2005 PPG17 assessment. The study reviews the provision of open space, sport and recreation facilities across the District and suggests some new provision standards. The study also suggests possible approaches the Council could take regarding its greenspace strategy and puts forward recommendations for the policy for open space and sport and recreation provision in the Local Plan.
- 3.10 In addition, paragraph 74 of the NPPF sets out that existing open space, sports and recreational buildings and land, including playing fields, should not be built on unless an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss.
- 3.11 With regards to the town centre, the role of Horsham town centre in providing for main town centre uses is confirmed in Policy CP17 of the Core Strategy. Initiatives, studies and joint working has been undertaken, including the Future Prosperity of Horsham Town Framework Report 2011 and Retail Needs Study 2010, and the Horsham Town Plan Supplementary Planning Document has been produced to add detail and guidance to this policy and to ensure the effective implementation of CP17. These initiatives, studies and joint working, and subsequently the Horsham Town Plan SPD, have confirmed that the retail role of the Broadbridge Heath Quadrant is supplementary and secondary to the Town Centre and uses in this area should be complementary, not competitive, to those within the town centre. This does not preclude, however, the need to redevelop the Quadrant to serve modern retailing requirements.
- 3.12 Independent sport and leisure consultants were appointed, in February 2012, to provide outline proposals for leisure provision at Broadbridge Heath Quadrant, which included an indicative specification of the facilities provided. After a month long public consultation on 4 options, the Council agreed on 27 June 2012, option 7a to be the basis on which replacement leisure centre should be planned. This option was for a combined leisure and indoor bowls building including a 3 court sports hall, a multi-purpose dance studio, catering provision along with commitment for an outdoor athletics track.
- 3.13 Alongside this, the Broadbridge Heath Quadrant Planning Brief was prepared and approved at the same Council meeting in June 2012 to put in place a set of clear principles for any potential future development of the Broadbridge Heath Quadrant site. The Planning Brief gives a clear indication of the Council's findings, aspirations and priorities for the area to maintain and enhance the area for the future in the most effective way. It also provides a basis for advancing this SPD.

- 3.14 Horsham District Council has made substantial progress towards preparing a new Local Plan – the Horsham District Planning Framework - which will, once adopted, replace the Core Strategy and General Development Control Policies 2007. The Plan includes a Strategic Policy, Policy 6, which identifies the Broadbridge Heath Quadrant as an Opportunity Area and encourages and guides the redevelopment of site to reinforce its role as a successful out of town retail location. Comments received through the various stages of consultation on the Horsham District Planning Framework have been considered by the Council and have contributed towards the plan. The plan was submitted to an Independent Planning Inspector in August 2014 who will test the soundness of the plan.

4 Vision

- 4.1 The vision for Broadbridge Heath Quadrant identified in the Horsham Town Framework Report 2011 has been revised as follows:

Revised Vision Statement

- 4.2 The Broadbridge Heath Quadrant will become a successful, integrated, mixed use development, comprising a mix of leisure, retail, residential and community facilities including a new District leisure centre. The Quadrant will complement, rather than compete with, Horsham town and meet the needs of the extended community and the existing communities of the wider area.

Concept Masterplan Map and Planning Principles

- 4.2 The Concept Masterplan Map illustrates the general location of uses within the Broadbridge Heath Quadrant and connectivity with adjoining uses. It is referred to on the following pages, which build on the planning principles set out in the approved Broadbridge Heath Quadrant Planning Brief 2012.

5 Principles applied to the Proposed Masterplan

Principle 1 – Mixed Uses

Principle 1: Mixed Use

Development on this site should provide a mix of uses, which could include leisure, retail, residential, hotel, restaurant and community uses, to enhance and complement the existing offer of the town but to also complement the West of Horsham strategic development. Any development must not detract from the vitality and viability of the town centre.

- 5.1 The SPD proposes a mix of uses including replacement leisure facilities, retail space, hotel, restaurants, residential and community uses. The Council considers that the Broadbridge Heath Quadrant has an important role to play in not only enhancing the existing retail offer in Horsham and health of the town as a whole, but also due to its relationship with the west of Horsham strategic development.
- 5.2 Any development of this nature must be in accordance with the existing Core Strategy, as the relevant adopted development plan document, the emerging Horsham District Planning Framework and the National Planning Policy Framework. Development of town centre uses at Broadbridge Heath Quadrant, therefore, must not detract from the vitality and viability of the town centre and the existing retail park nor other nearby town centres including the existing Broadbridge Heath village centre and proposed village centre as part of the west of Horsham strategic development.
- 5.3 Subject to demonstrating no adverse impact, within acceptable parameters, on the vitality and viability of Horsham town centre, Broadbridge Heath Quadrant as an out of centre location may be suitable for the expansion of the existing supermarket and also bulky goods retail uses. Retail uses such as outlet warehouses are considered to be unacceptable in this location as they would likely be in direct competition with Horsham town centre and contrary to the overarching town centre first aims of Policy CP17 of the Core Strategy 2007 and the National Planning Policy Framework. Any town centre uses proposed for Broadbridge Heath Quadrant will be required to demonstrate how the 'sequential approach' would apply; a planning principle that seeks to identify, allocate or develop certain types or locations of land before other and in this case town centre retail sites before out-of-centre sites.
- 5.4 Due to the existing leisure provision on the site, in the form of the indoor bowls club and Broadbridge Heath Leisure Centre (including the athletics track and football pitch), leisure use is still considered to be a suitable use for this site. A new leisure centre is to be provided which will incorporate a mix of flexible facilities to maximise sport and leisure activities. The level of future leisure provision has been informed by the business case for the Broadbridge Heath Leisure Centre undertaken in 2012; however the final facility mix and design will take account of both current provision and future demand.
- 5.5 The principal facilities to be provided as part of the new leisure centre, however, are likely to include:

- Sports hall (4 court minimum) – [existing 3 court badminton hall]
- Sensory room
- Changing place accessible toilet and changing places room
- 60 – 70 station fitness gym incorporating free weights – [existing approx. 40 station fitness gym incorporating free weights]
- Multi-functional exercise / dance studios – [existing HDC studio]
- Multi-use games areas (MUGAS) adjacent to the new leisure centre – [existing 4 MUGAS]
- Indoor bowls facility – [existing 8 rink indoor bowls facility]
- Catering facilities with dining area
- Changing, storage and ancillary areas

- 5.6 The incorporation of other leisure related uses on this site should be mindful of the NPPF requirements.
- 5.7 Broadbridge Heath Quadrant is also considered suitable for hotel and restaurant uses, which will complement the existing offer in the town centre and not give rise to concerns over adverse impact.
- 5.8 The concept Masterplan suggests two areas of potential retail use, firstly as part of an extension to the existing retail park and secondly as part of the new mixed use building. The new mixed use building is shown on the concept Masterplan as being located in the southern part of the Quadrant site. The way this could be done is illustrated below. Access arrangements, including for servicing vehicles and parking, will be determined through detailed design work as part of the planning application process.
- 5.9 Bearing in mind the adjoining West of Horsham strategic allocation for 2,000 homes and other community uses, Broadbridge Heath Quadrant is considered suitable for a some well-designed, high density residential use, both market and affordable, to help integrate the site with the adjoining area. The number of homes to be accommodated in this location, as well as access arrangements will be determined through detailed design work as part of the planning application process. It may be possible to incorporate suitable residential accommodation above any areas redeveloped for retail units which would be a sustainable approach to meeting need and could enhance the surveillance of the site.
- 5.10 New residential uses are proposed on the southern and western part of the site as part of the overall mix and commercial viability of the project. Appropriately designed accommodation here will allow the other uses proposed on the site to be better integrated with the future residents who will be living within the adjoining strategic development. A more gradual distinction between residential and commercial uses is desirable.



Cross section of potential mixed use building

Principle 2 – Accessibility and Connectivity – Car Travel

Principle 2: Accessibility and Connectivity - Car Travel

It will remain important to maintain and enhance the accessibility of Broadbridge Heath Quadrant to the surrounding area, by car, to maximise the economic potential of the site.

- 5.11 The current access arrangement to the Broadbridge Heath Quadrant by car is via the A264. This road is part of the Strategic Road Network providing the link from Billingshurst and the south west of the District; and Guildford and the north west of the District, to Horsham town and the A24 corridor. As a result, this section of the A264 and the Farthings Hill Interchange carries large volumes of traffic at peak times.
- 5.12 However, as part of the West of Horsham strategic development, a new junction is to be provided on the A24 with a new east-west link road to the A264. This new road will form part of the new Strategic Road Network which includes the downgrading of the existing A264 Broadbridge Heath bypass. The existing road will remain in place to the east of the Tesco roundabout but the road to the west of the Tesco roundabout will be restricted to buses, cyclists and pedestrians in the vicinity of the new Neighbourhood Centre which is to be provided as part of the development. This forms part of the measures to integrate the existing village of Broadbridge Heath to the new development in the south. In light of these changes to the highway layout, the volume of traffic using this section of road and the Farthings Hill Interchange will be reduced significantly.
- 5.13 Although, access to the site will be predominantly from the east, it will be important to maintain and enhance accessibility of the Broadbridge Heath Quadrant by car to the surrounding area, in order to maximise the economic potential of the site. This is particularly important for the success of the existing and any proposed retail aspects of the site.
- 5.14 The concept Masterplan maintains the principal access for customers' cars from the A264 but could provide for a better circulation system within the site such that customers moving by car from one part of the Quadrant to another will not need to re-join the main road network. Internal pedestrian improvements should allow for customers to move between uses more safely and conveniently.
- 5.15 The concept Masterplan allows for the continued use of service vehicles to the existing food store via the existing service access off the A24.
- 5.16 Any proposed development will need to be supported by a Transport Assessment addressing private car and service vehicle usage as well as non-car modes and should also include a Travel Plan.

Principle 3 – Accessibility and Connectivity – Alternatives to Car Travel

Principle 3: Accessibility and Connectivity - Alternative to Car Travel

To maximise the site's accessibility by alternative means of travel to the car, development should seek to improve existing and create new pedestrian and cycle connections within the site, out to the surrounding area and into the town centre; but also support increasing accessibility by way of public transport.

- 5.17 The Quadrant is considered to be a key node for cycling in the local cycling network; however, the current location of the Broadbridge Heath Quadrant next to the significant road infrastructure of the Farthings Hill Interchange makes the area an unattractive environment for both pedestrians and cyclists. Current pedestrian and cycle routes exist; however some routes are not a viable choice for many, such as the underpass under the A264. Access from the Tesco site to the retail park is also difficult as there is no direct route through the site and it requires going back out along the A264. Other difficult pedestrian and cycle routes include those from Old Guildford Road and Guildford Road to the site, along the A264, as they require navigating the Farthings Hill Interchange, which presents a major barrier. Furthermore there is a lack of clear and safe routes between the site and the town centre.
- 5.18 With the introduction of the new junction, the link road, the downgrading of the existing bypass and the resulting reduction of traffic, there is the potential to:
- § improve the accessibility to and within the site for both pedestrians and cyclists;
 - § create improved north to south routes from Old Guildford Road and Guildford Road to the site and also once the A264 is limited to local traffic only to the west of the Tesco roundabout;
 - § improve access for cyclists and pedestrians between the existing Broadbridge Heath and the new development; and
 - § improve east to west routes along the existing A264, from Tanbridge House School to the site, through the site and out to the new development to the east, west and south of the Broadbridge Heath Quadrant and routes between the site and the town centre.
- 5.19 The area would benefit from the creation of a direct connection from the Tesco site to the retail park, through the Broadbridge Heath Quadrant and the improvement of the existing route along the A264 into the site from Farthings Hill Interchange.
- 5.20 Further work to accommodate and improve pedestrian access may be achieved through developing the Public Right of Way which crosses the site and will link to the new footbridge across the A24.
- 5.21 Equally, it is important that cycling trips are also accommodated and encouraged to the Quadrant site. To achieve this it would be useful to seek to incorporate cycling infrastructure into any junction improvements connected with the site, such as advanced stop lines or advisory on-street cycle lanes. In addition, way-finding for cyclists could be considered through the site connecting with the community hubs and routes across the A24.

- 5.22 Cycle parking will need to be provided throughout the development site. Signalisation of the Farthings Hill roundabout which will aid pedestrians and cyclists are currently being designed and are likely to follow completion of the new A24 junction at the end of 2015.
- 5.23 All development must demonstrate how pedestrian, cycle and public transport links to Horsham town centre will be enhanced and all routes must be designed in line with best practice.

Principle 4 – Integration with the Adjoining Community

Principle 4: Integration with Adjoining Community

Development needs to have regard to the adjacent strategic development West of Horsham, as well as the existing community, in terms of uses and connectivity to ensure integration with the adjoining communities.

- 5.24 The area surrounding the Broadbridge Heath Quadrant is seeing significant residential expansion through the implementation of the West of Horsham strategic development site in which approximately 2,000 residential dwellings and associated infrastructure are allocated. These dwellings are split relatively equally across two sites - one in Horsham to the east of the A24, south of Tanbridge House School, and one south of Broadbridge Heath to the west of the A24. The context of the area, therefore, is going to change significantly in the future and, due to the location of the Broadbridge Heath Quadrant, it is going to have an increasingly important relationship with this area, with regards to ensuring the integration of the new and existing communities as the development of this area progresses.
- 5.25 It is essential that when considering the future of the Broadbridge Heath Quadrant any proposals have regard to the adjacent strategic development, including the new Neighbourhood Centre which could include some local needs retail provision and other community uses, as it is likely to play an enhanced role in meeting the needs of the local community. The Neighbourhood Centre, together with the existing shopping services provided by the supermarket and the existing and future leisure provision proposed on this site, are likely to help meet the majority of the leisure and retail needs of the expanded community as well as those who live further afield.
- 5.26 It is essential that any proposals have regard to the existing community of Broadbridge Heath as achieving integration and creating a sense of community between the new and existing community in this area is a key principle of the West of Horsham Masterplan SPD. It is also important that proposals do not detract from the delivery and viability of the proposed village centre as part of the west of Horsham strategic development.
- 5.27 The Concept Masterplan Map illustrates where integration with the existing community of Broadbridge Heath and the new residential areas to the south and east could be achieved. The downgrading of the existing local traffic on the A264 as part of the west of Horsham development plays a key part in helping to achieve integration of the communities.

Principle 5 – Sustainable Design

Principle 5: Sustainable Design

Development should embrace the highest standards of sustainable design and construction in relation to local and national sustainability policy and guidance, including innovative sustainable design solutions, renewable or low carbon energy and green infrastructure.

- 5.28 The West Sussex Sustainable Energy Study 2009 identified Horsham town as a Heat Priority Area, and identified specific areas within the town with sufficient heat demand to contribute towards achieving planned reductions in carbon emissions in Horsham District by introducing decentralised energy.
- 5.29 Broadbridge Heath Quadrant has the potential as a suitable location for a District Heating Scheme:
- publically owned land in the area;
 - potential for complementary heat loads from the leisure and residential uses; and
 - scope to incorporate suitable infrastructure for a network.
- 5.30 The HDPF Policy 35 sets out how new development could incorporate district heating schemes and includes a hierarchy for considering decentralised energy in Heat Priority Areas or strategic locations. The Carbon Trust has been commissioned to carry out a feasibility study to consider whether a district heating network would be viable for this site. It starts with consideration for a site wide district heating network but will follow the hierarchy for incorporating decentralised energy as set out in Policy 35. The feasibility study will be considered as part of the business case for the redevelopment of the Quadrant area.
- 5.31 Whatever low carbon energy approach is taken for the redevelopment of this site it could help the District meet its target of reducing its carbon emissions by 26% up to 2020 as per the Council's Climate Change Strategy. It is therefore, important that the Council incorporates high standards of sustainable design and construction which includes maximising opportunities for cost effective renewable or low carbon energy schemes and Green Infrastructure.
- 5.32 The concept Masterplan creates opportunities to achieve high standards of sustainable design through the mix of uses and their close proximity. This gives the potential to incorporate innovative energy solutions. Consideration should also be given to the design of individual elements to maximise passive energy demand and individual building energy solutions.
- 5.33 The high standards of sustainable construction should include site waste disposal, which should be integral to the design and build criteria for any development, as well as Green Infrastructure.
- 5.34 Green infrastructure within the urban context includes features such as trees, parks and road verges. The conservation and enhancement of the existing green infrastructure, together with provision of new green infrastructure to include

connected green corridors, green space associated with the residential development area and use of green roofs and green walls where appropriate should be considered. The views of Southern Water and the lead Local Flood Authority will be sought in relation to surface water and other related matters. Development will need to incorporate the use of sustainable drainage systems designed to manage runoff as close to its source as possible, to mimic natural drainage patterns. Underground storage solutions will not be considered acceptable, unless it can be demonstrated there is no other feasible technical solution.

Principle 6 – Design Quality

Principle 6: Design Quality

Broadbridge Heath Quadrant should be enhanced as an attractive location and will benefit from the creation of a high quality environment with a positive public realm, strong, legible connections and high quality architectural and landscape design.

- 5.35 In addition to embracing the highest standards of sustainable design and construction, it is important to create an attractive, high quality environment through design and this should be encouraged in the Broadbridge Heath Quadrant. The Broadbridge Heath Quadrant will benefit from the creation of a positive public realm, which can be achieved by creating welcoming public spaces through efficient use of space but also by creating a clear relationship between built frontages and landscape design. These should be encouraged, therefore, through any development proposals.
- 5.36 In light of the changes occurring in this area due to the West of Horsham strategic development, any development proposals should seek to connect the public realm with the wider area. This could be achieved through the improvement of existing, and the creation of new, safe and legible connections, to improve accessibility to and within the area but also to improve the safety of the area. There may also be the opportunity, through any development proposals, to achieve innovative, high quality architecture in the Broadbridge Heath Quadrant, which will add positively to the environment and help achieve a sense of place for the existing and expanded community.

Principle 7 – Financial Viability and Deliverability

Principle 7: Financial Viability and Deliverability

Broadbridge Heath Quadrant will benefit from the delivery of a comprehensive scheme, which demonstrates financial viability and deliverability.

- 5.37 The Council, together with West Sussex County Council, is seeking to lead the delivery of a fully comprehensive integrated scheme for the Broadbridge Heath Quadrant. This will create improved connectivity and permeability between the separate land ownerships. To achieve this delivery it is important to devise and promote the co-ordination of site proposals and the Council are encouraging this through the preparation of this SPD and concept Masterplan. Individual property owners within the Quadrant will need to collaborate to assist in achieving this.

- 5.38 Progress with development projects is in many circumstances reliant upon achieving satisfactory land assembly. Should issues arise which hinder or prejudice such progress, the Council will consider the use of statutory powers to achieve appropriate land assembly in accordance with the relevant sections of the Town and Country Planning Act 1990 and subsequent legislation.
- 5.39 The Council will endeavour to facilitate and enable progress with development proposals through negotiation and agreement with relevant parties at the earliest opportunity and will consider compulsory purchase powers only where progress with the achievement of proper planning, in accordance with the development plan and this supplementary planning document, appears to be frustrated.

6 Phasing and Delivery

- 6.1 A key issue for the proposals is the ability to carry out the development in phases. There are a number of different land owners and existing uses on site, many of which will require relocation and other parts which will require continuity of trade/use.
- 6.2 A proposed phasing scheme is being developed to enable continuity of leisure provision while works are undertaken to build the new centre.
- 6.3 While the Council accepts that the site may need to come forward in phases, any applications for individual parts of the Quadrant will need to demonstrate how the application assists in bringing forward a comprehensive scheme.

7 Conclusion

- 7.1 The Broadbridge Heath Quadrant SPD has been produced to build on the policies of the Local Development Framework and the emerging Horsham District Planning Framework. The SPD brings forward suggested additional planning guidance to assist the redevelopment of the Broadbridge Heath Quadrant area and set out development opportunities in a Masterplan and provide a basis for the coordination of proposals with the provision of suitable infrastructure.
- 7.2 The SPD will assist in guiding the redevelopment of this area through principles and detailed considerations that will apply to relevant planning applications.

8 Appendix 1 – Horsham District Planning Framework Proposed Submission May 2014 extract

Policy 6

Strategic Policy: Broadbridge Heath Quadrant

Broadbridge Heath Quadrant is an Opportunity Area where redevelopment will reinforce its role as a successful out of town retail location but where a rationalisation of the composition and disposition of uses and better circulation of movement will encourage enhanced connections to the surrounding areas including proposed and adjacent residential development, improve accessibility, qualitative design, layout and environmental improvements, and support an appropriate mix of retail, leisure, residential, community and similar uses to better serve the needs of the local and wider community. Development will be acceptable provided that;

General

- a. Development on this site will provide an appropriate mix of uses, which could include additional retail use as well as leisure, residential, hotel and convenience eating places, which will better provide for local needs, complement the provisions for the new communities being formed in the West of Horsham strategic development and enhance and complement the primacy of the existing and future offer of Horsham town centre.
- b. Development will make better provision for local needs and accessibility by improving connectivity and achieving better integration with adjoining existing and new communities in the area having regard to the adjacent strategic development West of Horsham.²⁷
- c. Development should embrace the highest standards of sustainable design and construction in relation to local and national sustainability policies and guidance, making best use of significant existing environmental features and to include innovative sustainable design solutions utilizing best practise in renewable or low carbon energy and green infrastructure.
- d. Broadbridge Heath Quadrant should be enhanced as an attractive, enjoyable convenient and well laid out setting providing a high quality and sustainable environment with a positive public realm, strong, legible connections and high quality architectural and landscape design.

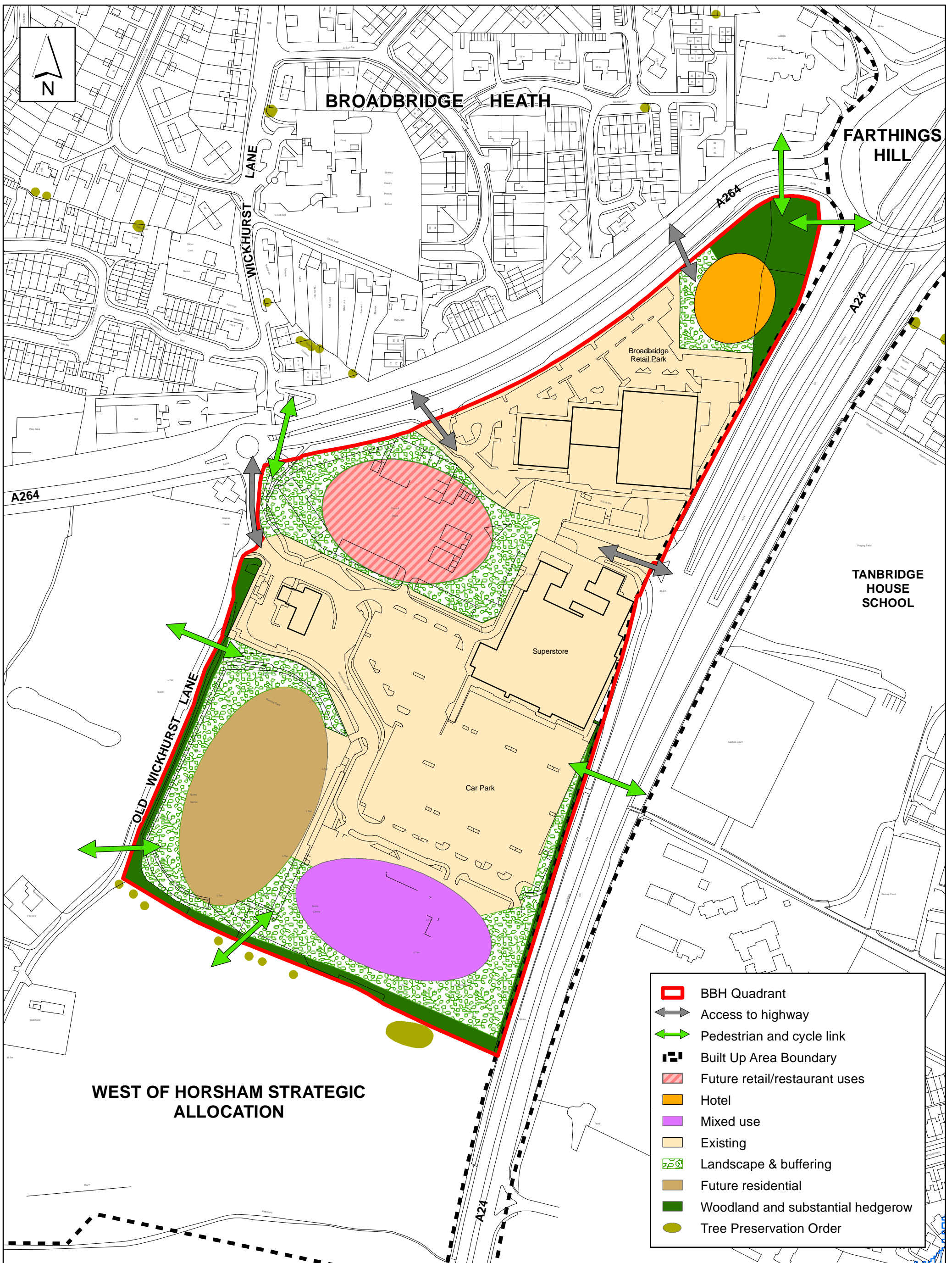
Retail Development

- e. Any proposed retail development shall ensure that it enhances and does not adversely affect the current and future vitality and viability of Horsham town centre and contributes towards achieving the wider objectives for the regeneration of this opportunity area.
- f. Expansion of the ground floorplate of the existing foodstore and other enhancements may be acceptable under e) provided that that convenience floorspace remains the predominant use (together with supporting comparison floorspace and retail distribution facilities).

- g. Redevelopment for larger retail units with extended floorplates selling lower value bulky goods, where appropriate provision cannot be made in or immediately adjacent to Horsham Town Centre, may be acceptable under e).

Accessibility, Connectivity and Circulation

- h. It will remain important to maintain and enhance the accessibility of Broadbridge Heath Quadrant from the surrounding area, by car, and to rationalise the circulation of car and delivery vehicles to maximise the economic potential and the efficiency of the site.
- j. To maximise the site's accessibility by a range of alternative means of travel to the car, development will improve existing and create new pedestrian and cycle connections within the site, and from the surrounding area; and support public transport including improvements to reinforce linkages locally and into the town centre.



Horsham District Council
 Park North, North Street, 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 (2014).
 Ordnance Survey Licence.100023865

Draft Broadbridge Heath Quadrant Concept Masterplan Map	
Reference No : BHQ1	Date : 25/04/14
Drawing No : Draft	Scale : 1:2500
Drawn :	Checked :
	Revisions : 15/09/14

Report to Council

22nd October 2014

By the Chief Executive

DECISION REQUIRED

Not exempt



Horsham
District
Council

serving our towns and villages

Review of Polling Districts, Polling Places and Polling Stations.

Executive Summary

Local authorities have a duty to review polling districts, polling places and polling stations in their area at least every four years. The last review took place in 2011 so we have conducted a review this autumn which has to be completed by 31 December 2014.

The consultation process is now complete and the recommendations are outlined in the attached schedule.

Recommendations

The Council is recommended:

- i) To approve the revised schedule of polling districts and polling places following the review this year.

Reasons for Recommendations

To ensure that the Council approves the proposed schedule of polling districts and places.

Background Papers Schedule of polling districts, places and stations.
Review Form

Consultation All Members
Parish/Neighbourhood Councils
County Councillors
Election Agents
Disability Forum
Review Form on website

Wards affected All

Contact Maxine Mears ext. 5280

Background Information

1 Introduction

The purpose of this report

- 1.1 To ask the Council to accept the schedule of polling districts and polling places including any proposed changes following the review which has taken place over the last 3 months.
- i) The attached schedule is a list of polling districts and the buildings in each area that provide the best accommodation that is available to use as polling stations at an election. The use of these buildings is under constant review.
- ii) Suggested changes from individuals, parishes, councillors and the Returning Officer have been incorporated into the schedule where practicable.

Background/Actions taken to date

- 1.2 The review of the polling districts, polling places and polling stations in the Horsham area began on the 22 July 2014 and closed on the 26 September 2014.
- 1.3 The Notice of Review was published on the HDC website and in the local paper on 22 July 2014. At the same time a feedback form was set up on the website together with the existing schedule of polling districts and places.
- 1.4 Consultation letters with a copy of the schedule were sent out to district and county councillors, parish and neighbourhood councils, party agents and the Access Forum.
- 1.5 The first consultation stage closed on the 22 August 2014 and the schedule was amended in line with comments received.
- 1.6 Publication of responses including the Returning Officer's report took place on the 1 September 2014.
- 1.7 The second consultation stage closed on 26 September 2014 and the final amendments were made to the schedule.

2 Statutory and Policy Background

Statutory background & Relevant Government policy

- 2.1 Electoral Registration and Administration Act 2013
Electoral Administration Act 2006
Representation of the People Act 1983
Parliamentary and Constituencies Act 1986

Relevant Council policy

- 2.2 The Council has a duty to review polling districts and places at least every 4 years.

3 ISSUES CONSIDERED IN THE REVIEW

- 3.1 There are relatively few changes to the existing schedule.
- 3.2 The Access Officer reviewed all the polling stations in 2012. Comments on access made by electors and officers have also been noted.
- 3.3 It is proposed to investigate the use of an alternative room within the Castle Hotel to allow voters more privacy when casting their vote. The toilets are accessed from the conservatory making it impossible to prevent people other than electors entering the polling station.
- 3.4 An alternative venue is being sought to replace the Scout Hut, Lower Station Road for electors in NFB that has better access and parking facilities.
- 3.5 The Polling District of Broadbridge Heath (NG) should be split due to the increase in numbers caused by the new housing development. The increase in electorate will cause the current polling station to be inadequate. Splitting the Polling District will enable a second venue to be found. Broadbridge Heath Leisure Centre has been identified as the venue and agreement has been reached to use a room in the current Leisure Centre and provision to be made for the new Leisure Centre to be available when built. (See map for details of split)
- 3.6 It is proposed the two new Polling Districts are created for the Kilnwood Vale development to allow for an additional polling station for that development at a future date. Kilnwood Vale will be partly in Colgate parish and partly in Rusper parish. (See map for details of split).
- 3.7 Polling Districts PKA and PKB should be combined as there is no longer a reason to keep them separate. This will assist polling staff who will only be dealing with one register.
- 3.8 Due to the Small Hall, Ifield West Community Centre no longer being available it is proposed that electors for the area go to Rusper Village Hall.
- 3.9 Consideration has been given to the possibility of closing the polling stations at Dial Post and Nutbourne purely on turnout figures, but following consultation these will remain open.
- 3.10 Discussions have taken place with Millais School, two offices have been built in the area previously used, and an alternative room will be made available which is accessed from the Depot Road entrance. Providing plenty of signs are in place electors should not be inconvenienced by this minor change.
- 3.11 Councillors have asked that electors in Ashurst are sent a communication reminding them of the option to apply for a postal vote, the alternative of using the new Ashurst Village Hall for relatively few electors is not financially viable.

4 Next Steps

- 4.1 The Council is asked to approve the Schedule of Polling Districts, Places and Stations 2014.

5 Outcome of Consultations

- 5.1 The actions suggested in the schedule will be put into effect.

6 Other Courses of Action Considered but Rejected

- 6.1 Making no changes to the existing schedule.

7 Staffing Consequences

- 7.1 Use of Senior Electoral Services Officer's time to detail the polling district splits required.

8 Financial Consequences

- 8.1 Possibly the purchase of some equipment e.g. a ramp to improve access if approved.

Appendix 1

Consequences of the Proposed Action

<p>What are the risks associated with the proposal?</p> <p>Risk Assessment attached No</p>	<p>A risk assessment including the use of polling places is updated for each election.</p>
<p>How will the proposal help to reduce Crime and Disorder?</p>	<p>Section 17 of the Crime and Disorder Act 1998 requires the Council to do all that it reasonably can to reduce crime and disorder. There are no crime and disorder implications as a result of this report.</p>
<p>How will the proposal help to promote Human Rights?</p>	<p>Accepting the proposed schedule will have no detrimental impact on human rights but it will allow for easier access to buildings for voting.</p>
<p>What is the impact of the proposal on Equality and Diversity?</p> <p>Equalities Impact Assessment attached No</p>	<p>In administering elections the Returning Officer has regard to the need to consider equality and diversity issues.</p>
<p>How will the proposal help to promote Sustainability?</p>	<p>Accepting the proposed schedule will have no detrimental impact on sustainability but will help towards the efficient use of buildings in the Horsham district as polling stations. If the use of a building is not practical voters are directed elsewhere.</p>

SCHEDULE OF POLLING PLACES AND STATIONS FOR EACH PARISH/NEIGHBOURHOOD					
To be used for the Review of Polling Stations 2014					
This version published on the 1 September 2014 to include the comments from the Returning Officer.					
The Access Officer has reviewed access to all the buildings listed.					
Please note: The Returning Officer regularly reviews the use of schools and if at all possible investigates alternative premises.					
Parish/Neighbourhood Council	Polling Districts	Electorate	Polling Places/Stations	Local Authority Comments - unless otherwise stated the existing buildings will continue to be used as polling places.	Returning Officer Comments - the Returning Officer agrees with the use of buildings subject to amendments listed below
Amberley	NA (Amberley)	386	Church Hall, Church Street, Amberley, Arundel BN18 9ND		
	NY (Houghton)	69	Church Hall, Church Street, Amberley, Arundel BN18 9ND		
Ashington	NB (Ashington)	1969	Ashington Community Centre, Foster Lane, Ashington, Pulborough RH20 3PG		
Ashurst	NC (Ashurst)	221	The Steyning Centre, Fletchers Croft, Steyning BN44 3XZ (2)		
Billingshurst	NFA (Billingshurst 1)	1693	Billingshurst Primary School, Station Road, Billingshurst RH14 9RE		
	NFB (Billingshurst 2)	1120	To be decided	New parking restrictions will affect voters ability to park near to the Scout Hut.	A new venue is being sought. Billingshurst Parish Council have given a few suggestions.
	NFC (Billingshurst 3)	3502	Billingshurst Village Hall, Roman Way, Billingshurst RH14 9SU		
Bramber	NE (Bramber)	655	Conservatory, Castle Hotel, The Street, Bramber BN44 3WE	The room is not ideal due to customers of the bar walking through to access the toilets and car park.	Consideration to be given to finding an alternative room within the Castle Hotel.
Broadbridge Heath	NGA (Broadbridge Heath 1)	2459 (part)	St Johns Church Hall, Church Road, Broadbridge Heath, Horsham RH12 3LD	Due to the new housing development an additional polling station is required.	The polling district should be split with electors in NGB voting at Broadbridge Heath Leisure Centre.
Broadbridge Heath	NGB (Broadbridge Heath 2)	2459 (part)	Broadbridge Heath Leisure Centre, Wickhurst Lane, Broadbridge Heath, Horsham RH12 3YS	Due to the new housing development an additional polling station is required.	The polling district should be split with electors in NGB voting at Broadbridge Heath Leisure Centre.
Coldwaltham	NI (Coldwaltham)	776	Sandham Memorial Hall, London Road, Coldwaltham, Pulborough RH20 1LG		

Parish/Neighbourhood Council	Polling Districts	Electorate	Polling Places/Stations	Local Authority Comments	Returning Officer Comments
Colgate	NJ (Colgate)	522	Colgate Memorial Hall, Forest Road, Colgate, Horsham RH12 4SY		
	NSA (Faygate 1)	304	Faygate Village Hall, Park Road, Faygate, Horsham RH12 4SG		New polling districts to be created for the Kilnwood Vale housing development which will straddle the existing NSA and NSB polling districts to allow for an additional polling station for that area at a future date.
	NSC (Faygate 3) an	?	Faygate Village Hall, Park Road, Faygate, Horsham RH12 4SG		
Cowfold	NL (Cowfold)	1479	Sports Pavilion, Bolney Road, Cowfold, Horsham RH13 8AA		
Denne	NN (Denne No.1)	2999	The Needles Children and Family Centre, Three Acre, Horsham RH12 1RS	Due to the new housing development at west Horsham consideration be given to finding an additional polling station.	The current polling station has more than one room if the numbers get too large for a single station.
	NO (Denne No.2)	1351	The Barn, Church Centre, Causeway, Horsham RH12 1HE		
	NXC (Holbrook No.3)	874	The Holbrook Club, North Heath Lane, Horsham RH12 5PJ		
	NP(Horsham Park No.4)	1162	Horsham Youth Centre, Hurst Road, Horsham RH12 2DN		
Forest	NRA (Forest No.1)	1688	Heron Way County Primary School, Heron Way, Horsham RH13 6DJ		
	NRB (Forest No.2)	1243	Horsham YMCA Football Club, Gorings Mead, Horsham RH13 5BP		
	PH (Horsham Park No.1)	1814	St Leonards Church Hall, Cambridge Road, Horsham RH13 5ED		
	PI (Horsham Park No.2)	1681	Baptist Church, 7 Brighton Road, Horsham RH13 5BD		
	PJ (Horsham Park No.3)	1343	Millais School, Depot Road Entrance, Horsham RH13 5HR		
	NVC (Roffey South No. 3)	785	Roffey Millenuim Hall, Crawley Road, Horsham RH12 4DT		

Parish/Neighbourhood Council	Polling Districts	Electorate	Polling Places/Stations	Local Authority Comments	Returning Officer Comments
Henfield	PPB (Small Dole Parish Ward)	171	Small Dole Village Hall, Henfield Road, Small Dole, Henfield BN5 9XE		
	NW (Henfield Parish Ward)	4039	Henfield Village Hall, High Street, Henfield BN5 9DB (2)		
Itchingfield	ND (Barns Green)	1137	Barns Green Village Hall, Muntham Drive, Barns Green, Horsham RH13 0PT		
Lower Beeding	NM (Crabtree)	902	Parish Room, Holy Trinity Church, Sandygate Lane, Lower Beeding, Horsham RH13 6LR	The Church are actively seeking to improve access to this room by the creation of ramps.	The location of this station is good and with improved access will better serve the electorate.
North Horsham	NXA (Holbrook No.1)	1972	Holbrook Tythe Barn, Holbrook Recreation Centre, Pondtail Road, Horsham RH12 5EZ		
	NXB (Holbrook No.2)	1494	The Holbrook Club, North Heath Lane, Horsham RH12 5PJ		
	NXD (Holbrook No.4)	2294	North Heath Hall, St Marks Lane, Horsham RH12 5PU		
	NXE (Holbrook No.5)	1894	St Marks Church Hall, North Heath Hall, Horsham RH12 5PJ		
	NT (Roffey North No.1)	2675	Northolmes County Primary School, Leithview Road, Horsham RH12 4EA (2)		
	NU (Roffey North No.2)	2229	Littlehaven County Infants School, Hawkesbourne Road, Horsham RH12 4EH		
	NVA (Roffey South No. 1)	2754	Leechpool Primary School, Leechpool Lane, Horsham RH13 6AG (2)		
	NVB (Roffey South No. 2)	1250	Roffey Millennium Hall, Crawley Road, Horsham RH12 4DT		
Nuthurst	PA (Mannings Heath)	1051	Mannings Heath Village Hall, Golding Lane, Mannings Heath, Horsham RH13 6JU		
	PD (Nuthurst)	480	St Andrews Church of England Primary School, Nuthurst Street, Nuthurst, Horsham RH13 6LH	Additional outside lighting is provided which has improved accessibility.	
Parham	PG (Rackham)	168	Church Hall, Church Street, Amberley, Arundel BN18 9ND		

Parish/Neighbourhood Council	Polling Districts	Electorate	Polling Places/Stations	Local Authority Comments	Returning Officer Comments
Pulborough	PB (North Heath))	450	Pulborough Social Centre, Swan View, Lower Street, Pulborough RH20 2BF		
	PF (Pulborough	3720	Pulborough Social Centre, Swan View, Lower Street, Pulborough RH20 2BF		
	PC (Nutbourne)	248	Restaurant, The Rising Sun, The Street, Nutbourne, Pulborough RH20 2HE	Access is via a gravel path and steps. The room is open to the bar area since the curtain has been removed and the cost of using the existing station is no longer financially viable.	Review the possibility of Nutbourne electors voting at Pulborough Social Centre which is 2 miles away. Following review the polling station to remain.
Rudgwick	PK (Rudgwick)	2114	Rudgwick Village Hall, Bucks Green, Rudgwick, Horsham RH12 3JJ		PKA and PKB polling districts can be combined as there are no differences at any level of government.
Rusper	NSB (Faygate 2)	128	Faygate Village Hall, Park Road, Faygate, Horsham RH12 4SG		New polling districts to be created for the Kilnwood Vale housing development which will straddle the existing NSA and NSB polling districts to allow for an additional polling station for that area at a future date.
	NSD (Faygate 4)	?	Faygate Village Hall, Park Road, Faygate, Horsham RH12 4SG		New polling districts to be created for the Kilnwood Vale housing development which will straddle the existing NSA and NSB polling districts to allow for an additional polling station for that area at a future date.
	NZ (Ifield)	469	Rusper Village Hall, Horsham Road, Rusper RH12 4PR	Ifield West Community Centre will no longer be available due to redefined use.	Electors to vote at Rusper Village Hall which is 3.5 miles away.
	PL (Rusper)	610	Rusper Village Hall, Horsham Road, Rusper RH12 4PR		
Shermanbury	PM (Shermanbury)	265	Partridge Green Village Hall, High Street, Partidge Green, Horsham RH13 8HX		
	QB (Wineham)	173	Sports Pavilion, Bolney Road, Cowfold, Horsham RH13 8AA		

Parish/Neighbourhood Council	Polling Districts	Electorate	Polling Places/Stations	Local Authority Comments	Returning Officer Comments
Shipley	NK (Coolham)	490	Coolham Village Hall, Billingshurst Road, Coolham, Horsham RH13 8QN		
	PN (Shipley)	486	Andrew Hall, Red Lane, Shipley RH13 8PH		
	PQE (Southwater No. 5)	40	Easteds Barn, Easteds Lane, Southwater, Horsham RH13 9DP		
Slinfold	PO (Slinfold)	1481	Slinfold Village Hall, The Street, Slinfold RH13 0RP		
Southwater	NH (Christ's Hospital)	747	Scout Hut, Christ's Hospital, Horsham RH13 0YP		
	PQA (Southwater No.1)	1982	Southwater Village Hall, Church Lane, Southwater, Horsham RH13 9BT		
	PQB (Southwater No.2)	1150	Beeson House, 26 Lintot Square, Fairbank Road, Southwater, Horsham RH13 9LA		
	PQC (Southwater No.3)	1576	Easteds Barn, Easteds Lane, Southwater, Horsham RH13 9DP		
	PQD (Southwater No.4)	2285	Southwater Leisure Centre, Pevensey Road, Southwater, Horsham RH13 9XZ		Notice to be positioned indicating where dogs should be tied up following an incident reported by an elector.
Steyning	PR (Steyning)	4656	The Steyning Centre, Fletchers Croft, Steyning BN44 3XZ (2)		
Storrington & Sullington	PS (Storrington Parish Ward)	3796	Storrington Guide Hall, Browns Lane, Storrington, Pulborough RH20 4LQ (2)		
	PT (Sullington Parish Ward)	1808	Sullington Parish Hall, Thakeham Road, Storrington, Pulborough RH20 3EP		
Thakeham	PU (Thakeham)	1442	Thakeham Village Hall, Linfield Sports Ground, Storrington Road, Thakeham, Pulborough RH20 3EJ		
Trafalgar	PV (Trafalgar No.1)	2611	Holy Trinity Church Hall, Rushams Road, Horsham RH12 2NT		
	PW (Trafalgar No.2)	2141	Greenway School, Greenway, Horsham RH12 2JS		
Upper Beeding	PPA (Small Dole Parish.Ward)	597	Small Dole Village Hall, Henfield Road, Small Dole, Henfield BN5 9XE		
	PX (Upper Beeding Parsh Ward)	2325	Beeding and Bramber Village Hall, High Street, Upper Beeding, Steyning BN44 3WN		
Warnham	PY (Warnham)	1624	Warnham Village Hall, Hollands Way, Warnham, Horsham RH12 3RH		

Parish/Neighbourhood Council	Polling Districts	Electorate	Polling Places/Stations	Local Authority Comments	Returning Officer Comments
Washington	PZA (Washington Parish Ward)	621	Memorial Hall, School Lane, Washington, Pulborough RH20 4AP		
	PZB (Heath Common Parish Ward)	823	Memorial Hall, School Lane, Washington, Pulborough RH20 4AP		
West Chiltington	QA (West Chiltington)	3034	West Chiltington Village Hall, Mill Road, West Chiltington, Pulborough RH20 2PZ		
West Grinstead	PE (Partridge Green Parish Ward)	2095	Partridge Green Village Hall, High Street, Partridge Green, Horsham RH13 8HX		
	NQ (Dial Post Parish Ward)	252	Dial Post Village Hall, Worthing Road, Dial Post, Horsham RH13 8NS	It is proposed that the electors of Dial Post should use Partirdge Green Village Hall as a polling station as the cost of using the existing station is no longer financially viable.	Consideration be given to using Partirdge Green Village Hall which is 4.5 miles away. Following review the polling station to remain.
Wiston	QC (Wiston)	162	Memorial Hall, School Lane, Washington, Pulborough RH20 4AP		
Woodmancote	QD (Woodmancote)	431	Woodmancote Parish Hall, Brighton Road, Woodmancote BN5 9SR		
		98978			

Polling District and Station Review 2014 - Responses received

Respondent	Comments	Returning Officer response to comments
Cllr Nigel Dennis (County Cllr Horsham Hurst Division)	I think the Polling Places/Stations in my area (covering Trafalgar and part of Horsham Park) are probably about the best that can be achieved. Please let me know if there are any alternative suggestions however. In particular, the shift from Trafalgar School to Holy Trinity Church Hall in recent times seems to have worked well.	Thank you.
Hazel Roxby (Parish Clerk, Steyning Parish Council)	Thank you for the information. Looking at the disabled access for the Steyning Centre there are now 4 disabled parking bays.	Access details updated.
Hazel Roxby (Parish Clerk, Ashurst Parish Council)	A couple of my Ashurst Councillors have commented that Ashurst is not named on the station review and are wondering if they could be reinstated back in Ashurst as the Village will be complete by the time of the next election. If this is not possible could Ashurst be added to Steyning there being Steyning and Ashurst at the Steyning Centre.	To add Ashurst to Steyning would be part of a parish review which was only recently undertaken, the next one will not be for a number of years. The Ashurst electorate is too small to viably consider using a separate polling station.
Cllr Claire Vickers (Cabinet Member for Living and Working Communities)	Grecian Club Christ's Hospital - I have had a number of complaints that the parking arrangements for this polling station is too far from the actual polling station. There is space nearer which could be used.	Disabled voters may ask the security guard to allow access to park closer.
Cllr England (District Councillor for Nuthurst ward)	The only comment I have is regarding the access to the Lower Beeding Church Hall access or lack of for wheel chairs, but I understand the church are proposing to do something about this, hopefully before the next election.	The location of this station is ideal and any proposal to improve access is welcome.
Beverley Bell (Parish	The Parish Council has considered the polling station	Consideration will be given to redefining the polling

Clerk, Billingshurst Parish Council)	consultation and would like to comment on the use of the Scout and Guide HQ in Billingshurst. There are problems now parking at the Scout and Guide HQ on Polling Day, and the Parish Council fears these will get worse when the on street parking scheme commences in the autumn.	district boundaries to enable voters to use the remaining 2 polling stations at the Billingshurst Centre and Billingshurst Primary School.
Cllr Adam Breacher (District councillor, Billingshurst & Shipley Ward)	Beverley makes a very good point. If a polling station is based at the scout hut, this could become very problematic! Can an alternative provision be put forward? The village hall at Adversane could possibly be used!?	Adversane is on the very edge of the polling district away from where the majority of the electors live.
Karen Dare (Parish Clerk, Ashington Parish Council)	The Parish Council confirm that Ashington Community Centre is perfectly suited as a Polling station with plenty of car parking (with disabled bays marked) and fully accessible. We see no reason to change this.	Thank you.
Peter J Bates (Chairman of Woodmancote and Blackstone Parish Hall Management Committee)	In response to your notice about the polling station review, we have looked at the details shown for Woodmancote and Blackstone Parish Hall and are concerned to note the misleading and exaggerated description 'No level access into venue (slight lip at door)'. The correctly described slight lip at the door is just that, a slight lip - the hall is used frequently by people in wheelchairs for whom there is no problem of access, and we should be grateful if your description could be amended to reflect the situation as it is, perhaps amended to 'There is a slight lip at the door, but clear access to the hall for wheelchair users'. There are no wheelchair accessible toilets, as stated correctly, and we note the comment that there needs to be an accessible bay marked out outside the main	Comments noted.

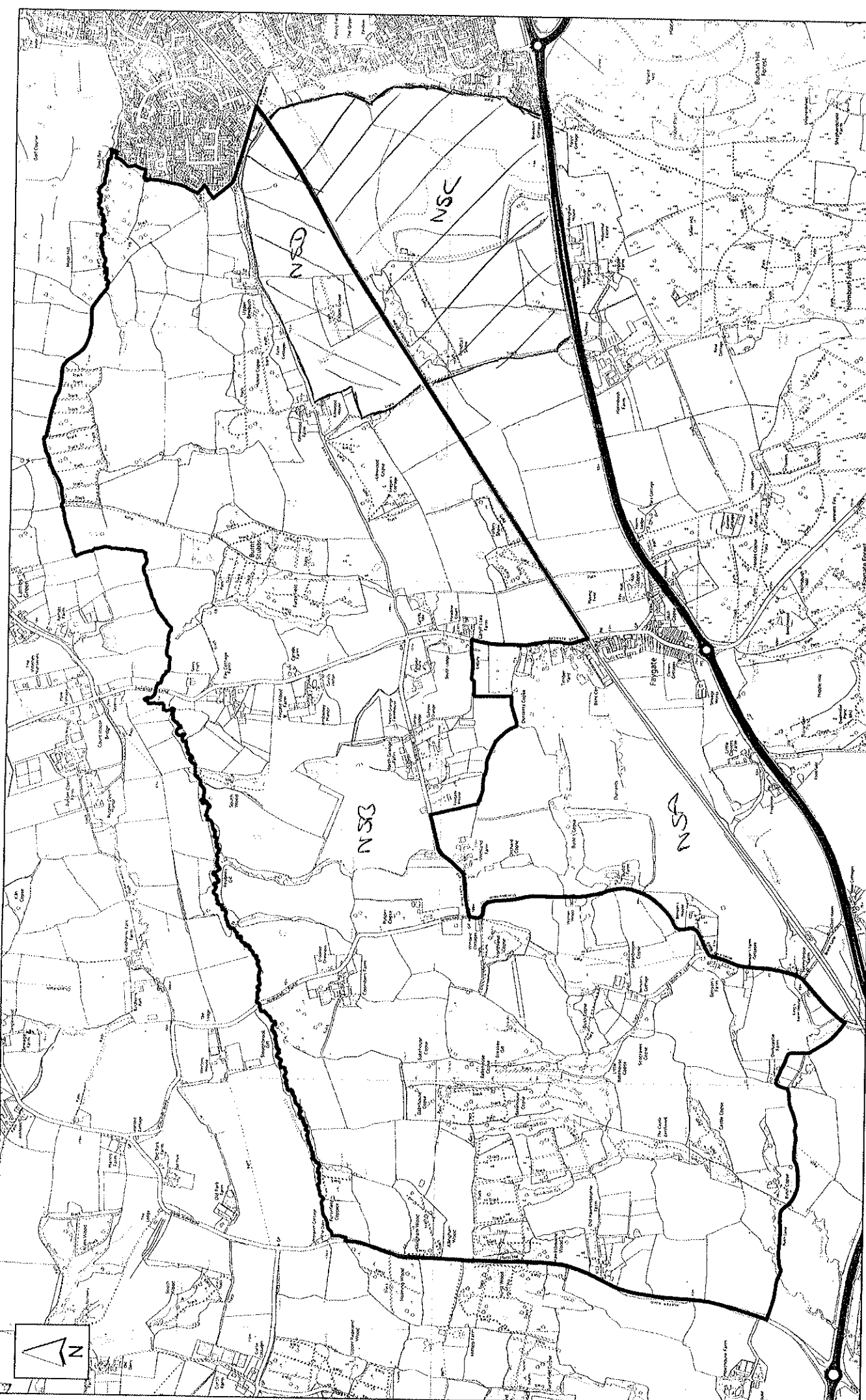
	<p>entrance to the front of the hall. That omission can easily be remedied on future polling days, but as there have never been more than 4 or 5 cars using the car park space at any one time on polling days, it has not yet presented a problem. The hall is directly on the main A281 road, with a public access bus stop right outside, and the parking space available is generally ample for the main uses made of the hall.</p> <p>The Hall Management Committee hope that you will be able to correct the false impression given by the current misleading description, and we look forward to future continued use of the Parish Hall as the local polling station whenever appropriate.</p>	
--	--	--

Second Stage Responses

Respondent	Comments	Returning Officer response to comments
Sue Rogers (Cllr for Steyning and Ashurst)	I would like to support the reinstatement of Ashurst Village Hall for residents of Ashurst to be able to complete their democratic function in their own parish. Not all the residents can easily get to Steyning. Alternatively I would like to see an individual mail drop to Ashurst explaining and reminding them of the option of postal votes.	Agreed to do a mail drop early in 2015 reminding electors of the option to apply for a postal vote.
Wendy Alman (Clerk to Shipley Parish Council)	Both Andrew Hall Shipley and Coolham Village Hall are more than adequate except for the lack of public transport.	
Victoria Spiers (Clerk to Amberley Parish Council)	As parking can be an issue at busy times (as local residents park outside the Church Hall) we will arrange for parking spaces to be 'coned off' on polling day, including one for disabled people.	
Peter Kanabus (Chair West Grinstead Parish Council)	<p>At a parish council meeting last night we discussed the proposal to close the polling station at Dial Post. Concern was raised about this proposal on a number of counts and I was asked to write to you concerning these.</p> <p>The first is that although a distance of 4.5 miles is mentioned in the Returning Officer comments for most people in the Dial Post ward the distance travelled is a minimum of 12 miles for the round trip, assuming that they have access to a vehicle.</p> <p>Secondly many of the older residents do not have access to their own vehicle. For those the trip is much longer as they would have to travel into Horsham and then down to Partridge Green. This round trip could quite easily take</p>	Retain polling station following comments received.

	<p>around 3 hours which we do not think is acceptable. There is also the point that as the buses do not go into Dial Post these elderly people would have to take the risk of walking across the A24 which is very fast at this point.</p> <p>We have already had the offer of providing the Village Hall at no cost made, and although we realise that the major cost would be for staff, this shows that the constituents value the facility of being able to cast their votes in Dial Post. It has been said many of the constituents may ask for a postal vote due to the difficulty in getting to Partridge Green. If this were to happen then much of any saving would be lost due to the extra costs of postal voting.</p> <p>An additional consideration should be the fact that all the political parties are concerned about low voter turn-out. If this proposal goes ahead how is it going to encourage more people to turn out and take part in our democratic process.</p>	
<p>Brian Donnelly (Cllr Pulborough & Coldwaltham Ward)</p>	<p>Cllr Paterson and myself would like the Nutbourne Polling Station to continue for the next General and DC Elections in 2015.</p> <p>Thereafter, it should be again reviewed.</p>	<p>Retain polling station following comments received.</p>
<p>Beverley Bell (Parish Clerk, Billingshurst Parish Council)</p>	<p>The Council has considered the Polling Station Review and would like to suggest two further alternative venues:</p> <ul style="list-style-type: none"> · St Gabriels Church Hall, East Street, Billingshurst 	<p>Contact being made with St Gabriels Church with a view to using this as a replacement polling station for electors in NFB.</p>

	<ul style="list-style-type: none"> Jubilee Fields Sports Pavilion which has plenty of parking and pedestrian via the footbridge over the bypass. 	
Millais School	<p>Further to your visit to view possible alternative spaces for the elections on Thursday 7 May, I regret that we cannot offer use of our sports hall, as it will be in use for examinations on that date.</p> <p>However, there may be a possibility to use a section of our Learning Resource centre with access from the car park and close to Depot road, or a section of our main school hall, which has access from Depot Road, dependent on how the building works progress. So long as we can ensure safe access to either of those rooms, then we are happy to proceed on that basis.</p>	Contact made with Millais School accepting the offer of an alternative room.

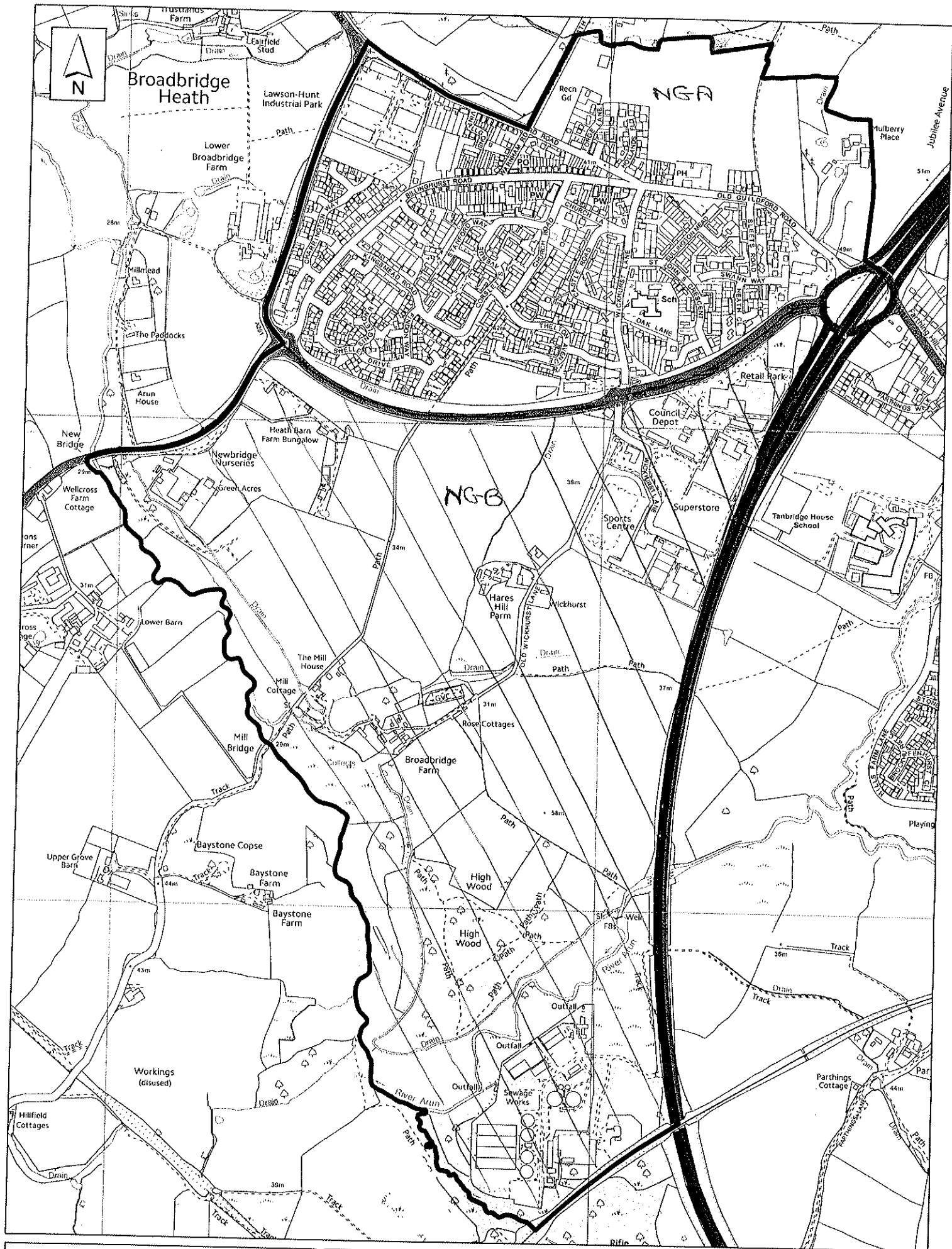


NSA
Voting District NSB

Horsham District Council
Park North, North Street, Horsham
West Sussex RH12 1RL.
Rod Brown : Head of Planning & Environmental Services

Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2013).
Ordnance Survey Licence 100023865

Reference No :	Date :
Drawing No :	Drawn :
	Checked :
	Scale : 1:14,000
	Revisions :



Horsham District Council

Park North, North Street, Horsham,
West Sussex. RH12 1RL
Rod Brown : Head of Planning & Environmental Services

Reproduced by permission of Ordnance Survey map on behalf
of HMSO. © Crown copyright and database rights (2013).
Ordnance Survey Licence, 100023065

Voting District NG

Reference No :	Date : 19/03/13	Scale : 1:7,000
Drawing No :	Checked :	Revisions :
Drawn :		

Report to Council

22nd October 2014

By the Cabinet Member for Arts Heritage and Leisure

DECISION REQUIRED

Not exempt



Horsham
District
Council

Funding for a new Children's Play Area at Southwater Country Park

Executive Summary

The purpose of this report is to seek to enhance the capital budget for Southwater Country Park in order to provide an exciting 'all age' flagship play area to serve visitors from the Horsham District and beyond.

Following consultation with Members, visitors, Southwater Parish Council and other stakeholders a strategic development plan for Southwater Country Park is in the process of being developed; the purpose of which is to reinforce the importance of the park as a local and district amenity, generating and meeting the needs of increasing visitor numbers and ultimately achieving cost neutrality.

The improvement to the play area is the first phase of this plan and as a consequence is more extensive than initially proposed. The proposal is now for a new and extended adventure play area to be known as 'Dinosaur Island.'

The cost of the proposed play area is estimated at £250,000 which exceeds the current budget of £71,000. Therefore a supplementary estimate is required of £179,000. Section 106 contributions assigned to Southwater Country Park of £101,000 have been secured and will be applied to this project, resulting in a net cost to the Council of a further £78,000.

Recommendations

The Council is recommended:

- i) To approve a capital supplementary estimate of £179,000 of which £101,000 will be met through Section 106 funding.

Reasons for Recommendations

- i) To improve the current poor condition of the existing play area and create an exciting 'Dinosaur Island' play attraction.

Background Papers

Consultation Visitors, Stakeholder groups, Parks & Countryside Advisory Group

Wards affected Southwater

Contact Anna Chapman x5201

Background Information

1 Introduction

- 1.1 The purpose of this report is to seek to enhance the capital budget for Southwater Country Park in order to provide an exciting all age flagship play area to serve visitors from the Horsham District and beyond. Subject to approval, works are at a stage where the project can commence within four weeks and be completed by March 2015.

Background/Actions taken to date

- 1.2 The Council's Community and Culture Service Plan 2014/15 and Green Space Strategy 2013/23 identify the improvement of Southwater Country Park as a priority for the Council.
- 1.3 Following the re-tendering of the catering contract at the Visitor Centre and the improvement of the beach, both of which have seen significant increases in use and income to the cafe income; the development of the play area into an exciting 'dinosaur island' adventure land was highlighted as the next most important priority.
- 1.4 The Parks and Countryside Service has been working with a landscape architect to create a scheme which will result in it being one of Horsham District's flagship parks. The scheme has been created to a budget which is based on the original capital request as well as developer contributions. Orders have already been placed for the hard landscaping and feature Volcano climbing play feature.
- 1.5 Southwater Parish Council raised the issue of car parking needs, especially given the anticipated rise in visitor numbers to the Park when the new play area is opened to the public. Partnership work has commenced with WSCC and the Parish Council to ease traffic flow and car parking around the Park by the introduction of on-road parking restrictions and improved car parking areas around the Country Park. A car parking Options Appraisal is currently underway to identify appropriate and cost effective parking solutions.

2 Statutory and Policy Background

Statutory background

- 2.1 None identified.

Relevant Government policy

- 2.2 i) Healthy weight, healthy lives
ii) National Play Strategy for England
iii) The Children's Plan: Building Brighter Futures

Relevant Council policy

- 2.3 i) District Plan Priorities
v) Community and Culture Service Plan 2014/15 (Develop strategy for reducing costs of and maximising income from Southwater Country Park)

Agenda Item 10 (c)

- vi) Green Space Strategy 2013-2023 (Maximise the income potential of our green space assets)
- vii) Play Strategy

3 Details

- 3.1 Discussions have been ongoing since 2011 regarding the future of Southwater Country Park. There is a very high demand for the Park's facilities from a rapidly growing visitor base and enormous potential for the site in terms of attracting additional visitors to the District. However, pressing issues have been identified in terms of its wearing infrastructure and the need for rationalisation of its facilities.
- 3.2 An outline vision is being developed for the Country Park in consultation with the Parks & Countryside Advisory Group which has identified needs and potentials. In terms of the financial operation of the Park, the objective is to move towards a cost neutral position; ensuring income generated at the Park covers its running costs.
- 3.3 On the recommendation of the Parks & Countryside Advisory Group, further investigation will be carried out to develop a strategic plan for the Country Park which will:
- Outline the overall vision for the Country Park;
 - Outline the potential for site improvement and enhancement;
 - Identify the logical steps and catalysts that would dictate the phasing of any improvements;
 - Identify an order of priorities for potential works;
 - identify possible and potentially significant expenditure in the future;
 - Identify and win support for the Country Park as a strategic priority for S106/CIL investment.
- 3.4 In essence the priority work areas have previously been identified as:
- i) Improvements to the café concession based in the Visitor Centre;
 - ii) Improvements to play area ('Dinosaur island');
 - iii) Pressure WSCC to introduce on-road parking restrictions to ease traffic issues around the Park;
 - iv) Develop a business plan to consider improvements to on-site parking and the generation of a new revenue stream through modest on-site car parking policies and charging;
 - v) Tender water sports concession and consider on-site improvements to support and develop the long-term development of this concession;
 - vi) Expand/improve café and Visitor Centre, including consideration of a rebuild;
 - vii) Develop a 'courtyard offer' adjacent to an improved café/visitor centre to include function facilities and possibly a limited retail offer;
 - viii) Develop a business case for a new building on site for uniformed groups.
- 3.5 Aim i) above has been successfully carried out, with the café concession tendered in a procurement exercise and a new catering operation brought in to renovate the café offering in late 2012. Feedback has been extremely positive for the new café, with a general effect of improving the Park as a visitor destination, and income to the Council from the café has increased fivefold.

Agenda Item 10 (c)

- 3.6 Aim ii) is now underway, with the Parks & Countryside Service now striving to deliver a refurbished play area on the site which will meet the demands of rapidly increasing visitor numbers.
- 3.7 Some play items within the original play area date back to the early 1990s and have had their maximum amount of use. Much of the equipment (with the exception of the new equipment installed on the play 'mound' in 2008) is now deteriorating or has had to be removed already and the area is suffering increasingly from major drainage problems which prohibit use for much of the Autumn, Winter and Spring.
- 3.8 Using the ready-made theme for the Country Park of 'Dinosaurs' (the main lake is well known as the original site of the discovery of the remains of a 125m year old Iguanodon dinosaur) an exciting scheme has been developed for the play area which uses the latest play design to maximise visitor enjoyment while ensuring access for all ages and importantly, all abilities.
- 3.9 This is a large play area, with substantial requirements for ground works, particularly drainage works. It is estimated that these works will cost £250,000.

4 Next Steps

- 4.1 Complete car parking Options Appraisal to identify appropriate and cost effective parking solutions.
- 4.2 Implement the project, to be completed by March 2015.

5 Outcome of Consultations

- 5.1 Extensive consultation has been carried out to develop the proposed scheme to redesign the play area. Consultation has been carried out with members of the Parks and Countryside Advisory Group and the Southwater Parish Clerk and Chairman, who are in support of the scheme.
- 5.2 Public consultation, including information in local press and Horsham District News, raised an issue over inclusive play and highlighted a number of disabled children who visit the Park on a regular basis. A strong focus of the new design has been for as much of the new play area to be fully accessible as possible, with the inclusion of specific recommended play items which are also fully accessible. This aspiration is in line with the aims of the Council's approved Play Strategy and Green Space Strategy.
- 5.3 Consultation has also been carried out directly with Southwater Infants School. Strong positive feedback was received for the scheme, with the need for an additional 'zip wire' play item expressed by pupils at the school. The school also expressed a desire to be involved in the scheme, for example designing and helping to establish a dinosaur trail to lead from the car parks to the new play area.
- 5.4 The Director of Corporate Resources' comments have been incorporated into this report.
- 5.5 The Monitoring Officer's comments have been incorporated into this report.

- 5.6 The Local Member(s) for Southwater have been consulted on these proposals and consider that the development of the new 'Dinosaur Island' play area will be a significant enhancement for local families and visitors throughout the District and beyond.

6 Other Courses of Action Considered but Rejected

- 6.1 Retaining the existing play area in its current form, but as it is near the end of its safe usable life it would have to be replaced or decommissioned.
- 6.2 The removal of the play area would have a significant adverse effect on visitors to the Park.
- 6.3 The option of excluding the 'zip wire' was considered, but consultation suggested that this is a requirement for the new play area.

7 Staffing Consequences

- 7.1 None identified.

8 Financial Consequences

- 8.1 The total cost of the project is £250000. Currently there is £71,000 in the capital programme for the refurbishment of Southwater Country Park. Therefore a supplementary estimate is required of £179,000 to meet the budget requirement of £250,000.
- 8.2 Section 106 funding of £101,000 has been secured through the Planning Obligations Panel, for funds specifically earmarked for Southwater Country Park. Therefore there is an additional funding of £74,000 required to fund the proposed scheme.
- 8.3 Current budget projections anticipate an under spend on the capital programme; therefore there will be no additional pressure on the capital budgets as a result of progressing this scheme.
- 8.4 The details costings of the scheme are as follows:

Type	Expenditure
Exterior path	£10,000
Dinosaur theming	£3,400
Beach	£23,352
Volcano	£22,500
Play and surfacing	£117,500
Hard landscaping	£35,150
Planting and grass	£9,850
Benches, bins and contingency	£10,000
Consultants costs	£4,500
Zip wire	£12,500
TOTAL	£248,752

Appendix 1

Consequences of the Proposed Action

<p>What are the risks associated with the proposal?</p> <p>Risk Assessment attached Yes/No</p>	<p>If additional unforeseen works are required to the site, this may impact on the agreed budget.</p>
<p>How will the proposal help to reduce Crime and Disorder?</p>	<p>The play area gives somewhere for children and young people to go and have fun and has been designed using robust equipment which is vandal resistant.</p>
<p>How will the proposal help to promote Human Rights?</p>	<p>The play area will be free to access for anyone.</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>The play area is designed to be accessible to all and includes play equipment designed for children with disabilities to use.</p>
<p>How will the proposal help to promote Sustainability?</p>	<p>The play area uses timber with FSC certification which shows that timber comes from responsibly managed forests which are managed for the long-term wellbeing of people and the planet.</p>