

TO ALL PARISH & NEIGHBOURHOOD COUNCIL CHAIRMEN & CLERKS

Dear Parishes and Neighbourhood Councils,

I just wanted to inform you that we are due to commence the Community Facilities Study as agreed by Cabinet earlier this year. We have now appointed consultants [Knight, Kavanagh and Page Ltd](#) (KKP) to undertake the review of Horsham Town and District wide community facilities. The last review was conducted in 2014 as part of the Horsham District Planning Framework 2015.

The outcome of the study will be used to update the evidence base to inform the development of policies in the 2019-2036 Local Plan which is being prepared at the moment. This is to ensure that there is a sufficient amount of community building venues to meet existing and future demand arising from any proposed new residential development.

The study will also provide a framework in the local plan to guide decisions on whether new facilities are required and what the priorities for investment in existing facilities should be across the district. As the District's population grows it will be essential to take a strategic view to ensure the right facilities are in the right locations to meet community needs.

This commission will also address the provision and use of community buildings and assets within Horsham Town with specific reference to the future or other use of the Drill Hall and its site following the [Council's Cabinet decision](#) earlier this year. I have attached a copy of the Project Brief for your information and the contact details for Tim Eady who will be the main person managing the survey for KKP 'on the ground' and visiting your venue(s).

The study will require the completion of survey data about the age, condition, use and size of facilities available for use or hire by your local communities and capture future aspirations. I have provided KKP with links to all your websites where some survey data can be logged initially. However, Tim will need to visit premises in person to undertake a building condition assessment as well as capturing other information.

I appreciate this will take time when there are other significant demands on all our time given the current restrictions. I would be grateful if you would offer KKP any assistance in completing the surveys. Colleagues from KKP will be in contact in due course. As a former Fire Officer for West Sussex County Council, who lives locally, Tim is very familiar with Horsham district. He will strictly observe all Covid restrictions and guidance when completing the surveys.

I have also attached the Halls List which has been updated for your information. If there are any public halls missing please let me know.

If you have any queries in the meantime please do not hesitate to contact me,

Regards Clive

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