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Council

Thursday, 20th July, 2023 at 6.30 pm, or at the end of the Cabinet meeting, whichever is later

Conference Room, Parkside, Chart Way, Horsham

To: All Members of the Council

You are summoned to the meeting to transact the following business

Jane Eaton
Chief Executive

Agenda

Page No.

GUIDANCE ON EXTRAORDINARY COUNCIL PROCEDURE

1. **Apologies for absence**

2. **Declarations of Members' Interests**

To receive any declarations of interest from Members

3. **Announcements**

To receive any announcements from the Chairman of the Council, the Leader, Members of the Cabinet or the Chief Executive

4. **Exclusion of the Press and Public**

The Council may exclude the press and public for Item 5 and to do so it must pass a resolution in the following terms:

RECOMMENDED that members of the Press and public be excluded from the meeting for the following item of business under Section 100A(4) of the Local Government Act 1972 on the grounds that: it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act; namely information relating to the financial or business affairs of any particular person (including the authority holding that information) and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

5. **Recommendations from Cabinet (Items Exempt From Publication)**

5 - 6

To receive and, if approved, adopt the recommendations from the meeting of Cabinet held on 20 July:

- (a) **Possible Purchase of Site A** (report of the Cabinet Member for Leisure, Culture & Green Spaces is available at [Agenda Item 13](#))

- (b) **Possible Property Purchase – Horsham** (report of the Cabinet Member for Local Economy & Place is available at [Agenda Item 14](#))

6. **Recommendations from Cabinet (Items Not Exempt from Publication)**

7 - 8

To receive and, if approved, adopt the recommendations from the meeting of Cabinet held on 20 July:

- (c) **Land Charges – Fees** (report of the Cabinet Member for Planning Infrastructure is available at: [Agenda Item 7](#))
- (d) **Housing Grants – Approval of Budget** (report of the Cabinet Member for Housing, Communities & Wellbeing is available at: [Agenda Item 10](#))
- (e) **Local Authority Housing Fund Round 2** (report of the Cabinet Member for Finance & Resources is available at: [Agenda Item 11](#))

GUIDANCE ON EXTRAORDINARY COUNCIL PROCEDURE

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

Addressing the Council	<p>Members must address the meeting through the Chairman. When the Chairman wishes to speak during a debate, any Member speaking at the time must stop. The Chairman will decide whether he or she prefers Members to stand or sit when addressing the Council.</p>
Quorum	<p>Quorum is one quarter of the whole number of Members. If there is not a quorum present, the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If a date is not fixed, the remaining business will be considered at the next ordinary meeting.</p>
Declarations of Interest	<p>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</p>
Announcements	<p>These should be brief and to the point and are for information only – no debate/decisions</p>
Rules of debate	<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.

	<ul style="list-style-type: none"> - A Member may alter 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).
Voting	<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"> - Two Members request a recorded vote - A recorded vote is required by law. <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>

EXTRAORDINARY COUNCIL
20 July 2023
CABINET RECOMMENDATIONS (Items Exempt from Publication)

Recommendations to Council Made at the Cabinet meeting held on 20 July

(a) Possible Purchase of Site A

Site A is a c34 acre site that has come to market. The site is privately owned, however it has been used as a public open space since 2018 and has become well used and appreciated by local residents and those who travel from further afield. The report highlights the benefits to the acquisition of the site, and acknowledges the increased ongoing revenue costs as a result. The report, and the confidential appendix set out the basis on which the purchase would be made.

Cabinet are to consider the report of the Cabinet Member for Leisure, Culture & Green Spaces immediately before this Extraordinary Council Meeting. The Cabinet are recommended to approve the acquisition of the site, subject to the approval of the allocation of funding by the Council. As such, Cabinet are recommended to:

RECOMMEND TO COUNCIL

Approve the allocation of funds for the acquisition of Site A subject to the Limit.

REASONS

- i) To ensure the successful acquisition of Site A.
- ii) There are community and environmental benefits to acquiring Site A, in particular ensuring that a site that has become a well-used public open space, continues to operate as such.

(b) Possible Property Purchase – Horsham

Property A is a building that the Council has the opportunity to purchase. The building has the potential for a variety of uses, such as light industrial use, community use, or as a potential medium to long term residential development. The report, and the confidential appendix set out the basis on which the purchase would be made.

Cabinet are to consider the report of the Cabinet Member for Local Economy & Place immediately before this Extraordinary Council Meeting. Cabinet are recommended to approve the acquisition of the site, subject to the approval of the allocation of funding by the Council. As such, Cabinet are recommended to:

RECOMMEND TO COUNCIL

That a capital budget of Figure 2 is allocated to the capital programme in 2023/24 for this purchase.

REASON

To allow a purchase of the property to proceed.

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**EXTRAORDINARY COUNCIL
20 July 2023
CABINET RECOMMENDATIONS**

Recommendations to Council Made at the Cabinet meeting held on 20 July

(c) Land Charges – Fees

This report seeks approval of an increase in fees for Local Land Charge searches. Searches involve a request for information from West Sussex County Council, which has recently increased the fee that they charge Horsham District Council for this service by £5 plus VAT per request. The proposal would cover this increased cost by increasing the fee charged by the Council by £5.

Cabinet are to consider the report of the Cabinet Member for Planning & Infrastructure immediately before this Extraordinary Council Meeting. Cabinet are recommended to:

RECOMMEND TO COUNCIL

To approve the increase in the Land Charge fee for the additional optional questions from £21 (+ VAT) to £26 (+ VAT)

REASONS

To ensure that the Land Charge search fee charged by Horsham District Council fully covers the costs of undertaking the searches

(d) Housing Grants – Approval of Budget

The Housing Team is required to increase the housing budget so that two grants that have been allocated by Department for Levelling Up, Housing and Communities (DLUHC) can be received. The two grants, Homeless Prevention Grant top up and Home Office Asylum Dispersal Grant have restrictions and receipt of them was not known when the annual budget for 2023-2024 was set. Notification of the grants was received in June 2023. The two grants are in the sum of £271,911 and £72,000 respectively.

The housing team is currently investigating options for using the grants both independently and in partnership with colleagues in other District and Borough Councils and West Sussex County Council.

Cabinet are to consider the report of the Cabinet Member for Housing, Communities & Wellbeing immediately before this Extraordinary Council Meeting. Cabinet are recommended to:

RECOMMEND TO COUNCIL

- (i) Approve the receipt and expenditure of two grants in the sum of (i) £271,911 for Homeless Prevention Grant top up, and (ii) £72,000 for Home Office Asylum Dispersal Grant
- (ii) To approve an increase in the housing team's 2023/24 revenue income and expenditure budgets of £343,911 to cater for the receipt of the two subject grants

REASONS

- (i) Increasing the revenue income and expenditure budgets in the Housing Service will allow the Council to receive and spend the grants offered by DLUHC
- (ii) Full Council must approve an increase to the housing team's budget
- (iii) To provide appropriate housing options for the cohorts specified in the grant conditions

(e) Local Authority Housing Fund Round 2

In June 2023, Government announced a £250m second round of the Local Authority Housing Fund to run over 2023/24, with the majority of funding used to house those on Afghan resettlement schemes currently in bridging accommodation, with the rest used to ease wider homelessness pressures.

The Council is proposing to accept the allocation of £0.76m funding from Government and add £1.02m of its own funding to provide three large resettlement homes and one temporary accommodation ("TA") home by the 31 March 2024 deadline.

The Council can return unspent funding to the Government should it wish or be unable to deliver all the housing from the allocation.

Cabinet are to consider the report of the Cabinet Member for Finance & Resources immediately before this Extraordinary Council Meeting. The Cabinet are recommended to approve the acquisition by Horsham District Council of up to 4 properties using the funds earmarked for this initiative, subject to Council approval of the below.

As such, Cabinet are also recommended to:

RECOMMEND TO COUNCIL

- (i) To proceed with the application for, and receipt of, the grant allocation for the Council to provide or facilitate the provision of 3 large resettlement homes and 1 temporary accommodation home.
- (ii) To approve capital spend of £1.78m in the 2023/24 capital programme.

REASONS

- (i) To apply for, receive and use the grant to help purchase / provide more affordable homes for the district.
- (ii) Full Council must approve the capital budget.
- (iii) Subject to Council approval, to avoid the requirement to seek Cabinet's approval for the purchase by Horsham District Council of each individual property that would otherwise be required to give effect to this initiative.