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# Council

Wednesday, 26th April, 2017 at 6.00 pm  
Park Suite, Chart Way, Horsham

To: All Members of the Council

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

You are summoned to the meeting to transact the following business

Tom Crowley  
Chief Executive

## Agenda

	Page No.
1. <b>Apologies for absence</b>	
2. <b>Minutes</b>	5 - 22
To approve as correct the minutes of the meeting of the Council held on 15 <sup>th</sup> February 2017 and the Extraordinary Council meeting held on 30 <sup>th</sup> March 2017	
3. <b>Declarations of Members' Interests</b>	
To receive any declarations of interest from Members	
4. <b>Announcements</b>	
To receive any announcements from the Chairman of the Council, the Leader, Members of the Cabinet or the Chief Executive	
5. <b>Questions from the Public</b>	
To receive questions from the public under Rules 4a.2(f) and 4a.8-18	
6. <b>Members' Questions on Notice</b>	
To receive questions from Members under Rules 4a.20(b)-25	
7. <b>Recommendations from Cabinet</b>	23 - 24
To receive recommendations from the Cabinet meeting of 30th March 2017 on the adoption of the Community Infrastructure Levy Charging Schedule (agenda online at: <a href="#">Cabinet agenda</a> )	
8. <b>Thakeham Neighbourhood Plan</b>	25 - 32

To receive the report of the Cabinet Member for Planning and Development

9. **Amendment to Scheme of Members' Allowances**

33 - 38

To receive the report of the Monitoring Officer

10. **To receive reports from representatives on outside bodies**

11. **Urgent Business**

To consider matters certified by the Chairman as urgent

## GUIDANCE ON COUNCIL PROCEDURE

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

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

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

**Council**  
**15 FEBRUARY 2017**

Present: Councillors: Christian Mitchell (Chairman), Roger Clarke (Vice-Chairman), John Bailey, Andrew Baldwin, Toni Bradnum, Alan Britten, Karen Burgess, Peter Burgess, John Chidlow, Jonathan Chowen, Philip Circus, Paul Clarke, Roy Cornell, Leonard Crosbie, Ray Dawe, Brian Donnelly, Matthew French, Billy Greening, David Jenkins, Nigel Jupp, Liz Kitchen, Adrian Lee, Gordon Lindsay, Mike Morgan, Godfrey Newman, Brian O'Connell, Stuart Ritchie, Jim Sanson, David Skipp, Simon Torn, Claire Vickers, Michael Willett and Tricia Youtan

Apologies: Councillors: John Blackall, David Coldwell, Christine Costin, Jonathan Dancer, Tony Hogben, Tim Lloyd, Paul Marshall, Josh Murphy, Connor Relleen, Kate Rowbottom and Ben Staines

CO/60 **MINUTES**

The minutes of the meeting of the Council held on 7<sup>th</sup> December 2016 were approved as a correct record and signed by the Chairman.

CO/61 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

CO/62 **ANNOUNCEMENTS**

The Chairman:

- Referred to the recent deaths of Pat Rutherford, a former Member of the Council from 1988 to 2011, and Martin Rowbottom, husband of Councillor Kate Rowbottom. Tributes were paid to Pat Rutherford by current Members.
- Advised that the Horsham District Council Chairman's Charitable Trust had recently granted a total of £700, shared between a number of families who had been nominated to receive support over the Christmas Period. The Trust has also given £1,000 to the Horsham Salvation Army for their work with the elderly over Christmas.

The Cabinet Member for Waste, Recycling and Cleansing advised Members that the Hop Oast Depot redevelopment project was progressing well and gave an update on improvements to the contamination rates of the recycling collected by the Council.

CO/63 **QUESTIONS FROM THE PUBLIC**

No questions had been received.

CO/64 **MEMBERS' QUESTIONS ON NOTICE**

No questions had been received.

CO/65 **MINUTES OF COMMITTEES**

The minutes of the Audit Committee meeting held on 4<sup>th</sup> January 2017 were received.

Councillor Godfrey Newman, the Chairman of the Committee, moved the recommendations contained in Minute No. AAG/34 – Treasury Management Strategy 2017/18.

**RESOLVED**

- (i) That the Treasury Management Strategy for 2017/18 be approved.
- (ii) That the Treasury Management Indicators for 2017/18 be approved.

**REASONS**

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

CO/66 **BUDGET FOR 2017/18 AND COUNCIL TAX**

**(a) Budget for 2017/18 and Medium Term Financial Strategy**

Further to the detailed consideration of the Budget for 2017/18 by the Cabinet, Councillor Brian Donnelly, the Cabinet Member for Finance and Assets introduced this item; presented the recommendations of the Cabinet in respect of the 2017/18 budget and Medium Term Financial Strategy; and moved that they be approved. Councillor Stuart Ritchie seconded the proposal.

Councillor Donnelly reminded Members that all councils were under financial pressure due to the withdrawal of Government funding and additional responsibilities.

This Council was therefore aiming to deliver approximately £1,400,000 efficiency savings by 2020; looking at innovative approaches to generate new income; and diversifying its cash management to improve the return on investments. In addition, the Council was undertaking some major capital developments such as the new depot at Hop Oast and the new leisure centre at Broadbridge Heath and was taking action to protect and grow a number of its valued non-statutory services.

As a result, the proposals before Council would deliver a balanced budget for 2017/18 with a modest surplus and a clear plan for the delivery of balanced budgets to 2019/20. In addition, the proposed increase in council tax of 2.5% was in line with the local Conservative Group's pledge at the last elections that any rise would be no more than RPI.

Councillor Donnelly thanked the Director of Corporate Resources and her team for their hard work in helping the Council to achieve this position.

Councillor David Skipp, Leader of the Liberal Democrat Group also expressed his appreciation of the work undertaken by officers to produce a balanced budget for the next year and indicated his support for the proposals before Council.

Having been moved and seconded, the substantive motion was put.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the voting in respect of the motion was recorded and was as follows:

FOR THE MOTION: Councillors: John Bailey, Andrew Baldwin, Toni Bradnum, Alan Britten, Karen Burgess, Peter Burgess, John Chidlow, Jonathan Chowen, Philip Circus, Paul Clarke, Roger Clarke, Roy Cornell, Leonard Crosbie, Ray Dawe, Brian Donnelly, Matthew French, Billy Greening, David Jenkins, Nigel Jupp, Liz Kitchen, Adrian Lee, Gordon Lindsay, Christian Mitchell, Mike Morgan, Godfrey Newman, Brian O'Connell, Stuart Ritchie, Jim Sanson, David Skipp, Claire Vickers, Michael Willett, Tricia Youtan

ABSENT: Councillors: John Blackall, David Coldwell, Christine Costin, Jonathan Dancer, Tony Hogben, Tim Lloyd, Paul Marshall, Josh Murphy, Connor Relleen, Kate Rowbottom, Ben Staines, Simon Torn

The motion was declared **CARRIED** and it was:

**RESOLVED**

- (i) That the level of Council Tax for 2017/18 be increased from £137.17 by 2.5% to £140.60 at Band D.

- (ii) That the net revenue budget for 2017/18 of £11,860,000 be approved, as submitted.
- (iii) That Special Expenses of £280,319 and a Band D charge of £24.40 be agreed in respect of the unparished area for 2017/18.
- (iv) That the capital programme for 2017/18 be approved as submitted and that the indicative capital budgets in the programme for future years be noted.
- (v) That the projected future deficit on the revenue account in 2020/21 be noted and the Medium Term Financial Strategy continues to be reviewed and refined to ensure that decisions are taken to develop a balanced budget in 2020/21.
- (vi) That the Minimum Revenue Provision (MRP) Statement be approved, as submitted.
- (vii) That the prudential indicators and limits for 2016/17 to 2019/20 be approved, as submitted.
- (viii) That the statement on the robustness of the level reserves be noted.

#### REASON

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

#### **(b) Council Tax 2017/18**

It was moved and seconded that the Council Tax resolution for 2017/18 be approved.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the voting in respect of the motion was recorded and was as follows:

FOR THE MOTION: Councillors: John Bailey, Andrew Baldwin, Toni Bradnum, Alan Britten, Karen Burgess, Peter Burgess, John Chidlow, Jonathan Chowen, Philip Circus, Paul Clarke, Roger Clarke, Roy Cornell, Leonard Crosbie, Ray Dawe, Brian Donnelly, Matthew French, Billy Greening, David Jenkins, Nigel Jupp, Liz Kitchen, Adrian Lee, Gordon Lindsay, Christian Mitchell, Mike Morgan, Godfrey Newman, Brian O'Connell, Stuart Ritchie, Jim Sanson, David Skipp, Claire Vickers, Michael Willett, Tricia Youtan

ABSENT: Councillors: John Blackall, David Coldwell, Christine Costin, Jonathan Dancer, Tony Hogben, Tim Lloyd, Paul Marshall, Josh Murphy, Connor Relleen, Kate Rowbottom, Ben Staines, Simon Torn



The motion was declared **CARRIED** and it was:

**RESOLVED**

1. The Council Tax Base 2017/18 be noted:
  - a. for the whole Council area as 59,630.1 (Item T in the formula in section 31B of the Local Government Finance Act 1992, as amended (the “Act”); and
  - b. for dwellings in those parts of its area to which a Parish Precept or Special Expenses relates as shown below:

<b>Parish</b>	<b>2017/18 tax base</b>
Amberley	317.9
Ashington	1,118.3
Ashurst	147.2
Billingshurst	3,815.7
Bramber	413.9
Broadbridge Heath	2,002.8
Coldwaltham	462.3
Colgate	989.9
Cowfold	808.1
Henfield	2,471.7
Itchingfield	743.0
Lower Beeding	535.1
North Horsham	8,580.9
Nuthurst	1,025.3
Parham	121.8
Pulborough	2,483.4
Rudgwick	1,340.6
Rusper	779.1
Shermanbury	287.6
Shipley	648.6
Slinfold	868.7
Southwater	4,270.4
Steyning	2,562.1
Storrington & Sullington	3,200.8
Thakeham	882.8
Upper Beeding	1,418.0
Warnham	969.3
Washington	1,059.7
West Chiltington	2,188.8
West Grinstead	1,309.0
Wiston	96.9
Woodmancote	272.9
Horsham Town	11,437.6
<b>Total</b>	<b>59,630.1</b>

2. That the Council Tax requirement for the Council's own purposes for 2017/18 (excluding Special Expenses and Parish precepts) is £140.60.
3. That the following amounts be calculated for the year 2017/18 in accordance with Sections 31 to 36 of the Act:
  - (a) £89,196,954 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
  - (b) £77,641,945 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (c) £11,555,009 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
  - (d) £193.78 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
  - (e) £3,171,300 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act
  - (f) £140.60 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates

(g)				
Parish	Council Tax at Band D			
	Precept Amount £	Parish Precept / Special charge for Unparished Area £	Basic Amount of District Council Tax £	Total £
Amberley	18,827.00	59.22	140.60	199.82
Ashington	97,260.00	86.97	140.60	227.57
Ashurst	11,078.00	75.27	140.60	215.87
Billingshurst	258,408.00	67.72	140.60	208.32
Bramber	21,475.00	51.89	140.60	192.49
Broadbridge Heath	98,318.00	49.09	140.60	189.69
Coldwaltham	15,247.00	32.98	140.60	173.58
Colgate	15,424.00	15.58	140.60	156.18
Cowfold	60,153.00	74.44	140.60	215.04
Henfield	193,142.00	78.14	140.60	218.74
Itchingfield	59,895.00	80.61	140.60	221.21
Lower Beeding	32,591.00	60.91	140.60	201.51
North Horsham	293,552.00	34.21	140.60	174.81
Nuthurst	36,449.00	35.55	140.60	176.15
Parham	3,860.00	31.69	140.60	172.29
Pulborough	188,882.00	76.06	140.60	216.66
Rudgwick	66,759.00	49.80	140.60	190.40
Rusper	25,652.00	32.92	140.60	173.52
Shermanbury	19,635.00	68.28	140.60	208.88
Shipley	27,811.06	42.88	140.60	183.48
Slinfold	51,880.00	59.72	140.60	200.32
Southwater	398,407.00	93.29	140.60	233.89
Steyning	244,523.28	95.44	140.60	236.04
Storrington & Sullington	165,577.00	51.73	140.60	192.33
Thakeham	45,217.00	51.22	140.60	191.82
Upper Beeding	135,000.00	95.21	140.60	235.81
Warnham	60,961.00	62.89	140.60	203.49
Washington	39,528.00	37.30	140.60	177.90
West Chiltington	128,212.00	58.58	140.60	199.18
West Grinstead	65,845.00	50.30	140.60	190.90
Wiston	3,950.00	40.78	140.60	181.38
Woodmancote	8,100.00	29.68	140.60	170.28
Horsham Town - Special charge	279,089.00	24.40	140.60	165.00

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

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

<b>Band Authority</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
West Sussex County Council	837.06	976.57	1,116.08	1,255.59	1,534.61	1,813.63	2,092.65	2,511.18

<b>Band Authority</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Sussex Police and Crime Commissioner	102.61	119.71	136.81	153.91	188.11	222.31	256.52	307.82

The Horsham District Figures are shown below:

<b>Band Authority</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Horsham District Council	93.73	109.36	124.98	140.60	171.84	203.09	234.33	281.20

5. That, having calculated the aggregate in each case of the amounts at 3 and 4 above the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2017/18 for each part of its area and for each of the categories of dwellings:

<b>BAND</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Amberley	1,072.88	1,251.70	1,430.51	1,609.32	1,966.94	2,324.57	2,682.20	3,218.64
Ashington	1,091.38	1,273.29	1,455.18	1,637.07	2,000.86	2,364.66	2,728.46	3,274.15
Ashurst	1,083.58	1,264.18	1,444.78	1,625.37	1,986.56	2,347.75	2,708.95	3,250.74
Billingshurst	1,078.55	1,258.31	1,438.07	1,617.82	1,977.33	2,336.85	2,696.37	3,235.65
Bramber	1,067.99	1,246.00	1,423.99	1,601.99	1,957.98	2,313.98	2,669.98	3,203.98
Broadbridge Heath	1,066.13	1,243.82	1,421.51	1,599.19	1,954.56	2,309.94	2,665.32	3,198.38
Coldwaltham	1,055.39	1,231.29	1,407.19	1,583.08	1,934.87	2,286.67	2,638.47	3,166.16
Colgate	1,043.79	1,217.76	1,391.72	1,565.68	1,913.60	2,261.54	2,609.47	3,131.36
Cowfold	1,083.03	1,263.54	1,444.04	1,624.54	1,985.54	2,346.56	2,707.57	3,249.08
Henfield	1,085.49	1,266.42	1,447.33	1,628.24	1,990.07	2,351.90	2,713.74	3,256.48
Itchingfield	1,087.14	1,268.34	1,449.52	1,630.71	1,993.08	2,355.47	2,717.85	3,261.42
Lower Beeding	1,074.01	1,253.01	1,432.01	1,611.01	1,969.01	2,327.01	2,685.02	3,222.02
North Horsham	1,056.21	1,232.25	1,408.28	1,584.31	1,936.37	2,288.44	2,640.52	3,168.62
Nuthurst	1,057.10	1,233.29	1,409.47	1,585.65	1,938.01	2,290.38	2,642.75	3,171.30
Parham	1,054.53	1,230.29	1,406.04	1,581.79	1,933.30	2,284.81	2,636.32	3,163.59
Pulborough	1,084.10	1,264.80	1,445.48	1,626.16	1,987.52	2,348.89	2,710.26	3,252.31
Rudgwick	1,066.60	1,244.37	1,422.14	1,599.90	1,955.42	2,310.96	2,666.50	3,199.80
Rusper	1,055.35	1,231.25	1,407.14	1,583.02	1,934.80	2,286.59	2,638.37	3,166.05
Shermanbury	1,078.92	1,258.75	1,438.56	1,618.38	1,978.01	2,337.66	2,697.30	3,236.76
Shipley	1,061.98	1,238.99	1,415.98	1,592.98	1,946.96	2,300.96	2,654.96	3,185.95
Slinfold	1,073.21	1,252.09	1,430.96	1,609.82	1,967.55	2,325.29	2,683.04	3,219.64
Southwater	1,095.60	1,278.20	1,460.80	1,643.39	2,008.59	2,373.79	2,738.99	3,286.79
Steyning	1,097.02	1,279.87	1,462.70	1,645.54	2,011.21	2,376.88	2,742.56	3,291.07
Storrington & Sullington	1,067.89	1,245.87	1,423.85	1,601.83	1,957.79	2,313.75	2,669.72	3,203.66
Thakeham	1,067.55	1,245.48	1,423.40	1,601.32	1,957.16	2,313.01	2,668.87	3,202.64
Upper Beeding	1,096.87	1,279.69	1,462.50	1,645.31	2,010.92	2,376.55	2,742.18	3,290.61
Warnham	1,075.33	1,254.55	1,433.77	1,612.99	1,971.42	2,329.87	2,688.31	3,225.98
Washington	1,058.27	1,234.65	1,411.03	1,587.40	1,940.15	2,292.91	2,645.67	3,174.80
West Chiltington	1,072.45	1,251.20	1,429.94	1,608.68	1,966.15	2,323.64	2,681.13	3,217.35
West Grinstead	1,066.93	1,244.76	1,422.58	1,600.40	1,956.04	2,311.69	2,667.34	3,200.80
Wiston	1,060.59	1,237.36	1,414.12	1,590.88	1,944.41	2,297.94	2,651.47	3,181.77
Woodmancote	1,053.19	1,228.73	1,404.25	1,579.78	1,930.84	2,281.91	2,632.97	3,159.57
Horsham Town - Special charge	1,049.67	1,224.62	1,399.56	1,574.50	1,924.38	2,274.27	2,624.17	3,149.00

6. To note that the Council's basic amount of Council Tax for 2017/18 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

Horsham District Council Tax Band D

2016/17	2017/18	Council Tax increase
41.72	£145.28	2.5%

As the billing Authority the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2017/18 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 522K Local Government Act 1992.

7. There are no changes to the Council Tax discount policies.

REASON

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

CO/67 **HONORARY ALDERMEN**

Under Section 249 of the Local Government Act 1972, the Council had powers to confer the title of honorary aldermen on past members of the Council who had in its opinion rendered eminent service to the Council. However, the Council currently had no formal method of recognising such service in respect of former Horsham District Councillors.

Details of a proposed scheme for the appointment of honorary aldermen, in accordance with the provisions of the Local Government Act 1972, were therefore submitted for Council's consideration.

Councillor Philip Circus moved the adoption of the recommendations in the report and it was seconded by Councillor Jonathan Chowen.

Members debated the proposal and clarification was provided regarding the qualification criteria.

It was moved and seconded that a recorded vote be taken. The voting was as follows:

FOR THE MOTION: Councillors: John Bailey, Karen Burgess, Peter Burgess, Jonathan Chowen, Philip Circus, Paul Clarke, Roger Clarke, Roy Cornell, Leonard Crosbie, Ray Dawe, Brian Donnelly, Matthew French, Billy Greening,

David Jenkins, Adrian Lee, Christian Mitchell, Brian O'Connell, Stuart Ritchie, Jim Sanson, David Skipp, Simon Torn, Claire Vickers, Michael Willett, Tricia Youtan

AGAINST: Councillors: Andrew Baldwin, John Chidlow, Liz Kitchen

ABSTAINED: Councillors: Toni Bradnum, Alan Britten, Nigel Jupp, Gordon Lindsay, Mike Morgan, Godfrey Newman

ABSENT: Councillors: John Blackall, David Coldwell, Christine Costin, Jonathan Dancer, Tony Hogben, Tim Lloyd, Paul Marshall, Josh Murphy, Connor Relleen, Kate Rowbottom, Ben Staines

The motion was declared **CARRIED** and it was:

### **RESOLVED**

- (i) That the eminent service given by former Councillors be recognised by allowing them to be proposed for the title of 'Honorary Alderman of Horsham District', further to section 249 of the Local Government Act 1972.
- (ii) That the Protocol for the appointment of Honorary Aldermen be agreed as set out in the report.

### **REASON**

To ensure that the eminent service of former Councillors is formally recognised by the Council.

## **CO/68 GOVERNANCE COMMITTEE**

On 7<sup>th</sup> December 2016, the revised Constitution had been agreed by Council. Article 8 of the Constitution formed the committees of the Council for the discharge of its functions and included the constitution of a Governance Committee of nine Councillors including the Chairman of the Council, the Chairman of the Overview and Scrutiny Committee and one Member of the Cabinet.

Council was therefore asked to note the appointment of the Chairman of the Council and the Chairman of Overview and Scrutiny Committee to the Governance Committee ex officio and to approve the appointment of one Cabinet Member and six other Members to the Governance Committee, as nominated by the Leader.

Councillor Ray Dawe moved the adoption of the recommendations in the report and it was seconded by Councillor David Skipp.

**RESOLVED**

- (i) That the appointment of the Chairman of the Council and the Chairman of the Overview and Scrutiny Committee to the Governance Committee be noted.
- (ii) That the following Members be also appointed to the Governance Committee:

Councillor Phillip Circus (Cabinet Member)  
Councillor Toni Bradnum  
Councillor Peter Burgess  
Councillor David Coldwell  
Councillor Matthew French  
Councillor Michael Willett  
Councillor Tricia Youtan

REASON

To discharge Article 8 of the Constitution of the Council, and so satisfy resolution CO/53 of the Council, 7<sup>th</sup> December 2016.

CO/69 **CALENDAR OF MEETINGS**

The Chief Executive reported on the proposed programme of Council, Cabinet and Committee meetings, including standing Scrutiny & Overview Working Groups, for 2017/18.

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

**RESOLVED**

That the calendar of meetings for 2017/18 be approved as submitted.

REASON

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



CO/70 **CHAIRMAN AND VICE-CHAIRMAN OF THE COUNCIL FOR THE MUNICIPAL YEAR 2017/18**

**RESOLVED**

That, subject to formal election at the annual meeting, it be noted that Councillor Roger Clarke will be Chairman and Councillor Peter Burgess will be Vice-Chairman for the municipal year 2017/18.

CO/71 **TO RECEIVE REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

A report from Councillor John Bailey, the Council's representative on the Wey and Arun Canal Trust, was noted.

CO/72 **URGENT BUSINESS**

There was no urgent business.

*The meeting closed at 7.24 pm having commenced at 6.00 pm*

CHAIRMAN

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**Council**  
**30 MARCH 2017**

Present: Councillors: Christian Mitchell (Chairman), Roger Clarke (Vice-Chairman), John Bailey, Andrew Baldwin, Toni Bradnum, Karen Burgess, Peter Burgess, Jonathan Chowen, Philip Circus, David Coldwell, Roy Cornell, Leonard Crosbie, Brian Donnelly, Billy Greening, Nigel Jupp, Liz Kitchen, Gordon Lindsay, Tim Lloyd, Paul Marshall, Mike Morgan, Godfrey Newman, Kate Rowbottom, Jim Sanson, David Skipp, Simon Torn, Claire Vickers and Tricia Youtan

Apologies: Councillors: John Blackall, Alan Britten, John Chidlow, Paul Clarke, Christine Costin, Jonathan Dancer, Ray Dawe, Matthew French, Tony Hogben, David Jenkins, Adrian Lee, Josh Murphy, Brian O'Connell, Connor Relleen, Stuart Ritchie, Ben Staines and Michael Willett

CO/73 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

CO/74 **ANNOUNCEMENTS**

The Chairman advised Members that he had attended the Memorial Service for Pat Rutherford at St Mary's Parish Church, The Causeway on 3<sup>rd</sup> March 2017.

Councillor Philip Circus, the Cabinet Member for Housing and Public Protection reported that he had authorised the making of a charge for requested re-inspections under the Food Hygiene Rating Scheme.

Councillor Kate Rowbottom thanked Members and officers for their support following her recent bereavement.

CO/75 **MINUTES OF THE GOVERNANCE COMMITTEE OF 1ST MARCH 2017**

The minutes of the Governance Committee meeting held on 1<sup>st</sup> March 2017 were received.

Councillor David Coldwell, the Vice-Chairman of the Committee, moved the recommendations contained in Minute No. GO/5 – Electoral Review of Horsham: Draft Recommendations of the Local Government Boundary Commission for England (LGBCE). Councillor Toni Bradnum seconded the motion.

Councillor Claire Vickers moved an amendment, and it was seconded by Councillor Billy Greening, that an addition be made to the response to request that the ward currently proposed to be named "Shipley and Southwater South" be named "Southwater South and Shipley" to reflect the fact that the larger

proportion of the electorate for this ward was contained within Southwater parish.

On being put the amendment was declared CARRIED.

The substantive motion was then put and it was:

RESOLVED

That the Council's response to the LGBCE consultation on its draft recommendations be approved as follows:

"The Council acknowledges and welcomes that the draft recommendations of the Local Boundary Commission for England (LGBCE) on the electoral arrangements for Horsham are largely based on this Council's submission. However, the Council has two main areas of concern where it requests the LGBCE to consider amending its proposals, as follows:

(a) Horsham Town and Broadbridge Heath

The Council considers that the suggested inclusion of the Highwood area in the Broadbridge Heath ward, whilst improving electoral equality, does not reflect community identity or provide for effective and convenient local government. This area is separated from the rest of the Broadbridge Heath ward by the A24 dual carriageway (which forms a distinct boundary to the Horsham town area on its western side) and is quite clearly within the town of Horsham. The residents in this area have no obvious connection with Broadbridge Heath other than the possible use of the out of town shopping area and leisure centre, in common with many other residents of Horsham town as a whole.

Broadbridge Heath is a distinct parish area with its own community identity and a growing population due to a number of new developments including the development of 165 residential units on land north of Old Guildford Road which was not included in the original electorate projection and is currently being implemented.

The Council therefore requests that:

- the Highwood area to the east of the A24 is included in the Denne ward proposed by the LGBCE (including the area between Horn Brook and the railway line), giving this ward an electoral variance of +7%, and
- the Broadbridge Heath ward is retained on the existing parish boundary with a projected variance of -13% on the basis that this is a distinct area with its own community identity and the additional development not included in electorate projections is likely to reduce the variance below 10% by 2022.

(b) North-west Horsham

The reasons the Council proposed the boundary between the two Southwater wards (Southwater North and Shipley & Southwater South) were twofold:

- to ensure that the village centre (Lintot Square etc.) was contained within the ward covering the larger and more densely populated part of the village (Southwater North), and
- to allow for an increase in the electorate in the Shipley & Southwater South ward above that projected due to the development of approximately 600 residential units on land west of Worthing Road, Southwater which was not included in the original electorate projection and is currently under construction.

The Council accepts the LGBCE's amendment to include the Raylands Country Park campsite in Southwater North. However, the Council requests that the dividing line it proposed within Southwater itself, which included the area between Worthing Road, Pond Farm Gill and south of Cedar Drive and Nutham Lane in the Southwater North ward, be used to define the boundary between the two wards as it is considered that the additional development in the Shipley & Southwater South ward will increase the electorate sufficiently to improve electoral equality. It is also considered that, from a community identity perspective, the village centre (which includes the parish council offices, library and shopping centre) is better located in the ward that contains the larger proportion of the Southwater parish electorate.

The Council also requests that the ward currently proposed to be named "Shipley and Southwater South" be named "Southwater South and Shipley" to reflect the fact that the larger proportion of the electorate for this ward is contained within Southwater parish."

REASON

To encourage the LGBCE as far as possible to adopt the warding arrangements that the Council believes will be right for the authority from May 2019 to provide electoral equality whilst reflecting the interests and identities of local communities and providing for effective and convenient local government.

CO/76 **URGENT BUSINESS**

There was no urgent business.

*The meeting closed at 6.24 pm having commenced at 6.10 pm*

CHAIRMAN

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**COUNCIL  
26<sup>TH</sup> APRIL 2017  
CABINET RECOMMENDATIONS**

Details of a recommendation to Council made at the Cabinet Meeting held on 30<sup>th</sup> March 2017 are set out below.

EX/85    **COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE -  
AGREEMENT TO ADOPT**

The Cabinet Member for Planning and Development reported that, following three rounds of public consultation, the Council had now received the Independent Examiner's report following his examination of the draft Horsham District Council Community Infrastructure Levy (CIL) Charging Schedule.

The Independent Examiner recommended that the draft Horsham CIL Charging Schedule should be approved without any further modifications and Cabinet was therefore asked to recommend to Council the adoption of the Horsham District Council Community Infrastructure Levy (CIL) Charging Schedule.

**RESOLVED**

- (i) That the relevant CIL rates for different types of development in Horsham District be noted, as set out in the submitted Horsham CIL Charging Schedule.
- (ii) That the recommendations of the Independent Examiner be noted, as reported.

**RECOMMENDED TO COUNCIL**

- (iii) That the Horsham District Council Community Infrastructure Levy Charging Schedule be adopted, to be implemented from 1<sup>st</sup> October 2017 or as soon as practicable thereafter, in consultation with the Cabinet Member.

**REASON**

To enable the Horsham CIL Charging Schedule to be adopted as Council Policy and to ensure that CIL contributions are provided to support the development identified in the HDPF over the Plan period (up to 2031).

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## Report to Council

26 April 2017

By the Cabinet Member for Planning and Development

### KEY DECISION



**Horsham  
District  
Council**

Not Exempt

## Thakeham Neighbourhood Plan

### Executive Summary

Following extensive preparations and Examination the Thakeham Neighbourhood Plan was subject to a Referendum on 22 March 2017, where the majority (93%) of those who voted were in favour of the plan. The purpose of this report is to seek the Council's formal approval to "make" Thakeham Neighbourhood Plan part of the statutory Development Plan as required by the Town and Country Planning Act 1990 and the Localism Act 2011. This will mean that this plan will be used to determine planning applications in Thakeham Parish in addition to the Horsham District Planning Framework.

### Recommendation

Cabinet is recommended to:

- i) Formally "make" the Thakeham Neighbourhood Plan as part of the statutory Development Plan, following the Referendum held on 22 March 2017.

### Reasons for Recommendation

- i) The preparation of the Thakeham Neighbourhood Plan to 2031 has followed the statutory procedures set out in The Neighbourhood Planning (General) Regulations 2012 (as amended). The plan has successfully undergone examination and has satisfied the basic conditions and the plan is in conformity with the Horsham District Planning Framework (HDPF).
- ii) Where a Referendum results in a majority 'yes' vote, the Local Planning Authority is required to "make" the Neighbourhood Plan within 8 weeks of the referendum decision in accordance with Regulations. This will enable the Council to use the Thakeham Neighbourhood Plan to determine planning applications in Thakeham Parish.

### Background Papers

- i) The Localism Act 2011
- ii) The Neighbourhood Planning (General) Regulations 2012 (as amended)
- iii) Thakeham Neighbourhood Plan

**Wards affected:** Thakeham

**Contact:**

Dr Chris Lyons, Director of Planning, Economic Development & Property ext 5401

Barbara Childs, Head of Strategic Planning and Sustainability ext 5181

## **Background Information**

### **1 Introduction and Background**

- 1.1 The Localism Act, which received Royal Assent on 15 November 2011, introduced new rights and powers to allow local communities to shape development in their areas by coming together to prepare neighbourhood plans. The Act allows Parish/Town Councils and other forums to prepare a Neighbourhood Plan for their designated area.
- 1.2 Preparation of a Neighbourhood Plan is subject to several key stages set out in The Neighbourhood Planning (General) Regulations 2012 (as amended) which include:
1. Designation of the neighbourhood plan area;
  2. Pre-submission publicity and consultation;
  3. Submission of the plan to the Local Planning Authority;
  4. Independent Examination;
  5. Referendum; and
  6. Making the Neighbourhood Plan (i.e. bringing it into force).
- 1.3 Thakeham Neighbourhood Plan has undertaken the preparation of a Neighbourhood Plan for the Parish, and a referendum was held on 22 March 2017 to seek the support of the community for the plan. The result of the referendum was a majority 'yes' vote in favour of the plan with 92.6% of the turnout voting in favour of the plan.

### **2 Relevant Council policy**

- 2.1 The Local Plan for Horsham District, (the Horsham District Planning Framework or HDPF), sets out the key planning policies against which development in the District is considered. It is a requirement that Neighbourhood Plans contain policies which are broadly in accordance with the Local Plan. This includes a requirement that Neighbourhood Plans allocate a proportion of the 1,500 homes that the Local Plan identifies to be delivered through neighbourhood planning.

### **3 Preparation of the Thakeham Neighbourhood Plan**

- 3.1 Thakeham Parish Council as the qualifying body successfully applied to the Council to be designated as a Neighbourhood Area under Regulation 5 of The Neighbourhood Planning (General) Regulations 2012. The Neighbourhood Plan

Area for Thakeham covers the whole of the Parish of Thakeham and was designated as a Neighbourhood Plan Area on the 19 December 2013.

- 3.2 Thakeham Parish Council completed a number of tasks that are required to prepare a Neighbourhood Plan. These included the preparation and gathering of evidence and undertaking various consultation exercises before drawing up a draft of the plan (known as the Pre-submission Plan). The Pre-Submission Plan then underwent consultation under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012, from 9 January 2015 to 6 March 2015.
- 3.3 The Pre-Submission Plan was subsequently amended in response to the comments made during the consultation and the “Submission Plan” was then formally submitted to the Council. The Council, in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, undertook a further consultation of the Submission Plan. The Submission Plan was publicised between 30 October 2015 and 11 December 2015 and during this period representations could be made on the Plan by a range of stakeholders as well as local residents.
- 3.4 In agreement with Thakeham Parish Council, the Council appointed Mr John Mattocks on to carry out an independent examination of the Neighbourhood Plan. The purpose of the Examination was to determine whether the Plan met the ‘Basic Conditions’ together with other legislative requirements and therefore whether the Plan should proceed to referendum. The Examiner’s Report was formally completed and sent to the Council on the 23 November 2016. The Examiner concluded that with a number of modifications the Submission Thakeham Neighbourhood Plan would meet the basic conditions and could proceed to referendum on that basis.
- 3.5 Regulation 18 of the Neighbourhood Planning (General) Regulations 2012 requires the Council as local planning authority to outline what action to take in response to the recommendations of the Examiner made his report under paragraph 10 of Schedule 4A to the 1990 Act (as applied by Section 38A of the 2004 Act). The Council has given further consideration to the commentary made by the Examiner, including having regard to the adequacy of the plan in meeting EU legislation.
- 3.6 Taking into account the National Planning Policy Guidance (‘the NPPG’) Paragraph 30 PPG 11 which states:
- *“The strategic environmental assessment should only focus on what is needed to assess the likely significant effects of the [neighbourhood plan](#) proposal. It should focus on the environmental impacts which are likely to be significant. It does not need to be done in any more detail, or using more resources, than is considered to be appropriate for the content and level of detail in the neighbourhood plan.”*

- *Paragraph 31 states “It is the responsibility of the local planning authority to ensure that all the regulations appropriate to the nature and scope of a [neighbourhood plan](#) proposal submitted to it have been met in order for the proposal to progress. The local planning authority must decide whether the neighbourhood plan proposal is compatible with EU obligations (including obligations under the Strategic Environmental Assessment Directive): when it takes the decision on whether the neighbourhood plan should proceed to referendum; and when it takes the decision on whether or not to make the neighbourhood plan (which brings it into legal force).*
- *Paragraph 43 states: The independent examiner of a [neighbourhood plan](#) is testing whether the plan meets (or can be modified to meet) the basic conditions and will make recommendations to the local planning authority. The local planning authority will then reach its own view, informed by the examiner’s report.*
- *If the local planning authority assesses that the proposed changes are likely to have significant environmental effects which were not previously assessed then the strategic environmental assessment should be continued and the environment report amended accordingly in consultation with the qualifying body*

the Council is in agreement with the Examiner that the SEA has considered an appropriate range of alternatives, and in addition makes reference to cumulative impacts of the plan. On this basis the Council agrees with the Examiner’s view that the SEA meets the regulatory requirements.

- 3.7 An additional outcome from the Examiner’s report was the recommendation to extend the referendum beyond the Parish boundary and include the ‘joint consultation area’ covering adjoining parts of the adjoining parishes, which were close to / adjoining the development site allocated in the Thakeham Neighbourhood plan. The Council also agreed with this recommendation and the referendum area was duly extended.
- 3.8 On 7 February 2017, the Council resolved that the Thakeham Submission Plan (incorporating the Examiner’s modifications and recommendations as set out in the Horsham District Council ‘Decision Statement’) should proceed to Referendum.
- 3.9 On 22 March 2017, the Thakeham Neighbourhood Development Plan to 2031 successfully passed referendum with 92.6% of the votes cast agreeing that the Thakeham Neighbourhood Development Plan be used by Horsham District Council to help in the determination of planning applications in the Parish of Thakeham.

## **4 Next Steps**

- 4.1 As a result of the Referendum, the Council is required, in accordance with legislation to formally 'make' the Thakeham Neighbourhood Plan as over 50% of those who voted were in favour of the Plan. This will allow the Plan to be given full weight to determining planning applications within the parish of Thakeham. The Council is required to 'make' the plan within 8 weeks of the Referendum in accordance with the Regulation 18A of the Neighbourhood Planning (General) Regulations 2012 (as amended).

## **5 Outcome of Consultations**

- 5.1 The preparation of the Thakeham neighbourhood plan has been undertaken in consultation with stakeholders and the community. These consultations have been carried out by both the Parish and District Council in accordance with The Neighbourhood Planning (General) Regulations 2012 (as amended).

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

- 6.1 The Council could reject the Thakeham Neighbourhood Plan should it be considered that it the Plan be in breach of any EU or other legal obligations, convention or rights. Taking into account the views of the Examiner, as set out in section three of this report, it is not considered that this is the case. The Council is therefore required to make the plan in accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended).

## **7 Resource Consequences**

- 7.1 Failure to adopt the Thakeham Neighbourhood Plan could result in the Council being open to High Court challenge on the ground that it has acted in breach of the Town and Country Planning Act 1990 as amended by the Localism Act 2011. This would incur significant costs in terms of Officer's time and costs associated with legal challenges and appeals.
- 7.2 There are no other staffing or financial consequences resulting from this decision.

## **8 Legal Consequences**

- 8.1 Section 38A (3) the Act/regulations apply to neighbourhood plans and orders Section 38A (4) (b)) states that: LPA must make the plan as soon as reasonably practicable after the referendum is held.
- 8.2 Furthermore, the Neighbourhood Planning (General) Regulations 2012 (as amended) stipulate under Regulation 18a the following: “Prescribed date for making a neighbourhood development plan 18A.—(1) The date prescribed for the purposes of section 38A(4)(b) of the 2004 Act is the date which is the last day of the period of 8 weeks beginning with the day immediately following that on which the last applicable referendum is held. It follows if the plan is not made within the 8 weeks, it will not be in accordance with the regulations.
- 8.3 Under Section 113 of the Planning and Compulsory Purchase Act 2004 (as amended) a person aggrieved may make an application to the high court on the ground that a procedural requirement has not been complied with. The application must be made within 6 weeks. A procedural requirement is a requirement made in regulations or an order which relates to the adoption publication or approval of a plan/document. Therefore if the Thakeham Neighbourhood Plan is not adopted by the Council within the 8 weeks, it could be challenged by way of a Judicial Review.

## **9 Risk Assessment**

- 9.1 Following the adoption of Thakeham Neighbourhood Plan there is a six week period when the decision to adopt it can be judicially reviewed. The Council has sought to minimise the likelihood of a successful challenge.

## **10 Other Considerations**

- 10.1 There are no Crime & Disorder; Human Rights; Equality & Diversity or Sustainability consequences resulting from this decision.

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## Report to Council

26 April 2017

By the Monitoring Officer

**DECISION REQUIRED**

Not Exempt



**Horsham  
District  
Council**

### **Amendment to Scheme of Members' Allowances**

#### **Executive Summary**

At its meeting on 7 December 2016 Full Council created a new Governance Committee. This report seeks to amend the Scheme of Members' Allowances such that the Chairman of the Governance Committee receives a Special Responsibility Allowance in respect of that role. The Full Council meeting on 7 December 2016 also dissolved the Personnel Committee and it has been recommended by the Independent Remuneration Panel that the Chairman of Governance Committee receives the same allowance as would have been paid to the Chairman of Personnel Committee. This will mean that the amendment to the Scheme of Members' Allowances is effectively cost neutral in respect of the overall scheme.

#### **Recommendations**

The Council is recommended to:

- i) Note the recommendation of the Independent Remuneration Panel at Appendix 1.
- ii) Amend the Scheme of Members' Allowances to award a Special Responsibility Allowance to the Chairman of Governance Committee in accordance with the recommendation of the Independent Remuneration Panel at Appendix 1.
- iii) Agree that the Special Responsibility Allowance for the Chairman of Governance Committee be backdated to the date of his election as Chairman of the Governance Committee on 1 March 2017.
- iv) Delegate to the Monitoring Officer to make the necessary amendments to the Constitution to put into effect the recommendations i), ii) and iii).

#### **Reasons for Recommendations**

To put into effect the recommendation of the Independent Remuneration Panel.

## **Background Papers**

Full Council minutes 7 December 2016.

The Council Constitution, in particular the Scheme of Members' Allowances at Part 6.

**Wards affected:** Not applicable

**Contact:** Paul Cummins, Head of Legal and Democratic Services (Monitoring Officer)  
ext 5435

## **Background Information**

### **1 Introduction and Background**

- 1.1 The Council is required to agree a Member Allowance Scheme setting out the level of remuneration for Members. Under legislation the Scheme must set out the level of Basic Allowance payable to Councillors and may include a Special Responsibility Allowance for Members occupying particular positions within the Council Structure such as Committee Chairman and Cabinet responsibilities. The Scheme may also provide for other allowances such as Dependent Carer's Allowance and Travelling and Subsistence Allowance.
- 1.2 When agreeing the level of Member Allowances, or any amendment to Member Allowances, the Council must have regard to the recommendations of an Independent Remuneration Panel. Full Council, on the 25 June 2014, resolved to delegate to the Chief Executive to appoint an Independent Remuneration Panel for Horsham District Council. The Council can agree the recommendations of the Panel in full, in part or it can devise its own level of Member Allowances as long as it has considered the recommendations of the Panel.
- 1.3 Following the creation of the Governance Committee it is necessary for Full Council to decide on the Special Responsibility Allowance payable for the Chairman of the Committee.

### **2 Relevant Council policy**

- 2.1 The Scheme of Members' Allowances is at Part 6 of the Council Constitution.

### **3 Details**

- 3.1 At the Full Council Meeting on 7 December 2016 Council resolved to create the Governance Committee. Once the Governance Committee had been formulated it was necessary to decide on the appropriate Special Responsibility Allowance for the Chairman of the Governance Committee once elected to the role.
- 3.2 The current Scheme of Members' Allowances does not include a provision for the Chairman of the Governance Committee because that Committee did not exist when Full Council agreed the Scheme of Members' allowances at its meeting on 9 September 2015.
- 3.3 Section 19 of the Local Authorities (Members' Allowances)(England) Regulations 2003 states that before a Council make or amends a Members' Allowance Scheme, it should have regard to the recommendations made in relation to it by the Independent Remuneration Panel.
- 3.4 It has therefore first been necessary to seek a recommendation from the Independent Remuneration Panel as to the level of Special Responsibility Allowance payable for the Chairman of this Committee. Attached at appendix 1 is the recommendation of the Independent Remuneration Panel.
- 3.5 The recommendation by the Independent Remuneration Panel is that the Chairman of Governance Committee receives the same level of allowance as would have

been paid to the Chairman of Personnel Committee (and is also paid to the Chairman of Licensing Committee, Audit Committee, Finance and Performance Sub-Committee, Business Improvement Sub-Committee) pending a review of the Scheme of Members' Allowances later in 2017.

- 3.6 This recommendation will be cost neutral to the Scheme of Members' Allowances because the dissolution of Personnel Committee (also on 7 December 2016) has meant no allowance will be paid in respect of a Chairman for that Committee going forward.

#### **4 Next Steps**

- 4.1 The Monitoring Officer will make the necessary amendments to the Constitution and notify the Finance Department to pay (and back date to 1 March 2017, when the Chairman of the Committee was appointed) a Special Responsibility Allowance for the Chairman of Governance Committee.

#### **5 Outcome of Consultations**

- 5.1 The recommendation of the Independent Remuneration Panel is attached at appendix 1.

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

- 6.1 None

#### **7 Resource Consequences**

- 7.1 This recommendation will essentially be cost neutral to the Scheme of Members' Allowances because the dissolution of Personnel Committee (also on 7 December 2017) has meant no allowance will be paid in respect of a Chairman for that Committee going forward. In fact the recommendation will make a small saving because there has been a gap of nearly three months between the dissolution of the Personnel Committee and appointment of the Chairman of the Governance Committee.

#### **8 Legal Consequences**

- 8.1 Section 19 of the Local Authorities (Members' Allowances)(England) Regulations 2003 states that before a Council makes or amends a Members' Allowance Scheme, it should have regard to the recommendations made in relation to it by the Independent Remuneration Panel.

#### **9 Risk Assessment**

- 9.1 The correct statutory process has been followed in making this recommendation.

#### **10 Other Considerations**

- 10.1 There are no other considerations.

## **APPENDIX 1**

Note to the Head of Legal and Democratic Services

Horsham District Council

Independent Remuneration Panel (“the Panel”)

The September 2015 report of the Panel recommended that the Panel meet formally at least once a year during its four year tenure.

The Panel met in July 2016 to receive an update from the Head of Legal and Democratic Services on the outcome of the Council’s governance review and again in January 2017 to receive an update on the structural changes and the timing of the review of the Council’s governance arrangements. The Panel are scheduled to meet again in late 2017 to carry out a review of the Members’ Allowance Scheme (“the Scheme”) by which time the Council will have undertaken a one year review of its governance arrangements.

In the interim the Panel note the dissolution of the Personnel Committee and the creation of the Governance Committee. The Panel recommend that an allowance be paid to the Chairman of the Governance Committee of an amount equivalent to that formerly paid to the Personnel Committee. The Panel understand that this would be cost neutral to the Scheme

Malcolm Grubb

Chairman Independent Review Panel

05 April 2017.

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