

# Scrutiny & Overview Committee

Monday 14<sup>th</sup> September 2015 at 6.00pm  
Conference Room, Parkside, Chart Way, Horsham

---

Councillors:	Leonard Crosbie (Chairman)	
	David Coldwell (Vice-Chairman)	Tony Hogben
	Alan Britten	Nigel Jupp
	John Chidlow	Tim Lloyd
	Paul Clarke	Brian O'Connell
	Roger Clarke	David Skipp
	Jonathan Dancer	Ben Staines
	Matthew French	Michael Willett

You are summoned to the meeting to transact the following business

## Agenda

---

	<b>Page No.</b>
1. Apologies for absence	
2. To approve as correct the minutes of the meeting of the Committee held on 6 <sup>th</sup> July 2015 (attached)	1
3. To receive any declarations of interest from Members of the Committee	
4. To receive any announcements from the Chairman of the Committee or the Chief Executive	
5. To receive any replies from Cabinet/Council regarding Scrutiny and Overview recommendations	
6. Business Improvement Working Group – To receive an update from the Chairman Notes of the meeting held 28 <sup>th</sup> July 2015 attached	7
7. Crime and Disorder Working Group – To receive an update from the Chairman	
8. Finance and Performance Working Group – To receive an update from the Chairman Notes of the meeting held on 26 <sup>th</sup> August 2015 (to follow)	
9. Social Inclusion Working Group – To receive an update from the Chairman	

10.	Health Provision Working Group Notes of the meeting held on 29 <sup>th</sup> July 2015 and to approve the Terms of Reference	9
11.	To receive any suggestions for the Scrutiny and Overview Work Programme Proposals for the Work Programme attached and new completed suggestion forms	15
12.	To agree the future of the outstanding working groups: <ul style="list-style-type: none"><li>• Trade Waste (Proposed Terms of Reference attached)</li><li>• Rail Network Performance (Proposed Terms of Reference attached)</li></ul>	23
13.	Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as urgent because of the special circumstances	

**SCRUTINY & OVERVIEW COMMITTEE**  
**6<sup>TH</sup> JULY 2015**

Present: Councillors: Leonard Crosbie (Chairman), David Coldwell (Vice-Chairman) Alan Britten, John Chidlow, Paul Clarke, Matthew French, Tony Hogben, Tim Lloyd, David Skipp, Ben Staines,

Apologies: Councillors: Roger Clarke, Jonathan Dancer, Nigel Jupp, Brian O'Connell, Stuart Ritchie, Michael Willett

Officers: Katharine Eberhart, Director of Corporate Resources

Also present: Councillor Tricia Youtan

SO/8 **MINUTES**

The minutes of the meeting of the Committee held on 1<sup>st</sup> June 2015 were approved as a correct record and signed by the Chairman.

SO/9 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

SO/10 **ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COMMITTEE OR THE CHIEF EXECUTIVE**

The Chairman of the Committee announced that the West Sussex Joint Scrutiny Task and Finish Group on Flooding was due to reconvene again in July and the coordinator was awaiting the Horsham nomination. Councillor John Chidlow volunteered to sit on this Group and the dates of the meetings would be sent to him.

SO/11 **REPLIES FROM CABINET/COUNCIL REGARDING SCRUTINY AND OVERVIEW RECOMMENDATIONS**

The Scrutiny and Overview Committee received the responses from the Cabinet Members to the recommendations arising from the Social Inclusion Working Group, and its review into of the effectiveness of the provision for local residents who are suffering financial hardship.

The Committee agreed that these responses needed to be discussed by the Social Inclusion Working Group at its next meeting, to consider whether the Group was satisfied with the response or whether any further follow up action was required.

One issue which was of particular concern for the Committee, which Members asked the Social Inclusion Working Group to pursue, was the issue of supporting local residents and customers who did not have access to the internet.

SO/11 Replies from Cabinet/Council regarding Scrutiny and Overview Recommendations (cont.)

The Social Inclusion Working Group would consider the Cabinet responses at its next meeting on 28<sup>th</sup> September 2015.

RESOLVED

That the replies from the Cabinet Member for Community and Wellbeing, the Cabinet Member for Finance and the Leader to the recommendations of the Social Inclusion Working Group be received.

REASON

All Cabinet/Council replies are to be received by the Committee.

SO/12 **CRIME AND DISORDER WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN AND NOTES OF THE MEETING HELD ON 22<sup>ND</sup> JUNE 2015**

The Chairman of the Scrutiny and Overview Committee presented the notes of the Crime and Disorder Working Group, in the absence of the Working Group Chairman.

The Committee noted that the Group had received a demonstration of the Horsham District Community Safety Partnership website, along with the action plans for the Partnership for the current year.

The Committee reinforced the need to ensure that the presentation by the Police and Crime Commissioner (PCC) was rescheduled and agreed that the Councillors should prepare any questions ahead of the presentation to send to the PCC, in order to allow her time to prepare the answers.

Members would await the date of the rescheduled presentation and then organise for the questions to be prepared and sent over to the PCC.

RESOLVED

That the notes of the Crime and Disorder Working Group meeting held on 22<sup>nd</sup> June 2015, be received.

REASON

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

SO/13 **FINANCE AND PERFORMANCE WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN AND NOTES OF THE MEETING HELD ON 18<sup>TH</sup> JUNE 2015**

The Chairman of the Finance and Performance Working Group presented the notes of the meeting held on 18<sup>th</sup> June 2015.

At the meeting the Working Group raised its concerns regarding the planning appeals decisions which were made by the high court and the cost of this to the Council. The Working Group had suggested implementing a “sign-off” process. However it was agreed by the Committee that the Chairman would write to the Chief Executive and ask him to provide the Committee with information regarding the current planning appeal process and once the response had been received, Members could decide whether or not it would make a recommendation to Cabinet.

Another issue considered by the Working Group was implementing charges for the rural car parks in the District. Members of the Committee were informed that work had been ongoing for a number of months in relation to this issue. The Cabinet Member from the previous Council, along with other Councillors and officers had been exploring this issue. Consultation with the parish councils had been undertaken and this area of work was ongoing.

It was agreed by the Committee that the Chairman would write to the new Cabinet Member for the Local Economy and ask for an update on the progress of the work which had been done in the past, with the previous Cabinet Member and the proposals. Once the Committee had received the information it could decide how to proceed.

Arising from the quarterly Freedom of Information report, the Committee was concerned about the amount of officer time dedicated to significant number of Freedom of Information requests received by the Council. The Committee was informed that there was a threshold for officer time, beyond this charges could be implemented for the time taken for officers to provide a response to the request. The Finance and Performance Working Group would note this and if it agreed at its next meeting, it could request this information.

**RESOLVED**

That the notes of the Finance and Performance Working Group meeting held on 18<sup>th</sup> June 2015, be received.

**REASON**

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

SO/14 **SOCIAL INCLUSION WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN AND NOTES OF THE MEETING HELD ON 15<sup>TH</sup> JUNE 2015**

The Chairman of the Social Inclusion Working Group presented the notes of the meeting held on 15<sup>th</sup> June 2015.

At the last meeting, the Working Group had not received the responses from the relevant Cabinet Members, to the recommendations made in its report to the Committee into the review of the effectiveness of the provision for local residents, who are suffering financial hardship. However, the responses had since been received by the Committee but they would be reported back to the Working Group for discussion.

RESOLVED

That the notes of the Social Inclusion Working Group meeting held on 15<sup>th</sup> June 2015, be received.

REASON

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

SO/15 **HEALTH PROVISION WORKING GROUP – TO RECEIVE AN UPDATE FROM THE CHAIRMAN AND NOTES OF THE MEETING HELD ON 23<sup>RD</sup> APRIL 2015**

The Chairman of the Health Provision Working Group, from the previous Council year, presented the notes of the meeting held on 23<sup>rd</sup> April 2015.

The previous Chairman of the Scrutiny and Overview Committee had been asked to write to NHS England, along with the Leader of the Council and the Chief Executive, in respect of the health provision in the District, with particular reference to the new development in Broadbridge Heath and North Horsham.

Letters had been received in response and these were circulated at the Committee.

Overall the Committee was disappointed with the letter from Deborah Tomalin, the Head of Commissioning at NHS England (South), but Members were pleased that she had recognised that there was a problem.

Members expressed their concern again in respect of all the new development planned for the District, there remained to be a serious lack of health care facilities for the increasing population. The Committee emphasised again that this needed to be addressed and that the Council should take the lead in this.

SO/15 Health Provision Working Group – To receive an update from the Chairman and notes of the meeting held on 23rd April 2015 (cont.)

The Committee strongly recommended that Councillor Skipp, as previous Chairman of the Health Provision Working Group and along with his previous experience in the healthcare industry, should be involved in the future meetings which the Council had with the NHS representatives.

The Committee agreed that the Health Provision Working Group review the provision for a strategy or framework for the healthcare provision in the District.

RESOLVED

That the notes of the Health Provision Working Group meeting held on 23<sup>rd</sup> April 2015, be received.

REASON

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

SO/16 **TO RECEIVE ANY SUGGESTIONS FOR THE SCRUTINY AND OVERVIEW WORK PROGRAMME**

The Scrutiny and Overview Committee received several suggested items for its work programme for 2015/16, arising from the previous Committee. The Committee noted these items.

In addition there were some further suggestions including a system review of the S106 agreements and CIL process, the health provision in the District and the assessment/accountability of West Sussex County Council traffic assessments and forecasts, especially relating to large planning schemes and how they were incorporated in the Horsham District Planning Framework, with particular attention being given to the North Horsham development.

The Chairman asked the Committee Members to complete a suggestion form if they had any further items which they might like to raise for the work programme. Members were also asked to give consideration to the priority of the items already raised. These would then be given consideration at the next meeting of the Scrutiny and Overview Committee and the final work programme would be agreed.

It was agreed that the item to review of the Cabinet system versus Committee system, be removed, as this was a forthcoming item for review by the Council as a whole, rather than the Scrutiny and Overview Committee and the Leader of the Council would be leading in a review of this area.

SO/16 To receive any suggestions for the Scrutiny and Overview Work Programme (cont.)

RESOLVED

That any suggestions for the Scrutiny and Overview Committee work programme be received.

REASON

All work programmes are to be received by the Committee

SO/17 **ITEMS NOT ON THE AGENDA BUT CONSIDERED URGENT**

None.

The meeting finished at 7.32 pm having commenced at 5.30 pm.  
CHAIRMAN



**Notes of the Scrutiny and Overview Committee**  
**Business Improvement Working Group**  
**28<sup>th</sup> July 2015**

**Present:** Councillors: John Chidlow, Godfrey Newman, Brian O'Connell, Michael Willett

**Apologies:** Councillors: Jonathan Dancer, Tony Hogben, David Jenkins, Connor Relleen

**Also present:** Councillors: Leonard Crosbie (Chairman of Scrutiny & Overview Committee), Paul Clarke

**Officer:** Katharine Eberhart, Director of Corporate Resources

**1. ELECTION OF CHAIRMAN**

Councillor Brian O'Connell was elected as Chairman of the Working Group for the ensuing year. It was also agreed by the Working Group that John Chidlow would be Vice-Chairman for the ensuing year.

**2. TIME OF MEETINGS**

The meetings of the Business Improvement Working Group would be held at 6.00pm for the ensuing year.

**3. TO APPROVE AS CORRECT THE RECORD OF THE MEETING HELD ON 4<sup>TH</sup> MARCH 2015**

The notes of the meeting held on 4<sup>th</sup> March 2015 were approved as a correct record. The Chairman went through the minutes in some detail for the benefit of new members of the Working Group.

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5. ANNOUNCEMENTS FROM THE CHAIRMAN OR CHIEF EXECUTIVE**

There were no announcements.

**6. TO APPROVE THE WORKING GROUP'S TERMS OF REFERENCE**

The Terms of Reference were approved by the Working Group. It was noted that these terms would be scoped for any large scale projects that were undertaken.

**4. REVIEW OF WORK PROGRAMME FOR 2015/16**

Development Management Performance

The Chairman advised that the performance of the Development Management team had improved significantly as a result of the new structure and changes introduced by the Director of Planning, Economic Development & Property. It was therefore confirmed that the Working Group did not need to continue to monitor its performance.

Property and asset management

The restructure of this department had been approved in March and was now being implemented. The Property and Facilities Manager would provide an update at the next Working Group meeting in October.

Business Transformation Programme

The Chairman advised that the Working Group would not be required to review the office move to Parkside. The Business Transformation Advisory Group, of which the Chairman was a member, would be assessing the outcomes of the move and the Chairman would feed back the conclusions of the Advisory Group to the Working Group.

Financial Impact of the Overturn of Decisions on Appeal

Now that the Horsham District Planning Framework (HDPF) was nearly finalised, the issue of the overturn of appeals owing to the lack of a five year land supply for housing would no longer be relevant. Therefore the issue would not require further discussion by the Working Group.

However it was agreed that statistics regarding appeals should continue to be monitored, and those gathered prior to the adoption of the HDPF should be compared to future statistics after its adoption later this year.

The Chairman of Scrutiny & Overview Committee advised that the Finance & Performance Working Group had questioned why one planning appeal had been taken to the High Court, resulting in substantial costs. The Chief Executive would provide a briefing to Members explaining the appeal process and when a case would be referred to the High Court.

It was confirmed that the Scrutiny & Overview Committee would be agreeing its Working Programme at its next meeting on 14<sup>th</sup> September 2015.

The meeting finished at 6.15pm having commenced at 5.30pm

CHAIRMAN

**Notes of the Scrutiny and Overview Committee**  
**Health Provision Working Group**  
**29<sup>th</sup> July 2015**

**Present:** Councillors: David Skipp (Chairman), Liz Kitchen, Tim Lloyd,  
Tricia Youtan

**Also present:** Councillors: Leonard Crosbie

**1. ELECTION OF CHAIRMAN**

Councillor David Skipp was elected as Chairman of the Working Group for the ensuing year.

**2. TIME OF MEETINGS**

The meetings of the Health Provision Working Group would be held at 4.30pm for the ensuing year.

**3. TO APPROVE AS CORRECT THE RECORD OF THE MEETING HELD ON 23<sup>RD</sup> APRIL 2015**

The notes of the meeting held 23<sup>rd</sup> April were approved as a correct record.

The Chairman of the Working Group went through the notes for the benefit of new members and to recap on the position of the Working Group at the end of the previous Council.

Members were disappointed to learn that the strategic plan which was due to be released in the summer of 2015 had not yet been produced.

The Working Group agreed that it would invite the Cabinet Member for Community and Wellbeing to the future meetings of the Group in order to keep up to date with health matters and to avoid duplication of the work carried out by the Cabinet Member advisory groups.

Blood taking appointments:

Members were pleased to hear that Dr Simon Dean had responded to the Chairman's letter and he had been informed that the number of walk-in blood taking appointments available at Horsham Hospital was being increased and appointments would now be offered into the afternoon.

Car parking at Horsham Hospital:

This remained an ongoing issue and the Working Group would continue to monitor this.

Manager at Horsham Hospital:

Members reiterated their concern that Horsham Hospital still did not have a manger and the Working Group would continue to monitor this.

East Surrey Hospital Review of Outpatients Service:

Members noted that there had been a vast improvement at East Surrey Hospital and the final review report would be available in due course.

**4. TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5. ANNOUNCEMENTS FROM THE CHAIRMAN OR CHIEF EXECUTIVE**

There were no announcements.

**6. TO APPROVE THE TERMS OF REFERENCE FOR THE HEALTH PROVISION WORKING GROUP**

The Members of the Working Group discussed its Terms of Reference and agreed some amendments in order to broaden the remit of the Group and enable it to review all aspects of health provision and services across the District, rather than restricting it to reviewing the services provided by Horsham Hospital alone.

The following amendments were made, Term one would be amended to read:

“The general medical and social services across the District including Horsham Hospital”

And Term four would be amended to read:

“Future role of Horsham Hospital and general health services”.

These amendments were subject to approval by the Scrutiny and Overview Committee.

**7. TO REVIEW THE POSITION OF THE WORKING GROUP AND FOLLOW UP ON OUTSTANDING ACTIONS**

The Working Group noted the contents of the letter received from NHS England.

The Working Group discussed putting forward a suggestion to the Scrutiny and Overview Committee proposing a solution to the lack of health provision in the District. Members agreed that before it could do this the Group should pull together some factual information regarding the current situation and gather statistics to support any proposal. Members also agreed that it would be important to consult with and hear from the local GPs and the community before considering a potential strategy.

The Working Group was keen to take a positive lead on this, Members agreed that it was an important issue with the housing development in Horsham and the pressure for added GP services the District.

The Working Group would seek the following information before its next meeting:

- a) What the options were for the land around Horsham Hospital?
- b) How many houses were due for completion in the next five years?
- c) Consult with the GP practice managers on what were their surgery lists and their capacity
- d) Ask a selection of GP surgeries on their plans for the next five years
- e) Ask whether Horsham Hospital was taking patients from the south of the District including areas such as Steyning and Storrington or did they use hospitals on the south coast such as Brighton and Worthing?
- f) Gain up to date figures on the population increase in age bands 60-65, 65-70, 70-75, 75-80

The Chairman of the Working Group would contact a selection of GP surgeries in the town and invite them to attend the next meeting of the Working Group to hear their views.

The date of the next meeting would be confirmed based on the GPs availability.

The meeting finished at 6.12 p.m. having commenced at 5.00 p.m.

**CHAIRMAN**



**Proposed Terms of Reference for the Health Provision Working Group**

**Terms of Reference**

To consider and make recommendations to the Scrutiny and Overview Committee on the following:

1. The general medical and social services across the District including Horsham Hospital
2. Access to services at Horsham Hospital
3. Future plans by the Surrey and Sussex Healthcare Trust, the Sussex Community Trust, other Trusts and providers, and the Clinical Commissioning Groups for the use of Horsham Hospital and the benefits of these plans to the residents of the District
4. Future role of Horsham Hospital and general health services.

## Agenda Item 10b



### **Proposals for the Scrutiny and Overview Work Programme 2015/16**

#### **Suggestions by Councillors:**

1. The Council's Heritage Strategy (see attached suggestion form)
2. Car parking provision in new developments
3. The funding shortage for infrastructure west of Horsham
4. The Council's Communications Policy
5. Follow up on the office move
6. Follow up on the impact of planning appeals
7. Monitor the performance of Development Management
8. Examine the S106 process (see attached suggestion form)
9. Assessment and accountability of WSCC traffic assessments and forecasts, especially relating to new developments (see attached suggestion form)
10. Total review of S106 procedures (see attached suggestion form)
11. Review of Affordable Homes Strategy and its application to all developers (see attached suggestion form)
12. Boundary Commission Review for 2016 (TBC)

#### **Suggestions by Members of the Public:**

1. Review of Viability Information for West Southwater (500) strategic site (see attached suggestion form)

## Agenda Item 11

**WORK PROGRAMME SUGGESTION FORM**

Ref: 15/Cllr

**Please return this form to:**

**Daniela Smith  
Democratic Services  
Horsham District Council  
Parkside, Chart Way,  
Horsham  
RH12 1RL**

Name: Councillor Jonathan Chowen, Cabinet Member for Leisure and Culture

Proposed Scope/focus of review:

To advise the Cabinet Member of the areas that should be identified as needing action, further investigation and resources. To advise how far his brief should encompass the wide description of Heritage.

Your rationale for selection:

We have no agreed policy on Heritage and how deeply we want to be involved at HDC.  
Its buildings, landscape, visitor economy, education and planning.

Evidence:

Should come from English Heritage, Horsham Society, Friends of the Museum, officers, members of the public.

Desired outcomes/objectives/possible terms of reference:

A clear policy in what heritage means to HDC and guidance for the Cabinet Member.

Other comments:

While I am not a member of Scrutiny, I would welcome the chance to participate as much as the Committee feels I can contribute.

What time scale do you perceive to be necessary for this review?

Uraent

Within six months

Within 6-12 months

**WORK PROGRAMME SUGGESTION FORM**

Ref: 15/Cllr

**Please return this form to:**

**Daniela Smith  
Democratic Services  
Horsham District Council  
Parkside, Chart Way,  
Horsham  
RH12 1RL**

Name: Councillor Paul Clarke

Proposed Scope/focus of review:

Examine the S106 process from creation of the S106 document through to implementation including the monitoring of financial commitments, soft and hard landscaping plans as well as milestone monitoring

Your rationale for selection:

With so much development taking place in the HDC area we need to ensure the S106 implementation meets the parish councils needs and also that the S106 agreement properly put in to place particularly where management companies and public open spaces are involved.

Evidence:

The problems brought about by the lack of monitoring and compliance of S106 agreements in Pulborough (DC/07/0966 plus DC/09/1778 plus DC/07/0465) including non delivery of soft and hard landscaping, inappropriate management and non payment of S106 contribution.

Desired outcomes/objectives/possible terms of reference:

1. Clarify s106 creation mechanism
2. Put into place monitoring of all S106 contributions
3. Mechanism to "sign off" S106 agreement

Other comments:

If hard soft landscaping and competent management company are not delivered it can cause many problems for residents.

What time scale do you perceive to be necessary for this review?

Urgent

Within six months

Within 6-12 months

**WORK PROGRAMME SUGGESTION FORM**

Ref: 15/Cllr

**Please return this form to:**

**Daniela Smith  
Democratic Services  
Horsham District Council  
Parkside, Chart Way,  
Horsham  
RH12 1RL**

Name: Councillor Paul Clarke

Proposed Scope/focus of review:

To examine the process and tools used by WSCC Highways Department in determining its verdict on both minor and especially large scale developments. To have explained the tools and rational behind its decision making.

Your rationale for selection:

With large scale plans such as the HDPF or medium scale plans like the 190 houses south of Southwater on the problems over 14/2006. HDC needs to better understand the process and the decision making as so many decisions are forced on the Council due to Highway's decisions.

Evidence:

Lack of credibility of WSCC Highways. Practical Problem due to its decision such as Bartram House or DC/14/2006 and others.

Desired outcomes/objectives/possible terms of reference:

Better understanding of the mechanisms. To rebuild trust in WSCC Highways and credibility possibly.

Other comments:

Plenty of case history over problems but WSCC Highways never does a post mortem over past decisions.

What time scale do you perceive to be necessary for this review?

Urgent

Within six months

Within 6-12 months

**WORK PROGRAMME SUGGESTION FORM**

Ref: 15/Cllr

**Please return this form to:**

**Daniela Smith  
Democratic Services  
Horsham District Council  
Parkside, Chart Way,  
Horsham  
RH12 1RL**

Name: Councillor David Skipp

Proposed Scope/focus of review:

Total review of S106 procedures

Your rationale for selection:

With the Planning Inspector's Report imminent and a CIL structure unlikely to be approved before mid 2016, the 106 option is HDC's only Community Facilities charge on developers. Therefore a review of the 106 option is both necessary and timely.

Evidence:

Proposed use of 106 process in major schemes in North Horsham and Southwater.

Desired outcomes/objectives/possible terms of reference:

Comprehensive understanding how 106 is managed and applied; how monies arising from specific developments are calculated , monitored and distributed....with specific reference to the analysis and approval of accounts submitted by developers.

Other comments:

What time scale do you perceive to be necessary for this review?

**Urgent**

Within six months

Within 6-12 months

**WORK PROGRAMME SUGGESTION FORM**

Ref: 15/Cllr

**Please return this form to:**

**Daniela Smith  
Democratic Services  
Horsham District Council  
Parkside, Chart Way,  
Horsham  
RH12 1RL**

Name: Councillor David Skipp

Proposed Scope/focus of review:

Review of Affordable Homes Strategy and its application to all developers

Your rationale for selection:

Recent Affordable Homes percentage ratios granted in approved planning applications have been so low as to cause serious concerns. A review of the Council's Affordable Homes Strategy is an urgent priority

Evidence:

Recent approval (permitted development) of apartments at Horsham Gate near Horsham station

Desired outcomes/objectives/possible terms of reference:

A consistent and understandable Affordable Homes policy to be applied and enforced by HDC officers.

Other comments:

What time scale do you perceive to be necessary for this review?

**Urgent**

Within six months

Within 6-12 months

**WORK PROGRAMME SUGGESTION FORM**

Ref: 15/Cllr

**Please return this form to:**

**Daniela Smith  
Democratic Services  
Horsham District Council  
Parkside, Chart Way,  
Horsham  
RH12 1RL**

Name: **Mr Paul Kornycky**

Proposed Scope/focus of review:

The conflicting viability evidence for West Southwater (500) strategic site i.e. the HDC commissioned evidence for CIL purposes & the evidence subsequently supplied by the developer (Berkeley).

Your rationale for selection:

Council members, as well as residents, are increasingly concerned at the failure of HDC to achieve the Affordable Homes targets, especially on strategic sites. Overall HDC is well behind target regarding Affordable Homes.

Evidence:

West of Southwater strategic site has planning permission for 593 homes granted in June 2015, but the Affordable Homes Target was not met.  
In particular, the Affordable Rented Target was only 60% achieved i.e. 15% v 25%, resulting in a 'loss' of approaching 60 affordable rented units.  
The viability assessment figures accepted by consultants Dixon Searle as 'reasonable' (on behalf of HDC) must therefore be significantly different (worse) than those produced for HDC by consultants NCS in March 2014 (CIL Project).  
With the NCS figures showing a £12m viability margin (equivalent basis), HDC affordable housing requirement should have been easily achieved.

Desired outcomes/objectives/possible terms of reference:

Through a better understanding of the vagaries behind such assessments, be better prepared for future situations.  
Help understand why HDC are failing to achieve their affordable homes targets.  
Hopefully, improve the process & data to increase the Affordable Homes percentages secured on further applications.  
Challenge consultants over differences to ensure fit-for-purpose advice.  
Also, should assist the CIL project as it goes forward, by analysing the effect CIL would have had on the figures, had it been in force.

Other comments:

This is an ideal opportunity to assess what caused these widely differing views & estimates/assumptions made. This is a perfect 'case study' to learn from, it being a current, real-world & local example. It is a well defined & contained piece of work i.e. the perfect 'post implementation review' for good project management.  
It will dovetail with the longer term scrutiny work anticipated on S106 & CIL.  
It can/should be commenced immediately, without the need for complex TOR.  
Paul Kornycky – 25th August 2015

What time scale do you perceive to be necessary for this review?

Urgent

Within six months

Within 6-12 months



### **Proposed Terms of Reference for the Trade Waste Working Group**

#### **Scope**

To examine the Council's trade waste collection and recycling service and consider how it might be able to increase its commercial market share

#### **Terms of Reference**

To consider and make recommendations to the Scrutiny and Overview Committee on the following:

1. To review the current situation and Horsham District Council's commercial market share of trade waste collection and recycling
2. To explore what the Council could do to increase its trade waste service, how it is being promoted to potential customers and increase profitability
3. To consider how best to work with the West Sussex Sustainable Business Partnership, other partners and councils to increase awareness of the legal requirements for businesses and encourage trade waste recycling
4. To make appropriate representations to Government and other agencies with a view to the establishment of suitable targets and accompanying incentives or penalties for failure to meet those targets.

### **Proposed Terms of Reference for the Rail Network Performance Working Group**

#### ***Terms of Reference***

1. To examine the performance of rail services and the resilience of the rail network in relation to Horsham District, the Arun Valley and services from the South Coast to London.
2. To consider the actions of Southern Rail and Network Rail including progress on (a) the Network Rail Route Weather Resilience and Climate Change Adaptation Plan (South East) and the (b) Southern and Network Rail Performance Improvement Plan.
3. To enquire about how the rail network will manage in the future with increasing numbers of passengers, new housing developments, and enquire about the impact of a possible second runway at Gatwick Airport.
4. To engage with other interested parties (including local councils) and to initiate discussions about increasing capacity on the rail network.
5. To consider what safeguards are in place to deal with disruption, especially at peak times.
6. To consider the effectiveness of Southern and Network Rail's methods of communication to staff and passengers at times of disruption.
7. To enquire about the future use of the sidings and potential site development at Horsham railway station.
8. To enquire about the provision for public car parking at railway stations, and about what land adjacent to the railway is owned by Southern Rail and Network Rail which might be used for that purpose.
9. To examine to what extent any action by Horsham District Council is appropriate.