

**Cabinet**  
**25 JANUARY 2018**

Present: Councillors: Jonathan Chowen (Deputy Leader and Leisure and Culture) (Deputy Leader), Philip Circus (Waste, Recycling and Cleansing), Brian Donnelly (Finance and Assets), Gordon Lindsay (Local Economy), Kate Rowbottom (Housing and Public Protection), Claire Vickers (Planning and Development) and Tricia Youtan (Community and Wellbeing)

Apologies: Councillors: Ray Dawe (Leader)

Also Present: Councillors: Karen Burgess, Peter Burgess, Paul Clarke, Leonard Crosbie, Nigel Jupp, Mike Morgan, Jim Sanson, David Skipp and Michael Willett

EX/69 **MINUTES**

The minutes of the meeting of the Cabinet held on 23<sup>rd</sup> November 2017 were approved as a correct record and signed by the Deputy Leader.

EX/70 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/71 **ANNOUNCEMENTS**

The Cabinet Member for Waste, Recycling and Cleansing advised that he had received assurance from the Cabinet Member for Environment at West Sussex County Council that none of the plastics collected for recycling in the County were exported to China.

The Cabinet Member for Community and Wellbeing reported on progress with regard to the provision of Neighbourhood Wardens in Billingshurst Parish and on her recent appearance at the Overview and Scrutiny Committee.

EX/72 **PUBLIC QUESTIONS**

No questions had been received.

EX/73 **SHARED PROCUREMENT FUTURE DELIVERY MODEL - TO CONSIDER RECOMMENDATIONS FOR THE FUTURE DELIVERY MODEL FOR THE PROCUREMENT SHARED SERVICE**

The Cabinet Member for Finance and Assets reported that the existing procurement service had been established in 2010 and operated as a joint working arrangement with Horsham, Crawley and Mid Sussex Councils

combining resources into one team working across the three authorities. This arrangement was due for renewal on 31<sup>st</sup> March 2018 and, therefore, a review of how best to deliver procurement in the future had been undertaken.

The recommended future arrangement was for Horsham and Mid Sussex Councils to delegate the provision of procurement services to Crawley Borough Council. Both Horsham and Mid Sussex would pay an agreed annual contract sum to Crawley for the provision of services and an Inter-Authority Agreement would be drawn up to ensure that any potential risks were shared.

The operational governance arrangements would remain as at present, with a senior officer from each of the authorities forming a Joint Procurement Board to oversee the work programme and monitor progress.

The budget would continue to be calculated on the current percentage split of the total cost of the service between each of the authorities, with a review after two years.

The proposal would result in the management of the service becoming less complex and would ensure that performance management, appraisals, and training and development were consistent across the team. Budget management and monitoring would also be easier, avoiding duplication and requiring less input from each of the authorities' finance teams in working out recharges and rebates.

The Finance and Assets Policy Development Advisory Group had considered and supported the proposal.

#### RESOLVED

- (i) That the delegation of the provision of Horsham District Council's procurement services to Crawley Borough Council from 1<sup>st</sup> April 2018 be approved under Section 101 of the Local Government Act 1972.
- (ii) That the provision of services under an Inter-Authority Agreement for a minimum period of four years from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2022 be agreed.
- (iii) That the Legal Services Manager be authorised to agree the terms of the Inter-Authority Agreement, reflecting the principles outlined in the report.
- (iv) That the staffing arrangements, including the TUPE transfer of staff, be noted.

#### REASON

The current joint working arrangement is due for renewal on 31<sup>st</sup> March 2018 and therefore there is a need for Members to agree how

procurement services will be provided in the future. The recommended approach assists in delivering process efficiencies, creates equality in staff terms and conditions and makes the management of the team less complex.

EX/74 **CAR PARKING STRATEGY AND RURAL CAR PARK REVIEW**

The Cabinet Member for Local Economy submitted a report seeking approval for proposed town centre parking tariff changes for 2018/19 and the rural car park investment plan, together with performance data for 2017/18 in respect of rural car parks following the introduction of Annual Parking Discs/parking charges.

The targeted tariff increases in specific car parks would generate an additional £150,000 annual income for the Council. A blanket increase across all car parks was not proposed as the aim was to increase prices where there was a disparity in price compared to other locations and where demand outweighed availability.

Following the introduction of the Annual Parking Disc scheme in rural car parks in April 2017, it had been agreed that money would be reinvested in these car parks to improve their structure, appeal and usability. A plan of works was proposed that prioritised action according to remaining life left in respect of the the structure of the car park (the surface) and opportunities for increased spaces, shared across locations to ensure that the availability of spaces during works was maximised. It is proposed that these works would take place over a six year period.

An update on the performance of the current Annual Parking Disc schemes included details of income and sales per location, usage surveys and an update on changes made over the year.

The Local Economy Policy Development Advisory Group had considered and supported the proposals.

**RESOLVED**

- (i) That the town centre parking tariff increases be approved, as set out in the report.
- (ii) That the rural car park investment plan be approved.
- (iii) That the update on the 2017/18 rural figures (first year of the Annual Parking Disc Scheme) and emerging Parking Strategy be noted.

**REASONS**

The purpose of increasing the town centre parking tariffs is to:

1. Standardise parking prices across the town bringing them more in line with each other
2. Use pricing to improve the spread of parking across the town and attempt to reduce the use in the areas of highest demand
3. Introduce a better relationship between the hourly, daily and annual costs for parking.
4. Increase income to meet the needs of the medium term financial strategy.

Approving the rural car park improvement plan will allow us to progress with those improved changes to the car parks as agreed when the Annual Parking Scheme was introduced.

EX/75 **BUDGET 2018/19**

The Cabinet Member for Finance and Assets reported the details of the proposed 2018/19 revenue and capital budgets and reviewed the Medium Term Financial Strategy, which had been approved in December 2017. It was noted that the Council was able to set a balanced budget for 2018/19, generating a small surplus and a small surplus was also anticipated in 2019/20, despite Government revenue grant turning negative. Beyond 2019/20, the Government had proposed a significant change of business rate policy which was likely to impact badly on the Council's finances and, without action, would result in budget deficits. The budget projections beyond 2020 were for deficits of £1,600,000 in 2020/21 and £2,300,000 in 2021/22.

It was planned to continue to deliver savings and income generation through a combination of measures including: service and productivity reviews; shared services; procurement; income generation; and other efficiency measures.

The report set out a series of prudential indicators, which were a statutory requirement to demonstrate that the Council's capital programme was affordable and prudent in the context of the Council's overall finances, together with a statement on the robustness of reserves.

The proposals were supported by the Finance and Assets Policy Development Advisory Group.

**RECOMMENDED TO COUNCIL**

- (i) That the level of Council Tax for 2018/19 be increased from £140.60 by £5 (3.56%) to £145.60 at Band D.
- (ii) That the net revenue budget for 2018/19 of £10.714m be approved (Appendix A to the report).

- (iii) That Special Expenses of £284,762 (Appendix D to the report) and a Band D charge of £24.60 be agreed in respect of the unparished area for 2018/19.
- (iv) That the capital programme for 2018/19 (Appendix E to the report) be approved 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 and 2021/22 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 these two years.
- (vi) That the Minimum Revenue Provision (MRP) Statement set out in Appendix F to the report be approved.
- (vii) That the prudential indicators and limits for 2017/18 to 2020/21 set out in Appendix G to the report be approved.
- (viii) That the statement on the robustness of the level reserves in Appendix I to the report 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.

#### EX/76 **NEW CONTRACT FOR THE COUNCIL'S INTERNAL AND EXTERNAL CLEANING REQUIREMENTS INCLUDING THE CAPITOL AND MUSEUM**

The Cabinet Member for Finance and Assets submitted a report seeking Cabinet approval to delegate authority to the Director of Planning, Economic Development and Property for the award of a contract for the provision of the Council's Building Cleaning Services.

The Council was currently taking part in a joint tender process with Crawley Borough and Mid Sussex District Councils and the award of the contract would be delayed if each authority's Cabinet had to make the decision at the end of the process. It was noted that the contract would also cover the additional cleaning requirements of The Capitol and Horsham Museum and Art Gallery, which were currently delivered under a separate contract.

The proposal was supported by the Finance and Assets Policy Development Advisory Group.

#### RESOLVED

That the Director of Planning, Economic Development and Property, in consultation with the Cabinet Member for Finance and Assets, be authorised to award the contract for the provision of building cleaning services when the joint tender process is completed.

#### REASON

In line with the Constitution, Cabinet would normally award any contract with a total value over £250,000. Because we are tendering the contract jointly with Crawley Borough Council and Mid Sussex District Council, waiting for each Cabinet to make an individual award would lead to an unacceptable delay in the contract award process.

#### EX/77 **APPROVAL OF CONSERVATION AREA APPRAISALS & MANAGEMENT PLANS FOLLOWING CONSULTATION**

The Cabinet Member for Planning and Development reported that the District's historic environment was recognised and conserved through both local and statutory designation, and that it was home to over 1,860 listed buildings and 37 conservation areas.

The Council was required in law to review its conservation areas and at present only four of the 37 conservation areas had an adopted conservation area appraisal: Amberley, Bramber, Horsham and Slinfold. Without appraisals setting out the significance of the areas, it was difficult for the Council to manage change positively in the remaining 33 conservation areas in the District.

It had therefore been decided to introduce a rolling programme of conservation area appraisals within the District, starting with the six areas currently experiencing the greatest development pressure: Storrington, Steyning, Billingshurst, Henfield and Pulborough (Church Place & Lower Street). Draft conservation area appraisals and management plans for these areas had been produced by specialist heritage consultants working closely with the Council's Conservation Officer.

The draft conservation area appraisals and management plans had been approved by Cabinet on 20<sup>th</sup> July 2017 for consultation purposes. Before the consultation commenced, officers attended the relevant parish council meetings in July and August 2017 to discuss the proposals.

Summaries of the comments received during the consultation period and the responses to those comments were submitted.

Cabinet was requested to adopt the final versions of the five Conservation Area Appraisals and Management Plans, incorporating revisions following consultation. Once adopted, these documents would provide important guidance for applicants, residents and the Council and would help with the determination of planning applications in the relevant settlements.

The proposals were supported by the Planning and Development Policy Development Advisory Group.

RESOLVED

- (i) That the representations and responses to the draft Conservation Area Appraisals and Management Plans for Storrington, Steyning, Billingshurst, Henfield and Pulborough (Church Place & Lower Street) be noted as set out in Appendices 1-5 of the report.
- (ii) That the Conservation Area Appraisals and Management Plans for Storrington, Steyning, Billingshurst, Henfield and Pulborough (Church Place & Lower Street) be approved as set out in Appendices 6-10 of the report, to be used in the determination of planning applications from 1<sup>st</sup> March 2018.
- (iii) That the revised Conservation Area boundaries for Storrington, Steyning, Billingshurst, Henfield and Pulborough (Church Place & Lower Street) be approved as shown on the Conservation Area designation maps included in the report.
- (iv) That the Cabinet Member for Planning and Development be authorised to approve minor editorial changes prior to publication.

REASONS

- (i) To provide updated conservation guidance for planning officers in dealing with applications in the five settlements and Members in determining applications.
- (ii) To formally designate the amended Conservation Area boundaries.

EX/78 **SECTION 106 FUNDS**

Cabinet received the recommendations of the Overview and Scrutiny Committee in respect of the allocation of S106 funds. The Cabinet Member for Planning and Development supported the recommendations.

The Chief Executive indicated that officers were in a position to implement the recommendations, if approved by Cabinet.

RESOLVED

- (i) That the issue of a short guide to all parish and neighbourhood councils explaining the potential S106 funds that might be available to them, and how to set about starting the process, be supported.

- (ii) That a brief period be allocated in the forthcoming planning training event, and future events, for parish councillors, to explain the section 106 process.
- (iii) That S106 reports continue to be sent to parish councils and ward members on a quarterly basis, as previously agreed.

EX/79 **FORWARD PLAN**

The Forward Plan was noted.

EX/80 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

*The meeting closed at 6.40 pm having commenced at 5.30 pm*

**CHAIRMAN**