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# Finance and Assets Policy Development Advisory Group and Local Economy Policy Development Advisory Group

Monday, 11th September, 2017 at 5.30 pm

Wallis Room, Parkside, Chart Way, Horsham

Councillors:

Brian Donnelly (Chairman)	
Gordon Lindsay (Chairman)	
John Bailey	Tony Hogben
Peter Burgess	Nigel Jupp
John Chidlow	Liz Kitchen
Paul Clarke	Adrian Lee
David Coldwell	Tim Lloyd
Leonard Crosbie	Stuart Ritchie
	Simon Torn

You are summoned to the meeting to transact the following business

## Agenda

	Page No.
1. <b>Apologies for absence</b>	
2. <b>To approve the notes of the previous meeting</b>	
a) To approve as correct the notes of the Finance and Assets Policy Development Advisory Group meeting held on 10th July 2017	3 - 4
b) To approve as correct the notes of the Local Economy Policy Development Advisory Group meeting on 17th May 2017	5 - 6
3. <b>Gigabit West Sussex</b>	7 - 10
A project aiming to deliver ultrafast (1000Mb download & upload) speeds to local authority estates across West Sussex, procuring a single infrastructure supplier to establish a "full fibre" network in 8 key urban areas	
4. <b>Piries Place Car Park - Potential Replacement</b>	11 - 30
5. <b>Forward Plan Extract</b>	
a) To note the Forward Plan extract (if any) for the Finance and Assets Portfolio	31 - 34
b) To note the Forward Plan extract (if any) for the Local Economy Portfolio	35 - 38



**Finance and Assets Policy Development Advisory Group**  
**10 JULY 2017**

Present: Councillors: Brian Donnelly (Chairman), Paul Clarke, David Coldwell, Leonard Crosbie and Nigel Jupp

Apologies: Councillors: John Bailey, John Chidlow, Adrian Lee, Tim Lloyd, Stuart Ritchie and Simon Torn

1 **TO APPROVE THE NOTES OF THE PREVIOUS MEETING**

The group approved the notes of the meeting held on 8 May 2017.

2 **DISCRETIONARY BUSINESS RATE RELIEF SCHEME**

The Head of Finance presented to the group. Members heard that the council had to design a local scheme to distribute its allocation of a centrally funded national £300m discretionary business rate relief scheme. The scheme would assist small businesses that were facing rising bills as a result of the 2017 revaluation.

The allocation was over 4 individual years and the council would currently be required to pay back any unspent grant, as well as bearing the cost of any grant overspend.

The government's assumptions were that the relief would be targeted at:

- those ratepayers who were facing an increase in their bills following revaluation
- ratepayers that faced the most significant increases in bills
- ratepayers occupying lower value properties

There are approximately 4,500 business in the Horsham district of which approximately 3,100 had an increase in rateable value. The Head of Finance explained the parameters and emphasised a preference for a simple scheme that was straightforward to administer. Members were presented with modelling of five options for discussion.

Members' discussion included

- The need for an objective, transparent approach
- The risk of spreading the grants apparently equitably, but too thinly so as to have limited effect

Members endorsed the need for a simple scheme that was administratively straightforward. Of the 5 options presented, members supported two options,

firstly for a scheme applicable to *all* small businesses that had a rateable value increase; **or** for a scheme where only those small businesses with a greater than 15% increase in rateable value would be eligible. The Head of Finance emphasised the fact that the latter was more in line with government's assumptions that the relief was for ratepayers that faced the most *significant* increases in bills. The Cabinet Member thanked members for their considerations and would work with officers to produce a scheme for consultation. West Sussex County Council would be consulted on the proposed scheme prior to a cabinet decision in September, and an operational scheme from 1 October 2017.

### 3 **ALLOCATION OF BUSINESS TRANSFORMATION RESERVE**

The Director of Corporate Resources explained that the Medium Term Financial Strategy required the movement of a surplus to an earmarked reserve, which Cabinet would agree in September 2017. The Council was currently forecasting a balanced budget from 2017/18 through to 2019/20. This relied on implementing a range of actions to help deliver further income generation and efficiency measures. This required further investment in transformational projects. Moving £0.5m to the transformation earmarked reserve would set aside funds to help transform the Council in the future, effectively funded from the 2016/17 budget surplus.

*The meeting closed at 18.25*

CHAIRMAN

**Local Economy Policy Development Advisory Group**  
**17 MAY 2017**

Present: Councillors: Gordon Lindsay (Chairman), Peter Burgess,  
David Coldwell and Leonard Crosbie

Apologies: Councillors: John Bailey, John Chidlow, Tony Hogben, Liz Kitchen,  
Adrian Lee, Paul Marshall and Stuart Ritchie

22 **TO APPROVE THE NOTES OF THE PREVIOUS MEETING**

The group approved the notes of the meeting held on 22 March 2017.

23 **UPDATE ON ECONOMIC STRATEGY**

The Head of Economic Development updated the group on the Economic Development Strategy. Members were reminded that Cabinet had agreed the strategy in January 2017, which provided five priority areas of inward investment; enterprise; skills and employment; infrastructure; and promoting the District offer.

The group heard that:

- An action plan to support the strategy was being developed
- Alignment with strategic planning policies was ongoing
- The *Microbiz* programme of events had been reviewed, and the University of Chichester had been commissioned to take forward an improved offer of a full year of events. This included start-up Saturdays, Business Growth Groups and Networking events. The programme had an urban and rural focus.
- The LEAP scheme had been very successful, awarding 49 grants
- The 'Think Horsham' website would be updated, and that the Burrows business directory was now online
- EU funding had been secured for a visitor economy strategy and setting up a visitor economy partnership. Town meetings had already taken place, together with 1:1s with visitor economy businesses. Workshops were planned for 20<sup>th</sup> June 2017.

Members' views included:

- Ensuring that links would be made between tourism initiatives already underway in the district, such as at Steyning
- Consideration of Horsham as a 'wi-fi' town
- The strategic importance of car parking in the district

- A discussion of the economic significance of the proposed business park on the north Horsham development

The Cabinet Member thanked Members for their views.

*The meeting closed at 17:40*

CHAIRMAN

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**Parkside, Chart Way, Horsham,  
West Sussex RH12 1RL**

## **FORWARD PLAN**

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice also includes details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website ([www.horsham.gov.uk](http://www.horsham.gov.uk)) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Tel: 01403 215123

Published on 01 September 2017

#### **What is a Key Decision?**

A key decision is an executive decision which, is likely –

(i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or

(ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
1.	<b>Piries Place car park - potential replacement</b> Policy Development Advisory Group 11 September 2017	Cabinet	21 Sep 2017	Part exempt	Chris Lyons, Director of Planning, Economic Development and Property chris.lyons@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly), Cabinet Member for Local Economy (Councillor Gordon Lindsay)
Page 33	<b>Discretionary Business Rates Relief Scheme</b> Policy Development Advisory Group 10 July 2017	Cabinet	21 Sep 2017	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
3	<b>Allocation of Business Transformation Reserve</b> Policy Development Advisory Group 10 July 2017	Cabinet	21 Sep 2017	Open	Dominic Bradley, Head of Finance dominic.bradley@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly)

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4	<b>Budget 2018/19</b> Policy Development Advisory Group 8 January 2018	Cabinet  Council	25 Jan 2018  21 Feb 2018	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly)

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