



Email: committeeservices@horsham.gov.uk
Direct line: 01403 215465

Council

Wednesday, 17th October, 2018 at 6.00 pm
Park Suite, Parkside, 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

Glen Chipp
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	5 - 10
To approve as correct the minutes of the meeting of the Council held on 5 th September 2018 <i>(Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to committeeservices@horsham.gov.uk at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.)</i>	
3. Declarations of Members' Interests	
To receive any declarations of interest from Members	
4. Announcements	
To receive any announcements from the Chairman of the Council, the Leader, Members of the Cabinet or the Chief Executive	
5. Questions from the Public	
To receive questions from the public under Rules 4a.2(f) and 4a.8-18	
6. Recommendations from Cabinet	11 - 12
To receive the recommendations from the meeting of Cabinet held on 20 th September 2018 on Rowan Drive, Billingshurst – approval of a supplementary budget – report available online at: Cabinet_agenda_20_September_2018	

7. **Recommendations from Committees**

To receive and, if approved, adopt the recommendations of the meeting of the Governance Committee held on 16th October 2018 in respect of the review of polling districts, polling places and polling stations (agenda online at: [Governance Committee agenda](#))

8. **Reports of representatives**

To receive reports from representatives on outside bodies

9. **Members' Questions on Notice**

To receive questions from Members under Rules 4a.20(b)-25

10. **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>Addressing the Council</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>Minutes</p>	<p>Any comments or questions should be limited to the accuracy of the minutes only</p>
<p>Quorum</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>Declarations of Interest</p>	<p>Members should state clearly in which item they have an interest and the nature of the interest (i.e. personal; personal & prejudicial; or pecuniary). If in doubt, seek advice from the Monitoring Officer in advance of the meeting</p>
<p>Announcements</p>	<p>These should be brief and to the point and are for information only – no debate/decisions</p>
<p>Questions from the public (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 and relevant to the business of the meeting. 2 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 15 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. 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.</p>
<p>Cabinet recommendations (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"> - ask a question on the item under consideration – max 2 minutes; and/or - make a statement – max 5 minutes.
<p>Questions from Members on Notice (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"> - 2 minutes maximum for initial question - 2 minutes maximum for the response - 2 minutes maximum for a supplementary question - 2 minutes maximum for a response to the supplementary question - 5 minutes maximum for the questioner to make a final statement in response, if they wish - If an oral reply is not convenient (e.g. too lengthy) a written answer may be circulated later. <p>No discussion. Maximum of 30 minutes overall for questions and answers.</p>

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

Council
5 SEPTEMBER 2018

Present: Councillors: Peter Burgess (Chairman), Kate Rowbottom (Vice-Chairman), John Bailey, Andrew Baldwin, John Blackall, Toni Bradnum, Karen Burgess, John Chidlow, Jonathan Chowen, Philip Circus, Paul Clarke, David Coldwell, Roy Cornell, Christine Costin, Leonard Crosbie, Ray Dawe, Brian Donnelly, Matthew French, Billy Greening, Tony Hogben, David Jenkins, Nigel Jupp, Liz Kitchen, Lynn Lambert, Adrian Lee, Tim Lloyd, Paul Marshall, Christian Mitchell, Mike Morgan, Godfrey Newman, Brian O'Connell, Stuart Ritchie, Jim Sanson, Claire Vickers and Michael Willett

Apologies: Councillors: Alan Britten, Gordon Lindsay, Ben Staines and Tricia Youtan

Absent: Councillors: Jonathan Dancer, Josh Murphy, Connor Relleen, David Skipp and Simon Torn

CO/11 **MINUTES**

The minutes of the meetings of the Council held on 25th April and 23rd May 2018 were approved as correct records and signed by the Chairman.

CO/12 **DECLARATIONS OF MEMBERS' INTERESTS**

Councillor David Coldwell declared a personal interest in the Notice of Motion as he was a member of the South Downs National Park Authority.

CO/13 **ANNOUNCEMENTS**

The Chairman of Council reminded Members that they were all invited to attend the Battle of Britain parade and service on Sunday 16th September 2018. There would be a wreath laying ceremony in the Carfax at 10:30 followed by a Service of Remembrance at St Marys Church.

The Chairman also advised that a Civic Carol Service would be held at 18:30 on Sunday 9th December 2018 at St Marys Church.

The Cabinet Member for Waste, Recycling and Cleansing reported that a number of compliments had been received regarding the Council's waste service and read to Members one that had been submitted through the website.

The Cabinet Member for Leisure and Culture advised Members that it was anticipated that the opening of The Bridge would take place in October 2018 and he would advise them of the date shortly.

Councillor Liz Kitchen, the Council's representative on the Gatwick Airport Consultative Committee (GATCOM), reported that recently criticism had been directed at GATCOM in relation to issues regarding noise and the perception of noise in the local area. Councillor Kitchen stressed that GATCOM was a consultative body only and had no decision making powers. She also advised Members that the London Airspace Management Programme would, over the next three to four years, be consulting on changes to airspace. This consultation would include parish councils and local residents.

CO/14 **QUESTIONS FROM THE PUBLIC**

No questions relevant to the business of the meeting had been received.

CO/15 **RECOMMENDATIONS FROM COMMITTEES**

Councillor Michael Willett, Chairman of the Committee, moved the recommendations contained in Minute GO/6 of the meeting of the Governance Committee held on 12th June 2018 proposing changes to the Constitution of Horsham District Council, including the reinstatement of the Protocol on Member/Officer Relations. Councillor David Coldwell seconded the proposal.

RESOLVED

- (i) That the Protocol on Member/Officer Relations, as amended by the Committee and attached to these Minutes, be reinstated in the Constitution as Part 5d.
- (ii) That Article 8 of the Constitution (8.2 Other Committees and Bodies) be amended at parts a) and c) only to read as follows:
 - "a) Employment Committee (the Leader of the Council, the Chairman of the Council and the Leader of the Opposition Group or, if they are not available, a Member chosen from a pool of named substitutes)
 - b) ...
 - c) One Policy Development Advisory Group for each of the following portfolios: Community & Wellbeing; Finance & Assets; Leisure & Culture; Local Economy; Planning & Development; and Waste, Recycling & Cleansing (11 Members each including the Cabinet Member) (A variance in size (not exceeding 11) will be permitted by notification of group leaders and the subsequent assent of Council).
 - d) ...
 - e) ..."

REASON

To comply with Article 13, Review and Revision of the Constitution.

CO/16 **PAY POLICY STATEMENT 2018/19**

The Director of Corporate Resources reported that the Localism Act 2011 required local authorities to prepare and publish a Pay Policy Statement annually.

The Pay Policy Statement for 2018/19 had been updated in order to comply with the requirements of the Act and to incorporate changes to pay points as a result of the nationally agreed cost of living rise settlement and increases in the Living Wage (Foundation), the National Living Wage and the various bands of the National Minimum Wage (applicable to casual employees below the age of 25 in some grades only).

The statement set out the Council's policies relating to: Chief Officer remuneration; remuneration of the lowest paid employees; and the relationship between Chief Officers' remuneration and that of other staff.

The publication of this information was a statutory requirement and, once approved, the Pay Policy Statement for 2018/19 would be published on the Council's website.

It was moved by Councillor Ray Dawe and seconded by Councillor Leonard Crosbie that the recommendation in the report should be approved.

RESOLVED

That the Pay Policy Statement 2018/19 be approved for publication.

REASON

To comply with the requirements of the Localism Act 2011 to approve a published pay policy annually.

CO/17 **SLINFOLD NEIGHBOURHOOD PLAN**

The Cabinet Member for Planning and Development reported that, following extensive preparations and Examination, the Slinfold Neighbourhood Plan had been subject to a Referendum on 19th July 2018, where the majority (83%) of those who voted were in favour of the Plan.

In presenting the report, the Cabinet Member thanked the Parish Council and the Neighbourhood Planning steering group for the effort they had put in to the preparation of the Plan. The local Members also paid tribute to the work of the Parish Council and local residents and supported the Cabinet Member's recommendation.

Council's approval was therefore sought to make the Slinfold Neighbourhood Plan part of the statutory Development Plan, as required by the Town and Country Planning Act 1990 and the Localism Act 2011. This would mean that

the Plan would be used in the determination of planning applications in Slinfold Parish in addition to the Horsham District Planning Framework.

It was moved by Councillor Claire Vickers and seconded by Councillor Stuart Ritchie that the recommendation in the report should be approved.

RESOLVED

That the Slinfold Neighbourhood Plan be formally “made” part of the statutory Development Plan, following the Referendum held on 19th July 2018.

REASON

To meet the requirements of the Town and Country Planning Act 1990 (as amended), the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012 (as amended).

CO/18 **NOTICE OF MOTION**

The following Motion, of which notice had been given in accordance with Rule 4a.26 of the Council’s Constitution, was moved by Councillor Paul Marshall and seconded by Councillor Paul Clarke.

“This motion is seeking the support of Horsham District Council in objecting to the South Downs National Park (SDNP) actions in implementing a Judicial Review challenging Highways England preferred A27 Arundel improvement scheme announced recently.

The action taken by the SDNP has completely ignored the traffic volume and the environmental impact that residents have had to put with in south of the district that is also part of the South Downs National Park. The residents for years have been waiting for an improvement scheme that will make the A27 route accessible as opposed to circumnavigating A283 and other local roads to avoid the A27 congestion. Residents who live in the vicinity of A283 particularly the villages of Steyning, Wiston, Washington, Storrington, Amberley & Pulborough have had to put up with this traffic in both directions as a consequence.

Storrington, along with Cowfold, are two villages designated as Air Quality Management Areas, (AQMA). Storrington is a direct consequence of the diversionary traffic. This village has circa 20,000 average vehicle movements daily with high recorded pollutants registered. Two areas, Manleys Hill and West Street have significant pollutant levels recorded well above legal recommendations.

It is no longer acceptable for residents to put up with the consequences. Residents have participated in the consultation process undertaken by Highways England extensively. The SDNP have not consulted residents in the

SDNP or neighbouring villages about their decision to oppose the preferred improvement routes which will be a major relief road for the SDNP.

I am asking this Council to formally write to the Chair of SDNP objecting to its actions and expressing disappointment about their decision in challenging Highways England. This has a disregard to those residents who have to suffer the environmental impact in the south of the District.”

Members debated the motion with particular reference to the remit of the SDNPA to preserve and enhance the natural environment of the National Park; air quality issues in the south of the District; possible loss of funding for any improvement of the A27 if the Judicial Review (JR) proceeds; the regrettable use of JR as a mechanism to put forward the SDNPA’s argument; and the need for adequate infrastructure to accommodate increased housing in the area.

On being put, the motion was declared **CARRIED** and it was:

RESOLVED

That the Council write to the Chair of the South Downs National Park Authority objecting to its actions and expressing disappointment about their decision in challenging Highways England.

CO/19 **MEMBERS' QUESTIONS ON NOTICE**

No questions had been received.

CO/20 **URGENT BUSINESS**

There was no urgent business.

The meeting closed at 7.09 pm having commenced at 6.00 pm

CHAIRMAN

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**COUNCIL
17TH OCTOBER 2018
CABINET RECOMMENDATIONS**

Details of recommendations to Council made at the Cabinet meeting held on 20th September 2018 are set out below:

EX/26 Rowan Drive, Billingshurst - Approval of a supplementary budget

The Cabinet Member for Community and Wellbeing reported that, on 22nd March 2018, Cabinet had approved the appointment of a contractor to for the construction of 17 residential units on two development sites at Peary Close and Rowan Drive within an approved budget allocation of £3,000,000.

Following the receipt of planning consent for the development at Peary Close, the contract had been let and works had commenced on site, with a target completion date of 17th May 2019.

Consideration of the planning application in respect of the development at Rowan Drive had initially been deferred, owing to objections received during the planning process. The scheme had therefore been redesigned in order to address the key objections and planning permission had been granted at the Planning Committee (South) meeting on 18th September 2018.

Cabinet was advised that three additional cost elements had arisen since March 2018: the cost of the redesign of the development; costs arising from the decoupling of the two construction projects; and the payment of Community Infrastructure Levy (CIL) which was unexpectedly due as temporary accommodation was not excluded from CIL.

Cabinet was therefore now requested to recommend Council to approve an additional capital budget allocation of £175,000, increasing the overall capital budget envelope to £3,175,000, and a supplementary capital budget for this purpose.

RECOMMENDED TO COUNCIL

- (i) That the capital budget envelope be increased from £3,000,000 to £3,175,000.
- (ii) That a supplementary capital budget of £175,000 be approved for this project.

REASON

To enable the Council to provide additional temporary accommodation for eligible families in housing need.

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