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# Council

**Wednesday, 24th April, 2019 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 Natalie Loveless, Vicar of St Leonards Church, Horsham before the meeting commences)*

You are summoned to the meeting to transact the following business

Glen Chipp  
Chief Executive

## Agenda

	<b>Page No.</b>
1. <b>Apologies for absence</b>	
2. <b>Minutes</b>	5 - 18
To approve as correct the minutes of the meeting of the Council held on 13 <sup>th</sup> February 2019	
<i>(Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to <a href="mailto:committeeservices@horsham.gov.uk">committeeservices@horsham.gov.uk</a> 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. <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>Recommendations from Cabinet</b>	19 - 20
To receive the recommendation from the meeting of Cabinet held on 21 <sup>st</sup> March 2019 for the approval of funding for the proposed setting up of development and management companies to provide affordable rented housing in Horsham District	
<i>(The report of the Cabinet Member for Community &amp; Wellbeing to Cabinet is online at: <a href="#">Cabinet agenda</a> )</i>	

7. **Recommendations from Committees**

To receive the recommendations of the following Committees and, if approved, to adopt those recommendations:

- a) Governance Committee - 19th March 2019 21 - 24  
Recommendations in respect of the Review of the Functions, Responsibilities and Constitution of Planning Committees at Horsham District Council – Minute No. GO/38  
*(The report of the Monitoring Officer to Governance Committee is online at: [Governance Committee agenda](#) )*
- b) Overview and Scrutiny Committee - 25th March 2019 25 - 26  
Recommendations in respect of the West Sussex County Council S106 Task and Finish Group – Minute No. SO/75  
*(The report of the Task and Finish Group to Overview & Scrutiny Committee is online at: [Overview & Scrutiny 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)

<b>Addressing the Council</b>	<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>
<b>Minutes</b>	<p>Any comments or questions should be limited to the accuracy of the minutes only</p>
<b>Quorum</b>	<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>
<b>Declarations of Interest</b>	<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>
<b>Announcements</b>	<p>These should be brief and to the point and are for information only – <b>no debate/decisions</b></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>Directed to Leader, Cabinet Member or Chairman of an ordinary committee and relevant to the business of the meeting. <b>2</b> minutes in total to put the question. Appropriate Member to reply. Questioner may ask one supplementary question. Member to reply (max <b>2</b> 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>
<b>Cabinet recommendations</b> (see also rules of debate)	<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>
<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>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**  
**13 FEBRUARY 2019**

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, David Jenkins, Nigel Jupp, Liz Kitchen, Lynn Lambert, Adrian Lee, Gordon Lindsay, Tim Lloyd, Christian Mitchell, Mike Morgan, Brian O'Connell, Stuart Ritchie, Jim Sanson, David Skipp, Ben Staines, Simon Torn, Claire Vickers, Michael Willett and Tricia Youtan

Apologies: Councillors: Alan Britten, Tony Hogben, Paul Marshall and Godfrey Newman

Absent: Councillors: Jonathan Dancer, Josh Murphy and Connor Relleen

CO/44 **MINUTES**

The minutes of the meetings of the Council held on 5<sup>th</sup> December 2018 and 24<sup>th</sup> January 2019 were approved as correct records and signed by the Chairman.

CO/45 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

CO/46 **ANNOUNCEMENTS**

The Chairman referred to the recent deaths of three former Members of the Council: Sally Horner (1989 to 2011), John Cox (2003 to 2009), and Alan Chisholm (1991 to 1999). Tributes were paid by current Members and a quiet period of reflection was observed.

The Cabinet Member for Planning and Development reported that the Council had been shortlisted as a finalist in the Royal Town Planning Institute Planning Excellence Awards 2019 in respect of the Abingworth Meadows development in Thakeham.

The Cabinet Member for Community and Wellbeing gave updates on: progress on the Peary Close temporary accommodation scheme; the expansion of the neighbourhood wardens' scheme; and a Member briefing being held on 26<sup>th</sup> February on the proposed creation of a Housing Company to deliver affordable housing in the District.

The Cabinet Member for Waste, Recycling and Cleansing reported on action being taken to address litter on the highway and the need for public involvement in reporting incidents and providing evidence.

The Cabinet Member for Leisure and Culture reminded Members that this was the last opportunity to contribute towards the commissioning of a plaque to be installed in Steyning commemorating ex-Councillor George Cockman.

The Cabinet Member for Local Economy advised that footfall in Horsham Town Centre had been up by 12% on the previous year over the Christmas period.

CO/47 **QUESTIONS FROM THE PUBLIC**

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

CO/48 **RECOMMENDATIONS FROM CABINET**

Council Tax Reduction Scheme

The Cabinet Member for Finance and Assets gave an overview of the Council's current Council Tax Reduction scheme, together with a recommendation from Cabinet that no changes were made to the scheme for 2019/20.

RESOLVED

That the Council Tax Reduction Scheme for 2019/20:

- (i) Maintains the existing protected groups.
- (ii) Maintains the existing £10,000 capital limit and band D restriction.
- (iii) Maintains the existing practice of charging at least 10% of the Council Tax bill to all unprotected groups.

REASON

Council Tax Reduction schemes are annual schemes and therefore require an annual review and approval, even when no changes to the scheme are being proposed.

CO/49 **BUDGET 2019/20 AND MEDIUM TERM FINANCIAL STRATEGY**

Further to the detailed consideration of the Budget for 2019/20 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 2019/20 budget; and moved that they be approved. Councillor Stuart Ritchie seconded the proposal.

Councillor Donnelly noted that the Council was able to set a budget for 2019/20 that would generate a surplus, which would help towards funding future transformation to maximise efficiency and effectiveness. It was also currently projected that there would be a budget surplus in 2020/21, and the budget projections for 2021/22 and 2022/23 were close to breakeven, provided significant transformation continued to be delivered. Additionally, in 2019/20, the Council would be delivering a £19,800,000 capital programme, while the level of council tax proposed remained the lowest in West Sussex and in the lowest quartile nationally. Councillor Donnelly thanked all staff for their work in maximising efficiency and achieving savings, which made a positive contribution to the Council's current and predicted financial position. He also thanked the Director of Corporate Resources and her team for their hard work in briefing Members at a number of meetings and producing the budget report.

Councillor David Skipp, Leader of the Liberal Democrat Group endorsed the Cabinet Member's thanks to officers for producing the budget now before Members. He agreed with the Cabinet Member's positive comments regarding the Council's current financial position and also noted that planning for the future in the current uncertain financial situation was difficult. He noted that in October 2012 the Council had agreed a minimum level of general reserves of £6,000,000, which was accepted as a sound principle. However, the Council's general reserves now stood at £11,100,000. He noted that the Council was currently investigating the possibility of setting up a housing company to enable the provision of more affordable housing throughout the District using commuted sums from S106 agreements.

Councillor Skipp then moved an amendment to the motion by the addition of the following recommendation: "In view of the significant solvency of this Council, the commuted sum comprising £12,000,000 from S106 agreements should be enhanced by £2,000,000 a year for the next three years from Council funds in order to ensure that much-needed affordable accommodation is provided within this District."

The amendment was seconded by Councillor Christine Costin.

Members debated the amendment, expressing support for the provision of affordable housing through the proposed setting up of a housing company, which was due to be considered by Cabinet in March. However, generally, Members did not support making an additional commitment as now proposed in view of future uncertainties regarding the Council's finances.

Having been moved and seconded, the amendment was put.

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

FOR THE MOTION: Councillors: Christine Costin, Leonard Crosbie, David Skipp

AGAINST: Councillors: John Bailey, Andrew Baldwin, John Blackall, Toni Bradnum, Karen Burgess, Peter Burgess, John Chidlow, Jonathan Chowen, Philip Circus, Paul Clarke, David Coldwell, Roy Cornell, Ray Dawe, Brian Donnelly, Matthew French, Billy Greening, David Jenkins, Nigel Jupp, Liz Kitchen, Lynn Lambert, Adrian Lee, Gordon Lindsay, Tim Lloyd, Christian Mitchell, Brian O'Connell, Stuart Ritchie, Kate Rowbottom, Jim Sanson, Ben Staines, Simon Torn, Claire Vickers, Michael Willett, Tricia Youtan

ABSTAIN: Councillor: Mike Morgan

ABSENT: Councillors: Alan Britten, Jonathan Dancer, Tony Hogben, Paul Marshall, Josh Murphy, Godfrey Newman, Connor Relleen

The amendment was declared LOST.

Members then debated the substantive motion raising a number of points including concerns regarding the impact of the County Council's proposed reduction in housing support; the benefits of New Homes Bonus; and the work that had gone into producing a budget that provided value for money whilst preserving services.

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, John Blackall, Toni Bradnum, Karen Burgess, Peter Burgess, John Chidlow, Jonathan Chowen, Philip Circus, Paul Clarke, David Coldwell, Roy Cornell, Leonard Crosbie, Ray Dawe, Brian Donnelly, Matthew French, Billy Greening, David Jenkins, Nigel Jupp, Liz Kitchen, Lynn Lambert, Adrian Lee, Gordon Lindsay, Tim Lloyd, Christian Mitchell, Mike Morgan, Brian O'Connell, Stuart Ritchie, Kate Rowbottom, Jim Sanson, Ben Staines, Simon Torn, Claire Vickers, Michael Willett, Tricia Youtan

AGAINST: None

ABSTAIN: Councillors: Christine Costin, David Skipp

ABSENT: Councillors: Alan Britten, Jonathan Dancer, Tony Hogben, Paul Marshall, Josh Murphy, Godfrey Newman, Connor Relleen

The motion was declared CARRIED and it was:

RESOLVED

- (i) That the level of Council Tax for 2019/20 be increased from £145.60 by £3.93 (2.7%) to £149.53 at Band D.



- (ii) That the net revenue budget for 2019/20 of £10.435m be approved (Appendix A to the report).
- (iii) That Special Expenses of £299,140 (Appendix D to the report) and a Band D charge of £25.46 be agreed in respect of the unparished area for 2019/20.
- (iv) That the capital programme for 2019/20 (amended 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 balanced budgets on the revenue account in 2021/22 and 2022/23 be noted and the Medium Term Financial Strategy continues to be reviewed and refined to ensure that decisions are taken to deliver these balanced budgets 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 Capital Strategy and prudential indicators and limits for 2018/19 to 2021/22 set out in the amended 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

#### CO/50 **COUNCIL TAX 2019/20**

It was moved by Councillor Brian Donnelly and seconded by Councillor Stuart Ritchie that the Council Tax resolution for 2019/20 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, John Blackall, Toni Bradnum, Karen Burgess, Peter Burgess, John Chidlow, Jonathan Chowen, Philip Circus, Paul Clarke, David Coldwell, Roy Cornell, Leonard Crosbie, Ray Dawe, Brian Donnelly, Matthew French, Billy Greening, David Jenkins, Nigel Jupp, Liz Kitchen, Lynn Lambert, Adrian Lee, Gordon Lindsay, Tim Lloyd, Christian Mitchell, Mike Morgan, Brian O'Connell, Stuart Ritchie, Kate Rowbottom, Jim Sanson, Ben Staines, Simon Torn, Claire Vickers, Michael Willett, Tricia Youtan

AGAINST: None

ABSTAIN: Councillors: Christine Costin, David Skipp

ABSENT: Councillors: Alan Britten, Jonathan Dancer, Tony Hogben, Paul Marshall, Josh Murphy, Godfrey Newman, Connor Relleen

The motion was declared CARRIED and it was:

RESOLVED

1. The Council Tax Base 2019/20 be noted
  - a. for the whole Council area as 62,187.0 (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 as Parish Precept or Special Expenses relates as shown below:

<b>Parish</b>	<b>2019/20 tax base</b>
Amberley	329.1
Ashington	1,136.7
Ashurst	148.5
Billingshurst	4,156.8
Bramber	409.4
Broadbridge Heath	2,271.3
Coldwaltham	470.0
Colgate	1,353.3
Cowfold	843.1
Henfield	2,699.1
Itchingfield	757.5
Lower Beeding	541.7
North Horsham	8,705.2
Nuthurst	1,056.2
Parham	124.7
Pulborough	2,527.5
Rudgwick	1,394.6
Rusper	907.5
Shermanbury	288.3
Shipley	634.2
Slinfold	900.5
Southwater	4,526.2
Steyning	2,565.5
Storrington & Sullington	3,283.7
Thakeham	1,007.1
Upper Beeding	1,447.3
Warnham	989.5
Washington	1,083.9
West Chiltington	2,189.1
West Grinstead	1,308.3
Wiston	108.0
Woodmancote	272.6
Horsham Town	11,750.6
<b>Total</b>	<b>62,187.0</b>

2. That the Council Tax requirement for the Council's own purposes for 2019/20 (excluding Special Expenses and Parish precepts) is £149.53

3. That the following amounts be calculated for the year 2019/20 in accordance with Sections 31 to 36 of the Act:

- (a) £83,563,123 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) £70,366,846 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £13,196,277 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) £212.20 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) £3,897,764 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act
- (f) £149.53 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	Precept Amount £	Council Tax at Band D		
		Parish Precept/ Special charge for Unparished Area £	Basic Amount of District Council Tax £	Total £
Amberley	22,116.00	67.20	149.53	216.73
Ashington	100,837.00	88.71	149.53	238.24
Ashurst	11,490.00	77.37	149.53	226.90
Billingshurst	352,463.00	84.79	149.53	234.32
Bramber	21,930.00	53.57	149.53	203.10
Broadbridge Heath	115,980.00	51.06	149.53	200.59
Coldwaltham	15,863.00	33.75	149.53	183.28
Colgate	21,490.00	15.88	149.53	165.41
Cowfold	62,520.00	74.15	149.53	223.68
Henfield	236,145.00	87.49	149.53	237.02
Itchingfield	64,000.00	84.49	149.53	234.02
Lower Beeding	36,110.00	66.66	149.53	216.19
North Horsham	327,769.00	37.65	149.53	187.18
Nuthurst	46,000.00	43.55	149.53	193.08
Parham	4,842.00	38.83	149.53	188.36
Pulborough	214,079.00	84.70	149.53	234.23
Rudgwick	96,940.00	69.51	149.53	219.04
Rusper	32,276.00	35.57	149.53	185.10
Shermanbury	22,020.00	76.38	149.53	225.91
Shipley	32,124.30	50.65	149.53	200.18
Slinfold	56,892.00	63.18	149.53	212.71
Southwater	651,993.00	144.05	149.53	293.58
Steyning	254,680.00	99.27	149.53	248.80
Storrington & Sullington	230,577.00	70.22	149.53	219.75
Thakeham	58,428.00	58.02	149.53	207.55
Upper Beeding	174,075.00	120.28	149.53	269.81
Warnham	73,217.05	73.99	149.53	223.52
Washington	40,429.00	37.30	149.53	186.83
West Chiltington	139,007.00	63.50	149.53	213.03
West Grinstead	69,500.00	53.12	149.53	202.65
Wiston	4,156.00	38.48	149.53	188.01
Woodmancote	8,675.00	31.82	149.53	181.35
Horsham Town - Special charge	299,140.00	25.46	149.53	174.99

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.

<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	922.38	1,076.11	1,229.84	1,383.57	1,691.03	1,998.49	2,305.95	2,767.14

<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	126.61	147.71	168.81	189.91	232.11	274.31	316.52	379.82

4. (a) 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) to delegate authority to the Director of Corporate Resources and S151 officer to amend the County precept in section 4 of the report and the aggregate amounts in section 5 of the report, if so notified by West Sussex County Council following the County's budget setting meeting at Council on 15 February 2019.

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	99.69	116.30	132.92	149.53	182.76	215.99	249.22	299.06

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 2019/20 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>
	£	£	£	£	£	£	£	£
Amberley	1,193.48	1,392.39	1,591.30	1,790.21	2,188.04	2,585.86	2,983.69	3,580.42
Ashington	1,207.82	1,409.12	1,610.42	1,811.72	2,214.32	2,616.93	3,019.54	3,623.44
Ashurst	1,200.26	1,400.30	1,600.35	1,800.38	2,200.47	2,600.55	3,000.65	3,600.77
Billingshurst	1,205.21	1,406.07	1,606.94	1,807.80	2,209.53	2,611.27	3,013.01	3,615.60
Bramber	1,184.39	1,381.78	1,579.18	1,776.58	2,171.37	2,566.16	2,960.97	3,553.15
Broadbridge Heath	1,182.72	1,379.84	1,576.96	1,774.07	2,168.31	2,562.55	2,956.80	3,548.15
Coldwaltham	1,171.18	1,366.37	1,561.57	1,756.76	2,147.15	2,537.54	2,927.94	3,513.52
Colgate	1,159.27	1,352.47	1,545.69	1,738.89	2,125.31	2,511.73	2,898.16	3,477.78
Cowfold	1,198.12	1,397.80	1,597.49	1,797.16	2,196.53	2,595.90	2,995.28	3,594.33
Henfield	1,207.01	1,408.17	1,609.34	1,810.50	2,212.83	2,615.16	3,017.51	3,621.00
Itchingfield	1,205.01	1,405.83	1,606.67	1,807.50	2,209.16	2,610.83	3,012.50	3,615.00
Lower Beeding	1,193.12	1,391.97	1,590.82	1,789.67	2,187.37	2,585.08	2,982.79	3,579.34
North Horsham	1,173.78	1,369.40	1,565.04	1,760.66	2,151.92	2,543.18	2,934.44	3,521.32
Nuthurst	1,177.71	1,373.99	1,570.28	1,766.56	2,159.13	2,551.70	2,944.28	3,533.12
Parham	1,174.57	1,370.32	1,566.08	1,761.84	2,153.36	2,544.88	2,936.41	3,523.68
Pulborough	1,205.15	1,406.00	1,606.86	1,807.71	2,209.42	2,611.13	3,012.86	3,615.42
Rudgwick	1,195.02	1,394.18	1,593.36	1,792.52	2,190.86	2,589.19	2,987.54	3,585.04
Rusper	1,172.39	1,367.78	1,563.18	1,758.58	2,149.37	2,540.16	2,930.97	3,517.15
Shermanbury	1,199.60	1,399.53	1,599.46	1,799.39	2,199.25	2,599.11	2,998.99	3,598.78
Shipley	1,182.45	1,379.52	1,576.60	1,773.66	2,167.81	2,561.96	2,956.11	3,547.33
Slinfold	1,190.80	1,389.26	1,587.73	1,786.19	2,183.12	2,580.05	2,976.99	3,572.38
Southwater	1,244.71	1,452.16	1,659.61	1,867.06	2,281.96	2,696.86	3,111.77	3,734.11
Steyning	1,214.86	1,417.33	1,619.81	1,822.28	2,227.23	2,632.18	3,037.14	3,644.56
Storrington & Sullington	1,195.49	1,394.73	1,593.99	1,793.23	2,191.72	2,590.22	2,988.72	3,586.46
Thakeham	1,187.36	1,385.24	1,583.14	1,781.03	2,176.81	2,572.59	2,968.38	3,562.05
Upper Beeding	1,228.86	1,433.67	1,638.48	1,843.29	2,252.90	2,662.52	3,072.15	3,686.57
Warnham	1,198.01	1,397.67	1,597.34	1,797.00	2,196.34	2,595.67	2,995.01	3,594.01
Washington	1,173.55	1,369.13	1,564.73	1,760.31	2,151.49	2,542.67	2,933.86	3,520.62
West Chiltington	1,191.01	1,389.51	1,588.01	1,786.51	2,183.51	2,580.51	2,977.52	3,573.02
West Grinstead	1,184.09	1,381.44	1,578.79	1,776.13	2,170.83	2,565.52	2,960.23	3,552.26
Wiston	1,174.33	1,370.05	1,565.78	1,761.49	2,152.93	2,544.37	2,935.83	3,522.98
Woodmancote	1,169.90	1,364.87	1,559.86	1,754.83	2,144.80	2,534.76	2,924.73	3,509.67
Horsham Town - Special charge	1,165.65	1,359.92	1,554.20	1,748.47	2,137.02	2,525.57	2,914.12	3,496.94

6. To note that the Council's basic amount of Council Tax for 2019/20 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

Horsham District Council Tax Band D

2018/19	2019/20	Council Tax increase
£150.28	£154.34	£4.06 (or 2.7%)

As the billing Authority the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2019/20 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/51 **REPORTS OF REPRESENTATIVES**

Councillor Liz Kitchen, the Council's representative on the Gatwick Airport Consultative Committee (GATCOM), updated Members on a number of current issues including the London Airspace Modernisation Programme (LAMP). Use of the emergency/standby runway, Gatwick railway station/Gatwick Express, and noise management.

Councillor Christine Costin gave an update on Horsham in Bloom.

Councillor David Coldwell, the Council's representative on the South Downs National Park Authority, updated Members on the current position regarding the A27 at Arundel and progress on the National Park Local Plan.

CO/52 **CALENDAR OF MEETINGS 2019/20**

The Chief Executive reported on the proposed programme of Council, Cabinet and Committee meetings, including standing Cabinet Member Policy Development Advisory Groups, for 2019/20. It was noted that the calendar proposed monthly meetings of the Overview and Scrutiny Committee, as agreed by that Committee.

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 2019/20 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/53 **MEMBERS' QUESTIONS ON NOTICE**

No questions had been received.

CO/54 **URGENT BUSINESS**

There was no urgent business.

*The meeting closed at 7.34 pm having commenced at 6.00 pm*

CHAIRMAN

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**COUNCIL  
24<sup>TH</sup> APRIL 2019  
CABINET RECOMMENDATIONS**

Details of a recommendation to Council made at the Cabinet meeting held on 21<sup>st</sup> March 2019 are set out below:

EX/59 **AFFORDABLE HOUSING INVESTMENT - PROPOSAL TO SET UP  
DEVELOPMENT AND MANAGEMENT COMPANIES TO PROVIDE  
AFFORDABLE RENTED HOUSING IN HORSHAM DISTRICT**

The Cabinet Member for Community and Wellbeing reported that, in November 2017, Cabinet had approved its approach to investing in affordable housing which included undertaking further work to assess the case for the creation of a vehicle to enable the direct delivery of affordable housing. An officer project team had therefore investigated the various options available to the Council for the delivery of permanent affordable housing resulting in the business case now before Cabinet for consideration.

Cabinet was reminded that the Council had:

- Delivered the highest number of affordable homes in Sussex during the past three years;
- Supported Registered Providers with funding in excess of £9,000,000 to deliver 1,107 affordable homes since 2010; and
- Invested in excess of £5,500,000 in temporary accommodation, which would see the provision of 34 properties to prevent households that were managing the challenges of homelessness from having to be accommodated in bed and breakfast accommodation.

The proposal now before Cabinet would see the Council invest £10,000,000 to deliver its own permanent affordable housing through an Affordable Housing Company model.

This funding would support the delivery of up to 70 units in some of the District's most in demand areas and reduce the number of households on the Council's Housing Register. Alongside providing additional affordable rented homes, this would also build an asset base that could enable the delivery of affordable homes into the future. The proposal would provide another option for the Council to use on sites that lent themselves to affordable housing and further demonstrated the Council's commitment to the continued delivery of affordable housing.

A joint meeting of the Community & Wellbeing and Finance & Assets Policy Development Advisory Groups supported the proposal.

**RESOLVED**

- (i) That the Business Case be approved and the set-up of the Property Development and Property Holding companies agreed, as proposed in

the Business Case to enable the delivery of affordable rented homes in the Horsham District.

- (ii) That the Director of Community Services, in consultation with the Cabinet Member for Community and Wellbeing, be authorised to draft and agree:
  - a. The Articles of Association of the Companies, the Shareholders' Agreement between the Council and the Companies and any other necessary agreements required between the Council and the Companies.
  - b. The appointment of the initial Company Directors of both companies.
  - c. All further legal documentation necessary for the set-up of both companies.
- (iii) That the Property Development and Property Holding companies may undertake commercial activities to develop affordable housing for rent and to manage the same, subject to approved site specific business cases.
- (iv) That it be noted that decisions will need to be made on the following issues by Council later in 2019:
  - a. The approval to dispose of Council owned land to the Development Company
  - b. Allocation of S106 funds to the Property Holding Company to acquire the completed affordable housing units

#### **RECOMMENDED TO COUNCIL**

- (v) **That approval be given for £500,000 equity funding to be provided to the Property Development Company.**

#### **REASONS**

- (i) To increase the delivery of affordable housing.
- (ii) To make the best use of Section 106 Commuted Sums.
- (iii) To provide a financial return to the Council for reinvestment in the District.

**COUNCIL**  
**24<sup>TH</sup> APRIL 2019**  
**RECOMMENDATIONS FROM GOVERNANCE COMMITTEE**

Details of recommendations to Council made at the meeting of the Governance Committee held on 19<sup>th</sup> March 2019 are set out below:

GO/38 **REVIEW OF THE FUNCTIONS, RESPONSIBILITIES AND CONSTITUTION OF PLANNING COMMITTEES AT HORSHAM DISTRICT COUNCIL**

Two members of the public addressed the Committee in respect of both the recommendations in the report, suggesting changes in respect of the composition of Planning Committees and the rules in respect of speaking, and the Planning Advisory Service's analysis in respect of the public 'call-in' to committee of planning applications.

The Monitoring Officer advised that, as she had been advised in advance of concerns regarding the public 'call-in' analysis, she had obtained a re-analysis of the figures by the Council's officers which indicated that the data in the Planning Advisory Service's report were accurate in that they were indicative and gave the general picture.

The Monitoring Officer then reminded the Committee of the process that it had followed over the last nine months in reviewing the functions, responsibilities and constitution of the Council's Planning Committees including visiting/speaking to a number of other local authorities in order to review and compare practices and procedures and engaging the Planning Advisory Service to undertake an independent peer review. The final report from this review had been circulated to all Members of the Council.

At its last meeting, the Committee had agreed that detailed recommendations to Council should be drawn up for consideration at this meeting, based on the draft recommendations presented at that time.

The Committee then considered each of the recommendations in turn, as follows:

- 1. All Members need to be adequately trained and must attend mandatory training which includes the entire planned programme – only trained members may sit on Planning Committee.*

It was agreed to insert the words "the full programme of" after "must attend" and to delete "which includes the entire planned programme"

- 2. Members can opt out of sitting on Planning Committee if they choose to. If Members do opt out they are still encouraged to attend training.*

It was agreed to add the word “so” after they and to delete the word “to” and add the words “on an annual basis” after “choose”.

3. *Review/changes to delegations with input from planning officers as per below:*

*Change of call-in - Where fifteen or more persons in different households living within the district or on the neighbouring district boundary or where bodies make a written representation (to include email), which discloses a material planning consideration within the consultation period.*

*Add to part 3.2.2 Functions of the Planning Committee para 5 of Constitution - functions of Planning Committees:*

*Where a Local Ward Member of the relevant Planning Committee requests it and where an objection is received. Such request to be in writing (to include e-mail) and received by the Head of Development within 35 days of the date of validation for all applications with the exception of....*

It was agreed to delete the word “on” after “within the district or” and to replace it with “close to”; to delete the word “district” and replace it with “authority”; and to delete the words “of the relevant Planning Committee” after “Where a Local Ward Member”.

4. *Site visits to be undertaken as per the Constitution Part 5 para 7 to include – Planning Officers will facilitate a site visit to sites where access is restricted.*
5. *Look for a suitable code of practice which sets out general rules for Member and Officer communication at the pre-application stage subject to advice from Planning Officers.*

It was agreed to delete the words “Look for” at the beginning of the sentence and to replace it with “Officers to devise”.

6. *Single Planning Committee limited by numbers, adopted by the majority of Local Planning Authorities throughout the UK.*

It was agreed to delete the words “adopted by the majority of Local Planning Authorities throughout the UK” and that the committee should comprise 18 Members.

7. *Two area committees with improvements made by the above recommendations.*

This recommendation was not agreed following the approval of recommendation 6 above (see the Recommendations to Council below).

8. *Independent Remuneration Panel to be asked to look at the payment of a Special Responsibility Allowance for members of planning committee.*

It was not considered necessary to include this recommendation as the Independent Remuneration Panel would carry out a full review of all allowances in due course.

9. *Amend 4a.19 Public speaking on agenda items in the Constitution to allow Parish Council or Neighbourhood Councils (as a Statutory Consultee) to speak for up to 5 minutes instead of 2 minutes on Planning or Licensing applications.*

10. *Any changes agreed to be reviewed after 12 months of operation.*

**It was then agreed to RECOMMEND TO COUNCIL:**

- (i) That all Members need to be adequately trained and must attend the full programme of mandatory training – only trained members may sit on Planning Committee.**
- (ii) Members can opt out of sitting on Planning Committee if they so choose on an annual basis. If Members do opt out they are still encouraged to attend training.**
- (iii) That the scheme of delegation of responsibilities to Committees of the Council be amended as follows:**

**Amend part 3.2.2 Functions of the Planning Committee para c) 5 of Constitution:**

**“Where a Local Ward Member requests it and where an objection is received. Such request to be in writing (to include e-mail) and received by the Head of Development within 35 days of the date of validation for all applications with the exception of clauses i to iv and viii below.”**

**Amend part 3.2.2 Functions of the Planning Committee para c) 6 of Constitution:**

**“Where fifteen or more persons in different households living within the district or close to the neighbouring authority boundary or where bodies make a written representation (to include email), which discloses a material planning consideration within the consultation period and is inconsistent with the Head of Development’s recommendation with the exception of clauses i to viii below.”**

- (iv) Site visits are to be undertaken as per the Constitution Part 5c (Planning protocol) para 7 to include – Planning Officers will facilitate a site visit to sites where access is restricted.**

(v) **Officers to devise a suitable code of practice which sets out general rules for Member and Officer communication at the pre-application stage subject to advice from Planning Officers.**

(vi) **That there should be single Planning Committee comprising 18 Members.**

*(Note: This recommendation was approved on the casting vote of the Chairman. Councillors Toni Bradnum, Karen Burgess, Peter Burgess and Leonard Crosbie requested that their vote against the recommendation be recorded.)*

(vii) **That part 4a of the Constitution (Council procedure rules) para19 (Public speaking on agenda items) be amended to allow Parish Council or Neighbourhood Councils (as a Statutory Consultee) to speak for up to 5 minutes instead of 2 minutes on Planning or Licensing applications.**

(viii) **That any changes agreed will be reviewed after 12 months of operation.**

#### **REASON**

**To comply with Article 13.2 Review and Revision of the Constitution.**



**COUNCIL  
24<sup>TH</sup> APRIL 2019  
RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY COMMITTEE**

Details of recommendations to Council made at the meeting of the Overview & Scrutiny Committee held on 25<sup>th</sup> March 2019 are set out below:

**SO/75 RECEIVE THE REPORT OF WSCC S106 TASK & FINISH GROUP**

The Committee considered the report of the West Sussex County Council S106 Task and Finish Group. The Chairman of the Group stated that West Sussex County Council had never lost money due to section 106 applications being out of time. He stated that the process for allocating funds was sound but the existing protocol needed updating.

It was agreed that the first recommendation in the report be amended to include reference to the introduction of CIL.

**RECOMMENDED TO COUNCIL:**

- 1) That the current protocol agreed between West Sussex County Council and Horsham District Council be reviewed and updated as required, as agreed by the West Sussex County Council Team Manager in conjunction with Horsham District Council in accordance with new legislation regarding CIL.**
- 2) That the protocol be reviewed by the Business Improvement Working Group on an annual basis**
- 3) That the West Sussex County Council Team Manager be invited to attend the Business Improvement Working Group annually to update members and talk through current procedures employed and review effectiveness**
- 4) That a training seminar be offered to parish clerks and members on the S106 procedure and how to interpret the monthly reports issued to parishes.**
- 5) That the annual report produced by West Sussex County Council be distributed to all Members and Parish Councils.**

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