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# Finance and Assets Policy Development Advisory Group

Monday, 7th January, 2019 at 5.30 pm  
Howard Room, Parkside, Chart Way, Horsham

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend to observe the proceedings, seating for which will be provided, subject to providing advance (by noon of the day of the meeting) written notification to the Chairman of the meeting and [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Councillors: Brian Donnelly (Chairman)

John Bailey  
John Chidlow  
Paul Clarke  
David Coldwell  
Leonard Crosbie

Nigel Jupp  
Adrian Lee  
Tim Lloyd  
Stuart Ritchie  
Simon Torn

You are summoned to the meeting to transact the following business

Glen Chipp  
Chief Executive

## Agenda

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	Page No.
1. <b>Apologies for absence</b>	
2. <b>Notes of previous meeting</b>	3 - 6
To receive the notes of the meeting held on 5 <sup>th</sup> November 2018.	
3. <b>Budget 2019/20 - Presentation</b>	
4. <b>Proposal to sell surplus Council assets</b>	
Report came to PDAG on 5 <sup>th</sup> November.	
5. <b>Forward Plan Extract for the Finance and Assets Portfolio</b>	7 - 10
To note the Forward Plan extract (if any) for the Finance and Assets Portfolio	

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**Finance and Assets Policy Development Advisory Group**  
**5 NOVEMBER 2018**

Present: Councillors: Brian Donnelly (Chairman), Paul Clarke, David Coldwell, Leonard Crosbie, Nigel Jupp, Adrian Lee, Tim Lloyd and Stuart Ritchie

Apologies: Councillors: John Bailey and John Chidlow  
Absent: Councillors: Simon Torn

30 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held 9<sup>th</sup> July 2018 were received.

31 **COUNCIL TAX REDUCTION SCHEME OPTIONS**

The LGSS Operations Manager for Horsham attended the meeting of the Advisory Group to discuss the options for 2019 regarding the Council Tax Reduction Scheme.

The current scheme had been in place since April 2016 and the proposal was for the scheme to remain unchanged for 2019/20. A paper was circulated and this proposal would be presented to Cabinet later in the month.

The options for 2020/21 were to change the scheme to incorporate the impact of Universal Credit though either a banded scheme or a de-minimus/tolerance rule.

This would require full public consultation and the Operations Manager expected to start talking to Councillors about the change early in 2019/20.

The Group noted the proposals.

32 **DISPOSAL OF SURPLUS COUNCIL PROPERTY ASSETS**

The Head of Property and Facilities presented to the Group a report on the disposal of surplus Horsham District Council property assets.

The report sought Cabinet's authorisation for the disposal of assets, at a value greater than the minimum target figure set out in the report. Then for the decision to be delegated to the Cabinet Member for final ratification.

The list of properties and associated details was presented to the Group.

It was the opinion of a number of Members at the meeting that some of the available land should be considered for affordable housing investment.

Members queried other available Council owned property assets which could be released to generate income. The Group noted that there was a systematic process for site handling and identifying surplus land which could potentially be sold.

The Group concluded that it would like this decision suspended until the position on affordable housing was clarified.

The Cabinet Member advised that he had taken the comments of the Group on board and would have further discussions based on these concerns before a decision was made.

### 33 **MEDIUM TERM FINANCIAL STRATEGY UPDATE**

The Head of Finance presented the Medium Term Financial Strategy (MTFS) update.

The presentation detailed the assumptions, options to generate or increase income, the New Homes Bonus (NHB) scenarios.

The Group discussed the income options such as a rise in Council Tax and increase in charges i.e. parking.

The figures presented had not taken into consideration the impact of the opening of the new Everyman cinema on the Capitol, nor any potential plans to invest in the Capitol should there be a business case to do so. It was anticipated that these figures would be available in the February MTFS.

The Council was under continued pressure to find areas of income or savings.

The Head of Finance presented the NHB figures based on three scenarios – no change, the NHB ending and the NHB continuing but sharpened. The Group noted that no change was unlikely.

Some Members of the Group felt that Council Tax should be increased to the maximum limit available.

The Group noted the presentation.

### 34 **INSURANCE CONTRACT**

The Group received the report on the Council's insurance contract.

The current contract was due to expire on 1st April 2019. A joint tender with several other local authorities is in progress. In order to meet the timescales in implementing a new contract, the report recommended that Cabinet delegate

the Contract Award of the insurance contract to the Director of Resources in conjunction with the Cabinet Member for Finance and Assets.

The Group noted the report.

35 **FORWARD PLAN EXTRACT FOR THE FINANCE AND ASSETS  
PORTFOLIO**

The Group noted the Forward Plan extract for the Finance and Assets portfolio.

*The meeting closed at 7.21 pm having commenced at 5.30 pm*

CHAIRMAN

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## 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 may also include 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

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

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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>Council Tax Reduction Scheme</b> Policy Development Advisory Group 5 November 2018	Cabinet  Council	24 Jan 2019  13 Feb 2019	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
2	<b>Proposal to sell surplus council assets</b> Policy Development Advisory Group 7 January 2019	Cabinet	24 Jan 2019	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
3.	<b>Affordable Housing Investment - Creation of a Housing Company</b> Joint Finance and Assets Policy Development Advisory Group 7 <sup>th</sup> January 2019	Cabinet	24 Jan 2019	Open	Rob Jarvis, Head of Housing Services robert.jarvis@horsham.gov.uk  Cabinet Member for Community and Wellbeing (Councillor Tricia Youtan)

	<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)
4.	<b>Budget 2019/20</b> Policy Development Advisory Group 7 January 2019	Cabinet  Council	24 Jan 2019  13 Feb 2019	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
5 Page 10	<b>Development of industrial units at Oakhurst Phase 4</b> Policy Development Advisory Groups 7 January 2019	Cabinet	24 Jan 2019	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly), Cabinet Member for Local Economy (Councillor Gordon Lindsay)