



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

Council

Wednesday, 29th June, 2016 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

Tom Crowley
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	
To approve as correct the minutes of the meetings of the Council held on:	
a) 27th April 2016	3 - 10
b) 25th May 2016	11 - 18
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	
6. Questions from Members under Rule 10.2	
To receive questions from Members under Rule 10.2 (Questions by Members on notice)	
7. Minutes of Committees	
To receive the minutes of the following Committees and, if approved, to adopt	

any recommendations contained therein:

- | | | |
|----|--------------------------------------|---------|
| a) | Standards Committee - 8th June 2016 | 19 - 22 |
| b) | Licensing Committee - 9th June 2016 | 23 - 24 |
| c) | Personnel Committee - 15th June 2016 | 25 - 26 |

8. **Minutes of the Overview & Scrutiny Committee**

To receive the minutes of the following meetings:

- | | | |
|----|---|---------|
| a) | Scrutiny and Overview Committee - 9th May 2016 | 27 - 34 |
| b) | Overview and Scrutiny Committee - 6th June 2016 | 35 - 38 |

9. **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>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 on the last but one working day before the meeting)</p>	<p>Directed to Leader, Cabinet Member or Chairman of an ordinary committee. 2 minutes in total to put 1 or 2 questions. Appropriate Member to reply. Questioner may ask one supplementary question. Member to reply. Overall time limit for questions of 15 minutes. If a questioner is unable to attend, the Chairman may ask the question or a written reply may be given. 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>Petitions (See petitions procedure – Part 4J of the Council's Constitution)</p>	<p>Petition organiser has maximum of 5 minutes to present the petition. Relevant Cabinet Member has maximum 5 minutes right of reply. Members discuss for overall maximum of 30 minutes – each Member speaking has a maximum of 3 minutes. Council decides how to respond (e.g. recommend Cabinet Member to take specific action or ask for further investigation/report).</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 on the last but one working day 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 - 5 minutes maximum for the response - 1 minute 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.</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 amend 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"> - A majority of the Members present request a ballot; or - A single Member requests a recorded vote (this overrides a request for a ballot). <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
27 APRIL 2016

Present: Councillors: John Bailey, Andrew Baldwin, John Blackall, Toni Bradnum, Karen Burgess, John Chidlow, Jonathan Chowen, Philip Circus, Paul Clarke, Roger Clarke, David Coldwell, Roy Cornell, Leonard Crosbie, Ray Dawe, Brian Donnelly, Matthew French, Tony Hogben, Ian Howard, David Jenkins, Nigel Jupp, Liz Kitchen, Adrian Lee, Gordon Lindsay, Paul Marshall, Christian Mitchell, Mike Morgan, Josh Murphy, Godfrey Newman, Stuart Ritchie, Kate Rowbottom, Jim Sanson, David Skipp, Ben Staines, Simon Torn, Michael Willett and Tricia Youtan

Apologies: Councillors: Alan Britten, Peter Burgess, Christine Costin, Jonathan Dancer, Tim Lloyd, Brian O'Connell, Connor Relleen and Claire Vickers

CO/89 **MINUTES**

The minutes of the meeting of the Council held on 24th February 2016 were approved as a correct record and signed by the Chairman.

CO/90 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

CO/91 **ANNOUNCEMENTS**

The Chairman announced that:

- on behalf of the Council, she had sent a birthday card to Her Majesty The Queen on the occasion of her 90th birthday
- Metricell Ltd, based in Horsham and Only Natural Products Ltd, based in Storrington, had both received the Queen's Award for Enterprise (International Trade) and she had written to both companies offering the Council's congratulations on this achievement.

CO/92 **QUESTIONS FROM THE PUBLIC**

There were no questions from members of the public.

CO/93 **QUESTIONS FROM MEMBERS UNDER RULE 10.2**

No questions had been received.

CO/94 **MINUTES OF COMMITTEES**

The following minutes were received:

Personnel Committee – 9th March 2016

Standards Committee – 16th March 2016

Accounts, Audit and Governance Committee – 23rd March 2016

CO/95 **MINUTES OF THE SCRUTINY & OVERVIEW COMMITTEE**

The minutes of the meeting of the Scrutiny & Overview Committee held on 14th March 2016 were received.

CO/96 **REVIEW OF GOVERNANCE**

The Leader reported that, following the election of the new council in May 2015, he had undertaken to facilitate a review of the Council's current and future governance arrangements in accordance with the provisions of the Localism Act 2011. The Act provided for two permissible forms of council governance: executive arrangements (the Cabinet and Leader model) or the Committee system.

The review of the Council's governance arrangements had been enabled in two parts: a Governance Group of members and three all-member seminars, with the final one hearing and discussing the report and proposals of the Governance Group.

The Governance Group met on 12 occasions and examined how governance arrangements worked in similar councils, visited other councils, received representations from experienced officers who had worked in all arrangements and invited any Members with a particular view on governance to address the Group. The Group also examined the role of Scrutiny.

The seminars explained the history of council governance, possible change considerations and how other councils worked. The seminar notes were circulated to all Members.

Having considered the alternatives to the existing arrangements and having heard the views of Members at two seminars, the Group was generally of the view that cabinet governance arrangements should be retained but modified. This would include the appointment of a single politically balanced Policy Development Advisory Group (PDAG) comprising 11 Members for each Cabinet portfolio which would meet six times a year, with the membership and timetable of meetings for each PDAG being agreed at the annual Council meeting.

If approved, the effectiveness of the proposed changes to the Council's governance arrangements would be reviewed by the Accounts, Audit and Governance Committee after the annual Council meeting in 2017.

RESOLVED

- (i) That the Cabinet and Leader model of governance for Horsham District Council be endorsed and supported.
- (ii) That the Head of Legal and Democratic Services be authorised to enable the consequences of this review, as detailed in section 3 of the report, throughout the Constitution of the Council with immediate effect.
- (iii) That the Accounts, Audit and Governance Committee undertakes a review of the effectiveness of these changes to the Council's governance arrangements in 2017, after one year of operation.

REASON

To enable improvements to the governance arrangements at Horsham District Council in accordance with the findings of the Governance Group.

CO/97 **KEY DECISIONS**

The Leader reported that the majority of decisions taken by a council were operational or administrative and had a limited effect on a council's budgets or its residents. However, there were also some decisions that were regarded as 'key' since they affected large numbers of a council's residents or were of a significant financial value.

Key decisions were defined in legislation as being only the most important ones for a council in terms of value or effect on the community, which should be taken in public in an open and transparent way, specifically a Cabinet decision which:

- a) resulted in the council spending money or making savings which were deemed to be 'significant'; and/or
- b) was 'significant' in terms of its effects on communities living or working in a district area comprising two or more electoral areas (wards).

The Council currently operated on 'significant value' levels that had been unchanged since the system was introduced in 2001 and it was unclear whether a key decision needed to go to Cabinet, should be made by a portfolio holder or whether an officer could make the decision.

In order to provide clarity for Members, officers and members of the public it was proposed that all key decisions of significant value would be taken by the Cabinet in a public meeting. It was therefore important that the monetary level that made a decision a key one was of sufficient value to ensure that a disproportionate number of such decisions did not overburden or devalue the process of bringing all such decisions to Cabinet meetings. To provide alignment with similar councils, it was proposed that the future key decision monetary figure for the Council should be £250,000 and that this value should be reviewed annually.

Key decisions were required by regulation to appear on the Forward Plan for at least 28 days, except where such a decision needed to be made urgently in which case paragraphs 15 and 16 of Part 4E of the Constitution described the steps that needed to be taken.

RESOLVED

- (i) That the financial threshold for a 'key decision' as defined by the Local Government Act 2000 be revised to £250,000.
- (ii) That all key decisions be made by the Cabinet meeting in public.
- (iii) That the Accounts, Audit and Governance Committee undertake a review of the effectiveness of these changes in 2017 after one year of operation.

REASON

To enable improvement to governance arrangements at Horsham District Council.

CO/98 **CONSTITUTION REVIEW GROUP**

The Leader reported that the Council was required, under section 9P of the Local Government Act 2000 (as amended by the Localism Act 2011), to prepare and keep up to date its Constitution. The current Constitution had first been approved by the Council on 2nd May 2001 and had been subject to various amendments since that time.

As part of its conclusions, the Governance Group had proposed that the Constitution should be reviewed in order to produce a modern, agile Constitution which was flexible, permissive, well understood and realigned to a model constitution in an accessible single-document format.

It was therefore proposed that the Council should appoint a Constitution Review Group to undertake a review of the Constitution and make recommendations to the Council on 7th September 2016. Whilst the original report had proposed a

Group comprising nine Members, the Leader proposed that it should comprise ten Members, with the addition of the immediate past Chairman of the Council. Council signified its consent to this amendment without discussion.

RESOLVED

That a Constitution Review Group of ten Members be approved, comprising the following:

- Chairman of the Council
- Immediate past Chairman of the Council
- Leader of the Council
- Deputy Leader of the Council
- Leader of the minority Group
- Chairman of the Overview and Scrutiny Committee
- Vice-Chairman of the Overview and Scrutiny Committee
- Chairman of the Standards Committee
- Chairman of the Accounts, Audit and Governance Committee
- A Cabinet Member.

REASONS

- (i) To satisfy provisions contained within Articles 4 and 16 of the constitution and section 9P of the Local Government Act 2000 (as amended by the Localism Act 2011).
- (ii) To facilitate member engagement in the review of the Constitution.

CO/99 DRAFT SUPPLEMENTARY PLANNING GUIDANCE - PLANNING OBLIGATIONS AND AFFORDABLE HOUSING

The Leader presented this report on behalf of the Cabinet Member for Planning and Development. The report indicated that, following the adoption of the Horsham District Planning Framework (HDPF) in November 2015, the Council intended to introduce a Community Infrastructure Levy (CIL) that would set a charge on new development to help fund infrastructure requirements set out in the HDPF. The Community Infrastructure Levy (CIL) was a new charge on development that had come into force through the Community Infrastructure Levy Regulations in 2010. The draft CIL Charging Schedule had been approved in February 2016 for public consultation and, once adopted, would be the primary mechanism for seeking developer contributions for infrastructure. However, S106 obligations would still be used in a reduced format to meet site specific requirements which arose from development. To provide details about the collection of contributions and affordable housing requirements, a draft Planning Obligations Supplementary Planning Document (SPD) had been produced which reflected the changing nature of S106. The SPD would be a guidance document and not a policy document.

As CIL and Planning Obligations were closely linked it was considered appropriate to undertake consultation on the CIL documentation and Planning Obligations at the same time.

The SPD would refer to the Infrastructure Delivery Plan and the Regulation 123 lists that set out which projects would be funded through CIL (in whole or in part) and which would be funded through planning obligations and other sources of funding. An updated version of these was submitted with the report for approval.

Members were asked to approve the Draft Planning Obligations and Affordable Housing Supplementary Planning Document for public consultation alongside the CIL Draft Charging Schedule.

RESOLVED

- (i) That the Draft Planning Obligations and Affordable Housing Supplementary Planning Document be approved for consultation.
- (ii) That the revised Regulation 123 list be approved.
- (iii) That the Cabinet Member for Planning and Development be authorised to agree any necessary changes before consultation.

REASONS

- (i) The Planning Obligations and Affordable Housing SPD is needed to support the next stage in preparing the Community Infrastructure Levy. The SPD sets out the guidance and mechanisms that will be used to justify the requirement to secure the developer contributions and affordable housing, alongside the new Horsham District CIL.
- (ii) To ensure that the Regulation 123 list is fully consistent with the approach taken in the Infrastructure Delivery Plan and in addition the draft Planning Obligations and Affordable Housing Supplementary Planning Document.

CO/100 HENFIELD PARISH NEIGHBOURHOOD PLAN

The Leader, on behalf of the Cabinet Member for Planning and Development, reported that following extensive preparation and successful Examination, the Henfield Neighbourhood Plan was the second in the District to have been subject to a referendum, where a majority had voted in its favour.

Council's formal approval was now sought to "make" the Nuthurst Neighbourhood Plan part of the Development Plan, as required by the Town and Country Planning Act 1990 and the Localism Act 2011.

RESOLVED

That the Henfield Neighbourhood Plan be formally "made" part of the Development Plan, following the Referendum held on 12th April 2016.

REASONS

- (i) The preparation of the Henfield Neighbourhood Plan has followed the statutory procedures set out in The Neighbourhood Planning (General) Regulations 2012. The plan has successfully undergone examination and has satisfied the basic test that the plan is in conformity with the Horsham District Planning Framework (HDPF).
- (ii) Where a Referendum results in a majority 'yes' vote, the Local Planning Authority is required to "make" the Neighbourhood Plan as soon as reasonably possible. This will enable the District Council to use the plan to determine planning applications in Henfield Parish.

CO/101 REMOVAL OF THE RISING UNIVERSE SCULPTURE AND BISHOPRIC/WORTHING ROAD IMPROVEMENT SCHEME

Two members of the public addressed the Council in opposition to the proposed removal of the Rising Universe sculpture, asking that ways of funding its restoration and continued operation be sought.

The Cabinet Member for Leisure and Culture reported that, in October 2014, the Council had consulted on options to improve the Bishopric area. In line with previous surveys, a significant majority had been strongly in favour of the removal of the Rising Universe sculpture.

Given the need to undertake further major repairs and the ongoing costs of maintenance, the sculpture had been maintained in static mode pending consideration of its future. Unfortunately, it was now considered that the sculpture had effectively reached the end of its serviceable life as it required repeated and costly repairs in addition to regular weekly and monthly maintenance. This situation was not considered to be sustainable given the current and anticipated pressures on the Council's finances and it was therefore proposed that the globe and satellite arms should be removed.

In view of renewed investment in this area including the recent opening of the John Lewis at Home and Waitrose development; the current refurbishment of Bishops Weald House; and the recently announced proposals for a

revitalisation of the 'Trend' building to provide family restaurants and a multiplex cinema, a fresh approach to the short and longer term improvement of the Bishopric public realm area was required.

As part of the work to develop a Town Centre Vision for Horsham, it was proposed to make a modest improvement by converting the sculpture's splash pool into a planting bed which would provide an immediate visual enhancement of the area in the short to medium term. Consultation would take place in the summer on a more comprehensive scheme that addressed the current and future needs generated by the proposed developments in the area.

To complement the public realm improvements and to support the overall presentation of the town centre as a whole it was also proposed to provide landscape enhancements to add vibrancy, colour and visual interest.

Whilst expressing regret for the loss of this distinctive feature, Members agreed that it should be removed as it was not practical to maintain it in working order.

RESOLVED

- (i) That a capital budget allocation of £40,000 be approved for the removal of the Rising Universe sculpture and the implementation of the Bishopric/Worthing Road landscaping improvement scheme.
- (ii) That a revenue budget allocation of £15,000 be approved for town centre landscape enhancements, to be met from existing budgets.

REASONS

- (i) The sculpture has reached the end of its serviceable life and is too costly to repair and maintain.
- (ii) Council approval is required for capital expenditure where funding has not been previously allocated within the capital programme.

CO/102 **URGENT BUSINESS**

There were no urgent matters to be considered.

The meeting closed at 8.05 pm having commenced at 6.00 pm

CHAIRMAN

Council
25 MAY 2016

Present: Councillors: John Bailey, Andrew Baldwin, John Blackall, Toni Bradnum, Alan Britten, Karen Burgess, Peter Burgess, John Chidlow, Jonathan Chowen, Philip Circus, Roger Clarke, Roy Cornell, Christine Costin, Leonard Crosbie, Ray Dawe, Brian Donnelly, Tony Hogben, Ian Howard, Nigel Jupp, Liz Kitchen, Adrian Lee, Gordon Lindsay, Paul Marshall, Christian Mitchell, Godfrey Newman, Stuart Ritchie, Kate Rowbottom, Jim Sanson, David Skipp, Simon Torn and Tricia Youtan

Apologies: Councillors: Paul Clarke, David Coldwell, Jonathan Dancer, Matthew French, David Jenkins, Tim Lloyd, Mike Morgan, Josh Murphy, Brian O'Connell, Connor Relleen, Ben Staines, Claire Vickers and Michael Willett

Before the official business of the meeting was transacted, the retiring Chairman addressed the Council regarding her year in office.

CO/1 **TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR**

It was moved by Councillor Toni Bradnum and seconded by Councillor Peter Burgess that Councillor Christian Mitchell be elected Chairman of the Council until the next annual meeting of the Council.

There being no other nominations, Councillor Mitchell was then declared elected as Chairman of the Council until the next annual meeting of the Council.

CO/2 **TO MOVE A VOTE OF THANKS TO THE RETIRING CHAIRMAN**

It was moved by Councillor Philip Circus, seconded by Councillor Liz Kitchen and

RESOLVED

That the Council's grateful thanks be extended to the retiring Chairman, Councillor Tricia Youtan, for her service as Chairman of the Council during the municipal year 2015/2016.

CO/3 **TO APPOINT A VICE-CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR**

It was moved by Councillor Kate Rowbottom and seconded by Councillor John Chidlow that Councillor Roger Clarke be appointed Vice-Chairman of the Council until the next annual meeting of the Council.

There being no other nominations, Councillor Roger Clarke was declared appointed as Vice-Chairman of the Council for the ensuing Council year.

CO/4 **TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COUNCIL OR THE CHIEF EXECUTIVE**

The Chairman advised that the nominations from the Group Leaders for the membership of Committees and Policy Development Advisory Groups in 2016/17 were shown on the updated schedule circulated at the meeting.

CO/5 **TO APPOINT THE OVERVIEW AND SCRUTINY COMMITTEE OF THE COUNCIL FOR THE YEAR (15 MEMBERS OF THE COUNCIL)**

It was moved by Councillor Ray Dawe, seconded by Councillor David Skipp and **RESOLVED**

That the membership of the Overview and Scrutiny Committee of the Council for the municipal year 2016/17 be as follows:

Cllr Toni Bradnum	Cllr Nigel Jupp
Cllr Alan Britten	Cllr Tim Lloyd
Cllr Paul Clarke	Cllr Brian O'Connell
Cllr Roger Clarke	Cllr David Skipp
Cllr David Coldwell	Cllr Ben Staines
Cllr Leonard Crosbie	Cllr Michael Willett
Cllr Jonathan Dancer	Cllr Tricia Youtan
Cllr Matthew French	

CO/6 **CONSTITUTION OF THE DEVELOPMENT MANAGEMENT AND EMPLOYMENT COMMITTEES**

It was moved by Councillor Ray Dawe, seconded by Councillor David Skipp and **RESOLVED**

That, in accordance with Section 17 (1) of the Local Government and Housing Act 1989, the Development Management and Employment Committees be constituted on the basis set out in Minute No CO/7 below rather than political balance.

(Note: The above resolution was adopted without any Member of the Council voting against)

CO/7 **TO APPOINT THE DEVELOPMENT MANAGEMENT COMMITTEES OF THE COUNCIL FOR THE YEAR, AS FOLLOWS:**

It was moved by Councillor Ray Dawe, seconded by Councillor David Skipp and **RESOLVED**

That the membership of the two Development Management Committees of the Council for the municipal year 2016/17 be as follows:

DEVELOPMENT MANAGEMENT (NORTH) COMMITTEE

Cllr John Bailey	Cllr Ian Howard
Cllr Andrew Baldwin	Cllr Liz Kitchen
Cllr Toni Bradnum	Cllr Adrian Lee
Cllr Alan Britten	Cllr Christian Mitchell
Cllr Karen Burgess	Cllr Josh Murphy
Cllr Peter Burgess	Cllr Godfrey Newman
Cllr John Chidlow	Cllr Connor Relleen
Cllr Roy Cornell	Cllr Stuart Ritchie
Cllr Christine Costin	Cllr David Skipp
Cllr Leonard Crosbie	Cllr Simon Torn
Cllr Jonathan Dancer	Cllr Claire Vickers
Cllr Matthew French	Cllr Tricia Youtan
Cllr Tony Hogben	

plus the Cabinet Member with responsibility for strategic planning issues and the Chairman of Development Management (South) Committee

DEVELOPMENT MANAGEMENT (SOUTH) COMMITTEE

Cllr John Blackall	Cllr Gordon Lindsay
Cllr Jonathan Chowen	Cllr Tim Lloyd
Cllr Philip Circus	Cllr Paul Marshall
Cllr Paul Clarke	Cllr Mike Morgan
Cllr Roger Clarke	Cllr Brian O'Connell
Cllr David Coldwell	Cllr Kate Rowbottom
Cllr Ray Dawe	Cllr Jim Sanson
Cllr Brian Donnelly	Cllr Ben Staines
Cllr David Jenkins	Cllr Michael Willett
Cllr Nigel Jupp	

plus the Cabinet Member with responsibility for strategic planning issues and the Chairman of Development Management (North) Committee

CO/8 **TO APPOINT THE FOLLOWING ORDINARY COMMITTEES OF THE COUNCIL FOR THE YEAR:**

It was moved by Councillor Ray Dawe, seconded by Councillor David Skipp and **RESOLVED**

That the membership of the ordinary and joint committees of the Council for the municipal year 2016/17 be as follows:

ACCOUNTS, AUDIT & GOVERNANCE COMMITTEE

Cllr John Chidlow
Cllr Brian Donnelly
Cllr Adrian Lee
Cllr Tim Lloyd

Cllr Paul Marshall
Cllr Godfrey Newman
Cllr Stuart Ritchie

EMPLOYMENT COMMITTEE

Chairman of Personnel Committee Leader of the Council
Leader of the Minority Group
plus a substitute pool of five additional Members:
Deputy Leader Cllr Godfrey Newman
Cllr Philip Circus Cllr Michael Willett
Cllr Leonard Crosbie

LICENSING COMMITTEE

Cllr John Blackall
Cllr Karen Burgess
Cllr Peter Burgess
Cllr Philip Circus
Cllr Roger Clarke
Cllr Tony Hogben
Cllr Ian Howard
Cllr Adrian Lee

Cllr Paul Marshall
Cllr Christian Mitchell
Cllr Mike Morgan
Cllr Godfrey Newman
Cllr Brian O'Connell
Cllr Kate Rowbottom
Cllr Jim Sanson

PERSONNEL COMMITTEE

Cllr John Blackall
Cllr Jonathan Chowen
Cllr Paul Clarke
Cllr Roger Clarke
Cllr Roy Cornell
Cllr Christine Costin
Cllr Jonathan Dancer
Cllr Ray Dawe

Cllr Tony Hogben
Cllr David Jenkins
Cllr Liz Kitchen
Cllr Tim Lloyd
Cllr Mike Morgan
Cllr Kate Rowbottom
Cllr Michael Willett

STANDARDS COMMITTEE

Cllr David Coldwell
Cllr Brian Donnelly
Cllr Ian Howard
Cllr Christian Mitchell

Cllr Mike Morgan
Cllr Godfrey Newman
Cllr Tricia Youtan

Plus two co-opted Parish Council representatives, nominated by the Horsham Association of Local Councils, and two independent persons previously appointed by Council.

HENFIELD COMMONS JOINT COMMITTEE

Cllr David Coldwell
Cllr Mike Morgan

Cllr Brian O'Connell

CENSUS JOINT COMMITTEE

Cllr Brian Donnelly

Cllr Gordon Lindsay

CO/9

TO APPOINT MEMBERS TO THE CABINET MEMBERS' POLICY DEVELOPMENT ADVISORY GROUPS AND AGREE THEIR PROGRAMME OF MEETINGS FOR THE YEAR

It was moved by Councillor Ray Dawe, seconded by Councillor David Skipp and **RESOLVED**

That the membership of the Cabinet Members' Policy Development Advisory Groups for the municipal year 2016/17 and their programme of meetings be as follows:

COMMUNITY AND WELLBEING POLICY DEVELOPMENT ADVISORY GROUP

Members	Dates of Meetings
Cllr Kate Rowbottom	26 th July 2016
Cllr Andrew Baldwin	27 th September 2016
Cllr John Blackall	22 nd November 2016
Cllr Toni Bradnum	31 st January 2017
Cllr Alan Britten	28 th March 2017
Cllr Karen Burgess	23 rd May 2017
Cllr David Coldwell	
Cllr Josh Murphy	
Cllr Jim Sanson	
Cllr David Skipp	
Cllr Ben Staines	

FINANCE AND ASSETS POLICY DEVELOPMENT ADVISORY GROUP

Members	Dates of Meetings
Cllr Brian Donnelly	4 th July 2016
Cllr John Bailey	31 st August 2016
Cllr John Chidlow	25 th October 2016
Cllr Paul Clarke	19 th December 2016
Cllr David Coldwell	1 st February 2017
Cllr Leonard Crosbie	11 th April 2017
Cllr Nigel Jupp	
Cllr Adrian Lee	
Cllr Tim Lloyd	
Cllr Stuart Ritchie	
Cllr Simon Torn	

HOUSING AND PUBLIC PROTECTION POLICY DEVELOPMENT ADVISORY GROUP

Members	Dates of Meetings
Cllr Philip Circus	11 th July 2016
Cllr Andrew Baldwin	22 nd August 2016
Cllr Toni Bradnum	7 th November 2016
Cllr Alan Britten	23 rd January 2017
Cllr Matthew French	27 th March 2017
Cllr Nigel Jupp	15 th May 2017
Cllr Paul Marshall	
Cllr Mike Morgan	
Cllr Jim Sanson	
Cllr David Skipp	
Cllr Ben Staines	

LEISURE AND CULTURE POLICY DEVELOPMENT ADVISORY GROUP

Members	Dates of Meetings
Cllr Jonathan Chowen	7 th July 2016
Cllr Roger Clarke	15 th September 2016
Cllr Christine Costin	10 th November 2016
Cllr Matthew French	5 th January 2017
Cllr Tony Hogben	9 th March 2017
Cllr Nigel Jupp	11 th May 2017
Cllr Adrian Lee	
Cllr Christian Mitchell	
Cllr Ben Staines	
Cllr Michael Willett	
Cllr Tricia Youtan	

LOCAL ECONOMY POLICY DEVELOPMENT ADVISORY GROUP

Members

Cllr Gordon Lindsay
Cllr John Bailey
Cllr Peter Burgess
Cllr John Chidlow
Cllr David Coldwell
Cllr Leonard Crosbie
Cllr Tony Hogben
Cllr Liz Kitchen
Cllr Adrian Lee
Cllr Paul Marshall
Cllr Stuart Ritchie

Dates of Meetings

22nd June 2016
5th October 2016
30th November 2016
11th January 2017
12th April 2017
17th May 2017

PLANNING AND DEVELOPMENT POLICY DEVELOPMENT ADVISORY GROUP

Members

Cllr Claire Vickers
Cllr Toni Bradnum
Cllr Paul Clarke
Cllr Ian Howard
Cllr Liz Kitchen
Cllr Paul Marshall
Cllr Christian Mitchell
Cllr Godfrey Newman
Cllr Brian O'Connell
Cllr Michael Willett
Cllr Tricia Youtan

Dates of Meetings

14th July 2016
8th September 2016
3rd November 2016
12th January 2017
6th April 2017
1st June 2017

WASTE, RECYCLING AND CLEANSING POLICY DEVELOPMENT ADVISORY GROUP

Members

Cllr Roy Cornell
Cllr John Bailey
Cllr John Blackall
Cllr Toni Bradnum
Cllr David Coldwell
Cllr Matthew French
Cllr Tim Lloyd
Cllr Christian Mitchell
Cllr Mike Morgan
Cllr Godfrey Newman
Cllr Simon Torn

Dates of Meetings

30th June 2016
29th September 2016
1st December 2016
19th January 2017
23rd March 2017
18th May 2017

CO/10 **ORDINARY MEETINGS OF THE COUNCIL**

It was moved by Councillor Ray Dawe, seconded by Councillor David Skipp and
RESOLVED

- (i) That the dates of ordinary meetings of the Council during the municipal year 2016/17 be:
 - Wednesday 29th June 2016
 - Wednesday 7th September 2016
 - Wednesday 19th October 2016
 - Wednesday 7th December 2016
 - Wednesday 15th February 2017
 - Wednesday 26h April 2017
 - Wednesday 24th May 2017 (Annual Meeting)
- (ii) That ordinary meetings of the Council during the municipal year 2016/17 commence at 6.00pm.

The meeting closed at 6.42 pm having commenced at 6.00 pm

CHAIRMAN

Standards Committee
8 JUNE 2016

Present: Councillors: David Coldwell, Brian Donnelly, Ian Howard, Mike Morgan, Christian Mitchell, Godfrey Newman, Tricia Youtan, John Donaldson and Val Court

Apologies: Councillors: Mary Jagger and Kieran Diamond

Also Present:

SC/1 **ELECTION OF CHAIRMAN**

RESOLVED

That Councillor Tricia Youtan be elected Chairman of the Committee for the ensuing Council year.

SC/2 **APPOINTMENT OF VICE-CHAIRMAN**

RESOLVED

That Councillor David Coldwell be appointed Vice-Chairman of the Committee for the ensuing Council year.

SC/3 **TO APPROVE THE TIME OF THE MEETINGS OF THE COMMITTEE FOR THE ENSUING YEAR**

RESOLVED

That meetings of the Committee be held at 10.00am for the ensuing Council year.

SC/4 **MINUTES**

The minutes of the meeting of the Committee held on 16th March 2016 were approved as a correct record and signed by the Chairman

SC/5 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

SC/6 **ANNOUNCEMENTS**

There were no announcements.

SC/7 **MINUTES OF THE LOCAL ASSESSMENT SUB-COMMITTEE**

The minutes of the meeting of the Local Assessment Sub-Committee held on 16th March 2016 were received.

SC/8 **REVIEW OF THE REGISTER OF MEMBERS' INTERESTS FORM**

The Monitoring Officer presented two versions of the Register of Interest Form. This form was used to gather information from Members in order to maintain a Register of Interests of Members, as required by Section 29 of the Localism Act 2011.

The form currently asked for more information than was necessary to comply with the requirements of the Act and at the meeting in March 2016 the Committee had requested that the Monitoring Officer design an alternative form for consideration by the Committee.

The Committee considered the detailed version currently used by the Council and an alternative briefer version that requested only information relating to Disclosable Pecuniary interests, as required under the Localism Act.

The committee considered the alternative Register of Interest forms and concluded that the current version of the form was sufficient.

RESOLVED

That the revised Register of Interest Form relating to Disclosable Pecuniary Interests not be adopted by the council and that the current form continue to be used.

SC/9 **THE ETHICAL FRAMEWORK UPDATE**

The Monitoring Officer presented the report on developments in the ethical framework that affected the role and activities of Councillors and the Council's business.

Training and awareness: The Ethical Governance training for Members, which had taken place on 10th March, had been repeated for Parish Clerks on 21st April. Further training for Parish Councillors in Steyning had been arranged for July. Training in Complaint Assessment had been arranged for those members of the Committee who wished to receive it.

Local assessment, other action, investigations and determinations: Members noted the large increase in the number of complaints.

Work Programme update: Members agreed to remove item 6 from the Work Programme.

RESOLVED

That the contents of the report be noted.

REASONS

- (i) To ensure that the Committee, the Members of the Council and others to whom the report is circulated are kept up to date with developments in the ethical framework.
- (ii) To promote and maintain high standards of conduct amongst Members.

The meeting closed at 11.03 am having commenced at 10.00 am

CHAIRMAN

This page is intentionally left blank

Licensing Committee
9 JUNE 2016

Present: Councillors: John Blackall, Karen Burgess, Peter Burgess, Philip Circus, Roger Clarke, Ian Howard, Mike Morgan, Godfrey Newman, Brian O'Connell, Kate Rowbottom and Jim Sanson

Apologies: Councillors: Tony Hogben, Adrian Lee, Paul Marshall and Christian Mitchell

Also Present: Councillor: John Bailey

LI/1 **ELECTION OF CHAIRMAN**

RESOLVED

That Councillor Jim Sanson be elected Chairman of the Committee for the ensuing Council year.

LI/2 **APPOINTMENT OF VICE-CHAIRMAN**

RESOLVED

That Councillor Roger Clarke be appointed Vice-Chairman of the Committee for the ensuing Council year.

LI/3 **MINUTES**

The minutes of the meeting held on 24th November 2015 were approved as a correct record and signed by the Chairman.

LI/4 **MINUTES OF LICENSING SUB-COMMITTEE**

The minutes of the meeting of the Licensing Sub-Committee held on 4th April 2016 were received.

LI/5 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

LI/6 **ANNOUNCEMENTS**

There were no announcements. The Chairman closed the meeting and introduced Jean Irving, Sussex Police Head of Licensing & Public Safety, who

had been invited to brief Members of the Committee on the role of the Police in Licensing matters.

The meeting closed at 5.38 pm having commenced at 5.30 pm

CHAIRMAN

Personnel Committee
15 JUNE 2016

Present: Councillors: John Blackall, Jonathan Chowen, Paul Clarke, Roger Clarke, Roy Cornell, Liz Kitchen, Tim Lloyd, Mike Morgan, Kate Rowbottom and Michael Willett

Apologies: Councillors: Christine Costin, Jonathan Dancer, Ray Dawe, Tony Hogben and David Jenkins

Also Present:

PC/1 **ELECTION OF CHAIRMAN**

RESOLVED

That Councillor Michael Willett be elected Chairman of the Committee for the ensuing Council year.

PC/2 **APPOINTMENT OF VICE-CHAIRMAN**

RESOLVED

That Councillor Tim Lloyd be appointed Vice-Chairman of the Committee for the ensuing Council year.

PC/3 **TO APPROVE THE TIME OF THE MEETINGS OF THE COMMITTEE FOR THE ENSUING COUNCIL YEAR**

RESOLVED

That meetings of the Committee be held at 5.30pm for the ensuing Council year.

PC/4 **MINUTES**

The minutes of the meeting of the Committee held on 9th March 2016 were approved as a correct record and signed by the Chairman.

PC/5 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

PC/6 **ANNOUNCEMENTS**

The Chairman announced that membership of the Joint Consultative Forum, which had not met during the previous Council year, would be formed from members of the Personnel Committee on an ad hoc basis should a meeting of the forum be requested.

PC/7 **PAY POLICY STATEMENT - 2016/17**

The Human Resources and Organisational Development Manager reported that the Localism Act 2011 required local authorities to prepare and publish a Pay Policy Statement annually. The draft Pay Policy Statement for 2016/17 was considered by the Committee.

The Pay Policy Statement had been updated to incorporate changes to pay grades as a result of the nationally agreed cost of living rise of 1%. The statement also took into account various bands of the National Minimum Wage, applicable to some casual employees below the age of 25.

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

Members discussed aspects of the statement, in particular the ratio between Chief Officers' remuneration and that of the lowest paid employees. It was a statutory requirement to publish this information and doing so ensured transparency.

Once approved, the Pay Policy Statement for 2016/17 would be published on the Council's website.

RECOMMENDED

That the Pay Policy Statement 2016/17 be approved for publication.

REASON

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

The meeting closed at 5.44 pm having commenced at 5.30 pm

CHAIRMAN

Scrutiny and Overview Committee 9 MAY 2016

Present: Councillors: Leonard Crosbie (Chairman), David Coldwell (Vice-Chairman), Alan Britten, Paul Clarke, Roger Clarke, Matthew French, Tony Hogben, Nigel Jupp, Brian O'Connell, David Skipp, Ben Staines and Michael Willett

Apologies: Councillors: John Chidlow, Jonathan Dancer and Tim Lloyd

Also Present: Councillors: Toni Bradnum, Brian Donnelly, Gordon Lindsay, Christian Mitchell and Mike Morgan

Officers in Attendance: Jane Eaton, Director of Corporate Resources
Ben Golds, Parking Services Manager

SO/70 **MINUTES**

The minutes of the meeting of the Committee held on 14th March 2016 were approved as a correct record and signed by the Chairman.

SO/71 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

SO/72 **ANNOUNCEMENTS**

The Chairman of the Committee thanked the Chairman of all the Working Groups for their work over the course of the Council year, along with all Members for their work with Scrutiny and Overview.

SO/73 **TO RECEIVE ANY REPLIES FROM CABINET/COUNCIL REGARDING SCRUTINY AND OVERVIEW RECOMMENDATIONS**

a) The Cabinet Member for the Local Economy attended the meeting of the Committee and presented his response to the recommendation which had been made in relation to the future parking provision for the District.

The Cabinet Member explained that the officers were in the process of collating data from a transport survey of the town centre. In addition, external consultants would be used to review the rural car parks.

With the ANPR roll out this would allow officers to gather and analyse data on the usage and patterns of the town car parks.

The Chairman explained that the concerns of the Committee related to the increase in housing in the District which would probably lead to an increase in car ownership. Members felt that there needed to be a strategy in place to address this, otherwise it could affect the local economy. The Parking Services Manager was looking at options to address the increase in housing and car ownership.

Once results from the survey and data had been gathered then possible options and solutions would be explored.

Members felt that other factors that should be explored such as car sharing, the underutilisation of the Park and Ride in Horsham and the possibility of an additional Park and Ride on the other side of Horsham, were equally as important as additional car parks.

Henfield village was an example of a rural village which suffered as a result of its limited parking. Members were concerned that many of the villages in the South of the District did not have train links either and this, along with the lack of parking, could be detrimental to them. Also Members were concerned that implementing charges in the village car parks could also be detrimental to the economy

The Parking Services Manager explained that by using the external consultant this would help his department understand what was happening in the villages in terms of rural parking.

The traffic and transport study would take place over the coming months and it was anticipated that a report would be available for the Committee in August.

The Committee welcomed the study and the work that was being undertaken by Parking Services and the Cabinet Member.

b) The Cabinet Member for Finance and Assets attended the meeting of the Committee to provide an update on the recommendation made by the Committee regarding some flexibility in terms of Council Tax collection dates.

The Cabinet Member explained that the Council was aware of the financial difficulties some residents suffered; however there was already an element of flexibility in the system, allowing residents to pay over either 10 or 12 months with the option to choose from one of three collection dates in the month.

The Cabinet Member was concerned that allowing exceptional flexibility could be financially detrimental to the Council; however he explained that he was always interested in exploring options to assist people.

This was a complex area as the Council collected Council Tax on behalf of other agencies.

Some mechanisms were already in place with the Citizens Advice Bureau to assist residents with financial difficulties.

The Committee welcomed the Cabinet Member's response; this had originally arisen at a meeting of the Social Inclusion Working Group when the Financial Inclusion and Engagement Officer from West Sussex County Council attended the meeting and explained about more flexible systems which were currently in place at other councils, which could similarly be adopted at Horsham.

The Director of Finance explained that some work had already begun to address this issue and the Business Transformation Officer would be working on a business case to look at all of the issues involved and the Director of Finance would report back in July.

SO/74 **BUSINESS IMPROVEMENT WORKING GROUP**

The Chairman of the Business Improvement Working Group presented the final report of the on the S106 Review. Members had undertaken an extensive and in-depth review of the procedures used for S106.

One of the biggest concerns originally was lack of Member involvement and communication and this was reflected in the review and recommendations.

The Committee welcomed the report.

Some Members were concerned about the point on page 15 of the agenda that it would not be appropriate for Members to be involved at the stage of negotiation of the agreement between the legal team and the developer. Some Members argued that information should be available to Members at all stages. However the Chairman reassured Members that they could speak to the case officer and legal team before the decision was ratified, rather than being involved with the meeting. But Members remained concerned about this point and also that this put the onus on the local Member

The Chairman of the Working Group hoped that the report would help the S106 procedure become clearer for Members.

The Committee noted that the North Horsham scheme had been negotiated on its own framework criteria.

There was also some concern surrounding the 'clawback' issue and whether the Members would have access to all the information.

In view of the comments made by the Committee, it was agreed that the recommendations would be approved, subject to the Chairman of the Working Group working with the Chairman of the Committee and meeting with the Director of Planning, Economic Development and Property, in order to finalise the two issues raised. An additional comment would be included in the report. This would be reported back to the Committee for approval.

RECOMMENDED TO CABINET

- 1 When members are notified of a major application (ie ten units or above) in their ward, this advice should also indicate if the application is likely to be subject of an S106 agreement. This would give the members an opportunity to take advice from Parish Councils as to opportunity and requirements and relay this information to the case officer before instructions are issued to the Legal Team to prepare draft agreement.
- 2 Members should be notified of the proposed “Heads of Terms Requirements” of the S106 agreement at the same time as the Legal Department are instructed to draft an agreement.

This would give the members a further opportunity to have discussions with the case officer. The member would also then be aware of the start of the “Consultation Period” and would have the opportunity to keep in touch with any responses to the consultation document.
- 3 That a “Clawback” clause be included in all in future S106 agreements where the proportion of affordable housing does not meet the required level, following negotiation through a viability agreement.
- 4 At briefings on planning applications the officers will present a summary of the Heads of Terms within current S106 agreements being negotiated
- 5 Heads of Terms within committee reports should explained in more detail than currently is the practice
- 6 The Chairman of the relevant planning committees would be sent copies of all the Heads of Terms at the same time that they are sent to Local Members. It would then be at the discretion of the Chairmen whether members from other wards should be sent the information as well.

SO/75 **CRIME AND DISORDER WORKING GROUP**

The Chairman of the Crime and Disorder Working Group presented the notes of the meeting held on 18th April 2016. The Working Group had received the end of year reports on the Horsham District Community Safety Partnership action plans.

The Group was disappointed that Sussex Police did not attend the meeting to present their plan on Vulnerable Victims.

Members were also disappointed to learn that the Mocktail Apprentice project would not be continuing as it could no longer be supported financially.

RESOLVED

That the notes of the Crime and Disorder Working Group meeting held on 18th April 2016, be received.

REASON

All notes of Working Group meetings are to be received by the Committee.

SO/76 **FINANCE AND PERFORMANCE WORKING GROUP**

The Committee noted that there had been no further meetings of the Finance and Performance Working Group.

RESOLVED

That an update from the Finance and Performance Working Group be given.

REASON

All updates of Working Group meetings are to be received by the Committee.

SO/77 **SOCIAL INCLUSION WORKING GROUP**

The Committee noted that there had been no further meetings of the Social Inclusion Working Group.

RESOLVED

That an update from the Social Inclusion Working Group be given.

REASON

All updates of Working Group meetings are to be received by the Committee.

SO/78 **HEALTH PROVISION WORKING GROUP**

The Chairman of the Health Provision Working Group presented the notes of the meeting held 30th March 2016.

Since the last meeting the Working Group had received a letter from the Chairman of the West Sussex Health and Adult Social Care Committee in response to the concerns over the health provision in Horsham. The Group would be meeting again soon.

RESOLVED

That the notes of the Health Provision Working Group meeting held 30th March 2016, be received.

REASON

All notes of Working Group meetings are to be received by the Committee.

SO/79 **FEEDBACK FROM WEST SUSSEX JOINT SCRUTINY TASK AND FINISH GROUP ON HOUSING PROVISION FOR CARE LEAVERS**

Councillor Britten represented Horsham District Council on the West Sussex Joint Scrutiny Task and Finish Group on Housing Provision for Care Leavers and provided the Committee with an update on the progress of the review.

The Group had met for the final time on 18th April 2016. A number of draft recommendations had been produced as a result of the findings of the Group and Members were awaiting the final report, it was anticipated that this would be available for the Scrutiny and Overview Committee in the summer.

SO/80 **ISSUES FOR SCRUTINY AND OVERVIEW AS A RESULT OF THE GOVERNANCE REVIEW**

The Chairman and Vice Chairman of the Committee presented the proposals for the new Overview and Scrutiny function at Horsham following the Governance Review.

A presentation was given which highlighted the main changes following the Review which had recently taken place. Overall Scrutiny and Overview would remain the same, however, the changes would include: that the Committee would be known as 'Overview and Scrutiny Committee' in future, there would be more emphasis on holding Cabinet Members to account at the Committee meetings, changes to working groups - these would in future be known as 'sub-committees' and the review also highlighted a better understanding of the 'call-in' function which was available to the Committee.

The minutes of the new 'sub-committees' would no longer be presented in full to the main Committee, but instead the Chairman of the sub-committee would be asked to give a brief update and it was suggested that there could be a link

from the agenda front page to the minutes of the sub-committee meeting, which would also be available on the Council's website.

The Chairman circulated two examples of Cabinet Member reports to Overview and Scrutiny Committees, to illustrate how we could improve the way in which Cabinet Members were held to account. Members were invited to take the examples away and submit any comments or preferences to the Chairman.

The Committee noted that the Accounts, Audit and Governance Committee would review all the changes made by the Governance Review after 12 months of operation.

SO/81 **TO RECEIVE ANY SUGGESTIONS FOR THE SCRUTINY AND OVERVIEW WORK PROGRAMME**

The Committee noted the latest Scrutiny and Overview Work Programme.

There were no suggestions for the Work Programme.

SO/82 **SCRUTINY AND OVERVIEW ANNUAL REPORT 2015/16**

The Committee noted the Scrutiny and Overview Annual Report 2015/16.

SO/83 **URGENT BUSINESS**

None.

The meeting closed at 8.04 pm having commenced at 6.00 pm

CHAIRMAN

This page is intentionally left blank

Overview and Scrutiny Committee 6 JUNE 2016

Present: Councillors: Toni Bradnum, Alan Britten, Roger Clarke, David Coldwell, Leonard Crosbie, Matthew French, Nigel Jupp, Tim Lloyd, Brian O'Connell, David Skipp, Ben Staines, Michael Willett and Tricia Youtan

Apologies: Councillors: Paul Clarke and Jonathan Dancer

Also Present: Christian Mitchell and Godfrey Newman

SO/1 ELECTION OF CHAIRMAN

RESOLVED

That Councillor Leonard Crosbie be elected as Chairman of the Committee for the ensuing Council year.

SO/2 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

That Councillor David Coldwell be appointed as Vice-Chairman of the Committee for the ensuing Council year.

SO/3 TO APPROVE THE TIME OF THE MEETINGS OF THE COMMITTEE FOR THE ENSUING YEAR

RESOLVED

That the meetings of the Committee be held at 5.30pm for the ensuing Council year.

SO/4 MINUTES

The minutes of the meeting of the Committee held on 9th May 2016 were approved as a correct record and signed by the Chairman.

SO/5 DECLARATIONS OF MEMBERS' INTERESTS

There were no declarations of interest.

SO/6 ANNOUNCEMENTS

The Chairman welcomed the new Members to the Overview and Scrutiny Committee.

A recent survey had highlighted that 70 percent of Councillors at Horsham felt that the Overview and Scrutiny Committee was effective and 10 percent felt that there was the potential to be more effective.

A suggestion was raised by a Councillor in relation to the sub-committees and whether it was necessary to have permanent sub-committees, or whether these should be set up on a task and finish basis.

The Committee agreed that this could be looked at as part of the 12 month review following the changes made by the recent Governance Review; this would be undertaken by the Accounts, Audit and Governance (AAG) Committee.

However the Chairman would circulate the email suggestion to Members of the Committee and if they wished to raise any concerns they were invited to do so through the AAG Committee.

SO/7

APPOINTMENT OF MEMBERS TO THE SUB-COMMITTEES, ELECTION OF THE CHAIRMAN AND TO APPROVE THEIR TERMS OF REFERENCE

The Chairman advised that it would be more appropriate for the sub-committees to elect their own chairmen at their first meetings. It was also agreed that the terms of reference of each of the sub-committees be presented at the first meeting of the individual sub-committees for any discussion, amendments and approval, before being referred back to the Overview and Scrutiny Committee at the next meeting for final approval.

RESOLVED

That the following Councillors be appointed to each sub-committee:

Business Improvement:

Andrew Baldwin
Paul Clarke
Jonathan Dancer
Nigel Jupp
Tim Lloyd
Brian O'Connell
Michael Willett

Crime and Disorder:

Andrew Baldwin
Toni Bradnum
Alan Britten

Roger Clarke
David Coldwell
Christine Costin
Adrian Lee

Finance and Performance

David Coldwell
Jonathan Dancer
Nigel Jupp
Tim Lloyd
David Skipp
Michael Willett

Social Inclusion and Health

Alan Britten
Roger Clarke
Matthew French
Liz Kitchen
David Skipp
Ben Staines
Tricia Youtan

SO/8 VERBAL UPDATE ON CIL CONSULTATION RESPONSE

The Chairman of the Committee along with Councillor Jupp had been reviewing the Community Infrastructure Levy (CIL) Draft Charging Schedule Consultation and Viability Assessment papers, as part of the Overview and Scrutiny Committee's response to the consultation. Once they had prepared their conclusions the response would be sent to all the Members of the Committee for approval, before being submitted as the Committee's official response to the consultation.

SO/9 TO RECEIVE ANY SUGGESTIONS FOR THE OVERVIEW AND SCRUTINY WORK PROGRAMME

The Committee noted the Overview and Scrutiny Work Programme.

The Chairman invited any suggestions for the work programme to be submitted via the suggestion form.

The Committee discussed the format in which the Cabinet Members would be invited to present their reports to the Committee, in order for the Members to scrutinise these as part of their powers, recently highlighted by the Governance Review.

Some Members were concerned about the timing of the presentations by the Cabinet Members to the Committee and were anxious to be proactive in relation

to the forward plan and be involved before final decisions were made. Therefore it was agreed that some careful consideration needed to be given to the logistics of the meetings and when Cabinet Members were invited to the Committee meetings.

After some discussion amongst the Committee it was agreed that the Chairman and Vice-Chairman would meet with the Leader and relevant officers to discuss this and bring a suggested programme back to the Committee.

The Committee also requested that they receive briefing notes prior to the Cabinet Member attending the Committee meeting in order to prepare their questions accordingly.

The Committee was reminded that it also had the "Call in" function available to them if it was required.

Members suggested that in future Cabinet decisions were published within two working days and that all Members were notified of any Cabinet decision. The Chairman would raise this with the Leader.

It was suggested that a training session should be organised for the Members involved with Overview and Scrutiny Committee in light of their powers which had been emphasised as part of the recent Governance Review.

SO/10 **URGENT BUSINESS**

The meeting closed at 7.21 pm having commenced at 6.00 pm

CHAIRMAN