

**Council**  
**9 FEBRUARY 2022**

Present: Councillors: David Skipp (Chairman), Kate Rowbottom (Vice-Chairman), Matthew Allen, Andrew Baldwin, Tony Bevis, John Blackall, Martin Boffey, Toni Bradnum, Chris Brown, Karen Burgess, Peter Burgess, Paul Clarke, Michael Croker, Ray Dawe, Brian Donnelly, Ruth Fletcher, Billy Greening, Tony Hogben (Deputy Leader), Nigel Jupp, Liz Kitchen, Lynn Lambert, Richard Landeryou, Gordon Lindsay, John Milne, Colin Minto, Christian Mitchell, Mike Morgan, Roger Noel, Jon Olson, Bob Platt, Louise Potter, Josh Potts, Sam Raby, Stuart Ritchie, Jack Saheid, Ian Stannard, Diana van der Klugt, Claire Vickers, Belinda Walters, Tricia Youtan and James Wright

Apologies: Councillors: Alan Britten, Jonathan Chowen, Philip Circus, Christine Costin and Tim Lloyd

CO/62 **MINUTES**

The minutes of the meeting of the Council held on 8 December and of the Extraordinary Council meetings held on 3 December and 8 December were approved as correct records and signed by the Chairman.

CO/63 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

CO/64 **ANNOUNCEMENTS**

Councillor David Skipp, Chairman of the Council, announced that this was the Chief Executive Glen Chipp's last Council meeting before his retirement in April.

- Councillor Ray Dawe, Leader of the Council until May 2021, thanked Glen for his professional, calm approach and for helping the administration achieve its goals. He also highlighted how supportive Glen was to staff, and how well he and his team had coped during the Pandemic.
- Councillor Paul Clarke, the previous Leader, also spoke of how supportive, frank and fair he was. He gave a vote of thanks to Glen for his service to the Council.
- The Chairman closed the announcement by thanking Glen for all his support.

Councillor Tony Hogben, Deputy Leader and Cabinet Member for Finance & Parking, announced that the Government's recent £28m energy rebate would benefit 80% of the district's residents. He also thanked Councillor Jonathan Chowen, Leader, for his work with the Leader of West Sussex County Council to enable the continuation of the discretionary Council Tax Reduction Scheme for a further year. To reflect this there were three additional recommendations

to the 2022/23 budget, as set out in the published addendum to the report. Councillor Hogben confirmed that when debating the budget these recommendations would be part of the substantive motion.

Councillor Christian Mitchell, Cabinet Member for Horsham Town, made the following announcements:

- After the success of the Horsham Rec Ice Rink over the Christmas period, with its economic and employment benefits, alternative uses such a roller-skating or discos for the Rec were being considered for Easter and beyond.
- Investment in Horsham town centre public realm: following consultation with Ward Members and other stakeholders, plans had been agreed for enhancing the area around Black Horse Way and The Forum Walk, including resurfacing work using granite that would be undertaken over a phased period.

Councillor Roger Noel, Cabinet Member for Leisure & Culture, stated that details of the Queen's Jubilee celebrations on 4 June would be published shortly. These would centre on the Carfax with associated events, including the Queen's Green Canopy incentive for planting trees across the district.

Glen Chipp said that it was a privilege to have worked with such a great team of officers. He also reflected that during his tenure the only objective within the Council's control that had not been met was the adoption of a new Local Plan. The Council now had an opportunity to adopt one with fewer houses, and he urged Council to do so as soon as possible. He also thanked Councillors for their dedication and for giving back to the community. He was delighted that the Employment Committee recommended Jane Eaton, Director of Corporate Resources, to take over his role.

CO/65 **QUESTIONS FROM THE PUBLIC**

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

CO/66 **RECOMMENDATIONS FROM CABINET**

6 (a) **The 2022/23 Budget and the Medium Term Financial Strategy to 2025/26**

Councillor Tony Hogben, Cabinet Member for Finance & Parking, introduced the annual Budget and outlined details of the report as presented to Cabinet ([Minute No. EX/59 \(27.01.22\) refers](#)). He set out the key points of the budget including: the budget requirement for 2022/23; the proposed Council Tax increase of 2.9% (9p a week for Band D properties); the £10m capital programme; and £1m towards the Council's green agenda; and the Council's financial position 2023/24 and beyond.

Councillor Hogben stated that the three additional recommendations, set out in the published addendum to the report, proposed that working age residents claiming Council Tax Reduction support would continue to benefit from this relief in 2022/23. A budget of £120,000 to enable this would be required. It was noted that this would reduce the budgeted surplus.

These additional recommendations became recommendations (xi) to (xiii) of the substantive motion (as allowed by 4a.28g of the Constitution).

Councillor Louise Potter, Leader of the Opposition, broadly welcomed the budget. She considered it to include good initiatives, but needed to go further and faster both on tackling environmental issues and on helping those in need of financial support or living in temporary accommodation.

Councillor Potter moved that the recommendations regarding the Council Tax Reduction Scheme (recommendation (xi) to (xii) of the substantive motion) be amended so that:

(xi): The discretionary discount of 'up to £150.00' be amended to 'up to £210.00' and the phrase 'within the confines of the overall budget of the scheme.' be added.

(xii) and (xiii): the sum of £120,000 be amended to £300,000.

The amendment was seconded by Councillor Martin Boffey.

Following debate, the amendment 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: Matthew Allen, Tony Bevis, Martin Boffey, Mike Croker, Ruth Fletcher, John Milne, Colin Minto, Jon Olson, Bob Platt, Louise Potter, Sam Raby, Belinda Walters

AGAINST THE MOTION: Andrew Baldwin, John Blackall, Toni Bradnum, Chris Brown, Karen Burgess, Peter Burgess, Paul Clarke, Ray Dawe, Brian Donnelly, Billy Greening, Tony Hogben, Nigel Jupp, Liz Kitchen, Lynn Lambert, Richard Landeryou, Gordon Lindsay, Christian Mitchell, Mike Morgan, Roger Noel, Josh Potts, Stuart Ritchie, Kate Rowbottom, Jack Saheid, Ian Stannard, Diana van der Klugt, Claire Vickers, James Wright, Tricia Youtan

ABSTAINED: Billy Greening, David Skipp,

ABSENT: Alan Britten, Jonathan Chowen, Philip Circus, Christin Costin, Tim Lloyd

The Motion was therefore declared LOST.

Councillor Hogben proposed that the Leader, Chief Executive or himself as Cabinet Member should write to WSCC to ask them to review their Council Tax Reduction Scheme with a view to extending it to help clear all residual Council Tax amounts for band C and band D Council Tax payers on Council Tax Support. He considered that HDC were in a position to pay their share should this be successful.

He stated that the Council Tax Reduction Scheme for 2023/24 would be reviewed as part of the annual review in June.

He also proposed that an additional recommendation (xiv) be added to the recommendations:

‘To delegate to the Director of Corporate Resources in consultation with the Cabinet Member for Finance & Parking the ability to expand the scheme beyond £150.00 to working age claimants should there be headroom in the £120,000 budget with the aim of helping to reduce the residual Council Tax for as many working age claimants as possible.’

Councillor Bevis thanked Councillor Hogben for the proposed additional recommendation and seconded the proposal. There was unanimous agreement that this additional clause be added to the substantive motion.

The amended substantive motion was seconded by Councillor Richard Landeryou.

Following further debate, 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: Andrew Baldwin, John Blackall, Toni Bradnum, Chris Brown, Karen Burgess, Peter Burgess, Paul Clarke, Mike Croker, Ray Dawe, Brian Donnelly, Billy Greening, Tony Hogben, Nigel Jupp, Liz Kitchen, Lynn Lambert, Richard Landeryou, Gordon Lindsay, Christian Mitchell, Mike Morgan, Roger Noel, Bob Platt, Josh Potts, Stuart Ritchie, Kate Rowbottom, Jack Saheid, Ian Stannard, Diana van der Klugt, Claire Vickers, James Wright, Tricia Youtan

AGAINST THE MOTION: Matthew Allen, Tony Bevis, Martin Boffey, Ruth Fletcher, John Milne, Colin Minto, Jon Olson, Louise Potter, Sam Raby, Belinda Walters

ABSTAINED: David Skipp,

ABSENT: Alan Britten, Jonathan Chowen, Philip Circus, Christin Costin, Tim Lloyd

The Motion was therefore declared CARRIED and it was

RESOLVED

- i) That the level of Council Tax for 2022/23 increases from £157.52 by £4.57 (2.9%) to £162.09 at Band D.
- (ii) That the net revenue budget set out in Appendix A for 2022/23 of £12.188m is approved.
- (iii) That Special Expenses of £323,330 set out in Appendix C and a Band D charge of £26.83 are agreed in respect of the unparished area for 2022/23.
- (iv) That the capital programme for 2022/23 set out in Appendix D be approved and that the indicative capital budgets in the programme for future years be noted.
- (v) That the projected future budgets on the revenue account in 2023/24 to 2025/26 are noted and the Medium-Term Financial Strategy continues to be reviewed and refined to ensure that decisions are taken to set balanced budgets in these three years.
- (vi) That the Minimum Revenue Provision Statement set out in Appendix E is approved.
- (vii) That the Capital Strategy, Treasury Strategy, Investment Strategy and prudential indicators and limits for 2021/22 to 2024/25 set out in Appendix F are approved.
- (viii) To note the statement on the robustness of the level of reserves in Appendix H.
- (ix) That the increases to fees and charges set out in Appendix I and I(i) and I(ii) are approved.
- (x) Delegate to the Director of Community Services in consultation with the relevant Cabinet lead temporary changes to fees and charges in the form of offers and incentives during the year, as well as the setting of charges for sports development activities as all offerings are being revised and will take account of variable costs such as facility hire and coaching rates.
- (xi) Approve an additional Council tax support discretionary discount of up to £150.00 per household for working age claimants in 2022/23.
- (xii) To set up a budget for 2022/23 comprising the County Council's share of payments and up to £120,000 from the Council, reducing the budgeted surplus.

- xiii) Delegate to the Director of Corporate Resources, the finalisation of the exact sums involved during 2022/23 provided they do not exceed the amount of £120,000.
- xiv) To delegate to the Director of Corporate Resources in consultation with the Cabinet Member Finance & Parking the ability to expand the scheme beyond £150.00 to working age claimants, should there be headroom in the £120,000 budget, with the aim of helping to reduce the residual Council Tax for as many working age claimants as possible.

6 (b) **2022/23 Council Tax Reduction (CTR) Scheme**

The Council's current CTR scheme provided financial support for those on low incomes to help them afford their Council Tax payments. The scheme was means tested and helped the more vulnerable in society. There were no proposed changes to the scheme. The proposal was seconded by Councillor Landeryou.

RECOMMENDED TO COUNCIL

To agree to no changes in the Council Tax Reduction scheme for 2022/23.

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. Review work on the scheme showed the scheme remains affordable for Horsham District Council and provides a good level of support to our less well-off residents.

6 (c) **2022/23 Discretionary Rate Relief Scheme**

Horsham District Council provided discretionary rate relief to charities and not-for-profit organisations by reducing their non-domestic rate liability. Councillor Hogben proposed that the current scheme, which was reviewed each year, be amended by extending the charitable rate relief to up to 100% for eligible organisations. This would bring transparency and clarity to the award process and enable relief recipients to receive additional financial support. The proposal was seconded by Councillor Landeryou.

RESOLVED

To approve the Discretionary Rate Relief scheme for 2022/23 as detailed in the appendix to the Cabinet report.

REASON

- i) Discretionary rate relief is an annual scheme and therefore require an annual review and approval.

- ii) The increase in the level of rate relief to 100% will provide additional support for charitable and not for profit organisations.

6 (d) **Modern Slavery and Human Trafficking Statement**

Councillor Liz Kitchen, Cabinet Member for Community Matters, stated that to adopt this Modern Slavery and Human Trafficking statement would reflect how seriously the Council takes this issue and its commitment to tackling modern day slavery in the community and in its supply chain. The principles set out in the statement were included in the Council's procurement process.

The publication of such a statement by local authorities was considered best practice and was likely to become a statutory requirement in the future. The proposal was seconded by Councillor Billy Greening.

RESOLVED

- i) Approve the publication of the Modern Slavery and Human Trafficking Transparency Statement as attached at Appendix A to the Cabinet report.
- ii) Delegate authority to the Leader of the Council in consultation with the Director of Corporate Resources and the Head of Legal & Democratic Services to approve minor amendments and subsequent annual statements for publication.

REASON

- i) The adoption and publication of a Modern Slavery and Human Trafficking statement is considered best practice and is likely to become a statutory requirement within the next 12 months.
- ii) The approval of the statement shows the commitment of Horsham District Council to tackle modern day slavery in the community and its supply chains, it also supports the principles set out in the Sustainable Procurement Charter which is used within our procurement processes.

CO/67 **COUNCIL TAX RESOLUTION 2022/23**

It was moved by Councillor Hogben, and seconded by Councillor Richard Landeryou that the Council Tax resolution for 2022/23 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: Andrew Baldwin, John Blackall, Toni Bradnum, Chris Brown, Karen Burgess, Peter Burgess, Paul Clarke, Mike Croker, Ray Dawe, Brian Donnelly, Billy Greening, Tony Hogben, Nigel Jupp, Liz

Kitchen, Lynn Lambert, Richard Landeryou, Gordon Lindsay, Christian Mitchell, Mike Morgan, Roger Noel, Bob Platt, Josh Potts, Stuart Ritchie, Kate Rowbottom, Jack Saheid, Ian Stannard, Diana van der Klugt, Claire Vickers, James Wright, Tricia Youtan

AGAINST THE MOTION: Matthew Allen, Tony Bevis, Martin Boffey, Ruth Fletcher, John Milne, Colin Minto, Jon Olson, Louise Potter, Sam Raby, Belinda Walters

ABSTAINED: David Skipp

ABSENT: Alan Britten, Jonathan Chowen, Philip Circus, Christin Costin, Tim Lloyd

The Motion was declared CARRIED and it was

RESOLVED

1. The Council Tax Base 2022/23 be noted
  - a. for the whole Council area as 64,021.5 (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:

Parish	2022/23 tax base
Amberley	326.5
Ashington	1,160.9
Ashurst	144.5
Billingshurst	4,370.0
Bramber	416.8
Broadbridge Heath	2,335.0
Coldwaltham	477.3
Colgate	1,727.0
Cowfold	870.0
Henfield	2,741.3
Itchingfield	784.1
Lower Beeding	556.5
North Horsham	8,755.2
Nuthurst	1,081.3
Parham	127.4
Pulborough	2,593.6
Rudgwick	1,454.6
Rusper	943.7
Shermanbury	308.1
Shipley	644.8



Slinfold	941.8
Southwater	4,653.9
Steyning	2,602.2
Storrington & Sullington	3,350.0
Thakeham	1,082.0
Upper Beeding	1,457.8
Warnham	1,018.4
Washington	1,108.0
West Chiltington	2,238.9
West Grinstead	1,318.9
Wiston	104.9
Woodmancote	275.7
Horsham Town	12,050.7
<b>Total</b>	<b>64,021.5</b>

2. That the Council Tax requirement for the Council's own purposes for 2022/23 (excluding Special Expenses and Parish precepts) is £162.09
3. That the following amounts be calculated for the year 2022/23 in accordance with Sections 31 to 36 of the Act:
  - (a) £93,248,878 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) £78,594,309 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (c) £14,654,569 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) £228.90 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) £4,277,354 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act

- (f) £162.09 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)					
<b>Council Tax at Band D</b>					
Parish	Precept Amount £	Parish Precept / Special charge for Unparished Area £		Basic Amount of District Council Tax £	Total £
Amberley	31,341.00	95.99		162.09	258.08
Ashington	102,984.00	88.71		162.09	250.80
Ashurst	13,200.00	91.35		162.09	253.44
Billingshurst	444,735.00	101.77		162.09	263.86
Bramber	28,141.42	67.52		162.09	229.61
Broadbridge Heath	127,701.00	54.69		162.09	216.78
Coldwaltham	16,668.00	34.92		162.09	197.01
Colgate	28,530.00	16.52		162.09	178.61
Cowfold	69,980.00	80.44		162.09	242.53
Henfield	277,355.00	101.19		162.09	263.28
Itchingfield	72,000.00	91.83		162.09	253.92
Lower Beeding	37,385.00	67.18		162.09	229.27
North Horsham	349,011.00	39.86		162.09	201.95
Nuthurst	52,498.00	48.55		162.09	210.64
Parham	5,413.00	42.49		162.09	204.58
Pulborough	257,362.00	99.23		162.09	261.32
Rudgwick	105,424.00	72.48		162.09	234.57
Rusper	41,788.00	44.28		162.09	206.37
Shermanbury	25,329.00	82.21		162.09	244.30
Shipley	29,175.42	45.25		162.09	207.34
Slinfold	62,770.00	66.65		162.09	228.74
Southwater	537,522.00	115.50		162.09	277.59
Steyning	332,357.00	127.72		162.09	289.81
Storrington & Sullington	252,489.50	75.37		162.09	237.46

Thakeham	62,780.00	58.02		162.09		220.11
Upper Beeding	212,850.00	146.01		162.09		308.10
Warnham	92,755.72	91.08		162.09		253.17
Washington	42,347.76	38.22		162.09		200.31
West Chiltington	152,514.00	68.12		162.09		230.21
West Grinstead	72,500.00	54.97		162.09		217.06
Wiston	4,156.00	39.62		162.09		201.71
Woodmancote	13,141.00	47.66		162.09		209.75
Horsham Town - Special charge	323,330.00	26.83		162.09		188.92

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.

4. 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>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	1,037.16	1,210.02	1,382.88	1,555.74	1,901.46	2,247.18	2,592.90	3,111.48

<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	149.94	174.93	199.92	224.91	274.89	324.87	374.85	449.82

- a. 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 18 February 2022.

The Horsham District Figures are shown below:-

Band	A	B	C	D	E	F	G	H
Authority								
Horsham								
District	108.06	126.07	144.08	162.09	198.11	234.13	270.15	324.18
Council								

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 2022/23 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	1,359.15	1,585.68	1,812.21	2,038.73	2,491.78	2,944.83	3,397.88	4,077.46
Ashington	1,354.30	1,580.02	1,805.73	2,031.45	2,482.88	2,934.32	3,385.75	4,062.90
Ashurst	1,356.06	1,582.07	1,808.08	2,034.09	2,486.11	2,938.13	3,390.15	4,068.18
Billingshurst	1,363.01	1,590.17	1,817.34	2,044.51	2,498.85	2,953.18	3,407.52	4,089.02
Bramber	1,340.17	1,563.53	1,786.90	2,010.26	2,456.98	2,903.71	3,350.43	4,020.52
Broadbridge Heath	1,331.62	1,553.56	1,775.49	1,997.43	2,441.30	2,885.18	3,329.05	3,994.86
Coldwaltham	1,318.44	1,538.18	1,757.92	1,977.66	2,417.14	2,856.62	3,296.10	3,955.32
Colgate	1,306.17	1,523.87	1,741.56	1,959.26	2,394.65	2,830.04	3,265.43	3,918.52
Cowfold	1,348.78	1,573.58	1,798.38	2,023.18	2,472.77	2,922.37	3,371.96	4,046.35
Henfield	1,362.62	1,589.72	1,816.82	2,043.93	2,498.13	2,952.34	3,406.55	4,087.86
Itchingfield	1,356.38	1,582.44	1,808.50	2,034.57	2,486.69	2,938.82	3,390.94	4,069.13
Lower Beeding	1,339.95	1,563.27	1,786.59	2,009.92	2,456.57	2,903.22	3,349.86	4,019.84
North Horsham	1,321.74	1,542.02	1,762.31	1,982.60	2,423.18	2,863.76	3,304.34	3,965.21
Nuthurst	1,327.53	1,548.78	1,770.04	1,991.29	2,433.80	2,876.31	3,318.82	3,982.58
Parham	1,323.49	1,544.07	1,764.65	1,985.23	2,426.39	2,867.55	3,308.71	3,970.46
Pulborough	1,361.31	1,588.20	1,815.08	2,041.97	2,495.74	2,949.51	3,403.28	4,083.94
Rudgwick	1,343.48	1,567.39	1,791.30	2,015.22	2,463.04	2,910.87	3,358.69	4,030.43
Rusper	1,324.68	1,545.46	1,766.24	1,987.02	2,428.58	2,870.14	3,311.70	3,974.04
Shermanbury	1,349.97	1,574.96	1,799.96	2,024.95	2,474.94	2,924.93	3,374.92	4,049.90
Shipley	1,325.32	1,546.21	1,767.10	1,987.99	2,429.76	2,871.54	3,313.31	3,975.97
Slinfold	1,339.59	1,562.86	1,786.12	2,009.39	2,455.92	2,902.45	3,348.98	4,018.78
Southwater	1,372.16	1,600.85	1,829.55	2,058.24	2,515.63	2,973.01	3,430.40	4,116.48
Steyning	1,380.31	1,610.36	1,840.41	2,070.46	2,530.56	2,990.67	3,450.77	4,140.92
Storrington & Sullington	1,345.41	1,569.64	1,793.88	2,018.11	2,466.58	2,915.05	3,363.52	4,036.22
Thakeham	1,333.84	1,556.15	1,778.46	2,000.76	2,445.38	2,889.99	3,334.60	4,001.52
Upper Beeding	1,392.50	1,624.58	1,856.66	2,088.75	2,552.91	3,017.08	3,481.25	4,177.50

Warnham	1,355.88	1,581.86	1,807.84	2,033.82	2,485.78	2,937.74	3,389.70	4,067.64
Washington	1,320.64	1,540.75	1,760.85	1,980.96	2,421.17	2,861.39	3,301.60	3,961.92
West Chiltington	1,340.57	1,564.00	1,787.43	2,010.86	2,457.72	2,904.58	3,351.43	4,021.72
West Grinstead	1,331.81	1,553.77	1,775.74	1,997.71	2,441.65	2,885.58	3,329.52	3,995.42
Wiston	1,321.57	1,541.83	1,762.10	1,982.36	2,422.88	2,863.41	3,303.93	3,964.72
Woodmancote	1,326.94	1,548.09	1,769.25	1,990.40	2,432.72	2,875.03	3,317.34	3,980.81
Horsham Town - Special charge	1,313.05	1,531.89	1,750.73	1,969.57	2,407.25	2,844.93	3,282.62	3,939.14

6. To note that the Council's basic amount of Council Tax for 2022/23 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

Horsham District Council Tax Band D, inclusive of the special charge, as reported to Government.

2021/22	2022/23	Council Tax increase
£162.43	£167.14	£4.71 (or 2.9%)

As the billing Authority the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2022/23 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 522K Local Government Act 1992.

7. To approve the Council Tax discount policies which remain unchanged.

CO/68 **RECOMMENDATIONS FROM COMMITTEES**

Councillor Stuart Ritchie, Chairman of Audit Committee, introduced the recommendation regarding the Capital Strategy, which had been approved by Audit Committee as an appropriate overarching strategy for the Council. The report sets treasury investment criteria and limits, which were largely unchanged apart from changes in pooled funds limits, an interest rate sensitivity indicator and long-term investment limits.

The recommendation, as set out in the report, required Council to approve the Treasury Management Strategy and Investment Strategy for 2022/23, which formed part of the overarching Capital Strategy. The proposal was seconded by Councillor John Blackall.

**RESOLVED**

- i) To approve the Treasury Management Strategy for 2022/23 and the associated limits and specific indicators included in section 4 and appendix B of the report to Audit Committee.

- ii) To approve the Investment Strategy for 2022/23 and the associated limits and specific indicators included in section 5 and appendix C of the report to Audit Committee.

#### REASON

- i) The Council is required to have regard to the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2017 Edition (the CIPFA Code) and Prudential Code which requires the Council to approve a Capital strategy, Investment strategy and Treasury Management Strategy before the start of each financial year.
- ii) The Department for Levelling Up, Housing and Communities (DLUHC) issued revised guidance on local authority investments in 2017 that the Council is required to have regard to.

#### CO/69 **APPOINTMENT OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICE**

Councillor Hogben, Deputy Leader and Member of the Employment Committee presented the recommendation that Jane Eaton be appointed as the Chief Executive and Head of Paid Service and other statutory positions linked with the role. He outlined the appointment process that had been followed and confirmed that the Employment Committee had been unanimous in its decision. The proposal was seconded by Councillor Louise Potter.

#### RESOLVED

- i) To note the Employment Committee nomination of Jane Eaton as the new Chief Executive.
- ii) To agree the appointment of Jane Eaton to the position of Chief Executive of Horsham District Council with effect from 16 April 2022, at a salary of £120,264 p.a. (subject to national cost of living award).
- iii) To agree the designation of Jane Eaton as Head of Paid Service of Horsham District Council under Section 4 of the Local Government and Housing Act 1989, with effect from 16 April 2022.
- iv) To appoint Jane Eaton as the Returning Officer and the Electoral Registration Officer for Horsham District, with effect from 16 April 2022.

#### REASON

- i) To comply with the provision of Section 4 of the Local Government and Housing Act 1989 in respect of the appointment of Chief Executive and Head of Paid Service.

- ii) To comply with the requirement of the Representation of the People Act 1983, namely Sections 8, 28(1), 35 and 52(2) respectively, in relation to the appointment of the Council's Returning Officer, and Electoral Registration Officer.

CO/70 **APPOINTMENT OF AN EXTERNAL AUDITOR PANEL**

In December 2021 Council had agreed to appoint its own external auditors and instructed officers to establish an independent audit panel (Minute No. CO/56(a) (08.12.21) refers). Councillor Ritchie advised that interviews had taken place and Council were recommended to appoint those selected as its independent External Auditor Panel. Having such a panel would give flexibility and good quality at a competitive price. The proposal was seconded by Councillor Blackall.

RESOLVED

- i) To appoint Mr Michael Chinn, Mr Alan Peach and the Chairman of Audit Committee as its independent External Auditor Panel.
- ii) To appoint Mr Alan Peach as the independent Chairman of the External Auditor Panel.

REASON

- i) Mr Chinn and Mr Peach were the most recently experienced of the people who applied for the role. The Chairman of the Audit Committee forms a link to the Audit Committee as well as the current chairman having extensive experience in professional practice and his accountancy firm are registered auditors themselves.
- ii) Following discussions with the two independent members, Mr Peach has the most available time to carry out the role of Chairman of the Panel.

CO/71 **DECISIONS ARISING FROM THE COVID-19 EMERGENCY**

The Chief Executive reminded Members that he had been granted emergency powers to ensure that Government grants designed to help recovery from the pandemic could be spent in a timely manner. He reported on decisions he had made during January; the first regarding a change to policy for allocating Additional Restrictions Grant after the reopening of the scheme in January 2022; and the second was the adoption of a discretionary business rates relief policy required by the Government.

In addition, HDC would be receiving £115,721 as part of the national Protect and Vaccinate grant. The Chief Executive sought approval for the setting up of a budget to allow this grant to be spent by the Council's Housing Service.

RESOLVED

- i) To note the amendments to the Additional Restrictions Discretionary Grant scheme and the adoption of a policy for the allocation of the COVID-19 Additional Relief Fund made by the Chief Executive under his Head of Paid Service powers outlined in section 3.
- ii) To create a new budget of £115,721 in Housing to be used for services specified under the Protect and Vaccinate Grant from Department for Levelling Up, Housing & Communities.

REASON

- i) The decisions reached by the Chief Executive allowed the swift reopening of the Additional Restrictions Grant scheme and a quick start to the business rates relief scheme, helping our businesses and meeting the Government's requirements.
- ii) The Protect and Vaccinate grant will help to provide safe accommodation for as many people rough sleeping as possible and support them to get their vaccinations.

CO/72 **CHANGES TO COMMITTEE AND PDAG MEMBERSHIPS - JANUARY 2022**

The Head of Legal & Democratic Services introduced the report, which outlined the changes made to Cabinet after the appointment of Councillor Jonathan Chowen as Leader of the Council on 3 December 2021. The Cabinet reshuffle included the creation of a new Environment & Rural Affairs portfolio and the reintroduction of Horsham Town portfolio. The reshuffle meant that a number of memberships on ordinary committees needed to be changed, for the reasons set out in the report. There had also been three by-elections since the memberships of ordinary committees had been confirmed in May 2021. The Head of Legal & Democratic Services confirmed that all the changes had been made in accordance with Article 8 of the constitution.

RESOLVED

That Council note:

- a) Changes to the Cabinet Portfolios functions and responsibilities, Committee and PDAG memberships, as set out in Appendix 1 and Appendix 2 to the report.
- b) That the Monitoring Officer will make the required changes to the Constitution in accordance with 13.3 (b) 3, to reflect the Leaders announced appointments.



REASON

- i) Article 7.1 (b) of the Constitution states that The Cabinet will consist of at least two but not more than 9 Councillors appointed to the Cabinet by the Leader. In order to more effectively discharge the work of the Executive, the Leader has reconfigured the Cabinet Portfolios.
- ii) To confirm to Full Council the changes that have been made to the Cabinet portfolios, Committees and Policy Development Advisory Groups membership.

CO/73 **CALENDAR OF MEETINGS 2022/23**

The Chief Executive reported on the proposed programme of Council, Cabinet and Committee meetings, including standing Cabinet Member Policy Development Advisory Groups, for 2022/23.

The calendar followed a similar pattern to previous years, and Members and Officers had been consulted to ensure that the proposed programme met the requirements for reporting on statutory matters, and comments received had been taken into account.

RESOLVED

To approve the calendar of meetings for 2022/23 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/74 **REPORTS OF REPRESENTATIVES**

There were none to report.

CO/75 **NOTICE OF MOTION**

- (a) Motion proposed by Councillor Bob Platt and seconded by Councillor Mike Croker

Councillor Platt proposed that:

(i) *the Council resolves to:*

- *strive to ensure that the principles of Healthy Homes and Places are met, both through our planning system and in our own homes building, in order*

*to create the highest quality places for residents which will be a fitting legacy for future generations;*

- *review related council policies, processes and procedures as part of the current Local Plan review, and develop and adopt new policies, to ensure that all new development is in line with the Healthy Homes and Places Principles;*
- *make the Healthy Homes and Places principles an integral part of Council decision making on housing and planning;*
- *ensure the next review of the corporate plan includes healthy homes and places as a priority; and*

(ii) *calls on the Government to:*

- *return full planning powers regarding the conversion of commercial buildings to residential use to council planning authorities;*
- *support amendments strengthening and extending provisions in the Building Safety Bill to enshrine the 11 Healthy Homes and Places principals in statute, or, failing that, to support the Healthy Homes Bill being promoted by Baron Nigel Crisp.'*

Councillor Lynn Lambert, Cabinet Member for Planning & Development, proposed that, given the complexity and depth of the subject matter, the Motion be referred to the relevant Policy Development Advisory Groups for full discussion. The proposal was seconded by Councillor Hogben. Councillor Platt agreed to this approach.

(b) Motion proposed by Councillor Paul Clarke and seconded by Councillor James Wright

Councillor Clarke proposed that:

*'This Council supports the proposed Arundel By-pass scheme featured in the current Highways England Consultation and expresses the hope that all major stakeholders will support the proposal. Further, this Council, in the interests of our residents and residents throughout West Sussex, hopes that Highways England will be able to move quickly ahead on early implementation of its proposal and that Highways England will also be able to address as soon as possible the other projects needed to remove the current bottlenecks to free the flow of traffic on the A27.'*

The motion was debated. In accordance with Rule 4a.31 (d) of the Council's Constitution, it was requested that the voting in respect of this motion should be recorded.

The voting was as follows:

FOR THE MOTION: John Blackall, Toni Bradnum, Karen Burgess, Peter Burgess, Paul Clarke, Ray Dawe, Brian Donnelly, Tony Hogben, Nigel Jupp, Liz Kitchen, Lynn Lambert, Richard Landeryou, Gordon Lindsay, Christian Mitchell, Mike Morgan, Roger Noel, Josh Potts, Stuart Ritchie, Kate Rowbottom, Jack Saheid, Ian Stannard, Diana van der Klugt, Claire Vickers, James Wright, Tricia Youtan

AGAINST THE MOTION: Matthew Allen, Mike Croker, Ruth Fletcher, John Milne, Jon Olson, Bob Platt

ABSTAINED: Andrew Baldwin, Tony Bevis, Martin Boffey, Colin Minto, Louise Potter, Sam Raby, David Skipp, Belinda Walters

ABSENT: Alan Britten, Chris Brown, Jonathan Chowen, Philip Circus, Christin Costin, Billy Greening, Tim Lloyd

The Motion was therefore declared CARRIED.

CO/76 **MEMBERS' QUESTIONS ON NOTICE**

Councillor Tony Bevis asked the following question:

*'2023 marks the 50th anniversary of two significant events. Firstly the founding of Horsham District Council, will consideration be made of appropriate recognition of this historic event across the District and can the Leader ensure, if possible, that our Honorary Aldermen are made part of that commemoration?*

*'Secondly the 50th anniversary of the "Plant a Tree in '73" campaign. Will the Leader ensure HDC works with Parish and Neighbourhood Councils to record trees planted then and encourage the planting of a new generation of trees in 2023?'*

The question had been intended for the Leader, but in his absence was replied to by Councillor Roger Noel, Cabinet Member for Leisure & Culture:

Councillor Noel confirmed that the 50<sup>th</sup> anniversary of the founding of Horsham District Council will be recognised and celebrated across the district.

With regards to tree planting, he advised that there was no record of those planted in 1973 but the Parks & Countryside Team will be asking parish and neighbourhood councils if they have their own records. The Queen's Green Canopy will involve extensive tree planning at the end of 2022 with the intention of planting them in every parish and neighbourhood council. Councillor James Wright, Cabinet Member for Environment & Rural Affairs, added that trees would be planted in addition to those for the Queen's Jubilee.

*The meeting closed at 9.20 pm having commenced at 6.00 pm*

*Council*  
*9 February 2022*

CHAIRMAN