

**HORSHAM DISTRICT COUNCIL**  
**29<sup>TH</sup> APRIL 2015**

Present: Councillors: Brian O'Connell (Chairman), Tricia Youtan (Vice-Chairman), Roger Arthur, John Bailey, Andrew Baldwin, Adam Breacher, Peter Burgess, John Chidlow, Jonathan Chowen, Philip Circus, George Cockman, David Coldwell, Roy Cornell, Christine Costin, Helena Croft, Leonard Crosbie, Malcolm Curnock, Ray Dawe, Laurence Deakins, Brian Donnelly, Jim Goddard, Frances Haigh, David Holmes, Ian Howard, David Jenkins, Liz Kitchen, Gordon Lindsay, Sheila Matthews, Christian Mitchell, Godfrey Newman, Roger Paterson, Stuart Ritchie, Sue Rogers, Kate Rowbottom, Jim Sanson, David Sheldon, David Skipp, Simon Torn, Diana van der Klugt, Claire Vickers

Apologies: Councillors: Roger Clarke, Duncan England, Josh Murphy, Jim Rae

CO/80 **MINUTES**

The minutes of the meetings of the Council held on 25<sup>TH</sup> February and 18<sup>th</sup> March 2015 were approved as correct records and signed by the Chairman.

CO/81 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

CO/82 **PRESENTATION OF MEMBERS' LONG SERVICE AWARDS**

The Chairman presented the following Members with certificates in recognition of their long service on Horsham District Council:

<b>Name</b>	<b>Cumulative Length of Service (Years)</b>
Councillor Roger Arthur	8
Councillor Jonathan Chowen	10
Councillor Philip Circus	8
Councillor Roy Cornell	8
Councillor Ray Dawe	8
Councillor Godfrey Newman	20
Councillor David Skipp	8

All Members joined with Chairman in congratulating the recipients and thanking them for their dedicated service to the District and its residents.

CO/83 **ANNOUNCEMENTS**

The Chairman advised Members that Doyle & Tratt Products Ltd., based in Faygate had received the Queen's Award for Enterprise (Innovation) and that he had written to the company offering the Council's congratulations on this achievement.

The Cabinet Member for a Safer & Healthier District gave an update on progress being made in respect of Dementia Friendly Horsham.

The Cabinet Member for the Environment reported that the 'Adopt a Street' scheme had been launched at the beginning of March and this week the Council had signed up the 500<sup>th</sup> volunteer. This initiative, which encouraged and supported residents to take extra care of their street or an area they particularly valued, did not replace the Council's own street cleansing responsibilities but enabled residents to supplement it.

The Cabinet Member for the Environment also expressed his thanks to David Robertson, the Waste & Recycling Manager, who would shortly be leaving the Council.

CO/84 **QUESTIONS FROM THE PUBLIC**

(1) Mrs Kornicky asked the following questions:

*My questions relate to the S106 agreements with Berkeley Homes in respect of their development 'East of the A24'.*

**Question 1.** *With regard to the Affordable Homes Review Mechanism please advise:*

- *The number of tranche declarations received*
- *The first & last declaration effective dates*
- *The latest index-linked trigger value (the base being £300 per sq ft)*
- *If there has been any 'overage' &, if any, the cumulative payment to the council.*

**Question 2.** *Please clarify the Affordable Housing requirement for this site. I understand that the total units originally planned were 1044 with 20% being affordable. The affordable to comprise Social Rent: 95, Shared Ownership & Equity, 31 and 'Discount Market Sales', 83. Apparently this latter category of 83 'Discount Market Sales' could be changed to be Market Homes, on payment of £4m to the council. Please confirm if this option has been invoked (fully or in part) & hence the resultant percentage of units planned to be built on this strategic site that will be 'affordable'.*

Councillor Claire Vickers, the Cabinet Member for Living & Working Communities advised that, due to the complex and detailed nature of the

CO/84 Questions from the Public (cont.)

questions, she would provide a written reply as soon as possible, which would also be circulated to all Members.

(1) Mr Kornicky asked the following questions:

**Question 1.** *With reference to the Countryside Properties development at West of Horsham & the S106 Affordable Homes Review Mechanism, I understand that the declarations for Tranches 2 & 3 have now been submitted & with nil overage declared. Given that this is quite surprising & also that the council received the latest declaration on 4<sup>th</sup> February 2015, please advise (with details) if these declarations have yet been formally accepted as accurate or perhaps need correction or have indeed subsequently been corrected.*

**Question 2.** *This mechanism was established & promoted as having the potential to generate an extra £3.3m funding for offsite affordable housing, assuming house prices recovered. So, in broad brush terms; 20% of units actually built here, would be affordable, a £7.73m guaranteed contribution would facilitate a further 10% offsite, & this clawback formula would potentially subsidise almost another 10%, again offsite. Hence almost achieving the LDF overall 40% target, but in a negotiated, 'pragmatic & compromised' way.*

*Since the formula was agreed, new house prices have risen significantly, yet this mechanism has so far clawed back potentially nothing. Please explain why, in a now very healthy housing market, this mechanism is abjectly failing to deliver.*

Councillor Claire Vickers, the Cabinet Member for Living & Working Communities again advised that, due to the complex and detailed nature of the questions, she would provide a written reply as soon as possible, which would also be circulated to all Members.

CO/85 **QUESTIONS FROM MEMBERS UNDER RULE 10.2**

There were no questions from Members.

**RECOMMENDATIONS FROM CABINET**

CO/86 **Hop Oast Depot Replacement**

The Cabinet Member for the Environment advised Members that the Council's existing waste facility depots at Hop Oast, Horsham and Hurston Lane, Storrington were reaching the end of their physical lives and were in need of substantial capital investment. In view of this, a sum of £3,500,000 (excluding relocation costs) had been included in the budget for the refurbishment or redevelopment of Hop Oast depot.

CO/86 Hop Oast Depot Replacement (cont.)

A review had now been undertaken to consider how best to bring the facilities up to date, whilst at the same time meeting increased demands on the service from projected population expansion and increasing Government and EU legislation for waste disposal. This review had established that the optimum operational solution would be to close the Hurston Lane depot and consolidate the two facilities onto a single site at Hop Oast, which would result in a saving of approximately £36,000 per annum in respect of the cost of running the Hurston Lane Depot. It had also been established that a refurbishment of the existing facilities at Hop Oast would be neither practical nor cost effective and would require the retention and refurbishment of the Hurston Lane Depot in order to provide adequate parking and facilities for the service.

The requirements for an expanding service had been identified and outline designs had been prepared for the provision of a new depot on the Hop Oast site, which would provide a modern three vehicle workshop with a connected office/welfare building, an adequate outside area for parking and cleaning of vehicles with turning circles and safe segregation of vehicle and pedestrian traffic.

The extent of the building works at the Hop Oast site meant that it would not be practical or possible to continue operating the site during redevelopment and an estimate of the cost of relocating the service during this time had been included in the revised projected capital budget, which was now estimated at £4,550,000. Therefore, there would need to be a further capital allocation of £1,050,000 to achieve the proposals.

Cabinet had therefore approved the proposal to rebuild Hop Oast Depot subject to Council approving the additional capital budget requirement.

**RESOLVED**

That an increase of £1,050,000 in the capital budget for this project to £4,550,000 be approved.

**REASONS**

To ensure there is an adequate capital budget to deliver a new Depot and workshop facility and provide for the temporary relocation of the services currently based at Hop Oast Depot whilst the new depot is constructed.

CO/87 **Billingshurst Myrtle Lane Car Park: Proposed Purchase**

The Cabinet Member for Resources reported that he had sought Cabinet approval for the acquisition of a completed car park on an area of land situated south of Myrtle Lane, Billingshurst, to be funded through a supplementary capital estimate (to be met from anticipated Section 106 contributions from the east of Billingshurst site).

It was known that there was a demand for greater car parking capacity in the vicinity of Billingshurst Station and an opportunity had arisen in which the Council would be able to provide a long stay car park as Thakeham Homes Ltd, the developer of a mixed residential and commercial site at Myrtle Lane, was proposing to dispose of its interest in the commercial element of land adjacent to the railway.

A premium of £300,000 had been negotiated for a completed 33 space surface car park for use by long stay users. Capital funding of £315,000 inclusive of Stamp Duty and other costs would therefore be required to enable the purchase of the completed car park, which would be of considerable benefit to the community by alleviating significant local parking issues.

Cabinet had approved the acquisition of the completed 33 bay car park subject to an approved design, specification and planning permission and subject to Council approving the capital budget requirement.

**RESOLVED**

That a supplementary capital estimate in the sum of £315,000 for the acquisition of a completed long stay car park at Myrtle Lane, Billingshurst, to be funded by contributions from the east of Billingshurst S106 Agreement, be approved.

**REASON**

The proposed long stay car park will address the current and future need for additional car parking for commuters and users of the railway station at Billingshurst particularly with regard to future housing growth in the village.

CO/88 **MINUTES OF COMMITTEES**

The following minutes were received:

**Personnel Committee – 11<sup>th</sup> March 2015**

Councillor Tricia Youtan, the Chairman of the Committee, moved the recommendations contained in Minute Nos. PC/33 (Changes to Development Management Structure) and PC/35 (Pay Policy Statement 2015/16) for approval by the Council.

**Changes to Development Management Structure**

**RESOLVED**

That a supplementary revenue budget for 2015/16 of £92,135 to meet the additional costs arising as a result of the changes to the establishment be approved.

**REASON**

It is considered that the proposed change to the structure will ensure ongoing management of cases and workload on a daily basis, with a clear distinction between case officers and management responsibilities. The new structure will also give greater flexibility between teams to manage workloads, provide for an efficient validation process, and give focus to the management of planning obligations (s.106 and the Community Infrastructure Levy).

**Pay Policy Statement 2015/16**

**RESOLVED**

That the Pay Policy Statement 2015/16 be approved for publication.

**REASON**

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

**Standards Committee – 18<sup>th</sup> March 2015**

**Accounts, Audit & Governance Committee – 25<sup>th</sup> March 2015**

CO/89 **MINUTES OF THE MEETING OF SCRUTINY & OVERVIEW COMMITTEE  
OF 16<sup>TH</sup> MARCH 2015**

The minutes of the meeting of the Scrutiny & Overview Committee held on 18<sup>th</sup> March 2015 were presented by Councillor George Cockman, Chairman of the Committee.

Councillor Cockman thanked Members and officers for their support during his time as Chairman of the Committee.

The Chairman of the Council thanked Councillor Cockman for his chairmanship of the Committee over the last three years.

CO/90 **PROVISION OF A BRIDGING LOAN FOR THE REFURBISHMENT OF  
BILLINGSHURST GP SURGERY**

The Leader introduced this item by making reference to the Council's ability to help with the provision of primary care and GP's surgeries. Whilst not a responsibility of the District Council, the Leader endorsed the idea that the Council should assist where possible. Indeed, the Council had a good record of assisting with the provision of primary care facilities in the District, such as the successful delivery of medical centres in Southwater and Steyning. The Council was also continuing to work with the NHS and GPs in Horsham and Storrington to assist with the delivery of solutions to meet the needs of their local areas.

As part of that continuing assistance, the Council had before it a report proposing the grant of a short term bridging loan to the Billingshurst Surgery so that they could move quickly to enlarge their premises.

The Section 106 agreement in respect of the development at Billingshurst would provide a contribution of £243,000 towards the alteration and refurbishment of the GP surgery at Billingshurst in order to increase patient capacity. However, this contribution was not due until the development proceeded, which was estimated to be in three years' time.

In order that work could commence on the surgery, the Council had been approached to provide a bridging loan of £243,000 to be repaid from the Section 106 contribution when it was received, thus ensuring NHS funding could be secured for the balance of the costs. The loan would be provided at a market rate of interest and provision would need to be made to ensure the loan was repayable by the GP practice should the Section 106 contribution not be received, for example, if the development did not proceed.

**RESOLVED**

- (i) That a supplementary capital estimate of

CO/90 Provision of a Bridging Loan for the Refurbishment of Billingshurst GP Surgery (cont.)

£243,000 for the provision of a bridging loan to Billingshurst GP Surgery be approved, subject to the agreement of suitable terms and adequate security.

- (ii) That the Director of Corporate Resources be authorised to negotiate suitable terms of the loan with the GP practice, including adequate security, to ensure that the Council's financial interests are protected.

**REASONS**

- (i) To allow the improvements to Billingshurst GP Surgery to commence in advance of the expected Section 106 contribution, thus ensuring NHS funding can be secured for the balance of the costs.
- (ii) To ensure that the Council does not fall foul of the State Aid rules and that the Council's finances are protected in the event that Section 106 funding is not received.

CO/91 **DISCRETIONARY RATE RELIEF TRIAL FOR NEW INDEPENDENT RETAILERS**

The Cabinet Member for the Local Economy presented a report seeking approval to grant discretionary business rate relief for premises occupied by a not for profit organisation, "Pop up Horsham", that would foster the development and health of new independent businesses. It was proposed that the initiative would be trialled initially in Horsham Town Centre.

"Pop up Horsham" had been developed with the support of the Council's Economic Development Team and was now ready, with waiting tenant businesses, to take on its first 'Shop Share' hub retail unit. Its exact launch date was subject to the finalisation of terms and legal agreement for a suitable retail unit in Horsham town centre and discussions with potential landlord's agents were under way.

Subject to the results of the trial, a further report would be prepared to determine the potential extension of the initiative including opportunities to implement it in other locations across the District.

CO/91 Discretionary Rate Relief Trial for New Independent Retailers (cont.)

**RESOLVED**

That a supplementary estimate of £25,000 be approved, to grant discretionary relief from business rates incurred on premises let to Pop-Up Horsham for 2015/16.

**REASON**

To enable the initiative to proceed.

CO/92 **CONFIRMATION OF APPOINTMENT OF ELECTORAL REGISTRATION OFFICER, RETURNING OFFICER AND DEPUTY ELECTORAL REGISTRATION OFFICERS**

The Head of Legal & Democratic Services (Monitoring Officer) advised Members that, upon his appointment as Chief Executive, Tom Crowley had also been appointed as the Electoral Registration Officer and the Returning Officer. Confirmation of his appointment to both roles and the documentation of these appointments in the Council's Constitution was sought, in accordance with best practice.

It was also recommended that the Council should appoint three Deputy Electoral Registration Officers to assist the Electoral Registration Officer and, in particular, to provide effective cover to deal with any individual registration appeals within the statutory timescales.

**RESOLVED**

- (i) That the appointment of Tom Crowley (Chief Executive) as the Electoral Registration Officer and the Returning Officer be confirmed and that the Monitoring Officer add the appointments to the Council's Constitution.
- (ii) That Paul Cummins (Head of Legal and Democratic Services), Lesley Morgan (Democratic Services Officer) and Maxine Mears (Senior Electoral Services Officer) be appointed as Deputy Electoral Registration Officers with immediate effect.

**REASONS**

- (i) The appointments of Returning Officer and Electoral Registration Officer are legally required for the Council to meet its statutory

CO/92 Confirmation of Appointment of Electoral Registration Officer, Returning Officer and Deputy Electoral Registration Officers (cont.)

responsibilities in respect of electoral administration. It is recommended the appointments are recorded in the Council Constitution in accordance with best practice.

- (ii) To enable the Electoral Registration Officer to delegate some functions of the role and in particular to provide effective cover to deal with any individual registration appeals that arise which must be dealt with in person by either the Electoral Registration Officer or a Deputy Electoral Registration Officer and must be heard within seven days of receipt.

CO/93 **REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES**

Members received a report from Councillor Christine Costin, the Council's representative on Horsham in Bloom.

The Chairman expressed his thanks to all Members who had represented the Council on outside bodies over the last four years.

CO/94 **URGENT MATTERS**

There were no urgent matters to be considered.

The Chairman reminded Members that this was the last meeting that would be held in the current Council Chamber and tributes were paid to all retiring Members for their service to the community during their periods in office.

*The meeting closed at 8.12pm having commenced at 6.00pm.*

CHAIRMAN