

APPENDIX TO MINUTES  
Full Council 7.12.15

Horsham Association of Local Councils  
Chairman: Mrs Val Court  
Billingshurst Village Hall, Roman Way, Billingshurst RH14 9QW  
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**Minutes of the Annual Meeting of HDC and HALC  
Thursday 26 November 2015  
The Studio at the Capitol, Horsham  
7.30pm**

**1.0 Attendance and Apologies for Absence**

<b>Those Present:</b>			
Susie Fischel	Ashurst	Fran Davis	West Chiltington
Alan Grant	Billingshurst	Lisa Boydell	Horsham District Council
Nick Stubbs	Bramber	Greg Charman	Horsham District Council
Terry Oliver	Broadbridge Heath	Barbara Childs	Horsham District Council
Ian Botting	Denne NC	Tom Crowley	Horsham District Council
Bryan Martin	Cowfold	Cllr. Kate Rowbottom	Horsham District Council
Gillian Martin	Cowfold	Phil Edwards	West Sussex County Council
Ray Osgood	Henfield	Elaine Sanders	West Sussex County Council
Richard Landeryou	Rudgwick	Trevor Leggo	SSALC
Laurie Apted	Southwater	Beverley Bell	
Peter Buckley	Southwater	<b>Apologies:</b>	
Catherine Tobin	Southwater	Mark Knight	Ashurst
Philip Baxter	Shipley	Geoff Clark	Broadbridge Heath
Caroline Instance	Thakeham	Beverly Clayden	Colgate
Norman Prince	Thakeham	Trudie Mitchell	Denne NC
Ashley Brooks	Warnham	Julie Dumbrell	Forest NC
Gerry Benham	Warnham	Val Court	Nuthurst
Geoff Read	Warnham		

Summary: 12 of the 32 Parish Councils and one of the three Neighbourhood Councils were represented.

**2.0 Chairman of HALC Opens the Meeting.**

- 2.1 Terry Oliver, Vice Chairman of HALC, gave the Chairman's apologies and welcomed the Deputy Leader of Horsham District Council, Cllr. Jonathan Chowen.
- 2.2 Cllr. Chowen said HDC values the work of HALC and would have liked to see more members attend this evening's meeting. He said the members of HALC speak with a very strong voice and HDC is keen to fully engage with Parish and Neighbourhood Councils. He said he has been amazed by the work undertaken on Neighbourhood Plans; they have really empowered Parish Councils.

**3.0 Horsham District Planning Framework**

- 3.1 Barbara Childs Spatial Planning and Sustainability Manager at Horsham District Council said that the Horsham District Planning Framework (HDPF) would be adopted tomorrow and she would write to all Parish Councils with the adoption notice. She said after three years of work, HDC now has an adopted plan which gives the framework for the future of the Horsham district and a framework for Neighbourhood Plans.

- 3.2 She said one Neighbourhood Plan has been made in the district, of which 76% of the district has a Neighbourhood Plan area designation. Billingshurst and Lower Beeding are currently out to consultation on their area designation. Nine parishes have not come forward for a Neighbourhood Plan but they are very rural. There is a new Neighbourhood Planning Officer, Maggie Williams.
- 3.3 The HDPF will now be known as the Local Plan and HDC hope to have some certainty, and bring an end to planning by appeal as they now have a five year housing land supply. HDC will support the allocated sites and defend sites not in the plan. A Small Sites Allocation Document will be started next year and will include Gypsy and Travellers, employment, and housing sites in areas without a Neighbourhood Plan. HDC need to start a review of the Local Plan within three years of adoption and the Planning Inspector requires them to work with their neighbouring authorities including Crawley, Mid Sussex, London and coastal areas. The review will look at the needs of the Horsham district, Gatwick diamond and the wider area. Collation of evidence will start in the next 18 months and a consultation document produced in three year's time.
- 3.4 Ian Botting of Denne NC asked how many houses were allocated in the Local Plan to meet the needs of other areas? Barbara Childs replied that 100 out of the 800 houses per annum are to meet the housing needs of other areas. Crawley has an unmet need of which Kilnwood Vale will meet and become part of Crawley. Terry Oliver of Broadbridge Heath PC asked if the 100 houses could be placed in adjoining parishes where they are needed. Barbara Childs said HDC will look for the most sustainable location where people choose to live and work. The main driver for work is Crawley/Gatwick, so the villages will take a smaller amount of housing.
- 3.5 Alan Grant of Billingshurst PC asked if HDC could offload its housing requirements. Barbara Childs said that HDC has a duty to co-operate. The Horsham district does not have a lot of land with national designation, e.g. AONB, National Park. The district is relatively unconstrained and economically successful. She said HDC needs to get the CIL charging schedule ready so that every house built pays the levy. Consultation on CIL will be undertaken in February. A higher percentage of CIL will go to Parish Councils with a Neighbourhood Plan.
- 3.6 Caroling Instance of Thakeham PC said you are lucky to get a seat on the train from Billingshurst to London and asked how the Parish Council lobbies to change this. Barbara Childs encouraged Parish Councils to develop their own mini infrastructure plan in their Neighbourhood Plan.
- 3.7 Ray Osgood at Henfield PC asked how many houses would be required if a second runway at Gatwick is selected. Barbara Childs said there will be no decision on the runway until after Christmas, it would be game changer and change the whole picture.

**4.0 WSCC/HDC Growth and Infrastructure Plans**

- 4.1 Elaine Sanders is the Growth Lead for the Horsham Area for West Sussex County Council. She introduced the West Sussex Growth Plan and Horsham Place Plans. Future West Sussex aims to give children the best start in life, create a vibrant, strong economy and enable people to be independent longer in later life. They are building on evidence and priorities looking at start of life, later life, bold economic ideas and infrastructure strategy for transport including Gatwick. They are also working on Plans for Horsham, Mid Sussex, Chichester, Adur & Worthing, Arun, Crawley and a Rural Place Plan. There is a Growth Board in each district chaired by the Chief Executive of the District/Borough Council and includes Cabinet Members and senior members of WSCC. They need to fund a capital programme and are looking at population trends over 15 – 20 years. The economic profile gives a Gross Value Added figure of £20.5 for West Sussex compared to £22.3 for south east England and £21.3 for England. West Sussex needs to improve its GVA, which is linked to housing growth. There will be 50,000 new houses in West Sussex in the next 15 years.
- 4.2 Key issues are: local plans and infrastructure, employment space, housing numbers, schools, broadband, investment and delivery, capital programme headroom and partnerships with District and Borough Councils.
- 4.3 Barbara Childs said the Horsham Place Plan aims to create a dynamic district, with people that care and quality of life. It will be based upon stakeholders and evidence. 16,000 houses will be built in the district between 2011 – 2031 and 130,256 sqm of employment space delivered creating 7,940 mixed use jobs. Emerging priorities are west of Horsham and north of Horsham to integrate them into Horsham, connectivity, schools, healthcare and job creation. A key junction improvement is needed on the A24 & A264 with a foot/cycle bridge across the A264 north of Horsham and a new railway station whose location will be decided by the Secretary of State for Transport. Transport improvements are needed, investment in schools and a Schools Place Plan as there is limited capacity in primary schools, secondary schools are full and 3,400 more places are needed by 2030. One secondary school and five new primary schools are planned to provide 2,940 places, but full funding has not been secured.
- 4.4 HDC are talking to primary healthcare as there will be 20,370 extra people by 2034 including 6,000 over the age of 85, and 30% of the population over 65. Three GP surgeries are over capacity and there are no GPs west of Horsham. There will be an employment delivery plan to promote growth and investment to meet demand for local jobs and increase the GVA.
- 4.5 A Master Plan will be created for North Horsham including two new primary and one secondary school, railway station, primary healthcare and business park. There are two options for the new railway station: between Littlehaven and Faygate and between Faygate and Ifield at Kilnwood Vale. They are talking to Network Rail and the Department of Transport.

- 4.6 There is a vision for Horsham Town Centre to maximise opportunities including Piries Place and Albany House (Trend). The public sector assets in Hurst Road are being reviewed: Police, Fire Station, Ambulance, Youth Centre, Court, Royal Mail and Training Centre. They are looking at high value mixed use space.
- 4.7 85% of the Horsham district is rural of which 14.5% of people work from home so digital connectivity is very important.
- 4.8 WSCC and HDC will be meeting with SSALC in February to start consultation on these plans.
- 4.9 Trevor Leggo of SSALC asked about plans for improvement to the A27 Worthing to Lancing. Elaine Sanders said that is a priority for the Coastal Plan. Trevor Leggo said it impacts Storrington too. Elaine Sanders said it needs to be dealt with county wide. Catherine Tobin of Southwater PC said the rural towns of the district need promotion. Elaine Sanders said they would be included in the Rural Place Plan and could consider the Leader grant programme.
- 4.10 Tom Crowley said the government will make it easier to permit change of use from office to residential. He said it was disappointing that the university withdrew from the talks, but HDC would like to keep the Novartis site predominantly for employment.
- 4.11 Barbara Childs said that land had been allocated west of Horsham for a GP surgery, but they were not able to deliver, so they are looking across the Horsham district for provision. There is land allocated north of Horsham for GP provision and they are in talks with healthcare providers.
- 4.12 Terry Oliver said Parish Councils would like to be involved in the process of the future of West Sussex, and Elaine Sanders said WSCC is trying to set up the mechanism to do this as they need the plan in place quickly.
- 4.13 Elaine Sanders said WSCC have five bold ideas: Gatwick, beautiful outdoors, health and life sciences, dark fibre and make Bognor better.

### **5.0 Community Wardens Cluster Pilot**

- 5.1 Greg Charman, Community Safety Manager at Horsham District Council described the changing Police landscape. Chief Constable Giles York, Autumn 2015: *'Sussex Police is an emergency service. We will be there when the public needs us 24/7 and we will build our capability to prevent crime by working even closer with the community and partners. We will be a smaller organisation with 700 fewer officers and staff (500 police officers and 200 staff) delivering local policing over the next five years. A further 300 posts elsewhere in the force will go as we seek to save a further £56 million by 2020.'*
- 5.2 Greg Charman explained that Neighbourhood Wardens can provide a high-visibility patrolling presence aiming to help reduce the fear of crime, maintain clean and green standards, combat the root causes of anti-social behaviour, develop communities and improve the quality of life.
- 5.3 He said Neighbourhood Wardens are not a replacement service for the Police, an Emergency Service, drafted off to other villages / locations or there to answer to all the problems faced by a community, but they do have a significant role to play.

- 5.4 He said Neighbourhood Wardens promote community cohesion, resilience and solidarity to encourage communities and neighbourhoods to identify and solve their own problems. They work in partnership to tackle anti-social behaviour, are a trusted friend for the community and improve access to local authority services. They promote social inclusion by undertaking a range of community development functions and can co-ordinate activity including Emergency Plans.
- 5.5 A national evaluation of Neighbourhood Wardens found that quality of life in scheme areas has improved. Wardens have reduced fear of crime, particularly for older people. Wardens are helping to tackle environmental problems, youth anti-social behaviour is being impacted and crime rates in scheme areas have declined.
- 5.6 The HDC Warden Management Scheme includes Scheme development – community consultation, Employment – job descriptions, person spec, recruitment, salaries, annual leave, sickness, disciplinary, Personnel Issues – health and safety risk assessments, professional development and support, standard operating procedures, Monitoring and Evaluation – steering group.
- 5.7 A two person Warden scheme costs approximately £80k P/A, HDC contributes £6k per scheme. PCC pilot funding is currently available £23k per Warden over 2 years. Parish clustering works to reduce costs. Billingshurst and Pulborough are considering joining at a cost of around 18p per week for an average band D property in 2016/17.
- 5.8 The warden service is proven and has been operating since 2001 locally to deter crime and anti-social behaviour, analysing need and engaging different groups in community, work in partnership with local, regional and national organisations, champion your community for an improved quality of life.

## **6.0 Devolution**

- 6.1 Tom Crowley, Chief Executive of Horsham District Council spoke about Devolution. Manchester was the first area to have a devolution settlement with responsibility for health services, transport and economic development. West Midlands, Merseyside, Yorkshire and Cornwall have all gained devolution settlements and other areas of the UK were invited to apply in the summer.
- 6.2 A bid was submitted by Surrey, East and West Sussex called the 3SC (short for three southern counties). It includes 23 Borough and District Councils, 3 County Councils and one National Park, and over 1,000 elected members. The bid includes transport, infrastructure, housing, planning, governance and fiscal devolution. They have had positive feedback from the Secretary of State and have received an invitation to a ministerial meeting to explain the merits of the bid. The government is keen to see a Tory led devolution package in the south east of England. The meeting is likely to take place before Christmas with a devolution deal in March/April.
- 6.3 Tom Crowley said he is meeting with Trevor Leggo tomorrow to discuss how to involve Parish Councils in the process. A briefing note will be circulated. Catherine Tobin of Southwater PC said the process has been made more difficult to devolve services.

Phil Edwards of WSCC said he would like to hear from Parish Councils and the barriers they have faced to fulfilling projects.

### **7.0 New Homes Bonus/CIL/s106**

- 7.1 Tom Crowley said £1.1million of New Homes Bonus is in the base budget. The Cabinet will recommend Broadbridge Heath leisure Centre option 3 to the Council on 09 December. This has a capital cost of £12.3 million and to help fund it £2 million will be taken from the NHB reserve.
- 7.2 As a result of the Chancellor's autumn statement the six year period for payment of NHB will be reduced to four years. In addition £800 million of the £1 billion NHB is going to be switched to the Better Care Fund. There will be a review in the way that NHB operates, HDC will be consulted at the draft settlement stage. Tom Crowley said that NHB is on its way out and will be on a reducing basis. He said HDC will consider a policy for any unexpended balance for projects in parishes where there has been house building. HDC can just about balance its revenue budget next year, but in three year's time there will be a deficit of £3 million if they do nothing. In addition HDC may need to consider using the balance of the NHB as matched funding for infrastructure investment under the emerging devolution agenda.
- 7.3 Tom Crowley said he would provide a briefing note on the review of s106 by the Council's Business Improvement Working Group. He said there would be a review of west of Southwater as one study to inform future major applications. HDC are investing in new software for the s106 database which will allow public access and they have agreement to employ a Planning Obligations Officer to lead the process. An appointment is expected soon.
- 7.4 Tom Crowley said that HDC need to understand the infrastructure needs of parishes up front. Catherine Tobin of Southwater PC said the Grants/Obligations Panel is very bureaucratic. Tom Crowley said he would ask Chris Lyons and Aidan Thatcher to attend the Clerks meeting to discuss further.

The meeting closed at 9.20pm



## Three Counties

Dear Councillor,

You will be aware that the Government is encouraging Councils to work together on bids for devolution settlements. There has been a lot of publicity about the Manchester deal and more recently devolution deals have been struck in Yorkshire and the North East. In September a bid covering Surrey and Sussex (East and West) was submitted to the Secretary of State. I briefed members on this at the time – see attached e mail.

Last week Jonathan Chowen and I attended a devolution event in London that had been organised by the LGA specifically for Leaders and Chief Executives of Council in the Surrey and Sussex area. The key note speaker and participant in the event was Baroness Susan Williams – CLG Minister in the House of Lords and a former Leader of Trafford MBC. (In that capacity she had a great deal of experience of working with other Councils on the formulation of what was to eventually become the Manchester Devolution settlement.)

Following the meeting last week I have liaised with fellow Chief Executives to prepare a list of key points that emerged. These are set out below:

1. There is a very clear, genuine and urgent interest from Government in doing a bespoke deal with Sussex and Surrey to devolve new responsibilities. There is a short window of opportunity that will not remain open for long. The Minister's attendance at the event and her desire to meet again underlined the uniqueness of the offer
2. There is a huge ambition to promote and protect the potential of local residents, communities and businesses. This drives a real appetite from the councils present to explore the opportunities that Devolution negotiations present across Surrey and Sussex starting with Transport and Infrastructure as a key enabler for the Government's priorities of growth and housing. We will need to start with the issues and work out the appropriate right geography.
3. There was clear recognition of the political and managerial leadership and capacity challenge involved especially given the pace and the need to use existing structures across the area but also to create new vehicles especially for Members.
4. The importance of building strong and effective relationships which would enable honest and challenging discussions was emphasised by all.
5. The need for new governance and accountability arrangements that are proportionate for new responsibilities was made clear by the Minister. There was a commitment to a strong two tier partnership with appropriate representation.

## Messages from Government (Baroness Williams)

- This is an important opportunity - that was why she was with us (hadn't happened with anywhere else), she would come back and would try and be at ministerial challenge meeting.
- Act quickly and try and get in early.
- Strong effective accountability will influence the degree of devolution agreed
- Nothing will be imposed - we are free to make it bespoke
- Invites proposals about LEPs - but be aware the Government thinks they are incredibly important and must be involved
- Play to our strengths
- Government don't want our shopping list - they will want to see we have considered which will be the most effective interventions and can demonstrate the
- Benefits, they will also look for local investment.
- Transport infrastructure are the keys to the south east
- Wider public service reform - what will be our approach to health and social care reform?

The next steps for the 3SC Councils will include a follow up meeting between Council Leaders (Louise Goldsmith will coordinate) and a meeting on November 18<sup>th</sup> in Crawley for all 3SC CEs (I have arranged and will be chairing).

I will keep you updated and once we have a clear timetable for the decision making process (following the meeting next Thursday) I will ensure that briefings are arranged well in advance of the formal consideration of the matter by Council.

Happy to answer any questions.

Best wishes.

Tom.

### **Three Southern Counties Bid for New Powers**

Dear All.

You will be aware of national moves to promote greater devolution of powers etc from national to local government.

The Chancellor, in his summer budget, extended an invitation for proposals to be submitted by September 4th. A proposal was developed by the counties of West and East Sussex and Surrey in collaboration with the districts and boroughs in the area. At present the ideas are broad and high level and no council is committed. Details can be seen via the following link:

<https://www.westsussex.gov.uk/news/three-southern-counties-bid-for-new-powers/>



I will keep you posted. If the issue progresses beyond this point (all down to Secretary of State and chancellor) we will need to consider matter in much greater detail and members will have to debate and decide.

Best wishes.  
Tom.

## **S106**

The Working Group agreed that the S106 Review would:

- Establish and clarify the existing process with a view to producing a briefing suitable for District and Parish Councillors;
- Review West of Southwater strategic site as a case study to inform future major applications;
- Review monitoring process;
- Review financial reporting that is made available to District and Parish Councillors;
- Establish how Local Members can become involved in the process of S106 negotiation at an appropriate stage;
- Be mindful of the changes to the process that the introduction of CIL would bring.

They have since said they also want us to compare what other authorities do.

The intention has always been that there needs to be more information on the website that anyone can see what the priorities are for spending s.106/CIL and we now have an IT system and certainty in our own figures that can enable this to happen over the next six months. The other big issue has been resource and that is why we created the Planning Obligation Officer post and it has been advertised with interviews due shortly and so there will be considerable progress when they are in post.

The point for Parishes is that as we move to CIL they need to be clear up front what the needs of the Parish are so when the CIL is collected it gets spent on what the demand is rather than then asking them – we need to move their involvement to the start of the system. Also, if they have a Neighbourhood Plan then they get more money to spend locally as the remainder of CIL is not ring fenced for the Parish – it goes where the greatest need is.

The CIL Draft Charging Schedule is being finalised with Member briefings booked in. It then goes to Council on 24<sup>th</sup> February for approval to consult March-April so they will be asked for their views then. Likely submission to PINS in May and Examination hopefully in July with adoption October but all subject to any big issues being raised in consultation and PINS availability (they are prioritising new local plans).

Let me know if you need anything else.

Regards,  
Chris.

Dr Chris Lyons - Director of Planning, Economic Development & Property

