

**Minutes of a meeting of Scrutiny Committee for Housing, Planning
and Economic Growth
held on Wednesday, 23rd October, 2019
from 7.01 - 7.59 pm**

Present: N Walker (Chair)
C Laband (Vice-Chair)

R Bates	S Hatton	C Phillips
P Brown	S Hicks	R Webb
R Cromie	G Marsh	S Smith
R Eggleston	J Mockford	

Absent: Councillors S Hillier, M Belsey, E Coe-Gunnell White and
A Peacock

**Also Present
as Cabinet
Members:** Councillor MacNaughton

**1 TO NOTE SUBSTITUTES IN ACCORDANCE WITH COUNCIL PROCEDURE
RULE 4 - SUBSTITUTES AT MEETINGS OF COMMITTEES ETC.**

Councillor Smith substituted for Councillor Coe-Gunnell White.

2 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Councillor Hillier, Councillor Coe-Gunnell White,
Councillor Margaret Belsey and Councillor Peacock.

**3 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS IN RESPECT
OF ANY MATTER ON THE AGENDA.**

None.

**4 TO CONFIRM THE MINUTES OF THE MEETING OF THE SCRUTINY
COMMITTEE FOR HOUSING, PLANNING AND ECONOMIC GROWTH HELD ON
11 SEPTEMBER 2019.**

The Minutes of the meeting of the Committee held on 11 September 2019 were
agreed as a correct record and signed by the Chairman after it was noted that the
Scrutiny Committee had met to review the process for the site allocations
development plan document on five occasions prior to 11 September 2019.

**5 TO CONSIDER ANY ITEMS THAT THE CHAIRMAN AGREES TO TAKE AS
URGENT BUSINESS.**

None.

6 PARKING SERVICES ANNUAL REVIEW 2018/19.

Claire Onslow, Business Unit Leader for Parking Services introduced the annual review of Parking Services. She advised that the report provides the Committee with an overview of Parking Services' activity in 2018/19, including information about the enforcement contract the Council operate on behalf of West Sussex County Council. The Committee were informed that the Parking Services Team manage the District's public car parks, the enforcement of on and off street parking, administers West Sussex County Council's Controlled Parking Zone in East Grinstead and the Council's concessionary taxi voucher scheme. She highlighted that the rollout of cashless parking had modernised the service for users and had been well received. In response to a Member's question she advised that the contract with West Sussex County Council was due for consideration next year but the County Council were currently reviewing the Civil Parking Enforcement agreements in all Borough and District Councils.

Due to the unavoidable absence of Councillor Stephen Hillier, Cabinet Member for Economic Growth, it was agreed that Councillor Gary Marsh would answer questions relating to the Parking Strategy.

A Member queried how Parking Services prioritised parking enforcement and enforcement of heavy goods vehicles (HGVs). The Officer noted that the contract with West Sussex County Council stipulated that enforcement should be 70% for on-street and 30% for off-street parking. The Committee were advised that the District covers a large area but the controlled parking zone and known hot spots are prioritised. The hot spots have been identified from historic data and local knowledge, and the parking enforcement team can monitor any other areas that are raised as sites of concern. The Officer stated that they also undertake reactive enforcement after receiving information from Members and the public, and the priority is to keep traffic moving across the District.

In response to a Member's question Councillor Marsh stated that the decision had been made, where possible, to pursue unpaid tickets issued to foreign drivers. He noted that the enforcement officers have visited hot spots like schools and these visits have been effective. The Business Unit Leader for Parking Services confirmed that the pursuit of debt collection from foreign drivers has a zero cost to the Council if there is no successful outcome. If a debt is recovered the cost to the Council is 20% of the recovered funds.

Members queried the spare capacity of the car parks, key performance indicators, the retention of parking enforcement staff, the use of car parks by season ticket holders and controlled parking zones. The Officer confirmed that there are three car parks in Haywards Heath for use by season ticket holders only, and Franklynn Road car park is for use by both season ticket holders and pay and display users. The Committee were informed that there was no high turnover of staff, staff moved on due to relocation or retirement but it has proved difficult to employ the final enforcement officer. She advised that the Parking Strategy Working Group would look at the transaction data and the use of car parks by season ticket holders to ensure the Council is getting best value for money. The Committee were advised that the Council could not stipulate when season ticket holders use the car parks as they are issued for a set period. The Officer noted that controlled parking zones were the responsibility of the County Council and they must ensure that the roads are used appropriately whilst balancing on and off street parking provision.

Judy Holmes, Assistant Chief Executive noted that the provision of pay and display and season ticket spaces was a balancing act. The Council needed to support economic growth, provide parking for workers and those who use the car parks in connection with leisure activities. This approach has attracted large businesses to the towns and their employees boost the local economy. The Assistant Chief Executive advised that the challenge for the Working Group is to balance the utilisation of the car parks for all the different user groups. The Committee were advised that a representative from West Sussex County Council is also a member of the Working Group which will report back to the Committee and full Council would agree the strategy. She confirmed that the first meeting of the Working Group is Thursday 31 October 2019.

A Member noted that the result of the road space audit by West Sussex County Council had not been published. He advised that a reduction in the provision for season ticket holders would cause congestion on residential roads. The Assistant Chief Executive confirmed that the audit results would be considered by the Working Group.

The Chairman thanked the Officer for the report and highlighted that Mid Sussex are the only Council to offer the discretionary service of taxi vouchers.

As there were no questions the Chairman took Members to the recommendation which was agreed unanimously.

RESOLVED

The Committee noted the contents of the report.

7 EAST GRINSTEAD CONSERVATION AREA APPRAISAL AND BOUNDARY REVIEW - OUTCOME OF PUBLIC CONSULTATION

Alma Howell, Senior Planning Officer and Conservation Officer introduced the report which requested that the Committee considered the proposed changes resulting from the public consultation on the East Grinstead Conservation Area Appraisal and Boundary Review. She noted that the review was a legal requirement and Historic England advised that best method was by undertaking appraisals. A programme of appraisals had been agreed by this Committee in July 2018. The review of East Grinstead Conservation Area was agreed as a priority within this programme and in the Council's Economic Strategy due to its economic role and the historic medieval timber framed buildings on the High Street. She advised that since that programme had been agreed, appraisals had been completed for the three Conservation Areas in Hurstpierpoint, this one, East Grinstead, was now almost complete and work had started for Lindfield and Muster Green. The Committee was informed that Part A of the document sets out the special architectural and historic features of the Conservation Area that should be preserved and enhanced, Part B sets out the Management Proposals which also includes a review of the boundary of the Conservation Area. The work on the appraisal noted that there was no reason to significantly alter the boundary other than to rationalise the edges and include some of the rear service yards.

The Officer confirmed that a meeting and exhibition at East Grinstead Library formed part of the consultation There had been 26 respondents to the consultation. She noted that where appropriate action had been taken and responses to the comments were noted in red in appendix 2. The appraisal provides a clear statement on what

needs protecting and the document should be adopted as a material consideration in the planning process.

Members discussed the responsibilities of the Highway Authority, signage in the conservation area and the development at Queens Walk. The Officer confirmed that all initiatives required partnership working with East Grinstead Town Council and/or the County Council. She informed the Committee that the document could only influence future applications once the changes have been approved. Sally Blomfield, Divisional Leader for Planning and Economy confirmed that the development at Queens Walk had planning permission and this document would inform future applications. She advised that the progress of any collaboration work with the County Council would be reliant on their work programme and budget.

The Chairman noted that it was remarkable that the High Street was still identical to the medieval map, and he thanked the Officer for her work.

The Chairman took Members to the recommendations which were agreed unanimously.

RESOLVED

The Committee:

(i) Considered the responses to the public consultation on the East Grinstead Conservation Area Appraisal and the recommended changes, as set out in Appendix 1 to the report;

(ii) Delegated approval of the proposed changes to the East Grinstead Conservation Area Appraisal to the Cabinet Member for Housing and Planning along with approval of the revised document (as set out in Appendix 2), as a material in the determination of planning applications; and

(iii) Delegated approval of the proposed boundary changes, as illustrated in Appendix 3, to the Cabinet Member for Housing and Planning.

8 SCRUTINY COMMITTEE FOR HOUSING, PLANNING AND ECONOMIC GROWTH - WORK PROGRAMME 2019/20.

Tom Clark, Solicitor to the Council, introduced the tabled report which presented the Committee's Work Programme for the year. He highlighted the additional meeting on 11 March 2020 to discuss the consultation feedback from the Site Allocation Development Plan Document.

Councillor Paul Brown proposed an amendment to the Work Programme to examine the Northern Arc Masterplan and IDP, and invite expert witnesses to the Scrutiny meeting on 25 March. Tom Clark, Head of Regulatory Services advised that the Masterplan had already been adopted. Councillor Marsh informed the Committee that it was the responsibility of the Head of Service and Cabinet Members to ask questions of Homes England and the Assistant Chief Executive, as Head of Planning, has regular consultations with Homes England.

The Cabinet Member for Housing and Planning noted that Homes England should not be treated differently to any other developer and all applications were scrutinised during the planning process. The Assistant Chief Executive noted that Councillor

Brown's proposal would be discussed outside the meeting to help the Chairman make an informed decision.

In response to a Member's question the Assistant Chief Executive advised that the Scrutiny Committee for Leader, Finance and Performance has the responsibility for monitoring the Council's corporate performance and this is done quarterly using a suite of indicators for every service area of the Council, and Officers and Cabinet Members are asked to attend the meeting if more information is required. The Head of Regulatory Service added that Members are permitted to attend the meeting and would be able to comment.

The Chairman took the Members to the recommendation which was unanimously agreed.

RESOLVED

The Committee noted the Committee's Work Programme as set out at paragraph 5 of the tabled report.

9 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10, DUE NOTICE OF WHICH HAS BEEN GIVEN.

The meeting finished at 7.59 pm

Chairman