

# **COUNCIL**

## **26 JULY 2023**





18 July 2023

**Unless a majority of the Council resolve to extend the meeting before 10.00 pm it will automatically end at 10.00 pm in accordance with Council Procedure Rule 17.2.**

**NOTE: There will be limited public access to observe the meeting. Those wishing to do so must reserve a seat by completing a [Registration Form](#) by 4pm on the working day prior to the meeting. Access is also available via a live stream through the [Mid Sussex District Council's YouTube channel](#).**

To all Members of the Council,

You are hereby summoned to attend a meeting of the **MID SUSSEX DISTRICT COUNCIL** to be held in the **COUNCIL CHAMBER** on **WEDNESDAY, 26TH JULY, 2023 at 7.00 pm** to transact the following business:

Yours sincerely,

KATHRYN HALL  
Chief Executive

**Pages**

1. Opening Prayer.
2. To receive questions from members of the public pursuant to Council Procedure Rule 9.
3. To be agreed by general affirmation the Minutes of the previous meeting held on 29 March 2023 and Annual Council held on 24 May 2023. **5 - 18**
4. To receive declarations of Interest from Members in respect of any matter on the Agenda.
5. To consider any items that the Chairman of the Council agrees to take as urgent business.
6. Chairman's Announcements.
7. District Plan Review - Recommendation from Scrutiny. **19 - 22**

*Working together for a better Mid Sussex*



8. Representatives on Outside Bodies. **23 - 26**
9. Review of Members' Allowances for 2023/2024. **27 - 48**
10. To receive the Leader's Report.
11. Report of Cabinet Members, including questions pursuant to Council Procedure Rule 10.1.
12. Questions from Members pursuant to Council Procedure Rule 10.2.

To: **Members of Council:** Councillors R Jackson (Chairman), J Henwood (Vice-Chair), M Avery, A Bashar, R Bates, J Belsey, M Belsey, A Bennett, K Berggreen, P Brown, G Casella, L Carvalho, P Chapman, C Cherry, R Clarke, AM Cooke, M Cornish, J Dabell, J Edwards, D Eggleton, R Eggleston, S Ellis, A Eves, L Farren, I Gibson, S Hatton, S Hicks, J Hitchcock, T Hussain, C Hobbs, M Kennedy, P Kenny, J Knight, P Lucraft, G Marsh, M Miah, J Mockford, D Pascoe, A Peacock, A Platts, E Prescott, C Phillips, A Rees, J Russell, D Sweatman, R Whittaker, C Wood and G Zeidler

## Minutes of a meeting of Council held on 29 March 2023 from 7.00 pm

**Present:** M Belsey (Chairman)  
P Coote (Vice-Chair)

K Adams	B Dempsey	R Jackson
J Ash-Edwards	J Edwards	J Mockford
R Bates	S Ellis	A Peacock
J Belsey	R Eggleston	C Phillips
A Bennett	A Eves	M Pulfer
P Bradbury	B Forbes	R Salisbury
R Cartwright	L Gibbs	A Sparasci
P Chapman	I Gibson	L Stockwell
R Clarke	S Hatton	D Sweatman
M Cornish	J Henwood	C Trumble
R Cromie	S Hicks	N Walker
J Dabell	S Hillier	R Webb
R de Mierre	T Hussain	N Webster

**Absent:** Councillors G Allen, L Bennett, A Boutrup, P Brown,  
H Brunsdon, E Coe-Gunnell White, J Knight, C Laband,  
Andrew Lea, Anthea Lea, G Marsh and S Smith

### 1. OPENING PRAYER.

The opening prayer was read by the Vice-Chairman.

### 2. TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE 9.

#### **Question from Mr Brooks, read by the Chairman on his behalf**

From November 2023, the Environment Act 2021 will amend the Town and Country Planning Act to force developers to provide a biodiversity increase of at least 10% for their projects. If this can't be done on the site itself, it should be done locally (off-site) or via the purchase of national credits.

What is the Council's strategy to maximize this investment in biodiversity at the local level? Are there any flagship projects which could be built on the back of this policy?

#### **The following response was provided by the Cabinet Member for Planning.**

I welcome this question as it provides an opportunity to highlight the importance of improving biodiversity, which this Council has been doing.

It is important to note that for many years the Government's national planning policy has included an ambition to secure net gain in biodiversity. We welcome the Environment Act 2021 which makes a minimum of 10% Biodiversity Net Gain (BNG) mandatory from November this year.

The Council has a long-held commitment to securing BNG and we are not waiting for it to become a mandatory requirement:

- the District Plan (adopted in 2018) requires developers to take opportunities to improve, enhance and manage biodiversity;
- The Site Allocations Development Plan Document (adopted in 2022) includes a requirement to deliver a net gain to biodiversity; and
- The emerging District Plan Review includes policies which call for the mandatory 10% net gain requirement to be increased to a minimum of 20% on 'Significant Sites'.

Five years ahead of this statutory requirement we also led the way back in 2018, with a minimum 10% requirement of BNG at the Northern Arc (now known as Brookleigh). In fact, monitoring at Brookleigh shows that on-site BNG will exceed 20%. Furthermore, we continue to work with all our developers to achieve 10% BNG on current planning proposals despite it not being mandatory.

Legislation is clear that BNG can be provided on or off site or via statutory biodiversity credits and operational details of BNG are still being developed by the Government in fact consultation was recently carried out on proposed draft Regulations.

It is worth remembering that BNG will not only be achieved through planning, but this Council is also going further in our Sustainable Economy Strategy which aims to "improve, manage and promote biodiversity and nature recovery". As a result, the Council is refreshing the management plans for our countryside sites to ensure they deliver maximum biodiversity benefit and build on current successes of local rewilding initiatives under the national BLUE campaign.

To provide some background to the BLUE Campaign, in response to a dramatic biodiversity and biomass decline in the UK, a wildlife film maker Fergus Beeley started a simple process around the idea of letting a piece of ground go wild. It has been taken up across the country and if you see a stake with a Blue Heart sign it indicates an area that is participating. Private gardens, allotments, business yards are all taking part and a number of Councils are also working to rewild Council land and verges.

### **Question from Mr Bright**

MSDC's Leader stated in his latest video that Clair Hall refurbishment could cost £3m. The June 2022 Property Report showed costs could be spread over a number of years. The 20<sup>th</sup> December 2021 report called for investment options but no calculations have been published to date. At closure the footfall had been 55,000 and 40 major shows were cancelled. Can the community now see an investment plan for the opening of the Hall with the same footfall and live performances as at closure with future projections? Why is this information overdue despite so much expenditure on consultancies.

**The following response was provided by the Leader:**

The video to which Mr Bright refers was published to update local people on the work that Cabinet agreed to in late 2022, namely engaging in soft market testing with experienced cultural providers and other operators. The aim of this work remains to advise us on the viability of each of the two options we agreed to explore, as set out in previous Cabinet reports. I was pleased to see the number of cultural providers who came to view the site and share their expertise.

This will enable us to come back to Cabinet in relation to potential next steps – specifically looking to either have a brand-new building or a significant remodelling of the current building. Our focus remains working to secure an investment partner and cultural anchor tenant who can help us deliver cultural and leisure provision in a modern, fit for purpose venue on the Clair Hall site. The report on this work is due to deliver in the spring on schedule which will enable Cabinet to consider and propose next steps.

We continue in the meantime to support the NHS in their campaigns and know that they and residents are grateful for the use of this facility.

I also remind Members that during consultation in 2021, 95 % residents wanted to see positive change on the Clair Hall site and that is what we are working to.

I would urge Mr Bright and others to keep up to date on our engagement hub where we share all the information on our work to deliver a sustainable venue for now and the future.

**Supplementary Question**

Mr Bright noted that Clair Hall closed three years ago and it has been used by the NHS with volunteers since then. The hall main door signage with the 'Clair Hall' name has been removed and the grounds are neglected and overgrown. The community is concerned that the Hall will go the same way as the Martlets in Burgess Hill. He asked if the Council will engage with local organisations to produce quickly an investment plan to reopen in a more immediate timescale than is being planned by the Council, which we now learn will probably be 4-5 years past the closure date.

The Leader noted that the building is the day-to-day operational responsibility of the NHS and they are responsible for the operational management. He referred Mr Bright to the previously published reports which transparently set out the work being undertaken. The next report from expert advisers will be provided to Cabinet later in spring. The goal is to ensure we have a modern, fit for purpose community and entertainment venue on the Clair Hall site, that meets the needs of the community for the next 50 years rather than just recognising what has been there in the past.

**3. TO CONFIRM MINUTES OF THE MEETING OF COUNCIL HELD ON 1 MARCH 2023.**

The minutes of the Council meeting held on 1 March 2023 were agreed as a correct record and signed by the Chairman. 40 Members voted in favour, with 1 against and no abstentions.

**4. TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ANY MATTER ON THE AGENDA.**

Councillor Gibson declared an interest in Item 7 as he is the County Councillor for Imberdown.

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

None.

**6. CHAIRMAN'S ANNOUNCEMENTS.**

The Chairman noted that recent engagements were listed on the Council's website.

The Chairman acknowledged that this was the last Council meeting of this Council year and her last as Chairman. She announced that it had been an honour and privilege to serve as Chairman of the Council for the past 2 years and acknowledged all the volunteers in Mid Sussex who work hard to make a difference in resident's lives. In concluding, she thanked everyone for their support, and for those Members who would not be standing again, she wished them well.

The Leader of the Council gave a vote of thanks from all Members, and presented the Chairman with gifts, noting that she had served with calm authority and professionalism.

**7. EXTENSION OF OUR PUBLIC SPACES PROTECTION ORDER ON CAR CRUISING.**

Councillor Webster moved the item noting that a public consultation had taken place in November 2022 and the report had been considered by the Scrutiny Committee on 1 February 2023. It was seconded by Councillor Ash-Edwards.

The Chairman took Members to a vote on the recommendations as set out in the report which were approved with 42 in favour.

**RESOLVED**

The Council noted the content of the report and:

- (i) Agreed to extend the existing PSPO for a further three years under the Anti-Social Behaviour, Crime and Policing Act 2014 for the prohibited activities outlined in the existing Order at appendix 5 within the area defined on the map at appendix 1;
- (ii) Agreed to implement the PSPO under the Anti-Social Behaviour, Crime and Policing Act 2014 for the prohibited activities outlined in the existing Order at appendix 5 within the two additional areas defined on the maps at appendices 2 and 3.



## **8. STANDARDS COMMITTEE - ANNUAL REPORT.**

Councillor Bradbury moved the item. This was seconded by Councillor Webster.

The Chairman took Members to a vote on the recommendations as set out in the report, which were approved unanimously.

### **RESOLVED**

Council noted the contents of the report.

## **9. CONSTITUTION REVIEW.**

Councillor Webster moved the item noting that a cross party working group had been convened to review the Constitution in detail. This was seconded by Councillor Alison Bennett.

Councillor Phillips proposed an amendment to paragraph 6.1 on p.13 of the Constitution to increase the number of members on Scrutiny Committees from 11 Members to 15. This was seconded by Councillor Gibson.

Discussion was held on the amendment. It was noted that there is a reduction from 45 Scrutiny Committee Members to 22, however it was also noted that any Member has the option to attend a Scrutiny Committee as an observer, and at the discretion of the Chairman may speak at the meetings. It was noted that full Council meetings provide further ability to scrutinise decisions and political balance was also discussed.

The Chairman took Members to a vote on the amendment. This was lost with 10 Members voting in favour, 31 against and 1 abstention.

Further discussion was held on the role of the Audit Committee. Members noted that the Constitution is reviewed annually and so further changes could be made to committee arrangements if members felt that was necessary.

The Chairman took Members to a vote on the recommendations as set out in the report, which were approved with 37 in favour, 5 against and no abstentions.

### **RESOLVED**

Council agreed to adopt the updated Constitution (Appendix A) noting the changes outlined in paragraphs 9 to 28.

## **10. PROGRAMME OF MEETINGS 2023/2024.**

Councillor Webster moved the item noting that it does not preclude additional meetings being added if the need arises. This was seconded by Councillor Ash-Edwards.

The Chairman took Members to a vote on the recommendation as set out in the report, which was approved with 39 in favour, 2 against and 1 abstention.

### **RESOLVED**

Council approved the Programme of Meetings at Appendix 1.

## **11. MSDC PAY POLICY STATEMENT 2023/24.**

Councillor Cromie moved the item noting that it is an annual report under the Localism Act. This was seconded by Councillor Ash-Edwards.

The Chairman took Members to a vote on the recommendation as set out in the report, which was approved with 41 in favour, 1 against and no abstentions.

### **RESOLVED**

Council agreed the Pay Policy at Appendix A, to comply with the requirements of the Localism Act.

## **12. TO RECEIVE THE LEADER'S REPORT.**

The Council received the Leader's update. In response to a question regarding the Levelling-Up Bid, he noted that he wrote to support the bid on both occasions. In response to a question around Leisure Centres he acknowledged the significance of keeping the centres open during the pandemic and highlighted that funding and land has been secured for the Centre for Outdoor Sport which is one of the biggest investments in sport in recent years.

## **13. REPORT OF CABINET MEMBERS, INCLUDING QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10.1**

The Council received the Deputy Leader's update. In response to a question regarding the Centre for Outdoor Sport, he confirmed that feedback from the public consultation was being considered by the Consultants and he would provide further information to the Councillor directly, as feedback was still being received. He noted that some sports groups will continue to use their own facilities and the Council is working to support them. In terms of the overall mix of provision at the site, there were no significant changes anticipated, compared to what was outlined in the original report.

The Council received the Cabinet Member for Economic Growth and Net Zero's update.

The Council received the Cabinet Member for Community's update. In response to a question around permanent CCTV provision at East Court he acknowledged the wish to have an installation date confirmed. The project is jointly managed with Sussex Police and BT and the Council is in weekly contact with them to establish the installation date. With regard to the roll out of the DISC-Online crime reporting and

intelligence system by Sussex Police, he confirmed that the roll out had started in Haywards Heath and will progress to Burgess Hill and East Grinstead in May.

The Council received the Cabinet Member for Leisure and Parking's update.

The Council received the Cabinet Member for Planning's update. With regard to a question around the NHS's response to planning applications, he noted that the Council is dependent on the opinions of experts in these areas but does question the NHS on what they want to provide. The Leader has also written to local Members of Parliament on this subject. In response to a question around bus provision and sustainable transport at the Panattoni Park, he agreed to look into this further and respond to the Councillor directly.

The Council received the Cabinet Member for Housing and Customer Services' update.

**14. QUESTIONS FROM MEMBERS PURSUANT TO COUNCIL PROCEDURE RULE 10.2**

None.

The meeting finished at 8.32 pm

Chairman

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**Minutes of a meeting of Annual Council  
held on Wednesday, 24th May, 2023  
from 7pm.**

**Present:**

M Avery	AM Cooke	S Ellis
D Eggleton	C Wood	A Eves
C Cherry	L Carvalho	I Gibson
J Hitchcock	M Kennedy	S Hatton
G Zeidler	G Casella	J Henwood
L Farren	E Prescott	S Hicks
J Edwards	R Bates	T Hussain
J Russell	J Belsey	R Jackson
M Miah	M Belsey	J Knight
K Berggreen	A Bennett	G Marsh
C Hobbs	P Brown	J Mockford
D Pascoe	P Chapman	A Peacock
A Rees	R Clarke	C Phillips
P Kenny	M Cornish	D Sweatman
A Bashar	J Dabell	R Whittaker
P Lucraft	R Eggleston	

**Absent:** Councillors A Platts

**1 OPENING PRAYER.**

The Chairman read the opening prayer.

**2 TO APPOINT THE CHAIRMAN AND VICE CHAIRMAN OF THE COUNCIL.**

Councillor Eggleston nominated Councillor Jackson for Chairman of the Council. This was seconded by Councillor Berggreen. As there were no other nominations, Councillor Jackson was confirmed as Chairman of the Council for 2023/24.

**Councillor Jackson in the Chair**

Councillor Eggleston nominated Councillor Henwood for Vice-Chairman of the Council. This was seconded by Councillor Hussain. As there were no other nominations, Councillor Henwood was confirmed as Vice-Chairman of the Council for 2023/24.

**RESOLVED**

That Councillor Jackson be elected Chairman of the Council and Councillor Henwood be elected as Vice-Chairman of the Council for the 2023/24 Council year.

**3 TO RECEIVE THE REPORT OF THE RETURNING OFFICER AS TO THE PERSONS ELECTED TO SERVE AS DISTRICT COUNCILLORS FOR THE DISTRICT OF MID SUSSEX ON 5 MAY 2023.**

The Chairman moved the item and took Members to a vote on the recommendations contained in the report. These were approved with 45 in favour and 1 against.

**RESOLVED**

Council noted the persons elected as Councillors on 5th May 2023.

**4 TO RECEIVE THE REPORT OF THE MONITORING OFFICER: POLITICAL BALANCE: SECTION 15 LOCAL GOVERNMENT AND HOUSING ACT 1989; THE LOCAL GOVERNMENT (COMMITTEES AND POLITICAL GROUPS) REGULATIONS 1990.**

The Chairman moved the item and took Members to a vote on the recommendations contained in the report which were approved unanimously.

**RESOLVED**

Council received the report of the Monitoring Officer, setting out the political balance of the Council for the 2023/24 year and the recommended allocation of seats to committees.

**5 TO APPOINT THE EXECUTIVE LEADER OF THE COUNCIL FOR A FOUR YEAR TERM.**

Councillor Bennett nominated Councillor Eggleston as Leader of the Council. This was seconded by Councillor Hatton. There were no other nominations. The Chairman took Members to a vote which was approved with 41 in favour, 3 against, and 3 abstentions.

In accepting the role, the Leader confirmed that the Liberal Democrats had formed a joint administration with the Independents led by Councillor Gibson which is underpinned by a formal agreement. He also outlined the roles of the Cabinet which will consist of 5 Members as follows:

- The Leader of the Council (with responsibility for the District Plan, Burgess Hill Town Centre Redevelopment, Burgess Hill Growth Area and Gatwick Airport.
- Deputy Leader and Cabinet Member for Communities and Communications – Councillor Bennett
- Cabinet Member for Finance, Revenues and Benefits – Councillor Cooke
- Cabinet Member for Leisure and Customer Services – Councillor Hobbs
- Cabinet Member for Sustainable Economy and Housing – Councillor Gibson

**RESOLVED**

Council appointed Councillor Eggleston as the Executive Leader of the Council for a term of 4 years ending on the date of the Annual Meeting in 2027; and noted the appointments to Cabinet positions and their portfolios.

**6 TO RECEIVE AND APPROVE THE NOMINATIONS TO COMMITTEES FOR 2023/24.**

The Chairman moved the item drawing Member’s attention to the tabled report detailing the Nominations for Committees for the year 2023/24.

As there were no questions, the Chairman took Members to a vote on the recommendation to note the nominations, which was agreed unanimously.

**RESOLVED**

The appointment of Members to Committees as set out below were noted:

**Audit Committee – 7 Members**

Simon Hicks	Lorraine Carvalho
Richard Bates	John Belsey
Christine Cherry	Rod Clarke
Matthew Cornish	

**Licensing Committee – 15 Members**

Janice Henwood	Gary Marsh
Christine Cherry	Jim Knight
Mike Kennedy	John Dabell
Cavan Wood	Mustak Miah
Anthony Platts	Lee Farren
Kristian Berggreen	Paul Kenny
Anne Eves	Peter Chapman
Julie Mockford	

**Scrutiny Committee for People and Communities – 11 Members**

Sue Hatton	Rod Clarke
David Eggleton	Jim Knight
Paul Lucraft	Sandy Ellis
Abdul Bashar	Jacque Russell
Duncan Pascoe	Julie Mockford
Paul Brown	

**Scrutiny Committee for Place and Environment – 11 Members**

Janice Henwood	Malcolm Avery
Richard Bates	John Belsey
Tofojjul Hussain	Adam Peacock

Alison Rees	Geoff Zeidler
Kristian Berggreen	John Hitchcock
Jenny Edwards	

**District Planning Committee – 12 Members**

Rodney Jackson	Dick Sweatman
Richard Bates	Rex Whittaker
Cavan Wood	Eric Prescott
Mike Kennedy	Malcolm Avery
Kristian Berggreen	Adam Peacock
Anne Eves	Christopher Phillips

**Planning Committee – 12 Members**

Mike Kennedy	Gary Marsh
Christine Cherry	Graham Casella
Tofojjul Hussain	Dick Sweatman
Janice Henwood	John Dabell
Abdul Bashar	John Hitchcock
Paul Brown	Paul Kenny

**Standards Committee – 6 MSDC Members**

Mike Kennedy	Margaret Belsey
Cavan Wood	Jacque Russell
Matthew Cornish	Christopher Phillips

**7 TO RECEIVE AND APPROVE THE OUTCOME OF THE HORSTED KEYNES NEIGHBOURHOOD PLAN REFERENDUM.**

Councillor Eggleston moved the item. This was seconded by Councillor Bennett. The Chairman took Members to a vote on the recommendation which was agreed unanimously.

A Member paid compliment to the work of the Parish Councillors in bringing this to fruition.

**RESOLVED**

Council noted the outcome of the Horsted Keynes Neighbourhood Plan Referendum and agreed to formally 'make' the Horsted Keynes Neighbourhood Plan part of the Development Plan for the parish of Horsted Keynes.

The meeting finished at 7.22 pm



Chairman

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## DISTRICT PLAN REVIEW – RECOMMENDATION FROM SCRUTINY

REPORT OF: Deputy Chief Executive  
Contact Officer: Judy Holmes, Assistant Chief Executive  
[judy.holmes@midsussex.gov.uk](mailto:judy.holmes@midsussex.gov.uk)  
Wards Affected: All  
Key Decision: No  
Report to: Council  
Wednesday 26<sup>th</sup> July 2023

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### Purpose of Report

1. This report sets out the recommendations agreed at the Scrutiny Committee for Planning, Economic Growth and Net Zero at its meeting on 15 March 2023 including a resolution to Council agreed by the Committee.
2. The report also provides an update following consideration of the District Plan Review by the Scrutiny Committee for Place and Environment at its meeting on 28 June 2023.

### Summary

3. At its meeting on 15 March 2023, the Scrutiny Committee for Planning, Economic Growth and Net Zero considered responses to the Council's Regulation 18 consultation, which forms part of the District Plan Review.
4. At this meeting the Committee also resolved to recommend to Council that it positively engages with Town and Parish Councils prior to the Regulation 19 consultation.
5. At its meeting on 28 June 2023, the Scrutiny Committee for Place and Environment considered an update to the District Plan Review following Regulation 18 consultation. The Committee agreed to set up a politically balanced member working group.

### Recommendation

6. **Council is recommended to agree to positively engage with Town and Parish Councils, prior to the Regulation 19 consultation.**
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### Background

7. The Mid Sussex District Plan 2014-2031 was adopted in March 2018. This Plan contained a commitment to review the Plan (policy DP4: Housing), starting in 2021 with submission to the Secretary of State in 2023. Work on the draft District Plan and supporting documentation started in 2021 and was considered by the Scrutiny Committee for Planning, Economic Growth and Net Zero on 5 October and 18 October 2022. Council approved the draft District Plan for public consultation at its meeting on 2 November 2022. The consultation commenced on 7 November and concluded on 19 December 2022.

8. Ahead of its publication for consultation in November 2022, the Regulation 18 draft was informed by a politically balanced member working group which was established by recommendation of the Scrutiny Committee for Planning, Economic Growth and Net Zero in January 2022.

### **Scrutiny Committee for Planning, Economic Growth and Net Zero 15 March 2023**

9. The report to the Scrutiny Committee for Planning, Economic Growth and Net Zero on 15 March 2023, which set out the outcome of the Regulation 18 consultation, identified that it may be necessary to reconvene the member working group to discuss the outcomes of any revised Site Selection paper ahead of Regulation 19, following which it is expected that the draft District Plan will be submitted to the Secretary of State.
10. The Committee agreed an amendment to the recommendations as follows:

That this committee recommends to Council that it positively engages with Town and Parish Councils prior to the Regulation 19 process.

### **Scrutiny Committee for Place and Environment 28 June 2023**

11. The Scrutiny Committee noted that the Scrutiny Committee for Planning, Economic Growth and Net Zero had resolved to recommend to Council that a politically balanced member working group was established prior to Regulation 19. The Committee agreed to set up a member working group and agreed the Terms of Reference (Appendix 1 of the report to this Committee on the 28 June 2023) for this member working group.

### **Next steps**

12. Following the meeting of the Scrutiny Committee for Place and Environment on 28 June it was agreed that a politically balanced member working group would be held in July following which engagement with the Town and Parish Councils would be held during August and September.
13. This engagement will enable the Town and Parish Councils with sites in or adjacent to their areas to provide comments and observations on the proposed sites, discuss their response to the Regulation 18 consultation and provide input to the draft Infrastructure Delivery Plan to ensure the appropriate infrastructure is identified to mitigate the development.

### **Policy Context**

14. The review of the District Plan is a corporate priority identified in the Corporate Plan and Budget 2023/2024 (March 2023) and Service Plan for Planning and Economy. It aligns with the Council's priorities for Sustainable Economic Growth and Strong Resilient Communities.

### **Other Options Considered**

15. There is a legal and national policy requirement to review the Plan and update where necessary. Whilst the Council could decide not to review or update the Plan, this would significantly impact on its ability to apply full weight to its existing policies when determining planning applications and would lead to speculative unplanned development.

## **Financial Implications**

16. Preparation of the District Plan review and update is funded by a specific reserve, as agreed in the Corporate Plan and Budget 2023/24 (March 2023). This reserve has funded evidence base studies to support the work and will continue to be required to fund future evidence, legal advice and examination costs. The work carried out so far is within the identified budget.

## **Risk Management Implications**

17. The Government introduced a Levelling Up and Regeneration Bill to Parliament in May 2022. This proposes changes to the planning system, however as the Bill has not yet received Royal Assent it is difficult to predict the impacts that any future changes and/or transition periods will have on the progress of the District Plan.
18. The Government has urged local authorities to continue plan-making, and currently Local Planning Authorities must continue to comply with current legislation and national policy, which require Local Plans to be updated where required every 5 years. Establishment of the Members Working Group will ensure that progress continues to be made on the preparation of a new District Plan.

## **Equality and Customer Service Implications**

19. An Equality Impact Assessment has been prepared to ensure opportunities to promote equality and/or barriers to service are considered and addressed. This was published alongside the Draft District Plan and will be updated for the Proposed Submission District Plan (Regulation 19).

## **Other Material Implications**

20. There are no other material implications.

## **Sustainability Implications**

21. The draft District Plan includes a range of sustainability policies. The National Planning Policy Framework recognises the role that planning can have in addressing and mitigating future impacts of climate change. The draft policies within the updated District Plan reflect national policy and ambitions.
22. It is a legal requirement for the District Plan to be accompanied by a Sustainability Appraisal (incorporating Strategic Environmental Assessment) at each formal stage of the plan-making process, which documents the impacts of proposed policies, strategy and sites against the sustainability criteria and informs the plan-making process by ensuring the plan is the most sustainable given all reasonable alternatives. A Sustainability Appraisal was published alongside the draft District Plan and will be updated for the Proposed Submission District Plan (Regulation 19).

## **Background Papers**

[District Plan Summary of Responses - Scrutiny Committee for Planning, Economic Growth and Net Zero - 15<sup>th</sup> March 2023](#)

[District Plan Review Update - Scrutiny Place and Environment – 28<sup>th</sup> June 2023](#)

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## REPRESENTATIVES ON OUTSIDE BODIES

REPORT OF: DIRECTOR OF RESOURCES AND ORGANISATIONAL DEVELOPMENT

Contact Officer: Kevin Toogood, Monitoring Officer [kevin.toogood@midsussex.gov.uk](mailto:kevin.toogood@midsussex.gov.uk)

Wards Affected: All

Key Decision: No

Report to: Council

Wednesday 26 July 2023

### Purpose of Report

- To set out the Council's nominations for representatives to Outside Bodies for 2023/24

### Recommendation

- Council is recommended to approve the nominations to Outside Bodies as listed in paragraph 4 of this report.**

### Background

- There are a number of organisations where the Council is represented by Members and to which appointments are made annually. All Members have previously been asked to advise their Group Leader of those organisations for which they wish to be nominated.
- Following the annual review of the Council's appointments to Outside Bodies, this report seeks approval to appoint Members to vacancies. Nominations are listed below:

	Organisation	Note	Proposed Member(s) for 2023/24 Column 1	Proposed Member(s) for 2023/24 Column 2
1.	Action in Rural Sussex		Chris Hobbs	
2.	Adastra Hall Management Committee		Kristian Berggreen	
3.	Age UK		Alison Rees	
4.	Armed Forces Community Covenant Champion		Lorraine Carvalho	
5.	Beech Hurst Steering Group (2 places)		Richard Bates Sandy Ellis	
6.	Bolnore Village Community Partnership		Paul Lucraft	
7.	Burgess Hill Business Parks Association		Robert Eggleston	
8.	Citizens Advice Bureau (NEW)		Alison Bennett	
9.	Clarion Housing Regional Scrutiny Board		Chris Phillips	

	<b>Organisation</b>	<b>Note</b>	<b>Proposed Member(s) for 2023/24</b>	<b>Proposed Member(s) for 2023/24</b>
			<b>Column 1</b>	<b>Column 2</b>
10.	Court of the University of Sussex (meeting as the 'Sussex Annual Forum')	Chairman of the Council (optional)	Kristian Berggreen	
11.	Crawley Down Community Centre Association		Ian Gibson	
12.	District Councils' Network	Leader	Robert Eggleston	
13.	East Grinstead Business Association		Jacque Russell	
14.	Friends of Ashenground and Bolnore Woods Steering Committee		Richard Bates	Sandy Ellis
15.	Friends of Burgess Hill Green Circle Network (2 places)		David Eggleton Janice Henwood	
16.	Gatwick Airport Consultative Committee (1 plus a named sub)		Matthew Cornish	Julie Mockford
		Substitute	Chris Phillips	
17.	Gatwick Noise Management Board		Ian Gibson	
18.	Greater Brighton Economic Board	Leader	Robert Eggleston	
		Substitute	Alison Bennett	
19.	Greater Brighton Economic Board – Call In Panel	Scrutiny Chair	John Belsey	
20.	Haywards Heath Business Association		Paul Lucraft	
21.	High Weald Joint Advisory Committee		Jenny Edwards	Lorraine Carvalho
22.	James Bradford Almshouses, Haywards Heath – Board of Trustees		Rodney Jackson	
23.	Jack and Jill Society for the Preservation of Jill Mill		Richard Bates	
24.	LGA General Assembly	Leader	Robert Eggleston	
25.	Local Strategic Partnerships	Leader	Robert Eggleston	
26.	Mid Sussex Voluntary Action		Alison Bennett	
27.	PATROL (Parking and Traffic Regulations Outside London)	Portfolio Holder	Chris Hobbs	



	Organisation	Note	Proposed Member(s) for 2023/24 Column 1	Proposed Member(s) for 2023/24 Column 2
28.	Rural Services Network (1 plus a named sub)		Anne-Marie Cooke	
		Substitute	Alison Bennett	
29.	Sussex Police and Crime Panel		Alison Bennett	
		Substitute	Alison Rees	
30.	Sidney West Centre – Board of Trustees (2 places)		Chris Cherry Matthew Cornish	
31.	South Downs National Park Authority		Gary Marsh	
32.	South of England Agricultural Society		Jenny Edwards	
33.	South East England Councils	Leader	Robert Eggleston	
34.	St Francis Social and Sports Club Community Interest Company		Paul Kenny	
35.	Turners Hill Parish Council Ark Executive Committee		Gary Marsh	
36.	West Sussex Climate Change Board	Portfolio Holder	Ian Gibson	
37.	West Sussex Leadership Group (formerly the West Sussex LGA Joint Leaders Group)	Leader	Robert Eggleston	
38.	WSCC Health and Adult Social Care Scrutiny Committee		Adam Peacock	
39.	WSCC Joint Scrutiny Steering Group	Scrutiny Chair (optional)	Sue Hatton	

### Policy Context

5. This report contributes towards the Council's corporate priorities of Sustainable Economic Growth and Strong and Resilient Communities, as set out in the Council's Corporate Plan.

### Financial and Risk Management Implications

6. None.

### Equality and Customer Service Implications

7. None.

**Other Material Implications**

8. None.

**Sustainability Implications**

9. None

**Background Papers**

10. None.

## REVIEW OF MEMBERS' ALLOWANCES FOR 2023/2024

REPORT OF: DIRECTOR OF RESOURCES AND ORGANISATIONAL DEVELOPMENT

Contact Officer: Kevin Toogood – Assistant Director Legal & Democratic Services (Monitoring Officer)  
Email: kevin.toogood:midsussex.gov.uk Tel: 01444 477050

Wards Affected: All

Key Decision N/A

Report to: Council  
26 July 2023

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### Purpose of Report

1. The purpose of this report is to present the attached report of the Independent Remuneration Panel on the review of Members' Allowances to be paid to Members of Mid Sussex District Council in 2023/2024. The report was initially presented to Council for consideration on 7<sup>th</sup> December 2022 but deferred by Council to be reconsidered following the election.

### Recommendations

2. **Council is recommended to:**
  - (i) **consider the recommendations of the Panel, and**
  - (ii) **agree the scheme of allowances for the financial year 2023/024 as set out in paragraph 3, below.**
3. The Panel's recommendations for Basic and Special Responsibility Allowances are summarised in the table below.

Role	Current Allowance (£):	Recommended Allowance (£):
Basic Allowance	5,200	5,700
Leader's Allowance	20,800	22,800
Deputy Leader's Allowance	11,000	11,400
Cabinet Member	8,500	9,120
Chairman of the Council	6,750	7,410
Vice-Chairman of Council	2,250	2,470
Planning Committee Chairman	6,500	7,125
Planning Vice-Chairman	1,625	1,781
Licensing Committee Chairman	1,040	1,140
Standards Committee Chairman	1,040	1,140
Group Leader	250 per Group Member	250 per Group Member
Scrutiny Committee Chairman	4,160	4,560
Scrutiny Vice-Chairman	1,040	1,140
Audit Committee Chairman	3,060	3,420
Independent Persons for Standard Matters	750	750

4. The Panel recommend that Members should only be entitled to claim one Special Responsibility Allowance, with the exception of allowances paid to Group Leaders.

## Basic and Special Responsibility Allowances

5. Noting the reduction in the number of Councillors from 54 to 48 in May 2023, the Panel acknowledged the increase in the population notionally represented by each Councillor as well as the increased rate of the Consumer Price Index.
6. The Panel, therefore, recommended that the Basic Allowance be increased to £5,700 with effect from 1 May 2023, being as close as possible to the election of the new Council.
7. With regard to Special Responsibility Allowances, the Panel maintained the position of a linkage between the Basic Allowance and the allowances paid to the Leader, Deputy Leader, Cabinet Members and Chairman as detailed below.
8. The work of the Constitution Review Group has now been completed and approved by Council and thus the number of Scrutiny committees is reduced to 2. This results in a reduction of Scrutiny Chair and Vice Chair allowances and contributes to this proposal ultimately representing a saving, as set out in paragraphs 18, 19 and 20.

## Leader, Deputy Leader, and Cabinet Member's Allowance

9. The Panel maintained the current position that the Leader's allowance be set at 4 times the Basic Allowance.
10. The Panel maintained the current position that the Deputy Leader's allowance be set at 2 times the Basic Allowance and that the remaining Cabinet Member Allowances are set at 1.6 times the Basic Allowance.

## Chairman's Allowance

11. Acknowledging that the current rate is appropriate, the Chairman's Allowance is recommended to remain at 1.3 times the Basic Allowance.

## Travelling and Subsistence Allowance

12. The Panel recommended no change for the mileage allowances, as these are in line with the HMRC guidance.

Detail	Recommended Rate
<b>Vehicles</b>	
Car Mileage	45p per mile
Car Passenger Mileage Rate	3p per mile for 1 passenger 5p per mile for 2 or more passengers
Cycling Allowance	20p per mile
<b>Subsistence</b>	
Breakfast	£7.00
Lunch	£10.00
Tea	£4.00
Evening Meal	£13.00
Overnight Out of Pocket Expenses Per night	£6.00
Overnight Out of Pocket Expenses Per week	£24.00

## **Childcare and Dependent Carer's Allowances**

### **Childcare Allowance**

13. The Panel recommended that this allowance should remain linked to the National Living Wage rate. Therefore, payment will be on receipt-based actual costs up to a maximum rate of £11 per hour for one child, or a maximum of £22 per hour for two or more children.

### **Dependent Carer's Allowance**

14. In line with the Childcare Allowance increase, the Panel agreed that payment of receipt-based actual costs, up to a maximum rate of £22 per hour is appropriate.

### **Background**

15. The Local Government Act 2000 requires local authorities to set their schemes of allowance on an annual basis after taking into account the recommendations of an independent panel.
16. The Mid Sussex Independent Remuneration Panel undertook its review of Members' allowances between September and November 2022 and its report is appended below.
17. Members are not obliged to take the allowance.

### **Financial Implications**

18. The cost of the amendment to the basic allowance is a net saving of £7,200, with the increase per Councillor being offset by the reduced number of elected Members.
19. The reduction in Scrutiny Committees from three committees to two, results in a net saving of Chair and Vice Chair allowances of £4,200
20. Based on the number of roles with special allowances, as agreed at Annual Council, the net saving in the current financial year is £21,138 to be taken as an in-year saving and managed through the quarterly budget management process.

### **Risk Management Implications**

21. None.

### **Equality and Customer Services Implications**

22. In the preparation of the original report in 2022, all Members at that time were written to by the Panel and had the opportunity to provide written or verbal comments on the scheme of allowances and expenses.
23. Considerations on childcare and dependent care allowances have been fully factored in by the Panel in their deliberations.

### **Sustainability Implications**

24. None.

### **Other Material Implications**

25. None.

### **Appendices**

- Report of the Independent Remuneration Panel on the review of the Members' Allowances for 2023/2024.
- Appendix C – SEE Members Allowance Survey 2022
- Appendix D – Committee Structure

### **Background Papers**

26. None

# Mid Sussex

## Report of the Independent Remuneration Panel on the review of Members' Allowances 2023/2024

Mr Neil Gershon (Chair)  
Ms Jane Henry  
Ms Jane Rothwell



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## CHAIRMAN'S FOREWORD

I am pleased to present the report and recommendations of the Independent Remuneration Panel for Mid Sussex District Council, relating to the financial year 2023/24.

There were no resignations from or appointments to the Panel.

The Panel's discussions focused on the level of the Basic Allowance and the factors used to determine Special Responsibility Allowances (SRA's). In respect of the former the Panel took into account the rate of price inflation (CPI) and the forthcoming reduction in the number of Councillors. In respect of the latter the Panel was advised that there had been no material changes in workloads that might have affected the allowances paid to those in receipt of SRA's and consequently did not seek to revisit any of the established linkages.

The Panel wrote to all Councillors inviting comments on the level of the basic allowance and on the amounts paid for SRA's. Eight Councillors responded to our letter, and we comment on those responses in the body of this report. We met with one Councillor who had requested a meeting and also with the Leader of the Council.

The Panel took into account data from other councils in West Sussex and the matters referred to above. **We concluded that an increase in the Basic Allowance to £5,700 (an increase of £500) was reasonable and we recommend the increase but with effect from 1 May 2023 for reasons adduced in the body of the report.**

In the light of the advice we received concerning workloads relating to SRA's we noted that there had been no material changes and consequently we make no recommendations for any changes to the factors used to determine those payments. We learned, however, that there are discussions in progress which might lead to the reduction in Scrutiny Committees from three to two but that no decision was likely before the publication of our report. **Accordingly, we recommend that should this decision be taken the cost of the SRA's (Chair and Vice Chair) be taken as an in year saving on the budget for Councillors' Allowances.**

The Panel recommends no changes to ancillary allowances for matters such as mileage and meals. We re-iterate our view that such allowances should remain tied to those approved by HMRC for the re-imbursment of expenses necessarily incurred. Similarly we recommend maintaining the link between the National Living Wage and the rate paid for dependent care.

The additional costs of our recommendations are £1,302 a year or 0.31% of the current budget.

Neil Gershon  
December  
2022

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## **INTRODUCTION**

This Independent Remuneration Panel has been appointed by Mid Sussex District Council to consider and make recommendations for the 2023/24 financial year. The Panel comprises Neil Gershon (this year's Chair), Jane Henry and Jane Rothwell. Their terms of appointment and a short biography are set out at Appendix A.

## **TERMS OF REFERENCE**

The Panel is required to make recommendations to Mid Sussex District Council on their schemes of allowances. The terms of reference, in so far as they relate to Mid Sussex District Council, are to make their recommendations:

- a) On the amount of Basic Allowance which should be payable to its Elected Members;
- b) About the roles and responsibilities for which a Special Responsibility Allowance should be paid and the amounts thereof;
- c) About the duties for which travelling and subsistence allowances should be paid and the amounts thereof;
- d) As to whether co-optees to committees should receive allowances and the amounts thereof;
- e) As to whether the Council's scheme should include an allowance in respect of arranging for the care of children and dependents and if so, the amount thereof.

## **WORK OF THE PANEL**

The Panel wrote to all Members of the District Council seeking views relating to allowances and expenses and received replies from eight individual Councillors, five of these being a suggestion that the rate of inflation be taken into account. Other suggestions included the possibility that an allowance be paid to members of Planning Committees (two) and a proposal for a radical restructuring of part of the system of allowances with a view to reducing the amounts paid to Committee Chairman and Vice-chairman and introducing an allowance for committee membership.

The Panel met with one Councillor to discuss his proposals and with the Leader for a general discussion.

The Panel met twice between September and November 2022, and also communicated over this period by email. These meetings planned the review, evaluated the evidence received and debated its findings, before formulating both draft and final reports containing its recommendations.

The Panel laid great weight on affordability in the current economic climate and aimed to ensure that our recommendations did not have a material effect on the budget.

We therefore make our recommendations accordingly.

# Consideration and Recommendations

## 1. Basic Allowance

The Panel once again examined the record of Basic Allowance rates since the system was introduced in July 2001. Allowances paid since 2010 are detailed below:

Year	Recommended Rate	Adopted Rate (£):	Percentage increase on previous year	Percentage rate of inflation in same year <small>(Sept CPI of Previous Year)</small>
2010/11	4738	4738	0	4.48
2011/12	4501	4501	-5.0	2.83
2012/13	4501 plus increase in line with Local Government Pay Settlement for 2012/13	4501	0	2.56
2013/14	4501	4501	0	1.69
2014/15	4501 plus increase in line with Local Government Pay Settlement for 2014/15	4501	0	Source: <a href="https://inflation.eu">Inflation.eu</a> Historic average inflation rate based upon Consumer Price Index (CPI).
2015/16	4501	4501	0	0
2016/17	4620	4620	2.5	1.0
2017/18	4736	4736	2.5	3.0
2018/19	4878	4878	3	3.0
2019/20	5000	5000	2.5	2.2
2020/21	5100	5100	2	1.7
2021/22	5100	5100	0	0.7
2022/23	5100	5200	2	3.1

The reduction in the number of councillors from 54 to 48 in May 2023 provides a saving equivalent to six Basic Allowances. However, at the same time it represents an increase in the population notionally represented by each Councillor of some 10 – 11%. Together with the rate of the CPI (10.1% at time of writing) the Panel felt there was a strong case to apply the saving referred to as an increase in the Basic Allowance of £500 an increase of 9.6% and one that allowing for the multiplier effect of the SRA factors would make full use of the saving produced by the reduction in numbers.

**The Panel recommends therefore that the basic Allowance be increased to £5,700 but with effect from 1 May 2023 being as close as possible to the election of the new Council.**

The Panel noted that this increase would still leave the Mid Sussex allowance within the +/- 5% tolerance compared to the average in West Sussex without taking into account any proposed increases that might be applied within other District Councils.

## 2. Special Responsibility Allowances

In its previous report the Panel finalised its work in providing factors to enable the linking of all SRA's to the Basic Allowance. We received no information to suggest that there had been any material change in the workloads relating to SRA's therefore we make no recommendations for change.

We did note that there are discussions under way that might lead to a reduction from three to two of the Scrutiny Committees but that this decision was not imminent and if taken would certainly come after our report was presented to Council. Should such a decision be taken then the saving arising from the abolition of one post each of chair and vice chair (£5,100 at current rates) should be taken as an in year saving on the budget for Councillors Allowances.

## 3. Travelling and Subsistence Allowance

The Panel received one general comment on the level of mileage allowances and none on any other allowances. Whilst the Panel is sympathetic to the rising cost of motoring we do not feel that the Council should deviate from the allowances deemed appropriate by HMRC and we recommend therefore that these allowances continue to be linked to those deemed acceptable by HMRC.

Detail	Recommended Rate
<b>Vehicles</b>	
Car Mileage	45p per mile
Car Passenger Mileage Rate	3p per mile for 1 passenger 5p per mile for 2 or more passengers
Cycling Allowance	20p per mile
<b>Subsistence</b>	
Breakfast	£7.00
Lunch	£10.00
Tea	£4.00
Evening Meal	£13.00
Overnight Out of Pocket Expenses Per night	£6.00
Overnight Out of Pocket Expenses Per week	£24.00

## 4. Childcare and Dependent Carer's Allowances

### 4.1. Childcare Allowance

The Panel agreed that this allowance should remain linked to the National Living Wage rate. Payment will be on receipt-based actual costs up to a maximum rate of £11.00 per hour for one child, or a maximum of £22 per hour for two or more children.

### 4.2. Dependent Carer's Allowance

The Panel agreed that the existing payment of receipt-based actual costs, up to a maximum rate of £22 per hour was appropriate.

### 4.3 Cycling Allowance

The Panel makes no recommendation for change.

## 5. Other Matters

We had an interesting discussion with one Councillor who had suggested that the allowance paid to chairs and vice chairs of committees should be reduced and standardised. In addition, he proposed that all committee members should be paid an allowance in order to encourage others to join committees and/or to better remunerate those who already sat on them. However, to achieve this would have required a freezing of the basic allowance, a reduction in the amounts paid to chairs and vice chairs and a redistribution of the savings referred to earlier in order to pay for the additional allowances without increasing the budget.

The Panel considered the proposals made but agreed that the priority was to recognise the increased workload for all Councillors and the current rate of inflation both of which supported the Panel's view that an increase in the basic allowance for all Councillors would be a fairer outcome.

## 6. Summary of Recommendations

The Panel's recommendations for Basic and Special Responsibility Allowances are summarised in the table below (rounded to the nearest whole pound).

Role	Current Allowance (£):	Recommended Allowance (£):
Basic Allowance	5,200	5,700
Leader's Allowance	20,800	22,800
Deputy Leader's Allowance	11,000	11,400
Cabinet Member	42,500 (8,500 x 5)	45,600 (9,120 x 5)
Chairman of the Council	6,750	7,410
Vice-Chairman of Council	2,250	2,470
2 x Planning Committee Chairman	13,000 (6,500 x 2)	14,250 (7,125 x 2)
2 x Planning Vice-Chairman	3,250 (1,625 x 2) 25% of Planning Chairman's allowance	3,562 (1,781 x 2) 25% of Planning Chairman's allowance
Licensing Committee Chairman	1,040	1,140
Standards Committee Chairman	1,040	1,140
Group Leader	250 per group member	250 per group member
3 x Scrutiny Committee Chairman	12,480 (4,160 x 3)	13,680 (4,560 x 3)
3 x Scrutiny Vice-Chairman	3,120 (1,040 x 3) 25% of Scrutiny Chairman's allowance	3,420 (1,140 x 3) 25% of Scrutiny Chairman's allowance
Audit Committee Chairman	3,060	3,420
3 x Independent Persons for Standard Matters	2,250 (3 x 750)	2,250 (3 x 750)

The additional cost of the Panel's recommendations is £1,302 representing 0.31%.

The Panel recommends that Members should continue to only be entitled to claim one Special Responsibility Allowance, with the exception of allowance paid to the Group Leaders.

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## **ACKNOWLEDGEMENTS**

The Panel would like to extend its thanks to those who took the time to reply to our request for comments. We would also like to offer our collective thanks to the Member Services Team, for their research and administrative support of our work this year.

**Neil Gershon  
Jane Henry  
Jane Rothwell**

Members of the Independent Panel for the Review of Members' Allowances are appointed for a four-year term:

<b>Name</b>	<b>Term ends</b>
Neil Gershon	31 July 2023
Jane Henry	31 July 2023
Jane Rothwell	31 July 2023

## **BIOGRAPHICAL INFORMATION**

### **Neil Gershon**

Neil Gershon spent his working life in the University sector during which time he was responsible amongst many other matters for HR and was involved in remuneration committees for non- academic staff. He retired from the post of Registrar at the University of Sussex in 2004. He is currently the Chairman of Furnihelp Mid Sussex, a local furniture recycling charity. He lives in Haywards Heath.

### **Jane Henry**

Jane qualified in both Law and Social Work before working as a social worker in West London. Jane has lived the majority of her life in Sussex and is now taking a break from paid employment to raise 3 young children.

### **Jane Rothwell**

Jane had a career in HR working in the Financial Services Sector initially working for NatWest Bank before moving to a HR Consultancy company based in the City, specialising in Recruitment, Training & Development & Outplacement. She managed teams of 80 plus people, most were self- employed consultants, and was involved in all operational matters including annual pay reviews for her team. She happily took early retirement in 2015 and has since retrained to become a Magistrate working in West Sussex courts. Jane has been living in West Hoathly since 2015.



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**APPENDIX B**  
**Members and Officers Interviewed**

**The Panel wishes to acknowledge and thank those who were able to spare the time to attend face-to-face discussions:**

Leader of the Council

Solicitor to the Council

Councillor Gibson

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**APPENDIX C - Comparable Allowances of District and Borough Councils in the South East Region (West Sussex District and Borough Councils highlighted in green.)**

Council name	Type of council	Basic Allowance	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Members of Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Overview and Scrutiny Co-optee	Working/Joint Committee	Chair/Civic Mayor	Deputy Chair/Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Opposition Spokesperson	Committee Chair	Independent Person Allowance	Do you operate the '1 SRA per councillor' rule?	Do you operate the 50% rule?
Adur District Council	District	£4,762	£14,040	£7,020	£5,850	£0.00	£2,340	£3,510	£0.00	£0.00	£4,680	£1,170	£0.00	£3,510	£1,170	£0.00	£0.00	£2,340	£1,170	£2,340	£0.00	£0.00	£0.00	£0.00	£75.00	No	No
Arun District Council	District	£5,730	£5,978	£2,116	N/A	N/A	£3,920	£4,181	£1,254	£261	£6,272	£2,070	£784	N/A	N/A	N/A	N/A	£8,698	£2,869	£4,095	N/A	£101	N/A	£5,091	£505	No	No
Ashford Borough Council	District	£5,035	£16,470	£10,980	£8,235	NA	£5,490	£1,647	£0.00	£0.00	£6,588	£2,196	£0.00	£6,588	£2,196	NA	£1,647	NA	NA	£0.00	£0.00	£253	NA	NA	£1,647	No	No
Basingstoke and Deane Borough Council	District	£7,445	£26,058	£16,938	£13,029	N/A	£6,515	£6,515	£652	N/A	£7,817	£782	N/A	£6,515	£652	£652	N/A	£6,515	£1,629	£7,817	N/A	£3,909	N/A	£6,515	£1,955	Yes	Yes
Bracknell Forest Council	Unitary	£8,687	£28,954	£17,372	£15,926	N/A	£2,895	£4,343	£434	N/A	£7,239	£732	-	£5,791	N/A	£310	-	£12,703	£4,234	£9,651	£965	-	-	-	£400	Yes	No
Brighton & Hove City Council	Unitary	£13,360	£33,399	£20,040	N/a	N/a	£5,010	£11,690	£1,002	N/a	£11,690	£1,002	N/a	£5,010	N/a	N/a	N/a	£10,020	£2,004	£11,690	£6,680	£6,680	N/a	£10,020	£1,002	Yes	Yes
Buckinghamshire Council	Unitary	£13,260	£46,818	£31,212	£23,929	£8,323	£8,323	£4,162	£0.00	£0.00	£6,242	£0.00	£0.00	£8,323	£0.00	£0.00	£0.00	£14,566	£4,162	£17,686	£0.00	£17,686	£0.00	£1,040	£200	Yes	No
Canterbury City Council	District	£5,986	£20,300	£6,200	£5,000	N/A	£1,000	£4,500	£1,000	£0.00	£4,500	£1,000	£12.00	£4,500	£1,000	£0.00	£0.00	£6,200	£4,500	150 per cllr	£100	£150	£0.00	£500	£533	Yes	No
Cherwell District Council	District	£4,512	£7,680	£2,652	£6,708	£0.00	£3,732	£264 SRA plus £264 per meeting to capped limit of £1,056 p/a	£0.00	£0.00	£4,464	£0.00	£0.00	£3,732	£0.00	£0.00	£0.00	£2,000	£0.00	£3,096	£0.00	£0.00	£0.00	£3,732	£768	No	No
Chichester District Council	District	£5,200	£15,500	£8,150	£7,400	£7,400	£4,800	£4,300	n/a	n/a	£6,350	n/a	n/a	£5,050	n/a	n/a	n/a	£5,000	n/a	£4,750	n/a	n/a	n/a	n/a	n/a	Yes	No
Crawley Borough Council	District	£6,617	£15,885	N/A	£7,942	N/A	£2,649	£5,453	£0.00	£0.00	£6,617	£0.00	£0.00	£7,106	£0.00	N/A	N/A	£6,361	£954	£2,448	N/A	N/A	N/A	N/A	£750	Yes	No
Dover District Council	District	£5,000	£18,000	£9,000	£6,750	n/a	£4,500	£1,125	£315	£315	£4,500	£1,125	£0.00	£4,500	£1,125	n/a	£0.00	£5,300	£1,400	£5,061	£2,250	n/a	£0.00	£1,125	£927	Yes	No
East Hampshire District Council	District	£5,200	£18,000	£10,000	£6,000	£3,000	£2,000	£2,000	£0.00	£250	£6,000	£3,000	£250	£2,000	£0.00	£0.00	£2,000	£3,000	£0.00	£3,000	£0.00	£0.00	£0.00	Other than already stated - Audit, O&S, Licensing and Planning, then £0	£0.00	Yes	No
East Sussex County Council	County	£13,379	£37,461	£19,121	£16,389	N/A	£6,828	N/A	N/A	N/A	£6,828	£0.00	£0.00	£6,828	£0.00	£0.00	£0.00	£13,655	£5,468	£13,655	£3,548	see above	£0.00	£6,828	£35 APPENDIX C	Yes	Yes
Eastbourne Borough Council	District	£2,808	£4,212	£2,808	£2,808	£0.00	£0.00	£1,404	£0.00	£62	£2,106	£0.00	£1,404	£1,404	£0.00	£0.00	£0.00	£2,808	£1,404	£2,106	£1,404	£0.00	£0.00	£93.00	£1,000	No	No
Eastleigh Borough Council	District	£7,011	9,602	8,229	£0.00	£2,742	£0.00	£0.00	£0.00	£0.00	£3,430	£856	£0.00	2,742	£686	£0.00	£0.00	£0.00	£0.00	£5,487	£0.00	£0.00	£0.00	£1,717	£4,800	No	Yes

**APPENDIX C - Comparable Allowances of District and Borough Councils in the South East Region (West Sussex District and Borough Councils highlighted in green.)**

Elmbridge Borough Council	District	£5,326	£13,315	N/A	£6,658	N/A	£3,995	£2,663	£666	N/A	£5,992	£1,498	N/A	£6,658	£3,329	N/A	N/A	N/A	N/A	£1,332	N/A	N/A	N/A	N/A	N/A	Yes	No
Fareham Borough Council	District	£7,704	£23,112	N/A	£12,840	N/A	£4,815	£8,025	£963	N/A	£11,556	£963	N/A	£8,025	£963	N/A	N/A	£5,136	£963	£3,852	N/A	N/A	£321	N/A	£792	Yes	No
Folkestone & Hythe District Council	District	£5,433	£23,905	£11,953	£10,866	£0.00	£6,248	£0.00	£0.00	£0.00	£6,248	£0.00	£0.00	£6,248	£0.00	£815	£0.00	£8,150	£1,630	£8,150	£0.00	£0.00	£0.00	£0.00	£0.00	Yes	Yes
Gosport Borough Council	District	£7,068	£15,112	£5,000	N/A	N/A	£2,500	N/A	N/A	N/A	£5,000	£2,500	N/A	N/A	N/A	N/A	N/A	N/A	N/A	£5,397	N/A	£1,079	N/A	£5,000	N/A	Yes	Yes
Gravesham Borough Council	District	£5,041	£22,687	£10,083	£5,041	N/A	£1,260	£756	N/A	N/A	£5,041	N/A	N/A	£2,521	£756	N/A	N/A	£10,790	£3,140	£5,041	N/A	N/A	N/A	N/A	N/A	No	Yes
Guildford Borough Council	District	£7,405	£15,673	£7,838	£6,269	N/A	£3,919	£3,919	£0.00	£0.00	£6,269	£0.00	£0.00	£6,269	£0.00	N/A	£3,919	£6,269	£3,919	£0.00	£0.00	£78.38	£0.00	£3,703	£0.00	No	No
Hampshire County Council	County	£13,058	£31,509	£18,906	£18,906	N/A	£6,303	N/A	N/A	N/A	£12,604	£3,159	N/A	£12,604	£3,159	£736	N/A	£19,997	£10,243	£12,594	N/A	£12,594	£5.65	N/A	£736	Yes	Yes
Hart District Council	District	£4,875	£17,067	£8,532	£7,680	n/a	£2,561	£1,708	n/a	n/a	£5,121	£1,705	n/a	£3,413	n/a	n/a	n/a	£4,266	n/a	£2,561	n/a	£107	n/a	n/a	£250	Yes	No
Hastings Borough Council	District	£6,429	£12,861	£8,364	£6,945	£3,335	£3,216	£1,047	£0.00	£108	£3,861	£1,413	£1,047	£3,216	£630	£0.00	£0.00	£6,840	£2,235	£1,569	£192	£1,569	£0.00	n/a	£0.00	No	No
Havant Borough Council	District	£5,676	£18,214	£10,473	£8,807	na	£5,791	£1,167	na	na	£5,236	na	na	£5,791	na	na	na	unknown	na	na	na	£962	na	na	£1,000	Yes	No
Horsham District Council	District	£5,470	£15,587	£8,925	£7,285	N/A	£2,535	£2,535	N/A	N/A	£4,000	£1,345	N/A	£5,310	£1,775	N/A	N/A	£5,310	£1,780	£3,856	N/A	N/A	N/A	£2,535	£1,345	Yes	No
Isle of Wight Council	Unitary	£8,377	£16,754	£10,471	£8,377	N/A	£3,350	£2,513	£0.00	£0.00	£6,701	£1,675	£0.00	£8,377	£1,675	£0.00	£0.00	£5,863	£1,675	£1,675	£0.00	£0.00	N/A	N/A	£301	Yes	No
Kent County Council	County	£15,695	£51,613	£33,548	£33,548	NA	£9,032	NA	NA	NA	£11,354	£0.00	£0.00	£9,032	£0.00	NA	NA	£17,032	£9,032	£17,032	£0.00	£17,032	£0.00	9,032.29 - 11,354.87	500 per annum plus 100/day	Yes	No
Lewes District Council	District	£3,196	£14,821	£0.00	£5,928	£2,964	£4,446	£60	£0.00	£0.00	£4,446	£741	£533	£3,557	£0.00	£0.00	£1,112	£2,224	£0.00	£4,446	£0.00	£4,446	£0.00	£0.00	£1,000	Yes	No
Maidstone Borough Council	District	£5,065	£20,002	£0.00	£0.00	£0.00	£4,000	£4,000	£0.00	£0.00	£8,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,653	£1,061	£402	£0.00	£402	£0.00	£8,000	£750	Yes	No
Medway Council	Unitary	£10,585	£31,754	£21,169	£15,877	N/A	£7,409	N/A	N/A	N/A	£12,702	£5,292	N/A	£10,585	£3,705	N/A	N/A	£13,231	£6,351	£12,702	N/A	£6,351	6,351	n/a	N/A	Yes	No
Mid Sussex District Council	District	£5,200	£20,800	£11,000	£8,500	£8,500	£3,120	£1,040	£0.00	£0.00	£6,500	£1,625	£0.00	£4,160	£1,040	£0.00	£0.00	£6,760	£2,253	£0.00	£0.00	£250	£0.00	£0.00	£750	Yes	No
Milton Keynes Council	Unitary	£11,165	£33,495	£16,748	£11,723	NA	£5,024	£8,374	NA	NA	£8,374	NA	NA	£8,374	NA	NA	NA	£11,723	£5,862	£15,073	NA	NA	NA	NA	£640	Yes	No
Mole Valley District Council	District	£4,793	£8,225	£4,661	If 4 or less Portfolio Holders - all share £17,548. 78 If 5 Portfolio Holders each receive £3,509.7 5 If 6 Portfolio Holders each receive -£3,509. 75 If 7 Portfolio Holders each receive -£3,509. 75 If 8 Portfolio Holders ,all share -£24,568.29	n/a	£2,341	£586	n/a	n/a	£2,807	£383	n/a	£2,341	£329	n/a	n/a	£2,807	£1,052	£4,096	£586	£586	n/a	n/a	N/a - travel expenses paid	No	No

**APPENDIX C - Comparable Allowances of District and Borough Councils in the South East Region (West Sussex District and Borough Councils highlighted in green.)**

Council - 26 July 2023

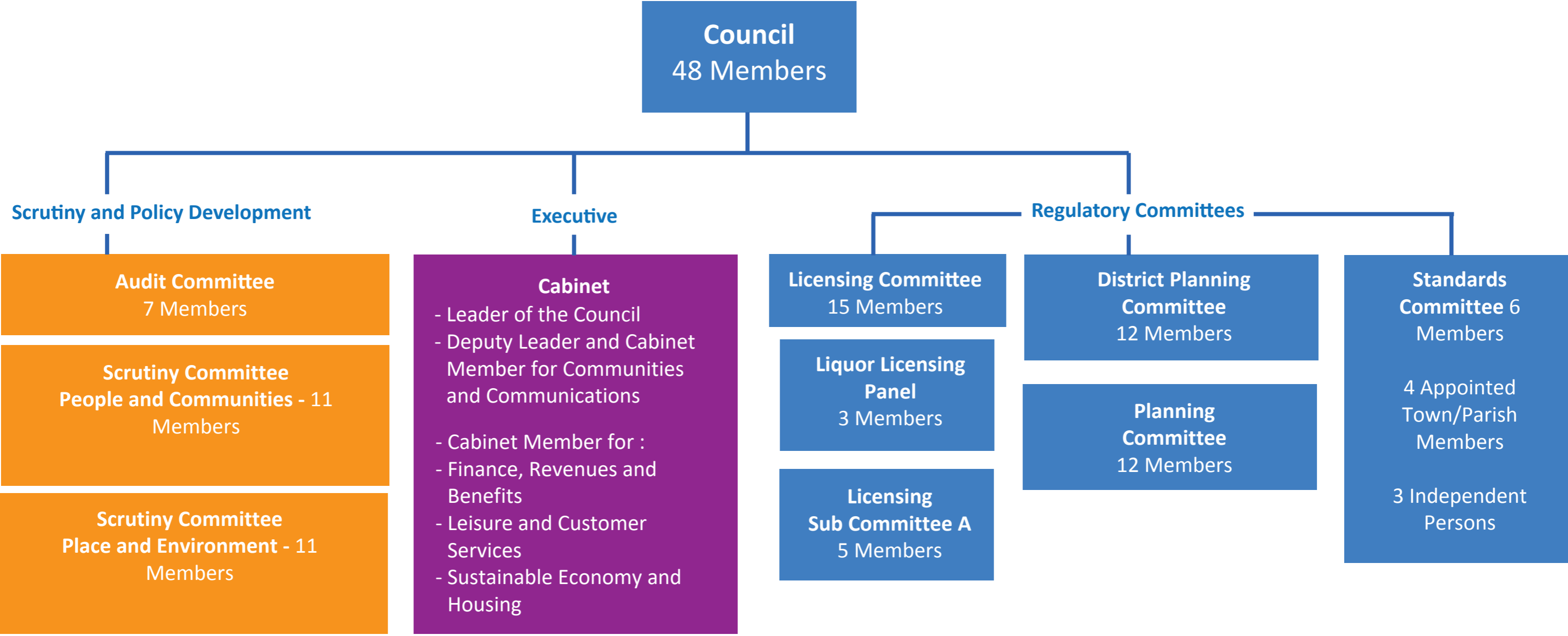
New Forest District Council	District	£6,871	£21,781	£13,069	£10,891	N/A	£2,178	£2,178	£0.00	£0.00	£7,623	£0.00	£0.00	£5,445	£0.00	£15.73	N/A	£8,712	£2,178	£8,168	£1,634	£1,634	£0.00	N/A	£318	Yes	Yes	
Oxford City Council	District	£5,245	£15,735	£5,245	£7,868	£2,623	£1,311	£0.00	£0.00	£0.00	£2,623	£0.00	£0.00	£5,245	£0.00	£0.00	N/A	£5,245	£1,311	£2,623	£0.00	N/A - we have an allowance to be split between all opposition group leaders (q27) and an allowance for Council leader (q10))	£0.00	N/A	We have allowances for Chairs of Scrutiny (q21), Audit (q14), Planning (q18). A maximum of 2 Scrutiny Standing Panel Chairs receive -£1,311 each, or -£2623 split between Panel Chairs where there are 3 or more	£0.00	No	No
Oxfordshire County Council	County	£11,013	£31,940	£22,027	£17,622	N/A	£6,608	N/A	N/A	N/A	£6,608	N/A	N/A	£6,608	N/A	N/A	N/A	£9,361	£2,340	£8,810	£2,753	N/A	N/A	£6,608	£1,500 pa (usually about £300 per review)	No	No	
Portsmouth City Council	Unitary	£11,684	£21,031	£0.00	£8,179	N/A	£4,089	£4,089	£0.00	£0.00	£4,089	£0.00	£0.00	£2,921	£0.00	£0.00	£0.00	£8,179	£1,168	£7,010	£0.00	£2,337	£1,168	N/A	N/A	Yes	No	
Reading Borough Council	Unitary	£8,447	£19,008	£11,610	£9,761	N/A	£3,123	£6,243	£1,103	N/A	£6,243	£1,103	N/A	N/A	N/A	N/A	N/A	£9,200	£2,400	£6,243	N/A	£3,123	N/A	£3,123	£1,103	Yes	No	
Reigate and Banstead Borough Council	District	£5,783	£14,151	£11,557	£9,434	N/A	£3,162	£441	N/A	N/A	£5,442	N/A	£804	£3,162	N/A	N/A	N/A	£5,700	N/A	£205	N/A	£205	N/A	N/A	Only as detailed above	£570 pa	No	No
Rother District Council	District	£4,703	£13,735	£3,873	£2,988	N/A	£2,186	£2,186	N/A	N/A	£2,988	N/A	N/A	£2,988	N/A	N/A	N/A	N/A	N/A	£550	N/A	£550	N/A	N/A	£361	Yes	No	
Royal Borough of Windsor and Maidenhead	Unitary	£8,472	£25,416	£13,979	£12,708	N/A	£5,084	£6,335	£0.00	£0.00	£6,355	£0.00	£0.00	£5,084	£0.00	£0.00	£0.00	£3,183	£1,061	£6,355	£0.00	£0.00	£0.00	£0.00	£1,000	Yes	No	
Runnymede Borough Council	District	£5,500	£11,000	£5,500	n/a	n/a	£5,184	£5,184	£2,592	£0.00	£9,048	£6,024	£3,012	£5,184	£2,592	n/a	Nil	£5,184	£1,396	£425	Nil	£425	n/a	£5,184	Reasonable expenses	No	No	
Rushmoor Borough Council	District	£5,425	£16,861	£9,712	£8,372	N/A	£5,655	£5,655	N/A	£453	£5,655	N/A	N/A	£4,215	£1,265	N/A	N/A	£1,579	N/A	£3,398	N/A	N/A	N/A	£4,215	£523	Yes	No	
Sevenoaks District Council	District	£5,715	£20,910	£12,546	£7,319	£1,673	£2,614	£2,614	£0.00	£141	£5,228	£1,046	£523	£2,614	£0.00	n/a	N/A	£10,957	£4,795	£282	n/a	£282	N/A	£2,614	N/A	No	No	
Slough Borough Council	Unitary	£7,779	£20,224	£14,156	£11,123	n/a	£3,033	£3,033	£1,011	n/a	£5,056	£1,684	n/a	£7,080	£1,415	n/a	n/a	£7,626	£2,990	£6,067	n/a	n/a	n/a	n/a	£1,314	Yes	Yes	
South Oxfordshire District Council	District	£5,186	£20,741	£14,519	£10,369	N/A	£1,557	£2,074	N/A	N/A	£6,223	£3,111	N/A	£3,111	N/A	N/A	N/A	£5,186	£1,557	£2,074	N/A	N/A	N/A	£3,111	N/A	Yes	No	
Southampton City Council	Unitary	£13,900	£41,700	£13,900	£13,900	N/A	£6,950	£6,950	N/A	N/A	£6,950	£0.00	£0.00	£6,950	N/A	N/A	£3,475	£13,900	£13,900	£26,063	Basic	N/A	N/A	N/A	£693	Yes	No	
Spelthorne Borough Council	District	£99,800	£11,000	£5,500	£0.00	£0.00	£4,400	£5,500	£2,750	£0.00	£6,600	£3,300	£0.00	na	na	na	£5,500	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£7,700	£500	Yes	No	
Surrey County Council	County	£13,120	£45,410	£29,430	£23,760	£10,540	£10,570	n/a	n/a	n/a	£12,680	n/a	n/a	£10,570	n/a	travel expenses only	n/a	£19,020	£6,870	£12,680	n/a	n/a	n/a	n/a	varies between committees	travel expenses only	Yes	No
Surrey Heath Borough Council	District	£5,288	£13,749	£8,249	£5,500	£0.00	£3,712	£3,712	£0.00	£0.00	£4,812	£2,640	£0.00	£3,712	£0.00	£0.00	£0.00	£5,500	£1,650	£0.00	£0.00	£34,812	£0.00	£3,712	£0.00	Yes	Yes	
Swale Borough Council	District	£6,786	£16,965	£8,483	£0.00	£0.00	£2,036	£2,036	£0.00	£0.00	£6,786	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,750	£2,035	£5,938	£0.00	£2,036	£0.00	£5,938	£0.00	Yes	No	

**APPENDIX C - Comparable Allowances of District and Borough Councils in the South East Region (West Sussex District and Borough Councils highlighted in green.)**

Council - 26 July 2023

Tandridge District Council	District	£4,317	£6,123	£1,531	N/A	N/A	£3,062	N/A	N/A	N/A	£3,062	£1,021	£591	N/A	N/A	N/A	N/A	£3,062	£1,021	£3,062	N/A	N/A	N/A	£3,062	N/A	No	No
Test Valley Borough Council	District	£7,619	£16,258	£10,346	£8,942	N/A	£2,439	£3,429	£686	N/A	£5,715	£1,143	N/A	£7,619	£1,524	N/A	N/A	£3,429	£686	£3,429	N/A	N/A	N/A	N/A	N/A	Yes	Yes
Thanet District Council	District	£4,570	£18,082	£10,776	£7,990	£7,990	£5,204	£3,216	£805	£0.00	£5,204	£1,216	£0.00	£7,990	£3,216	£0.00	£0.00	£2,188	£1,530	£5,762	£2,862	£0.00	£2,862	£0.00	£250	Yes	No
Tonbridge and Malling Borough Council	District	£5,175	£20,706	£15,528	£8,802	N/A	£2,589	£2,589	£648	Basic allowance only	£1,725	£336	Basic allowance only	£2,589	£648	N/A	N/A	£6,048	£1,434	£1,293	N/A	£1,293	N/A	£1,656	unknown	Yes	No
Tunbridge Wells Borough Council	District	£5,500	£19,250	£3,575	£11,000	£11,000	£1,375	£1,375	£0.00	£0.00	£5,500	£1,320	£0.00	£1,375	£0.00	£0.00	£1,375	£5,380	£1,080	£3,575	£0.00	£3,575	£0.00	£0.00	£800	Yes	No
Vale of White Horse District Council	District	£5,186	£20,741	£14,519	£10,369	N/A	£1,557	£2,074	N/A	N/A	£6,223	£3,111	N/A	£3,111	N/A	N/A	N/A	£5,186	£1,557	£2,074	N/A	N/A	N/A	£3,111	N/A	Yes	No
Waverley Borough Council	District	£5,164	£15,171	£10,503	£7,002	na	£3,501	£3,501	£1,752	na	£3,501	£1,752	na	£3,501	£1,752	na	na	£612	£0.00	£3,501	na	na	na	£3,501	£0.00	Yes	No
Wealden District Council	District	£4,846	£14,169	N/A	£5,857	N/A	£3,963	£1,439	N/A	N/A	£4,464	£1,476	N/A	£3,963	N/A	N/A	N/A	£5,024	£1,242	£1,143	N/A	£14,169	N/A	N/A	£867	Yes	No
West Berkshire Council	Unitary	£7,697.00	£11,545	£9,622	£0.00	£2,887	£2,887	£0.00	£0.00	£4,810	£0.00	£0.00	£4,810	£0.00	£0.00	£0.00	£5,773	£1,155	£7,697	£0.00	£1,902	£2,309	£0.00	£1,051	Yes	Yes	
West Oxfordshire District Council	District	£5,227	£15,683	£10,455	£7,841	£0.00	£2,763	£7,841	£2,763	£0.00	£7,841	£2,763	£0.00	£5,227	£2,763	£0.00	£0.00	£5,227	£2,763	£5,227	£0.00	£0.00	£0.00	£0.00	£0.00	No	No
West Sussex County Council	County	£12,416	£34,441	£24,797	£22,042	N/A	£9,719	N/A	N/A	N/A	£9,719	N/A	N/A	£9,719	None	Travel expenses	N/A	£20,515	£8,598	£5,088	None	£33,849	None	£9,719	Travel expenses	Yes	Yes
Winchester City Council	District	£6,074	£18,205	£9,933	£8,275	£8,275	£3,312	£3,312	n/a	n/a	£8,275	£2,485	n/a	£8,275	n/a	n/a	n/a	£2,485	n/a (note - both mayor and dep mayor get separate civic allowances which are outside this scheme)	£8,275	n/a	n/a	£1,658	£3,312	£800	Yes	Yes
Woking Borough Council	District	£7,380	£12,000	£3,600	£2,400	£0.00	£0.00	£600	£0.00	£0.00	£2,400	£0.00	£0.00	£1,200	£0.00	£0.00	£8,217	£14,527	£1,458	£1,200	£0.00	£600	£0.00	£0.00	£369	Yes	No
Wokingham Borough Council	Unitary	£7,784	£20,000	N/A	£10,000	£2,000	£2,500	£2,500	£0.00	£0.00	£5,000	£0.00	£1,250	£5,000	£0.00	£0.00	£0.00	£7,420	£1,960	£7,500	£0.00	£0.00	£0.00	£1,250	£1,000	Yes	No
Worthing Borough Council	District	£5,153	£15,461	£7,730	£644	£0.00	£2,577	£3,865	£1,288	£0.00	£5,154	£1,288	£0.00	£3,865	£1,288	£0.00	£0.00	£2,577	£1,288	£2,577	£1,288	£0.00	£0.00	£0.00	£75	No	No

# MSDC Committee Structure



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