

# Member Information Service

## Decisions made by Cabinet Members

The following decision has been made by the Cabinet Member for Housing and Planning and will come into effect at 10.00a.m. on Thursday 12 September 2019, unless the call-in procedure is activated. If you wish to request that a proposed decision is called in, please contact Member Services on 01444 477062 or e-mail [committees@midsussex.gov.uk](mailto:committees@midsussex.gov.uk), in addition to making a written request to the Monitoring Officer, Tom Clark.

### Approval of Draft Mid Sussex Design Guide for Public Consultation

The Cabinet Member for Housing and Planning:

- approved the proposed typographical, grammatical and photographic editorial changes which are set out in the Schedule of Proposed Changes attached as Appendix 1; and
- agreed the publication of the draft Mid Sussex Design Guide for public consultation.

**A copy of the report is attached to this email. In due course, the report will be an Executive Decision which can be found [here](#).**

## Committee Meetings

**Please note that all meetings start at 7.00 pm in the Council Chamber, unless otherwise stated.**

### SEPTEMBER 2019

- 4 September – Scrutiny Committee for Leader, Finance and Performance
- 5 September – Planning Committee
- 10 September – Audit Committee
- 11 September – Scrutiny Committee for Housing, Planning and Economic Growth
- 16 September – Cabinet @ 4pm
- 18 September – Scrutiny Committee for Community, Customer Services and Service Delivery
- 19 September – District Planning Committee @ 2pm
- 23 September – Cabinet Grants Panel @ 4:30pm
- 24 September – Licencing Committee
- 25 September – Charity Trustees @ 6:45pm
- 25 September – Council
- 26 September – Planning Committee

### OCTOBER 2019

- 7 October – Standards Committee @ 6pm
- 14 October – Cabinet @ 4pm
- 17 October – Planning Committee

23 October – Scrutiny Committee for Housing, Planning and Economic Growth  
25 October – Liquor Licensing Committee @ 10am  
29 October – Cabinet Grants Panel @ 4:30pm  
31 October – District Planning Committee @ 2pm

## Agendas – Items to be Considered

### Scrutiny Committee for Leader, Finance And Performance - 4th September, 2019

Introduction of a Banded Council Tax Support Scheme for 2019/20.

Performance Monitoring for the First Quarter 2019/20.

Scrutiny Committee for Leader, Finance and Performance – Work Programme 2019/20.

### Planning Committee – 5 September 2019

#### Recommended for Approval

**DM/18/4419 | East Lodge Farm, Malthouse Lane, Hurstpierpont** – Proposed construction of Class B1 (Business) building with carpark, new vehicle access and associated landscaping. Amended plans received 30th July showing revised design for the building - <https://pa.midsussex.gov.uk/online-applications/applicationDetails.do?activeTab=externalDocuments&keyVal=PHICGRKT0DA00>

**DM/18/4541 | Land East of Haywards Heath Road, Balcombe (RH17 6NL)** – Erection of 16 no. dwellings and associated development (amended plans and documents received 28th March 2019, further amended plans received 29th April 2019) - <https://pa.midsussex.gov.uk/online-applications/applicationDetails.do?activeTab=externalDocuments&keyVal=PHVOCAKT0DA00>;

**DM/19/1235 | Land South of Bolney Road, Ansty (RH17 5AN)** – Reserved Matters application for the erection of 20no. dwellings (layout, scale, appearance and landscaping) including underground LPG gas tanks. Amended plans received 20 June showing a revised layout and design for the proposed development, including the replacement of the 3 storey apartment building with a 2 storey block. Amended plans received on 24th July showing amendments to various plots and revised layout plan - <https://pa.midsussex.gov.uk/online-applications/applicationDetails.do?activeTab=externalDocuments&keyVal=PP4O4KKT04L00>;

**DM/19/1341 | Clockfields Development Site, North Street, Turners Hill (RH10 4AR / RH10 4NS)** – Minor amendments to house types at Plots 1-16, 21 and 27-47 agreed under permission 11/01332/OUT with revisions to the parking and driveway arrangement for Plots 10-11 and four additional parking bays for Plots 24-26 - <https://pa.midsussex.gov.uk/online-applications/applicationDetails.do?activeTab=externalDocuments&keyVal=PPN1O5KT0DA00>;

**DM/19/1613 | Ashplats House, Holtye Road, East Grinstead** – Demolition of Ashplats House and associated outbuildings and erection of 30 no. residential dwellings (including 30% affordable housing) and access onto Greenhurst Drive - <https://pa.midsussex.gov.uk/online-applications/applicationDetails.do?activeTab=externalDocuments&keyVal=PQRYMAKT04L00;>

**DM/19/2639 | Armstrong Bodyshop Ltd, Armstrong Auto Services, Copthorne Common Road, Copthorne** – Remove existing double entrance gates and adjacent fencing for the erection of new 2.4m high green powder coated steel palisade double entrance gates and adjacent fencing - <https://pa.midsussex.gov.uk/online-applications/applicationDetails.do?activeTab=externalDocuments&keyVal=PU0NWXT0DA00>

### **Recommended for Refusal**

**DM/19/0060 | Slaugham Manor, Slaugham Place, Slaugham** – New build 8 semidetached houses with attached garages to each side elevation: Amended plans received 25th June showing additional car parking spaces, revisions to landscaping and revisions to house plans - <https://pa.midsussex.gov.uk/online-applications/applicationDetails.do?activeTab=externalDocuments&keyVal=PL0DZVKT07E00>

### **Other Matters**

**TP/19/0009 – Land North of London Road, Bolney (RH17 5PY)**

### **Audit Committee – 10 September 2019**

Treasury Strategy Update

Internal Audit - Monitoring Report 31 August 2019.

Committee Work Programme

## Scrutiny Committee for Housing, Planning and Economic Growth – 11 September 2019


Parking Strategy Members Working Group.

Site Allocations Development Plan Document - Draft Plan for Consultation.

Scrutiny Committee for Housing, Planning and Economic Growth - Work Programme 2019/20.

### Member Development Learning

All Member Development Learning Sessions are held in the Council Chamber unless otherwise stated.

| Date & Time                                     | Training Event  | Indicator   |
|---|---|---|
| <b>17 September 2019</b><br>@<br><b>6:30pm</b>  | <b>Leading Meetings and Active Listening Skills</b><br><i>(All Members welcome)</i>         |    |
| <b>22 October 2019</b><br>@<br><b>6:30pm</b>    | <b>Introduction to Local Government Finance and Funding</b><br><i>(All Members welcome)</i> |  |
| <b>19 November 2019 *</b><br>@<br><b>6:30pm</b> | <b>Introduction to Housing Services</b><br><i>(All Members welcome)</i>                     |  |

\*Please note that the Introduction to Housing Services training has moved from 17 September to a new training date of 19 November 2019.

### Information and News

#### Review of Polling Districts, Polling Places and Polling Stations 2019 [Mid Sussex District]

We have launched our compulsory 5 year review of polling districts and polling stations and you are invited to contribute any representations you may wish to make about our polling scheme. Please do so as soon as possible, but in any case by 29<sup>th</sup> November 2019. Our public notice, terms of reference, the current polling scheme and the Returning Officer's proposal are available to read [here](#).

The Representation of the People Act 1983 (RPA 1983) requires that all local authorities review their UK Parliamentary polling districts and polling places at least once every five years. Our previous review was conducted in late 2013 and reported to Council in early 2014.

The Electoral Registration and Administration Act 2013 introduced a change to scheduled timings in that the current compulsory review must be started and completed between 1 October 2018 and 31 January 2020 (inclusive). We have scheduled this review to begin today so that it occurs between the scheduled local and other elections of 2019 and 2020. We do appreciate that anticipation is building about additional, unscheduled electoral events, but in case of such event(s) this review would not be unduly affected. It would proceed and complete as planned.

For your information:

- A polling district is a geographical area created by the sub-division of a UK Parliamentary constituency for the purposes of a UK Parliamentary election. In England, each parish is to be a separate polling district.
- A polling place is the building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.
- A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election.

Local authorities must also comply with the following access requirements. As part of the review, they must:

- seek to ensure that all electors in a constituency in the local authority area have such reasonable facilities for voting as are practicable in the circumstances
- seek to ensure that so far as is reasonable and practicable every polling place for which it is responsible is accessible to electors who are disabled

The council must have regard to the accessibility to disabled persons of potential polling stations in any place which it is considering designating as a polling place or the designation of which as a polling place it is reviewing. The Council therefore welcomes representation from any person or body with expertise in access for people with any type of disability. Persons or bodies making representations should, if possible, indicate any alternative locations that can be used as polling places and polling stations.

We very much hope that you will contribute to this review and we look forward to hearing from you.

### **Proposed Council Tax Support Banded Income Scheme for 2020/21 Workshop**

Cllr Ruth de Mierre, Cabinet Member for Customer Services, and Kevin Stewart, Business Unit Leader for Revenues and Benefits would like to invite Members to a Workshop ahead of Scrutiny Committee for Leader, Finance & Performance on Wednesday 4 September. They would like to highlight the importance of the workshop for Scrutiny Committee for Leader, Finance & Performance Members but add that all Members are welcome to attend.

The Workshop will introduce the scheme and offer members the chance to go through the proposals which are designed to reduce administration for the Council, whilst producing a simpler, more transparent scheme for the customer in response to wider welfare reform, such as the ongoing roll out of Universal Credit (UC).

The Workshop will commence at 6pm and is expected to run until 6:45pm.

Please RSVP to [Kevin.Stewart@midsussex.gov.uk](mailto:Kevin.Stewart@midsussex.gov.uk)

## News Releases

For further information or copies of the press releases listed below, please contact the Press Office on 01444 477 387 or use the following link: <http://www.midsussex.gov.uk/my-council/council-magazine-and-press-releases/press-releases/>

03 September 2019 - [Infrastructure upgrades planned for Burgess Hill](#)