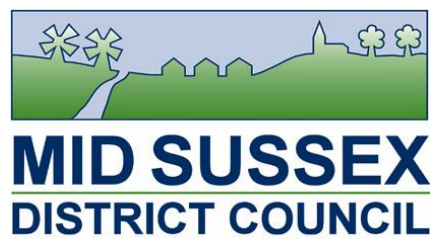




# **COUNCIL**

## **29 SEPTEMBER 2021**





21 September 2021

**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: In response to the continuing public health restrictions, 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 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 at **TRINITY METHODIST CHURCH, EAST GRINSTEAD, RH19 2HA** on **WEDNESDAY, 29TH SEPTEMBER, 2021 at 7.00 pm** to transact the following business:

Yours sincerely,

KATHRYN HALL  
Chief Executive

**Pages**

1. Opening Prayer.
2. Appointment of Vice Chairman.
3. To receive questions from members of the public pursuant to Council Procedure Rule 9.
4. To confirm Minutes of the meeting of Council held on 30 June 2021. **7 - 18**
5. To receive declarations of Interest from Members in respect of any matter on the Agenda.
6. To consider any items that the Chairman of the Council agrees to take as urgent business.
7. Chairman's Announcements.

*Working together for a better Mid Sussex*



- |     |   |         |
|-----|---|---------|
| 8.  | Making of the Copthorne Neighbourhood Plan.   | 19 - 24 |
| 9.  | Report of the Returning Officer as to the person elected as District Councillor for the Ward of Ardingly & Balcombe on 8 July 2021.   | 25 - 26 |
| 10. | 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. | 27 - 30 |
| 11. | Mid Sussex District Council Governance Review Summary.  | 31 - 40 |
| 12. | Recommendations from Cabinet held on 26 July and 13 September 2021.   | 41 - 44 |
| 13. | To receive the Leader's Report  |         |
| 14. | Report of Cabinet Members, including questions pursuant to Council Procedure Rule 10.1  |         |
| 15. | Motions on Notice.  |         |

**MOTION A: The Future of the Clair Hall site**

**Proposed by:** Cllr Richard Bates

**Seconded by:** Cllr Robert Eggleston

**Mid Sussex District Council notes that:**

- The public consultation on the future of the Clair Hall site closed on 22<sup>nd</sup> September.
- Clair Hall continues to provide a valuable service to the community of Haywards Heath and Mid Sussex as an NHS covid vaccination hub.
- At some point, in the near term, the NHS will hand Clair Hall back to Mid Sussex District Council when it is no longer required.

**This Council recognises that:**

- Community and cultural provision in towns take many forms but facilities, such as Clair Hall, are an important part of the mix of provision.
- The loss of Clair Hall without the provision of a replacement would have a detrimental impact on Haywards Heath and the surrounding area.
- The public consultation exercise can only form one part of the review of community and cultural provision in Haywards Heath and that further work will be required by officers and consultants to establish the viability of the range of expectations that have emerged following the public consultation.

- Any plan for the use of the Clair Hall site and the re-provisioning of community and cultural services will require time to develop and consider.

**In the light of the above this Council resolves to:**

- As soon as practicable, but before the NHS leaves Clair Hall, prepare a report on the work required to bring Clair Hall back into use to enable it to provide the same range of services that it provided prior to its pre NHS closure. This would include:
  - The cost of repairs and refitting which would be necessary immediately.
  - The cost of the running and repairing the building over the next three years.
- Make recommendations as to the options for the running and management of Clair Hall over a three-year period.
- Determine how the repair and refitting costs can be met.
- Set up a Working Group to:
  - Take on board the findings of the public consultation exercise.
  - Commission external market consultants to carry out a market study to provide evidence on the type of facilities for which there would be demand in the community, the extent of the use of the facilities and the cost of using the facilities which users would be willing to bear.
  - Commission consultants to work up an indicative operational budget for a modern replacement facility.
  - Examine where the venue would be located and whether it would be associated with another development.
  - Examine whether there is scope for grants or subsidy to support the building and operational costs of the venue.
  - Propose how and by whom the venue should be managed and operated.
  - Present proposals on how and where the capital for a new facility will be sourced and an indicative timetable for potential delivery.

**MOTION B: Climate Change**

**Proposed by:** Cllr Paul Brown

**Seconded by:** Cllr Anne Eves

**This Council:**

- recalling its own resolution of 26th June 2019 to “note and support the declaration by Parliament on 1st May 2019 of an environment and climate change emergency

and ...the responsibility it has to protect our own environment and tackle climate change;”

- recognising the authoritative IPCC report of June 2021 stating that unless there are immediate, rapid and large-scale reductions in greenhouse gas emissions, limiting warming to close to 1.5°C or even 2°C will be beyond reach;
- aware of the impending COP26 world climate conference in Glasgow;
- taking into account advice it has commissioned on how this district can achieve net zero emissions;
- acknowledging the greater urgency of the need for action compared with the situation back in 2019;

**Resolves:**

- to intensify its efforts to reduce carbon emissions throughout the district,
- to take a lead in helping residents to reduce their own carbon footprint,  
and
- to play its full part in the national effort to achieve net zero by 2035.

16. Questions from Members pursuant to Council Procedure Rule 10.2

To: **Members of Council:** Councillors M Belsey (Chairman), R Salisbury, G Allen, J Ash-Edwards, R Bates, J Belsey, A Bennett, L Bennett, A Boutrup, P Bradbury, P Brown, H Brunsdon, R Cartwright, P Chapman, R Clarke, E Coe-Gunnell White, P Coote, M Cornish, R Cromie, J Dabell, R de Mierre, B Dempsey, S Ellis, R Eggleston, A Eves, L Gibbs, I Gibson, S Hatton, J Henwood, S Hicks, S Hillier, T Hussain, R Jackson, J Knight, C Laband, Andrew Lea, Anthea Lea, J Llewellyn-Burke, G Marsh, J Mockford, A Peacock, C Phillips, M Pulfer, S Smith, A Sparasci, L Stockwell, D Sweatman, C Trumble, N Walker, R Webb, N Webster, R Whittaker, J Edwards and B Forbes

## Minutes of a meeting of Council held on Wednesday, 30th June, 2021 from 7.05 pm - 9.04 pm

**Present:** M Belsey (Chairman)  
R Salisbury (Vice-Chair)

G Allen	R de Mierre	Anthea Lea
J Ash-Edwards	B Dempsey	J Llewellyn-Burke
R Bates	R Eggleston	G Marsh
J Belsey	A Eves	J Mockford
A Bennett	B Forbes	A Peacock
L Bennett	L Gibbs	C Phillips
P Bradbury	I Gibson	M Pulfer
P Brown	S Hatton	A Sparasci
R Cartwright	J Henwood	L Stockwell
P Chapman	S Hicks	D Sweatman
R Clarke	S Hillier	C Trumble
E Coe-	T Hussain	N Walker
Gunnell White	R Jackson	N Webster
M Cornish	J Knight	R Whittaker
R Cromie	C Laband	
J Dabell		

**Absent:** Councillors A Boutrup, H Brunsdon, P Coote, S Ellis,  
Andrew Lea, S Smith and R Webb

### **1. ROLL CALL AND VIRTUAL MEETING EXPLANATION.**

The Chairman welcomed everyone to the meeting. A roll call of Members present was taken. The Head of Regulatory Services provided a virtual meeting explanation.

### **2. OPENING PRAYER.**

The opening prayer was read by the Vice-Chairman.

The Chairman held a minute's silence in memory of Councillor Andrew MacNaughton who had served as a District Councillor since 1987 and passed away in May 2021. The silence was followed by a tribute made by the Leader which included a statement from Mrs MacNaughton. Tributes were also made on behalf of individuals and political groups by Councillors Marsh, Cartwright and Eves.

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

The following question was received from Mr Desmond:

MSDC is a member of Greater Brighton Economic Board represented by Councillor Ash-Edwards. The Board has pledged to tackle climate change and environmental

issues through 10 Pledges. These pledges include water recycling, zero emission fleets, EV charging points, rewilding, home water efficiency, low carbon heating, public buildings and lobbying Central Government. On 10th October 2020, GBEB approved a recommendation that member organisations do all they can to support these pledges through their existing work. What action plans and reporting mechanisms has MSDC put into place to play its part in mitigating the adverse impacts of climate change through these pledges?

### **Response from the Leader**

Thank you for your question, Mr Desmond.

Protecting our environment is an important area of work for this Council. I was very pleased to support the GB10 environment pledge on behalf of this Council as our representative on the Greater Brighton Economic Board. This Council has done much to support these pledges through our existing and planned work.

I'm grateful for the opportunity that this question gives to outline some of that progress:

- Water recycling. This Council is supporting a project on the Northern Arc development, Burgess Hill which will introduce recycled water to 3,500 homes. This will keep more than 60 million litres in the environment every year and mean cheaper bills for residents. We are hoping to work with OFWAT to see this rolled out to other new housing.
- Zero Emission Fleets We are in the process of replacing our parking fleet with new electric low carbon vehicles to improve air quality. This is ahead of Greater Brighton pledge to move 50 per cent of all Greater Brighton vehicles to low carbon by 2025.
- EV Charging Points. Working with Homes England the Northern Arc at Burgess Hill all new properties at the Northern Arc will have capability for home charging; 1 in 5 homes with off street parking will have fast home charging points and 30 public car parking spaces will have rapid charging points in the three neighbourhood centres.
- Rewilding. Over the past year we are piloting 25 rewilding projects across the District, following evaluation we are hoping to roll this out to many more locations.
- Water Home efficiency visits - We are supporting Southern Water's water home efficiency programme and have linked it to our Affordable Warmth programme.
- Low carbon buildings – We have commissioned expert consultants to provide us with advice on how we as a Council can meet the net zero target by 2030 and also how we can influence others in the district to do the same. We are also working with 17 Councils in the South East to deliver the Green Homes Grant Scheme. During July and August all eligible households in the district will receive information encouraging them to apply for the grant.
- Finally, we have started work on a Sustainable Economy Strategy supported by a cross party member working group.



With respect to monitoring our progress the Council has a robust reporting process through Scrutiny Committees and of course as a member of the Greater Brighton Economic Board, we will also report local progress to the Board.

Mr Desmond asked the following supplementary question: Considering these 10 pledges, what specific requirements has the Council made of the organisations involved in the construction of the Northern Arc to ensure that climate and ecological mitigation is set as a priority?

#### **Response from the Leader**

Thank you for your question. I think the Northern Arc will be an exemplar for positive environmental action as part of a new development. In my original answer I have referred to some of the work being done there. The work on using recycled water is a significant step being rolled out on a development of that scale. If you think about 60 million litres of water not being used every year because recycled water is being used instead, that is a considerable impact. I believe the Northern Arc will also achieve a 10% biodiversity net gain. The Council has worked hard with Homes England to ensure it is exemplary and I am pleased to announce it will shortly be featuring on the Country File programme as good example of environmental and sustainability practice in a new development.

The following question was received from Mr Kenward:

With the success of the vaccination program at Clair Hall should the NHS vacate the building towards the end of the year would MSDC consider a further meanwhile lease to community groups or organisations in order to offer events over the Christmas period and possibly beyond until such times as the results of the public consultation are known and the future of Clair Hall is decided upon. Could council also provide the date of when the public consultation is to commence (however after consulting Social Media today I understand it was today which is good news) and if it has any plans at this time for the hall when the NHS choose to move out?

#### **Response from the Cabinet Member for Community, Councillor Norman Webster.**

Thank you for your question.

The NHS has requested that the license to use Clair Hall is extended until February next year and of course the Council has agreed to this. I invite you to continue listening to the meeting on the Council's YouTube channel as I will be making announcements about the consultation being run by our independent consultants whose appointment I agreed on 19 May following a customary tendering process.

Mr Kenward did not wish to pose a supplementary question.

#### **4. TO CONFIRM MINUTES OF THE MEETING OF COUNCIL HELD ON 31 MARCH AND 28 APRIL 2021.**

The minutes of the meeting of Council held on 31 March and 28 April 2021 were agreed as a correct record of the meeting.

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

Councillor Ash-Edwards and Councillor Pulfer declared an interest relating to item 17 on the agenda noting that they took no part in the exempt session of the meeting held on 9 December 2020. They will therefore take no part in the exempt session of this meeting under item 17.

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

None.

**7. CHAIRMAN'S ANNOUNCEMENTS.**

The Chairman noted her attendance at a Civic Engagement during May and encouraged Members to put forward nominations to the Mid Sussex Applauds Awards, details of which are available on the Council's website. The Chairman also announced her chosen charity for her term of office which will be Kangaroos, a local charity delivering fun and social activities to children and young adults with learning disabilities.

**8. MSDC PAY POLICY STATEMENT.**

Councillor De Mierre moved the item, noting that it is a legal requirement for the Council to publish the statement annually. This was seconded by Councillor Marsh.

The Chairman took Members to a vote on the recommendation which was approved with 43 in favour and 3 abstentions.

**RESOLVED**

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

**9. REPRESENTATIVES ON OUTSIDE BODIES.**

Councillor Ash-Edwards moved the tabled item, thanking the other Group Leaders for their cooperation on agreeing the proposed nominations. This was seconded by Councillor Llewellyn-Burke.

The Chairman took Members to a vote on the recommendation which was approved with 41 in favour, 2 against and 3 abstentions.

**RESOLVED**

Council approves the nominations to outside bodies listed in paragraph 4 of the report.

**10. TO RECEIVE THE REPORT OF THE LOCAL RETURNING OFFICER ON THE RESULT OF THE POLICE AND CRIME COMMISSIONER ELECTION - 6 MAY 2021.**

The Local Returning Officer introduced the report noting that the term of office for the Police and Crime Commissioner detailed in the report should be 3 years, ending in 2024.

The Chairman took Members to a vote on the recommendation which was agreed with 41 in favour and 5 abstentions.

**RESOLVED**

Council notes the election of Katy Elizabeth Bourne as Police and Crime Commissioner for the Sussex Police Area.

**11. TO RECEIVE THE REPORT OF THE RETURNING OFFICER AS TO THE PERSON ELECTED AS DISTRICT COUNCILLOR FOR THE WARD OF COPTHORNE AND WORTH ON 6 MAY 2021.**

The Returning Officer introduced the report.

The Chairman took Members to a vote on the recommendation which was agreed with in 41 favour and 5 abstentions.

**RESOLVED**

Council notes the election of Councillor Bruce Forbes as District Councillor for Copthorne and Worth.

**12. RECOMMENDATIONS FROM CABINET HELD ON 7 JUNE 2021.**

Councillor Llewellyn-Burke moved the item noting the year-end outturn position for the 2021 capital and revenue budgets. The net overspend has decreased due to increased levels of income, expenditure savings and a delay in works due to covid restrictions. An explanation was provided for each recommendation in the report. This was seconded by Councillor Ash-Edward who noted that the deficit of £1.4m is unprecedented. He acknowledged that as the roadmap out of lockdown progresses it should result in some financial pressures coming back into balance, however the Council needs to remain vigilant.

A Member queried whether leisure centres could return to full capacity once restrictions are lifted. It was confirmed that more information will be provided in the Cabinet Member's report.

The Chairman took Members to a vote on the recommendation which was agreed with in 42 favour and 3 abstentions.

**RESOLVED**

Council agreed:

- (i) that grant income as set out in paragraph 12 to 19 of the Cabinet report be transferred to Specific Reserves;
- (ii) that requests totalling £108,000 be transferred to Specific Reserves as set out in Table 1 of the Cabinet Report.
- (iii) that £100,000 be transferred to the Community Development Fund Specific Reserve from General Reserve as detailed in paragraph 21 of the Cabinet report;
- (iv) that balance of interest totalling £170,031 as set out in paragraph 22 of the Cabinet report is transferred to the General Reserve;
- (v) that Dividend income totalling £8,529 as set out in paragraph 27 of the Cabinet report is transferred to the General Reserve;
- (vi) that the 2021/22 capital programme be increased by £1,556,000 as a result of slippage of some 2020/21 capital projects as detailed in Table 2 of the Cabinet report;
- (vii) that the revenue overspend in 2020/21, totalling £1,400,000, be met from General Reserve.

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

The Leader began by welcoming Councillor Forbes, noting that he was a former District Councillor and Chairman.

The Leader drew Member's attention to a bid that the Council has submitted to the Government for the Levelling Up Fund. The bid is related to Burgess Hill Town Centre with £14m based on 3 investments to add to the vitality of the town. This includes the Martlets Shopping Centre to accelerate redevelopment in line with planning permission permitted, further sustainable transport improvements in the centre and a digital hub to leverage investments in the gigabit full fibre infrastructure. He noted that local Members of Parliament are fully supportive of the bid, and the Government's decision is due in September 2021.

The Leader announced the appointment of Councillor Salisbury as the Cabinet Member for Housing and Planning effective from 1 July 2021. He acknowledged that Councillor Salisbury would therefore resign as Chairman of the District Planning Committee and Vice-Chairman of the Council. These roles will be appointed at subsequent meetings.

The Leader provided an update on the Housing and Planning Portfolio which included the public examination of the Site Allocations DPD in June 2021. The Inspector concluded hearings following days of scrutiny and public consultation and is now considering all representations. A letter with his decision and the next steps for the Council to follow is due in late summer 2021.

Two Members thanked the Leader and Head of Digital and Customer Services for the information they have shared regarding the Levelling Up Fund (LUF) bid. Assurances were sought that if the bid is successful there will be wider Member and public consultation and engagement with the project and a defined demarcation between the deployment of public and private monies. Also, that the landlord New River Reit will be legally required to delivery its share of investment alongside deployment of public funds. The Leader confirmed that wider consultation will take place on the newer aspects of the bid and noted that when putting together a bid such as this, the Council seeks to draw on projects that already has policy and Member support, for example the Town Centre Regeneration and sustainable transport work. Regarding the deployment of funding and delivery, there will be significant due diligence to secure the bid outcomes and one criteria is that projects

should be in a position to start on site in current financial year. New River Reit are supporting the bid and therefore have entered into the commitments required by the criteria. If the bid is successful, the Council will work closely with the Government to ensure a robust delivery plan.

He also acknowledged a Members' concern about the relocation of smaller businesses within the town centre if the bid is successful. With regards to a query on the proposal for a tower block in the town, he noted that planning consent had been agreed and that the future of town centres inevitable includes more accommodation which will contribute positively to the vitality and sustainability of the location.

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

Deputy Leader

The Deputy Leader noted that leases continue to be signed for the Orchards Shopping Centre and reminded Members that Burgess Hill Model Railway at Fairfield Recreation may be back operating soon as well. She noted that the Watermill Inn at Worlds End has been listed as an Asset of Community Value and the Council has worked with the Worlds End Residents Association on a number of projects including park improvements and improvements to Wivelsfield Station.

Regarding transport infrastructure she noted that approximately £20m has been invested to encourage a modal shift to get people using cycling and walking across Burgess Hill. More information on the sustainable transport policy and linked topics can be found on [Burgeshill.net](http://Burgeshill.net).

In response to a Member's query, the Deputy Leader agreed to provide a written response on whether the pathways (as part of the connectivity programme) will be open in time for school holidays, and asked that Members contact her directly if there is a particular pathway of concern.

Cabinet Member for Economic Growth

The Cabinet Member noted the following headline facts in relation to the local economy and impact of Covid on the ongoing recovery:

- 2,855 Mid Sussex residents were claiming out of work benefits in May which was a monthly decrease of 10% to fall below 3,000 for the first time since April last year. It should be noted that pre-Covid it averaged below 1,000 for many years.
- At 3.2% of working age residents Mid Sussex has one of the lowest claimant count rates in the country, and the lowest in West Sussex.
- Despite recent falls, the number of furloughed workers in Mid Sussex remains high at 7,800 in April, accounting for 11% of eligible employments and this does match the national and regional rates. The number of furloughed workers can be expected to fall as the scheme winds down between 1st July and 30th September but with a feared associated rise in redundancies.

He noted that work has been continuing to help the local business community access appropriate Covid support funding and work continues on a new marketing and promotion strategy that will help promote the District to inward investors and bring more jobs into Mid Sussex

He concluded by noting that the Council is working in partnership with other West Sussex Districts and Boroughs on various business support and training schemes for those businesses that apply.

In response to a Member's query on the Welcome Back Fund regarding the criteria to ensure fair allocation, he asked that the Member send their query by email and he will respond in writing. He also noted a Member's request that the Council works with Town and Parish Councils to help them develop their own individual economic development and marketing strategies.

#### Cabinet Member for Customer Services

The Cabinet Member noted that the option to apply for Restart grants end at midnight tonight. She noted that the Council was one of only 13 Authorities to receive an extra £1.27m grant funding from the Government. The Council has also been chosen as part of the Governments Debt Advice pilot and has seen the second biggest uptake of this nationally after Bristol. Partnering with Department of Work and Pensions, the Council has also set up 2 community outreach job centre hubs in Bentswood and Burgess Hill which go live on 1 and 2 July.

She confirmed that Mid Sussex Matters magazine will land with residents from 5 July and the Comms team is promoting a number of initiatives including one in conjunction with Mid Sussex Voluntary Action and Balfour Beatty to seek out digital champions to help people become more capable in that area.

She also confirmed that the digital infrastructure work has been signed off in Burgess Hill and the route through Haywards Heath to Crawley is 88% complete, with testing to be carried out before it is aimed to be ready in September.

The Cabinet Member concluded by noting that the District had a 97% response rating to the Census according to the Office of National Statistics. She also encouraged all Members to refer to the Learning Pool for updated information on safeguarding and county lines awareness.

#### Cabinet Member for Environment and Service Delivery

The Cabinet Member noted that leisure centres have reopened in a staged way since 12 April and feedback has been positive, showing confidence in Places Leisure's management of the centres. Indications show strong membership sales and work is continuing for the centres to be fully open from 19 July if restrictions are lifted. It is also hoped that the Cuckfield paddling pool will reopen shortly after recent refurbishment work. He confirmed that the situation regarding playground equipment cleaning and positioning will be reviewed in light of the easing of restrictions.

A number of Members thanked Officers and the staff of the Leisure Centres for their work to ensure a successful reopening. The Cabinet Member acknowledged differing Member's perspectives on the need to pre-book sessions at the centres and agreed to pass the comments on to Places Leisure.

## Cabinet Member for Community

The Cabinet Member confirmed that the Council has launched a public engagement and consultation process on future of the Clair Hall site. Over coming months through dialogue with a wide range of people, the Council will identify how the site can continue to contribute to the local community in a way that is sustainable and good for the community.

He noted that the Hall has been recently used for the vaccination programme and the Council is committed to support this service as it rolls into the next year. The long-term future of the site needs to be considered and all views are welcome. The public can participate through an online engagement hub as well as through several online and physical events which will be organised if restrictions allow. An independent group of representative organisations from a broad spectrum of the community will be formed to ensure all voices are heard. Feedback will be reported to Cabinet prior to any decisions being taken before the end of the year. In response to Member's queries on subsidies for performing arts and whether the site could remain open, he noted that nothing has been ruled out at this stage and any suggestion will be looked at provided it is submitted with Gunning principles in mind.

### **15. QUESTIONS FROM MEMBERS PURSUANT TO COUNCIL PROCEDURE RULE 10.2.**

The following question was received from Councillor Brown:

In April 2019 MSDC committed to provide 26 charging points in 10 off-street car parks. Now we discover, at scrutiny committee for Leader, Finance and Performance, that the West Sussex County Council Electric Vehicle Strategy 2019-2030, (the platform for providing these chargers), has run aground. A bidder was selected but a contract was not signed and the process was abandoned on legal advice.

The Scrutiny Committee were advised that ownership of the underground cables was the stumbling block with the successful bidder. It was emphasised that EV chargers are a highway infrastructure matter. Since MSDC car parks are not public highways the responsibility for them and what happens in them and in the ground under them must be a Mid Sussex responsibility.

UK Power Networks now offer a simple Electric Vehicle Notification process to design and provide suitable connections to the electricity grid. The selected bidder, would design and install the grid connections, metering and cabling for the EVCPs, but it is simply not reasonable to expect them to assume ownership of these cables and connections.

Thinking about the reliability of the existing electric vehicle chargers and lack of penalties for failure of the contractor to maintain them, it's all very well saying that following a failure, they will be put back within a certain time frame. This mistake was made in 2017. We need a 'carrot and stick' arrangements which will award for good performance and penalise for non-performance.

Will the revised enquiry be amended to achieve agreement with a selected bidder on the infrastructure ownership and reliability issues?

Please advise if MSSC have revisited the original 2019 decision concerning the number of chargers and their locations in the light of the Electric Vehicle Strategy; the failure of the bidding process; the huge increases in electric cars anticipated; climate emergency; and funding streams from the Government?

When is it now expected that a contractor will be appointed and that new and replacement EV chargers will be in service in MSDC public car parks?

### **Response from the Cabinet Member for Environment and Service Delivery**

Thank you for your questions. This matter has been explained at length and on numerous occasions, but I will confirm again:

Taking each of your points

- Yes, you are correct Cllr Brown, what happens in MSDC car parks is a matter for this Council.

- Yes you are correct that it would not be reasonable for this Council to hand ownership rights of underground infrastructure within our car parks to the supplier or to have to pay to retain them at the end of a contract. This is why we did not proceed with awarding the contract when this was demanded in the final stages of procurement process.

- Yes, the new tender, which is currently live, is very clear on the requirement that this and the other Councils involved, will retain ownership of any underground EV cabling infrastructure installed as part of the contract at the end of the contract.

- The original decision about the initial locations and numbers of the first phase of EV installation in MSDC car parks remains valid. We are committed to working in partnership with the new supplier, WSCC and the other West Sussex D&Bs, to develop a comprehensive charging network across the District, including but not limited to our own car park estate, and we expect the number of chargers available to our residents to increase year on year in line with the development of that network over the lifetime of the contract.

- It is expected that the supplier contract will be in place in September with first installations, subject to final site assessments and UKPN, by the end of this financial year with replacements for the current chargers which have had operational issues as a priority.

Councillor Brown asked a subsequent question on why MSDC is pursuing this with West Sussex County Council if ownership is with the Council. The Cabinet Member agreed to provide a written response.

**16. TO CONSIDER WHETHER TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ACCORDANCE WITH SECTION 100A OF THE LOCAL GOVERNMENT ACT 1972 ON THE GROUNDS THAT IT INVOLVES THE LIKELY DISCLOSURE OF EXEMPT INFORMATION AS DEFINED IN PARAGRAPH 3 OF PART 1 OF SCHEDULE 12A OF THE SAID ACT.**

The Chairman took Members to a vote on the above paragraph which was agreed with 37 in favour.

### **RESOLVED**

That the press and public be excluded from the meeting during consideration of the following items in accordance with Section 100A of the Local Government Act 1972



on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of part 1 of schedule 12a of the said act.

**17. EXEMPT MINUTES OF THE MEETING OF COUNCIL HELD ON 9 DECEMBER 2020.**

Councillor Ash-Edwards and Councillor Puffer left the meeting for the duration of this item.

The meeting moved into exempt session at 9.00pm and returned to open session at 9.02pm.

The meeting finished at 9.04 pm

Chairman

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## **MAKING OF THE COPTHORNE NEIGHBOURHOOD PLAN**

REPORT OF: Judy Holmes, Assistant Chief Executive  
Contact Officer: Sally Blomfield – Divisional Leader for Planning and Economy  
Wards Affected: Copthorne and Worth  
Key Decision: N/A  
Report to: Council  
Date of meeting: 29<sup>th</sup> September 2021

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### **Purpose of Report**

1. The purpose of this report is to recommend that the Council formally 'make' the Copthorne Neighbourhood Plan. The Neighbourhood Plan will then sit alongside the District Plan as part of the Development Plan for Mid Sussex and be used in the determination of planning applications in the Copthorne and Worth ward.

### **Summary**

2. The District Council supports communities who wish to prepare Neighbourhood Plans. Altogether, in addition to the Copthorne Plan, 18 Neighbourhood Plans have been 'made' (adopted) in the District. There is one remaining Neighbourhood Plan being prepared, Horsted Keynes.
3. The Copthorne Neighbourhood Plan has been through independent examination and received the support of the community in a Referendum. Mid Sussex District Council is required to formally 'make' the Copthorne Neighbourhood Plan following a successful Referendum, unless to do so would breach, or would otherwise be incompatible with any EU obligation or any of the Convention Rights (within the meaning of the Human Rights Act 1998).

### **Recommendations**

4. **It is recommended that Council:**
  - **Notes the outcome of the Copthorne Neighbourhood Plan Referendum; and**
  - **Formally 'makes' the Copthorne Neighbourhood Plan part of the Development Plan for the Copthorne and Worth ward.**

### **Background**

5. Worth Parish Council is the 'qualifying body' with responsibility for preparing the Copthorne Neighbourhood Plan. The Neighbourhood Plan covers the plan period 2021 to 2031 and has been prepared for a designated neighbourhood area which follows the Copthorne and Worth ward boundary.
6. The Parish Council started their preparation of a Neighbourhood Plan for its Parish in July 2012 when the Neighbourhood Plan area was designated by the District Council.
7. The Plan sets out a vision and objectives for the ward and, in line with paragraph 28 of the National Planning Policy Framework, it contains a series of policies to protect the community facilities, green spaces, heritage, character, local economy and parking.

8. The Neighbourhood Plan was published by the District Council for Regulation 16 public consultation from 9<sup>th</sup> February until 24<sup>th</sup> March 2021.
9. In agreement with Worth Parish Council, Mid Sussex District Council appointed an Independent Examiner, Mr Andrew Ashcroft, to review whether the Neighbourhood Plan met the Basic Conditions, as required by legislation and to recommend whether it should proceed to Referendum. The Examiner concluded that, subject to some modifications to the Plan, it met the Basic Conditions and should go forward to Referendum. These modifications were approved by Cabinet on 26<sup>th</sup> July 2021.
10. The Copthorne Neighbourhood Plan Referendum was held on 16<sup>th</sup> September 2021. The result was 446 (87.1%) persons in favour and 64 (12.5%) against. The overall turnout at the Referendum was 12.9 %. The declaration of result is attached as Appendix 1 to this report.

### **Making of the Neighbourhood Plan**

11. The Neighbourhood Planning Act 2017 provides that a Neighbourhood Plan automatically becomes part of the Development Plan following a successful Referendum, holding full weight in relation to the determination of planning applications. However, the Local Planning Authority (LPA) also has a statutory duty to 'make' a Neighbourhood Plan, following a successful Referendum, if more than half of those voting have voted in favour of the plan. The LPA is not subject to this duty if (and only if) the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention Rights (within the meaning of the Human Rights Act 1998).
12. The Examiner concluded that the Copthorne Neighbourhood Plan, with modifications, met these legislative obligations. No information has subsequently arisen to suggest the making of the Copthorne Neighbourhood Plan would be in breach with or incompatible with the legislation.

### **Policy Context**

13. The National Planning Policy Framework and the Localism Act 2011 support Neighbourhood Plans. The Mid Sussex District Plan was adopted in March 2018 and the preparation of Neighbourhood Plans is part of its overall development strategy.

### **Other Options Considered**

14. There are no other options as the LPA has a statutory duty to 'make' a neighbourhood plan, following a successful Referendum, and it meets statutory requirements.

### **Financial Implications**

15. The cost of the Examination was £4,000 and the Referendum cost £6,821. These costs will be met from Government grant now the Plan has achieved a successful Referendum.

### **Risk Management Implications**

16. If the Neighbourhood Plan is not 'made', the Council could be at risk of legal challenge on the basis it has not met the legal requirements for Neighbourhood Development Plans.

## **Equality and Customer Service Implications**

17. An Equality Impact Assessment was carried out at the Submission (Regulation 16) Stage of the Neighbourhood Plan. The Parish Council also prepared a Consultation Statement demonstrating how they have consulted the local community and statutory consultees.

## **Other Material Implications**

18. There are no other material considerations.

## **Appendices**

1. The Declaration of Result of Poll

## **Background Papers**

- The Copthorne Referendum Neighbourhood Plan can be viewed at: <https://www.midsussex.gov.uk/planning-building/neighbourhood-plans>

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# DECLARATION OF RESULT OF POLL

## Copthorne Neighbourhood Plan Referendum

I Tom Clark, being the Counting Officer at the above referendum held on Thursday 16 September 2021, do hereby give notice that the question put to the electorate was as follows:

**Do you want Mid Sussex District Council to use the neighbourhood plan for Copthorne to help it decide planning applications in the neighbourhood area?**

And that the number of votes cast for each answer is as follows:

	Votes Recorded	Percentage
<b>Yes</b>	446	87.1%
<b>No</b>	64	12.5%

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more than one answer	0
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	2
Total	512

Electorate: 3981      Ballot Papers Issued: 512      Turnout: 12.9 %

And I do hereby declare that the majority of those voting in Copthorne have voted **in favour of** the Neighbourhood Plan.

Dated: Thursday 16 September 2021

Tom Clark  
Counting Officer

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## REPORT OF THE RETURNING OFFICER AS TO THE PERSON ELECTED AS DISTRICT COUNCILLOR FOR THE WARD OF ARDINGLY AND BALCOMBE ON 8 JULY 2021

REPORT OF: Tom Clark, Head of Regulatory Services and Monitoring Officer  
Contact Officer: Lucinda Joyce, Senior Democratic Services Officer  
Email: [lucinda.joyce@midsussex.gov.uk](mailto:lucinda.joyce@midsussex.gov.uk) Tel: 01444 477225  
Wards Affected: Ardingly and Balcombe  
Key Decision: No  
Report to: Council  
29 September 2021

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### Purpose of Report

1. To note the election of Councillor Jenny Edwards as District Councillor for the Ward of Ardingly and Balcombe.

### Summary

2. I, the Returning Officer, hereby declare the following person was elected as a Member of Mid Sussex District Council at the election held on 8 July 2021.

WARD	PERSON ELECTED	DESCRIPTION	YEAR OF RETIREMENT
Ardingly and Balcombe	Jenny Edwards	The Green Party Candidate	May 2023

### Recommendation

3. **That Council notes the election of Councillor Jenny Edwards as District Councillor for Ardingly and Balcombe.**
- 

### Financial and Risk Implications

4. None.

### Equality and Customer Service Implications

5. None.

### Sustainability Implications

6. None.

### Background Papers

7. None.

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## **POLITICAL BALANCE: SECTION 15 LOCAL GOVERNMENT AND HOUSING ACT 1989; THE LOCAL GOVERNMENT (COMMITTEES AND POLITICAL GROUPS) REGULATIONS 1990**

REPORT OF: Monitoring Officer: Tom Clark  
Email: [tom.clark@midsussex.gov.uk](mailto:tom.clark@midsussex.gov.uk) Tel: 01444 477459  
Wards Affected: All  
Key Decision No  
Report to: Council  
29 September 2021

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### **Purpose of Report**

1. The purpose of the report is to set out the political balance of the Council, following the by-election at Ardingly and Balcombe District Ward on 8 July 2021.

### **Recommendations**

2. **That for the year 2021/22:**
    - i. **The Scrutiny Committees each comprise of 15 members, consisting of 9 Conservative, 4 Liberal Democrat, 1 from the Green and Burgess Hill Independent Group and 1 from the Independent Councillors on the Scrutiny Committee of Leader Finance and Performance and on the Scrutiny Committee for Housing Planning and Economic Growth. The Scrutiny Committee for Community Customer Services and Service Delivery is comprised of 9 Conservative, 4 Liberal Democrat and 2 from the Green and Burgess Hill Independent Group.**
    - ii. **Two Planning Committees each comprise 12 members, consisting of 8 Conservative on each of the 2 committees, 3 Liberal Democrat on the District Planning Committee and 2 on the Planning Committee, 1 from the Independent Councillors for the Planning Committee and 1 from the Green and Burgess Hill Independent Group on the District Planning Committee and on the Planning Committee;**
    - iii. **The Licensing Committee comprises 15 members, consisting of 10 Conservative, 3 Liberal Democrat, 1 from the Green and Burgess Hill Independent Group and 1 from the Independent Councillors;**
    - iv. **The Standards Committee comprises 6 Council members consisting of 4 Conservative (other than the Leader), 1 Liberal Democrat and 1 from the Green and Burgess Hill Independent Group and 4 representatives of town/parish councils.**
    - v. **The Audit Committee comprises 7 members consisting of 4 Conservative, 2 Liberal Democrat and 1 from the Green and Burgess Hill Independent Group.**
-

## Background

3. Section 15 of the Local Government Act 1989 and the Regulations made thereunder, require the Council to review regularly the political composition of the Council and to determine the size and constitution of its Committees etc. to ensure that the political balance is reflected and maintained in those Committees, Sub-Committees and Working Parties by allocating seats on each Committee to each group in direct proportion to each group's overall representation on the Council.
4. In accordance with legislation, the Council is required to consider the political balance of the Council and to determine the allocation of seats on Committees.

## The Rules and Principles of Political Balance

5. The political composition of the Council is now:

Conservative	34 seats (63%)
Liberal Democrat	13 seats (24%)
Green and Independent Burgess Hill	5 seats (9%)
Independent Councillors	2 seats (4%)

6. The principles of political balance require that:
  1. not all seats on any committee or sub-committee are allocated to the same group;
  2. the majority of seats on the committee/sub-committee is allocated to a particular group if that group has a majority of seats on the Council;
  3. subject to 1 and 2 above that the number of seats allocated to any group on the total of all committees have the same proportion to the proportion on the full Council, and
  4. subject to 1, 2 and 3 above that the number of seats on each committee allocated to each group bears the same proportion to the proportion on the full Council.

## The Effect of the Rules on the Composition of Committees

7. The following Committees are established:

Two Planning Committees, each having	12 Members
Three Scrutiny Committees each having	15 Members
Licensing Committee	15 members
Standards Committee	6 Members (plus four town/parish representatives)
Audit Committee	7 Members

8. Each of the two Planning Committees has 12 Members and the total allocation of seats to those committees was calculated as a whole. This gives representation on the committees as follows:

Planning Committee: 8 Conservative, 2 Liberal Democrat, 1 from the Independent Councillors and 1 from the Green and Burgess Hill Independent Group.

District Planning Committee : 8 Conservative, 3 Liberal Democrat and 1 from the Green and Independent Burgess Hill Group

9. Subject to the proposals in this report being adopted, the composition of Committees of the Council will be as follows:

**3 Scrutiny Committees 15 Members each**

Conservative	9
Liberal Democrat	4
Green and Independent Burgess Hill (2 on one Scrutiny Committee)	1
Independent Councillors (1 on two Scrutiny Committees)	1

**Audit Committee 7 members**

Conservative	4
Liberal Democrat	2
Green and Independent Burgess Hill	1

**Licensing Committee 15 Members**

Conservative	10
Liberal Democrat	3
Green and Independent Burgess Hill	1
Independent Councillors	1

**Standards Committee 6 Members**

Conservative	4
Liberal Democrat	1
Green and Independent Burgess Hill	1
Independent Councillors	0

**Total Number of Seats to be allocated: 97**

**Financial Implications**

10. None.

**Sustainability Implications**

11. None

**Other Material Implications**

12. None.

**Background Papers**

None.

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MID SUSSEX DISTRICT COUNCIL  
Governance Review Summary

SANDRA PRAIL

[s.prail@btinternet.com](mailto:s.prail@btinternet.com)

07914460660

## Scope of Review

### My Brief

The Council commissioned me to carry out an independent review of governance focussed on the extent to which the Council's governance arrangements contribute to its corporate plan aim 'to be an effective Council delivering value for money services and helping to create a strong economy, environment and community'.

### Methodology and Approach

A staged approach was undertaken:

- Stage 1: document review
- Stage 2: evidence gathering comprising interviews and a member survey and
- Stage 3: reporting.

This document provides a summary of my main findings and an action plan setting out recommendations for improvement.

The commissioning of this external review indicates a council wide desire to take stock of current arrangements and ensure arrangements represent value for money which bodes well for improvement. This has been reinforced by the positive actions agreed by Group Leaders when I reported back my initial findings.

I wish to thank everyone who spoke with me for their constructive and open dialogue and to all members who completed the survey.



## Overview of the Council’s Governance Arrangements

Mid Sussex District Council (MSDC) has 26 wards represented by 54 Councillors. There has been Conservative control of the Council since 1999. The number of Opposition members increased significantly following elections in 2019. The number of members new to the role of MSDC councillor was also high.

The current political make-up of the Council is shown below:

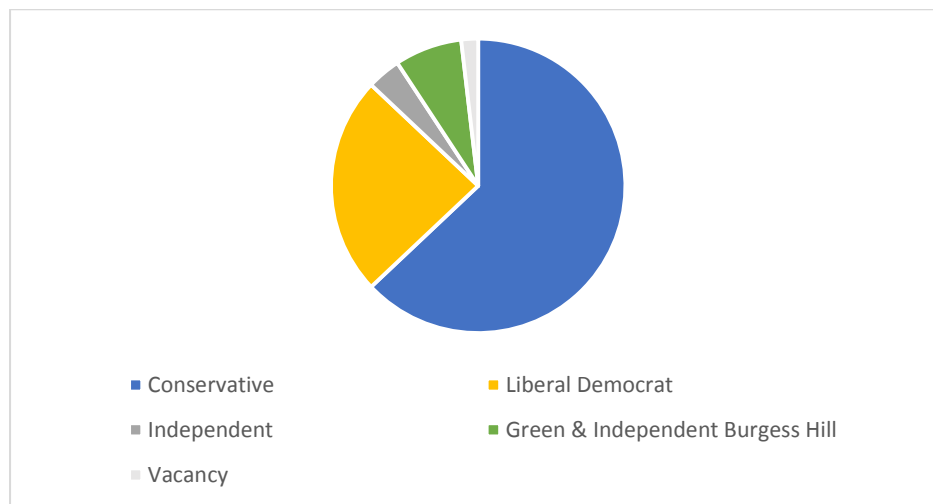


Figure 1

The Council has adopted the strong Leader Cabinet model. The majority of executive decisions have been delegated to either the Cabinet collectively, to individual Cabinet members or to officers to undertake the day to day running of council services.

The Council is under a duty to maintain and keep up to date its **Constitution**. It is published on the Council’s website. It sets out the over-arching governance framework, decision making processes and procedures including a Scheme of Delegations. The Monitoring Officer has a duty to monitor and review the operation of the Constitution and proposals for change must be approved by full Council. A **Constitutional Review Group** informs his recommendations.

MSDC has held its Council and committee meetings on a remote platform rather than in a physical location since Regulations<sup>1</sup> enabled it to do so. Recordings of all such meetings are accessible on the Council’s YouTube channel.

The current decision-making structure looks like this (Figure 2):

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<sup>1</sup> The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

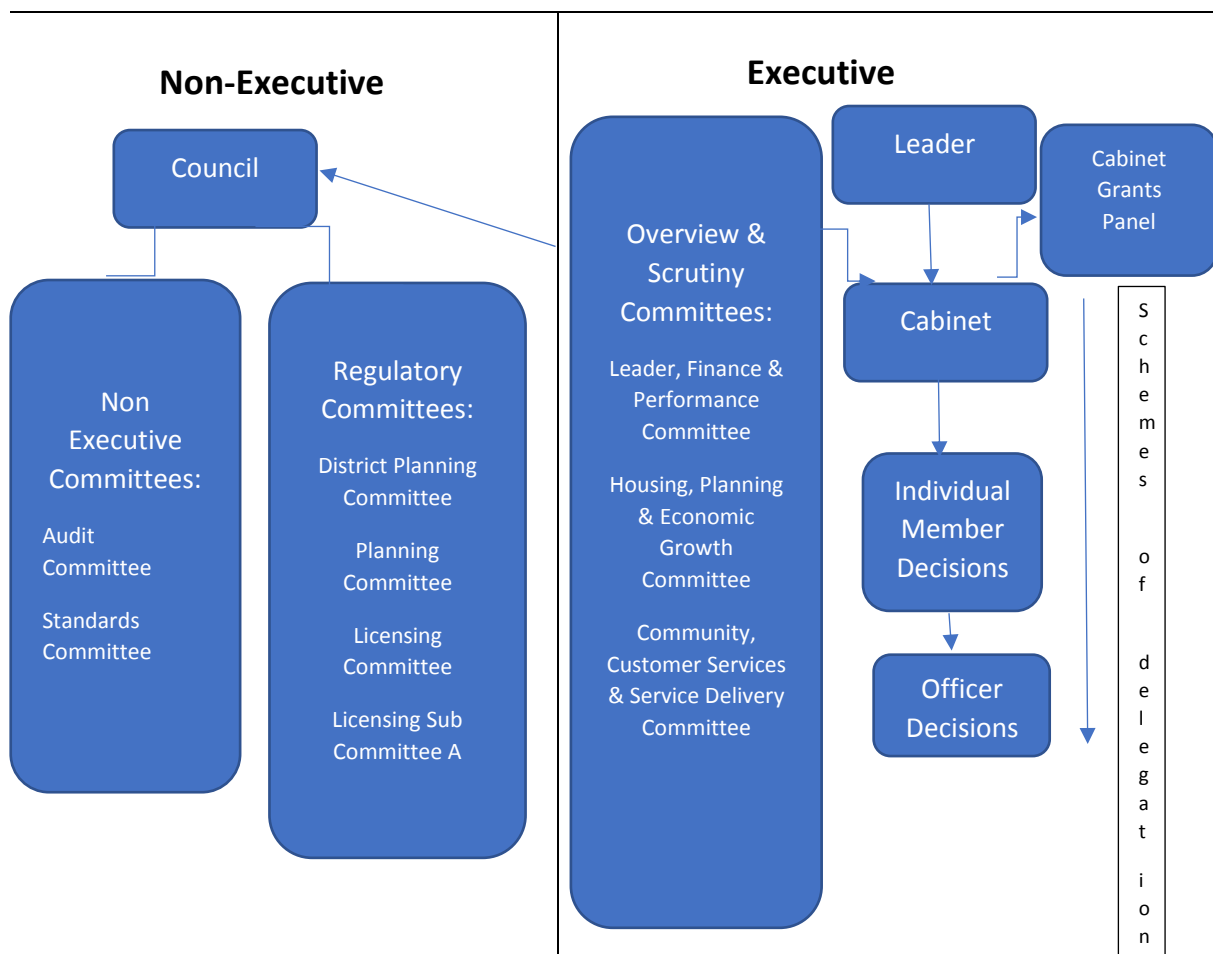


Figure 2

## Conclusions

The Council's governance framework is not atypical for a District Council. The Constitution follows the national model and covers relevant <sup>2</sup> matters. It is reviewed annually and was last updated in May 2020. At its next review the Constitution would benefit from a forensic read to correct minor typographic errors<sup>3</sup> and update legislative provisions<sup>4</sup>. But overall I find it to meet key statutory requirements and be fit for purpose.

There is significant variation possible in how Councils implement good governance. I now turn to summarise my conclusions on the efficiency of current arrangements and the general approach to decision making.

<sup>2</sup> listed in the Local Government Act 2000 (Constitution)(England) Direction 2000.

<sup>3</sup> Eg cl 4.1 refers to a Cabinet of 6 members and there are various references to the former Audit Commission

<sup>4</sup> Eg Part 4 of the Constitution refers to designated independent persons superseded by the Local Authorities (Standing Order) (England) (Amendment) Regulations 2015

## Efficiency of Governance Arrangements

### Regulatory Committees and non Executive Committees

I find the regulatory and non-executive committees to be fit for purpose, efficient and proportionate. They get their core business done without undue political distraction and remain focussed on the issues before them. They contribute well to the Council's corporate aim to be an effective Council delivering value for money services and provide some strong governance foundations. I do not recommend at this time any significant change in their structural or process arrangements.

### Overview and Scrutiny

Benchmarking data suggests that the structural arrangements at MSDC for scrutiny are resource hungry. In terms of impact I find that the scrutiny committees are not working as effectively as they might and that opportunities exist to adopt best practice.

Doing less, more effectively with fewer but more impactful committees would improve the overall effectiveness of scrutiny arrangements and better satisfy the corporate aim for value for money arrangements. Prioritised balanced work programmes with clear scope and clarity of purpose focussed on how cross-party scrutiny can address issues of wider concern to residents aligned with corporate priorities would improve impact and reduce a tendency to focus on unnecessary detail. Strengthening core knowledge and skills of members is critical to ensuring that there is a common understanding of good governance to inform any structural and/or operational changes.

### Council

I found meetings to be generally well chaired but lengthy, often exceeding 3 hours. Reducing the time spent on revisiting issues raised at scrutiny committees and addressing procedural matters would enable better focus on Council priorities.

### Cabinet

The allocation of functions to full Cabinet and individual Cabinet members is clear. As with other party groups there is a mix of skills and experience within the Cabinet.

### Working Groups

Cross party working groups at MSDC do not play a major and consistent role in decision making. Their success has been mixed. Group Leaders do not meet regularly and this is a missed opportunity for dialogue on key issues, including member development and governance culture.

### Officer Delegations

The Scheme of Officer delegations appears to be well understood and is not a barrier to good decision making. Nothing was brought to my attention that warrants any significant change to the delegations other than ensuring officer titles are updated.

### The approach to decision making

The Council's approach to decision making is evidence based with robust reporting arrangements that instil confidence. Whilst I have suggested some improvements in the following action plan these are minor and build on existing strengths.

## Recommendations

The number of members new to the role of MSDC councillor was high following the 2019 elections. A significant number of members have experience of town and parish councils and it takes time to understand the significant differences in the duties and powers of the tiers of local government. In a Council where so many members are relatively new to office the need for a solid and ongoing bedrock of member development and support is essential.

Expecting members to fully understand the complexities of the Council's constitution and what good practice looks like is unrealistic without a rich and tailored member development programme based on individual need and including mandatory elements in relation to core skills and knowledge. Feedback within groups can also be a rich source of member learning and provide an ongoing powerful mechanism for supportive improvement. Whilst the initial induction programme for members in 2019 was a good starting point in my view members of all political groups need tailored development support.

The following action plan sets out my key recommendations. It proposes that a phased approach be taken to improving governance arrangements. **Phase 1** should focus on improving cross party dialogue and ensuring that members have tailored development support in skills fundamental to good governance. With an improved culture and a sound foundation of core skill and knowledge for all members the Council will then be well placed to move to a **Phase 2** review of its governance arrangements for scrutiny, Council and working groups.

## Recommendations/ Implementation Plan

Recommendation	Priority High/Medium/Low	3-6 months	6-12 months	12+ months	Measures of success	Cost implications	Responsibility
<b>Effectiveness of Governance Arrangements</b>							
<b>Phase 1</b>							
<b>R1</b> Group Leaders should take action to increase cross party dialogue in order to build trust and a healthy organisational culture that contributes to good governance;	H	✓ NB Regular meetings have been convened	ongoing	ongoing	Improved member – member relations	Neutral	Group Leaders.
<b>R2</b> Group Leaders should lead the development of a member support and development programme.	H	✓ planning	✓delivery	ongoing	Shared common understanding of core aspects of governance. Knowledge gaps filled.	Dependent on programme.	Group Leaders
<b>Phase 2</b>							
<b>R3</b> The Council should consider the areas for improvement identified in order to review its governance arrangements for scrutiny, Council and working groups.	H			✓	Reduced cost, increased impact	Dependent on detail but potential saving through reducing number of scrutiny committees	Constitutional Review Group and Council
<b>Approach to decision making</b>							
<b>R4</b> Review the standardised officer reporting template to ensure that it requires appropriate consideration of	M		✓		Improved audit trail of decision making	Neutral	Democratic Services

alternative options and rationale for their dismissal.							
<b>R5</b> Consider introducing centralised systems for member enquiries	M			✓	% member enquires answered within agreed standards. % members using system. % satisfaction	Dependent on system	Management Team
<b>R6</b> Reinforce the role of ward councillors as community leaders by ensuring that members are kept informed and engaged on matters and decisions affecting their wards and are aware of official council engagements and events.	M			✓	Members systematically engaged and informed of ward matters. Timeliness measures set and met	Minimal (consider digital solution)	Management Team
<b>R7</b> Review the format and content of the Annual Governance Statement (AGS) as a public facing document to manage and champion governance.	M		✓		AGS profile raised - transparent public reporting on governance.	Minimal	Chief Executive and Head of Corporate Services



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## RECOMMENDATIONS FROM CABINET – 26 JULY and 13 SEPTEMBER 2021

### JULY:

#### BUDGET MANAGEMENT 2021/22 – PROGRESS REPORT APRIL TO MAY 2021

##### Summary

1. The forecast revenue outturn position for 2021/22 at the end of May is showing a projected net overspend of £468,000 against the original budget. This mainly relates to the cost of the pending unbudgeted pay award (£141,000) and the continued impact of Covid19 that has resulted in further unbudgeted Leisure centre re-opening costs (£308,000). However, all Leisure costs set out in Appendix A of this report will be met from the Leisure Covid Support Specific Reserve created in 2020/21 which will reduce the forecast overspend to £143,000.
2. Whilst the MHCLG Income Compensation scheme will also continue for the first quarter of the year and help mitigate lost income, Members are warned that, unless income levels recover as the year progresses, some draw on reserves may again be required to balance the budget by year end,. However, this should not lead to concerns over the viability of the authority in the short term, although, as mentioned before, evidently the budget over the medium term will need to be brought into a position where expenditure is not in excess of income from all sources.

##### Recommendations

3. **That Council approve:**
  - (i) that £432,728 grant income relating to Homelessness Prevention be transferred to Specific Reserves as detailed in paragraphs 26 of the Cabinet report;
  - (ii) that £6,400 grant income relating to the Cold Weather Fund be transferred to Specific Reserve as detailed in paragraph 27 of the Cabinet report;
  - (iii) that £563,194 grant income relating to the Covid-19 Test and Trace Contain Management Outbreak Fund (COMF) be transferred to Specific Reserve as detailed in paragraph 28 of the Cabinet report;
  - (iv) that £21,215 grant income relating to Implementing Welfare Reform be transferred to Specific Reserve as detailed in paragraph 29 of the Cabinet report;
  - (v) that £27,618 grant income for new burdens relating to Verify Earnings & Pensions be transferred to Specific Reserve as detailed in paragraph 30 of the Cabinet report;
  - (vi) that £5,000 grant income in respect of a payment for Rough Sleepers be transferred to Specific Reserve as detailed in paragraph 31 of the Cabinet report;
  - (vii) that £2,973 grant income relating to Revenues and Benefits New Burdens be transferred to Specific Reserves as detailed in paragraph 32 of the Cabinet report;
  - (viii) that £166,800 grant income in respect of New Burdens Local Authority Discretionary funding be transferred to Specific Reserve as detailed in paragraph 33 of the Cabinet report;

- (ix) that £33,632 grant income relating to Domestic Abuse Safe Accommodation funding be transferred to Specific Reserves as detailed in paragraphs 34 of the Cabinet report;
- (x) that £25,000 grant income relating to Additional Emergency Accommodation funding be transferred to Specific Reserves as detailed in paragraphs 35 of the Cabinet report;
- (xi) that £107,395 grant income relating to Admin Subsidy be transferred to Specific Reserves as detailed in paragraphs 36 of the Cabinet report;
- (xii) the variations to the Capital Programme contained in paragraph 50 of the Cabinet report in accordance with the Council's Financial Procedure rule B3.

## **SEPTEMBER:**

### **BUDGET MANAGEMENT 2021/22 – PROGRESS REPORT APRIL TO JULY 2021**

Cabinet considered the progress on the Revenue Budget, Capital Programme and Revenue Projects and Treasury Management for 2021/22.

#### **Summary**

1. The forecast revenue outturn position for 2021/22 at the end of July is showing a projected net overspend of £559,000 against the original budget. This largely relates to the cost of the pending unbudgeted pay award, the continued impact of Covid19 that has resulted in further unbudgeted Leisure centre re-opening costs together with reduced Town Centre rental income. However, all Leisure costs reported to date will be met from the Leisure Covid Support Specific Reserve created in 2020/21 which will reduce the forecast overspend to £277,000.
2. This overspend will reduce when a proportion of lost income is claimed from the MHCLG Income Compensation scheme which will apply to the first quarter of the year. The amended scheme has yet to be set out so it has not been possible to quantify the compensation figure. Depending upon the extent of the overspend, some draw on reserves may be necessary to balance the budget by year end.

#### **Recommendations**

##### **3. That Council approve:**

- (xiii) that £50,000 grant income received to fund the Burgess Hill Station project be transferred to Specific Reserves as detailed in paragraph 29 of the Cabinet report;
- (xiv) that £445 grant income relating to New Burdens funding for Council Tax data submissions be transferred to Specific Reserve as detailed in paragraph 30 of the Cabinet report;
- (xv) that £14,000 be reallocated to the Planning Performance Agreement Specific as detailed in paragraph 31 of the Cabinet report;
- (xvi) that £100,000 be transferred to the Gatwick DCO Specific Reserve as detailed in paragraph 32 of the Cabinet report;

- (xvii) the variations to the Capital Programme contained in paragraph 39 of the Cabinet report in accordance with the Council's Financial Procedure rule B3.**

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