
20 June 2023

NOTE: There will be limited public access to observe the meeting. Admission is by ticket only, bookable by 4pm the day prior to the meeting via: committees@midsussex.gov.uk. Access is also available via a live stream through the [Mid Sussex District Council's YouTube channel](#).

Dear Councillor,

A meeting of **SCRUTINY COMMITTEE PLACE AND ENVIRONMENT** will be held in the **COUNCIL CHAMBER** at these offices on **WEDNESDAY, 28TH JUNE, 2023 at 7.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

	Pages
1. To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc.	
2. To receive apologies for absence.	
3. To receive Declarations of Interests from Members in respect of any matter on the Agenda.	
4. To be agreed by general affirmation the Minutes of the previous meetings of the scrutiny committees held on 15 and 22 March, and 24 May 2023.	3 - 12
5. To consider any items that the Chairman agrees to take as urgent business.	
6. District Plan Review 2021 - 2039: Update.	13 - 16
7. Scrutiny Committee Work Programme.	17 - 20
8. Questions pursuant to Council Procedure Rule 10.2 due notice of	

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which has been given.

To: **Members of Scrutiny Committee Place and Environment:** Councillors J Belsey (Chairman), K Berggreen (Vice-Chair), M Avery, R Bates, J Edwards, J Henwood, J Hitchcock, T Hussain, A Peacock, A Rees and G Zeidler

**Minutes of a meeting of Scrutiny Committee for Planning,
Economic Growth and Net Zero
held on 15 March 2023
from 7.00 pm**

Present: N Walker (Chair)
A Peacock (Vice-Chair)

R Bates	P Coote	J Mockford
M Belsey	R Eggleston	K Adams
P Brown	B Forbes	J Dabell
R Clarke	J Henwood	

Absent: Councillors S Hatton, C Laband, G Marsh and R Whittaker

Also Present: Councillors R de Mierre and N Webster

Also Present as Cabinet Member: Councillors S Hillier and R Salisbury

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

Councillor Hicks substituted for Councillor Hatton, Councillor Adams substituted for Councillor Laband, Councillor Dabell substituted for Councillor Marsh.

2 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Councillors Hatton, Laband, Marsh and Whittaker.

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

Councillor Brown declared an interest in item 7 as he is the correspondent for the Open Spaces Society.

**4 TO CONFIRM THE MINUTES OF THE MEETING OF THE SCRUTINY
COMMITTEE FOR HOUSING, PLANNING AND ECONOMIC GROWTH HELD ON
5TH AND 18TH OCTOBER 2022.**

The minutes of the meetings of the Committee held on 5th and 18th October 2023 were agreed as a correct record and were signed by the Chairman.

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

The Chairman confirmed he had no urgent business.

6 WATER RESOURCES - RESILIENCE AND FUTURE PLANNING.

Sally Blomfield, Assistant Director Planning and Economy introduced the report and welcomed representatives from the water companies who would be addressing the committee on the recent water outages and planning for future growth. It was noted that slides from the presentation will be circulated after the meeting.

Douglas Whitfield, Operational Director for South East Water and Jo Shippey, Community Engagement Manager from South East Water gave a presentation on the freeze/thaw incidents in Sussex in 2022.

Members discussed the changing habits of Mid Sussex residents since the pandemic, organisation of water supply, targets for water leaks and timely repairs. Members also expressed concern over the lack of communication with residents during the incident and the use of plastic water bottles at emergency water stations.

The representatives for South East Water provided information on the demand levels, and alternative water supplies that are being investigated, including refillable containers in the event of any future incidents. It was confirmed that the repair targets are set by the regulator and have been achieved for 13 years, noting that some repairs may take longer due to their location and restrictions on working.

It was also confirmed that a new in-house system for effective communications was being developed as the present system had been overloaded during recent events and a commitment was made to improve engagement with the public.

Lee Dance, Organisational Director for Water Resources South East explained how the regional water companies collaborate, the issues of transferring water from different catchment areas, and that new techniques are required to make the delivery of repairs more cost efficient. He confirmed that the drivers of demand levels are the growing population, government ambition, climate change and environmental improvements.

Nick Price, Water Resources Strategy Manager for Southern Water; Lee Dance, Organisational Director for Water Resources South East and Andrew Halliday, Water Resources Strategy Manager for South East Water gave a presentation on planning for future growth.

Members discussed the impact of water neutrality, grey water and rainwater harvesting, and how households could be encouraged to reduce their water usage. The Water Resources Strategy Manager for South East Water confirmed a proposal for piloting rainwater harvesting and grey water use for agricultural users, which required funding. The technology for water desalination plants should be developed before a commitment is made to invest and a behavioural change programme may reduce water usage.

Members discussed the issue of leaks on private land and how the water companies work with households to address this.

The Organisational Director for Water Resources South East outlined the future resilience of supplies and noted mains replacement programmes are costly.

The Members thanked the speakers for their presentations and for information provided at a recent visit to the local water treatment works at Goddard's Green.

RESOLVED

The Scrutiny Committee for Planning, Economic Growth and Net Zero:

(i) Noted the content of this report and the presentations to be made by the water companies at this Scrutiny meeting.

7 DISTRICT PLAN 2021 - 2039 - SUMMARY OF RESPONSES TO DRAFT MID SUSSEX DISTRICT PLAN CONSULTATION (REGULATION 18).

Sally Blomfield, Assistant Director Planning and Economy introduced the report, noting it summarised the responses to the representations to the draft District Plan 2021-2039 during the first public consultation. She noted any future changes to the District Plan following consideration of the responses would be presented to a future Scrutiny Committee as part of its consideration of the Regulation 19 draft of the District Plan. Any proposed changes would need to be evidence based.

Members welcomed the number of representations, engagement of the local community and work by some Parish Councils to engage with their residents. Members discussed further engagement with the local community, the possibility of reconvening the Working Group, if necessary, to discuss any future changes to the District Plan and requiring developers to submit ecological surveys. Members expressed concern about the responses from the NHS regarding healthcare provision in the District and queried the reference to duplicate comments contained in the report.

Judy Holmes, Deputy Chief Executive reiterated that all work is evidence based and sites are allocated using the approved site selection criteria. The Plan must be robust in order to get through public examination. The scrutiny committee should determine if the Working Group should be reinstated and if so it would be supported by officers.

Kevin Toogood, Assistant Director Legal and Democratic Services Monitoring Officer confirmed that the scrutiny committee is an advisory committee to the Council.

Cllr Eggleston proposed the following amendment to the recommendations:

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

The amendment was seconded by Councillor Hicks. The Chairman took Members to a vote on the amendment which was approved with 7 votes in favour, 5 against and 2 abstentions.

As there were no further questions, the Chairman took Members to a vote on the amended recommendations which were agreed unanimously.

RESOLVED

The Scrutiny Committee for Planning, Economic Growth and Net Zero:

(i) To note the comments received during the public consultation on the Draft Mid Sussex District Plan 2021-2039 and supporting documentation;

- (ii) To note the additional work required and the next steps ahead of the Regulation 19 stage, and
- (iii) This Committee recommends to Council that it positively engages with Town and Parish Councils prior to the Regulation 19 process.

8 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10.2 DUE NOTICE OF WHICH HAS BEEN GIVEN.

None.

At the conclusion of the meeting, the Vice-Chairman thanked the Chairman for his dedication and commitment for chairing the scrutiny committee for over 12 years.

The Chairman reflected on his 12 years as Chairman and thanked the Members and the officers for their support and guidance.

The meeting finished at 9.11 pm

Chairman

**Minutes of a meeting of Scrutiny Committee for Community,
Leisure and Parking
held on 22 March 2023
from 7.00 pm**

Present: A Boutrup (Chair)
S Ellis (Vice-Chair)

K Adams	J Edwards	R Jackson
P Chapman	I Gibson	M Pulfer
R Clarke	S Hicks	C Trumble
P Coote	T Hussain	R Whittaker

Absent: Councillors Anthea Lea, R Cartwright, J Dabell, B Dempsey,
A Sparasci and D Sweatman

Also Present Councillors De Mierre and Webster
as Cabinet
Members:

Also Present: Councillors Henwood and Salisbury

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

Councillor Hicks substituted for Councillor Cartwright. Councillor Coote substituted for Councillor Dabell. Councillor Whittaker substituted for Councillor Anthea Lea. Councillor Jackson substituted for Councillor Sparasci. Councillor Trumble substituted for Councillor Sweatman.

2 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Councillors Cartwright, Dabell, Dempsey, Anthea Lea, Sparasci and Sweatman.

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

None.

**4 TO CONFIRM THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON
01 FEBRUARY 2023.**

The minutes of the meeting held on 1 February 2023 were agreed as a correct record and signed by the Chairman, with 9 in favour and 4 abstentions.

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

The Chairman had no urgent business.

6 LEISURE CONTRACT UPDATE.

Simon Hughes, Director of People and Commercial Services introduced the report which provided an update on the Council's Leisure Management Contract with Places Leisure. He advised that negotiations of the management fee with Places Leisure were ongoing and commercially sensitive.

Members discussed the Open Book reconciliation and the trends in membership and visitor numbers. A Member raised concerns regarding the one-year only fixed management fee arrangement and the risks associated with this. Discussions were had regarding the types of data available for membership, visitor numbers and memberships that had not re-joined post Covid. Members would like to see data on the specific demographics; specifically those eligible for concessionary rates.

Members discussed the provision of alternative services at the Leisure Centres to adapt to the change in visitor trends and behaviours, including public health classes. Lucy Corrie, Assistant Director Communities, confirmed the current rehabilitation classes are consistently fully booked. The Council is also working with Places Leisure to reduce the energy consumption across the centres due to the ongoing rise in utility costs, noting that swimming numbers had increased post Covid, and this was one of the more expensive services to run.

A Member noted it was not a statutory requirement of the Council to provide leisure services to residents. Simon Hughes, Director People & Commercial Services explained that the community, physical and mental health benefits of providing such facilities was evident.

Members thanked officers for their hard work during such challenging times and the Cabinet Member for Leisure and Parking reinforced this, thanking officers for retaining the leisure centres during the pandemic.

As there were no further questions the Chairman took Members to a vote on the recommendation which was agreed unanimously with 14 in favour.

RESOLVED

The Scrutiny Committee noted the contents of the report.

7 PARKING STRATEGY ANNUAL REVIEW 2022/23.

Simon Hughes, Director of People and Commercial Services, introduced the report which provided an update on progress towards the delivery of the Parking Strategy and Action Plan (2020-2030) during 2022-23.

Members discussed the customer experience of using digital self-service parking apps, the impact of reducing the number of payment machines and ensuring the

service is accessible to all users. The Director of People and Commercial Services confirmed payment machines had been upgraded whilst retaining the cash facility. In response to a Member question regarding 3G data, the Director of People & Commercial Services confirmed all parking machines and the MiPermit app had been upgraded to 4G.

A Member queried the lack of data available regarding usage and income derived from car parks, dynamic parking and parking utilisation. The Assistant Director Commercial Services and Contracts advised that Management data for all sites is available and is used to inform the management of car parks across the District, and the strategy. Sally Blomfield, Assistant Director Planning and Economy advised that car data regarding the health of the 5 largest villages and town centres is available as an evidence base document supporting the Council's District Plan.

A discussion was had on improving the barriers to the Electrical Vehicle charging points for better health and safety and providing the data for cancelled Parking Penalty Charge Notices.

The Cabinet Member for Leisure and Parking thanked officers for providing such a comprehensive report and detailed action plan.

As there were no further questions the Chairman took Members to a vote on the recommendation which was agreed unanimously with 14 in favour.

RESOLVED

The Scrutiny Committee noted the contents of the report.

8 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10.2 DUE NOTICE OF WHICH HAS BEEN GIVEN.

None.

The meeting finished at 7.55 pm

Chairman

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**Minutes of a meeting of Scrutiny Committee Place and Environment
held on Wednesday, 24th May, 2023
from 7.38 pm**

Present:

M Avery	J Edwards	A Peacock
R Bates	J Henwood	A Rees
J Belsey	J Hitchcock	G Zeidler
K Berggreen	T Hussain	

1 ELECTION OF CHAIRMAN.

Councillor Henwood nominated Councillor J Belsey as Chairman of the Committee for the 2023/24 Council year. This was seconded by Councillor Bates and with no further nominations put forward, this was agreed unanimously.

RESOLVED

That Councillor J Belsey be elected Chairman of the Committee for the 2023/24 Council year.

2 APPOINTMENT OF VICE-CHAIRMAN.

Councillor Henwood nominated Councillor Berggreen as Vice-Chairman of the Committee for the 2023/24 Council year. This was seconded by Councillor Bates and with no further nominations put forward, this was agreed unanimously.

RESOLVED

That Councillor Berggreen be appointed Vice-Chairman of the Committee for the 2023/24 Council year.

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

None.

The meeting finished at 7.39 pm

Chairman

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DISTRICT PLAN REVIEW 2021 – 2039: UPDATE

REPORT OF: Sally Blomfield – Assistant Director Planning and Sustainable Economy
Contact Officer: Andrew Marsh – Head of Planning Policy and Housing Enabling
Andrew.Marsh@midsussex.gov.uk
Wards Affected: All
Key Decision: No
Report to: Scrutiny Committee for Place and Environment
Wednesday 28 June 2023

Purpose of Report

1. The Council published the draft District Plan 2021–2039 in November 2022 for a 6-week consultation (Regulation 18). At the request of the Leader of the Council, the Committee is recommended to establish a Members Working Group to guide and inform the next stage of plan-making, the Regulation 19 Proposed Submission District Plan 2021–2039.

Summary

2. This report:
 - 1) Summarises the purpose of the Members Working Group;
 - 2) Sets out the Terms of Reference for the Members Working Group.

Recommendations

3. **The Scrutiny Committee for Place and Environment are recommended to:**
 - (i) **Establish a cross-party, politically balanced Members Working Group for the Regulation 19 Submission District Plan; and**
 - (ii) **Agree the Terms of Reference (Appendix 1) for this Members Working Group.**
-

Background

4. The National Planning Policy Framework states that the planning system should be “genuinely plan-led”. In order to satisfy this requirement, the Council is required to have an up-to-date plan which provides a positive vision for the future of its area, including a framework for addressing housing needs and other economic, social and environmental priorities. Policies in local plans should be reviewed to assess whether they need updating at least once every five years and should then be updated as necessary.
5. The Mid Sussex Local Plan was adopted on 28 March 2018, and has since been supplemented by the Site Allocations DPD (the SADPD) (adopted on 29 June 2022). However, while the SADPD is important in ensuring that the Council continues to have an adequate supply of housing for the plan period, it did not review the strategic policies of the Local Plan. This work is now being done through the preparation of the District Plan 2021-2039, a Regulation 18 draft of which was published for consultation in November 2022.

6. Ahead of its publication for consultation in November 2022, the Regulation 18 draft was informed by a cross-party, politically balanced Members Working Group which was established by recommendation of the Scrutiny Committee for Planning, Economic Growth and Net Zero in January 2022.
7. 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 Members Working Group to discuss the outcomes of any revised Site Selection paper ahead of Regulation 19 stage, following which it is expected that the District Plan will be submitted to the Secretary of State.
8. Once the District Plan has been submitted, there is limited scope for further changes unless directed by the independent Planning Inspector who will be appointed to ensure the Plan is legally compliant and sound. If the Inspector concludes that the Plan is legally compliant and sound, the Council is required either to accept his recommendations and adopt the Plan as it then is (subject to any modifications the Inspector has recommended) or not to adopt it at all. Failure to adopt the plan at that stage would leave the Council without an up-to-date Plan, at which point the policies of the existing Local Plan and SADPD would have limited weight. It is therefore important to ensure both that the Submission District Plan is based on robust evidence which can withstand the examination process, and that the Plan as recommended by the Inspector is likely to have the support of the Council when it receives his Report.
9. With this in mind, and as the District Plan is now progressing to the next stage, the Leader of the Council has requested that the Committee agrees to establish a Members Working Group to consider the responses from the Regulation 18 consultation in respect of sites that were not selected for allocation in the draft Plan and new sites that were promoted during the consultation, before reporting back to this Committee and Council for approval for consultation and submission to the Secretary of State.

Members Working Group

10. The Membership, Objectives and Frequency of the Members Working Group are set out in the proposed Terms of Reference (**Appendix 1**).

Indicative Timeline

11. It is anticipated that a Members Working Group can be set up for July this year and that time can be made for engagement with the Town and Parish Councils during August and September.

Policy Context

12. 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

13. 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

14. 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

15. 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.
16. 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

17. 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

18. There are no other material implications.

Sustainability Implications

19. The draft District Plan includes a range of sustainability policies as described above. 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.
20. 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).

Appendices

Appendix 1: Members Working Group – Terms of Reference

Background Papers:

[Report to Scrutiny Committee for Planning, Economic Growth and Net Zero – 15th March 2023](#)

APPENDIX 1: District Plan Review Members Working Group - Terms of Reference

Membership

6 Members proportionate to the political balance, drawn from the Scrutiny Committee for Place and Environment.

Given the Working Group is politically balanced it will have, 2 Liberal Democrat Members, 2 Conservative Members, 1 Green Member and 1 Independent Group Member.

Objective of the Working Group

The objectives of the Working Group are to review:

- (i) any proposed amendments to Policies (housing and non-housing) since the Regulation 18 draft District Plan, as a result of the consultation responses and further work;
- (ii) the outcomes of the further work since the Regulation 18 consultation concluded in respect of sites that were the subject of representations but were not included for allocation in the draft District Plan during Regulation 18; and
- (iii) new Sites identified during the Regulation 18 consultation.

Frequency of Meetings

The Members' Working Group will meet as necessary, with the agreement of the Chair.

On completion of this task the Working Group will cease to be in operation unless otherwise agreed by the Scrutiny Committee.

SCRUTINY COMMITTEE WORK PROGRAMME

REPORT OF: DIRECTOR OF RESOURCES AND ORGANISATIONAL DEVELOPMENT
Contact Officer: Kevin Toogood, Monitoring Officer kevin.toogood@midsussex.gov.uk
Wards Affected: All
Report to: Scrutiny Committee for Place and Environment
28 June 2023

Purpose of Report

1. The purpose of the report is to assist the Scrutiny Committee for Place and Environment in determining the matters it wishes to scrutinise for the municipal year 2023-24 and beyond.

Recommendation

2. **The Committee is recommended to:**
 - (a) **Consider the potential scrutiny items suggested in this report and;**
 - (b) **Having regard to the principles set out in this report and the Council's constitution, to set a work programme for the municipal year 2023/24 and beyond.**

Background

3. Scrutiny committees are established under the Local Government Act 2000 to act as a "critical friend" to Cabinet. They act as part of the system of checks and balances on the exercise of the Council's functions and can make recommendations to Cabinet and Council on policies and actions pursued (or proposed) by the authority.
4. In particular, scrutiny committees have the power to look into any matter which affects the District, and which is relevant to the work of the Council. Recent examples of this include the previous Council inviting the water companies to attend the scrutiny committee to discuss the water outages which affected the District during the Winter in 2022.
5. The committee has 4 scheduled meetings in the municipal year 2023/24 (16 meetings across the municipal cycle). The work themes for the Scrutiny Committee for Place and Environment are:
 - Plan-making (i.e., the District Plan and other matters forming part of the statutory Development Plan);
 - Burgess Hill Town Centre and Burgess Hill Growth Area;
 - Gatwick Airport
 - Clair Hall
 - Economy and Sustainability
 - Digital infrastructure
 - Leisure
 - Parking
 - Estates
 - Parks and Open Spaces
 - Building Control
 - Development Management.

Work Programming

6. The committee sets its own work programme. The constitution requires that in doing so it must take account of (but does not have to agree to):
 - the views of members of minority parties sitting on the committee
 - requests from a member of the committee to consider a matter relevant to the functions of another committee upon which that member sits (for example a member of Licensing committee who is also a member of this committee could request that the committee considers a proposed licensing policy)
 - requests from any member of the Council for the committee to consider a local government matter, subject to taking note of any guidance issued by the Secretary of State.
7. Certain matters are excluded from the work of scrutiny committees by law:
 - Crime and disorder
 - Planning decisions
 - Licensing decisions
 - Any matter where a right of review or appeal exists
 - Any matter which is vexatious, discriminatory, or unreasonable to include on an agenda.
8. Scrutiny activities do not necessarily need to take place in scrutiny committee, and, throughout the municipal cycle, there may be a need to convene working groups and “task and finish” groups drawn from the committee to look at specific matters in further detail. It is also valuable for members of the committee to be able to speak to each other outside of meetings and to prepare as much as possible in advance to get the most out of formal meetings. This should be borne in mind when setting the work programme for the formally scheduled meetings of the committee.
9. Under the Council’s constitution, matters forming part of the adopted “policy framework” (which, of most relevance for this committee will include the District Plan) must be notified to the Chairman of the committee, giving at least 6 weeks’ notice before Cabinet proposes that policy to the Council for adoption, to enable the committee to consider the matter if it so wishes. As a matter of good practice, it is suggested that the District Plan be included in the work programme for the committee.
10. The forward plan sets out the programme under which Cabinet proposes to make Key Decisions – decisions likely to have a “significant” effect in the District and this can be useful to inform the work programme of this committee. Additionally, officers will suggest potential significant projects which may benefit from scrutiny input.
11. On 14th June 2023, Management Team met with the Chairmen and Vice-Chairmen of both of the scrutiny committees along with Cabinet to informally discuss forthcoming matters which might benefit from scrutiny input. All parties understood the importance of working collaboratively, with an expectation that Cabinet members would ordinarily be in attendance at committee meetings in order to account (in particular) for proposed policy/strategy direction and listen to the committee’s views.
12. In setting the committee’s programme, it was noted that because of the need to prioritise key matters for the committee, the committee might want to consider looking beyond this municipal year and further into the municipal cycle when considering setting the programme.

13. Cabinet members expressed a desire to ensure that the scrutiny committees do take account of the wishes of minority party members and also suggested a number of topics that they wished the committee to consider within the work programme. These were: Clair Hall, Sustainable Economic Strategy 1-year review and the Parks Masterplan
14. To accommodate external partners, it is suggested that these issues are programmed later in the programme so that officers can work with those external partners to secure their involvement. In addition, for meetings where the committee is looking at the work of external partners, it is suggested that these should be single-item agendas.
15. With all of these points in mind, officers have compiled a list of matters which this committee may wish to consider including in its work programme. In considering this list, members are asked to consider what information they are likely to need to effectively consider the matters in question and the likely attendances (from officers and/ or Cabinet members) they are likely to require.

Item	Suggested meeting
District Plan – Review of draft Regulation 19	18 th October 2023
Green Spaces Action Plan	TBC
Invite WSCC to outline how they plan for and deliver highways and sustainable transport (WSCC and/or Highway Agency)	TBC
Invite WSCC to outline how they plan for and deliver education provision	TBC
Gatwick Airport DCO – Update	TBC
Invite the Energy Companies /UKPN – to outline how they plan and deliver services to existing and new homes	TBC
Clair Hall	TBC
Sustainable Economic Strategy – 1-year review	TBC
Parks Masterplan Programme	TBC

Financial Implications

16. The committee can utilise resources such as expert witnesses to inform its work where this is considered necessary and, in this case, there will be a cost to bringing in that external expertise.

Other Material Implications

17. In setting its work programme the committee should consider the general resource implication for the authority of facilitating an effective discussion. Where possible the committee should try to give advance indication of likely avenues of discussion or questions for officers or cabinet members to enable a properly informed discussion to take place. The resource needs of the committee must be balanced against the general operational needs of the Council, its resources, and the ability of its officers to carry out their tasks in supporting the operation of the authority as a whole.

Risk Implications

18. The work programme of the committee does not carry an inherent risk, but if the committee is unable to agree upon a programme there is a risk that it will not be able to function as effectively as it could because appropriate preparatory work would not be able to be carried out in a focussed and programmed fashion.

Sustainability Implications

19. None.

Equalities and Customer Service Implications

20. None.

Background Papers

None