

**Minutes of a Meeting of Mid Sussex District Council  
held on 25 July 2018 from 7.00 pm to 8.19 pm.**

**Present:**

**Councillors:**

Bruce Forbes (Chairman)  
Colin Trumble (Vice-Chairman)

Jonathan Ash-Edwards  
Andrew Barrett-Miles\*  
Edward Belsey  
John Belsey  
Margaret Belsey  
Liz Bennett  
Michelle Binks  
Anne Boutrup\*  
Pete Bradbury\*  
Heidi Brunsdon\*  
Cherry Catharine  
Richard Cherry  
Rod Clarke  
Phillip Coote  
Ruth de Mierre  
Tony Dorey\*  
David Dorking  
Sandy Ellis  
Claire Fussell

Steven Hansford\*  
Sue Hatton\*  
Ginny Heard  
Chris Hersey  
Margaret Hersey  
Colin Holden  
Anne Jones MBE  
Jim Knight  
Jacqui Landriani\*  
Andrew Lea\*  
Anthea Lea  
Judy Llewellyn-Burke  
Andrew MacNaughton  
Gordon Marples  
Gary Marsh  
Edward Matthews  
Norman Mockford\*  
Pru Moore  
Howard Munding

Kirsty Page  
Geoff Rawlinson\*  
Peter Reed  
Robert Salisbury\*  
Linda Stockwell\*  
Dick Sweatman  
Mandy Thomas-Atkin  
Neville Walker  
Garry Wall  
Anthony Watts Williams\*  
Norman Webster  
Rex Whittaker  
John Wilkinson\*  
Peter Wyan

\*Absent

**1. OPENING PRAYER**

The opening prayer was read by the Vice-Chairman.

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

None.

**3. TO CONFIRM THE MINUTES OF THE MEETING OF COUNCIL HELD ON 20 JUNE 2018**

The minutes of the meetings of Council held on 20 June 2018 were agreed as a correct record and signed by the Chairman.

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

Councillor Ash-Edwards declared a personal interest as Chairman of the Sussex Learning Trust and as a person contracted to train school governors in relation to the Leaders Report at item 11.

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

None.

**6. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman read a letter received from the Office of the Duke and Duchess of Sussex in relation to the Royal Wedding.

**7. DEVELOPMENT INFRASTRUCTURE AND CONTRIBUTIONS; AFFORDABLE HOUSING AND DEVELOPMENT VIABILITY SUPPLEMENTARY PLANNING DOCUMENTS**

Councillor Walker proposed the report as Chairman of the Scrutiny Committee for Community, Housing and Planning, noting that the documents had gone through intense scrutiny by the Scrutiny Committee as well as public consultation. He drew Members attention to paragraph 2 of the report noting the importance of the documents, without which the full impacts of development on existing and future communities will not be properly mitigated and the benefits of new development may not be secured. Councillor MacNaughton seconded the report, concurring with Cllr Walker's comments.

As there were no questions, the Chairman took Members to the recommendations, which were agreed unanimously.

**RESOLVED**

That Council agrees to:

- (i) Approve the Development Infrastructure and Contributions, Affordable Housing, and Development Viability SPDs for adoption;
- (ii) Approves the publication of the Development Infrastructure and Contributions, Affordable Housing, and Development Viability SPDs; Consultation Statement; and Adoption Statement; and
- (iii) Gives delegated authority to the Divisional Leader for Planning and Economy to make typographical and minor factual and clarification corrections to the documentation as necessary before publication.

**8. AMENDMENTS TO LICENSING POLICY**

Councillor Walker introduced the report, noting that it is a statutory requirement for the Council to adopt. Councillor Webster seconded the report thanking Officers and Members of the Scrutiny and Licensing Committees for their thorough work on the policy.

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

## **RESOLVED**

That Council adopt the amendments to the Licensing Policy as detailed in Appendix 1 of the report.

### **9. DELEGATION TO PLANNING OFFICERS TO DEAL WITH PERMISSIONS IN PRINCIPLE AND THE TECHNICAL APPLICATION THAT MUST FOLLOW**

Councillor MacNaughton introduced the report, noting that Members have already received a briefing on the subject. He drew Members attention to the short 5 week timescale to determine the applications hence the need to delegate to officers to carry out the relevant checks in the time available. Councillor Walker seconded the report.

In response to Member's questions, the Cabinet Member for Housing and Planning confirmed that fees are payable for an 'in principle' application at a rate of £402 per 0.1 hectare. He confirmed all members will be informed of the new delegations which relate to developments of up to 9 units.

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

## **RESOLVED**

Council agrees:

In addition to the present delegations to planning officers there should be a delegation to enable planning officers subject to consultation with at least one planning chairman and the relevant Ward members to:-

Decide the outcome of an application for Permission in Principle and the application for Technical Details Consent that follows.

### **10. RECOMMENDATIONS FROM CABINET – 9 JULY 2018**

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

## **RESOLVED**

Council approved:

- (i) that £221,981 grant income relating to Flexible Homelessness Support Grant be transferred to Specific Reserve as detailed in paragraph 22 of the Cabinet report;
- (ii) that £26,266 grant income relating to Preventing Homelessness Grant be transferred to Specific Reserve as detailed in paragraph 23 of the Cabinet report;
- (iii) that £3,791 be transferred to Specific Reserve as detailed in paragraph 24 of the Cabinet report;

- (iv) that £970 be transferred to Specific Reserve as detailed in paragraph 25 of the Cabinet report;
- (v) that £34,051 be transferred to Specific Reserve as detailed in paragraph 26 of the Cabinet report;
- (vi) that £19,353 be transferred to Specific Reserve as detailed in paragraph 27 of the Cabinet report;
- (vii) the variations to the Capital Programme contained in paragraph 33 of the Cabinet report in accordance with the Council's Financial Procedure rule B4.

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

The Leader focussed on partnership working in a number of areas including the positive relationship with Homes England following the formal launch of the investment at the Northern Arc, Burgess Hill. He commented on the scale of the investment by the Government as it is the most ambitious project for Homes England and for this area of the Country and will bring significant benefit to the town and district. The launch brings pace and certainty to the scheme and a greater emphasis on the delivery of affordable homes. He also noted that he attended the Transport for South East Shadow Board meeting which focussed on supporting the Council's growth ambitions within Mid Sussex.

The Leader confirmed that he had taken chairmanship of the Greater Brighton Economic Board and noted that the Board had been in place for 5 years, achieving a great deal. However, he considered that it has scope to be more ambitious and that it provides a strong platform for this authority to put forward its future ambitions. He also confirmed that the Coast to Capital Joint Committee has also launched their Strategic Economic Plan which he will be in a position to report back on at a future meeting.

On a local issue, he commented on the significant work that officers, partners and the Rt. Hon. Sir Nicholas Soames MP have carried out in order to secure post-16 education at the site of the former 6<sup>th</sup> form collage in Haywards Heath. This has resulted in a robust business case submitted to the Rt. Hon Anne Milton MP, Minister for Apprenticeships and skills and the Council will continue to be part of the work to safeguard post-16 education in the District.

A Member welcomed this update on the college, stressing the importance of it getting the accolade it once had.

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

### Report of the Deputy Leader and Cabinet Member for Economic Growth

The Deputy Leader highlighted the positive take-up of Micro Business grants with 30 applications due to be determined at the next meeting. Should these be accepted, there is still further funding available and he encouraged Members in the North of the District to promote the scheme as there has been a low take up in that area.

He confirmed that the Burgess Hill Member Steering Group recently met to look at the A2300 improvement scheme and sustainable transport package before a public

engagement event in the Autumn. He also referenced the Council's recent launch of the Economic Development Strategy which was well supported by over 80 representatives from the business and educational skills sectors and the Rt. Hon. Sir Nicholas Soames MP. He thanked Officers involved in organising the event, and noted the positive interest in expanding business and working with the Council from the key note speakers at Cells 4 Life, and Sussex University.

He also confirmed that the 'Open 4 Business' event will be taking place later this year and will focus on skills and apprenticeships.

In response to a Members query, he acknowledged that businesses are often frustrated by the lack of space to expand into. He confirmed that the Hub is now under development on the A2300 and site acquired by Northern Arc will provide additional employment space, along with the Science and Technology park in due course. The work carried out by the Site Allocations Working Group will also consider potential employment space.

A Member commented on the amount of investment going into Burgess Hill and asked what is planned to assist commerce in Haywards Heath. The Deputy Leader responded that the Council is keen to ensure that the towns complement each other and that they do not have to compete as their offer is different. The Council's ownership of The Orchards provides an opportunity to consider enhancements. He also noted that the town centres are changing and need to adapt to meet the needs of how we live, for example offering a shopping experience and addressing opening hours.

#### Report of the Cabinet Member for Finance and Performance

The Cabinet Member confirmed that the Audit Committee met on 24 July and the 2017/18 accounts will be signed off by the end of the month. She also highlighted that the performance report will be presented to the Scrutiny Committee for Leader, Resources and Economic Growth in October and that current figures indicate 84 % of targets have been met or exceeded, compared to 76% in the previous year.

She drew Member's attention to the Ministry of Housing, Communities and Local Government's technical consultation which has been published and indicates that the new homes bonus will be replaced with an alternative way to encourage housing development. There is also proposed mitigation to help negotiate the Revenue Support Grant which may result in the Council not being in the position of paying funds to the Government in following years.

#### Report of the Cabinet Member for Customer Services

The Cabinet Member confirmed that on the Mid Sussex District Council Facebook pages, videos are proving very popular and well received. A few examples include a video shot during the volunteer day at the Scouts new building, the Redwood Centre in Hayward's Heath demonstrating the Council's commitment to supporting local voluntary groups. This piece featured Cllr Ash- Edwards and focused on bringing the venue back into community use. To date this has been viewed over 1200 times.

The second example was a video shot during the Homes England announcement of their involvement in the Northern Arc, a significant vote of confidence in the work of the Council. This video featured Cllr Wall and has been viewed over 2,200 times.

She confirmed that Democratic Services have an Election to run for Lindfield Parish Council, with polling taking place on Thursday 13th September, and the Annual Canvass is underway with 67% of returns already received. This is split of 30% postal returns and 70% of returns carried out online.

The Cabinet Member confirmed that the Customer Service team have employed two new members of staff and all performance indicators have been achieved again this month. She noted that the Customer Services System 'Sales Force' continues to be developed. Response times have improved and there is an increase in the number of customer queries that can be resolved at the first point of contact. This aids officers in giving an excellent service for all residents who telephone in.

#### Report of the Cabinet Member for Service Delivery

The Cabinet Member confirmed that the Green Flag has been successfully retained for Beech Hurst Gardens, and for the first time in a number of years the Council has successfully obtained another Green Flag at St John's Park in Burgess Hill. He thanked Officers and Contractors for their hard work in gaining this recognition and looks forward in future to submitting another application in East Grinstead at Ashplats Wood.

He confirmed that the parking team has successfully introduced the new methods of payment in the Council's car parks, including cashless, mobile apps as well as cash which has been welcomed by the public.

He noted the work carried out over the past three years to increase users using the leisure centres and confirmed that the last part of the current leisure centre investment with Places for People saw the opening of the leisure pool at the Triangle. A planning application will be submitted soon for the increase in parking spaces at the Dolphin Leisure Centre.

The Cabinet Member also drew Member's attention to the significant increase of unauthorised Traveller incursions in the district and in particular on Council owned land. It has resulted in a significant amount of work with partners to seek remedies and he confirmed that the correct result has been achieved each time. The Cabinet Member expressed his thanks to the County Officers who have worked with the Council throughout a difficult period and to the local police who have been scrupulously fair to all parties. A Member also thanked the Cabinet Member for the good communication and well-handled strategy for these incursions.

With regards to recycling rates, he confirmed that the Council is now in the high 40%, approaching the 50% that all Councils must achieve by 2020. In response to a Members comments on food waste he confirmed that the Council is working with the County Council who are keen to pilot a food waste service but it is in the embryonic stages at present.

A Member thanked the Cabinet Member for the work on resurrecting the plants in St John's Park in time for the festival. The Cabinet Member confirmed that contractors use grey water to maintain the parks in general throughout the year.

#### Report of the Cabinet Member for Community

The Cabinet Member noted that the Board of the NHS Horsham and Mid Sussex

CCG recently met (and held their AGM) and he thanked Cllr Holden for his question on the Silverdale GP practice. He noted that the CCG has a tight spending reduction programme in place.

He highlighted that recently there has been another instance of a licensed taxi driver refusing to transport a disabled passenger, despite having an adapted vehicle and he stressed that the Council will use its powers to ensure that this type of behaviour does not continue.

Regarding Disabled Facilities Grants (DFG's), he confirmed that since 1 April 2018, the Council has approved 72 DFG's, and is likely to achieve over 250 in the year. A County-wide DFG coordinator is being appointed to ensure successful delivery across the District and County and the work is an excellent example of partnership working with West Sussex County Council, the District and Borough.

Similarly, he acknowledged the 1<sup>st</sup> Birthday celebration of Haywards Heath Age UK which is a fine example of what good community engagement and partnership work can achieve.

A Member expressed concern regarding the provision of care for older people in the District, as Clarion Housing plan to remove night time care in Marten House and the Disabilities Trust wish to close The Kleinwort. With regards to Marten House, the Cabinet Member deferred to the Cabinet Member for Housing and Planning who has received a briefing paper on the issues which will be shared with Members when complete. There is a meeting arranged on the subject and it was asked that Cabinet Members encourage Clarion to attend, as they have currently declined.

The Cabinet Member for Community noted the valid points raised by the Member and highlighted that the CCG has a recovery plan in place to address a £39m deficit and have given assurances that they will achieve it. He noted that health is not the Council's direct responsibility but confirmed that the Council will continue to represent the needs of residents. However, it was imperative to further support our Health and Wellbeing team in order to provide assistance, particularly in areas such as fall and diabetes prevention. We ought to encourage the use of a range of other personnel such as pharmacists, to deliver health care more effectively. He drew Members attention to a Health and Care conversation being held in Clair Hall in the next few weeks and expressed a wish for patients to be acknowledged more strongly in the CCG's plans going forward.

#### Report of the Cabinet Member for Housing and Planning

The Cabinet Member confirmed that a new version of the NPPF has just been published this week.

He confirmed that following the Scrutiny Committee and Cabinet's approval, the Temporary Accommodation Project Group (comprising staff from Housing Services, Corporate Estates, Legal Services and Finance) are taking forward the project to acquire properties within Mid Sussex to use as temporary accommodation. A Temporary Accommodation Management Officer is being recruited with the aim to be in post by October. If any properties are acquired or leased in the mean time they will be managed between Housing Services and Corporate Estates.

He noted that an LGA report on Housing, Planning and Homelessness provides some interesting facts. Since 2011 only 1 in 5 social homes sold under the right to buy have been replaced. In response to a Member's query, he will look into where

the money received for such sales is being directed. There are also 77,000 households in temporary accommodation nationally. Nationally Councils are approving 9 out of 10 planning applications and there are currently 423,000 homes with planning permission that have not been built.

He highlighted that the Planning Department continues to perform above targets and there has been a reduction of 28% in appeals received between April and June.

In response to questions from Members, he reiterated his commitment to challenge the decisions made relating to Marten House, and on a separate matter confirmed he would look into how the Council can enforce the removal of the yellow housing signs that are being left up around the District.

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

None.

The Meeting was closed at 8.19 pm.

Chairman